



St. Bartholomew Catholic School

*630 E. Wayzata Boulevard
Wayzata, MN 55391
952.473.6189*

Parent & Student Handbook 2011-2012

Table of Contents

| | |
|---|----|
| Academic Evaluation of Students | 3 |
| Admissions | 4 |
| Attendance | 5 |
| Arrival / Dismissal | 7 |
| Behavior Expectations | 8 |
| Bullying | 9 |
| Communications | 10 |
| Discipline | 11 |
| Discipline Procedure | 12 |
| Discrimination and Diversity | 14 |
| Emergency Procedures | 14 |
| Electronic Devices / Personal Property Policy | 14 |
| Extended Day Programs (Clubhouse) | 15 |
| Field Trips | 15 |
| Grievance / Conciliation Procedure | 15 |
| Harassment Policy | 16 |
| Health | 19 |
| Homework | 21 |
| Lockers and Personal Possessions | 21 |
| Lunch and Milk Program | 21 |
| Parental Involvement | 22 |
| Preschool | 23 |
| Records | 23 |
| Sixth Grade Graduation | 23 |
| Special Services | 24 |
| Technology | 25 |
| Transportation | 26 |
| Tuition Policy | 26 |
| Uniform Policy | 28 |
| Volunteers | 29 |
| Staff Listing | 30 |
| Calendar | 31 |

Our Mission

The mission of St. Bartholomew Catholic School is to:

- Educate our students' minds for academic excellence
 - Challenge their hearts for community service
 - Nurture their souls for spiritual growth
- so that our children will have the tools to pursue life-long learning, to their full potential, and a desire to live and grow spiritually in Christ.

Our Belief

"Christ is the foundation of the whole educational enterprise in a Catholic School."

(The Catholic School #34)

Following this belief, St. Bartholomew School is committed to the education of the whole person, intellectually, emotionally, morally, aesthetically, and physically, in response to the gospel of Jesus as it comes to us through scripture and the tradition of the Catholic Church.

By providing sound Christian leadership, competent teaching, a progressive curriculum and creative learning programs, St. Bartholomew School seeks to address the individual needs of its students, encourage them to academic and moral excellence, prepare them to assume their proper roles in the Church and society, and develop in them a respect for all peoples and cultures.

St. Bartholomew School is accredited by the Minnesota Non-Public School Accrediting Association and annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an ongoing process at our school. Programs are selected after careful study and consultation on the part of staff.

Introduction

This handbook will acquaint you with the policies, regulations, and procedures of St. Bartholomew School. These regulations provide the framework for a safe and healthy learning environment.

Academic Evaluation of Students

Report cards are issued on a trimester basis, approximately every 12 weeks to students in grades K-6. Our teaching staff has worked hard to produce a standards-based report card. This will give you far more information about your student than previous reports. It is completely aligned with state standards. There will be opportunities in the fall for you to learn more about these reports, how to read them, and what they mean. At other times, parents may receive a notice from the teacher if a student is having difficulty academically or socially.

Parent/Teacher/Student Conferences

Beginning of the Year:

Back to School Night (*mandatory*) event is held to establish rapport and clarify educational programs for the year.

First Trimester:

Around mid trimester, mandatory parent/teacher student conferences are held to form goal setting and address any concerns.

Third Trimester:

Around mid-trimester, mandatory parent/teacher/student conferences are held to form goal setting and address any new or continuing concerns.

Parents may arrange for a conference at any time if they have questions about their child's progress or conduct.

Achievement Testing

Students in grades 6 will be tested for achievement using the Stanford 10 each fall. Students in grades K-6 will have progress toward meeting standards, measured through the NWEA MAP (measure of academic progress) tests in fall and spring. Parents/guardians will be notified of the results at conference time. These tests measure improvement from fall to spring of each school year and help educators form meaningful and relevant learning plans for students.

Admissions

General Admissions (Archdiocesan Policy # 5110)

No child whose parents/guardians desire to enroll him/her in a Catholic School in the Archdiocese of St. Paul/Minneapolis should be denied on the basis of race, ethnicity, or gender.

Every local effort should be made to provide each qualifying Catholic child the opportunity to attend a Catholic School regardless of the financial situation of the family. Families should seek the advice of their pastor and school principal if financial problems arise.

Entrance to Kindergarten (Archdiocesan Policy #5110.1)

St. Bartholomew School requires children who enter Kindergarten to be five years old by September 1 of the year in which they enroll.

Early Admission to Kindergarten

St. Bartholomew School may consider early admission to Kindergarten if the child; is at least four years, ten months of age on September 1, and demonstrates a sufficient level of intellectual functioning and readiness development. The application for early Kindergarten admission is to be made to the principal by May 1 prior to the academic year for which the requested enrollment would potentially occur. The principal will then meet with the Kindergarten teacher and other personnel involved in the assessment process to review the information reflecting the child's level of functioning.

Transfer Students (Archdiocesan Policy #5110.5)

In general, students will not be accepted at the school after the beginning of the school year unless there has been a change of residence or other extenuating circumstances. Admission to the school is contingent upon having met all financial obligations at a previous private school. Prior to admission, the school and the parent/guardian of the student(s) should agree on the tuition and other expense obligations, and other expectations concerning completion of the school year. All students transferring to St. Bartholomew School during the school year will be on a probationary period of one month, after which there will be a review of the students academic and behavior standing and a determination made as to whether the probationary period be extended for another month. At the end of the second month, another determination will be made as to whether the student is able to abide by the rules of the school and whether his/her academic needs can be met by the school.

Attendance

Minnesota State Law requires that every child between the ages of 7 and 16 attend a public or private school during the entire time that school is in session during the school year. Absence from school or tardiness without permission or legitimate reason is truancy. Regular attendance is essential for learning to take place. School begins at 8:25a.m. and ends at 3:00p.m. The first bell rings at 8:20a.m. and the tardy bell rings at 8:25 a.m. Students arriving after 8:25a.m. are tardy. The following policies and procedures apply to all St. Bartholomew Catholic School students.

Absence

- Parents/Guardians must call the health office by 8:30a.m. if the student is going to be absent on that day.
- The day after an absence, the student must bring a note from the parent/guardian explaining the reason for the absence
- The student should not return to school until he/she is fully able to participate in all school activities. Students are not allowed to stay inside during recess or noon hour
- A student absent more than 3 days during any week or 5 days during any month must bring a note from the doctor explaining the reason for the absence
- A student with special needs as the result of chronic illness, surgery, or severe injury must bring a note from his/her doctor detailing the students' restrictions
- **St. Bartholomew's school will follow all legal guidelines and report any instances of chronic absence or tardiness to the appropriate Hennepin County authorities**
- A student missing ten days or more during a trimester or twenty days or more during a school year must demonstrate mastery of curriculum, and may be required to make up time. The means of demonstrating mastery of the curriculum and/or amount of make-up time will be determined by the school administrator.
- A student will be counted ½ day absent if he/she comes in after 10:00a.m. or leaves before 1:00p.m.

Tardiness

- Parent/guardian is expected to make every effort to ensure the student understands the importance of being ready for class on time. Students who are late to class are a disruption to other students and the routine of the classroom
- Tardy students and their parent/guardian must report to the health office upon arrival to sign in. The student will receive a tardy pass, which will admit the student into the classroom. Any student who is tardy five or more times during a trimester without an acceptable excuse will be required to make up the educational time lost (ETL). Make up time will be determined based on the minutes lost and the students grade level and will be completed outside of regular school hours.

- Tardiness caused by circumstances beyond the student's control (late bus, bad weather) will be excused while those within the student's control (missing bus, sleeping late) shall be unexcused.

Permission to Leave During School Hours

- Appointments made during school hours are discouraged
- Parent/guardian must submit a signed, written request including date and time for the student to leave for medical appointments during the school hours.
- If someone other than a custodial parent is picking up a student, he/she must have a signed note from the custodial parent giving permission for this action.
- No student will be released without written permission.
- Parent/guardian or designated person must sign the student out at the health office.
- Parent/ guardian may not go directly to the classroom, and no student will be allowed to wait for a parent/guardian any place other than the school health office.
- Upon returning to school during the day, the student and parent/guardian must sign back in at the health office before returning to the classroom.

Make-up Work

- It is the student's responsibility to procure and complete work missed during an absence.
- Teachers are to be informed in the morning that someone (sibling, friend, etc.) will pick up homework for an absent student.
- Teachers will have assignments ready in the office for pick-up by 3:00p.m. unless otherwise specified.

Weather-School Closing

- School closing due to bad weather will be announced on WCCO- AM radio, 830
- School closing for emergencies or severe weather may also be announced through the SchoolReach automated phone and email system
- St. Bartholomew will follow the Wayzata Public Schools District 284 closing policy
- An individual announcement for St. Bartholomew's may not be made. Listen to the public announcements; do not call the school
- On occasion, St. Bartholomew School may close the school due to weather or emergency when Wayzata 284 does not. In such cases, a separate announcement will be made

Transfer/ Withdrawal

- Parents will inform the school office as soon as possible before transferring a student to another school.
- Student records will be sent to the new school upon the new school's request.

Arrival/ Dismissal

Entrances/Exits

- All people entering the school during the day, other than morning arrival or school dismissal times are asked to use the church front entrances on Rice Street. Upon entering, please check in at the school office. You will not be able to access the school until you have signed in at the school office

Arrival

- Cars bringing students to school enter by the Rice Street driveway and exit by the Wayzata Boulevard driveway. Traffic flows one way only.
- Bike riders enter by the Broadway gate into school and park bikes in bike rack. All bikes should be locked.
- Walkers enter through the playground door.
- Buses will unload students on Broadway Avenue in designated bus area.
- 8:10a.m. Classrooms open
- 8:20a.m. First bell
- 8:25a.m. Tardy bell
- 8:30a.m. Classroom instruction begins

Dismissal

- Students needing to leave before regular dismissal must be signed out by 2:45p.m. in the health office.
- A student riding home in another families' car, must have orange dismissal notes from both families, which authorize the driving arrangement. **No student may ride the bus to go to another student's home, unless they are normally a rider on that bus. Other arrangements must be made for transportation for play dates or other after school activities.**
- Car line must extend down Rice Street. No- one except buses on Broadway
- No waiting lines on Rice Street before 3:00p.m. Please be patient and respectful in the lines. As there are many children outside and vulnerable at this time, we ask that you **refrain from using your cell phone in the car line.**
- No parking or stopping on Broadway or Rice Street
- Cars must be prompt at 3:05p.m.
- Dismissal for clubhouse and after school activities is 3:07 p.m.
- Dismissal for PreSchoolers and their siblings is 3:10p.m.

Behavior Expectations

The following behavior expectations are designed to promote a safe and orderly environment that will demonstrate respect for one another. St. Bartholomew School desires to promote a positive approach to discipline. Early intervention in attempting to improve a student's behavior is strongly encouraged.

Hallway Behavior Expectations

1. Walk
2. Use quiet or whisper voices
3. Keep hands and feet to yourself

Language Behavior Expectations

1. No obscenities
2. Respect each other and self

Lunchroom Behavior Expectations

1. Walk
2. Talk socially and quietly at tables
3. Do not play with or throw food
4. Clean your area before leaving the table

Restroom Behavior Expectations

1. Wait your turn
2. Use whisper voices
3. Flush
4. Wash your hands with soap and water
5. Paper towels go in the wastebasket

Mass Behavior Expectations

1. Actively participate in praying and singing
2. Keep hands to self
3. Fold hands to and from communion
4. Sign of Peace handshake only with those around you and done reverently
5. This is a time to visit with God and Jesus, not with each other
6. After Mass, sit quietly and pray silently until dismissed by teacher

Playground Behavior Expectations

1. Respect the playground supervisor and each other
2. Rough play is not acceptable on the playground. (Examples of rough play are fighting, tackling, spitting, pushing or shoving of others)
3. Rocks and other hazardous materials may not be tossed or kicked around
4. Keep balls and other equipment away from the windows and cars

5. Students may not leave the playground without first checking in with a playground supervisor
6. In the winter, no throwing of snow, snowballs, ice chunks, ice balls on school grounds. **No climbing or playing on the snow hill!** This is required by our insurance carrier.
7. There is no gum, candy, or food allowed on the playground.
8. If a student emergency occurs, a student should be sent to obtain help from the office. A supervisor will remain on the playground for supervision purposes at all times.
9. Students will line up appropriately. Lines will be dismissed as the students settle down and are quiet.

Consequences may include:

- Verbal reminder and warning
- Time out for 5 minutes
- Time out for the remainder of recess. At the end of recess, the playground supervisor will report the incident to the teacher or school office at which time, classroom rules will take effect.
- Principal will be contacted by the playground supervisor or classroom teacher when offenses are serious or repetitive

Bullying

Bullying may be verbal, physical, or psychological. Any action that makes a child feel uncomfortable, insecure, or threatened may be defined as bullying. This includes electronic forms of bullying (cyber-bullying.) The school disapproves of bullying in all its forms and considers it a serious offense. Our students know that bullying is completely unacceptable and that they must report it if it happens to them or if they witness it happening to others. The school staff takes the lead in creating a climate in which pupils will report immediately any bullying incident in the expectation that it will be dealt with urgently and firmly. Each case will be handled individually and depending on circumstances, one or more of the following strategies will be employed.

- Interviews/counseling of bully/victim
- Informing the parents/guardians of both the bully and the victim of the incident by telephone and/or letter
- A meeting with the parents/guardians of the bully and/or the victim
- **Disciplinary actions or consequences may include but are not limited to those outlined in the school discipline policy**

Communications

Change of Family Contact Information

Parents/Guardians are required to notify the school office as soon as possible when a change of family contact information occurs.

Newsletters, Notices and Updates

St. Bartholomew School information folder is sent home every Wednesday. Folders will include a Bulldog Bugle-family newsletter, letters from our principal and pastor, and other pertinent information such as PTO, class field trip information, scheduled meetings, conferences, and upcoming school events. Parents/Guardians are asked to check with their children regularly to be sure communications are brought home.

Visitors

Parents/Guardians are required to call before coming to school if there is any business to be taken care of between parents, student, and/or teacher during school time. Persons not reporting to the school office will be considered trespassers and will be reported to the local authorities.

Telephone Usage

A child may not call home to make arrangements to go home with a friend, to have a parent/guardian bring forgotten band instruments, books, assignments etc. Students may not use the school phone except in cases of emergency and must have permission of teacher or administrator.

As a rule, neither teachers nor students are called to the phone during the hours of class. Messages may be left by calling the teacher's classroom number. Teachers will respond to the messages as soon as possible, which may be **after** school is dismissed. If it is an immediate need, messages may be left with the school administrative assistant or clerk to contact either a student or a teacher. Students may not bring cell phones for use at school (see electronic device policy and procedure).

Discipline

St. Bartholomew School understands self-discipline in the light of the Gospels and Jesus' relationships with his disciples. Jesus empowered his disciples to reflect on their attitudes, actions, behaviors, and feelings in such a way that they were able to change and grow in the Good News of God's Love. In the same way, our style of discipline is an approach toward discipleship with Christ. With the goal of striving for self-discipline, we empower our students to reflect on their behaviors, attitudes, decisions, and actions that are Christian or Unchristian, so that they learn to choose to change through growing healthy boundaries and limits and grow in God's Love to become productive citizens. In order to infuse self-discipline throughout our school we implement the 15 skills of the developmental curriculum called

"Discipline with Purpose." Those skills include:

- Listening
- Following instructions
- Asking questions
- Sharing time, space, people, and things
- Social skills
- Cooperation
- Reasons for Rules
- Accomplishing a task
- Leadership
- Cooperation
- Organization of time, people, places, and things
- Resolving Problems
- Initiating Solutions
- Distinguishing fact vs. feeling
- Sacrificing and serving others

Broad rules that affect the daily living together of all members of the school community are:

1. Respect yourself, others, and your school
2. Contribute to the learning environment
3. Follow classroom procedures

Occasionally a student must be immediately removed from the group in order to protect him/her, other students, or the learning environment. This becomes necessary when:

1. A student is in physical or psychological danger or puts another in danger
2. A student is abusive in speech, gesture, or action
3. A student is out of control

Discipline Procedure

Philosophy

At St. Bartholomew School, a Christian faith community, each person must be willing to accept responsibility for creating an atmosphere for teaching and learning. It is the right of every individual to develop his/her potential as a person. It is likewise the responsibility of every individual to respect this right in others.

The teaching and example of Jesus is a model for our behavior. It becomes necessary, however, to establish some rules to allow faculty and students to live and work together effectively and to promote the well-being of every individual.

An environment conducive to learning must be maintained in order to ensure equal educational opportunity for all students. Teachers will expect each student to show respect for all staff, fellow students, school property, and materials.

Disciplinary action will be taken when irresponsible behavior disrupts good order or violates the rights of others. This action will be conducted in a way that is respectful of the person and due process. Fairness and justice will be the guidelines. We, the staff, at St. Bartholomew School believe:

1. All children have the ability to behave appropriately
2. Students choose and are held responsible for their choices
3. Rules and consequences apply to all students
4. Consequences need to come from school and be administered as soon as possible
5. Teachers need the support of administration and families
6. Rules need to be in the best interest of all students

A student may be removed from class, suspended, excluded, or expelled from school for:

1. Willful conduct that disrupts the rights of students to an education
2. Willful conduct that endangers the student, fellow students, property of fellow students and property of school
3. Willful violation of any school policies or rules
4. Possession, use, and/or transmission (including being under the influence) of any unauthorized drug or substance
5. Possession, use and/or transmission of tobacco in any form
6. Possession, use and/or transmission of a weapon (knife, firearm or object looking like a firearm, whether loaded or unloaded, in any working or non-working condition) or any object that can reasonably be considered a weapon
7. Violations of school procedure, rules or acts that disrupt the educational process, including disobedience, disruptive behavior or defiance of authority

8. Violations against persons such as verbal threats, harassment or fighting
9. The habitual use of profanity or obscene language
10. Willful conduct that injures other individuals

When determining an appropriate disciplinary action, the administration will consider the extent of the disruption, safety of an individual or group of individuals and the disruption of the learning environment. Disciplinary actions or consequences for these offenses may include but are not limited to the following:

- Student conference
- Parent/guardian contact
- Parent conference
- In-school monitoring
- Referral for testing to the school district or other outside agency
- Detention
- Removal from class
- In-school suspension
- Exclusion or expulsion from school

Suspension/Expulsion/Exclusion

The following steps will take place when the action of a student results in suspension, expulsion, or exclusion from St. Bartholomew School:

1. The student will be notified of the violation
2. The parent(s)/guardian(s) of the student will be notified of the violation
3. If necessary, a parent conference will be held with the student, teacher and/or the principal to discuss the incident

Definition of Terms

Detention- A student serves a period time outside or during the regular school day at the request of a specific teacher to remedy a problem.

In-school suspension- A student is prohibited from attending classes and interacting with other students for a definite period of time.

Suspension- A student, on a short-term basis, is excluded from school. During this short-term, the school is relieved of the custody of the child. All suspensions are temporary in nature and include readmission plans as part of the action. Parents/guardians shall be notified of all charges leading to suspension.

Expulsion-The action taken to prohibit an enrolled student from further attendance at school.

Exclusion- The action taken to prevent a student from enrollment or re-enrollment.

Discrimination and Diversity

Non-Discrimination Guidelines

St. Bartholomew School complies with federal and state laws prohibiting discrimination to the end that no persons shall, on the ground of race, color, national or ethnic origin, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration or selection, whether part-time or full-time, under any educational program, employment or activity operated by the school.

Diversity

St. Bartholomew policy statement is "When a student seeks to transfer to a Catholic School solely to avoid integration, such admission should be denied. St. Bartholomew School is aware that parents may seek admission to neighborhood parochial schools because they believe that their child should remain in his/her community. St. Bartholomew is a community school, but it is more. It is a Christian community. Parents seeking admission for their students need to be active members of the school. It is expected they will support school policies and programs, participate and be involved in school functions, and finally, support the school financially.

Emergency Procedures

St. Bartholomew School has established procedures regarding school emergencies in the school crisis procedure manual which is available in the office at all times. In addition, the school uses SchoolReach, a program which has the capacity to notify all parent/guardians, by phone or email, of emergency situations.

Electronic Devices/Personal Property Policy

The use by students of personal electronic devices such as cell phones, pagers, CD players, MP3 players, electronic games, video or still cameras, or other similar electronic devices is deemed potentially disruptive and is prohibited on the St. Bartholomew campus and at school sponsored events off campus.

Cell phones should be turned off and kept inside a book bag or locker. Electronic devices may not be used and are not allowed to emit any ringtone or other noise on school grounds or on school sponsored events off campus.

The school shall not accept responsibility for loss, theft, or damage of personal electronic devices or personal property of any kind.

The following consequences may be imposed for violation of this policy:

1. Confiscation of the device for remainder of the day
2. Confiscation of device for remainder of school day and parent/guardian phone call by teacher or administrator
3. Confiscation of device until parent/guardian conference
4. Confiscation of device for the remainder of the school year

Extended Day Programs (Clubhouse)

There is a before and after school child care program open to St. Bartholomew School students who are in grades Kindergarten Readiness-6th. Hours for Clubhouse are 7:00a.m. to 8:10a.m. and 3:00p.m. to 6:00p.m. on school days. Clubhouse is a child care service and as such does not offer financial assistance. Call the school office for more information.

Field Trips

Field trips are part of the educational program. These trips are designed to support and enrich the curriculum and introduce the students to opportunities outside the school. Parents/guardians will be notified of the scheduled field trips by the teacher or principal.

Insurance regulations of the Archdiocese of St. Paul and Minneapolis require the use of the parent/guardian authorization form each time the student participates in a field trip. Phone calls to or from parent/guardian do NOT fulfill authorization requirements for participation.

Grievance/Conciliation Procedure

Policy

The following local procedure is established as a policy to address a complaint, dispute, or disagreement of any adult (parent, teacher, and administrator).

Stage 1

If possible, complaints, disputes, or disagreements should be resolved on a person-to-person level. If this cannot be accomplished, the person seeking relief should take the following steps:

1. Contact the respondent's immediate supervisor. If no relief then:
2. Discuss the problem with the next level of administration. If no relief then:
3. Request in writing to the school administration to begin the local grievance procedure

Example A:

1. Parent to teacher. If no resolution then:
2. Parent to administrator. If no resolution then:
3. Parent to pastor. If no resolution then:
4. Parent request in writing to begin local grievance procedure

Example B

1. Teacher/school staff person to administrator. If no resolution then:
2. School staff person to pastor. If no resolution then:
3. School staff person requests in writing to begin local grievance procedure
4. Any complaints to the School Education Advisory Board concerning personnel or curriculum should be referred to the principal for resolution

Stage II

The request to begin the next stage of the local grievance policy must be made in writing to the school principal by the person seeking relief within 10 working days after conferring with the pastor. A three person grievance team will be formed of 1) designated by the pastor 2) designated by the respondent and 3) designated by the person seeking relief.

Harassment Policy

St. Bartholomew School shall maintain a learning and working environment that is free from harassment of any kind.

This policy applies to all students, faculty, staff, administration, and members of the SEAC, parents, vendors, volunteers, guests, and others who act on our behalf. It applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to appropriate disciplinary action which may include separation from the school.

Definition of Terms

Harassment- Unwelcome verbal/physical conduct having the purpose/effect of unreasonably interfering with an individual's performance. Unwelcome verbal/physical conduct, which creates an intimidating, hostile, or offensive working/learning environment. The basis for harassment may be any protected class including, age, creed, color, disability, national origin, race and marital status or status with regard to public assistance, religion, gender or sexual orientation.

Threats- Any verbal, written, or physical threat, sign, or act that conveys intent to cause harm or violence, even if made in jest.

Racial harassment/Racial Bias- Racial harassment and racial bias is defined as, but not limited to:

1. Institutional bias, as exemplified by racial bias in curriculum content, instructional practices, student placement or discipline decision, student recognition and selection for activities, expectations for students, and acknowledgement of cultural practices.
2. Words or actions relating to another individual's or group's race that is derogatory, offensive, exploitative, and/or degrading.
3. A display or circulation of materials and/or pictures which are derogatory to a person's race.

Sexual Harassment- Actions consisting of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, verbal, or physical conduct or communication of a sexual nature, which substantially interferes with an individual's employment or education or creates a hostile, intimidating or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to a member of the same or opposite sex. Sexual harassment includes, but is not limited to: 1) teasing or joking of a sexual nature, sexual name-calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks or 2) Subtle pressure for sexual activity or, 3) Intentional brushing against a person's body or 4) Display of offensive pictures, posters, or graphics or 5) Leering, inappropriate patting or pinching, and other forms of unwelcome touching.

Other Harassment- Participating in, or conspiring with others to engage in harassing acts that injure, degrade, disgrace, or intimidate other individuals (examples include bullying, harassment based on handicap, disability or gender).

Reporting Procedure

St. Bartholomew's employees are dedicated to maintain a high standard of conduct for themselves and their students. St. Bartholomew's teachers and parents/guardians shall make sure that students understand what appropriate and inappropriate behavior is. Although a student may feel their behavior is harmless or inoffensive, another may perceive their actions as harassment. Such conduct will be dealt with appropriately.

Members of the school community who feel they may have been a victim of any form of harassment or violence are responsible for reporting said harassment to their teacher, a school staff member, or the principal.

Students who have information that someone has been involved in such conduct are responsible for reporting it to a teacher, staff member, or principal.

Faculty, staff, administration, volunteers, vendors, and clergy who have information that someone has been involved in such conduct are responsible for reporting it to their supervisor.

Any members of the school or St. Bartholomew Community who experience or witness any type of harassment are encouraged to deal with the situation immediately, by politely, but firmly, advising those involved that the behavior is inappropriate and should immediately stop. However, if the individual does not wish to deal with the problem directly or if a request to stop is not respected, he/she should report the incident to the appropriate official.

If a school community member believes he/she has been the victim of harassment of any kind by another member or if witnesses an incident of any type of harassment, the individual should take the following steps:

1. The community member must immediately report the incident to the appropriate staff member.
2. The appropriate staff member shall document the incident and should attempt to resolve the problem. If they are unable to do so, they should notify the school principal.
3. If necessary, the school principal will conduct a timely and proper investigation:
 - a. A third party shall be present at all interviews. Every effort will be made to have the same third party present at all interviews with respect to each incident.
 - b. Detailed notes shall be taken throughout the course of the investigation
 - c. Interviews of the claimant and the alleged harasser shall always be conducted separately and in a comfortable and private environment. All parties shall be treated with respect and concern.
 - d. If anyone interferes with the principal's investigation or refuses to allow an interview, a letter will be sent advising that the disposition of the complaint will be made without their input and that they may be subject to disciplinary action
 - e. Both parents/guardians of the alleged harasser shall be notified within a reasonable time of the complaint and investigation
 - f. The Principal shall make conclusions in consultation with the third party present during the interviews
 - g. The Principal shall take appropriate corrective action according to the facts and circumstances of each particular situation

Resolution of complaints can include, but are not limited to:

1. Participating in the school restorative justice program
2. An apology, reassignment and/or direction to stop the inappropriate behavior
3. Counseling or training with respect to the complaint
4. Verbal and/or written warning
5. Suspension or separation from the school

Investigation can conclude that a complaint is without merit. The Principal shall advise in writing the claimant, alleged harasser, and the respective parents/guardians of the investigation outcome and its conclusion. The alleged harasser will be warned, preferably in writing, that retaliation or intimidation directed toward anyone who makes a complaint or assists in the investigative process will not be tolerated. The complainant should be invited to report reoccurrences or retaliation, and the situation monitored by the school principal. After the principal's investigation, if the claimant and/or the alleged harasser determine that inadequate action has been taken, a grievance should be filed within ten working days after each party receives the principal's written report.

Restorative Justice Program

Restorative justice is a process whereby parties with a genuine stake in a specific offence, resolve collectively how to deal with the aftermath of the offence and its implications for the future. While punishment for the offense must have its place, the emphasis must be on healing the breach, restoring the relationships, and remedying the harm as far as possible.

An offender and victim can meet in a controlled environment with skillful facilitation and a result can emerge which has its own unique justice- a form of justice that is tailored to the particular needs and personalities of the offender and victim, with better outcomes for the community-the class, the school, the parish, the neighborhood.

Health

Nurse

Health services for St. Bartholomew students are provided by a health paraprofessional through the Wayzata School District. The paraprofessional is at the school for part of each day. Parents are encouraged to leave a message with the school clerk or administrative assistant at any time if they wish to discuss a concern about their child's health with the health paraprofessional.

Emergency Information

An emergency form for each student is sent home yearly to be filled in and signed by the parents/guardians. If changes occur during the year, it is the responsibility of the parents/guardians to notify the school in writing or by phone. Anyone picking up a student MUST be listed on the emergency form.

Health Records

Health records are required for each student. It is recommended that the student have a physical before entering Kindergarten, and again in fourth and seventh grades.

Immunizations

St. Bartholomew School follows the requirements of the Minnesota School Immunization Law. No shots, no school.

All immunization dates are to be submitted to the school prior to the fall start date of the school's present school year. Parents/guardians are responsible for providing this information in writing to the school office, and to include additional immunizations each year as they are administered to the student by the family's physician. The district nurse will follow up on these records.

Health screening

Annual vision, hearing, height and weight, and scoliosis examinations are conducted by the public school personnel for all students each school year.

Illness/Injury During School

If a student becomes ill or injured during the school day, a phone call will be made to the parents/guardians to come and pick up the child. No over-the-counter medication, including Tylenol or aspirin, can be given to a student for any reason. No student will be sent home without a parent/guardians express permission.

Medication During a School Day

An authorization signed by the physician and a written statement is required of the parents/guardians who requests and authorizes the giving of medication in the dosage prescribed by the physician; thereby releasing school personnel from liability should reactions result from the medication. The accompanying statement should clearly list the reason for administration, dosage, and time to be given and remain in the original container. Medication must be turned in to the health paraprofessional for distribution at the appropriate time.

Child Abuse/Neglect

It is state mandated that all school personnel report child abuse, neglect, and sexual abuse instances that they note to the local welfare and/or police departments.

Misuse of Alcohol, Tobacco, and Drugs

Consequences for possession and/or use of tobacco are as follows:

1. Parent contact and out-of-school suspension until a behavioral contract can be drawn up to eliminate the use of tobacco.
2. Possible expulsion

Consequences for possession and/or use of alcohol and drugs are as follows:

1. Parent contact and out of school suspension until professional evaluation can take place. If parents do not allow evaluation, expulsion may take place. If addiction is evident, professional treatment must take place or the student may be expelled
2. Possible expulsion

Weapons/Explosives/Dangerous Items

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit, or use any instrument that can be considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles, or school contracted vehicles, or entering upon or departing from school premises, property or events. Students who violate this policy will be subject to mandatory expulsion.

Homework

Homework is assigned to help and encourage students to reinforce basic skills, pursue individual talents, supplement classroom experiences, and develop independence and responsibility. Home study is also helpful to keep parents in touch with the school's programs and with their child's progress. Individual teachers may have specific guidelines to follow, depending on the age and grade of the student. As a rule, students are capable of about 10 minutes per year of grade, daily. (2nd grade-20 minutes, 5th grade- 50 minutes, etc.)

Lockers and Personal Possessions

School lockers and desks are the property of St. Bartholomew School. At no time does the school release its exclusive control of lockers or desks provided for the convenience of the students. Inspection of the interior of lockers or desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker or desk may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the Principal must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Lunch and Milk Program

Hot lunch and milk are available each day. Lunch is prepared by Lancer Hospitality, and is served at St. Bartholomew School through the Federal Hot Lunch Program. Hot lunches always include milk. If for some reason your child cannot tolerate milk, a signed note is necessary.

The cost of lunch for students is \$3.10 daily and milk is \$.50. Adult lunches are available for \$3.25. Families receive a monthly lunch menu electronically. On the menu, indicate your choices and return or submit with the family name by the requested date. TADs accounts will be charged for lunches consumed monthly. Please note: unless a student is ill, you will be charged

for all lunches you order. If your child brings a bag lunch on a day they ordered school lunch, you will be charged for the hot lunch. **Free or reduced price lunches are available to those who qualify.** Please direct your questions for this program to the school clerk.

Students bringing cold lunches are asked not to bring soda or liquids in cans or glass bottles. Juice boxes/pouches and plastic containers are acceptable. All food should be in containers that children can easily manage. Good conduct is expected in the lunchroom at all times.

Parental Involvement

School Education Advisory Commission (SEAC)

The school Education Advisory Commission serves in an advisory and consultative capacity to the pastor and the school principal. The purpose and role of SEAC is stated in the articles of Incorporation, the Constitution, and the By-Laws of the school. The commission assists in the development and definition of the policies that govern the school. SEAC addresses the following areas of concern for the school:

1. School budget and finance
2. Administrative policies
3. Identification of capital improvement needs

Parent Teacher Organization (PTO)

St. Bartholomew School has a parent/guardian group that is responsible for the following activities:

1. Parent/guardian education
2. Social events
3. Fundraising

It is the PTO's responsibility to support the administrator, teachers, and overall school programs. The PTO is dedicated to supporting the provision of a safe and caring atmosphere that promotes Christian values, self-esteem, and high student achievement. The PTO has informational meetings throughout the school year. These meetings are held in a casual setting and serve as a time for parents/guardians to socialize and work on future projects. Every parent/guardian with children enrolled in, and every staff member employed by St. Bartholomew School is deemed a member of the PTO and is welcomed and encouraged to participate.

Preschool

Preschool for 3-5 year olds is held daily in the morning or afternoon at St. Bartholomew School. All day and half day Kindergarten Readiness programs are offered for 4-5 year olds. Early registration is advised, as there are a limited number of openings after June 1 for the following school year. Further information about these programs is available in the Preschool handbook and brochures.

Records

Parents or legal guardians may ask to review the contents of any records or data collected for their child. Records include such items as; identifying data, attendance, health records, academic work completed, achievement level including standardized test scores, honors or scholarships, formal behavior reports, and court orders.

Guidelines release of records or data

The administrator or delegate will not release students records without the written consent of the parents and a copy of those records to the parents if they desire. The only exception is in the case of a student transferring to another elementary or secondary school and upon request of the receiving school system for the student's records for which the receiving school has a legitimate educational interest.

Sixth Grade Graduation

Sixth grade graduation is a culmination of the strong academic program at St. Bartholomew School. Students are eligible for graduation if:

1. They participated in one Science/Invention Fair during 4th, 5th, or 6th grade
2. They have worked up to their ability and shown a desire to learn
3. Their tuition and fees are paid, partially paid with scholarship from the school, or waived by administration

At the discretion of the principal, students may be required to attend summer school to improve in a particular subject area or to amend unsatisfactory work before they are issued a diploma. Parents will be notified if their student is at risk of not graduating and the school will work with the student and parents/guardians to provide every opportunity to achieve graduation status.

Special Services

Special Education

Special education includes LD (learning disabilities) programs, speech, or occupational therapy, and programs for students with mental handicaps. Requests for special services in any of these areas can come from either the teacher or the parents of the child. Children are assessed and evaluated through Wayzata public schools diagnostic teams. If the child qualifies, he/she would receive services at Wayzata public elementary schools.

Student Support Team (SST)

The SST is comprised of administrators and teachers who meet on a weekly basis to brainstorm interventions or accommodations for the students of St. Bartholomew. Usually teachers bring forth names of students struggling or at risk, emotionally, academically, or behaviorally, although parents may request that the SST convenes regarding their children. The team uses a variety of resources, including consultation with the public school district, to determine best practice in the inclusive classroom for individual students.

Title 1

A specially trained and licensed teacher administers the program, which is partially funded by the local public school district. Standardized test scores and classroom teacher recommendations identify students receiving Title 1 services. Title 1 students receive small group support for 40-50 minutes weekly in reading and math.

Counseling and Family Services

St. Bartholomew provides social worker services for our families. Kelsey Hanson, MSW intern of the Counseling Services of Catholic Charities has been contracted to provide school-based counseling services to students and families within the school community. Ms. Hansen will be on-site on Thursdays during the 2011-12 school year. Topics that could be addressed are: bullying, Discipline with Purpose, or social skills. Your student's information remains confidential and there is no aggregate or subpoenaed data collected by CC. If you would like to talk with Kelsey Hanson about a concern for your child, please contact her through the school office. If for some reason, you do not want your child to meet with her, please contact the School Principal, Lynn Volkenant.

Technology
St. Bartholomew School
Technology Resources Guidelines
2011-12

1. Internet usage is strictly prohibited unless a staff member is present.
2. Respect the privacy of others. Do not use passwords of other users or access their files without permission.
3. Observe Local Area Network (LAN) and internet etiquette by being polite and using appropriate language.
4. Never reveal personal information (name, address, phone number) when using Internet e-mail/and or chat sessions.
5. Use Internet technology for educational activities only related to research for classroom assignments.
6. Avoid inappropriate pictures and words on the Local Area Network (LAN) and the Internet that would be considered obscene, abusive, or threatening.
7. Do not do anything intentionally to cause the loss of another person's work.
8. Cyber-bullying is strictly forbidden. Cyber-bullying includes but is not limited to the following continual communication with someone that causes them to fear for their own safety or the safety of others; "defamatory libel"- writing something that is designed to insult a person or likely to injure a person's reputation; writing something about a person that discriminates based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.
9. Do not add or delete files or programs from a computer unless you have the permission of a teacher or administrator. Do not attempt unauthorized access of restricted files or programs on the Local Area Network. Do not attempt unauthorized access of restricted files or programs on the Local Area Network. Do not do anything to intentionally cause a computer or device not to work properly.
10. Obey copyright and license laws.
11. Spamming (e-mailing to multiple recipients whom you do not know for selling a product or idea) is strictly forbidden.
12. Report any inappropriate Internet usage to an administrator.
13. Students must have a signed Technology Resource Agreement on file or they will not be allowed to use any of the technology available at school.

Transportation

Bus Transportation- Wayzata Public Schools

Bus arrangements are handled by the local public school district. Bus transportation is a privilege and students must conduct themselves properly and respect the rights of others. **No student may ride the bus to go to another student's home, unless they are normally a rider on that bus. Other arrangements must be made for transportation for play dates or other after school activities.** The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Therefore parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from home and school. Parents/guardians whose children do not follow the bus rules will be notified as to the inappropriate behavior of the child. Denial to ride the bus may be given for misconduct on the bus. Teachers are not responsible for student behavior on the bus.

Bus Safety Instruction

Instruction/review in bus and pedestrians safety is required each year. Materials for age-appropriate instruction are provided by the local public district.

Walkers/Car riders

Walkers are escorted across Wayzata Boulevard and Rice Street by safety patrols from grade 6. Please see directions within the dismissal practice for pick-up by car.

Tuition Policy

We at St. Bartholomew believe that tuition is a partnership between the school and the students and their families. We seek to enable all families, regardless of income, to obtain quality Catholic education. We are committed to providing case-by-case, individual, holistic financial assistance from as many sources as possible. A confidential, objective application and evaluation process is used to determine financial assistance. Online tuition application forms are due to TADs by June 30. Similarly, St. Bartholomew's tuition policy encourages those families who are financially comfortable to pay an amount above the standard rate. Through this policy, we seek to bring practical application to the Gospel words: "to whom much is given, much is expected."

St. Bartholomew Education Commission sets a yearly tuition rate during its annual budget process. The tuition charged represents only a portion of the actual cost of educating each student. Parish subsidies, fundraising, state funds and grants provide the remainder of the cost. Registered members of St. Bartholomew parish will be charged the parish amount. Non-parishioners will be charged the cost of educating a student unless other arrangements have been made with the school principal. Several payment plans are available to assist families. Automatic withdrawal is also available. All payments are made through TADs.

Delinquent Tuition Policy

As directed by Archdiocesan policy, the following policy shall be adopted by the St. Bartholomew Catholic School:

It is the responsibility of the parent/ guardians of students currently enrolled for the academic year to adhere to the existing tuition policy and guidelines. All financial payments and tuition contracts will be held confidential. It is the belief of the St. Bartholomew Faith community that no student will be denied a Catholic Education at St. Bartholomew School because of financial hardships.

Definitions

Delinquent Account

- An account is delinquent when any payment is not made within 30 days of the time such payment is due

Contract

- Contract refers to the tuition contract signed by the parents/legal guardians and/or student(s), and any amendments

Families who are delinquent in their tuition payments are asked to contact the principal and/or the parish administrator to develop a plan. If you have problems paying tuition, it is your responsibility to inform St. Bartholomew administration immediately. We will meet with you privately and professionally to try to find a solution. If non-payment or delinquency is not justified or persist unexplained, your child will, unfortunately, be forced to leave St. Bartholomew School. Outstanding accounts may be referred to a collections agency for collection. No child will be allowed to re-register if there is an outstanding balance on the previous year's tuition without a signed, negotiated agreement between the pastor, principal and family.

Fees

In addition to tuition, registration (\$150), and school fees, some programs/activities require an additional fee. These programs include, but are not limited to: band, chess and other school clubs, snacks, paper products, and field trips. **Families are also expected to pay or collect donations in the amount of \$300 yearly through the Marathon for Non-Public Education, which is the primary fundraising event for our school.**

Annual Fund

All families are encouraged to donate to the annual fund which is used to pay operating expenses, fund tuition needs and make capital improvements to the school, such as technology.

Rebate

A \$150 rebate is given for every new family you encourage to enroll in St. Bartholomew School. A new family must be current with their tuition payments and remain enrolled for at least one school year.

Uniform Policy

St. Bartholomew School Uniform Code

Kindergarten – Grade 6

Girls

- Blue uniform plaid jumper (knee length)
- Blue uniform Plaid skirt (only gr. 4-6)
- Navy blue pants (traditional straight leg fit)
- Navy blue Skorts
- Navy blue shorts (April- October , weather permitting)
- Navy blue or black bike shorts or leggings to be worn at all times under skirt and jumper
- Solid white, short or long sleeved, collared polo, turtleneck or collared blouse
- White t-shirt w/logo
- Navy blue cardigan or pullover sweater (uniform shirt underneath)
- Green or Blue St. Bartholomew sweatshirt
- Ankle or knee length socks in white or navy
- Solid navy tights
- Tennis shoes or dress shoes with covered heel and toe, no heels higher than ½ inch

Boys

- Navy Blue pants (traditional straight leg fit)
- Navy blue walking shorts (April-October, weather permitting)
- Solid white, short or long sleeved collared polo or turtleneck
- White t-shirt w/logo
- Navy blue cardigan or pullover sweater (uniform shirt underneath)
- Green or blue St. Bartholomew sweatshirt
- Solid white or navy crew or dress socks
- Tennis shoes or dress shoes with covered heel and toe

Boy's **and** Girl's shirts must be tucked in at all times regardless of the style.

Providers:

- Educational Outfitters
- 6002 Excelsior Boulevard, St. Louis Park 55416
- Phone in and pick up: 952.927.6778
- Fax in and pick up: 952.927.7031
- On-line: www.educationaloutfitters.com
- St. Bart's Online Code :MN0103

- You may also purchase uniforms at Lands End- School Code 900055948

Volunteers

St. Bart's welcomes volunteers in many ways. From lunchroom to playground to classroom activities, there is always a place for volunteers. PTO can provide you with opportunities that will allow you to get to know our school better, as well as help our students and teachers. All volunteers must attend Virtus training and have a background check before being allowed to volunteer for any school activities. For more information on Virtus, please contact the school office.

Requirements for School Volunteers

As a part of the Church's commitment to the safety of children, all volunteers who work with minors must meet certain requirements. These requirements are neither a reflection upon your character nor a statement about the level of trust parish or school leadership place in you as a volunteer. Instead, these requirements are a common-sense means of helping to ensure children's safety. We all want to have reasonable assurance that adults who volunteer with children have an acceptable background, understand appropriate boundaries and know what to do should they suspect a child is in danger.

Therefore all volunteers who work with minors at parishes and schools within the Archdiocese must complete the Essential Three requirements:

- Undergo a criminal background check through the McDowell Agency which yields satisfactory results.
- Read and sign the Volunteer's Code of Conduct.
- Attend VIRTUS safe environment training.

Instructions and forms for completing these requirements are available in the school or parish office.

These requirements are mandated by the United States Conference of Catholic Bishops' *Charter for the Protection of Children and Young People (PCYI)*. For more information about the *Charter* requirements or for resources on protecting children, please visit the PCYI website at www.archspm.org/departments/pcyi/index.php

St. Bartholomew School Faculty and Staff Directory

Lynn A. Volkenant
Principal
lvolkenant@st-barts.org
952.473.6189 ext.212

Denise Didier
Hot Lunch Program Manager
ddidier@st-barts.org
952-745-4569

Cathy Anderson
Kindergarten
canderson@st-barts.org
952.473.6189 ext.301

Melissa Kirkvold
Grade 1
mkirkvold@st-barts.org
952.473.6189 ext.303

Megan Hoxmeier
Grade 2
mhoxmeier@st-barts.org
952.473.6189 ext.307

Steve Hanson
Grade 3
shanson@st-barts.org
952.473.6189 ext.316

Deb Anderson
Grade 5
dandersonl@st-barts.org
952.473.6189 ext.209

Berny Peterson
Grade 6
bpeterson@st-barts.org
952.473.6189 ext.208

Rose McNeill
Music
rmcneill@st-barts.org
952.473.6189 ext.332

Julie Becker
Spanish
jbecker@st-barts.org
952.473.6189 ext.224

Catie Corken
Lead Preschool Teacher
ccorken@st-barts.org
952.473.6189 ext.216

Terri Parker
Title1 and Preschool Paraprofessional
tparker@st-barts.org
952.473.6189 ext.330

Jane Otto
Administrative Assistant
jotto@st-barts.org
952.473.6189 ext.213

Cheryl Vochko
Health Para-mornings
cvochko@st-barts.org
952-745-4569

Robin Super
Kindergarten
rsuper@st-barts.org
952.473.6189 ext.302

Maggie Krueger
Grade 1
mkrueger@st-barts.org
952.473.6189 ext.330

Maggie McLoone
Grade 2
mmcloone@st-barts.org
952.473.6189 ext.306

Caryn Wickland
Grade 4
cwickland@st-barts.org
952.473.6189 ext.309

Kim Diederichs
Grade 5
kdiederichs@st-barts.org
952.473.6189 ext.308

Chris Mayer
Art
cmayer@st-barts.org
952.473.6189 ext.225

Jeremiah Miller
Physical Education
jmiller@st-barts.org
952.473.6189 ext.314

Corrine Rudnick
Library/Media Center
crudnick@st-barts.org
952.473.6189 ext. 233

Elaine Demarte
Preschool Paraprofessional
no email
952.473.6189 ext.216

St. Bartholomew Catholic School Calendar

(updated 8-1-11; subject to change)

AUGUST '11

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

SEPTEMBER '11

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

Sept 1: Open House, 10:30 & 4:00
 Sept 5: Labor Day
 Sept 6: First Day of School
 Sept 8: 6th Grade Parent meeting 6:30pm
 Sept 9: The Gathering 5:00pm
 Sept 15: Curriculum Night 6:30pm
 Sept 21: Pin Wheels for Peace
 Sept 30: Marathon

OCTOBER '11

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Oct 12: Mid- 1st Trimester
 Oct 13: Individual Picture Day
 Oct 14: Classroom Picture Day
 Oct 20, 21: No School MEA
 Oct 29: 1st Reconciliation Retreat

NOVEMBER '11

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Nov 5: 1st Reconciliation Retreat
 Nov 10: Early Release 12:35, Parents Drive, Conferences 2:30pm-7:00pm
 Nov 11: No School, Conferences 10:00am to 3:00pm
 Nov 17: 1st Reconciliation 7:00pm
 Nov 17, 18: Picture Retakes
 Nov 23-25: NO SCHOOL – Thanksgiving
 Nov 29: Marketing Open House?
 Nov 30: End of 1st Trimester

DECEMBER '11

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Dec 5: Feast of St. Nick
 Dec. 5: Marketing Open House?
 Dec 8: Immaculate Conception
 Dec 15: Grades K-6 Christmas Program 6:30pm
 Dec 16: Pre K Christmas Program, 9:30am
 Dec 16: Boston Tea Party-5th Grade 1:30pm
 Dec 19-30 Christmas Break

JANUARY '12

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Jan 2: Last Day of Christmas Break
 Jan 3: School Resumes after Christmas break
 Jan 10: Health Screening – school hours
 Jan 16: NO SCHOOL Martin Luther King
 Jan 20: Geography Bee 1:00pm
 Jan 20: Mid 2nd Trimester
 Jan 27: NO BUSES- Parents Drive
 Jan 29: Catholic Schools Week Kick-off Pancake Breakfast & Open House
 Jan 31: Winter Band Concert 2:15 & 6:30

FEBRUARY '12

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | | | |

Feb 1: 1st Eucharist Parent's Night
 Feb 2: Spelling Bee 1:00pm
 Feb 8: Presidents Wax Museum-Grade 3
 Feb 20: No School Presidents Day
 Feb 22: Ash Wednesday
 Feb 29: End of 2nd Trimester

MARCH '12

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

March 2: Science Fair
 March 8: Early Release 12:35, Parents Drive, Conferences 2:30pm-7:00pm
 March 9: NO SCHOOL, Conferences 10:00am – 3:00pm
 March 16: Kingergarten Roundup/ Orientation 9:00am
 March 29 & 30: NO BUSES- Parents Drive

APRIL '12

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

April 1-9: Spring Break
 April 8: Easter
 April 10: School Resumes
 April 21: 1st Eucharist Retreat 9:00am
 April 21: Images of Spring
 April 24: Mid 3rd Trimester
 April 25: States Fair – Grade 4
 April 28: 1st Eucharist Retreat 9:00am

MAY '12

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

May 2: Spanish Mass
 May 5-6: 1st Eucharist
 May 10: Annual School Meeting
 May 7-11: 6th Grade Camp Foley
 May 16: 5th Grade History Day
 May 18: Field Day
 May 22-24: Art Fair
 May 23: Grandparents and Special friend Day and Mass
 May 24: Talent Show 6:30pm
 May 28 Memorial Day-No School
 May 29: Band Concert, 2:15 & 6:30
 May 31: Last Day for 3 years olds
 May 31: 6th Grade Musical 2:15 & 6:30

JUNE '12

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

June 1: End of 3rd Trimester
 June 1: Preschool Celebration
 June 1: Last Day for Kindergarten
 June 5: 6th Grade Graduation
 June 6: Last Day of School/10:00am Mass, Early Release, Parents Drive

Marking Periods:
 1st Trimester: Sept 6 to Nov 30
 2nd Trimester: Dec 1 to Feb 29
 3rd Trimester: March 1 to June 1