



St. Barnabas

CATHOLIC SCHOOL

An Independence Mission School

**Family & Student
Handbook
St. Barnabas School
6334 Buist Avenue
Philadelphia, PA 19142**

Table of Contents

Contents

Mission, Vision and History	3
Faculty/Staff Contact List	5
Academic Policies	7
School PRAISE Program	11
School Rules, Regulations, and Disciplinary Process	12
Additional School Policies	18
Arrival/Attendance Policy	18
Universal Breakfast and Lunch Program	19
Custody Documents	20
Transportation	20
Snow Days and Early Dismissals	20
Dress Code	21
Emergency Procedures	23
Student Health	24
Health Requirements & Screenings	24
Health/Student Illness	24
OST (Out of School Time)	27
Volunteers	27
Personal Device and Technology Policy	28
Student Access Contract	32
Agreement and Commitment to Partnership	33

***This handbook contains certain policies and procedures of St. Barnabas School. St. Barnabas School may change any policy or procedure and apply them as circumstances dictate. All students, parents and guardians must accept and abide by these policies and procedures in order for the student to attend St. Barnabas School.**

Updated: 1/10/2020 (New Student Probation section included); 1/6/2020 (Updates to Staff roster); 10/18/2019 (Minor changes to uniform policy)

Mission, Vision and History

Mission Statement

As ministers of the Word, our mission is to teach Christ Jesus as our way of life. We are committed to teaching the doctrine of the Catholic Church and to forming Christians who give witness to the Gospel message by their word and action. As Christian educators, we proclaim Christ as our model and source of all wisdom and knowledge. We strive as a community of faith to be aware of and open to all people as well as to the concerns of society and the world. All those involved in a Catholic School – parents, pastor, teachers, administrators and students must earnestly desire to make it a community of Faith which is indeed loving, conscious and active. Through our religious and academic offerings, we strive to prepare the student to develop an enlightened and informed conscience which will choose a way of life consistent with the principles of Christianity. We recognize the parents as primary educators of their children in the teaching of both Christian and human values. The objective of achieving educational excellence imparted to our youth is the responsibility of parents, as well as faculty. The faculty of Saint Barnabas School shares in this sacred privilege with the parents and will assist them by providing training in:

- **Respect for God, self and neighbor**
- **Respect for the rights of others**
- **Respect for all authority**
- **The development of social values**
- **The formation of a right and just conscience**
- **Self-discipline**
- **The development of the intellect**
- **The basic skills of cognition and expression**

Independence Mission Schools' Vision

Independence Mission Schools are a network of world-class Catholic schools providing a life-changing education to diverse communities in the Philadelphia area. Our children leave our care having been formed spiritually, intellectually, and emotionally through our Catholic culture, and prepared academically through daily exposure to rich content, challenging problems, and student-centered instruction. We know that they are on track to make their own choices in pursuit of college and career opportunities when they leave us because they are on-grade level academically and enrolled in a high-quality high school.

The History of St. Barnabas Catholic School

All Philadelphia land west of the Schuylkill River was farmland and useless swamp in 1865. At that time, Saint Clement Parish was established to minister to the needs of the people who lived in that area. By 1890, the parish grew and a school was added. Southwest Philadelphia thrived and the swamps were filled with row houses. As the remote districts of the parish became more populated with Catholics, small chapels were built. As needed, these chapels became independent parishes. In 1919, one such chapel became St. Barnabas Church. A parish school was added in 1927. Throughout their histories, both parishes have been guided by Diocesan priests. The schools were staffed by the Sisters, Servants of the Immaculate Heart of Mary and lay teachers.

As industry grew and area people prospered, parishioners moved from their small city homes to the more spacious suburbs. Attendance at churches and schools dropped rapidly. Surrounding schools were closed and the two remaining schools, Saint Clement and Saint Barnabas, absorbed all students who still desired education in a Catholic school.

In June of 2004, Saint Clement Church and School closed as did Saint Barnabas School. An area school was established in the former Saint Barnabas School Building. The merged schools were renamed as one, and called Mary, Mother of Peace Area Catholic School. In July, 2014, St. Barnabas reclaimed the name "Saint Barnabas" as it joined the community of Independence Mission Schools (IMS). IMS represents a new and dynamic model for sustainable education, using the best practices in education and business to deliver a high-quality, cost-effective Catholic education to children and families of all faiths in underserved urban neighborhoods, through a new model of governance, funding, and accountability for the member schools.

Faculty/Staff Contact List

Principal	Mr. Tom Whittle	twhittle@stbarnabasphila.org
Assistant Principal	Ms. Van Robinson	vrobinson@stbarnabasphila.org
Pre-K	Mrs. Susan Kinee	skinee@stbarnabasphila.org
Lower School Aide	Ms. Dawn McCann	dmcann@stbarnabasphila.org
KA	Ms. Sarah Riley	sriley@stbarnabasphila.org
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2B	Ms. Samantha Geigert	sgeigert@stbarnabasphila.org
3	Ms. Alaina Titus	atitus@stbarnabasphila.org
Teaching Assistant	Ms. Natasha Reid	nreid@stbarnabasphila.org
4	Ms. Loredana Modafferi	lmodafferi@stbarnabasphila.org
5 th & 6 th Math & Science	Ms. Jeanne Dugan	jdugan@stbarnabasphila.org
5 th & 6 th ELA & Social Studies	Ms. Margaret Miller	mmiller@stbarnabasphila.org
7 th & 8 th ELA & Social Studies	Mr. Bob Wiseley	rwiseley@stbarnabasphila.org
7 th & 8 th Math & Science	Ms. Katherine Coleby	kcoleby@stbarnabasphila.org
Art	Mr. Steven Spencer	sspencer@stthomasphila.org
Music	Mr. Richard Galster	rgalster@stbarnabasphila.org
PE	Mr. Moises Coronado	mcoronado@stbarnabasphila.org
Computer	Mr. Emanuel Darby	edarby@stbarnabasphila.org
Librarian	Mrs. Anne Grubb	agrubb@stbarnabasphila.org
School Secretary	Mrs. Bernadette McLaughlin	bmclaughlin@stbarnabasphila.org
Enrollment & Tuition Manager	Ms. Yolanda Haynes	yhaynes@independencemissionschools.org
NDS Breakfast and Lunch Manager	Mrs. Diane Razzano	
NDS Aide	Ms. Nicole Keys	
Maintenance Team	Mr. Richard Holley	
Maintenance Team	Mr. Jhymy Papillon	
School Psychologist	Ms. Jacqueline Oluoch	
School Nurse	Mr. Michael Corbit	mcorbit@philasd.org
Counselor	Mr. Kevin O'Brien	Kevin_OBrien@elwyn.org

Speech Language Pathologist	Mr. John Voelker	John_Voelker@elwyn.org
OST Catholic Social Services After Care Program	Ms. Jackie Ritter	jaritter@chs-adphila.org
Catapult ELL Support	Mrs. Melissa Hunter	Melissa.hunter@catapultlearning.com
Catapult Family Involvement Counselor	Ms. Imani Spotwood	Marjorie.spotwood@catapultlearning.com
Catapult Reading Support	Mrs. Brooklyn Tryon	Brooklyn.tryon@catapultlearning.com

Academic Policies

It is our goal for teachers and families to work hand-in-hand to ensure academic success for each student. Students must be held accountable for all work and study time; parents must monitor and support each student; teachers and faculty must communicate effectively with families to report on progress. We are a team.

Team Responsibilities

STUDENT	FAMILY	SCHOOL
<ul style="list-style-type: none"> • will complete all academic work and course of study to best of ability • will participate in class actively • will complete homework and projects on time and to best of ability 	<ul style="list-style-type: none"> • will check, monitor, and support homework and general course of study • will provide a quiet place for homework and study • sign and return correspondence promptly • communicate frequently with teacher to discuss progress of student and support of student • monitor ClassDojo daily 	<ul style="list-style-type: none"> • will frequently communicate celebrations of success and/or challenges facing a student • present ideas to support the student academically • will notify parents when negative trends occur

Homework

- refers to an assignment made by a teacher that will reinforce a concept presented in class
- includes both written and study assignments
- should be attempted by the student independently
- does not preclude parental help or interest
- should not require undue parental assistance or supervision

The following time per night is suggested for homework; this includes both written and study assignments:

Pre-K and Kindergarten	>20 minutes of reading with a family member
Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 - 8	90 minutes

Please help provide your child with a **quiet place** with no distractions to complete homework. Ample time should be allowed for the completion of out-of-class research assignments or projects.

In the event of absence or suspension, all homework and missed assignments are to be made up. Please contact the office for details on a situational basis.

Computer generated assignments should be completed and printed at home.

Grades and Assessments

All student work is assessed. Teachers will weigh different assessments of the student in different ways. This varies from teacher to teacher. Please consult your child's teacher if you have any questions.

We are your partner in your child's education. We will communicate progress and ideas to prevent failure as the year goes on. However, a student who does not fulfill his/her academic responsibilities in an academic trimester (grade resulting in a failure) may risk retention or be required to attend summer school at the discretion of the administration.

PreK and Kindergarten

Our students are evaluated in the following areas:

- Social/Emotional Development
- Work Habits
- Motor Skills
- Language Arts/Reading Readiness
- Math/Science Readiness
- Conduct

Grades 1 through 3

O	Consistently produces work of high quality and applies learned skill
VG	Regularly produces work of high quality and applies learned skill
G	Frequently produces quality work and applies learned skill
S	Produces work of satisfactory quality and usually applies learned skill
I	Produces work of inconsistent quality and needs frequent re-teaching
U	Produces work of unsatisfactory quality

4	Exceeding expectations for grade level
3	Meeting expectations
2	Not consistently meeting expectations
1	Unsatisfactory progress

Grades 4 through 8

Grades are determined by an average of tests, class work, homework, class participation, independent projects and variety of other assessments and presented in a numerical scale (0-100). A grade less than 70 is considered failing. Personal and social growth, as well as effort and study skills, and specials classes are also evaluated using a numerical rating (1-4, see above).

Progress Reports & Conferences

- Distributed halfway through the trimester (October, February, and April)
- Used to make parents/guardians aware of a child's progress
- Allows a student to course correct if grades are unsatisfactory
- Conferences available for all parents
- Must be signed by parents/guardian and returned it to the teacher
- Progress reports may be withheld by the office if there is an outstanding tuition balance

Report Cards

- Distributed at the end of each trimester (December, March, and June)
- Parents/guardians with a major concern regarding student progress should contact the teacher for a conference; teachers may request conferences if there any concerns (academically or socially)
- Based on
 - quizzes, listening, oral and written reports and projects, independent classroom work, active participation in classroom lessons and activities.
- Report cards may be withheld by the office if there is an outstanding tuition balance

Parent-Teacher Conferences

- all parents/guardians are expected to pick up the first trimester progress report card.
- teachers are available throughout the year for conferences with an appointment.
- parents/guardians should call the school write a note, email or message via ClassDojo to request a conference with a teacher.
- parents/guardians are invited to contact teachers at any time with a question or concern through email, written note, phone call or ClassDojo. Please allow 24 hours for a response. All email addresses are available on our website.

Student Supports

There are a variety of student supports available, including:

- Full-time reading teacher, for extra support, for grades K-8
- Part-time Speech Therapist for grades K-4
- Part-time counselor for grades K-8
- Part-time school psychologist for grades K-8
- Part-time Family Involvement Counselor for grades K-8
- Full-time ESL (English as a second language) teacher for grades K-8
- After School OST Program (Catholic Social Services) for grades K-5 (limited registration)

Standardized Testing

- Terra Nova Test is administered each year to students in Grades 3 through 7.
 - Results are communicated to parents and are utilized by the school for curriculum planning
- Students will be tested three times per year using the MAP Growth Assessment, which is an adaptive computer test used to measure academic growth as the year goes on.
 - Results are communicated following each testing period.

Please join us in challenging your child to do their very best on these tests, so the data accurately reflects their understanding and skills.

School PRAISE Program

What is the PRAISE Program? The PRAISE Program is meant to encourage and support positive behavior in students.

What does PRAISE stand for?

Pace

Respect

Accountability

Integrity

Service

Excellence

Each month our school focuses on an attribute of PRAISE. Teachers consider students who have showcased the attribute during the month. Each homeroom class has a student who has been elected as the **PRAISE Student of the Month** for his or her class. PRAISE students of the month are announced and rewarded with a certificate, and their picture showcased to the entire school.

Following are some reflective questions that students can ask themselves to consider if they are PRAISE-worthy:

- Pace – Am I a peace-maker or a peace-taker?
- Respect – How do I treat other people? Am I kind? Do I refrain from being impolite or rude? Do I think about the words and actions that I use with other people?
- Accountability – Do I accept responsibility for completing my classwork, assignments and homework? Do I accept responsibility for the things I say or do, even when it is hard?
- Integrity – Do I tell the truth (**ALL** the truth, not part of the truth)? Do I do the right thing, even when no one is watching?
- Service – Am I willing to help out at home, in my neighborhood or school? Do I help my church? Do I help my classmates when I notice that they need help? Do I have a generous spirit?
- Excellence – Do I try to do my best in school, at home, and in activities that I am involved in? Am I resilient and continue to put forth effort, even when things are challenging? Am I able to accept praise for something that I do? Am I able to give praise to someone else?

Please join us in challenging your child to show the attributes of PRAISE every day to build good habits and support our school community.

School Rules, Regulations, and Disciplinary Process

Our discipline code is based on the call of Jesus to respect and care for one another. The aim of the code is to foster responsible, courteous, and respectful conduct as well as to create a safe and happy atmosphere in which all can work, play, and pray in peace. Certain rules and regulations are necessary to maintain a positive and supportive environment in any community. By themselves, however, rules are not sufficient. Without an underlying spirit of cooperation, consideration, and respect for others, no community will be truly productive. Violations of these standards will result in disciplinary action.

It is our sincere hope that setting high expectations for behavior and academics, and consistently praising and rewarding that positive behavior, will drive our school culture. Yet, we must have serious consequences for serious matters. St. Barnabas School is a place of peace and learning. Disruptions to our mission and goals will not be tolerated.

The student will exemplify the St. Barnabas character values of *Peace, Respect, Accountability, Integrity, Service and Excellence* at all times.

HONESTY

- both personal and academic is essential to preservation of trust in a community and are expected at all times
- cheating, plagiarism, and dishonest interactions are unacceptable

RESPECT

- is expected at all times towards persons and things
- vandalism, theft, harassment, bullying, physical violence, destruction of property (including books and computers), are not permitted
- any form of disrespect towards persons or things will not be tolerated.

ACCOUNTABILITY

- personal and academic accountability is required
- both on and off campus, student behavior should reflect favorably upon the good name of the school (offensive public conduct violates the spirit of this rule)

Positive Behavior Incentive System

At St. Barnabas, we believe in recognizing and reward students for adhering to our school values. We will utilize the ClassDojo app to award students positive points for hard work, effort, and positive interactions. These points can earn students recognition, privilege, and rewards. Families will be able to see on a daily basis how often a student is being awarded points and we encourage you to review the report with students every night.

Disciplinary Concerns

Behavior is broken up into tiers based on the severity of behavior. There are four behavior tiers. (tier 1, tier 2, tier 3, and non-negotiable) Consequences will be given based on the tier of an infraction; possible consequences include demerits, detentions, suspensions, and expulsions. Demerits will be tracked using the ClassDojo system of negative points.

Level 1

- Students will be given one warning for specific Level 1 behavior
- If the undesired behavior continues then the teacher may use their discretion to give out demerits or loss of privileges.
- Once a demerit is given it must be recorded in ClassDojo.
- Teachers will not call home for individual Level 1 demerits
- Repeated Level 1 behaviors that result in (10 demerits) will require a teacher/parent phone call and or meeting.
- Level 1 behaviors are listed below:

Excessive talking	Minor tantrums	Distracting self or others/calling out	Teasing
Off-task/not following directions	Gum chewing	Out of seat	Lying
Rude Comments	Not completing work	Uniform violations	Sleeping in class

Level 2

- Students will not be given any warnings for Level 2 behavior
- Teachers will distribute 5 demerits for Level 2 behavior and record it in ClassDojo
- A teacher will call home after a Level 2 demerit is given.
- Continued Level 1 behaviors will be considered a Level 2
- Level 2 demerits result in an automatic Detention
- Teacher/principal/parent meeting must occur after three detentions
- Level 2 infractions are listed below:

Walking away from teachers	Minor vandalism	Cursing	Disrespectful gestures (i.e. eye roll, sticking out tongue)
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Cheating	Unauthorized cell phone use	Forgery	Talking back
Tantrum	Theft	Defiance	Provoking other students

Level 3

- Students will not be given any warnings for Tier 3 behaviors
- For a Level 3 behavior teacher will automatically refer to the student to administration
- Teachers will be required to complete an Office Discipline Referral in order to document the behavior as well as log it into ClassDojo
- Level 3 behaviors will receive at minimum detention or suspension and students will automatically receive 10 demerits
 - Consequences for these behaviors will be determined by the principal and will range from detention to suspension to expulsion depending on the behavior and the frequency in which the student has been referred to the office in the past.
- Level 3 behaviors include:

Destruction of property	Physical assault	Intimidation	Leaving school grounds
Fighting	Inappropriate use of school technology	Degrading behavior (i.e. biting, spitting)	Skipping school
Abusive language directed to school personnel	Verbal threats to other students or school personnel	Cutting class	Major vandalism

Major Violations – Non-negotiable Behaviors

- A student who participates in behavior listed below will be expelled from school:
 - leaving the school premises without supervision by a faculty member or without permission from an administrator during school hours
 - possession or consumption of alcoholic beverages or any other controlled substance (including tobacco products) while on school premises or while under the jurisdiction of the school
 - sexual harassment and/or threats
 - weapons of any kind, such as stun guns, air guns, or pocket knives
 - flammable materials, such as lighters, matches, fireworks, or explosive devices
 - tampering with fire equipment
 - assault on peer or staff member

- acting in a way that is inconsistent and inappropriate to an atmosphere of learning

Repeated or frequent violation of minor rules and expectations are disruptive to the learning environment and will not be tolerated.

Bullying Policy

We believe in providing our students with a safe environment that is free from all forms of harassment, intimidation and bullying.

Bullying is characterized by the following 3 criteria, including but not limited to:

1. It is intentional or deliberated aggressive behavior or harm doing AND
2. It is carried out repeated over time AND
3. It occurs within an interpersonal relationship where there is an imbalance of power (e.g. one (1) person is physically larger, stronger, mentally quicker or socially more powerful)

Any student who feels that he or any other student has been targeted by an action of bullying or cyber-bullying or retaliation is strongly encouraged to report the matter promptly to a member of the faculty or administration. We encourage our students to inform parents of bullying that occurs over the weekends.

Any parent or guardian who feels that a student has been targeted by an action of bullying, cyber-bullying or retaliation is strongly encouraged to report the matter promptly to a member of the faculty or administration.

Disciplinary Process

Teachers are responsible for handling infractions, including Level 1 behaviors, in the classroom. If an infraction is more serious, or are continually disruptive, the administration will become involved. Communication with families is important in dealing with, and healing, behavior challenges. The school will be in touch with families to explain what behaviors have occurred in school, if consequences have been applied, and to plan for the future in a meaningful and supportive way.

Should a student develop a pattern of behaviors that impede learning, a conference between the family and the administration will take place to move forward.

Detention (Grades 4-8)

Afterschool detention will be held after every five demerits. Families will be notified a day prior to the detention. Detention will be held Wednesdays from 3:00pm until 4:00pm. Teachers will

confirm date of the detention to be served with the parent or guardian, and pick-up for the student at 4:00pm.

Suspension

Consistent patterns of not following school rules and expectations may warrant an out of school suspension. This will be determined on a case by case basis by the administration. In-school (ISS) and out-of-school (OSS) suspensions are both potential consequences. Consistent discipline issues will be placed on probation with possible expulsion.

Probation

Students who are on disciplinary probation may be asked to leave at the discretion of the principal regardless of their demerit totals.

Expulsion

Immediate expulsion is the result for weapons, drugs/alcohol, or any other serious offense as determined by the administration.

New Student Probation

All students new to the St. Barnabas School Community enter on a probationary status to ensure each child is a good fit academically, socially, and spiritually with our school. Below are expectations we hold for all students.

Expectations

1. The student will exemplify the St. Barnabas character values of *Peace, Respect, Accountability, Integrity, Service and Excellence* at all times.
2. The student must follow the rules of the classroom and school.
3. During this time the student will be observed carefully to determine whether or not he/she is positively exhibiting effort to improve his/her attitude and actions.
4. The student must strictly adhere to the St. Barnabas discipline policy/Code of Conduct.
5. The student must not accumulate more than 10 demerits during the first trimester.
6. Regular evaluations/expectations will be in place during this probation period. If teachers and staff feel that the student is not showing signs of spiritual growth and a desire to excel in the area of self-control and proper attitude, the student will be asked to leave or may withdraw from St. Barnabas.
7. Parents and students must read the St. Barnabas School handbook to be completely aware of all school policies. Failure to do so or not understanding St. Barnabas' standards will not be a viable excuse.
8. Parents must partner with the school and attend meetings as necessary.
9. The student must complete all homework and classwork to the best of their ability by the assignment due date.
10. The student must be present and on-time on a daily basis – student must have less than 3 absences or latenesses during each trimester.

At the end of the probation period, the parent/guardians will be notified regarding the student's probation status:

1. If the student is meeting or exceeding the above expectations, the probation status will be lifted.
2. If minor concerns still exist, the administration may ask that the student remain on probation for an additional grading period, to be followed by another evaluation of his progress.
3. If substantial progress is not being made and problems continue to exist, the administration in consultation with the parents may decide that St. Barnabas cannot meet the student's academic and social needs. If this is the case, the student will be withdrawn from the school.

Additional School Policies

Arrival/Attendance Policy

Learning time is vital. Please call the Office if a student will be late or absent. If we do not receive word from the family to expect a student absent, we will call for a safety check.

Appointments should be made on days off from school or after school. If there is an emergency appointment, please send a note or call the Office.

Absences

- The school should be informed about all absences in advance, and no later than the morning of the absence (e.g. Parent/guardian calls the school to inform them that student is sick).
- Parent/Guardian should also submit an absence note, which could either be a doctor's note or a note from the parent/guardian (e.g. indicating the child was sick, attending a funeral, etc.) to the child's teacher within 3 days of returning to school.

NOTE: IMS and the school will monitor absences and lateness, and their reasons on an ongoing basis. Excessive absences/lateness, and/or absence/lateness in which the school is not informed in advance or within a reasonable time frame, and/or absences/lateness without a doctor's notes or documentation may result in a number of disciplinary actions including, but not limited to:

- Family/School meetings to discuss absences/lateness,
- Referrals to school counselors or other school support staff,
- Reporting to state agencies regarding suspicion of neglect,
- Disciplinary action up to and including expulsion

Morning Arrival

The doors will be opened at 7:40am. Breakfast will be available for all students. Late students may not be permitted to pick-up breakfast (except when the school bus arrives late). Students arriving after 8:00 will be marked late.

Dismissal

Dismissal for students in grades 1-8 is at 3:00pm on Monday, Tuesday, Wednesday and Friday. Thursday dismissal is at 2:00pm.

Pre-K and Kindergarten begin dismissing 15 minutes earlier—2:45pm on Monday, Tuesday, Wednesday and Friday; 1:45pm on Thursday.

Half-day dismissal is at 12pm (11:45am for Pre-K and Kindergarten).

Early Dismissal

Early dismissals are discouraged - we suggest families to make appointments on non-school days or after school hours. Early dismissals will be recorded in our attendance system. Early dismissals will not be granted within 30 minutes of regular dismissal time.

Late Pick-Up Policy

We understand emergencies arise, but parents are expected to pick up their children before 3:10pm. Parents who are habitually late may be asked to meet with the administration to come up with a plan for moving forward.

Universal Breakfast and Lunch Program

The school offers every student free breakfast and free lunch. All students are eligible. Monthly menus are available. Students are expected to notify their classroom teachers in the morning whether they have brought their lunch from home or need to order school lunch. Students who arrive at school after 10am need to bring their own lunch. Students may bring their own nutritious lunch, but may not bring fast food or soda. Refrigerators and microwaves are not available for food brought from home.

The office should be notified of any food allergies. **No peanut products or pork are served** at St. Barnabas. **THIS IS A NUT FREE SCHOOL.** Students who are lactose intolerant will be provided with lactose-free milk when served at breakfast or lunch. Students with other dietary requirements should bring their own lunch.

Students will be given a designated snack time during the day. Please pack a healthy snack: fruit, vegetable, granola bar, Chex Mix, Smart Popcorn or other nutritious item.

We appreciate celebrating birthdays, but sugary treats often disrupt the learning environment. Feel free to send in birthday pencils or non-food items. Please do not send cupcakes, cakes, ice cream, pizza, juice, soda, etc. We appreciate your partnership in this.

In the event of a two-hour delay, students may begin arriving at 9:40am.

No breakfast will be served.

Bathrooms

Teachers build in bathroom breaks during the day. Children are escorted and monitored during this time for safety reasons. If your child needs to use the bathroom more frequently, a doctor's note should be presented to the school nurse and the classroom teacher will be notified. Without a doctor's note the children are expected to follow the class schedule.

Students in grades Pre-K, Kindergarten, and 1st grade are asked to bring in a full change of clothes (shirt, pants, underwear) to be stored in their classrooms. These will be held in case of any accident.

Custody Documents

All custody arrangements, as they relate to school, **should be discussed with the Office**. A parent/guardian must bring a **court order** establishing parameters for interaction with the children. Notes, letters, or emails do **not** establish parental rights; only **court orders**. A copy of the court order will be kept in the Office and the child's classroom teacher will be notified.

Student Records

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled access to school records of the child. Absent a subpoena or court order, school records of the child may be disclosed only upon written consent of the parent/guardian with legal custody.

Transportation

Bus transportation is provided by the School District of Philadelphia for grades 1-6. Eligible students in grades 7 and 8 are provided with Student TransPasses for SEPTA. Please contact the office for information if your family needs transportation services.

Families should advise teachers of usual dismissal procedure (school bus, SEPTA, walking home, or pick-up). If a change is required, we ask that families call the office prior to noon to inform the school or to provide a written note to the student's teacher.

Snow Days and Early Dismissals

Snow days and early dismissals due to weather is decided by the Archdiocesan Office.

Please be mindful to check KYW1060AM radio and local TV news for snow day and early dismissal notices. The school will list any early dismissals on our website. Also, an email and text will be sent to parents and guardians regarding weather related early dismissal notices.

Please be sure that the Office has an accurate email address and cell phone number for this purpose.

Emergency School Closing

Parents are urged to make decisions about the safety of their children during inclement weather.

Dress Code

All students are required to be in proper uniform every day.

Parents/guardians are responsible for the purchase and maintenance of the uniform. If there is a problem obtaining the regulation uniform, please call the main office (215-729-3603).

All school clothing must be purchased at Flynn & O'Hara Uniform Company, located at 30 E Baltimore Ave, Clifton Heights, PA 19018. Other locations are also available – visit <https://www.flynnohara.com/>.

GENERAL REGULATIONS

Hair must be neat. No bandanas. Students may wear headbands of school colors only.

Jewelry: only post tiny stud earrings one on each lower lobe are allowed; no large hoops (larger than a quarter) or dangling earrings. A watch is permitted. No Smart watches; if worn to school, Smart watches must be turned in with cell phone collection.

Personal appearance that constitutes a distraction is not permitted. Final approval/ disapproval is at the discretion of the Principal/Assistant Principal.

PreK and Kindergarten Uniform

PreK and Kindergarten wear the gym suit daily. The gym uniform includes the following:

Navy blue sweatpants or shorts and tee shirt with logo.

Navy sweatshirt with logo.

Sneakers.

BOYS (Grades 1-8):

A white dress shirt, with long or short sleeves, properly tucked in, and a navy blue tie, with gray dress pants with a BLACK belt worn at the waist, and socks must be worn. An option to the white dress shirt and tie is the white polo shirt with the school logo. An official navy blue uniform sweater is the only type of sweater permitted. **Please put student's name in the sweater.** All black shoes must be worn; all black sneakers are also acceptable.

GIRLS:

(Grades 1-6) The official St. Barnabas plaid jumper (no more than two inches above the knee), worn with a white Peter Pan collar long or short sleeved shirt, navy blue knee socks, or blue, white or black stockings must be worn. An official navy blue uniform sweater is the only type of sweater permitted. **Please put student's name in the sweater.** All black shoes must be worn; all black sneakers are also acceptable.

(Grades 6-8) The official St. Barnabas plaid skirt of modest length (no more than two inches above the knee), a white oxford dress shirt, with long or short sleeves, properly tucked in, must be worn. White polo shirts, properly tucked in to the skirt, may replace the white oxford dress shirt. Navy blue knee socks, or blue, white or black stockings are mandatory. An official navy blue uniform sweater is the only type of sweater permitted. **Please put student's name in the sweater.** All black shoes must be worn; all black sneakers are also acceptable.

GYM UNIFORMS

Students must wear their gym uniform on the assigned day. No other types of clothes are permitted.

No earrings on gym day.

Navy blue sweatpants, sweatshirts, and t-shirts with school logo are to be worn. Navy blue shorts may be worn during warm weather, and/or under sweatpants in the cold weather. Only St. Barnabas or plain navy blue sweats are acceptable.

Sneakers are to be worn on gym day.

OUT OF UNIFORM

If at any time an exception in uniform is necessary, a note of explanation must be sent to the child's teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete.

ANY STUDENT NOT IN COMPLIANCE WITH THE DRESS CODE WILL RECEIVE A UNIFORM DEMERIT.

DRESS DOWN DAYS

Occasionally students will be given permission to dress down for a day. The dress code for those days is as follows:

- Appropriately fitting clothing;
- No short-shorts;
- No questionable slogans or slogans;
- No tank-tops or spaghetti straps;
- No low cut tops, crop tops, or midriff exposure;
- No holes or rips in clothing;
- No flip flops, clogs or platform shoes.

Emergency Procedures

State Law requires that emergency drills be held periodically throughout the school year. Students practice fire drills, shelter-in-place, and lock down drills under the guidance of school personnel.

Fire Drills – students will follow these procedures:

1. Rise in silence when the alarm sounds.
2. Walk to the assigned place briskly, in a single file line, and in silence.
3. Stand in a single file line, facing away from the building.
4. Return to the building when the signal is given.

Shelter-In-Place – students will follow these procedures:

1. Rise in silence when the message is given.
2. Walk briskly to the assigned place in a single file line.
3. Sit in assigned class area in silence.
4. Return to classroom when signal is given.

“Lock Down” Drills – students will follow these procedures:

1. Listen for the CODE
2. Stay in the room and sit on the floor away from the door.
3. All doors are locked and will remain locked until an "all clear" announcement is made.

Student Health

School Nurse

The school nurse is available one day per week (Tuesday).

- **Health Requirements & Screenings**

Proof of a health examination and immunization is mandatory for the students to be enrolled in our school in accordance with the regulation of the Pennsylvania Department of Education. The necessary form is available from the student's personal physician. If notified by the school nurse, no student will be permitted to attend classes until his/her updated health form has been turned into the school office.

- **Health/Student Illness**

Please do not send a child to school who shows signs of communicable illness. This includes flu-like symptoms, a fever, vomiting or diarrhea. A student who becomes ill at school must request permission from his/her teacher to report to the office. If the illness is serious, the parent/guardian will be contacted. No student will be released from school with anyone other than the parent, guardian, or parent-designated responsible person. Please ensure your emergency contacts in TADS are up-to-date. The responsible adult will be asked to provide identification before signing the student out at the school office.

Please remember:

- Students with a fever of 100° or higher, vomiting or diarrhea will be sent home. Students are required to remain at home until fever-free and symptom-free for 24 hours.
- Students recovering from pink eye (conjunctivitis) must be on medication for at least 24 hours before returning to school.
- Parents/guardians of students with chronic medical problems should report their illness to the administration, school nurse and the classroom teacher(s).

Medication

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day; it must be taken by the student in the presence of the school nurse, or in his/her absence, in the presence of school office personnel. Parents/guardians are required to sign the medication authorization form, which is available from the school, if the student must take medication at the school. **No medications should be placed in lunchboxes or school bags for students to self-administer.**

However, students with asthma may keep their inhalers near-by and under the direction of an adult use the inhaler. Parents are required to send a note to the teacher stating the purpose of the inhaler, how it should be used by student, and when the student should use the inhaler.

Prescriptions must be in the original bottle, with a note from the parent/guardian and physician that includes: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. For students requiring medication during the school day, a medical form must be completed by the child's physician and kept on file at school.

Medical Emergencies/Accidents/Injuries

Accidents reported on school property shall be reported immediately to the principal. A report shall be written describing the accident and follow up care. A copy of the report shall be kept on file.

Photo Release

This form is available in TADS. We must have this form on file to use your child in any photo opportunity.

School Supplies

Every student must carry books to and from school in a book bag. All books should be covered, with the exception of copybooks. Workbooks should be covered, if directed by the teacher. All covers must be clean and free of inappropriate material. Books, copybooks, and materials should be identified properly with student name and grade. Students are expected to care for the books and supplies by following class directions for their storage and use within the classroom. No writing is permitted in textbooks. All text materials provided by the school are the responsibility of the student. All lost or damaged books will be replaced at full cost by the student.

Weekly Folders

Students will receive important information (such as progress reports, event invitations, and tuition/enrollment notifications, graded tests and assignments) from the Office in their Weekly Folder. The folders are sent home every week, should be signed by a parent or guardian, and be returned to the teacher the next day. If a folder is lost, students must bring \$2.00 to Office for a new one.

Tuition

After applications are evaluated, grants and scholarships are awarded and are based on need.

Payments are due on the 15th of each month from August through May. Fees are attached to the account for late and returned payments. The office must be notified if payment will be late.

When possible, arrangements will be made when emergencies arise. Students may not receive Progress Reports, Report Cards, or attend trips if tuition is late. If an account falls two months behind, students will be suspended from attending school until the account is brought up-to-date.

Returning students will be asked to register in January. The re-registration fee of \$100 per family will be added to the TADS tuition invoice at a rate of \$25 per month from February through May.

All new students will be required to pay a \$10 application fee. New families must pay a registration fee of \$150 in order to complete the application process. 8th grade families pay a graduation fee of \$150.

OST (Out of School Time)

OST is an after school program, sponsored by Catholic Social Services, for children in grades K-5. It begins at the end of the school day and runs until 6:00pm. Activities include clubs, homework, project based learning and more. Students may not attend if not enrolled in the OST program. For more information contact the OST office at 215-474-1926 or email Miss Jackie at jritter@chs-adphila.org

Volunteers

We welcome you to volunteer and chaperone class trips!

Archdiocesan policy and state law requires all volunteers who have any possible contact with children obtain background checks.

Required Background Checks Prior to Service:

- PA State Police Criminal Record Check (<https://epatch.state.pa.us/Home.jsp>)
- PA Department of Public Welfare Child Abuse Clearance Check (<https://www.compass.state.pa.us/cwis/public/home>)
- Federal Criminal Background Check (if you have not lived in Pennsylvania for the past 10 years) (https://www.portal.state.pa.us/portal/server.pt/community/enterprise_portal_information/212)
- Safe Environment Class (if volunteering on a regular basis)

Once you have all clearances, please bring a copy to the Office. Also visit the Office if you need help getting your clearances. We thank you in advance!

Personal Device and Technology Policy

Cell Phone and Electronic Device Use

Cell phone usage and using electronic devices (iPad, Kindle, game systems, smart watches, etc.) are not permitted in the school building. Students who bring a cell phone/device and/or smart watch to school must deposit their device in the cell phone/device box upon arrival in the morning. The cell phone boxes are locked in a closet during the day and returned to the classrooms prior to dismissal.

If a student is in possession of a cell phone in the classroom or any other place in the school building during the school day, the cell phone will be taken from the student and a Level 2 demerit will be issued. A parent/guardian will be contacted to come to school to pick up the cell phone from an administrator. Students who bring these devices to school do so at their own risk. The school will not be responsible for any lost, stolen or damaged items.

School Technology

Computers are a valuable tool for education and one of this school's purposes is to encourage the proper use of computer related technology, including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy set forth below:

...to provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology.

...to encourage critical thinking and problem solving skills, which will be needed in this increasing electronic and global society.

Responsibilities of User

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. The School will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the Internet.

All users and their parent(s)/guardian(s) must sign a student access contract governing use of computer resources, which is provided by the School and set forth below. Failure to do so will result in loss of privileges to use computers or internet.

Transferring copyrighted material to or from the School without express permission of the owner may be a violation of **federal law**. The user must insure that this does not occur. Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden.

E-mail accounts through the School may be restricted and/or monitored. Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden. Use of the Internet for commercial gain or profit is not allowed from an educational site.

Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the express, prior written consent of the School. The system operator has the right to monitor all computer activity without prior notice to the user. The School may impose additional rules and restrictions at any time. Violations of these rules will be handled by the computer education coordinator and the School administration.

Student Rules

For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, school address, social security number, etc.

- Students must not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment or discrimination toward other people.
- Students must not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of another and presenting them as if they were one's own.
- Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal.

The illegal downloading of copyrighted software or other written works for use on home or School computers is prohibited. Violations of any of these rules may result in any or all of the following, at the discretion of the School:

- Loss of Internet access privileges
- Disciplinary and/or legal action by the School, law enforcement or other involved parties.

Internet Use Policy

St. Barnabas School adheres to the Archdiocese of Philadelphia's policy on internet use. A full copy of the policy can be requested from the office.

School technology is to be used to enhance student learning. Students must not access sites except for those with educational purposes while under teacher supervision.

Students should not use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual, or use obscene, rude, or threatening language.

Please encourage your student to STAY OFF of social media such as Snapchat, Facebook, Instagram, Kik, and other sites that are dangerous and may exploit your child. Federal law prohibits children younger than 13 from registering for accounts. Please check their technology to make sure you are aware of their communication. We want to keep everyone safe.

Student Access Contract

Use of the School's computer resources requires that the student and his/her parent(s)/guardian(s) sign the following Student Access Contract:

I understand that when I am using the Internet or any other computer/telecommunication device, I must adhere to all rules of courtesy, etiquette and laws regarding the copying or use of information as prescribed by either Federal, State or local laws, the Archdiocese of Philadelphia or the School. I have read the School's Acceptable Use Policy and discussed it with my parent/guardian. I understand and agree that the School may monitor my use of computer resources; including without limitation e-mail and Internet activity and that my violation of School policy is grounds for punishment.

My signature below and that of my parent(s)/guardian(s) means that I agree to follow the guidelines of this Acceptable Use Policy for Internet access and computer use.

Student Name (print): _____

Student Signature: _____ Date: _____

Parents and Guardians: You must review the School Acceptable Use Policy with your child(ren) and sign this Student Access Contract.

I hereby release St. Barnabas School, Independence Mission Schools, and the Archdiocese of Philadelphia, its personnel and all other institutions with which they may be affiliated, from any and all claims and damages of any nature arising from my child's use of or inability to use the computer resources of the School, including without limitation Internet access, including but not limited to claims that may arise from the unauthorized use of such resources to purchase products or services.

I have reviewed the Acceptable Use Policy with my Child. I will instruct my child regarding compliance with the Policy as well as any additional restrictions that I may impose.

As the parent or guardian of this student, I have read the Acceptable Use Policy. I hereby give permission for my child to use the School's computer resources and Internet access. I understand that my child has agreed not to access inappropriate material on the Internet. I also understand and agree that the School may monitor my child's use of computer resources, including without limitation e-mail and Internet activity and that violation of School policy is grounds for punishment.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

St. Barnabas Catholic School Handbook

Agreement and Commitment to Partnership

I have read the St. Barnabas School Student and Family Handbook and I wholly agree to abide by the rules and regulations set forth. I will fulfill the parent/family responsibilities expected, and encourage and support my student to abide by the student responsibilities and expectations.

A copy of this handbook is available on the school website and a paper copy is available in the school office.

Thank you for all you do, we are looking forward to a wonderful school year!

Most Sincerely,

The faculty and staff of St. Barnabas School

I verify that I have read the St. Barnabas Parent and Student Handbook located online at <http://www.stbarnabasphila.org> (paper copies available upon request).

I agree to comply, and have my student comply with all policies as stated in the handbook.

Printed Student Name _____ Grade _____

Printed Parent/Guardian Name (1) _____

Printed Parent/Guardian Name (2) _____

Student Signature _____ Grade _____ Date _____

Parent/Guardian Signature (1) _____ Date _____

Parent/Guardian Signature (2) _____ Date _____