



Family Handbook 2025-2026

“We are future saints in the making!”

MISSION STATEMENT

St. Bartholomew Catholic School empowers all students in our faith-filled welcoming community to grow in mind, body and spirit.

PHILOSOPHY

St. Bartholomew Catholic School is committed to creating a safe learning environment where we embrace our school expectations of being responsible, cooperative, respectful, and active participants in our school and parish. We empower and challenge each student to strive for growth in academic excellence and develop a desire to be a life-long learner; working to grow their bodies in healthy ways; and prepare them for service in life’s journey as an active citizen in their Catholic parish, the community of Columbus and the world.

HISTORY OF THE SCHOOL

The present building was constructed in 1963-64, with an addition in 1968, and operated under the name St. Columba Catholic School. In 1979, the Catholic education needs were consolidated into the present building combining the programs of St. Columba and St. Bartholomew. The school was referred to as St. Columba-St. Bartholomew Catholic School. The following year the school was renamed All Saints Catholic School and operated under that name until July 1994, at which time it became known as St. Bartholomew Catholic School. In June 2003, a new gym and administrative wing were dedicated.

THE PRINCIPAL

The principal serves as the administrative head of St. Bartholomew Catholic School with the responsibility to formulate programs and procedures in accordance with the policies determined by the Archdiocesan Office of Catholic Schools and by the St. Bartholomew School Commission. The principal has the responsibility of keeping the School Commission and Pastor well informed about the school and proposing the adoption of new policies.

THE ASSISTANT PRINCIPAL

The assistant principal will assist the principal in designated areas and will assume the leadership and responsibility for the school during the absence of the principal.

POLICIES AND PROCEDURES

ANTI BULLYING POLICY

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers and the school itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, Ipad or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, voice mails, emails, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

Bullying Prevention Program

Because of the significance of the issues of bullying/harassment in the lives of students, St. Bartholomew has in place a wide variety of strategies to address the issues. St. Bartholomew School, according to our mission, will foster an environment that will keep students emotionally and physically safe by implementing two programs called “Second Step” and “Character Counts.” The bullying prevention rules are as follows:

1. We will not bully others.

2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. We will tell an adult at school AND an adult at home if we know that somebody is being bullied.

It is imperative that anyone who becomes aware of a St. Bartholomew student who is being bullied or harassed, regardless of whether it is happening in or out of school, are asked to contact the Principal. Failure to report incidents of bullying/harassment makes one complicit with the inappropriate behavior.

NON-DISCRIMINATION STATEMENT

St. Bartholomew Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

VIOLENCE AND HARASSMENT POLICY:

St. Bartholomew School is committed to providing and maintaining a working and learning environment that is free from physical, psychological, and verbal harassment. This includes racial, ethnic, religious or sexual harassment and violence. This commitment continues our longstanding policy of fair and equal treatment of every person, regardless of race, color, sex, national origin, age; or marital, socioeconomic, veteran, and handicap status. The Archdiocese has an obligation to provide an environment that is free from intimidation and harassment based on any of these factors.

ATTENDANCE:

ABSENCES

EXCUSED – For an absence to be excused, a parent MUST notify the school office by 8:30 am if a student will be absent. When the absence is excused the teacher will provide opportunities for the student to make up work missed and receive full credit earned.

Excused absences are:

- Illness
 - Any absences beyond five days require a medical excuse/doctor's note, unless there are extenuating circumstances as determined by the principal.
- Injury
- Death of an immediate family member, or another person close to the family
- Activities approved by the administration, special religious observances.
 1. Teachers MAY provide students with work before the absence, but it is NOT required.
 2. Students have the same number of days to make up work that they missed. After that time, points can be deducted. Teachers will not be expected to re-teach all material that was missed. Parents may have to provide for tutoring.
 3. If the absence is at the end of a grading period, then an INCOMPLETE will be given until work is completed.

The **Request for Excused Absence Form** can be obtained in the school office or online at the school website. The form must be completed one week before the anticipated absence and returned to the principal for review.

UNEXCUSED – Absences are considered unexcused if a parent does NOT notify the school office by 8:30 am, submit an absence request, or for any reason that is not considered excused as listed above.

Unexcused absences are:

- Family vacations/travel
- Sports
- Any extracurricular activities
- Weddings

Please keep in mind that our **current protocol states that absences are unexcused if a parent does not notify the school office on the day of the absence.**

MAKE-UP WORK: Regardless of the reason for absence, ALL students will have the opportunity to make up classwork, homework, and assessments within a reasonable amount of time.

- The state recommends students not miss more than 10 school days each year. Therefore, students are allowed five days of excused absences with a parental note per year.
- Parents of students with more than 10 days absent for any reason will be required to see the principal to discuss his/her attendance. Extenuating circumstances will be taken into consideration by the principal.

- A student who misses more than 15 days for any reason will be put on an attendance contract. Students who are on attendance contracts will be prohibited from attending field trips.
Administration has final discretion in determining whether an absence is excused or not.

Level I

1. After **five** tardies and/or absences, the Assistant Principal will make contact with a parent by email or letter. The purpose of the contact is:

- to alert them that they have reached 5 absences and will need a Dr note for any additional absences.
 - to share concerns regarding the student's absences and/or tardiness and possible impact on academic achievement.
- to create a plan to solve the problem.
 - To make a referral to the school counselor if warranted.

If Level I intervention fails to result in improved attendance, or if the problem resurfaces after a time of improvement, Level II of Attendance Procedure is initiated.

Level II

1. After seven tardies and/or absences, the Assistant Principal contacts the parent by phone or letter in order to:

- notify the parents of the parents' legal responsibilities regarding student attendance and school's concern about failure to resolve the problem.
 - to share concerns regarding the student's absences and/or tardiness and possible impact on academic achievement.
- schedule a conference with the parents to discuss the problem and to develop a plan to resolve it. Conferences may be scheduled with the school social worker or principal and teacher.

Level III

If absences or tardies reach ten days or more in one school year, the principal will send a letter to the parents and the Family Resource Coordinator for Bartholomew County Community Corrections.

Indiana Code 20-20-8-8 was amended to define habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) [18 Days] or more of a school year for any reason.

Under IC 20-33-2-25, the "Superintendent, [principal] or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40."

School personnel are mandated reporters for abuse or neglect. The reporting and investigating of suspected child abuse and neglect are not discretionary matters. They have been required by law (IC 31-33-5-1) since 1979. School personnel are mandated to report for any of the following absence issues:

- Students have reached ten (10) or more unexcused absences
- Educational neglect is suspected
- Students are missing and unaccounted for

APPOINTMENTS – We strongly discourage routine dentist, orthodontist, and doctor appointments during the school day. However, if the student has an appointment, written permission from the parent should be received by the morning of the appointment. Parents must sign out students in the school office prior to leaving and the student should report to the school office and be signed in by the parent upon returning and present a signed and dated slip from the doctor or dentist.

MISSED SCHOOL WORK: When your child is away from school for an appointment or due to an illness, it is his/her responsibility to get missed assignments from the teachers when he/she returns. **STUDENTS RECEIVE THE SAME NUMBER OF DAYS AS THEY WERE ABSENT TO MAKE UP AND TURN IN WORK WITHOUT PENALTY.**

Assignments will be sent home with siblings upon request, or can be picked up from the office with advance notice to the teacher(s). **PLEASE EMAIL THE TEACHER RATHER THAN USING VOICEMAIL FOR THIS REQUEST.**

ACADEMIC PERFORMANCE CONCERNS:

Any student with a failing grade in any subject will not be allowed to participate in any sport, academic competition or extracurricular activity until the grade has improved to a passing grade. In order to improve the grade(s), the school counselor may meet with impacted students for grade check-ins and/or improvement plans.

ADMISSION

Nondiscriminatory Policy

St. Bartholomew Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan program, or athletic and other school-administered programs.

Faithful and consistent financial and spiritual support of families enrolled in or intending to enroll in St. Bartholomew Catholic School (SBCS) will be expected in order to be considered a participating parishioner for tuition purposes. Students must be at least age five for kindergarten and age six for first grade by the state established cut-off date for the school year in which they are registering. Exceptions may be made only as space permits. Students will be accepted and placed in the appropriate grade using the following categories in this order:

1. All returning St. Bartholomew Catholic School students
2. Children of St. Bartholomew School/Parish employees
3. Siblings of Catholic students currently enrolled in St. Bartholomew Catholic School and Parishioners of St. Bartholomew Church and our connected parishes of Holy Trinity and St. Agnes
4. Non-parishioner Catholic children
5. Non-Catholic, non-parishioner children

Wait List Students not selected for admission to the School will automatically be placed on a wait list. If an opening becomes available, students on the waitlist will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

Tie Breaker: Each year, a lottery will be conducted in each category at each grade level if more students register than capacity allows. In the event of multiple children from one family enrolling in the same grade level, these multiples will be listed as one lottery draw and be given the appropriate number of spaces. If drawn as the last available space, in this situation only, provisions will be made to accommodate those students. When all spaces are filled, the lottery continues to establish the waiting list.

Transfer Students: After the school year commences, when space permits, students not currently enrolled in St. Bartholomew Catholic School who wish to transfer from another school may be accepted when certain conditions are met. However, we will support the academic and disciplinary decisions of other schools. Therefore, a student expelled from another school may not be considered for enrollment until one year after the expulsion date.

Transfer students in good standing from another school **will be considered** for transfer admission after the following have been accomplished:

1. Enrollment/Admission forms are completed under the guidance of the enrollment coordinator
2. A conference with the principal, parents, and student has been held to determine goals, religious mission, and expectations of the school.
3. Contact with the previous school has been made to determine academic placement and good standing
4. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
5. **Previous educational records have been supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP). ******
6. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
7. Updated immunization records have been received.
8. Applicants for admission to grades 6, 7 and 8 are generally scrutinized more closely than applicants for lower

grades as educational preparation and disciplinary records at this level are of more concern to the School.

9. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor. If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and that the student is likely to be successful in the Catholic educational 6 setting, and an opening exists; the student may be admitted either on a probationary basis or without restriction.

The student has a one quarter trial period to determine if St. Bartholomew is an appropriate fit for the student.

AFTER-SCHOOL CHILD CARE

St. Bartholomew Catholic School does provide after-school child care. Payment for after-school care services are to be made through FACTS. Students who are not being cared for by staff members must be picked up by 3:15pm. Space is limited. The charge per child per day for After Care is \$15.

ARRIVAL

Students may be dropped off only after 7:15am. **Students should not be dropped off before 7:15 am, as there is no supervision available before this time.** All students will go to the gym to wait until 7:30 am at which time a supervisor will dismiss them to go immediately to their assigned classroom. No child is permitted in the classroom before this time unless a teacher is with him/her. All students must be in their classrooms NO LATER than 7:45am when morning announcements begin. (An exception is a bus delay.) Students arriving after 7:45am are considered tardy and must report to the office to receive a pass before going to class.

- If you are dropping students off in the parking lot in the morning, we ask that you please follow the traffic flow entering at the church parking lot entrance from Home Avenue and following along the sidewalk between church and school. (Making a right-hand turn into the parking lot from Home Avenue is preferred so that we do not back up traffic onto US 31.)
- Parents are asked to pay close attention during the carline process. Please do not use cell phones at this time. Please follow the directions by the staff on duty.
- If you are the first car in the line of traffic dropping students off, please pull up to the sidewalk leading to the kindergarten building to unload so that as many cars as possible can unload at one time.
- When the line of cars dropping off stops, have students quickly exit cars onto the sidewalk along the school building. For your child's safety, please have your student(s) exit the car on the **passenger** side only.
- After student(s) have safely exited your car onto the sidewalk, please follow the line of traffic past the Kindergarten building and exit the parking lot.
- You may exit the school parking lot by using the drive behind the kindergarten building (27th Street) or by going out the drive past the church at the north end of the lot (Home Avenue). Make right turns only at the end of both parking lot exit drives.
- DO NOT go around cars in the drop off line or drive between the cones to cross the parking lot for exit. DO NOT return into the middle of the parking lot after drop off because this is very dangerous.
- Do not drop students off in the middle of the parking lot. We ask parents to drop students off within the car line at the curb so that we do not create an unsafe situation with parents and children crossing the car line to get to the school.
- If you need to come into the school, please use the parking spaces outside of the cone areas.

Any exceptions to these Arrival Procedures need to have prior arrangements with permission of the principal. Please follow these Arrival Procedures to insure the safety of all our students, parents and staff.

ATHLETICS

The school may sponsor basketball teams for boys and girls in grades 4-8. Volleyball teams and cheerleading squads may be available for girls in grades 5-8. A Co-ed Golf team may also be available. Seventh and eighth grade students are invited to participate in sports programs at Northside Middle School if St. Bartholomew does not offer that particular sport. Northside will notify us when sign-ups are held. **See Athletic Website and Handbook for academic/behavior eligibility and other information.**

BICYCLES/WHEELED VEHICLES

Racks for storage and locking are provided for our cyclists. Bicycles must be locked to the racks during the day. The school is not responsible for stolen or damaged bikes. Bicycles are not to be ridden on the playground during school hours. Skateboards or other wheeled vehicles are not permitted on the school grounds anytime during the usual school hours.

BOOK RENTAL

Textbooks for our students are loaned on a rental basis. Teachers keep a record of each book and the number assigned to each student. Regulations regarding book rental are:

- It is required that the rental books be kept covered
- The books must be kept clean and not defaced or torn
- If a student loses or severely damages a book, he/she must pay for it

Student Records may be withheld until books have been returned or payment has been made for damages.

BUILDING SECURITY

Entrances to the school building are locked at all times except during morning arrival and afternoon dismissal, at which time main Door 1 is monitored. Any student arriving after 7:45am must report to the office with an adult to receive a tardy slip. **All parents, visitors, and guests must enter through Entry 1 and proceed to the office for check-in.**

BUS

The students at St. Bartholomew Catholic School are given the opportunity to ride the public school buses. Rules given by the bus drivers are to be obeyed and the students are requested to set a good example and show appreciation for the opportunity to utilize this service. Inappropriate behavior may result in the loss of the privilege of riding the bus. Schedules are made available on the BCSC Transportation website: <https://www.bcscschools.org/transportation>. For further information, please contact the school office at 812-379-9353 x1222 or the BCSC Transportation Department at 812-376-4246.

CALENDAR

St. Bartholomew Catholic School tries to follow the BCSC calendar. Important calendar dates for the school are posted on the school's website.

CHANGE OF ADDRESS/PHONE

If at any time during the school year a family moves to a different address or the phone number is changed, this must be reported to the school office. This is for your child's safety. In case of illness or accident we need to be able to reach our parents immediately. This data is stored in PowerSchool. Please check this information regularly.

CHILD CUSTODY

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child upon request. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If the school is to honor custody agreements, a copy of the court order **must** be on file in the school office.

COMMUNICATIONS

- **Classroom Work K-5** – Completed classroom work is sent home in grades K-5 at least one time per week for parental perusal. Parents, please check grades regularly on PowerSchool.
- **Classroom Work 6-8** – Homework is sent home periodically for parent review. Please ask your child(ren) to provide homework for your review and check grades regularly on PowerSchool.
- **Newsletters/Calendars** – A school newsletter is sent to parents via email weekly and posted on the school website. Calendars and important dates are posted on the school website. Breakfast and hot lunch menus are posted online on the first day of the month.
- **Parent/Teacher Communications** – Parents are invited to make appointments through email or written message to teachers in order to discuss their child's progress or behavior in school. **The time immediately before or after school is not a convenient time for conversing with the teacher** due to class preparations and duties. If you would like to talk with a teacher, please send a note or an email message explaining your concerns so that the teacher may gather the information necessary to address the concerns. Teachers will contact you as soon as possible and are expected to make contact within 48 hours.
- **Parent/Principal Communication** – The principal values parent input and is willing to listen to parents' ideas and concerns. If a problem arises that remains unsolved after talking with the teacher, please call the school office to make an appointment with the principal.

ST. BARTHOLOMEW CATHOLIC SCHOOL STUDENT DISCIPLINE AND CONDUCT

As a general rule and guidance for behavior, St. Bartholomew Students are expected to:

- Demonstrate the values of our Catholic Faith in word and in deed.
- Arrive on-time to school, on-schedule, and other commitments required by the School.
- Dress appropriately in accordance with the School Dress Code Policy.
- Promptly and faithfully comply with all directives from School Officials.
- Put forth maximal effort in the conducting of their academic studies and tasks assigned to them.
- Treat fellow students, school officials, and all people with Respect, Dignity, and Kindness.
- Accept consequences and responsibility for actions and refrain from making excuses.
- Exhibit Honor and Integrity in academic studies.
- Treat all equipment of the school and the building with respect and care.
- Observe and practice elements of cleanliness, proper hygiene, and the tenets of good manners.

Cell-Phone Law

Per IN law from Senate Bill 185, enacted on 7/1/24- students are not permitted to have their cellular devices on their person at any time during school hours (7:30am-3:00pm). Cell-phones and/or any personal electronic devices (including smartwatches) not provided by the school must be secured in a student's backpack during the school day. Any appearance and/or use of a student cellular device to any degree during school hours for any reason is a violation of the policy. Procedures for not following the policy are as follows:

- **1st Offense:** Cell-Phone surrendered to office and student issued a lunch detention.
- **2nd Offense:** Cell-phone surrendered to office and student issued an after-school detention.
- **3rd Offense:** Cell-Phone surrendered to office and student issued a Friday School.
- **4th Offense:** Cell-phone surrendered to office, required parent meeting with Principal, student issued either a Friday School and/or After-School detention on a repeating basis.
- **Further accumulating offenses** will result in additional consequences assigned by the Principal

**Each time a cell-phone is surrendered to the office, a parent must pick-up the phone from the office. If a parent is unable to pick-up the phone, the device will be stored in a locked and secured area.

Students must be picked-up from school no later than 3:15 pm unless they are participating in a supervised activity.

Parents are expected to retrieve their child by 3:15pm after school, unless the child is participating in a supervised after-school activity or serving a consequence.

Dress Code:

All students are expected to conform to the School Dress Code and maintain proper grooming standards as set forth in Appendix A. The dress code cannot possibly address and/or anticipate every instance of impropriety regarding a student's dress and/or appearance. School officials make the determination as to whether or not a student's dress and/or appearance is in such a manner that is contrary to the standards and mission of St. Bartholomew.

- **1st Offense:** Verbal warning issued to the student, parent contacted, and student required to change clothes (if applicable and appropriate).
- **2nd Offense:** Student issued a Lunch detention, parent contacted, and student required to change clothes (if applicable and appropriate). Loss of Dress-down day at next opportunity.
- **3rd Offense:** Student issued an after-school detention, parent contacted, and student required to change clothes (if applicable and appropriate). Loss of Dress-Down day at next opportunity.

Academic Dishonesty

Students are expected to conduct their studies with integrity and honor at all times and on all assignments and academic activities. Cheating and/or Plagiarism is not permitted.

- **1st Offense:** Student receives a "0" on the assignment.
- **2nd Offense:** Student receives a "0" on the assignment and is issued an after-school detention.
- **3rd Offense:** Student receives a "0" on the assignment and is issued community service for the school/church.
- **Further consequence** may result in the additional and/or repetitive punishments or forfeiture/removal if class is elected for HS credit.

Substantial Improper and/or Illegal Behaviors/Conduct (such as but not limited to):

Fighting/physical aggression, possession and/or under the influence of drugs/alcohol, tobacco, vaping and/or possession of vaping device, substantial insubordination with staff directives, destruction and/or damaging of school property, significant theft, engaging in unsafe and/or dangerous behavior, possession of weapons, Threatening remarks and/or behavior, vulgar and/or racist remarks or gestures, and repeated disobedience with school rules may result in OSS and/or Expulsion, and/or the dispatch of Law Enforcement. Consequences in response to behaviors at this level of impropriety are assigned by the Principal and/or designee.

Chewing Gum/Candy/Food/Drinks:

Chewing Gum is prohibited on the school campus, unless allowed as a special reward by teachers. Water bottles are allowed, but other drinks are prohibited. Snacks may be eaten at a time designated by the classroom teacher.

Class and/or School-Wide Celebrations

As a general rule, provisions in the Handbook and/or dress code are not broken or modified to serve the purpose of a reward, fundraising, or special occasion. However, modifications and/or temporary waving of policy may be possible in the serving of a legitimate school interest.

Classroom Codes of Conduct and Discipline

Behaviors and/or conduct not explicitly mentioned in the handbook are addressed individually by teachers as part of individual classroom behavior plans. Students are referred to the Principal for behavior and/or conduct that substantially violates classroom and/or school policy or creates such a disruption that interferes with the education of students or safe and appropriate operation of the school and performance of its functions.

Digital Citizenship

Students are expected to use their school-issued electronic devices with care and propriety. Playing games, accessing inappropriate web pages, utilizing the device for improper communication, or engaging in any other activity contrary to the educational purpose of the device is prohibited.

Discipline Record

Any time a student is referred to the office for violation of a school and/or classroom policy, a record detailing the offense and consequence is entered in PowerSchool. Parents may view this record at any time through their PowerSchool account.

ST. BARTHOLOMEW SCHOOL DISCIPLINE TABLE

MINOR

MAJOR

Discipline offenses handled by the Teacher/Staff

Discipline offenses that sent to the Office

Disruptive Behavior that interferes sporadically with other students learning Examples: unprompted noises, interruptions, shouting etc.	Disruptive behavior causing serious interference with class that continues after adult interventions. Examples: unprompted noises, interruptions, screaming, horseplay, roughhousing etc.
Minor Theft in which a student takes something of minimal value that can be easily replaced.	Theft where the student is responsible for removing someone else's property that has significant value and cannot be replaced easily or repeated minor theft.
Disrespect toward teacher or peer that interferes with the classroom learning environment. Examples: mimicking, talking back, rude comments.	Disrespect to others that continues despite 2-3 interventions.
Inappropriate physical contact that is not wanted by another and done with unfriendly intent.	Fighting defined as serious physical contact where injury is intended, highly likely, or injury did occur.
Minor Vandalism/Property Damage resulting in damage that can be easily fixed by student and teacher.	Vandalism/Property Damage that results in substantial destruction that cannot be easily fixed.
Inappropriate Language/Gestures used on school property that are considered low intensity or first offense.	Vulgar or Racist language/gestures used to harm or threaten another individual or continued inappropriate language despite teacher intervention.
Peer Conflict such as name calling, words or gestures that are used	Bullying/Harassment/Intimidation where a student threatens and

to make someone unhappy but do not include serious threats or intimidation.	intimidates another student through words, pictures, notes, or messages.
Technology misuse that is not harmful or offensive. Examples: looking at websites that they are not supposed to be on that are not permitted by the teacher (games, etc.)	Technology use that is considered to be harmful and offensive. If behavior occurs off campus and then is carried over into school, disciplinary actions will be considered. Having a phone out during the school day (in accord with Indiana state law).
Other minor problematic behavior.	Other major problematic behavior that escalates or continues after repeated in-class intervention strategies.
	Drugs and Weapons are prohibited on campus including the possession, storing, making, or use of any look alike items.

Potential Consequences Assigned by Principal and/or Designee:

- **Parent Communication:** Phone call and/or email about students conduct.
- **Lunch Detention:** Students secluded during their assigned lunch period and seated at a table by themselves or in another assigned area.
- **After-School Detention:** Held after school on Thursdays (or different days as needed) from 3:00-4:00pm in either the office or classroom as needed.
- **Teacher/Principal/Student Conference.** A meeting with school officials in response to a behavioral and/or academic issue.
- **Teacher-Assigned Consequence:** Classroom teachers may assign consequences consistent with the scope and spirit of the handbook for low-level infractions.
- **School/Parish Community Service:** service work done for the School and/or Parish for an assigned duration of time.
- **In-School Suspension:** Student secluded in the classroom or the main office for an assigned duration of time.
- **Out-of-School Suspension:** Student removed from attending school for assigned length of time.
- **Dismissal/Withdrawal:** Student removed from attending St. Bartholomew School, with the option to enroll in another school in the area.
- **Expulsion:** Student permanently removed from attending St. Bartholomew School.

***Additional, different, and/or repetitive consequences may be assigned by the Principal or her designee.

- **Missed Consequence:** Students are expected to serve their assigned consequence for behavior in violation of school policy. Failure to report for detention and/or Friday school will result in additional consequences which may include suspension.

Policy on Student Suspension, Expulsion, Exclusion and Fair Process No. 2008-01

<https://www.archindy.org/ocs/downloads-policies.html>

DISMISSAL PROCEDURES

A written request or phone call for early dismissal from classes must be given to the office. Students leaving any time during the school day must be signed out through the school office and check in at the school office upon returning.

Afternoon dismissal begins at 2:50 p.m. Students leaving school by car are permitted to exit to the parking lot only. Students will not be dismissed to cars parked on Home Avenue. Students are dismissed after announcements in the following order:

1. Walkers, bike riders and Northside Sports Participants
2. North and East bus riders
3. Car riders
4. Others such as Homework Help, extracurricular activities, after care and children of staff

Students should be picked up promptly at dismissal. If your student is still here at 3:15, you will be required to come to the school office to pick them up. Parents with students that are picked up late consistently will be contacted by the principal to help resolve the issue. The school cannot be responsible for those remaining after dismissal time unless they are involved in an approved scheduled activity or prior arrangements have been made through the office. Teachers who request students to stay after school are required to be with the students.

CAR LINE PICK-UP

ALL Students should be picked up through the car-line (if not on a bus or walking/biking home). To be fair, consistent, efficient and courteous to all, we ask that you:

1. NOT come into the parking lot until the cones have been moved by our school staff at approximately 2:30 pm
 2. NOT come into the school building to wait in the foyer
 3. NOT wait outside the main school doors to take your children when they exit the building
 4. NOT get out of your car and call your child(ren) to your car
 5. NOT park by the kindergarten building or by the church or other unauthorized areas for pick-up.
- The school office will provide a large sign with your family name on it. These are to be held outside the driver's window so it can be seen by those calling students to the cars. Keep holding your sign outside your window until ALL children you are taking home have come to your car.
 - Cars line up facing south toward the kindergarten building in 8 rows of cars. Family names are entered into a Google Sheet that is projected into the classroom. We will begin dismissal with the Kindergarten line and work our way west towards the school building.
 - Parents are asked to pay close attention during the carline process. Please do not use cell phones at this time. Please follow the directions of the staff on duty.
 - Children will come to your car when we call them or when directed by staff. DO NOT motion them to come to your car unless we have already called them to do so.
 - Once your children are in your car, they are to stay in your car. Do not send them back to the curb to look for someone. If you find that your child has forgotten something inside the building, please pull through the line and park behind the kindergarten building to allow your child to come back into the school.
 - Pull straight ahead in the car line in order to exit the parking lot. We ask that you do not pull out of line without pulling all the way through the line for the safety of the students and staff.
 - If the line proceeds and you do not have all of the children that you are driving home, staff will direct you safely into reserved parking spaces that face the Kindergarten building. After you do have all children, please allow for staff to direct your exit from those spaces.
 - You may exit the school parking lot by using the drive behind the kindergarten building (27th Street) or by going out the drive past the church at the north end of the lot (Home Avenue). Make right turns only at the end of both parking lot exit drives.
 - If time spent in line is an issue, we suggest you come to pick up at 3:05pm.
 - Inclement weather tends to slow our dismissal down, so be patient. Do NOT come into school to get your children during a rainy day dismissal because this delays the entire dismissal process.
 - Please pick up your child by 3:15pm.

Any exceptions to these Dismissal Procedures need to have prior arrangements with permission of the principal.

Please follow these Dismissal Procedures to ensure the safety of all our students, parents and staff.

DRESS CODE

Please see the current **Dress Code** attached to this Handbook as **Appendix A** and on the school website.

EMERGENCY FORMS

If parents are going on a vacation or even out of town for a short time without your children, we encourage you to fill out a form prepared by the Columbus Regional Hospital. This form would authorize consent to medical treatment for your child at the hospital should such need arise. This authorization may be assigned to your babysitter, athletic coach or the school office. This is not a blanket consent for the year. It can be for a specified time only.

FIELD TRIPS

Field trips are considered part of the St. Bartholomew curriculum, so attendance to field trips is required. If the cost of any field trip is prohibitive, school administrators will work with families to arrange for subsidies or scholarships. Students can be denied participation if they fail to meet academic or behavioral requirements listed in this handbook. If for some reason your child cannot attend a field trip or is denied participation, then he/she is expected to be at school the day(s) of the field trip. If a child is not in school on a field trip day, it is counted as an absence. Buses are used for transportation when at all possible. Parents are occasionally used as drivers for field trips. When parents are used as drivers for field trips, Indiana laws requiring booster seats and seat belts will be followed. The Archdiocese requires that the office keep a copy of each driver's license and proof of insurance.

Parents are used as chaperones for most field trips. Chaperones must have had Safe Parish training and a background check

on file. Please see the section in this Handbook on VOLUNTEERS. This provides a good opportunity for a parent to interact with his/her child and the child's classmates. Since parents are expected to serve totally in a supervisory capacity for the class, it would be difficult to be occupied with their own small children. We therefore must require that you do not bring preschoolers or younger children on field trips.

FIRE, TORNADO AND LOCKDOWN/ACTIVE INTRUDER DRILLS

In accordance with the state laws, fire drills are held monthly. Tornado drills are held each semester. Exits to be used by the respective classes are known and state and local prescriptions are followed. Lockdown and Active Intruder drills will also be held to practice these situations.

FUNDRAISING (non-school)

Students engaged in fundraising efforts for non-school activities (i.e. sports teams, scouts, etc.) should clear this activity through the office before beginning.

GRADUATION ACTIVITIES

1. Graduation will take place in St. Bartholomew Catholic Church.
2. Graduation is celebrated with a Liturgy--a reception table in the outdoor plaza follows the Mass--the 7th grade parents organize and work at the reception table.
3. Requirements for graduation attire will be sent home to 8th grade parents and students prior to the event.

HEALTH SERVICES

Please see the **Life-Threatening Allergy Guidelines** attached to this Handbook as **Appendix B** for important information regarding students with life-threatening allergies.

Medication Policy:

1. ALL medication shall be kept in the nurse's office. However, students may carry inhalers or other permitted medicines with a doctor's note that outlines this.
2. The school nurse, secretary, clinic volunteer, or principal will administer all medications. Students are not permitted to medicate themselves at any time.
3. The school nurse /office staff makes every effort to dispense medication in a timely manner, but occasionally circumstances beyond our control may delay dispensing scheduled medication.
4. All prescription medication to be administered during school hours must be in the **original pharmacy issued container with a label**. Please request an extra bottle from the pharmacist so just the amount of medicine needed at school can be kept in the nurse's office. A note is needed from the parent stating the student's name, the name of the medication, the dose, when it is to be administered, and for how long.
5. All prescription medications that are to be administered on a regular basis or on an "as needed basis" must have a completed **Prescribed Medication Permission Form** on file. This includes inhalers and EpiPens. Forms are available in the nurse's office, the school website, click on Nurse's Office, or at your doctor's office. Any dosage changes must have a doctor's written statement (may be faxed to the school) or new prescription container. All prescriptions must be current within the year.
6. Non-prescription medications (over-the-counter medications) to be given must also be in the original container (please no bags or envelopes) with written authorization for a parent/guardian detailing when the medication is to be given, how much, and for what reason.
7. Tylenol, Advil, Benadryl for bee stings, topical preparation for cuts and itching, cough drops will be administered to your child, if necessary, with written parental permission via the **Permission for Non-Prescription Medication** form that is filled out and signed with the school registration materials each year. Additional forms are available in the office. It is the parent's responsibility to provide any medications authorized.
8. Students will not be allowed to take medications home. This includes all prescription and over-the-counter medications. Medication can only be released to a parent or an adult over the age of 18.

Students should be kept home from school for...

- A temperature of 100 or higher- the student should remain fever-free (without the benefits of Tylenol/Advil) for 24 hours before returning to school.
- Diarrhea and Vomiting. Your child must not have had any episodes of vomiting or diarrhea for 24 hours before returning to school.
- Most inflammatory eye conditions until a doctor has verified it is not contagious. In the case of pink eye, the student may return to school after 24 hours of treatment.

- Rashes until a doctor has verified it is not contagious or infectious.
- A runny nose with uncontrollable green or yellow discharge, or a persistent cough.
- Strep throat until the student has been on medication for 24 hours before returning to school.
- Discharge from ears.
- Body lice, head lice. The school has a “no nit” rule.

If your child is sent home ill during the day, he/she will not be able to participate in any after school activities that day.

In the event of a serious accident during school hours, we will attempt to notify parents/guardians before medical care is given. The student will be transported, if necessary, to Columbus Regional Hospital by ambulance. If the accident occurred during a field trip, the nearest medical facility will be utilized.

The Bartholomew County Health Department or other qualified providers will provide audio metric exams, vision screening, scoliosis screening, fluoride treatments, dental screening, and blood pressure screening annually for specific grades. In addition, The Health Department provides other health services as needed, e.g. home visits, immunizations, record keeping, pediculosis (lice) screening. The nurse will contact the parents if their child appears to be having a problem. Likewise, a parent may request information and assistance from the Health Department or nurse.

HOME LANGUAGE SURVEY/RACE AND ETHNICITY INFORMATION

According to IDOE procedures, parents are asked to complete a Home Language Survey for every new student in order for us to identify and support English Language Learners. Beginning in 2010, race and ethnicity of students and school staff in Indiana public and accredited nonpublic schools will be collected in a new way. This information is provided by parents on a questionnaire enclosed in our yearly enrollment packet. This data will be used to:

- ensure that students receive educational services to which they are entitled
- analyze the needs of students within our school community
- obtain more funding for educational services as appropriate

This data will **NOT** be used to:

- discriminate against anyone
- determine immigration status
- penalize the students, parents or staff in any way

HOMEWORK

We ask that parents keep in mind grade level homework expectations when signing students up for after school activities. Each classroom teacher sets out specific guidelines for homework and when it is due. Teachers will notify parents of these expectations. If your child seems to be spending an excessive amount of time on homework every evening, please notify the teacher. If the problem persists, please contact the principal for a meeting.

INTERRUPTIONS

All school time should be devoted to instructional purposes. No one may interrupt classes nor may teachers or students be called from their classrooms except for urgent reasons and then only with permission from the principal. If you wish to give your child something he/she has forgotten or need to leave a message for your child, please contact the school office. It is very disruptive to the students, teachers, and office staff’s time when a student does not know how to go home after school or tries to make such arrangements during the school day. Please make sure your child knows when he/she leaves home in the morning how he/she is to go home at the end of the day. Please insist also that your child not make arrangements during the school day to go home with a friend.

LIBRARY

The school library is open every day and the children in grades K-5 have assigned times for visiting the library. A general library instructional curriculum is presented to the children. Books may be checked out for one week. Students will be charged for books they lose. Report cards may be withheld pending return of the book(s) or settlement for lost or damaged books.

LOST AND FOUND

Articles that have been lost may be placed in the office for a short period of time. Because of a lack of space and the amount of articles that accumulate, we do not store these items over a long period of time. Periodically during the school year, lost and found items are donated to organizations.

LUNCH and BREAKFAST

Breakfast and hot lunch, which both include milk, are available at school through Columbus North High School. Daily breakfast and lunch may be purchased at the amount determined by the public school cafeteria. White or chocolate milk is also available for those who bring their lunch. Please see the Wellness Policy section. Parents are highly encouraged to apply for free or reduced lunches if their family circumstances make them eligible.

Fast-food is not to be brought into the school for students. Students may leave school grounds during lunch after being signed out from the office with a parent or accompanied by another adult (provided that the school office has received a written note from the parent granting permission). No one will be permitted to call for this permission.

Archdiocesan Wellness Policy:

The Archdiocese of Indianapolis shall adopt and promulgate an Archdiocesan Wellness Policy for the Catholic schools that takes into account the recommendations made by the Wellness Policy Task Force, whose members have addressed the areas of nutrition, nutrition education and physical activity, in relation to the current laws and research. The Wellness Policy and accompanying materials will serve as a model for local adaptation. The Archdiocese of Indianapolis Catholic schools are committed to providing school environments that promote and protect children's health, wellbeing, and ability to learn, by supporting healthy eating and physical activity. Therefore, it is the policy of the Archdiocese of Indianapolis Catholic Schools that:

- *Schools will engage students, parents, teachers, food service staff, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school nutrition and physical activity policies.*
- *All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.*
- *Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans. Schools participating in the National School Lunch and/or Breakfast Programs will meet the guidelines set forth by USDA for all foods sold at school, including the Smart Snacks in Schools Standards.*
- *Schools will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students, and will provide clean, safe, and pleasant settings and adequate time for students to eat.*
- *Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education and school meal programs.*

NUISANCE ITEMS

Items that distract or disturb others are not to be brought to school. Students are not allowed to bring electronics, toys, games, toy keychains, cards, or headphones to school without teacher permission. Teachers may take items from students and require that a parent claim these items in person. The school cannot be responsible for lost or damaged items.

PARENTAL VISITS TO SCHOOL:

We welcome parents as an important partner in the mission of St. Bartholomew School. Parents are welcome to visit classrooms and their children at lunch provided they 1) Obtain permission in writing from the Principal or his designee, and the teacher (if visit is during class) 2) Have a record of Safe Parish Training/background check on file.

PARENT/STUDENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be conducted in the fall for all families, and these are considered mandatory. Some grade levels may conduct student-led conferences. This will be announced in advance of these fall conferences.

Optional Parent Teacher Conferences will also be available in the winter. Conferences with teachers may be held at other times at the request of the parent, teacher or administrator.

PARKING

Visitors, volunteers, parishioners and parents are welcome to visit our school. For the safety of our children, we ask that visitors park in the church parking area or beside the orange safety cones. Visitors must sign-in at the school office and wear a VISITOR badge.

PARTY INVITATIONS

Party invitations may be distributed at school only if everyone in the class is to receive one, i.e. all boys or all girls. Invitations given to only a few should be mailed in order to be sensitive to all.

PESTICIDE USE

St. Bartholomew School practices integrated pest management, a program which combines preventive techniques, non-chemical pest control methods and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest problem and after trying other means to control the problem. The term “pesticide” includes insecticides, herbicides, rodenticides and fungicides. **Applications of pesticides are scheduled on the weekends.**

St. Bartholomew School is establishing a registry of persons who wish to be notified 48 hours prior to pesticide applications. To be included in this registry, please contact the school office. We will supply you with a form for this specific purpose which must be completed and returned to the school office so that you can be notified in advance of any applications.

PHOTOGRAPHS AND PERSONAL INFORMATION

The school will ask parents to sign a consent release regarding the use of images and also concerning other records or information allowing parents to object to release if they wish. The school office will maintain a list of all parent objections to the use of unidentified images and/or directory information and make every attempt to ensure that such objections are honored by the school.

PHYSICAL EDUCATION

All students are required to participate in physical education. If there is some reason why a student cannot participate fully in the program, then the teacher and office must be notified in writing. In order for a student to be dismissed from participating in PE for an extended period, a note from the family’s doctor is required.

PRAYER/ALL-SCHOOL MASS (LITURGY)

Forming a good habit of prayer is an important part of our religious curriculum. Each class prays together as the day begins, before and after lunch, and at the end of the day. In addition, the students and staff attend Mass each week on Thursday at 8:15am, on Holy Days or other special dates. If you want your child to sit with you at our All-School Mass, you **MUST** arrive at church by 8:10am. Classes, grades K-8, are scheduled on a weekly basis to help prepare and minister at these All-school Masses. ALL students and working staff attend weekly All-School Mass.

PTO

The Parent/Teacher Organization is a tremendous support to the school. All parents and teachers are members of this group. Annual fundraisers include the festival held after school begins and the auction held during the second semester. Proceeds from these fundraisers provide the school with funds for enrichment, enhancing school programs, and improving facilities. All parents are expected to volunteer for at least two activities per year.

RECESS

Children in Grades K-6 may have daily outdoor recess. If a child needs to remain indoors due to a recent illness or accident, a dated, written note must be sent by the parent each day the child is to remain indoors. Please do not request that your child be permitted to remain indoors unnecessarily during any recess. It is against Indiana School Law for students to remain in the building unsupervised, so students may be required to sit in the office area during recess time if they are remaining indoors. In severely cold weather, 20 degrees and lower, recess is held indoors.

REPORT CARDS

Report cards are sent by email to students’ parents quarterly through PowerSchool. Parents should be checking the online grading system to note their child’s progress. The grades a student receives in their subjects are based on tests, quizzes, projects and in-class assignments. If questions arise regarding a student’s progress, please contact the teacher. The teacher will gladly give a detailed explanation of the report and will offer helpful suggestions. A parent’s insight into a child’s performance is also helpful to the teacher. Check the school calendar for when report cards are emailed. A final report card for the year is printed and sent home with students on the last day of the school year.

RETURNING to SCHOOL AFTER DISMISSAL

Students are not permitted to return to the school building after 3:15 pm unless accompanied by a teacher. The cleaning staff and others working in the building are NOT permitted to allow admittance to classrooms after 3:15pm. This protocol is designed for the protection of your child and our staff in addition to helping your child to become more organized and personally responsible.

ROOM MOTHERS/FATHERS

Room mothers/fathers assist the teacher as needed. This may include field trips, classroom parties and other activities. They are the point of contact between teachers and parents for school activities. (See section on VOLUNTEERS for important information.)

SCHOOL CLOSINGS

In the event that school would be closed or delayed due to inclement weather or other emergencies, this news will be emailed and texted through the PowerSchool communications system. The news is also reported on Indianapolis TV stations and given on the local QMIX radio station. St. Bartholomew and Bartholomew Consolidated School Corporation (BCSC) are approved by the Indiana Department of Education (IDOE) for the eLearning Day Program. eLearning Days may be used on a day when school is canceled, as a planned day, or as a make-up day when a day of school was missed. There are a variety of reasons a school/corporation would use an eLearning Day. These include, but are not limited to, snow or other inclement weather, professional development, parent conferences, widespread illness, and flooding.

During eLearning Days, students will attend Google Meets and/or complete assignments that are posted by their teacher(s). With the eLearning Day Program, our school faculty designed and implemented blended learning experiences for all students and met the IDOE criteria for eLearning Days. Please see the **eLearning Day Student and Parent Expectations** attached to this Handbook as **Appendix C** and posted on our website.

SCHOOL PICTURES

School pictures for all students and staff are taken in early fall. Optional spring pictures and athletic photos are also available. Photos are available for purchase. Yearbooks are also available for purchase in the spring through a preorder system. Group photos for the yearbook are announced on a specific date, and students must be present to be included in these photos.

SCOUTS

Boys and girls are provided with the opportunity for scouting as long as enough sponsors are available. Scout leaders can supply the information needed. Please watch for information about scouting to be sent home with your child.

SECLUSION AND RESTRAINT PLAN

St. Bartholomew Catholic School of the Archdiocese of Indianapolis believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion and restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect.

Any use of either seclusion or restraint shall be supervised, short in duration and used only for purposes of de-escalating behavior that poses imminent danger of physical harm to self or others.

Parents can access a full copy of St. Bartholomew School's plan by request in the school office.

SMOKING

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of St. Bartholomew School and Parish to provide a tobacco-free environment for all students, employees and visitors. This protocol covers the smoking or vaping of any product and the use of oral tobacco products or chewing tobacco and the use of e-cigarettes, and it applies to both employees and non-employee visitors of the school on any part of school or parish property.

SPEECH AND HEARING

Services are available on site through Bartholomew Consolidated School Corporation. Parents and teachers may request screening to ascertain if the service is needed.

SPIRITUAL PROGRAM

The following are the goals for our religious education program:

1. Provide organized catechist training
2. Develop a more organized approach to teaching prayer forms and providing prayer experiences in the classroom
3. Enhance communication and education and involvement among catechists, teachers, parents, priests, administrators, and students
4. Make sacred Scripture a more visible part of the class
5. Establish components in each grade for continuing service, faith formation and liturgy

6. Foster an ecumenical spirit at each grade level
7. Foster the total mission of the parish
8. Ensure that religion and faith development holds a primary place in our educational schema
9. Parents are strongly encouraged to take their children to weekend Mass or church services if they are not Catholic.

STUDENT RECORDS

St. Bartholomew School offers parents the opportunity to review, copy, and seek to amend or disclose student information when a request is made to the school in writing. Parents are advised that students' records may be shared for legitimate purposes without parent consent, i.e. records to a new school or when moving to the high school. We also supply information (names, phone number, address, email) for the room parents' use and school directory unless the office is notified in advance in writing.

STUDENTS' RIGHTS

St. Bartholomew Catholic School acts upon a due process model, which is one that protects the rights of individuals in the light of the Gospel and Church documents. The simplest definition of due process is "fairness". This handbook has been created to describe procedures as they are to be followed. Procedures have been deemed reasonable by those responsible for creating it. These procedures shall be an attempt to ensure that all persons can be treated fairly.

TECHNOLOGY

Please see the following procedures for use of technology attached with this handbook and posted on the school website:

Chromebook Agreement – Appendix D

iPad Agreement – Appendix E

TESTING

Standardized testing will be done in the spring according to state requirements. We ask that families do not plan appointments during the school day especially during the days that these tests take place. Please see the calendar on the website for specific testing dates. A schedule will be published in the school newsletter prior to testing dates.

TUITION AND PREPAY ACCOUNTS

All school tuition payments are made through the online FACTS Tuition Management System. A Tuition Agreement with the year's Participating Parishioner and Non-Parishioner Rates is signed and a non-refundable deposit is paid upon enrollment. According to FACTS, when an ACH payment or Credit Card payment returns for Insufficient Funds (NSF), a Returned Payment Fee of \$30 (subject to change) is assessed by FACTS.

Prepay Accounts are to be used in FACTS for Field Trips/Supplies, Extra Services, Athletics and the next year's Registration Fees. Deposits are made to these accounts by parents, and the funds are spent as charges are posted to the Prepay Accounts for each student. Deposits should be made regularly to Prepay Accounts, and the accounts should never be in the negative because these funds are paid to outside vendors.

VISITORS

All visitors, including parents, **MUST** report to the office, sign-in on the visitor log, and wear a VISITOR name tag before going to the classrooms or any area of the school when classes are in session. Please sign-out on the visitor log before exiting the school building. This is for the safety of our students, staff and visitors. If you would like to visit a classroom during the school day, please make prior arrangements with the teacher and principal.

VOLUNTEERS

For the safety of our students, all volunteers in our school are required to fulfill the Archdiocesan Safe Parish training, which includes a background check, prior to working with our students. Visit www.archindysafeparish.org and Log In. If a new user, click on the blue Register link and use **Archindy2021** for the Passcode/Organization Code. All volunteers, including parents and regular volunteers, **MUST** report to the office, sign-in on the volunteer log, and wear a VOLUNTEER name tag before going to the classrooms or any area of the school when classes are in session. Please sign-out on the volunteer log before exiting the school building. This is for the safety of our students, staff and volunteers.

WITHDRAWAL

A family withdrawing a student from the school should notify the principal and teacher formally in writing and in ample time. The parents must sign a release of information sheet with the student's new school before the school is permitted to release the student's records to another school. This form will be given at the new school and sent to our school office. We require that you

let the schools handle the school records. Payment for all tuition owed and other school related expenses must be made before records will be sent to the new school. If a student is withdrawn from St. Bartholomew School after registration is complete, then the full tuition for the 1st Semester will be owed if the school is NOT notified in writing BEFORE June 15th, and the full tuition for the 2nd Semester will be owed if the school is NOT notified in writing BEFORE November 15th. If the family relocates to a city outside the Columbus area, then the principal may choose to accept tuition prorated to the withdrawal date.

PRINCIPAL'S RIGHT TO AMEND HANDBOOK

Every effort has been made to assure that this handbook is complete. The principal does reserve the right to amend the handbook when necessary.

Scope and Spirit of the Handbook

It is impossible for school officials and the language of this Handbook to anticipate and/or define all possible behaviors of impropriety that a student may exhibit. School officials use their best judgment in identifying improper behavior and the assignment of reasonable consequences. All school rules and policies are applicable beginning when a student enters school property, attends a school-sanctioned function, or is aboard school-sanctioned transportation, or attends mass and/or religious functions at St. Bartholomew Parish Church.