

**St. Bartholomew  
Catholic Academy  
Student/ Parent  
Handbook**

**Our Goals  
College: Heaven**



## **PHILOSOPHY**

St. Bartholomew Catholic Academy is a Catholic elementary school within the Diocese of Queens. Ever mindful of our mission to spread the Good News, the administration, faculty, and staff are committed to authentically proclaim the Gospel of Jesus to all people.

We aim to incorporate the rich cultural diversity of our students with a student-centered learning environment within our school. Our curriculum is designed with a balance of traditional and current methods of teaching that provide educational opportunities for each student. Our teachers motivate each child to his/her potential-spiritually, morally, emotionally, intellectually, and socially- so that mutual respect is fostered.

### **Catholic Identity**

St. Bartholomew is a community that works together to fulfill our mission of nurturing a strong Catholic faith full life. The experience of faith is taught not only through classroom religious education classes, but also through the experience of worshiping God. Our principal, teachers, faculty lead by example and are committed to forming our students in the Catholic traditions in their attitude and behavior toward each other both inside and outside the school. Parents are the primary educators of their children and their support and volunteer time is strongly recommended and welcomed in our academic and faith-based programs. Religious symbols are present in and around our school as an every day reminder that God is present with us in all we do. Morning prayer, prayer before meals, and end of the day prayers are part of our every day life.

## **MISSION STATEMENT**

Our mission, as a Catholic Academy calls us to administer to all students regardless of race, creed, or national origin. It calls us to create a school environment that develops the entire child. This development encompasses all areas of curriculum and is demonstrated in the loving care extended to all students by all members of the school. Each teacher fully accepts the challenge to “teach as Jesus taught” and “to live the message of Jesus’ love of God, neighbor and self.”

## **TEXTBOOKS AND EQUIPMENT**

Each student is responsible for all books issued to him/her. Many textbooks come to us via State funds while others must be purchased by the school. All books must be accounted for at the end of each year. Students will be asked to sign for all books, and they will be responsible for damaged, lost or stolen books. The full cost of a lost/stolen book must be paid. Books are to be covered at all times and are not to be vandalized by marks, etc. All that is required is the student’s name and grade placed inside the cover of each book.

### **FUND RAISING ACTIVITIES**

All school families are expected to participate in all fund-raising activities which take place during the school year. Funds raised help to defray the expenses that arise during the year so we can maintain our high quality of education.

There is a required amount to be determined at the beginning of the school year. Each family must meet their allotted goal before the end of the school year.

### **GRADUATION**

For students to graduate from St. Bartholomew Catholic Academy, it is necessary for each student to have a passing grade in every subject. Any failures will require successful completion of a Summer School Program in order to meet graduation requirements.

### **RELIGION**

The basic doctrines of our faith are taught in our religion classes. Children will be prepared for the following Sacraments:

- Penance
- First Eucharist
- Confirmation

### **TUITION**

Tuition is due on the first school day of the month. A schedule is distributed with the due dates for tuition and a reminder is placed in the monthly calendar. The office has a late schedule on tuition days to accommodate parent's work schedule. A late fee of \$50. will be applied to any payment made after the due date. Report cards cannot be issued to parents with an outstanding balance. For returning students to begin class in September, they cannot have a balance from the previous school year.

### **PARENT RESPONSIBILITIES**

Good discipline originates in the home. Parents are the first teachers of their children and need to help them to develop good habits and behavior.

Parents need to:

- recognize that the teacher takes the place of the parent while the child is in school.
- recognize that the teacher and parents are partners in the education of the child and COOPERATION is necessary.
- teach the child respect for authority.
- make sure that the child comes to school EVERY DAY.
- make sure that the child is prepared for school and learning with all supplies including completed homework and assignments.
- show an active interest in the progress of the child.
- pick up the child on time or pay an afterschool charge.
- call the office by 9:00 A.M. if the child is absent and submit an absent note the day the child returns to school.
- notify the school in the event that there is a change in the person picking up the child.

## **PARENT-TEACHER INTERVIEWS**

In addition to the parent-teacher conferences held in December and March for the distribution of report cards, other meetings may be made with the teacher on an individual basis. Teachers are not permitted to hold conferences during morning line-up or at dismissal.

## **EMERGENCY CONTACT FORM/CHANGE OF ADDRESS**

Every student must have an Emergency Contact form on file. All allergies and parent contact information must be kept up to date. Immediately report any change of address, telephone number, and or emergency number to the office and homeroom teacher. The emergency contact sheet must indicate what other family members might pick up the student on any given day.

## **AFTERSCHOOL PROGRAM**

Afterschool is available for a fee every school day unless otherwise indicated. The program's hours are 3:00 P.M. to 6:00 P.M. Children are provided with homework assistance, snack and the opportunity to socialize with peers while engaging in play activities. All children must be picked up by 6:00 P.M. or a sliding scale late fee will be imposed.

**Any child not picked up by 3:15 and parent has not communicated with the school will automatically be sent to Afterschool and charged the daily fee.**

## **SCHOOL BUILDING**

The safety of our students is of the utmost importance. In order to assure that unwanted people do not gain entrance into the building, no one is allowed to walk throughout the academy. All parents and visitors are to report to the office when entering the school building. No one is allowed to re-enter classrooms after dismissal.

## **VOLUNTEERS**

Parent volunteers are highly encouraged. To volunteer at SBCA and to attend field trips, parents must complete free VIRTUS training. You can find a listing at [www.virtus.org](http://www.virtus.org) under the Diocese of Brooklyn organization. The academy will notify parents of any VIRTUS training scheduled by the parish.

## **STUDENT RESPONSIBILITIES**

For anyone to learn, it is necessary to maintain a quiet and respectful atmosphere. There must be silence in the halls and on stairs. You are to enter the school each morning in a quiet and orderly manner; enter your classroom and prepare for learning.

Students need to:

- Proper behavior is expected of all students.
- Be respectful, cooperative, and courteous towards all persons at all times.
- Not run, play rough, play ball, shout while in the Play Street.
- Wear the required uniform AT ALL TIMES, unless using a NUT card or a Dress Down Day has been declared by the Principal.
- Be prepared for classes each and every day. Homework, projects, and/or assignments must be given in on time.

- Students are not permitted to use any electronic devices including cell phones during the school day. Any child caught using these devices will have it taken away. A parent/guardian must then come to school to pick it up.

### **ATTENDANCE/LATENESS**

The laws of New York State make attendance at school mandatory. Valid reasons for an absence are: child's illness, family emergency, or religious observation. Do not take unnecessary days from school. Frequent absences decrease student academic performance. Absences of three days or more due to illness require a doctor's note for them to be excused. Early dismissal from school is discouraged, appointments with doctors/dentists should be made for after school hours.

The school day begins at 8:00 AM for Grades K – 8. At 8:10, we stop and begin our day as a community in prayer. Lateness disrupts the educational process, not just of the late student but for all the students. If your child does not walk in with his/her class, he/she will be considered late.

### **COMMUNICATION**

Communication is imperative to the success of our students. In an effort to increase the communication between parents and school, we have communication day on Tuesdays. Parents will receive a parent notice with important information or upcoming events.

If you have any questions or wish to discuss something with a teacher, you may use any of the following to communicate with them:

- Emails
- OptionC
- You may choose to make an appointment to meet with the teacher through the office
- Meetings with teachers take place in the office or in the classroom outside of instructional time. During dismissal, teachers are responsible for supervising students at that time. It is not the appropriate time for parents to discuss academic concerns. These conversations should be private and not discussed in the presence of other students and parents.
- Parents are not permitted to go to their child's classroom during instructional time. If there is an emergency, parents must report to the school office first, and they will receive assistance from there.
- Parental notes or phone calls regarding sensitive issues should be handled with discretion. Please send such notes to the teacher or staff member in a sealed envelope. Parents may also use school planners to communicate information to the teacher.
- Parental concerns should be handled at the most local possible level. Persons with concerns about a situation with a teacher should first attempt to address the concern with the teacher. After such attempts have failed, parents should communicate such concerns with the principal.

If you wish to leave a message for a teacher, please call the office and the message will be given to the teacher and they will return the call between 3:00-6:00

We ask that you please adhere to the following:

- Allow 2 days for email and 1 day for phone message response

### **VACATIONS**

The school calendar provides enough time for vacations throughout the year. Do not take your child out of school for extended vacations during the school year.

Each time your child is out of school means missed assignments and teacher explanations, which can never be made up. In addition, these absences are recorded as illegal absences. The school will not give permission or excuse these absences.

### **UNIFORM DRESS CODE**

Students are required to dress according to the uniform dress regulations every day that school is in session. Students not in full uniform are not following the rules and regulations of the school and parents will be contacted to come and bring proper uniform. Uniforms and shoes must be purchased through the companies designated by the school. Students not wearing the correct uniform are subject to increasing fines.

Boys' hair is to be kept short with no shaven heads or fad haircuts, and worn above the collar. Girls' hair must be kept well-groomed. No hair-dyeing or highlights are allowed. Cat headbands are not part of the school uniform.

Girls are not permitted to wear make-up, nail polish, dangling earrings or earrings larger than a quarter. One bracelet, one pair of earrings, and one ring are allowed. Boys may not wear earrings. Girls' skirts must be knee-length or lower. School shoes are required for all students.

Dress Down clothing should be appropriate and respectful. No jeans with rips or holes may be worn on dress down days. N.U.T. (no uniform today) cards may be used for dress down on any day except First Fridays. Any student inappropriately dressed will be sent home.

Students attending St. Bartholomew Catholic Academy are required to dress according to the following code:

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#### **Girls:**

- Maroon & Grey Plaid Jumper 1-4
- Maroon & Grey Wrap Skirt 5-8
- White Short/Long Sleeve peterpan collar Blouse, wine V-neck cardigan sweater and criss-cross tie. No boy tie permitted for girls 1-4
- White Short/Long Sleeve collar blouse, Wine V-neck pullover/Wine V-neck sweater vest, criss-cross tie. No boy tie permitted for girls 5-8
- Girls have option to wear Maroon Polo Shirt embroidered with school emblem and Charcoal Grey Girl Slacks or Steel Grey Girls twill walking shorts.
- September, May, June- girls may wear Maroon Short Sleeve Polo Shirt w/School logo and Steel grey girls twill walking shorts
- Black oxford shoes
- Maroon Knee Hi stockings or maroon tights
- Hair: Neat NO color or excessive accessories. No colored hair permitted

- Make up/Cosmetic are **not** permitted
- No artificial nails or nail polish
- Jewelry: earrings may be worn, one pair only. 1" or less on ears. No other jewelry may be worn except watch (no smart watches, no apple watches)

### **Boys:**

- Graphite Twill Pants
- White Short/long sleeve Dress shirt, uniform tie
- September, May, June- boys may wear Maroon Short Sleeve Polo Shirt w/School logo and Steel grey boys twill walking shorts
- Black oxford shoes, no designs
- Haircut: neat and trim. No high-tops (hair cannot be more than 2 inches in height). No Mohawks permitted. No spikey hair created by use of Sponge. Designs not permitted. Durrags not permitted. No colored hair permitted
- Jewelry: not permitted, other than a watch (no smart watches, no apple watches)

### **Boys and Girls**

**Warm Weather option:** boys and girls have the option of wearing Golf Short Sleeve polo shirts embroidered with school uniform in place of the white dress blouse and tie. They also may wear the gray walking shorts.

**Cold weather options:** cardigan/pullover/vest/sweaters or fleece jackets: only maroon sweaters and fleeces with school emblem patch may be worn. Other sweaters worn to school must be placed in closet during school hours.

**Shoes:** Only shoes with laces or straps permitted. No boots, sneakers, open back shoes or clogs. If boots are worn to school, they must be placed in the closet during school hours. Students may never wear socks and slippers.

**Grey slacks:** grey slacks are required. No slim pants. No Stretch pants. No dickies. No cargo pants

**Gyms Days:** Only on gym days only, students may wear the official gym outfit, which is the Maroon w/White sweat suit with the school emblem, and light Gym Tee Shirt. During May/June and September/October the maroon micromesh nylon Gym shorts w/schools silk screen may be worn.

### **Boys and Girls, Kindergarten:**

- Light steel Gym Tee Shirt w/School logo, Maroon Heavy Weight Sweatshirt and sweat pants with school silkscreen.
- Sneakers (preferably Velcro sneakers) no sneakers that light up and will distract the students

Children are required to dress according to the uniform dress regulations every day that school is in session, from the time that leave their residence in the, morning until they return to their residence in the afternoon. Children who come to school out of uniform are saying to us "I'm here, but don't have to follow your rules and regulations." That's not a good way to start the day. Parents are expected to make sure that children are properly dressed for school when the leave home in the morning.

**IN ALL MATTER OF STUDENT ATTIRE OR UNIFORM REGULATIONS, THE OPINION OF THE PRINCIPAL IS FINAL IN DETERMINING THE APPROPRIATENESS OF ANY ASPECT OF A STUDENT'S APPEARANCE.**

### **FIRE DRILLS AND LOCK-DOWN PROCEDURES**

The academy has procedures in place to ensure our students safety and that we are prepared in case of any emergency. Fire drills are carried out as required by law. All students are to leave the building in silence at the sound of the fire bell. All students are to follow instructions posted in each of the classrooms.

### **HOMEWORK**

Homework is to be done every day on which homework is given. All work should be signed by the parents or guardian. Parent/Guardians signature signifies that homework has been checked for neatness and completion. A student who has incomplete or unsatisfactory homework will see a significant decrease in grades.

### **REPORT CARDS**

Report Cards are issued to all students in Grades K through 8 in December, March. Parent-teacher conferences are held in December, March, and whenever the teacher or parent deem it necessary.

Grades are based on:

- day to day classwork
- homework assignments
- independent work or projects
- formal tests and quizzes
- participation and effort

Report cards are to be signed by the parent/guardian and returned to the homeroom teacher at the conference. The parent will retain one copy of the report card.

Honors' Criteria:

- 97%-100% and all 4's: Principal's List
- 93%-96% and all 4's and 3's: 1<sup>st</sup> Honors
- 89%-92% and all 4's and 3's: 2<sup>nd</sup> Honors
- 80%-88% and no 2's or 1's: Achievement

### **STUDENT OF THE MONTH AND ACE**



Student of the Month and ACE Awards are given at a monthly award assembly. Students are chosen by the teacher based on academic excellence, improvement, and Christian values.

### **DETENTION**

Detention can be given at the teacher's discretion for but not limited to:

- fighting or unruly behavior
- disrespect towards others and their property
- bullying
- excessive lateness
- repeated failure to complete school assignments

### **LUNCH**

Lunch is provided by the city for students in grades K – 8. There is a charge for this participation based on the parent's ability to pay. Students may bring their own healthy lunch from home.

### **DISCIPLINE**

#### **SUSPENSION**

Suspension is defined as the temporary cessation (stopping) of a student's attendance at school. It is imposed upon the student by school authorities. Suspension could be either in-school, or for very serious reasons, out-of-school.

#### **EXPULSION**

At the discretion of the Principal and in conjunction with the Board of Directors, a student can be expelled from school for any behavior which can be determined as damaging to the school's reputation or which brings dishonor to the school community. The school reserves the right to suspend or expel a student for actions against our code of conduct at any point during the school year.

#### **SUMMER SCHOOL**

Summer school will be recommended to a student at the discretion of the teacher and after consultation with the parent. A student **MUST** attend summer school if he/she fails in the **FINAL GRADE** on the report card.

#### **RETENTION**

If a child fails three or more subjects for the year, they will not be promoted and/or permitted back to attend St. Bartholomew School in the fall.

**PHOTO RELEASE**

Enrolling your child in St. Bartholomew School grants us the permission to photograph and publish pictures and videos of your child. If you do not wish your child to be photographed, you must submit a written notice of refusal during the first week of school.

## Verification of Receipt and Reading of Handbook

\*After reading and discussing this handbook, please sign and return this portion to your child's homeroom teacher.

I have read and understood the contents of this handbook. I assume all responsibilities required of **parents** of St. Bartholomew Catholic Academy. I have discussed the contents with my child.

Parent/Guardian Name (Please Print) \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

I have read and understood the contents of this handbook. I assume all responsibilities required of **students** of St. Bartholomew Catholic Academy.

Student Name (Please Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Grade \_\_\_\_\_

Date \_\_\_\_\_