



# ST•BARTHOLOMEW

## CATHOLIC CHURCH AND SCHOOL

**PARENT AND STUDENT HANDBOOK**

**2026-2027**

Last revision: July 2026

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## **Welcome**

Welcome to St. Bartholomew Catholic School! We are a Preschool through 5th Catholic school, committed to partnering with families to educate children academically, socially, and spiritually.

## **Mission Statement**

St. Bartholomew Catholic School exists to transform lives through faith and learning. We invite students to encounter God's presence in prayer and community, equip them with the intellectual tools and virtues necessary for excellence, and inspire them to engage in a lifetime of service and witness to the truth.

## **Statement of Catholicity**

At St. Bartholomew Catholic School, our Catholic identity is not just an aspect of who we are, but the very essence of our mission and purpose. Rooted in the teachings of Jesus Christ and the rich traditions of the Catholic Church, our educational approach is holistic, nurturing the spiritual, intellectual, and moral development of each student. Every aspect of our curriculum, activities, and community life is infused with Catholic values, guiding our students to grow in faith, knowledge, and love. We are dedicated to fostering an environment where the Gospel message is lived and witnessed daily, creating a foundation for lifelong discipleship.

As Pope Benedict XVI said, "First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (Benedict XVI, Address to Catholic Educators, 2008). This profound understanding underscores our commitment to excellence in education, while also ensuring that our students experience the love and truth of Christ in every aspect of their school life. At St. Bartholomew Catholic School, our Catholic faith is the heart of all we do, inspiring us to cultivate a community where each person is valued, and every student is prepared to contribute meaningfully to the world.

## **Accreditation**

St. Bartholomew Catholic School has been accredited by Lumen. Every five years, St. Bartholomew Catholic School renews its accreditation by meeting or exceeding accreditation requirements.

## **Nondiscrimination**

At St. Bartholomew Catholic School, we are committed to fostering an inclusive, respectful, and supportive environment for all members of our community. Rooted in our Catholic values, we uphold the dignity of every individual and ensure that all students have equal access to the benefits and opportunities provided by our school, without discrimination.

In alignment with Catholic social teaching and applicable federal and state laws, St. Bartholomew Catholic School prohibits discrimination on the basis of race, color, creed, religion, national or ethnic origin, sex, disability, age, marital status, status with regard to public assistance, or any other characteristic protected under applicable law in the administration of

our educational policies, admissions policies, scholarship and tuition assistance, and athletic and other school-administered programs.

As a Roman Catholic religious institution, the school also has the right and duty to conduct its school, programs, and activities in a manner consistent with the Catholic faith and doctrine. Accordingly, nothing in this handbook precludes the school's ability to act in conformance with its Catholic beliefs and identity, including taking appropriate actions with respect to students, parents, or volunteers, whose actions are inconsistent with the religious teachings of the Catholic faith. This applies to actions on school grounds, at school functions, or off school grounds if such actions interfere with or obstruct the mission or operations of the school.

## **Purpose of Handbook**

This handbook is designed to help parents, teachers, staff, and students partner together for success, and to provide a general framework for policies and procedures at our school. It is not all-inclusive, and when unique circumstances arise administration will provide direction on a case-by-case basis.

St. Bartholomew Catholic School retains the right to change, modify, suspend, or interpret any policies whether written or not, without notice, at its discretion. The provisions of this handbook do not, and should not be construed to, constitute a contract between any applicant, student, or parent, and St. Bartholomew Catholic School.

## **Application of Policies**

School policies are enforced year-round, for the duration of a student's enrollment. St. Bartholomew Catholic School may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any student whose misconduct or policy violation at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

## **General School Information**

### **Daily Schedule**

8:00 Office opens

8:30 School day begins. Students not in their classrooms at this time are considered tardy/absent.

3:30 School day ends. Students are dismissed.

3:45 Office closes

## School Calendar

The school year generally runs from August to June. The school calendar can be found on the main school webpage, along with a list of non-attendance days, parent transportation days, and holidays.

## Attendance

When students are tardy or absent, this causes interruptions and hinders learning for both the individual student and the classroom. The purpose of this policy is to encourage punctuality and regular school attendance.

Families must inform the school office by 8:30 a.m. on or before the day of the absence if a child is to be absent or tardy for any reason. This can be done via SCHOOL PASS. Please provide your child's name, grade, and the reason for the absence.

If we are not contacted by 9:00 a.m., families will be contacted by the school office staff.

- Students arriving before 9:30 will be counted as present all day but marked tardy.
- Students arriving between 9:30 and 11:00 will be marked 0.5 days absent.
- Students leaving between 11:30 and 1:30 will be marked 0.5 days absent.
- Students leaving after 1:30 will be marked as leaving early.

*Excused and Unexcused Absences/Tardies.* There are two types of absences/tardies – excused and unexcused. School administration has the final determination regarding which type of absence applies. Please note that the school is required to report excessive tardies and absences to the county truancy office.

Excused Absences/Tardies include: illness, funeral, doctor/dentist/orthodontist appointment, family emergency

Unexcused Absences/Tardies include: oversleeping, missed the bus, refused to go to school, attending or participating in a sporting event or activity, vacations beyond our regular days off of school.

*Absence due to illness.* If a student misses one day due to illness, please do not call for make-up work. The student will receive any missed work the following day. If a student will be absent longer than one day, families should contact the student's teacher regarding make-up work. Teachers will decide which items may be given during the absence and which will be made up after the absence. If a student is absent due to illness, they are not allowed to participate in after school activities or events.

*Absence due to vacation.* Vacations taken while school is in session are strongly discouraged. If a family takes a vacation while school is in session, the school office must be informed as far in advance as possible, and at least 48 hours before the planned absence. Teachers are not

expected to prepare assignments in advance to accommodate vacation plans. When the student returns to school after a vacation, the assignments will be given. Students have 1 day per day out to complete missed work and turn it into the teacher.

## **Transportation to and from School**

### **Drop-off/Pick-up by Car**

Drop off begins at 8:15 am and all students must be in the building by 8:30 a.m. Students enter through the playground door during this time. Students who arrive earlier will be sent to Clubhouse and parents will be charged accordingly. Students are not allowed to wait outside the building unsupervised before 8:15 am. Pick up begins at 3:30 pm and a carline photo is available on the website. Students not picked up by 3:40 pm will be sent to Clubhouse and parents will be charged accordingly. Students are not allowed to be held in the school office to wait to be picked up.

### **Bussing**

The Wayzata District operates buses for our students who live within the district boundaries and reside more than one mile from the school. Families who intend to use the bus must contact the bus company directly to be added to the bus route list.

Parents will be notified by the bus company when and where the bus will stop for their children. The public school has sole discretion, control and management of scheduling, routes, bus stop locations, and immediate discipline.

Riding the bus is considered a privilege. The bus is not a place to be rambunctious, and each student must do his/her part to keep the bus quiet, orderly, and clean. Students should remain seated at all times, except to board or leave the bus. The driver is in complete control and has the authority to enforce all rules of safety and conduct.

## **Arrival and Dismissal**

The school provides supervision of students at the school beginning at 8:15 a.m. prior to school start, and until 3:40 after school ends.

Students arriving in the morning before this time will be sent to Clubhouse and charged accordingly. Students here after school beyond 3:40 will be sent to Clubhouse and charged accordingly.

## **Before and After School Care**

Clubhouse is available for a fee to school families from 7:15 am – 8:15 am and from 3:30 pm – 5:30 pm. There is an additional fee for the use of the Clubhouse. Families interested in using this service may register through the school office. All school policies are in effect at Clubhouse and students should act accordingly.

## **Authorized Pick-up**

Students will only be released to parents or an authorized pick-up person. If you have designated another person to pick up your child on a specific day, please inform the school no later than that morning. A copy of the new person's driver's license must be sent to the office/Clubhouse to identify people who are being added to the pick-up list.

## **Lunch Program**

St. Bartholomew Catholic School offers a hot lunch program. Students may choose to order hot lunch or to bring lunch from home. Lunch orders must be placed a month in advance. The school participates in the Free/Reduced lunch program and forms may be required to be completed for families to participate in this program.

## **After School Events**

When a student participates in a school activity that does not begin immediately after school, it is necessary that parents make arrangements for their children in the interim. Unless specifically arranged for, St. Bartholomew Catholic School does not supervise children after school. Students should leave school grounds and return at the appropriate time for the event.

## **Parent Messages for Students**

Messages for students regarding a change in plans for the end of the school day (e.g. bussing, pick-up, etc.) should be left at the main office. Please limit messages to your child to urgent matters only, as messages are disruptive to class. Whenever possible, messages regarding the end of the day should be called in at least one hour before the school day ends.

## **Lost and Found**

The school maintains a lost and found for misplaced items. It is located in the office. Please check the lost and found if you are missing an item. St. Bartholomew Catholic School is not responsible for lost items, and the lost and found is periodically cleaned out. Items that remain in the lost and found for more than one month may be discarded or donated.

## **Directory**

A family directory is published each year in the fall. The directory includes family information (family names and contact information) unless a parent specifically requests to not have that information included. Directory information may not be used for personal gain and the information may not be shared with others or sold.

## **Photo Release**

Throughout the year, there are many occasions to share photos and details about what is happening at our school, through newspaper articles, social media posts, marketing, and school communications. We do not share children's names in these posts. Parents who do not wish to have their child's photos used must submit a notice to the school administration before the first day of school. If you opt out of one, you opt out of all uses.

## **Admission/Enrollment Policies**

### **Enrollment for New Students**

St. Bartholomew Catholic School accepts applications for new students year-round. Should more applications for admission be received than spaces are available, applications will be considered in the following priority:

- Siblings of students already enrolled at St. Bartholomew Catholic School
- Children of Catholic families who are members of our parish.
- Children of non-parish families.

St. Bartholomew Catholic School may admit students who are not Catholic, provided they understand that participation in Catholic religious instruction and school religious activities is required, and that our faith is a part of everything we do at the school.

### **Enrollment for Current Students**

St. Bartholomew Catholic School utilizes continuous enrollment, meaning that after a student is initially enrolled, enrollment for each successive academic year will occur automatically unless notice of withdrawal is provided in accordance with the continuous enrollment agreement.

### **Registration Requirements**

To complete registration, each family must pay all registration fees and submit all required paperwork, including a completed application and tuition contract.

Students entering Kindergarten must be 5 years of age prior to the first day of September of the Kindergarten year.

### **Probationary Period**

All new and transfer students will be accepted on a probationary period of 60 days. This period is intended to allow both the family and the school the opportunity to determine whether the school is a good fit for the student. During this time, the student should maintain passing grades, display good behavior, have no disciplinary concerns, and no attendance issues. If there are academic or behavior concerns, the family may be asked to unenroll their child/ren.

## **Financial Policies**

### **Tuition and Fees**

The school relies on the tuition from families to fulfill our budget obligations. The school sets tuition rates and fees each year and communicates this to families in conjunction with annual enrollment.

Tuition payments are handled through a third-party vendor, TADS. Information about how to set up an account and make payments is provided during enrollment.

All tuition and fees must be paid on time. A family who has a delinquent tuition account will be contacted by TADS and charged a late fee. The principal will also reach out and we will work to resolve the situation with the family. If a resolution has not been achieved within 30 days of delinquency or a family does not follow the agreed payment plan set up, a student may not be allowed to attend school, and the family may not be allowed to re-enroll for the following year.

## **Financial Assistance**

While we strive to keep tuition at an affordable rate, we understand that school tuition can be a major expense for families. With this in mind, St. Bartholomew Catholic School has financial assistance funds available. Distribution of funds is based on financial need and availability of funds.

Families wishing to apply for financial assistance should complete the tuition assistance application through TADS. Documentation of income, assets, expenses, and special circumstances is required for the application. Families who experience a change in financial circumstances during the school year which makes fulfilling their tuition obligation difficult should contact the school principal for assistance.

## **Academic Policies**

### **Integrated Curriculum**

St. Bartholomew Catholic School is dedicated to providing an integrated curriculum that is academically excellent but also instills strong Catholic moral values. The curriculum is presented with a coherent vision of reality through the lens of the Catholic intellectual tradition. This comprehensive approach encompasses intellectual, physical, social, and spiritual development honoring the truth of what it means to flourish as a human person. The impact of this holistic formation is mature young men and women who are able to engage the civic, spiritual, moral and professional challenges of their society and, assisted by God's grace, use their success to transform our world for the good.

Curriculum is evaluated on a 5 - 7 year cycle and updated as determined by teachers and the principal. As a non-public school we are not required to follow the State curriculum mandates or policies.

### **Homework**

Homework is a part of the learning process, and generally expands on or reinforces classroom objectives and teaching. Homework can include reading, memorizing, reviewing, studying, researching, and working on long-term projects. Whatever type of homework is assigned, the student must accept responsibility to be prepared for the upcoming class and do their best to complete the assignment. It is the student's responsibility to turn in completed work as assigned.

Homework for children in the primary grades (K, 1, and 2) is limited. Students in the intermediate grades (3, 4 and 5) generally have homework three to five days per week.

Students are responsible to make up all assignments or tests given in class during any absences.

## **Assessment**

An essential part of educating students in the academic dimension of the curriculum is assessing their progress in the learning of rigorous academic standards. To this end, St. Bartholomew Catholic School will administer the MAP test three times a year to measure student achievement and growth in the academic curriculum (K - 5). St. Bartholomew Catholic School will ensure that all parents: receive their child's standardized test scores; understand the purpose of the standardized test; know how the school uses the information about student performance; and understand how they can use that information to help their child.

## **Report Cards and Student Progress**

At the end of each trimester, students receive report cards. These are intended to inform parents and students regarding the student's progress. This is an opportunity to assess how a student is progressing and to set goals for the year. Report card grades are final. If a student or parent has questions or concerns about report cards, they should contact their teacher.

## **Promotion/Retention**

Promotion and graduation take place when a student demonstrates satisfactory completion of grade level work. The decision to retain a student at current grade level will be made only after an evaluation has been completed and a meeting has been held with the teacher, parent(s) and administrator.

## **Student Records**

St. Bartholomew Catholic School maintains and manages student records following policies and practices in accordance with federal and state law. Student records may include identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized tests, health data (maintained as separate records), teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

Parents can make a request with the school office to review their child's record. Such requests will be responded to in a reasonable amount of time.

No one except appropriate school personnel, parents of minors, and students who have reached legal age shall have access to student records without either a subpoena or appropriate written authorization from the parent.

## **Academic Services for Students with Special Needs**

St. Bartholomew Catholic School is committed to fostering an inclusive environment that supports the diverse needs of all learners. When a student is identified as potentially having special educational needs, St. Bartholomew Catholic School follows a collaborative process

involving parents and, when appropriate, other professionals to develop a tailored support plan. This plan is distinct from those offered by local public schools and is designed to address the student's unique needs within the scope of the school's available resources.

The plan may encompass accommodations for diverse learning styles, mental and physical health needs, and social and emotional development. When deemed necessary and beneficial, St. Bartholomew Catholic School may also collaborate with the local public school district to access additional supports that enhance the student's academic progress.

## **School Culture Policies**

### **Extracurricular Activities**

St. Bartholomew Catholic School is proud to offer a range of extracurricular activities in which students may choose to participate, including athletics and activities.

Students who are not present for a full school day are not eligible to participate in extracurriculars or events on that day. Students who are failing classes may be restricted from participating in extracurriculars, at the discretion of the administration, to allow the student to focus on academic success.

All school policies apply at extracurricular events (including practices), whether on or off campus.

### **Field Trips**

Field Trips are part of the educational curriculum and are designed to support the curriculum and introduce students to learning opportunities beyond our campus. Since field trips are learning situations, they are counted as a school day and attendance is required.

Prior to scheduled trips, an authorization form signed by a parent is required. Students without a signed form are not allowed to go on the field trip and must stay at school. Handwritten notes and phone calls are not accepted in place of a signed authorization form.

Whenever possible, transportation for field trips is by bus. If it is necessary to use transportation provided by vehicles, parents will be notified.

Chaperones may be needed for field trips; all chaperones must comply with all volunteer requirements including Virtus and background checks.

### **Dress Code**

St. Bart's uniforms benefit students and parents by reducing distractions and time spent deciding what to wear to school each day. Uniforms reduce clothing expenses and present a united student body. Uniforms also serve as a safety feature by distinguishing our students when off campus. All uniform items with the St. Bartholomew logo must be purchased from

Educational Outfitters: <http://www.educationaloutfitters.com/>. School uniforms are to be worn and in compliance each day, unless a non-uniform day has been announced by the school administration. All uniform pieces must be in good condition, free from stains, holes and properly fit the student. Students with uniform violations or are noncompliant with their uniform or non-uniform day policies will need to contact parents and proper attire will need to be brought to school. Parents and students are responsible for making certain that uniform compliance is in check prior to leaving for school each day.

The Dress Code Policy is designed to reflect the dignity of the body and the modesty taught by our Catholic tradition. It enhances a sense of school pride and belonging, while encouraging discipline and eliminating unnecessary distractions. Additionally, it creates opportunities to share our mission in the wider community. Because of this, all students are expected to dress in a neat, clean, respectful, and modest manner. Complying with the dress code is a requirement for attending school.

The following dress expectations list covers many specific expectations but is not exhaustive, and school administration reserves the right to amend the dress code as needed:

- Hair styles, highlights, braids, and extensions must be modest.
- Simple earrings are allowed for girls only. Facial jewelry (excluding earrings) or visible body piercings and/or tattoos are not allowed. Jewelry should not be distracting.
- Clothing and other items or grooming in a manner that represents and/or promotes politics, political candidates, inappropriate messages, drugs, alcohol, tobacco, marijuana or other illegal substances, violence, threats, gangs, hate groups, or any messages that are immoral or contravene the teachings of the Church, are prohibited.
- Hoods and/or hats may not be worn during the school day.
- Low cut tops, or tops which expose shoulders, back, or midriff are not allowed.
- Shorts, skirts, or dresses must be mid-thigh or longer.
- Leggings/jeggings/yoga pants may only be worn with a top or dress that is mid-thigh or longer.
- No ripped, holey, or torn clothes.
- Bare or stocking/sock feet are not permitted as tennis shoes must be worn in the building.
- Students should wear clothing that does not require regular adjustment to abide by the dress code expectations. If a student violates the dress code policy, they will be informed, and the student's parents may be notified. Students will be sent to the school office for violations. Options to address the violation may include turning clothing articles inside out, being provided replacement clothing (when possible), parents bringing other clothes, or being sent home.

Ongoing dress code violations, or individual instances of violations, will result in disciplinary actions.

Parents are encouraged to put their families last name in all uniform pieces that students may take off during the day, such as sweaters or sweatshirts.

Girl's Dress Uniform: Mass Days and Special Events:

- Blue plaid knee-length jumper (K-3) or plaid skirt (grades 4-6)
- Navy blue or black bike shorts or leggings under skirts
- Solid white, short or long-sleeved Peter Pan collared blouse under jumper (K-6)
- White polo or collared blouse (must include school logo) short or long sleeve (with skirts grades 4-6)
- Navy cardigan sweater
- White or navy socks
- Tights - solid navy
- Boots (dress or casual) not permitted after the start of the school day.
- Straight bottom SHIRTS MUST BE TUCKED IN or Banded bottom shirts are not tucked.

Girl's Uniform: Non-Mass Days Any above dress uniform items and:

- Plaid jumper (Grades K-3) (knee length) • Blue uniform plaid skirt (grades 4-5 only knee length)
- Navy blue pants (traditional straight leg fit)
- Navy blue shorts (knee length, April 1 - October 31, weather permitting)
- Navy or black bike shorts or leggings always worn under skirt or jumper
- White Peter Pan collared blouse under jumper for K-3 girls.
- Green or white polo (must include school logo) long or short sleeve shirts MUST BE TUCKED IN or banded bottom shirts out.
- Navy blue crew neck sweatshirt (must include school logo) shirt collar must be out

Boy's Dress Uniform: Mass Days and Special Events:

Navy blue pants with straight legs and no cargo style or joggers

- Solid white, short or long sleeve collared polo (must include school logo), MUST BE TUCKED IN unless banded bottom.

- Navy blue cardigan sweater (uniform shirt underneath)
- Navy blue crew neck sweatshirt (must include school logo)
- Solid white or navy crew or dress socks ankle or calf height

Boy's Uniform: Non-Mass Days Any of the above dress uniform items and:

- Navy, knee-length shorts (April 1 - October 31, weather permitting)
- Logoed, long or short sleeve green collared polo, **MUST BE TUCKED IN** unless banded bottom.

Tennis shoes Shoes for boys and girls: Shoes must be functional and neat. Sandals, clogs, clunky heels and open-toe, open-heel, high heel shoes and go-go boots are not permitted, including on out-of-uniform and spirit wear days.

The following dress expectations list covers many specific expectations but is not exhaustive, and school administration reserves the right to amend the dress code as needed:

- Hair styles, highlights, braids, and extensions must be modest and of a natural color.
- Simple earrings are allowed for girls only. Facial jewelry (excluding earrings) or visible body piercings and/or tattoos are not allowed. Jewelry should not be distracting.
- Clothing and other items or grooming in a manner that represents and/or promotes politics, political candidates, inappropriate messages, drugs, alcohol, tobacco, marijuana or other illegal substances, violence, threats, gangs, hate groups, or any messages that are immoral or contravene the teachings of the Church, are prohibited.
- Hoods and/or hats may not be worn during the school day.
- Low cut tops, or tops which expose shoulders, back, or midriff are not allowed.
- Shorts, skirts, or dresses must be mid-thigh or longer.
- Leggings/jeggings/yoga pants may only be worn with a top or dress that is mid-thigh or longer.
- No excessively ripped, holey, or torn clothes.
- Bare or stocking/sock feet are not permitted.
- Students should wear clothing that does not require regular adjustment to abide by the dress code expectations.

If a student violates the dress code policy, they will be informed and the student's parents may be notified. Students will be sent to the school office for violations that are substantial, relate to modesty, or create a distraction to the academic environment. Options to address the violation may include turning clothing articles inside out, being provided replacement clothing (when possible), parents bringing other clothes, or being sent home. Ongoing dress code violations, or individual instances of severe violations, may result in disciplinary actions.

## **Smart Device Policy**

For the purposes of this policy, “Smart Device” refers to any internet-enabled digital tool with a visual display or screen. Common examples include smart phones, smart TVs, computers, iPads, and Chromebooks.

St. Bartholomew Catholic School prohibits students bringing smart devices to school.

## **Prayer and Worship**

Formation in the spiritual life leads children to deepen their relationship with Jesus Christ and his Church. Students participate in daily prayer, seasonal prayer services, retreat experiences, vocational information, and liturgical celebrations. Students also attend Mass. We invite parents to join us for Mass and liturgical celebrations throughout the year.

## **Sacramental Preparation**

In coordination with our parish, St. Bartholomew Catholic School provides a preparation program for students in second grade for receiving the sacraments of Reconciliation and First Communion. Parental involvement is important in a child’s preparation, so we ask parents to work at home with their children and to attend parent meetings relating to sacramental preparation. Parents are expected to communicate to the school which parish their child will make their sacrament at so the proper arrangements can be made in coordination with the parish.

## **Technology and Acceptable Use Policy**

St. Bartholomew Catholic School offers students access to the internet and other technology resources. Our school is committed to improving students’ educational experience by using limited technology. Student use of technology is a privilege and must be consistent with the school’s mission and values. Using digital tools correctly and responsibly is very important. All student policies, including this policy, apply to all students using school technology resources, including computers, tablets, and the internet.

Given the well-documented risks of internet-capable devices, the school maintains a responsibility as an educational institution to teach students how to become discerning users of the internet and Smart Devices to bring about God’s glory and is taking steps to minimize these risks. We believe the best way to prepare children to flourish in a digital world is to teach them the intellectual and moral virtues, skills, and habits that our children need to have so that they can use digital tools in a way that makes them more human, not less.

Parents are encouraged to discuss this policy with their children and to monitor their technology use at home. Ensuring that students understand and adhere to these guidelines is a shared responsibility between the school and families.

Violations of this policy may result in disciplinary action, including but not limited to loss of technology privileges, detention, suspension, or expulsion.

## **General Guidelines**

- **Educational Use:** Technology must be used to support learning and adhere to Catholic values. Students must follow all school policies when using technology, including appropriate language and respectful communication.
- **Behavior:** Users are expected to act respectfully, responsibly, ethically, morally, and legally. Respect for others is paramount.
- **Internet Safety:** Filtering software may be installed to block inappropriate content. Users must report access to inappropriate sites immediately.
- **Equipment Care:** Treat all technology equipment with respect. No food or drink near devices.
- **Supervision:** When possible, staff will supervise student use of technology to ensure it is appropriate for their age and aligned with educational goals.
- **Personal Information:** Do not share personal addresses, passwords, or phone numbers.
- **Privacy:** Users have no expectation of privacy in their use of school technology. The school reserves the right to monitor and review all technology used to ensure compliance with this policy or in conjunction with any disciplinary matter or investigation.

## **Unacceptable Uses**

- **Illegal or Unethical Behavior:** Engaging in activities that are illegal or violate school policies.
- **Inappropriate Content:** Accessing, downloading, or distributing material that is inappropriate, offensive, or immoral.
- **Off-Task Use:** Using technology for non-educational purposes during instructional time.
- **Inappropriate Communication:** Sending or receiving messages that are harassing, threatening, obscene, or that use offensive language.
- **Plagiarism and Cheating:** Using others' work without proper attribution or engaging in academic dishonesty.
- **Unauthorized Access:** Attempting to access restricted areas or other users' accounts.
- **Tampering, Security:** Disabling filtering software, altering device settings, or installing unauthorized software. Attempting to bypass or undermine network security measures, including unauthorized access to restricted areas of the network, the introduction of malware, and other activities that could compromise network integrity.
- **Privacy and Misuse Violations:** Sharing personal information or accessing others' information without permission or using another person's password or device.
- **Misuse of Resources:** Misusing or damaging technology resources. This includes physical damage to devices and tampering with software or hardware configurations.

- Personalization: Altering school devices without explicit permission from staff.
- Harassment: Using technology to harass, bully, or mistreat others.
- Commercial Use: Using school technology for commercial or political purposes.
- Malware: Introducing or spreading viruses or other malicious software.
- Copyright Infringement: Copying or distributing copyrighted material without permission.
- Violations: Engaging in activities that violate laws or school policies.
- Encouraging Misconduct: Helping others violate these guidelines.

## **Guiding Principles Concerning Human Sexuality and Sexual Identity**

St. Bartholomew Catholic School is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Our school provides an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person. St. Bartholomew Catholic School will relate to each student in a way that is respectful and consistent with each student's God-given sexual identity and biological sex.

## **Behavior Policies**

### **Student Conduct Guiding Principles**

Each student is responsible for their behavior and are expected to maintain a respectful, welcoming, and joyful learning environment within the school. Respect for oneself, others, authority, and property is expected from each student. Students are to behave in a manner that is morally responsible and brings credit to themselves, their families, and the school community, and to maintain a safe and healthy learning environment.

In addition to promoting the three theological virtues of faith, hope and love; special attention is paid to the cardinal virtues of prudence, temperance, justice and fortitude. St. Bartholomew Catholic School strives to develop the virtues of sound judgment, responsibility, and self-control. The school promotes and encourages human virtues like punctuality, diligence, and organization. In doing so, St. Bartholomew Catholic School faculty and administration make every effort to maintain a respectful environment that fosters a commitment to doing what is right, because it is right.

As a Christ-centered school, we value learning, respect, and responsibility. Our general school rules are:

Be respectful

- Show respect to everyone and all property
- Follow directions in a timely manner and without argument
- Speak respectfully at all times, even when in disagreement

- Be attentive and respond appropriately when greeted or spoken to

#### Be responsible

- Be prepared and ready to learn
- Complete work carefully and punctually
- Arrive to school and classes on time
- Be in control of your own words and body

#### Be safe

- Follow school rules
- Use materials appropriately
- Avoid any type of conduct that could hurt someone else
- Seek an adult if you see anyone being unsafe

#### Be like Jesus

- Be kind to others
- Include others and make everyone feel welcome
- Be a peacemaker
- Be willing to forgive
- Treat others as you would like to be treated

## Discipline Policy

### Minor Misconduct

Consequences for minor misconduct will typically be managed by the classroom teacher. Generally, minor misconduct or policy violations will result in lighter discipline. This may include, but is not limited to, a verbal warning, time-out, written warning, call to parents, reparation of damage, loss of privilege, detention, or being placed on a behavior plan. Continued infractions, aggravating factors, or more severe behavior may result in more substantial discipline. Because each child and situation is unique, in determining the appropriate response to a disciplinary situation the school may consider contextual factors such as the age of the student, the type of misconduct, the frequency of the student's misconduct, and the severity of the problem.

Examples of minor misconduct include (but are not limited to):

- Inappropriate language
- Not following directions promptly
- Arriving late to class
- Dress code violations
- Teasing, insulting, or otherwise being unkind to others
- Turning in homework late
- Other minor policy violations

### Major Misconduct

There are certain behaviors where, due to the severity of the action, more substantial and immediate consequences are necessary. Discipline may include any minor misconduct,

disciplinary actions, as well as immediate removal of the student from the classroom, meeting with parents, in school or out of school suspension, and expulsion. Disciplinary actions for major misconduct are determined by the principal. If necessary for the safety of other students or to avoid significant disruption to the school's social or academic environment, the student may be placed on a temporary out of school suspension pending appropriate resolution.

Examples of major misconduct include (but are not limited to):

- Continued misconduct
- Violence
- Bullying/Harassment
- Disrespect for authority, refusing to follow directions
- Lying, cheating, plagiarism, or academic dishonesty
- Use or possession of alcohol, drugs, or weapons on school property or at school events
- Abusive behavior (verbal or physical)
- Inappropriate language or actions
- Sexual misconduct
- Theft, property destruction, or vandalism
- Other major policy violations

Students, employees, or volunteers who are aware of major misconduct should report it to the principal as soon as possible.

## **Guidelines**

The disciplinary procedures set forth in this handbook are intended as general guidance policies. Any step in the procedures may be bypassed or modified at the discretion of the teacher or administration. The school has the right to discipline or ask a student/family to withdraw for any reason. Failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal.

## **Behavior On & Off Campus**

The school may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any student whose misconduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

## **Harassment**

Harassment is any unwelcome behavior (verbal, physical, written, or electronic) which has the intention or effect of intimidating, degrading, humiliating, or offending another person, or that interferes with another person's academic performance or participation in school activities. Whether an action constitutes harassment is determined by school administration, and not by the intentions of the accused.

Harassment includes, but is not limited to:

- Bullying: Intimidating, threatening, abusive, or harming conduct that is objectively offensive and: (1) an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or (2) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- Cyber-Bullying: Bullying performed using technology or other electronic communication.
- Hazing: Any activity undertaken by a student or group of students towards another student or group of students with the purpose of "initiation" into the school, a student organization, a team, or a social group, including but not limited to, any physical, sexual, verbal or psychological abuse that is demeaning, harming, or embarrassing anyone as a "rite of passage."
- Physical: Unwelcome physical force or unwanted touch that shames, hurts, alienates, threatens, intimidates, or attacks another person, or stealing, damaging, or destroying another's property.
- Psychological: Humiliating or abusive behavior that lowers a person's self-esteem or causes torment or emotional harm.
- Sexual: Includes unwelcome sexual advances, gestures, jokes, comments, actions, or symbols, unwelcome sexual questioning, remarks, or touching, pressuring for sexual activity, displaying sexual images, videos, or sounds, and/or promoting rumors of a sexual nature
- Verbal: Face-to-face or otherwise spoken harassing action, including the use of offensive speech, taunts, name-calling, put-downs, intimidation, slander, and threats of any kind toward another person or group.
- Written: Written statements that taunt, name-call, put down, intimidate, slander, or threaten another person or group.

### **Procedure**

Any student who is a victim or witness of harassment is encouraged to deal with the situation immediately by politely and firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly, the harassment is severe, or if a request to stop is not respected, the student should report the incident to the principal, or any teacher or staff member.

Teachers and staff members who witness harassment or receive a report of harassment should make reasonable efforts to promptly address the harassment and must inform the principal as soon as possible.

The school will promptly initiate an investigation into any reports of harassment. The investigation may include interviews with the complainant, the alleged harasser, and others who may have knowledge of the alleged incident. The investigation will be conducted in a confidential manner to the extent possible, but confidentiality cannot be guaranteed.

The school may take immediate steps, at its discretion, to protect the victim, complainant, or others pending completion of an investigation of alleged harassment.

The school will determine, based on the preponderance of the evidence (“more likely than not”), whether the alleged conduct occurred and was a violation of this policy, and if so will take appropriate disciplinary action. If appropriate, an investigative report documenting interviews, conclusions, and outcomes will be completed. The complainant, victim, alleged harasser, and their parents, will be informed of the outcome of the investigation, to the extent permitted by law. However, the school may not disclose private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school.

### **No Retaliation**

Retaliation of any form against any person making a good faith report of harassment or participating in an investigation regarding harassment will not be tolerated.

### **Weapons/Dangerous Items**

The school strictly prohibits the unauthorized carrying or possession of weapons on its premises. For the purpose of this policy, the term “weapon” shall include, but not be limited to, firearms, ammunition, knives, explosives, or any device, material, or substance that is used for, or readily capable of, causing death or serious injury or any other object that can reasonably be considered a weapon (including replicas).

Any student violating this policy will be subject to discipline, up to and including detention, suspension, and/or expulsion. Local law enforcement may be contacted.

### **Drug Use Policy**

The use, possession, sale, purchase, transfer, or being under the influence of tobacco, nicotine, alcohol, mood altering chemicals, or any other illegal or controlled substance by students on school grounds, or at any school event is strictly prohibited.

When it is determined that a student has violated this policy, the following actions may be taken:

- Parents notified
- Law enforcement officials notified
- Required drug screening at a facility approved by the school, with results of the screening shared with the school
- Chemical use evaluation
- Referral to an outside agency for treatment/counseling options
- Detention/suspension/expulsion
- Parent-student conference with the principal required before the student can resume attendance at school

## **Theft, Vandalism, Destruction of Property**

Theft, vandalism, or destruction of school property or the property of others will result in discipline. Students are expected to exercise reasonable care in the use of school property and school provided resources and equipment. Students may be required to pay for damage to desks, lockers, other equipment, or property.

## **Property Searches**

St. Bartholomew Catholic School is committed to maintaining a safe learning environment. To help ensure the safety of students and compliance with school policies, the school reserves the right to inspect and search student lockers, desks, and any other school property provided for student use (including electronics) at any time, with or without notice, to ensure compliance with school policies. The school reserves the right to search students' personal property, including backpacks, purses, other containers, and electronics, when there is reasonable suspicion that the search will uncover evidence of a violation of school rules or laws. Students should not expect privacy for personal belongings brought onto school premises.

## **Safety and Well-Being Policies**

### **Entry Information and Visitors**

All entrances to the school are locked during the day, except during designated arrival and dismissal times.

All visitors (including parents) may enter the building through the Narthex doors. You must ring the bell and be buzzed into the building. All visitors must report to the main office and sign in.

Any person in the building or on school grounds without permission will be considered a trespasser. If any student believes a person is in the school building or on school grounds without permission or without having followed visitor procedures, they should immediately inform a teacher or staff member.

Students should not open an exterior school door to anyone, even if they know the visitor. Visitors must ring the bell and be buzzed in by the main office.

### **Fire, Tornado, Lockdown and Safety Drills**

St. Bartholomew Catholic School participates in fire, tornado, lockdown, and safety drills. When an alarm sounds or other emergency alerts are raised, students are expected to act quickly, quietly, and in an orderly fashion and to follow the directives of teachers and staff.

### **Emergency Response Plans**

St. Bartholomew Catholic School has an emergency management plan in place should a crisis situation occur. These plans are reviewed annually with all employees. Safety drills are practiced in accordance with state laws. The school will use alarms or coded signals through the

PA system to alert staff of situations. The crisis plan includes procedures for severe weather, fire emergencies, hazardous spills, safety threats and lockdown procedures, and bomb threats.

## **School Closing**

In case of an emergency or severe weather, the school will notify families by email and/or text message. As we share busing with the public school district, if the school district closes schools or has a late start or early closing due to weather, in most cases our school will act accordingly.

## **Emergency Contact Information**

To ensure that the school can contact families should the need arise, and especially in case of emergency, families are responsible to keep their contact information current. Each school year, emergency information must be completely filled out for each child, including parent phone numbers and emergency contact phone numbers. Parents must notify the school office of any changes in address or phone number.

## **Health Services**

The school health aide, secretary, or principal may approve the dismissal of a student who becomes ill or hurt during the school day. Parents will be contacted when a student reports to the nurses office with an illness. If a parent is unable to come for the student, arrangements for a relative or other authorized person must be made to pick up the student.

## **Accidents/Injuries**

If a student is injured at school, our first concern is to care for the student's comfort and safety, followed by contacting the parents. If it is determined that the injury requires immediate emergency health care, 911 will be called for emergency vehicle transportation to the hospital or to the urgent care center identified by the parents.

## **Health Records**

Health records are required for every student. This includes results of required health exams, screenings, immunizations, and specific health concerns or conditions. Health records are maintained and managed as confidential documents.

## **Medication During the School Day**

Medications, both prescribed and over-the-counter, should be taken at home if at all possible. If medication must be taken during the school day, there must be a current form signed by a licensed physician and a parent regarding the medication.

Any such medication must be sent to school in a labeled prescription bottle or in the original over-the-counter container.

Administration of the medication during school hours may only be performed by school personnel and in a manner consistent with instructions on the label. Students may *not* self-medicate (other than an inhaler or EpiPen as provided in this policy).

Students who wish to carry and administer their own inhaler or EpiPen must have on file in their health record written consent from the parent, physician, and the health aide to carry the medication.

## **Illness and Staying Home**

We believe it is important that children are in school as often as possible in order to provide the best opportunity for learning and development. However, it is everyone's responsibility to help stop the spread of contagious conditions and communicable disease. We ask that parents refrain from bringing children to school if they are sick or displaying symptoms of illness such as: fever (100 F degrees or higher), vomiting or diarrhea, rash, eye drainage, uncontrolled coughing, sore throat. If a student develops these symptoms during the school day, parents will be called to pick up their child and bring them home. Children must be out a full 24 hours after the last bout of vomiting, diarrhea or starting a medication for illness.

## **Reporting Child Maltreatment**

Out of concern for the care of children and to abide by legal requirements, staff and members of the clergy are required to report a suspected case of child maltreatment to the local law enforcement agency or local welfare agency within 24 hours. This must be done if they know or have reason to believe maltreatment is occurring presently or has occurred within the past three years. If the report is made verbally, a written report must be filed within 72 hours of the verbal report.

Maltreatment is defined by Minnesota Statutes Section 260E.03 and includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, mental injury, and maltreatment of a child in a facility.

## **Background Check Requirements**

School policy requires that all employees and volunteers, as well as any vendor who interacts with students, must successfully undergo a background check, complete safe environment training, and sign a Code of Conduct before beginning employment, volunteering, or providing services. This is also an ongoing requirement, and must be completed at least once every three years.

## **Asbestos Disclaimer**

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), St. Bartholomew Catholic School has an Asbestos Management Plan in place to monitor and address asbestos-containing materials (ACM) within the school. These materials are regularly inspected as part of our ongoing management plan to ensure they pose no risk to the health and safety of students, staff, and visitors.

The Asbestos Management Plan, which includes inspection reports and response actions, is available for review in the parish office during normal business hours.

## Wellness Policy

St. Bartholomew Catholic School is committed to promoting the health and well-being of all students by supporting healthy eating, physical activity, and a positive school environment.

- **Nutrition Standards:** All meals provided through the National School Lunch Program will meet or exceed federal nutrition standards. Foods sold outside the meal program will comply with USDA Smart Snacks standards.
- **Nutrition Education:** Students will receive nutrition education as part of the curriculum to encourage lifelong healthy eating habits.
- **Physical Activity:** St. Bartholomew Catholic School will provide regular opportunities for physical activity, including physical education classes and daily recess, to support students' physical and mental health.
- **School Environment:** Celebrations, rewards, and events will align with wellness goals.
- **Policy Monitoring:** The principal, or a staff person designated by the principal, will oversee the implementation of this policy, conduct periodic reviews, and communicate to the community about this policy.
- **Community Involvement:** Parents, students, and staff are invited to participate in the development, implementation, and review of the wellness policy.
- **Assessment:** Every three years, the school will measure the extent to which the school complies with this policy, the extent to which our policy compares to model policies, and the progress made in attaining the goals of the wellness policy.

## Leadership and Governance

### Head of School

The principal is the head of the school and is responsible for day-to-day operations and management of the school and its activities. The principal has decision-making authority on all matters related to students, staff, facilities, curriculum, textbooks, athletics, discipline, health and safety, and extracurricular activities.

### Committees

St. Bartholomew Catholic School has the following committees in place and may add committees or task forces with or without notice to the public.

**SCHOOL ADVISORY COMMITTEE:** The SAC serves as a sounding board for the principal and pastor related to school policies, financial input and high level items. They are not involved with matters related to staff, personnel, student affairs or choosing curriculum.

**PARENT TEACHER ORGANIZATION:** PTO is made up of all school parents and they serve as volunteers for various school functions, events and fundraising.

**WELLNESS COMMITTEE:** The Wellness Committee helps review the schools required wellness program and items related to that area.

## **School Structure**

St. Bartholomew Catholic School is a parish school. This means that we are an integrated mission of St. Bartholomew Church of Wayzata, and the school does not have a separate corporate identity.

## **Pastor**

The pastor is responsible for governing the school, providing high level oversight of all school operations and ensuring the Catholic identity of the school now and well into the future. Daily management and decision-making authority are generally delegated to the principal; however, the pastor remains the final authority on all school matters. Parish and Finance councils provide consultative support to the pastor in his role governing the school.

## **Parent Involvement, Roles, and Responsibilities**

Parents are the primary educators of their children. Parents possess the right and obligation of educating their children and selecting a school that best matches their vision for their child's flourishing. Parents are invited to cooperate closely with teachers in the growth and maturation of their child's total development.

## **Parent/Guardian**

For purposes of this handbook, the term parent includes both parents and legal guardians of a child.

## **Parent Conduct**

Our school community is a special place, rich with opportunities for learning, growth, and belonging. It takes all members of our community, working together, to maintain our strong school environment. We expect all parents of our students to commit to support the faith, support the school, be respectful and positive, and follow school policies.

If the parent/school partnership is no longer viable in the principal's opinion, the school reserves the right to ban the parent from school grounds/events, require the parent to unenroll their child, or to not accept registration for the next school year.

## **Non-Custodial Parents**

It is the school's policy to comply with federal and state laws regarding parental rights. If a court order exists which limits a parent's access to a student or to student or school information, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In the absence of a court order to the contrary, the school will provide a non-custodial parent with access to records and other school-related information regarding the child upon request.

If a legal document is on file for a student limiting non-custodial access to the child, but arrangements are made between the custodial and non-custodial parent to pick up or see a child, the custodial parent must inform the school.

## **Volunteer Policies**

Our school keeps going daily through the efforts of many volunteers, and we are so grateful for parents who volunteer their time and talent to help make our school a special place! There are many opportunities throughout the year to volunteer. Please attend the PTO meetings and read the Bugle for opportunities.

### **Hour Requirements**

Involvement of parents is essential for our school to operate and for our community to thrive! To this end, every family is expected to volunteer for at least one large event per year. These events include the Gathering, Pancake Breakfast, PTO officers, SAC member, etc.

### **Confidentiality**

Volunteers at St. Bartholomew Catholic School are expected to treat student matters that they happen to observe or be involved in confidentiality, to refer all discipline matters to school employees, to follow all applicable employee policies while serving as a volunteer.

### **Safety Requirements**

All volunteers at our school must follow the Archdiocesan requirements for school volunteers. This includes undergoing a background check, completing safe environment training, and signing a Code of Conduct, every three years. All volunteers are also required to complete the Reporting Suspected Child Abuse training module.

Please contact the main office for more information on volunteer safety requirements.

Information about scheduled training in the VIRTUS Protecting God's Children program will be provided when sessions are scheduled.

## **Family Grievance Policy**

As we work together in partnership to educate children, difficulties and differences of opinion and approach inevitably arise due to human nature. When concerns or conflicts arise, all members of our community are expected to work together in good faith to find solutions.

Whenever possible, concerns should be raised first with the person with whom you have a concern or complaint, to try to come to an understanding or mutually agreeable resolution. Only after this has been attempted and is unsuccessful, should concerns be brought to the principal.

*Note: if at any time concerns exist regarding student safety or mistreatment, such concerns should be immediately brought to the principal's attention.*

When a concern is brought to the principal in accordance with this policy, the principal will determine appropriate action, which may include but is not limited to mediating a conversation between the parties, proposing a resolution, or investigating the issue.

Throughout the process, all parties are expected to remain respectful, professional, and to act in good faith. While parents of course may discuss the situation at home, they should remember that their child must still function within the school setting and that these conversations can undermine the administrator's and teacher's authority to do their jobs. Just as the teacher or administrator is responsible to respect the child and parents even when difficulties arise, the parents are responsible to see that the problems do not affect the child's respect for the position of the teacher or the administrator.

### **Communication Between Home and School**

As parents are the primary educators of their children, we place great importance on open and frequent communication between the school and home. These are just some of the many ways we communicate with parents: school website, student/parent handbook, school newsletter, phone calls, email, and school events.

When parents have questions or concerns about anything happening at the school, they should communicate respectfully and openly at the appropriate level – teacher, staff, or leadership. As a community, we assume the good will of others and work together to address issues with the appropriate parties, and refrain from gossip.