

# New Family Quick Info Guide (2017-18)

**\*\*Please Note: all this info can be found in more detail in the Student Handbook and is not a substitute for the Handbook\*\***

## MORNING DROP-OFF

Students may be dropped off only after 7:15am. Kindergarteners will go to the gym to wait until 7:30am at which time a teacher will escort them to class. Grades 1<sup>st</sup>-8<sup>th</sup> will go to the cafeteria and wait there until 7:30am after which time they should go immediately to their assigned classroom.

Students are asked to be in their classrooms NO LATER than 7:45am when morning announcements will begin. Students coming in after 7:45am need to report to the office before going to class. Note: Bus delays do not count as a tardy. (See *Tardies* policy in student handbook online.)

When dropping off in the morning PLEASE have your student(s) exit the car on the passenger side only and begin exiting cars when you can see the north end of the school building outside the window.

## AFTERNOON PICK-UP

ALL Students should be picked up through the car-line (if not on a bus or walking/biking home). We ask that you...

- a. NOT come into the building to wait at the bottom of the stairs.
- b. NOT wait outside the exit door to take your children when they exit the building.

Cars line up facing the Kindergarten building (south) in 7 rows of cars.

Please DO NOT get out of your car and call your children to your car.

Teachers/administrators will release your children as they see the car sign you have been provided with your family's name on it. (New families: your name signs will be sent home the first few days of school)

When all students in one car line are loaded we will release that car line (left to right) and ask that you pull straight ahead all the way through the car line in order to exit the parking lot.

## BUS TRANSPORTATION

Bartholomew County School Corporation (BCSC) bus transportation is available for St Bartholomew students on the High school bus routes. Please contact BCSC Transportation Department for more information: 812-376-4246 website: <http://www.bcsc.k12.in.us/domain/40>

## SCHOOL CLOSINGS – WEATHER

St Bartholomew Catholic School follows Bartholomew County School Corporation (BCSC) weather-related closings & delays. We use email/text to communicate closures. You can also listen to local radio-stations.

## E-LEARNING DAYS

Our school is following the same protocol regarding e-Learning days that BCSC has established which means that we will have an e-Learning day from home on the 6<sup>th</sup> and later snow days.

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## STUDENT GRADES --- JUPITER GRADES

Report cards for Kindergarten-3<sup>rd</sup> grades will be standards-based. Report cards for students in 4<sup>th</sup>-8<sup>th</sup> grades will be traditional. You will be able to view all of your child(ren)'s grades through **JupiterGrades**. Report cards will be emailed to parents each quarter.

**JupiterGrades** is a system required for all diocesan schools to maintain student data, create and send reports to the Indiana Department of Education, and distribute important/urgent information to all school families. Please be sure you inform the school office if you have any changes to your contact information.

## TECHNOLOGY

Students in Grades 2-8 will each receive a Chromebook with a case. Students in K-1 will have access to I-Pads. In addition to tuition there will be a Technology Fee for all students. Grades K-1: \$50 Technology Fee and Grades 2-8: \$100 Technology Fee.

## DRESS CODE

Please view the online Dress Code Requirements at: <http://www.stbirish.net/student-handbook/>  
Notify the school office if you did not receive a hard copy of the dress code and wish to have one.

## SPIRIT WEAR & DRESS DOWN DAYS

**Spirit Wear Days** are every Friday. Students may wear a Spirit Wear shirt with uniform bottoms. Spirit Wear is available for purchase 3 times a year (please check school newsletter for upcoming dates), Wellness walk t-shirts are also ok for spirit wear days.

**Dress Down Days** are the last Friday of every month (see weekly school newsletter for exact dates). There are still dress restrictions on dress down days, please see the [Dress Code](#) for more information.

## ALL SCHOOL MASS DAYS - PROCEDURES

All-School Masses will be held weekly on Thursdays at 8:15am unless otherwise noted on the school calendar. All are welcome. Students may sit with parents at regular All-School Masses if parents arrive by 8:10. Non-Catholic participants and Catholic participants having not yet received First Communion may come to Eucharist for a blessing. All Catholic participants having already received their First Communion are expected to receive full communion. Students must wear school uniform to Mass.

## "BUDDY" MENTORING PROGRAM

Our buddy program at St Bartholomew allows older students to mentor younger students. We pair our 7<sup>th</sup> grade class with Kindergarten, 8<sup>th</sup> grade with 1<sup>st</sup> Grade and 6<sup>th</sup> grade with 2<sup>nd</sup> grade. The older students help their younger buddy during all-school mass and they team up throughout the year for various activities. The 5<sup>th</sup> grade is "Reading Buddies" with 2<sup>nd</sup> graders.

## SCHOOL CALENDAR SPECIAL EVENTS

Please view the school calendar online for exact dates: <http://www.stbirish.net/events/>

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## **Parent Information Night & Student Ice cream Social (August)**

The evening begins in the church with an informational meeting followed by classroom visits. Students & families can meet their teachers, drop off school supplies, learn more about extracurricular activities, athletics, PTO and more.

## **PTO Meetings**

These are held four times a year to discuss upcoming events, propose & review the PTO budget and elect new officers. Please see the PTO Bulletin board for more info – in front lobby by elevator.

## **PTO Fall Festival (September)**

A favorite event for the students, this fundraiser is hosted by our school PTO and open to the entire parish and public community. It is a family-oriented event with game booths run by each grade and specialty booths (Family Fun Jars, Peg Board, cake/baked goods auction, etc.) Food is available for purchase. All parents are encouraged to volunteer with their child(ren)'s grade activity/booth. Please contact the PTO President for more information or attend a PTO meeting.

## **Grandparents' Day (October)**

This is a school-wide event that begins with an all school mass followed by a coffee & desserts reception and allows grandparents the opportunity to see student(s)' school/classroom and take students out to lunch.

## **Thanksgiving Feast (November)**

This is an all school student & staff luncheon hosted by the PTO to celebrate Thanksgiving. It takes place in the school gymnasium.

## **2<sup>nd</sup>/3<sup>rd</sup> Grade Christmas Play (December)**

A program put on by our Music teacher, Mrs Owens and the 2<sup>nd</sup> & 3<sup>rd</sup> grade classes. Parents, relatives and friends are invited to attend. The 1:30pm performance is generally for the school's student body. The second evening performance at 7:00pm is offered for those who can not attend the daytime performance.

## **PTO Mother-Son Jock Rock Night (January)**

This is an event sponsored by our school PTO. It allows moms (or aunt/grandmother etc.) and their special boy(s) to enjoy an evening of fun, food and fellowship.

## **Catholic Schools Week (January)**

This is a fun filled week to celebrate the joy and faith of our rich and rewarding mission of Catholic Schools Education. *Details are announced in the weeks leading up to Catholic Schools Week.*

## **PTO Father-Daughter Dance (February)**

This is an event sponsored by our school PTO. It allows dads (or uncles/grandfathers, etc.) and their special girl(s) to enjoy an evening of fun, food and dancing.

## **PTO Auction (April)**

This is the main PTO fundraiser for our school that includes food, entertainment, live & silent auction items (including class art projects). This is an evening for adults only (school parents, aunts, uncles, grandparents, teachers, the local community and staff) to get out and enjoy a fun evening with other adult company.

## **Athletic Banquet (May)**

This is an annual banquet to celebrate all the talents of all our sports teams and individuals.

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## Kindy 500 (May)

A special program for Kindergarten, they design a “race car” with their families. The whole school participates in a Carb Day to sign autographs and see their cars. The following day the whole school, friends & family are invited to come and watch the race.

## 5<sup>th</sup> Grade Musical (May)

A spring musical program led by our music teacher, Mrs. Owens and performed by 5<sup>th</sup> grade classes. Parents, relatives and friends are invited to come. The 1:30pm performance is generally for the school’s student body. The second evening performance at 7:00 pm is offered for those who cannot attend the daytime performance.

## SPECIAL CLASS EVENTS & FIELDTRIPS

- Kindergarten - Kindy 500, Indianapolis Zoo
- 1st - Appleworks in Trafalgar
- 2nd - First Communion, Play at Clowes Hall every other year, Christmas Play
- 3rd - Art Museum in Indianapolis, Christmas Play, CYO Day Retreat
- 4th – Simmons School, JA Biztown, CYO Day Retreat
- 5th - JA Biztown, 5<sup>th</sup> Grade Musical, CYO Day Retreat
- 6th – CYO Camp Overnight Field Trip
- 7th – Chicago Trip
- 8th – Washington DC, 8<sup>th</sup> Grade Retreat

## EXTRACURRICULAR ACTIVITIES OFFERED

- |                     |   |                               |
|---------------------|---|-------------------------------|
| Boys & Girls Scouts | Church Band                                     | Geography Bee                 |
| Solar Car Team      | School Band (4 <sup>th</sup> -8 <sup>th</sup> ) | Climate Restoration Team      |
| Spell Bowl          | Math Bowl                                       | Middle School Student Council |
| Mass Servers        | Children’s Choir                                | Horticultural Club            |

## ATHLETICS

- |  |  |
|--|--|
| Girls & Boys Basketball – 4 <sup>th</sup> -8th grades        | Girls Volleyball – 5th-8th grades                      |
| Girls Cheerleading – 5 <sup>th</sup> -8 <sup>th</sup> grades | Co-Ed Soccer – 6 <sup>th</sup> -8 <sup>th</sup> grades |
| Co-Ed Golf – 6 <sup>th</sup> -8 <sup>th</sup> grades         | Girls on the Run & Trailblazers Running Programs       |

St Bartholomew has a partnership with Northside Middle School in the following sports: Football, Cross Country, Track & Field, Wrestling & Tennis

Please visit our Athletic Page for more information, game times and practice times:

<http://www.stbirish.net/athletics/>

## HOW TO VOLUNTEER

Every adult that wishes to volunteer at school (or with children in any capacity within the Archdiocese of Indianapolis) must complete the new online program called ‘*Safe & Sacred.*’ This program can be found on the website of the Archdiocese of Indianapolis or a link is provided on our school website. It is an online program

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that last about 45 mins. It includes a video with a Q&A response section at the end of the session. This program is required for the safety and care of our children.

Safe & Sacred web link: <https://safeandsacred-archindy.org/login/index.php>

## **VOLUNTEER OPPORTUNITIES:**

PTO Program & PTO events  
Class room helpers  
Room parent(s)  
Special School events

New Family Mentoring Program  
Christmas Luncheon for Teachers  
Thanksgiving Feast  
Catholic Schools Week Events

Lunch Duty  
Children's Choir  
Grant Writing  
Many, many more!

## **SIGN IN/SIGN OUT PROCEDURES (DOCTOR APPTS, VOLUNTEERING)**

All visitors must enter thru the Main Door. There is a large sign at this entrance with instructions on how to get buzzed in the door.

Please stop at the front desk of the school's main office (inside front doors and turn right to go up the stairs) to sign your child(ren) out/in of school for any appointments and also for visitors (i.e. dropping off lunches, forgotten homework, etc.) and volunteers. We ask that you NOT go to your child(ren)'s classroom directly.

If you are a visitor or a volunteer, you will be issued a name tag at the office that you must wear in the school.

## **VISITOR PARKING**

Visitors, volunteers, parishioners and parents are welcome to visit our school. For the safety of our students, we ask that you park in the church parking lot or behind the Kindergarten building.

## **FACTS Program**

FACTS is the program that will handle all payments to the school - Hot lunch, Milk money, Field Trip money, Band Fees, and Tuition. Please DO NOT send any money for these things in to the school office by personal checks and cash.

"LUNCH" account on FACTS:

hot lunch  
milk money

"SPECIAL" account on FACTS:

Band  
Tutoring / lessons

"FIELD TRIPS/SUPPLY FEES" account on FACTS:

field trips  
novels/supplies purchased for students by the school

FACTS help line: 866-441-4637 ---- Monday - Thursday 7:30 am - 7:00 pm, Friday 7:30 am - 5:00 pm

## **LUNCH MENU**

Hot lunch menus are posted on the school website month by month: <http://www.stbirish.net/lunch-menu/>

We are a provider of Free & Reduced Price lunches. Please contact the school office for an application form.

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## Lunch Menu Options:

Hot Lunch Daily (includes Milk)

Salad on Tuesday & Thursday

Box Lunches on Monday, Wednesday & Friday - (Alternates between ham & turkey sandwiches)

Peanut Butter-only Sandwich – any day (comes with Hot Lunch sides)

Peanut Butter & Jelly Sandwich – any day (comes with Hot Lunch sides)

## SCRIP – FUNDRAISING PROGRAM

This is a school-wide year round fundraising program that allows student families to raise money for class trips, individual tuition reduction and school programs. SCRIP is gift cards you purchase at face value and there are no extra fees that you incur. You are able to spend the gift card at the full value you paid at purchase. The vendor donates a % of the card you purchased to the school for your benefit. You can decide if you want the money credited to your tuition account, your class trip account or donate it back to the school. You can also split the money raised between these accounts. For example, if you shop at Target you can get a gift card for \$50 and Target donates 2.5% of that \$50 to you/St. Bartholomew! **Please contact Stephanie Rice at 812-603-1082 if you have any questions or would like to order Scrip gift cards. Email: [Stbscrip@yahoo.com](mailto:Stbscrip@yahoo.com)**

## SCHOOL NURSE

Our school nurse, Theresa Hotek is available every day Monday - Friday. If you have any questions regarding your student(s) medical records, medications, medical needs or health please feel free to contact her via email [nurse@stbirish.net](mailto:nurse@stbirish.net) or by calling the school office 812-379-9353 ext 224.

## SCHOOL COUNSELOR

Our school counselor, Jill Mulligan, is available all day Tuesdays, Wednesdays, Thursdays & Fridays. Ms Mulligan is also in charge of our Olweus anti-bullying program. If you have any questions or would like to have your child see the counselor please feel free to contact her via email [counselor@stbirish.net](mailto:counselor@stbirish.net) or by calling the school office 812-379-9353. Parent referral forms & more information on the school website: <http://www.stbirish.net/mrs-mulligan/>

## OLWEUS BULLYING PREVENTION PROGRAM

The Olweus Bullying Prevention Program (OBPP) is the most researched and best-known bullying prevention program available today. With over thirty-five years of research and successful implementation all over the world, OBPP is a whole-school program that has been proven to prevent or reduce bullying throughout a school setting. It is designed for students in elementary, middle, and junior high schools (students ages 5 - 15 years old). All students participate in most aspects of the program, while students identified as bullying others, or as targets of bullying, receive additional individualized interventions. Olweus is designed to improve peer relations and make schools safer, more positive places for students to learn and develop.

## AFTER SCHOOL CARE

Children Inc is available to St Bartholomew students K-6<sup>th</sup> grade. Please contact them directly for more information: <http://www.children-inc.com/programs/>