



**ST. BARTHOLOMEW**  
CATHOLIC SCHOOL

# 2023-2024 FAMILY HANDBOOK

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# Handbook Receipt Acknowledgement



I understand the cell phone policy.

\_\_\_\_\_ *Parent's Initial*



I have discussed the expectations for student behavior and subsequent discipline policies with my child(ren).

\_\_\_\_\_ *Parent's Initial*



I have discussed appropriate use of technology on and off campus with my child(ren). \_\_\_\_\_ *Parent's Initial*

*I have read the St. Bartholomew Catholic School 2023-2024 Family Handbook in its entirety and will support the policies at St. Bartholomew Catholic School.*

FAMILY NAME: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please sign and return this page to the school office by September 8<sup>h</sup>, 2023.**

\*Some policies may be added or changed during the school year. Such modifications will be communicated to parents by the administration.

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# **ABOUT ST. BARTHOLOMEW CATHOLIC SCHOOL**

## **MISSION STATEMENT**

The mission of St. Bartholomew Catholic School is to develop life-long learners grounded in faith, critical thinking, and service to others. In a community of Christ's love, we foster compassion, academic excellence, and leadership through community collaboration, rigorous standards-based curricula, and innovative instruction. We prepare our students to be active global citizens who live the word of God and who are ready to meet the challenges of the 21st century.

## **INTRODUCTION**

Please read this handbook that outlines the rules, regulations, and procedures of St. Bartholomew Catholic School. The Principal reserves the right to amend the handbook at any time.

## **ABOUT US**

St. Bartholomew Catholic School is accredited by Cognia. Highly qualified teachers staff the school with an emphasis on religion, language arts, mathematics, science, social studies, foreign language, and computer literacy. This highly structured, academic emphasis is balanced by instruction in the fine arts and physical education.

Graduates of St. Bartholomew's are well prepared to attend any public, private, or parochial high school. Historically, St. Bartholomew's students have excelled in high school and their future endeavors.

St. Bartholomew Catholic School is an inclusive school community and seeks primarily to serve parents who want a Catholic education for their children. It is open to all, regardless of race, religion or national origin.

It is the philosophy of St. Bartholomew Catholic School that education is primarily the responsibility of the parents. Therefore, St. Bartholomew acts in a delegated,

complementary way to assist students and their families in their full spiritual, intellectual, moral, social and physical growth.

The spirit of caring, Christian love, and respect, which we accord each other, strengthens the warm atmosphere of our school.

Parental support is present in the daily life of the school, as parents serve as hot lunch servers, room parents, field trip chaperones, and other various requested supervisors. This close working relationship adds to the family spirit of the school. The school, an integral part of the parish community, shares fully in its liturgies, social outreach, and blessings.

In accordance with our mission statement, we express our school spirit with how we treat each other and our facilities, and how we carry ourselves. We practice daily faith, inspire an active concern for others, demonstrate integrity, and encourage all to strive for excellence in their endeavors.

## **ADMISSIONS & NON-DISCRIMINATION POLICY**

As an Archdiocesan school, St. Bartholomew School follows the Archdiocesan Admissions & Non-Discrimination Policy which can be found on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at <https://adwcatholicschools.org/non-discriminationpolicy/> and is also included on the last page of this handbook.

The St. Bartholomew Catholic School is a parish school and provides children with an educational experience based on a Catholic philosophy of education. Applications for admission are made through the *TADS.com*.

To be considered for admission, families must submit academic transcripts, teacher recommendations, birth certificate, baptismal certificate (if applicable), signed ADW Immunization Agreement, and any supplementary documentation that may be requested. Admissions testing and classroom evaluations are scheduled during the applicant's campus visit.

When an applicant is accepted, a non-refundable tuition deposit is due within 30 days of acceptance to St. Bartholomew, unless otherwise indicated.

## **TUITION INFORMATION**

Tuition is determined annually by the Pastor and Principal and will be announced each Spring for the following school year. Tuition can be paid in full or in ten monthly installments (July through April) via the TADs Management Company and their automated payment system.

There is one standard tuition rate of \$13,800 per child in all grades. Families who seek grant assistance are required to apply through the Archdiocese of Washington's Tuition Support program via TADs. The deadline for returning students is early December for the following school year, and early March for new families. See Archdiocese of Washington Catholic Schools page for more updated deadline information.

All families are asked to meet their financial obligations to St. Bartholomew Catholic School promptly. All financial obligations must be paid before transcripts will be released to any other school including high schools. In addition, report cards and standardized test results may be withheld from families who have not fulfilled financial obligations, including but not limited to aftercare costs.

If at any time a family experiences unforeseen financial hardship please make an appointment with the Pastor or Principal.

## **SCHOOL HOURS**

The official school day is 8 a.m. until 3:00 p.m. Students will be dismissed at 12:00pm on half days. A complete calendar noting half days, holidays, and vacations is distributed annually.

Class schedules are made available the first week of school. A general outline of the day can be found below.

7:00 – 7:45 a.m. – Morning Care in primary hallway (extra fee applies)

7:45 – 7:59 a.m. – Students arrive. Any students arriving *before* 7:45am will be sent to Morning Care and charged the applicable fee.



8:00 a.m. – School begins. Prayers, announcements, and Morning Meeting in homerooms.  
9:30-9:55 a.m. – PK3- K Snack & Recess  
10:15-10:35 am – Gr. 1-8 Snack & Recess  
11:30 – 12:10 p.m. – Pre-K- K Lunch/Recess  
12:05 – 12:25- 1st-4th lunch; 5th-8th Recess  
12:25-12:55 p.m. –1st – 4th Recess; 5th-8th Lunch  
2:55pm- Closing prayers in homerooms  
3:00 – 3:15 p.m. – Dismissal  
3:15 p.m. – 5:30 p.m./6:00 p.m. – Aftercare (extra fee applies)

## **ARRIVAL TRAFFIC PROCEDURES**

Cars enter the dropoff line via the main parking gates and form a line in the lower parking lot parallel to the 7th and 8th grade classrooms where they will be greeted by teachers and patrols. **All students must remain in their cars until 7:45am.**

**Drive slowly, pay attention, and do not use your cell phone.** Remember we have 3 and 4 year olds-- please be patient and do not pass a car that is unloading. Be aware of the stop signs when exiting the campus.

The parking gates will close at 8am, signaling the end of carpool. Students arriving after 8am are considered tardy and must be signed in by a parent to receive a late slip from the main office.

## **DISMISSAL TRAFFIC PROCEDURES**

Children are dismissed from their homerooms. Cars must enter campus using the River Road access road. Drive past the front of the school and Church and proceed to the upper parking lot. The carpool line begins at the Blacklock Road circle. **DO NOT enter the carpool line from Blacklock Road,** it is unfair to the rest of the families who are waiting in line.

Afternoon Dismissal will be from 3:00 PM - 3:10 PM; drivers need to be prepared to be in the carpool queue at 2:50 PM. At 2:50 PM the chain will be moved and cars directed to park either in the:

- **UPPER LOT (Lot 1/ upper blacktop)** -- for families who are picking up ANY student who **WILL NEED CAR SEATS** to be buckled; or the
- **LOWER LOT (Lot 2/ lower blacktop)** -- for families who are picking up students who **DO NOT NEED CAR SEATS** to be buckled.

The **ENTRY LANE** will be **ALONG THE CURB** by the basketball hoops and the playground. Plan on driving across those marked parking spots when directed to do so.

The chain at the Blacklock Road circle will be put back up at **3:00 PM**.

Find the revised Carpool Dismissal procedure & maps [here](#).

**Please drive slowly, turn off your cell phone, and be mindful of our youngest students as they are buckled/unbuckled.**

If you are unable to wait in carpool line, please make arrangements to pick up your child from the main office before 3:00pm.

At 3:15 p.m., all children not picked up will be sent to Aftercare. Please see Morning Care/Aftercare for information about fees.

## **TRANSPORTATION**

To ensure the safety of all students, parents transporting their children to and from school by cars are required to follow the traffic pattern established by the school.

Individual transportation and carpool groups are the primary means of transportation to and from St. Bartholomew Catholic School and are organized informally by the school families. If your child participates in a carpool, please be sure to notify the main office and your homeroom teacher.

If you need to pick up your child early, notify the main office and your teacher. You will be required to park in the front of the school and sign your child out of the main office. Parents are not authorized to pick up children from Mass, classrooms, or anywhere on campus without signing out at the front desk.

Children will not be released to anyone not pre-authorized by his or her parent/guardian. It is important to let your homeroom teacher and the main office know when a child is going home with a friend.

In the event of an emergency or unforeseen circumstance in which a person other than a parent, guardian, or pre-authorized individual must pick up your child we require you to call the main office with the individual's name and contact information. E-mail or voicemail is not permitted. Proof of identity will be required before the child is released to the individual.

Children will not be permitted to walk home or take public transportation without the written consent of a parent/guardian *and* a discussion with the administration.

## **ARCHDIOCESE OF WASHINGTON ATTENDANCE POLICY**

St. Bartholomew School follows the Attendance Policy of the Archdiocese of Washington (3535) found in the ADW Policies for Catholic Schools Guide, available online.

Per the policy, the following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation indicating the student is able to return to school);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer;
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes;
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

Any absence that does not fall into one of the above categories or is not properly documented by the student's parent/guardian, is an unexcused absence.

## **REPORTING ATTENDANCE & ABSENCES**

Students are most successful in school when they are on time and present for every class. When students miss all or part of a class on a regular basis, they increase the likelihood of academic difficulty in that class and throughout their academic career.

Catholic high schools require data on the number of days a student is absent and tardy during seventh and eighth grade and consider chronic absenteeism and tardiness a valid reason for concern about a student. Students are responsible for making up work missed due to absence.

Parents must email the child's homeroom teacher, the main office (and any third party instructors, if applicable) before 8 a.m. on the day of the absence. Upon returning to school, the child is required to present a note from his/her parents or guardians explaining the absence, even if an email was sent. A doctor's note may be requested in the event of an extended absence.

## **TARDINESS**

School begins promptly at 8 a.m. Any student arriving after 8 a.m. is marked tardy and must be walked into the main office by a parent/guardian and signed in. Students will receive a tardy slip to present to their teacher.

## **EARLY RELEASE FOR STUDENTS**

Parents are encouraged to make appointments for their children after school hours. If this is not possible, please email the child's teacher and the main office the morning of the appointment (as well as any third party instructors, if applicable). The parent must meet the child in the school office and sign out. Students will only be released through the school office.

## **ACADEMICS**

Students at St. Bartholomew Catholic School receive a complete, diverse and rigorous education, based on proven standards, delivered through pedagogically sound best practices. Academic areas of focus include: Language Arts, Mathematics, Reading, Religion, Science and Social Studies. Students also receive instruction in Art, Technology, Library, Music, Physical Education, and Spanish.

The goal of the academic program at St. Bartholomew Catholic School is to ensure that every student is challenged at an appropriate level which will maximize the student's learning and help the student to be as successful as possible.

All teachers work to differentiate instruction for all types of learners. Data from formative and summative assessments is analyzed to structure lessons and pacing. Students engage in hands-on learning and collaborative projects on a regular basis and teachers focus on problem solving skills that students will be able to use throughout their lives.

### **HOMEWORK**

Homework is assigned on a regular basis beginning in Kindergarten. Students in grades 3-8 are provided with an assignment book to record assignments and due dates, and is considered to be the primary source for homework and assessment information. This helps to develop vital personal responsibility skills that will facilitate a successful education.

Homework assignments help to reinforce material learned during the school day or to prepare a student for the following day. Depending on the grade level, homework may be graded for accuracy and completion. When writing, it is expected that students use legible handwriting, proper grammar and punctuation. In math, students must show their work.

As students are learning to manage their time, it is important that parents actively monitor homework, its completion, its accuracy, and its submission. Middle school teachers actively use PlusPortals to post information about homework, student resources,

and upcoming assignments and assessments, which allows parents to know what is expected of each student.

As a general guideline, families can expect 10 minutes by grade (for ex: K/1- 10 minutes, 2nd-20 mins, 3rd- 30 mins, and so on).

**Late Homework/Forgotten Homework:** Homework will only be accepted up to 2 days late. Students will forfeit 10% per day for each day late, up to 2 days. After 2 days, the homework will not be accepted and the student will earn a zero for that assignment. We ask that parents do not drop off any assignments that may have been left at home or in the car.

**Absent or Sick Homework:** Homework that was assigned while the student was present in school is due upon return. For example, consider a student who attends school on Monday and is assigned homework during class that is to be turned in on Tuesday. If the student is absent/sick on Tuesday and returns on Wednesday, the homework that was assigned on Monday must be turned in on Wednesday during class to receive full credit. The homework that was assigned on the day the student was absent (Tuesday in this example) would be due on Thursday, in addition to any homework assigned on Wednesday.

If a child is going to miss several days (excused absence, travel, etc), please contact the teacher(s) to determine the best method for completing missed class and homework, which is considered due upon return.

**When returning to school the student is expected to schedule a meeting with the teacher to learn any new concepts that may have been introduced during his/her absence.**

## **ASSESSMENTS**

Student assessment is ongoing. Teachers informally assess students in many ways, including completion of class work and engagement in classroom lectures or learning activities.

Formal assessments are administered in the form of quizzes, tests, and long-term projects. Study guides will be provided for tests and rubrics will be provided for projects. Students should work to ensure that they are prepared for each assessment and work to demonstrate mastery at every possibility.

While study skills and time management skills are modeled in school, these must be practiced and supported at home in order to ensure good habits are being formed consistently.

**Retakes:** Retakes are at the teacher's discretion. Students may have the opportunity to improve upon certain assessments. For example, in math, students may make corrections with an explanation demonstrating their understanding of the concept to earn credit.

## **ACADEMIC ENRICHMENT**

The Enrichment Program provides observation and support to students in all grades by working with teachers to understand the needs of every learner in the classroom. Enrichment and Reading specialists can work in whole groups, small groups, and individually with students when needed, or as informed by his/her documented learning plan.

Students with a documented need for Enrichment support are able to meet with the Enrichment Teacher during the school day. Parents will be expected to meet with the Enrichment Department to review student profile, goals, and any coordination of services with Montgomery County Public Schools (if applicable) as determined by their 504/IEP → CAP/CIP plan.

## **REPORT CARDS AND PROGRESS REPORTS**

Students receive report cards at the end of each quarter (at the end of the semester for Pre-Kindergarten and Kindergarten). Report cards are distributed electronically one week after the end of the marking period.

**Standards Based Report Cards** provide feedback to families on how a student is progressing relative to the standards for each subject. A student receives a mark of EE (Exceeds Grade Level Expectations at this time), ME (Meets Grade Level Expectations at this time), AE (Approaching Grade Level expectations at this time), or NE (Not Approaching Grade Level Expectations at this time).

In some instances, an “X” will indicate that the standard was not covered during the marking period. The expectation for each standard increases as the school year moves along, so a student who receives an ME during the first quarter would need to show additional growth on that standard to earn an ME during the second quarter. A student who receives an EE has shown sustained mastery above and beyond expectations on that standard throughout the quarter. The EE, ME, AE, NE scale is not equivalent to a traditional A, B, C scale.

**The Traditional Report Card** provides students with a letter grade for each subject area, including specials. Two different scales are used:

A, B, C, D & F	Percentage	E, G, S, I, & U
A	93 – 100	E – Excellent
B	85 – 92	G – Good
C	77 – 84	S – Satisfactory
D	70 – 76	I – Improvement Needed
F	< 70	U – Unsatisfactory

Grades are a representation of a student’s performance and growth over the marking period. Formal and informal assessments on content, study skills, and effort factor into a student’s average for each subject.

**Progress Reports** are sent home in the middle of each marking period. These reports are a snapshot of current grades as well as a comment from teachers about progress during the quarter. Progress reports will be emailed home through PlusPortals (gr. 5-8) and either emailed for sent home via class folders (gr. 1-4).



## **ACADEMIC HONORS**

Students in fifth through eighth grade who demonstrate excellence in the classroom are recognized during the quarterly Honors Mass. Students must meet the criterion for each honors level and have no significant administrative disciplinary action.

**Principal's Honors:** All "A's" in six main academic areas. All "A's" and "E's" in other subject areas.

**First Honors:** Five "A's" and one "B" in main academic areas. At least "B's" and "G's" in other subject areas.

**Second Honors:** At least two "A's" and the rest "B's" in main academic areas.

## **STANDARDIZED TESTS**

The Archdiocese of Washington designates which assessments are used and oversees the administration (ADW 3340). The goal of each test is to gather information on student strengths and areas for growth which can then be used to direct instruction for each student. The information is also used to find trends within grades, schools and the diocese as a whole.

The MAP Growth Reading, Math, Language Arts, and Science assessments are administered on a computer and provide a personalized and adaptive assessment experience for each child in grades 2-8. Data is used to monitor growth and to inform instruction.

First graders will take the reading foundations test in the winter and the math test at the end of the year.

Students in Pre-Kindergarten and Kindergarten may be assessed using Early Learning Quick Assessments (ELQA) up to three times per year. The ELQA is a series of quick assessments that monitor progress in early literacy and numeracy skills so teachers are able to identify students at risk for not meeting early targets and to differentiate instruction.

The **Assessment of Religious Knowledge (ARK)** is used to formally measure the progress and effectiveness of the Archdiocese of Washington's faith education curriculum. This test is administered once per year to students in grades 2-8.

## **HIGH SCHOOL PLACEMENT TEST**

The eighth graders take a high school placement test (HSPT) in December as part of the Catholic high school admissions process. There is a fee to take the test and some preparation is done during the school year, in-class or through an optional after-school prep course. A practice test is administered at the end of seventh grade.

## **SCHOOL MATERIALS**

A school supply list is distributed to students each summer. It is expected that students come to school each day ready to learn with their supplies, materials, and completed assignments. In order to develop self-sufficiency and responsibility, we strongly discourage families from dropping off forgotten materials or assignments to the school office.

**Textbooks-** St. Bartholomew Catholic School provides a textbook and/or student workbook for every class in which they are needed. If a textbook is provided, each student is responsible for returning the textbook at the conclusion of the school year. Unreturned textbooks will be billed to the family at the value of a replacement. We will not provide additional textbooks to families who need a second set.

**Lockers-** Sixth, seventh and eighth grade students will have lockers assigned to them to use at designated times during the school day. These lockers can be decorated inside, but are to remain unlocked. Students are only allowed to use lockers before school, during homeroom, break, lunch, or at the conclusion of the day. Students will not be allowed to return to their locker during a class period for a forgotten book or assignment.

## **TRANSCRIPT REQUEST**

Families of students in grades Pre-K through 7th requesting student records/transcript information or the completion of letters and forms from faculty and administration will

be charged a \$50.00 administration service fee per request, per child, payable in advance, to St. Bartholomew Catholic School. 8<sup>th</sup> grade parents who choose to apply to private (Non Catholic) schools will be charged a \$25.00 per transcript fee.

Families withdrawing children from St. Bartholomew Catholic School must notify the Principal in writing as soon as possible. Student records/transcripts will be forwarded to the new school upon their written request and only if the parent has signed a student release form, paid the transcript release fee, and the family does not have an outstanding tuition balance.

## **SACRAMENTS & SERVICE**

Children prepare for, and receive guidance for the sacraments as part of our curriculum. St. Bartholomew School takes a holistic approach to preparation, as classroom teachers, the Church CCD office, and families collaborate to provide students with a spiritually nurturing journey. Students prepare for First Reconciliation and First Holy Communion in second grade. Eighth grade students realize what it means to live a Christian life in their preparation for Confirmation. As part of the requirements, eighth grade students must complete 20 hours of community service, 6 of which are dedicated to serving the poor and marginalized. Students who transfer into St. Bart's or who may have missed Sacramental preparation as part of the grade level curriculum will need to consult with the Pastor and religious education office.

## **CODE OF CONDUCT**

St. Bartholomew Catholic School follows all Archdiocese of Washington School Discipline Policies (ADW 3570 & 3571).

Every St. Bartholomew student has the right to learn and to engage in the learning process. Student behavior and actions should be productive and conducive to the personal and academic growth of every member of the community, therefore St. Bartholomew's Code of Conduct exists to guide students to conduct themselves in a manner that is beneficial to themselves and to the community.

**Conduct, both *inside and outside* the school, that disrupts the learning process or is detrimental to the reputation of the school, the community, any of its students, or its employees, will be treated as a school matter.**

St. Bartholomew students are expected to:

- 1) Respect the authority of St. Bartholomew administration, priests, faculty, and volunteers
- 2) Follow all classroom rules and maintain proper decorum, both on campus and on school field trips
- 3) Maintain academic integrity in all assignments (see St. Bartholomew Honor Code)
- 4) Be prepared for class in both materials and in mindset
- 5) Adhere to the uniform policy
- 6) Obey rules governing communal spaces (sanctuary, parish hall, hallways, outdoor spaces, etc.)
- 7) Adhere to [Archdiocese of Washington's Policies for Catholic Schools](#), including the Acceptable Use of Technology Agreement (ADW Policy 3212).

As required by Annotated Code of Maryland Code, Education Article §26-704(c): "It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

☞ Title VI of the federal Civil Rights Act of 1964; and

☞ Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public

and publicly funded schools and programs may not:

i. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

ii. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

or

iii. Discipline, invoke a penalty against, or take any other retaliatory action against a

student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

Notes:

A participating nonpublic school must not discriminate in student admissions, retention, or expulsion, or otherwise discriminate against any student on the basis of race, color, national origin, sexual orientation, or gender identity or expression.

### **The St. Bartholomew Award**

A non-academic honor, this quarterly award recognizes students in each grade for going above and beyond the day to day kindness shown by all of the children at St. Bart's. The St. Bartholomew Award acknowledges students who have demonstrated exemplary behavior, Christian character, and/or citizenship during the marking period. Parents will be notified if their child is selected for this award prior to the quarterly Honors Mass and are asked to keep this notification confidential.

### **The St. Bartholomew Honor Code**

All St. Bartholomew students are expected to conduct themselves with honesty and integrity at all times. Mutual trust is an essential aspect of a strong, Christian community, and must be maintained by students, teachers, parents and staff. Academic integrity plays a vital role in maintaining the mutual trust between teachers and students; and is the foundation of true growth as a student.

On graded assessments, middle school students will be asked to write the following pledge:

*On my honor, I have neither given nor received unauthorized help on this assignment.*

This pledge serves to reaffirm the importance of honesty and integrity in our school community. The use of ChatGPT and similar functions is not allowed for any reason, and will be considered a violation of the Honor Code. Students who violate The St. Bartholomew Honor Code will forfeit credit on the assignment in question and be subject to further discipline, up to and including expulsion from The St. Bartholomew School.

## **Logical Consequences**

Logical consequences may result when a student acts in a manner outside the code of conduct. Depending on the age of the child and the severity of the infraction, the consequence will be determined and administered by the classroom teacher and/or the administration. Consequences include, but are not limited to, letters of apology, loss of recess, detention, parent/guardian conference, suspension or expulsion.

## **Demerit/Detention System**

Students in fifth through eighth grade are expected to act as role models for younger students on campus. Middle school teachers will use a demerit/detention system to help students be accountable for their actions in all classes. This system has been developed to give students a chance to learn appropriate behavior, correct inappropriate behavior, and mature as an individual.

Middle School teachers will have a hierarchy of consequences for inappropriate behavior in the classroom that disrupts the learning environment, similar to a three strike system. One example would be a non-verbal warning for the first infraction, a verbal warning for the second infraction, and a demerit for the third infraction. Once a demerit has been issued, the student's family will be notified and the student is expected to return a signed reflection the next day.

If a student earns three demerits in a quarter, he/she will receive a detention. The demerits do not need to have been earned in the same class to accumulate to a detention.

**Students in all grades may be automatically assigned a detention** for, but not limited to, the following:

- Inappropriate or disruptive behavior or language
- Disrespect towards any person
- Academic dishonesty
- Destruction or inappropriate possession of school or another person's property  
(student and parent are financially responsible for all damage)
- Unauthorized cell phone use and/or other technical devices
- Four infractions during a single class period (grades 5-8)

Students may be asked to serve detentions as a consequence of their actions. Written notification will be sent to the parents/guardians providing the reason for the detention and the date it will be served. Detentions will be served Tuesdays from 3:30 – 4:30 pm. This notification must be signed and returned to the school the day following receipt.

If a student earns a third detention, it may result in a three-hour detention to be served on a Saturday morning or a suspension.

## **Suspension**

In cases of gross misconduct or serious violations of the Code of Conduct, or when all other disciplinary procedures have been exhausted, out-of-school suspension may be considered. Certain situations may result in immediate suspension, including but not limited to:

- Fighting
- Harassment (including sexual) or threatening behavior, including electronic communication
- Repeated harassment (bullying)
- Verbal or physical abuse of another student
- Possession or distribution of illicit materials

A written record of suspension is kept on file for the duration of the student's enrollment at the school (ADW Policy 3571)

## **Expulsion**

In certain situations, it is necessary to consider expulsion of a student from St. Bartholomew Catholic School when a student's negative behavior is a threat to the safety of members of the school community, or indicates that a student would be better served in a different environment, or both. This decision would be made by the Principal and Pastor when a student's continued enrollment at St. Bartholomew Catholic School is counterproductive.

While it is not possible to identify every situation that could result in expulsion, the following offenses will most likely result in the dismissal of a student from St. Bartholomew Catholic School:

- Possession of and/or use of a weapon

- Arson
- Extortion
- Gross misconduct
- Grave defacing or destruction of property (student and parent are financially responsible for all damage)
- Possession and/or distribution of cigarettes, alcohol or other drugs
- Possession and/or distribution of pornographic material
- Serious theft
- Physical assault

The Principal reserves the right to require that a student has a formal psychological, psychiatric, or other assessments pertaining to any behavioral concern. The Principal has the right to interpret and apply the Code of Conduct in accordance with Archdiocesan regulations (ADW Policy 3571).

## **COMMUNICATION**

Communication is vital to the success of every student at St. Bartholomew Catholic School. The administration strives to communicate with parents on a regular basis, sending home weekly emails via Constant Contact. A bi-weekly clear Communication Folder containing important information, flyers for upcoming events and/or order forms will be sent home with the youngest student in the family. Please review the enclosed materials and return any necessary items and the folder the next school day.

## **EMERGENCY FAMILY INFORMATION**

An emergency information card for each family must be kept on file in the school office and in Aftercare. Parents are asked to submit this information annually to ensure we have the most current information possible. Parents are responsible for updating this information any time there is a change of address, phone number, or authorized individual for pick up/drop off.



## **COMMUNICATION WITH TEACHERS**

Parents are the primary educators of their children which makes communication with teachers imperative. Our common goal is the success and well-being of every student. All communication should be constructive and goal oriented.

- Email/Phone – Teachers have email addresses and school voicemail boxes which are checked daily. Please expect a response within 48 hours.
- Google Classroom, Homeroom App, Remind App, or other communication platform determined by the teacher
- Plus Portals – Teachers in grades 5-8 use Plus Portals to communicate nightly homework, upcoming assignments, long term projects, and assessment dates. Parents are encouraged to log in to track their child’s academic progress.
  - Students in grades 3-8 are expected to record homework and assignments in their Assignment Notebooks.
- Parent Teacher Conferences – are held annually in November. A sign up will be distributed via the main office in mid October. Meetings at other times of the year with teachers should be arranged with the individual teachers at a mutually agreed upon time.

Please note, parents are expected to follow the Code of Conduct. Parent communications, either written or verbal, that are threatening, abusive, or harassing in nature will not be tolerated and may result in student’s removal from school.

## **TELEPHONE**

If a parent needs to speak to a teacher or student during the day, please call the main office. A message will be relayed to the individual. A student will be retrieved from class to receive a message only in emergency situations. Students must have permission from the Principal, a teacher, or the school office before being allowed to use the telephone in emergency situations.

## **CELL PHONE/PERSONAL TECHNOLOGY POLICY**

To reach a student during the day or in case of emergency, call the school office.

Students are **not permitted to use personal cell phones or electronic devices, including Apple watches, at any time during the school day.** If a student is seen using a device, it will be confiscated, turned in to the Principal, and the student's parent or guardian will need to meet with the Principal in order to retrieve the device. This policy is applicable to students in the school building and on field trips.

If a student must absolutely have a cell phone on campus, the student will be required to discuss the expectations and consequences about cell phone use with their parents and teacher. **The device must be turned off and given to the homeroom teacher for safekeeping** for the entirety of the school day. Cell phones may not be used in aftercare.

For the comprehensive [Technology and Internet Usage agreement](#) (ADW 3212), see pages 40-42. A copy of this agreement will be distributed to each student at the beginning of each school year. As ChatGPT and similar functions become available, a diocesan policy has not yet been stated. However, the use of ChatGPT and similar functions is not allowed for any reason, and will be considered a violation of the Honor Code.

## **WEATHER-RELATED SCHOOL CLOSINGS**

St. Bartholomew Catholic School follows Montgomery County Public School weather related delayed openings, cancellations, and early dismissals and will be announced on local news stations and websites.

In the event that Montgomery County Schools are not in session (vacation, etc.) during a weather emergency, listen for an announcement from the Archdiocese of Washington and St. Bartholomew School.

Families will receive an email and/or a text message alert informing them of the day's status. This emergency text alert system is tested each September to ensure we have the most current contact information for text alerts.

## **DRESS CODE**

### **School Uniform**

Students are required to wear a complete uniform to school at all times. Our uniform policy exists to minimize distractions during the school day and create consistency in behavior. Winter uniforms may be worn year round and are required from October through April. Fall/Spring uniforms may be worn in August, September, May and June. The administration reserves the right to adjust this requirement due to weather conditions.

Students must wear the uniform as prescribed for each grade level and for physical education classes. Please make sure to write your student's name in every piece of clothing. Uniforms must be purchased through Flynn & O'Hara, 5210 Randolph Road, Rockville, MD 20852, (301) 838-8958.

Throughout the year the school may make uniform approved Spirit Wear available for purchase.

Students who come to school without the correct uniform or fail to comply with the uniform policies at any time during the school day will receive a uniform infraction notice, and may be required to change into a proper uniform provided by the administration.

Non uniform approved apparel (hoodies, branded sweatshirts/fleeces, scarves, hats, etc) may only be worn during recess. Students who fail to remove these items at the start of class will be considered in violation of the uniform policy and will receive an infraction notice.

Uniform infraction notices must be signed by a parent and returned the next day. Persistent non-compliance with the uniform policy will be treated as a disciplinary matter that could result in a detention or further disciplinary action.

### **PRE-KINDERGARTEN 3s & 4s**

Students are to wear their P.E. Uniform to school every day, and have the option to wear white or red uniform polo shirts with gym shorts or sweatpants instead of the gym tee. Velcro sneakers with a well treaded sole are best for Pre-K, or any student unable to tie their shoes independently.

## **P.E. UNIFORM FOR ALL GRADES**

All students will come to school dressed in their P.E. uniforms on designated P.E. days. Occasionally, student ambassadors in grades 7 & 8 may be asked to wear the formal uniform during Open Houses and to change for P.E.

Light-up sneakers are not permissible at any time.

### **Fall/Spring P.E. Uniform**

- White t-shirt with St. Bart's logo (large logo PK-4, small chest logo gr. 5-8)
- Navy blue shorts, cotton or mesh, with St. Bart's logo
- Sneakers in good condition
- White crew socks

### **Winter P.E. Uniform**

- White t-shirt with St. Bart's logo (large logo PK-4, small chest logo gr. 5-8)
- Navy blue sweatshirt with St. Bart's logo
- Navy blue cotton sweatpants with St. Bart's logo
- Sneakers in good condition
- White crew socks

## **BOYS K-8 FALL/SPRING UNIFORM**

Fall/Spring uniforms may be worn in August, September, May and June. The winter uniform may be worn all year.

- Navy blue walking/Bermuda style shorts or pants (flat front or pleated chino, no denim, no cargo pockets)

- Solid color black, brown or blue belt. No embroidered or ribbon belts (with the exception of the St. Bartholomew “B” belt).
- White or red cotton knit short-sleeved polo shirt with St. Bart’s logo
- White or navy blue solid-color crew socks (must show above the ankle)
- Sneakers or dress shoes. Dress shoes should be black, brown, or navy blue rubber-soled school shoes made of leather or suede only and in good condition (no boots, canvas, Sanuk or Toms-style shoes). Sneakers should be simple white or black to best coordinate with the uniform.

## **BOYS WINTER UNIFORMS**

Winter uniforms are worn from October through April, and may be worn all year round.

### **Boys K - 4th Grade**

- Navy blue dress pants (flat front or pleated chino, no denim, no cargo pockets)
  - Solid color black, blue or brown belt. No embroidered or ribbon belts (with the exception of the St. Bartholomew “B” belt).
- White cotton knit long or short sleeve polo shirt with St. Bart’s logo
- White or navy solid color crew socks (must show above the ankle)
- Sneakers or dress shoes. Dress shoes should be black, brown, or navy blue rubber-soled school shoes made of leather or suede only and in good condition (no boots, canvas, Sanuk or Toms-style shoes). Sneakers should be simple white or black to best coordinate with the uniform.
- *Optional:* Navy Blue sweatshirt with St. Bart’s logo
- *Optional:* Navy blue sweater (cardigan, V-neck or vest) with St. Bart’s logo
- *Optional:* Red or Navy Fleece with St. Bart’s logo

### **Boys 5th - 8th Grade**

- Navy blue dress pants (flat front or pleated chino, no denim, no cargo pockets)
  - Solid color black, blue or brown belt. No embroidered or ribbon belts (with the exception of the St. Bartholomew “B” belt).
- White oxford long or short sleeve shirt (plain white t-shirt underneath only)
- St. Bart’s blue and red striped tie
- **In the winter, sneakers should only be worn on P.E. days.** On non-P.E. days, dress shoes should be black, brown, or navy blue rubber-soled school shoes made

of leather or suede only and in good condition (no boots, canvas, Sanuk or Toms-style shoes)

- White or blue solid color crew socks (must show above the ankle)
- *Optional*: Navy blue sweater (cardigan, V-neck or vest) with St. Bart's logo
- *Optional*: Red Fleece or Navy with St. Bart's logo

## **GIRLS FALL/SPRING UNIFORMS**

Fall/Spring uniforms may be worn in August, September, May and June.

### **Girls K – 4th Grade**

- Green and blue St. Bart's plaid sleeveless box-pleated jumper (no more than 3 inches above the knee)
- White round collar (Peter Pan style) long or short sleeved blouse

OR

- Navy blue walking/Bermuda style shorts (flat front or pleated chino, no denim, no cargo pockets) or navy cotton twill skort.
- Solid color black, brown or blue belt. No embroidered or ribbon belts (with the exception of the St. Bartholomew "B" belt).
- White or red cotton knit short-sleeved polo shirt with St. Bart's logo

AND

- White or blue solid color crew socks (must show above the ankle)
- Sneakers or dress shoes. Dress shoes should be black, brown, or navy blue rubber-soled school shoes made of leather or suede only and in good condition (no boots, canvas, Sanuk or Toms-style shoes). Sneakers could be simple white or black to coordinate with the uniform.

### **Girls 5th – 8th Grade**

- Green and blue St. Bart's plaid pleated skirt (no more than 3 inches above the knee)
- White or red cotton knit short-sleeved polo shirt with St. Bart's logo OR white short sleeve oxford style button down blouse

OR

- Navy blue walking/Bermuda style shorts (flat front or pleated chino, no denim, no cargo pockets).

- Solid color black, brown or blue belt. No embroidered or ribbon belts (with the exception of the St. Bartholomew “B” belt).
- White or red cotton knit short-sleeved polo shirt with St. Bart’s logo

AND

- White or blue solid color crew socks (must show above the ankle)
- Sneakers or dress shoes. Dress shoes should be black, brown, or navy blue rubber-soled school shoes made of leather or suede only and in good condition (no boots, canvas, Sanuk or Toms-style shoes). Sneakers should be simple white or black to coordinate with the uniform.

## **GIRLS WINTER UNIFORMS**

Winter uniforms are worn from October through April and may be worn all year round.

### **Girls K – 4th Grade**

- Green and blue St. Bart’s plaid sleeveless box-pleated jumper (no more than 3” above the knee)
- White round collar (Peter Pan style) long or short sleeved blouse or white cotton long sleeved turtleneck (no logos)
- Navy blue or white solid color knee or crew socks (must show above ankle) or plain black, blue or white stockings
- Sneakers or dress shoes. Dress shoes should be black, brown, or navy blue rubber-soled school shoes made of leather or suede only and in good condition (no boots, canvas, Sanuk or Toms-style shoes). Absolutely no boots. Sneakers should be simple white or black to coordinate with the uniform.
- *Optional:* Navy Blue sweatshirt with St. Bart’s logo
- *Optional:* Navy blue sweater (cardigan, V-neck or vest) with St. Bart’s logo
- *Optional:* Red or Navy Fleece with St. Bart’s logo

### **Girls 5th – 8th Grade**

- Green and blue St. Bart’s plaid box-pleated skirt (no more than 3” above the knee)
- White oxford cotton long or short sleeved button down blouse
- Navy blue or white solid color knee or crew socks (must show above ankle) or plain black, blue or white stockings

- **In the winter, sneakers should only be worn on P.E. days.** On non-P.E. days, dress shoes are to be worn with the uniform. Black, brown, or navy blue school rubber-soled school shoes made of leather or suede only and in good condition (no boots, heels, wedges, canvas, Sanuk, or Toms-style shoes). Absolutely no boots.
- *Optional:* Navy blue sweater (cardigan, V-neck or vest) with St. Bart's logo
- *Optional:* Red or Navy Fleece with St. Bart's logo

In extreme cold weather, navy blue or black cotton leggings may be worn under jumpers/skirts. Compression, athletic style leggings are not permitted at any time and socks must be visible. **During recess only**, sweatpants can be worn under the skirt and must be removed at the end of recess. Students are not permitted to wear sweats or flannels under jumpers/skirts when changing classes.

## **OUT OF UNIFORM DAYS**

Occasionally, students will be permitted to wear clothing other than their uniform on designated free dress days, tag days (out-of-uniform for a small donation), or field trips. These exceptions will be communicated to you by the main office or by the teacher.

Clothing should be neat, clean, modest and free of inappropriate messages and words, or writing on the seat of the pants. **Out of uniform does not mean sloppy.**

On these days, students are prohibited from wearing torn jeans, spandex/compression leggings, extra short shorts or skirts (no more than 3 inches above the knee, even for athletic shorts), overly tight clothing, crop tops, halter tops, or spaghetti straps, flip flops, heels, wedges or platforms.

If a day is designated as Sunday Best, boys should wear dress slacks, collared shirts and dress shoes. Girls should wear dresses or skirts of modest length (no more than 3 inches above the knee) or dress slacks, with modest tops or sweaters and dress shoes. No sneakers or jeans may be worn. Students may be in uniform on these days.

Students who are inappropriately dressed on out of uniform days will be given a uniform to wear for the remainder of the day and may lose the privilege of participating in future out of uniform days.



## **GROOMING**

General Expectations for in and out of uniform days:

- Hair should be neat, well maintained and of a natural color.
- Boys hair should be cut above the jaw line.
- Uniform shirts must be pressed and tucked in.
- Belts must be worn.
- No make-up or colored nail polish may be worn.
- No permanent or semi-permanent tattoos
- Jewelry should be kept to a minimum. Acceptable items are as follows:
  - Girls: one watch, one bracelet, one modest necklace, one ring, and/or one pair of earrings smaller than a dime (stud or huggies, only)
  - Boys: one watch, one cause bracelet, one modest cross on a modest chain, and/or one ring. No earrings.

## **GENERAL INFORMATION**

### **MORNING CARE / AFTER CARE**

Supervision is available for St. Bartholomew students each school morning, starting at 7:00 a.m., and afternoon, from dismissal until 5:30/6:00 p.m., by school staff for an additional fee. Childcare is offered for students in Pre-K 4 - 8th grade. Pre-K 3 students will be evaluated for readiness and may be considered eligible for aftercare in the second quarter.

Morning Care takes place in the gym. Students should be walked into the gym. Morning Care hours are 7:00 a.m. to 7:45 a.m. and the fee is \$10.00 per day per child. Any student dropped off before 7:45 a.m. will be sent to Morning Care and the family will be billed accordingly.

Students who are attending Aftercare will head directly to the designated Aftercare classrooms at 3:15pm. Any students who have not been picked up in the carpool line by 3:15 p.m. will be sent to Aftercare and billed accordingly. Aftercare rooms will vary by day, utilizing classrooms 2, 3, 4, 5, and 7.

Aftercare is billed via TADs at the end of the month from September through May, and upon the conclusion of aftercare in June. We recommend keeping track of your invoice and payment information for tax reporting purposes. All payments are due in TADs within 10 days of receipt.

- Morning Care: 7:00 – 7:45 a.m. \$10.00/morning
- After Care: 3:30 – 5:30 p.m. \$20.00/afternoon until 5:30pm \* (+\$5/drop-in) \*\*
- Early Dismissal Days: 12:30 – 5:30p.m. \$50.00/afternoon (pack lunch) (+\$10/drop-in)\*\*

\* We understand traffic happens. Parents who pick up their children between 5:30pm and 6:00pm on Mondays - Thursdays have a grace period, and will incur an additional charge of \$8.00 for pick ups between 5:30-6pm. After 6pm, a late fee of \$3.00 per minute for each child will apply. This late fee will apply beginning at 5:30pm on Fridays.

\*\* New for '23-'24: Drop-in charges will apply to any child who drops into aftercare. Our capacity per cohort is informed by the Office of Childcare's caregiver:child ratio and is based on the responses received in the annual aftercare survey due August 1. When drop-ins put us over capacity, an additional staff member is required.

A late fee of \$3.00 per minute increment per child may be assessed for any students picked up after 6:00 p.m. Monday - Thursday, and after 5:30p.m. on Fridays.

Morning care and aftercare fees are totaled at the end of each month and billed to each family. Families are asked to pay for Morning Care and Aftercare upon receipt of the bill.

In the case of a 2-hour delayed opening, and if coverage can be arranged, Morning Care will begin at 9:00 a.m. If we have a weather related early release, aftercare and any afterschool activities will be canceled.

## **IMMUNIZATIONS**

It is the policy of the Archdiocese of Washington that all students attending schools in the Archdiocese must be fully immunized in accordance with the immunization requirements against contagious diseases published by the local department of health.

**There are no exemptions permitted.** Only if your child has a valid medical contraindication to being immunized against a contagious disease, and such contraindication is documented by a physician, will a *temporary* exemption be permitted.

No principal or person in charge may allow a child to enter school, for even one day, unless he/she has submitted an official immunization record or other appropriate documentation.

Immunization in accordance with the Archdiocese of Washington's policy is a condition for admission into all archdiocesan Catholic schools. To be admitted to attend classes, there must be two forms related to immunization on file by the first day of school:

1. Signed ADW Immunization Policy Acknowledgment
2. Maryland Department of Health and Mental Hygiene Immunization Certificate, and Health Inventory, signed by a medical provider and parents.

## **SICK POLICY**

The health and wellness of our students, faculty, and their family members are critically important and will remain at the forefront of our decision making. It is the moral obligation of each member to preserve the wellness of our community by mitigating risks to the greatest extent possible. We ask that you do not send your child to school with an actively runny nose, headache, nausea, cough, etc. and should not dose children with fever reducing medications including Tylenol and Ibuprofen before the school day.

Sick children are required to stay home for *at least 24 hours* after the last sign of fever, vomiting, or dosage of medication.

Parents will be notified and expected to promptly pick up any student who experiences fever, rash, vomiting, or other signs of contagious illness. If a parent cannot be reached, the authorized emergency contact will be notified.

## **NO "NITS" POLICY**

Parents should periodically check for head lice and report any signs of nits or lice to the school immediately. Signs of head lice are frequent head scratching, complaints of itchy, dry scalp and redness behind the ears or on the back of the neck. Students found with lice or nits will be sent home immediately to prevent spreading. Before students can

return to school, students must be treated, “nit free” for 24 hours, and check in at the school office for compliance before attending class.

## **LUNCH & RECESS**

It is vital that our students eat a healthy breakfast and lunch to sustain them throughout the school day.

All students are expected to pack a morning snack, something to drink (no glass containers) and bring their lunch, if they have not ordered hot lunch. Hot lunch is available for purchase Monday through Friday and must be ordered ahead of time (cannot be purchased the day of). Families may pre-order lowfat milk or chocolate milk.

- Students will eat lunch and be given time for recess.
  - 11:30 – 12:10 p.m. – Pre-K- K Lunch/Recess
  - 12:05 – 12:25- 1st-4th lunch; 5th-8th Recess
  - 12:25-12:55pm; 5th-8th lunch; 1st-4th Recess
- Students will enter the Parish Hall and either line up to get their food or sit at their assigned table (by grade). Students are expected to keep the volume to a reasonable level and clean up after themselves.
- Students will be dismissed from lunch by a faculty member.
- Students should use the restrooms in the Parish Hall during lunchtime.
- Students must follow the directions of the Recess supervisors at all times and return all recess equipment to their classrooms at the end of the period.
- In case of an accident at Recess, a student should report to a recess supervisor.
- Fighting, rough games, or simulated weaponry are not allowed.

In the case of inclement weather, students will remain in their homeroom or gymnasium during recess. Running or playing ball is not allowed in the classrooms or in the school building at any time.

## **SNACKS**

All students should bring a healthy snack to be consumed during the morning recess or break. While snacks are provided in aftercare, families may consider providing an alternative snack for their child.

## **WATER**

Students must bring a refillable water bottle with them to school every day. Water coolers and fountains are placed throughout the building so that students can fill their own bottles when needed. Please make sure that bottles are labeled!

## **GUM**

Chewing gum is not permitted during school hours on campus or on field trips, unless permitted by the teacher.

## **FOOD ALLERGIES**

Students with any kind of allergy or asthma are required to submit the required forms (ADW 3544). As an extra precaution, please make sure your child's teachers and room parents are aware of any food allergies or sensitivities (see page 34 for room parent info). A nut free lunch table is available for students with food allergies. Additional steps may be taken for children with extreme food allergies and should be discussed with the teachers and administration.

## **CLASS PARTIES**

Seasonal parties and class celebrations are held at the discretion of the teacher, with the approval of the Principal, and coordinated with the room parents. Parents may send in birthday treats for a child's entire class, as long as arrangements have been made with the teacher. Be sure to discuss any food allergies with your teacher and room parents.

Parties held outside of school are the sole responsibility of the parents and we ask parents (and their children) to be sensitive to all students in the classroom regarding the distribution of invitations and any discussion in school before or after the party.

## **FIELD TRIPS**

Teachers plan field trips (K-8) to complement classroom instruction during the course of the year. All students are expected to attend and to follow the dress code (whether in uniform or out of uniform).

Permission slips, signed by a parent or guardian, are required for each field trip, and often a small fee is required to offset the cost of transportation and/or admission.

Students must return these slips to the teacher involved with trip before they will be allowed to participate in the activity.

If students will be on a field trip during lunch time, a bagged lunch or money to purchase lunch offsite may be required. We make every effort to announce field trips in advance so parents do not order hot lunch for that day.

### **LOST AND FOUND**

A student's belongings, especially clothing, should be marked with his or her name and grade. In the event that something is left behind, faculty and staff will make every effort to return lost articles to their owners. If the owner cannot be identified, lost items will be placed in a container on the stage in the Parish Hall. Items not collected within a reasonable time may be donated.

## **PARENT PARTICIPATION**

Parent participation is vital to the success of St. Bart's. We highly encourage every family to work with their children and children's teachers to help our students reach their fullest potential. We expect every family to share their talents and time with our community through volunteering.

At the end of the school year a request for volunteers is sent home with a description of needs in the various areas. These areas may include room parents, lunch servers, CYO Sports, Home and School Association committees and event chairs, and assistance with some extracurricular activities. If you have an idea of how you could contribute to our community, please share your idea with the administration. **All volunteers, including field trip chaperones, must complete the Virtus Training, explained below.**

## HOME AND SCHOOL ASSOCIATION (HSA)

The role of the Home and School Association is to build community by hosting school events and, when appropriate, supporting the school's strategic and fundraising goals as recommended by the Pastor, Principal, and School Advisory Board. This association shall adhere to guidelines provided by the Catholic Schools Office (ADW 3610).

The HSA promotes effective communication and cooperation between parents and school. It sponsors, as well as supports, numerous worthwhile projects and activities throughout the year ranging from service projects, to spirit activities and fundraisers.

Each family is considered a member of the Home and School Association and is required to attend one meeting per year. For the '23-'24 school year, the HSA has implemented a points system to encourage a more equitable distribution of volunteerism for school based events. Every family's goal is 100 points, and each event is 50 points! Participating in events is a great way to meet other parents and to get connected to the Parish.

## SCHOOL ADVISORY BOARD

The School Advisory Board is composed of parents, parishioners, faculty members, and the Pastor. Members of the board offer advice and feedback to the Principal and Pastor in light of their experience, expertise, and the policies of the *Board of Education of the Archdiocese of Washington*. The School Advisory Board meets monthly and is by invitation only.

## CHILD PROTECTION POLICY & VIRTUS TRAINING

St. Bartholomew Catholic School and the Archdiocese of Washington are committed to creating a safe school environment for your children. **The Archdiocese of Washington's Child Protection Policy requires that all employees, parent volunteers must complete a Child Protection Training and Education Program.**

The Archdiocese has chosen the VIRTUS training program, which the ADW believes incorporates proven best practices for the prevention, education, and reporting of child abuse. The Child Protection Policy (ADW 3542) involves completion of the VIRTUS training *and* fingerprinting.

For information about Child Protection and Reporting Child Abuse (see ADW Policy 3542). VIRTUS training and fingerprinting will be offered at St. Bartholomew Catholic School each Fall. Other VIRTUS training classes are available throughout the archdiocese if the date provided by St. Bartholomew is not convenient.

## **STUDENT ACTIVITIES**

St. Bartholomew Catholic School offers a wide variety of extracurricular activities made possible by St. Bart's staff and pre-approved outside vendors who meet the safety and insurance criteria required by the Archdiocese of Washington. Students in Pre-K through 8<sup>th</sup> grade should take advantage of these opportunities to explore new ideas and to meet new people. This is a representative list of activities and offerings may vary based on availability.

### **ALTAR SERVERS**

All students in grades 5 to 8 are eligible to participate in the ministry of altar service. Students are trained by one of the parish priests and are asked to serve on the altar at school, Sunday, and sacramental liturgies as well as at weddings and funerals.

### **BAND & INSTRUMENTAL MUSIC**

4<sup>th</sup> through 8<sup>th</sup> grade students are eligible to participate in beginning or advanced band. Students meet for one 30-minute session per week during the school day and advanced band members meet for 45 minutes after school. Students are able to play brass, wind, and percussion instruments. An additional fee is required to participate in band. Registration is completed online through the ADW band program.

MUSICKIDS instrumental music instruction is available to students in all grades for an additional fee. Students meet in groups of 1-3 for one 30 minutes session per week during the school day to learn guitar, violin, or piano. Registration is completed through MUSICKIDS in August/September and lessons will begin in October.

### **CHOIR**



All grades will have the opportunity to participate in the student choir for our weekly masses. Additional singing opportunities may be offered for special events like the Christmas Eve Children's Liturgy, Catholic Schools Week, etc.

### ***THE BOBCAT TIMES NEWSPAPER CLUB***

Newspaper Club is open to 7th and 8th grade students and meets biweekly to research, investigate and report on Bobcat news. Student reporters interview fellow students, parents, faculty and administration before writing and editing articles. Editors, reporters and junior reporters all have important roles in publishing the newspaper semi-annually from layout design to assembly and distribution. These students take an active role in celebrating all the wonderful happenings at St Bart's

### **MUSICAL THEATER**

Students in grades 4-8 participate in the production of spring musicals under the supervision of the Music Teacher. Students may also choose to be members of the production crew and work with the Art Teacher to build sets and design costumes. Students meet after school for rehearsal.

### **SAFETY PATROLS**

The Safety Patrol functions as a unit of the *Montgomery County Safety Program*. All 6<sup>th</sup>-8<sup>th</sup> grade students serve as patrols. Under the direction of a faculty moderator and a county police officer, patrols help maintain safety on the school grounds during arrival and dismissal. Meetings are usually scheduled once a month during lunch.

### **SPORTS**

We are the Bobcats and our team colors are red, white, and black.

St. Bartholomew students in grades 1 to 8 are eligible to participate in after school sports through the Catholic Youth Organization (CYO). The parish CYO Athletic Program includes a variety of team sports, including soccer, basketball and cross country, and compete with teams from other parishes. The program operates on a volunteer basis and is open to all parish and school children for a nominal fee.

Xcel Sports after-school program is available to students in PK through fifth grade. Programs include, but are not limited to soccer, flag football, floor hockey, lacrosse, baseball, dance, cheer, yoga etc. Registration and fees payable through Xcel Sports.

Indoor tennis through Tennis Central is available afterschool for students in PK through fifth grade November - March.

## **STUDENT COUNCIL**

The Student Council is made up of 4th through 8th grade students. The students elect a President and Vice President who run as running mates, Treasurer, and Secretary in the spring for the next school year, and each grade elects two representatives in the fall. The goal of the student council is for young leaders to represent their peers and develop ideas and goals for St. Bartholomew Catholic School that will enhance the educational experience. The Student Council works closely with the school administration and is responsible for carrying out approved activities throughout the year.

It is expected that any candidate who runs for Student Council is in good academic standing and remain demerit-free. Student Council members are also expected to participate in the school's social events and activities.

## **ADDITIONAL ARCHDIOCESE OF WASHINGTON POLICIES**

All Archdiocese of Washington Policies for Catholic Schools can be found [online](https://adwcatholicschools.org/wp-content/uploads/2018/01/Policies-for-Catholic-Schools-2017.pdf) at <https://adwcatholicschools.org/wp-content/uploads/2018/01/Policies-for-Catholic-Schools-2017.pdf>

## **PARENT/GUARDIAN COOPERATION (ADW 3620 & 3621)**

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Bartholomew School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Bartholomew School derives from its Catholic faith.

As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Bartholomew School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Bartholomew School.

## **PREVENTION PROGRAMMING (ADW 3543)**

As a Catholic school, St. Bartholomew School believes and teaches that each of us is called to love our neighbor and to treat them with respect.

St. Bartholomew School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited.

All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

## **THREATS (ADW 3570 & 3540)**

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Bartholomew School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

## **ARCHDIOCESE OF WASHINGTON COUNSELING SERVICES**

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Bartholomew School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

## **TECHNOLOGY AND INTERNET USAGE (ADW 3212)**

When using any Technology Equipment, all students:

- Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere.
- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another’s reputation.

- Shall not violate any local, state or federal laws.
- Shall not engage in cyber-bullying behavior.
- Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.
- Shall never use the technology in bathrooms or locker rooms.
- Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not engage in any behavior otherwise prohibited by school disciplinary standards.

Archdiocesan schools may supply students with Technology Equipment owned or leased by the school for instructional use. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a “BYOD” (Bring Your Own Device) initiative.

**When using Technology Equipment supplied by the School, or Technology Equipment permitted under a BYOD initiative, students:**

- Shall not reconfigure any school hardware, software, or network settings.
- When on school grounds, shall access only school-supplied wifi or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.
- Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.

- Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.
- Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher's permission.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of the copyright in the software or the content; and shall not plagiarize works found on the internet or elsewhere.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not take photographs or record audio or video unless as directed by the teacher for instructional purposes.
- Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.
- Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.
- Shall promptly comply with a teacher's request to shut down, close, put away, or hand over any Technology Equipment.
- Shall not play any games on Technology Equipment except as directed by the student's teacher for instructional use.
- Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

**ALL STUDENTS UNDERSTAND AND ACKNOWLEDGE:**

- Student use of cell phones, tablets, laptops, and any other portable electronic devices including Apple watches during school hours is strictly prohibited, except in the case of a medical emergency or as otherwise directed by the student's teacher for instructional use.
- Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the Technology Equipment.
- Use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- Use of all Technology Equipment may be monitored. *There is no expectation of privacy for any information* stored on any Technology Equipment used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment. The school reserves the right to access a student's computer files or any other Technology Equipment when required for the maintenance of the school's Technology Equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.

## **PARENT/GUARDIAN ACKNOWLEDGMENT**

- Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.
- Parent/guardian shall be responsible for any damages, claims (including theft) and expenses resulting from their child's use of the school's Technology Equipment.

- Parent/guardian shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student's technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.
- Parent/guardian acknowledges that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.

Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with their child(ren), and both parent and student understand and agree to abide by those terms.

***Upon complete review of this handbook, please initial, sign, and return the first page to your homeroom teacher.***





## Archdiocesan Admissions & Non-Discrimination Policy

Archdiocesan schools follow local, state, and federal non-discrimination regulations, as applicable. As religiously-affiliated schools, Archdiocesan schools are not required to adopt any rule, regulation, or policy that conflicts with the religious or moral teachings of the Roman Catholic Church.<sup>1</sup>

Catholic students shall be given preference over non-Catholic students for initial admission into Archdiocesan schools. All applicants shall follow all applicable policies and procedures regarding school-based entrance requirements, health examinations and immunizations before finalizing any admissions.

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<sup>1</sup>Maryland law requires non-public schools that receive state funds to publish the following additional statement: "It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

(1) Title VI of the Federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

(i) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

(ii) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

Maryland law further provides that Title 26, Subtitle 7 of the Education Article of the Maryland Code "does not require a nonpublic prekindergarten program or nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings, provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability."