

St. Boniface Catholic School



Policy Manual 2011—2012

Sharing our Benedictine values of Work, Prayer, and Service since 1887

WELCOME

As a new school year begins, the St. Boniface Catholic School Staff would like to welcome each student and family to our school. Your choice of St. Boniface as your school will provide an environment to nourish the educational, religious, and social growth of your child. We hope your years here will be many and blessed!

HISTORY OF SAINT BONIFACE CATHOLIC SCHOOL

The Benedictine Sisters of Saint Scholastica Convent opened Saint Boniface Catholic School in the fall of 1887. In 1891 the Olivetan Benedictine Sisters of Jonesboro took charge.

In 1903, the Benedictine Sisters of Saint Scholastica again administered the school. Today the school is administered by a certified lay principal who is assisted by certified lay teachers.

In December 1910, the original frame school building was destroyed by fire, and the present red brick building was constructed in 1911, with additions in 1955 and 1960.

At the end of the 1985-86 school term the seventh and eighth grades were dropped as a result of the establishment of Trinity Junior High, which would now serve our graduates.

A pre-kindergarten (4-year-old) program was begun in August of 1995, and a program for three-year-olds began in 2000. In the fall of 2011, an infant/toddler program was established.

PHILOSOPHY

Saint Boniface Catholic School, a community of persons gathered for the purpose of teaching and learning secular and religious matters, is dedicated to centering all phases of educational endeavor around Christ and Catholic Christian principles. This purpose is directed toward a deeper acceptance of holiness from God in affiliation with the Sacraments, the doctrines, and the structures of the Catholic Church.

We believe that education includes not only the attainment of knowledge, but also the acquisition of values and the discovery of truth. To that end, Saint Boniface Catholic School strives to create a unique setting in which instruction in religious truths and values is an integral part of the school program.

The development of the whole person of the student (spiritual, intellectual, personal, social, and physical) is the focus of Catholic education. We serve children regardless of race, color, national or ethnic origin, gender or handicap. Saint Boniface Catholic School strives to educate the students and prepare them for their place in life as adults, instilling in them the knowledge that as adults they will be called upon to serve and to be responsible for others.

The teachers, as partners with the parents, play a significant role in this educational ministry as they daily bear witness to the meaning of mature faith and Christian living through their instruction and by their example. They teach about faith and values and openness to Christ in many ways beyond formal activity.

MISSION STATEMENT

The purpose of St. Boniface School is to provide education through academic excellence, Catholic principles, and Christian values based on the Gospel of Jesus Christ. We seek to promote mastery in self-discipline, communication, and critical thinking skills whereby the whole person will become a productive member of society, using their gifts and the earth's resources wisely. We strive to provide for a life-long commitment to Christ and to the Catholic Church and its values in conjunction with a full sacramental life.

We at Saint Boniface Catholic School endeavor to make the themes of message, community, and service evident throughout our school. We are mindful of our Benedictine traditions of service to God, respect for self and others, mutual support, and the value of work. **Our mission is to teach as Jesus did.**

GOALS

The broad goals of Saint Boniface Catholic School are to teach the Gospel, to build a faith community, and to be of Christian Service. More specific goals include:

1. To impart Jesus Christ.
2. To promote mastery of basic skills of communication, decision-making, problem solving, and creative expression.
3. To challenge each student to become responsible, self-motivated, and self-disciplined in order to achieve to the highest potential possible.
4. To instill in each child a sense of self-worth and an enthusiasm for life-long learning.
5. To relate to each child personally and thereby help each one to develop his or her gifts so that he or she may grow into a mature person with a sense of responsibility.
6. To encourage students to live and act according to their Christian beliefs and values.
7. To train students to conduct their personal lives in righteousness and be witnesses for the Gospel.

OBJECTIVES

1. To work closely with the parents of Saint Boniface and to provide a quality education, the purpose of which is to lead children toward the fullness of Christian life,
2. To specifically teach students Catholic principles,
3. To offer the students of Saint Boniface Catholic School Christian values and personal experiences in Christian living through daily religious instruction, classroom curriculum, liturgical worship, sacramental life, prayer, guidance and example,
4. To instruct in skills that enable students of Saint Boniface Catholic School to actively participate in the Saint Boniface Parish community and in society,
5. To recognize, appreciate, and respect the dignity of each person attending Saint Boniface Catholic School and those outside our community,
6. To encourage Saint Boniface faculty, both religious and lay, to become committed Christians and develop professional competence.

ACCREDITATION

The Arkansas Nonpublic Schools Accrediting Association (ANSAA) accredits St. Boniface Catholic School. ANSAA is affiliated with the National Federation on Non-public Schools in Washington, D.C. Saint Boniface Catholic School also holds membership in the National Catholic Education Association (NCEA). By meeting the standards of these associations, St. Boniface Catholic School pledges itself to provide its students with the best possible learning environment.

DIOCESAN POLICIES

Diocesan policies are indicated in this manual by an *.

ADMINISTRATION

St. Boniface Catholic School is a part of the Diocese of Little Rock. The Bishop is the chief teacher and is responsible for the policies and practices of all Catholic schools within his diocese.

The pastor of St. Boniface Parish, Fr. Jon McDougal, is the head of the parish and as such is the person who enacts all school policy. The pastor, as spiritual leader of the parish, shares his vision of religious education with the principal and faculty of the school. The pastor supports and cooperates with the principal in the general administration of the school.

The principal, Dr. Karen Hollenbeck, is charged with the main task of keeping the school Catholic. The principal cooperates with the pastor in the administration of the school according to diocesan guidelines. The principal is the educational leader of the school and as such determines the needed staff and hires the same after appropriate consultation. The principal is the director of the curriculum and makes the class assignments according to the qualifications of the teacher and the needs of the school. The principal administers and is accountable for the receipts and disbursements of all internal funds such as books, fees, supplies, etc. Administrative decisions are the responsibility of the principal.

ADMINISTRATIVE RIGHT TO AMEND POLICY MANUAL

The administration of St. Boniface Catholic School retains the right to amend the policy manual for just cause, and parents will be given prompt notification if changes are made.

ADMISSIONS

*St. Boniface Catholic School will not discriminate on the basis of race, color, handicap, or national or ethnic origin in administration of their educational policies, admission policies, scholarship or financial assistance programs, athletic, or other school administered programs.

Every Catholic child has a right to religious instruction and formation in the Catholic faith. Enrollment in a Catholic school is a privilege. All students are accepted in St. Boniface Catholic School on a probationary period of one quarter.

Priority for admission is as follows:

1. Children of Saint Boniface Parishioners.
2. Children of Catholic non-parishioners.
3. Children of non-parishioners.

***Kindergarten:** "According to diocesan regulation, no child shall be admitted to the kindergarten unless he/she has attained the age of five (5) on or before September 1 of such school year" (Diocesan Handbook 2.01).

***First Grade:** "According to Diocesan regulation, no child shall be admitted to the first grade unless he/she has attained the age of six (6) on or before September 1 of such school year" (Diocesan Handbook 2.02).

The Arkansas State Law also requires all pupils entering kindergarten or first grade to present an **OFFICIAL BIRTH CERTIFICATE** from the Office of Vital Statistics. Catholics are to present a **BAPTISMAL CERTIFICATE** also.

***IMMUNIZATION CERTIFICATES** will be required for all students entering school for the first time and those who transfer from other schools. The minimum immunization requirements for entry into school, regardless of grade, are three doses of Diphtheria/Tetanus/Pertussis (**DPT**) or Diphtheria/Tetanus (**DT**), three doses of polio vaccine, two doses of Rubeola (measles) vaccine, two doses of Mumps vaccine, and two doses of Rubella (German Measles) vaccine. One dose of DTP and the polio vaccine must be given after the fourth birthday. Both measles vaccines must have been administered on or after the first birthday. One dose of Varicella (chicken pox) must have been administered on or after the first birthday. A parent/guardian or physician history of disease may be accepted in lieu of Varicella vaccine.

Pre-K students must be fully toilet-trained before entering St. Boniface Catholic School Pre-K.

The school reserves the right to dismiss pre-K students or consider their placement in our Early Childhood program after a probationary period of two weeks if they are not fully toilet trained.

St. Boniface Catholic School strives to accommodate students with special needs. However, limited financial resources make it impossible to accommodate all special needs. Special needs students will be accepted on a probationary status for three months. During that time, it will be determined if the child's needs can be reasonably met. In a situation in which the special needs require additional staffing, the administration may request that the parents pay for the cost of the additional personnel.

Parental Cooperation

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

CURRICULUM

The curriculum of St. Boniface Catholic School corresponds to its philosophy with emphasis on the personal worth of each child, and awareness that each child has the potential to become a successful person.

RELIGION PROGRAM

Christ is the center of all history and God is the source of all knowledge and wisdom. Our religion program serves a need in our time by giving direction and providing a renewal of interest and love of religion in the lives of our children.

Parental cooperation is essential to the development of the Christian child. The Vatican II document on Christian Education states the great responsibility of parents in regard to the education of their children. "Since parents have conferred life on their children, they have **a most solemn obligation to educate their offspring**. Hence, parents must be acknowledged as the **first and foremost educators** of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it devolves upon parents to create a family atmosphere so animated with love and reverence for God and men that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social virtues which every society needs" (Article 3). Teachers strive to carry out Christian education, which hopefully has had a firm foundation in the home.

In our religion program, we have the theme of **MESSAGE, COMMUNITY AND SERVICE** as set forth by the American Bishops in the documents, "**TO TEACH AS JESUS DID**" and **THE NATIONAL CATECHETICAL DIRECTORY**. Our concern of the religion program of Saint Boniface Catholic School is to present the whole message of Jesus through a strong sense of building community by giving genuine love and service to each other and the larger community. We strive to adapt the religion program to meet the needs of the students according to their ages and abilities. Besides the use of our basic text, we enrich our religion program through formal prayers, scripture, discussion, visual aids, dramatization, and multiple texts.

Each class participates in Holy Mass at least one day a week, usually on Fridays and also on special Feast Days.

Each class is involved in the preparation of weekly liturgies and seasonal para-liturgies. Opportunities for Eucharist are offered at regular times in order to help establish a closer relationship to God and to live the Gospel to the fullest. Children are also allowed the opportunity to receive the Sacrament of Reconciliation during Advent and Lent.

All children attending Saint Boniface Catholic School must participate in the Religion program since it is a vital part of our curriculum. All are required to complete the assignments given by the Religion teacher and to attend Church Services with their class or the whole student body. Cooperation among parents, teachers, and students is essential for the success of the program.

*SACRAMENTAL PREPARATION

Second grade Catholic school students receive the Sacrament of Reconciliation in the winter and the Sacrament of Eucharist in the spring. The Diocese of Little Rock requires family participation in the preparation for each of these sacraments.

A retreat for students receiving First Communion is held a few weeks prior to the reception of the Sacrament. Parents and children are required to attend.

*ELEMENTARY SCHOOL GRADUATION

Sixth grade graduation exercises will be held in a simple and dignified manner in the church. The use of rings or caps and gowns is not in keeping with the simplicity required for graduation.

TECHNOLOGY

The computer lab has 28 workstations for use by students and teachers. Each homeroom has lab time scheduled during the week. Students receive instruction on the use of the computer and various software programs. Technology is integrated throughout the school curriculum. Instruction and activities are under the direction of the technology coordinator and the classroom teacher.

Each classroom contains networked computers and other technological tools. Computers are used by teachers and students for Accelerated Reader, Math Facts in a Flash, research, projects, skill reinforcement, record keeping, etc. Computers are internet accessible. The school's website can be accessed at www.stbonifaceschool.org.

All staff members, students, and parents are required to annually sign an Acceptable Use Policy. The school administration reserves the right to monitor internet usage and emails of students, faculty, and staff.

ACCEPTABLE USE POLICY: Use of Computers and Telecommunications

Access to Electronic Mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to

students from access to the Internet, in the form of information, resources and opportunities for collaboration exceed any disadvantages. To that end, St. Boniface Catholic School has set the following standards for using on-line information sources.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. The network is provided for students to conduct research and communicate with others. Communications on the network are often public in nature. Users are expected to demonstrate the same level of ethical and courteous behavior as is required in face-to-face or written communication. Access to network services is given to students who agree to act in a responsible manner. **Parent permission is required, and access is a privilege--not a right.**
2. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas will be monitored regularly. Users should not expect that files stored on school servers will always be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, telephones, movies, radio, and other potentially offensive media.
4. **The following are not permitted:**
 - * Installing any type of software (including games)
 - * Sending, displaying or downloading offensive messages or pictures
 - * Using obscene language
 - * Harassing, insulting or threatening others
 - * Damaging of computer systems or computer networks. This includes any attempt to harm or destroy data, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
 - * Violating copyright laws
 - * Submitting documents from the Internet as one's own work
 - * Using someone else's sign-on and/or password
 - * Trespassing in someone else's folder, work or files
 - * Intentionally wasting limited resources
 - * Using the network for commercial purposes. The sending of unsolicited junk mail or chain letters is prohibited.
 - * Creating hidden directories
 - * Sending anonymous or forged messages
 - * Accessing another person's e-mail without authorization or using another's name, e-mail, or computer address to send communications
 - * Creating, propagating and/or using computer viruses
5. Violations will result in the suspension or loss of the privileges, and may also include disciplinary, legal, and/or monetary consequences.

HOMEWORK

The parent is the child's **FIRST AND MOST IMPORTANT TEACHER**. Parents and classroom teachers are joined together to assure normal healthy social-emotional growth in children. This growth and its development is best fostered and promoted in an environment where quiet and reverence for learning exists. Homework time and place should be disciplined and relaxed, not forced or unpleasant. In order to assimilate the academic skills acquired in school, it is essential that good study habits be fostered in the home.

Daily active interest by parents of children in all the grades helps to reinforce the learning that takes place in the classroom. Such interest helps the child to learn the value of good study habits and responsibility. **IT IS STRONGLY RECOMMENDED THAT PARENTS INQUIRE DAILY ABOUT HOMEWORK AND/OR SCHOOL CORRESPONDENCE.** It is strongly suggested that parents check their child/children's homework assignment book daily. Both child and parent benefit from a one-to-one relationship that is not always possible in the classroom. Friday folders are sent home each week. Work is to be examined by the parents. Then the folder is returned on Monday of each week.

It is very useful for children to utilize education facts. Scrabble helps with spelling. Children who have trouble writing or printing can benefit greatly from exercising their hands and fingers while working with clay and using scissors. Finger plays are good exercise for small hands. **IT IS ALWAYS APPROPRIATE TO READ TO CHILDREN, AND IT IS ALWAYS APPROPRIATE FOR THE CHILD TO READ FOR ENJOYMENT. It is strongly suggested that TV watching be carefully monitored and restricted in time.**

The following **MINIMUM** home study time is recommended:

Grade K--2	1/2 hour
Grade 3	3/4 hour
Grade 4--6	1 hour (includes both written and study assignments as well as reading for enjoyment)

***GRADING, PROMOTION AND RETENTION POLICIES**

The general policy of the Diocesan School System is that the child is promoted on the recommendation of the **TEACHER** and the **PRINCIPAL**. When making an evaluation of the child's academic progress, the teacher cannot ignore the social, emotional, physical and moral development of the child, and there are times when the latter factor should receive preference.

Grading scale for Saint Boniface Catholic School follows Diocesan policy as indicated:

- 93-100 = A
- 85- 92 = B
- 77- 84 = C
- 70- 76 = D
- Below 70 = F

Promotion will be based on the passing mark of seventy (70). Students may be retained if they fail to master basic skills for their grade level as set forth in the **DIOCESAN CURRICULUM GUIDE, "IN SPIRIT AND TRUTH."** Other factors to be considered when retention is anticipated are achievement test scores, daily work and grades, student's maturity, study habits and positive serious attitude toward the importance of education.

Primary students (Kindergarten through 2nd grade) have a standards-based report card. Report card skills are noted with a check and minus system. Students who have not achieved satisfactory progress as determined by the teacher and principal may be retained.

In the event a student is promoted over the advice of the teacher and principal, parents will be required to sign a statement that they realize such a promotion is contrary to the professional advice of the staff.

***PARENT/TEACHER CONFERENCES**

Scheduled parent/teacher conferences are held at the end of the first and third quarters. Parents are required to come to school at these times to meet with the teachers and to receive report cards.

Parent/teacher conferences are held at other times during the year at the request of the parent or the teacher through a meeting at the school, a telephone conference, or a home visit. If a parent wishes to contact a teacher, it is usually best to call the office to make an appointment. Phone messages will be taken in the office, but sometimes teachers will be unable to return the call on the same day. All phone calls should be returned in a timely manner. Grade level handbooks contain information about contacting your child's teacher. Good communication between home and school is highly encouraged.

Appointments with the principal may be made during or after school hours. Please call the office or send a note to request an appointment in order to ensure that the principal can be available.

DISCIPLINE

One of the assets of a Catholic education is the opportunity for students to learn the value and practice of self-discipline. The term discipline is defined as rational self-control. A disciplined person consistently reflects correct attitudes and respect for the rights of others. A disciplined person shows respect for the teachers, works quietly at his/her desk, cooperates with and respects fellow students, completes and brings assignments on time, and takes proper care of books.

Order and discipline are essential to learning. Each classroom has a posted set of rules of behavior. When order and discipline are not present, learning is difficult, if not impossible, and the rights of students, parents, and teachers are violated.

Reasons for rules should be clearly understood by adults and students. Rules are designed to uphold the purpose and mission of the school, to ensure the safety of each person, and to build an environment where learning occurs.

A student is a St. Boniface Catholic School student at all times. A student who engages in conduct that is detrimental to the reputation of the school, whether the student is inside or outside the school, may be disciplined by school officials. Behavior that violates school rules, whether it is verbal, physical, written, graphic, or electronic, may be subjected to disciplinary procedures.

Below are school rules that affect the daily living together of the school community:

1. RESPECT SELF, OTHERS, AND ALL PROPERTY.
2. CONTRIBUTE TO THE LEARNING ENVIRONMENT.
3. FOLLOW SCHOOL AND CLASSROOM PROCEDURES.
4. PRACTICE SELF-DISCIPLINE.

The following regulations from the Diocesan Handbook form the basis of our discipline policy:

1. Good classroom discipline is first and foremost the responsibility of the classroom teacher.
2. Corporal punishment is contrary to Diocesan policy and is not to be used as a means of student control.
3. Emphasis is placed on positive values rather than punishments. When violations do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, the teacher, and all who have been offended by the student's misconduct.
4. Students will be held responsible for any disorderly conduct or destruction of property. Students will pay for any damage to school or parish property.
5. Serious or continuous problems will be referred to the principal. At times, a parent may be called to pick up the child and take him/her home for the remainder of the day.
6. In serious cases, if a student's behavior does not improve through any other means, the principal will follow the procedure for suspension or expulsion as outlined in the Diocesan Handbook. Suspension is defined as the temporary exclusion of a student from a school for disciplinary reasons. Expulsion is defined as the permanent dismissal of a student from school. Suspension and/or expulsion from school will be the decision of the principal in consultation with the pastor.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

***DRUGS**

If any student brings to school or has in his/her possession on the school grounds or at any school related function, during or after school hours, any illegal drug or alcohol, he/she will be suspended and is liable for expulsion.

***PORNOGRAPHY**

If any student brings to school or has in his/her possession on the school grounds or at any school related function, during or after school hours, any pornographic material, he/she will be suspended and is liable for expulsion.

***SMOKING**

Smoking or the possession of smoking materials is not permitted on the school grounds or at any school-sponsored activities. Violation of this regulation will result in suspension and the possibility of expulsion.

***CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who vandalize school property or equipment will be required to pay for the damage done or replace the item.

***INSPECTION OF SCHOOL PROPERTY**

School authorities in the interest of maintenance, health, and safety may inspect school properties and any items brought onto campus. The location of drugs, narcotics, alcohol, weapons, poisons, and missing properties is a matter relating to health and safety and may be regarded as a reasonable purpose for inspection by school personnel.

***POSSESSION OF WEAPON**

The Catholic Schools of Arkansas have a no tolerance policy involving possession of weapons. The school's responsibility is the protection of all its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school or to a school function, or has a weapon on his/her person, the school may immediately expel the student. Parents are advised that the school will contact the appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function.

***THREAT OF VIOLENCE**

All threats of violence will be taken seriously. If the school determines that a threat of violence has been directed toward particular students or staff and that the threat is credible, the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to the appropriate authorities. Students making such threats may be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making threats of violence.

***HARASSMENT POLICY**

In acknowledging that each person is a sacred individual, it is the policy of our school to provide for its students and employees an educational environment free from harassment. Harassment based on gender, race, religion, or physical appearance will not be tolerated, nor will any type of hazing. All teachers and school staff are instructed to stop harassment when they witness it and to inform the school administration of all allegations or rumors of harassment. Harassment includes, but by no means is limited to the following:

Peer harassment is unwelcome taunting, verbal or physical abuse based on race, religion, or physical appearance that interferes with a student's education. Verbal harassment includes derogatory comments, jokes or slurs; it can include belligerent or threatening words.

Physical harassment includes unwanted physical touching, contact, assault, deliberately impeding or blocking movements and any intimidating interference with normal work or movement.

Visual harassment includes derogatory, demeaning or inflammatory posters, cartoon, written words, drawings, and gestures.

Consequences of harassment may include detention, conference with parent, written or spoken apology or other action necessary to address the issue or, in repeated cases, suspension or expulsion.

Persons who feel they are victims of harassment should report any such incident to the classroom teacher or principal.

***CHILD ABUSE REPORTING**

Every person having reason to believe that a child under the age of eighteen (18) years has had mental or physical injury or injuries inflicted upon him or her by other than accidental means, where the injury appears to have been caused as a result of abuse or neglect, shall report the matter promptly to the county SCAN (Suspected Child Abuse or Neglect) or social services office in the county wherein the suspected injury occurred. It shall be a misdemeanor for any person to knowingly and willfully fail to report any such incident promptly as provided above. For more information, see 2.16 in the Diocesan Handbook.

Any person participating in good faith and exercising due care in making a report pursuant to this act shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceedings resulting from such report. (Arkansas Code Ann. 12-12-504)

***CHILD ABUSE LIABILITY**

If any administrator, teacher, para-professional, custodian, or anyone in the employ of a Catholic school in Arkansas shall be named as the person responsible for child abuse or sexual abuse in a report to a county or state office of the Department of Human Services, he or she will be immediately suspended with pay until the investigation of the report is completed. For more information, see 2.16 in the Diocesan Handbook.

DAILY SCHOOL INFORMATION

ATTENDANCE

The official school day begins at 8:00 a.m. and continues through 3:10 p.m. This schedule allows for a thirty (30) minute lunch period, a short recess period and a thirty (30) minute religion period.

According to state law every parent/guardian or other person residing in the state of Arkansas and having the custody or charge of any child or children between the ages of five (5) through seventeen (17) (both inclusive) will send such children to a public, private, or parochial school, or home-school under such penalty for non-compliance with this section. (Arkansas Ann. 6-18-209).

Pupils are required to attend school at all times when school is in session unless prevented by illness, death in the immediate family, participation in school activities requiring absence, or because of an emergency situation. Absences, even with parental consent, for any reason other than those listed above are discouraged. When requesting a student to be dismissed from school for any planned reason, parents are to submit a **WRITTEN REQUEST IN ADVANCE** to the child's teacher and to the principal. Families are strongly discouraged from planning vacations during school times. Extended absences impede a child's academic progress.

If the child is absent, the parents should notify the school office before 9:00 a.m. A written excuse is not required if the office is notified by this time. If the office is not notified before 9:00 a.m., the school will call the parent and the absence will be considered unexcused until a parent is contacted or a note is received.

It is the responsibility of the student to ask for any makeup work incurred by an absence. Upon returning to school from an absence, a student is to ask his/her teachers for those assignments and tests that he/she needs to make up. For every day absent, a student shall have one school day to complete any missed work. For example, one day absent equals one school day to complete assignments after the student returns.

In the event of any absence due to illness, parents may pick up assignments for the day after dismissal at 3:10 p.m.

When a student has been absent from school for a total of ten days, the principal will arrange a conference with the parents in order to discuss the possible consequences of continued absences. Generally, a student who has accumulated twenty - five (25) days of absences excused or unexcused during the school year may be required to repeat the grade.

ARRIVAL AND DEPARTURE POLICY

If a student is to be dismissed during the course of a school day, the parent/guardian picking him/her up must come to the office to sign the child out. Parents should not request early dismissal except in the event of a doctor or dental appointment or illness of the student.

Since the school doors are not opened until 7:30 A.M. each day, it is important to your child's safety that he/she **does not** arrive at school before that time. Any exceptions are to be discussed with the principal. Special arrangements may be made for Before School Care at an additional charge.

Students are not allowed to leave the school grounds at recess or during lunch period unless permission is requested in advance and a parent/guardian accompanies the child.

All students shall leave the school grounds promptly after dismissal at 3:10 p.m. and go directly home, unless enrolled in after-school care. The school cannot be responsible for students brought to school before 7:30 a.m. and left on the school property after 3:25 p.m. without prior arrangements. Children will be escorted to After School Care if they have not been picked up by 3:25 p.m.

Parents should give written notice prior to their child leaving school for dental or medical appointments.

Children will only be released to authorized persons listed on their registration forms.

SPECIAL NOTES FOR THE ARRIVAL AND DEPARTURE POLICY OF PRE-SCHOOLERS

An adult is required to bring the child inside the Pre-K room and sign him/her in, listing the arrival time. Children shall not be admitted if ill.

Children must be signed out by an adult from the Pre-K room. Permission for a child to be released to anyone not authorized on the registration form must be given in writing by the child's parent/guardian.

TARDINESS

Tardiness interferes with progress in the classroom and constitutes a **disturbance for all members of the class**. It is extremely disruptive and discourteous. **It is imperative that all students be in their classroom at 8:00 a.m.** A student is considered tardy if not in the assigned area at the beginning of the school day (8:00 a.m.) If a student is tardy he/she must go to the school office and receive a tardy slip, which will be taken to the classroom teacher by the student.

Students attending a doctor/dentist appointment and presenting a **WRITTEN FORM** from the doctor/dentist upon arrival at school will be recorded tardy but excused. All other tardies will be considered unexcused unless a parent comes into the office to explain an extenuating circumstance.

Tardiness is rarely the fault of the elementary age student; it is a parental responsibility. Frequent tardiness is an indication of neglect and can be dealt with as such. A "Family in Need of Services" petition may be filed with the Juvenile Probation Department when any family exceeds 25 unexcused tardies in a school year.

HEALTH

SERVICES

Vision and hearing screenings are provided annually for students in certain grades. Parents or teachers may request screening for any student in any grade. The parent will be notified if the results indicate that additional tests are needed.

Scoliosis screenings are conducted for all sixth grade girls. Referrals will be made if cause is found using Arkansas health guidelines.

FIRST AID/DISPENSING OF MEDICATION

Minor accidents are taken care of at school. Each family **must** have an emergency sheet completely filled out and filed in the school office. **If new information or a change of procedure is needed during a school year, the parents are responsible for getting this to the office as soon as possible.** These items must include **NEW ALLERGIES OR A CHANGE OF PHONE NUMBER, EMAIL, OR ADDRESS.**

No medication of any kind will be dispensed at school without a written permission from a parent/guardian. Medication from home shall be accompanied by written instructions from the parent/guardian, and is left in the Principal's office. Please include time(s) and dosage to be administered. **If written instructions do not accompany medicine, no medication can be given.** Instructions **MAY NOT** be given by telephone. (See form at back of handbook.)

Liquid medicine should be accompanied by a measuring spoon or cap. Pills or tablets that need to be "halved" should be split at home before bringing to school. Products containing aspirin cannot be given to the children. Prescription drugs should be in original containers. The only persons authorized to dispense medication will be our secretary, principal, or a Registered Nurse or an LPN who is supervised by an R.N.

***ACCIDENT OR ILLNESS AT SCHOOL**

The school nurse, teachers, office staff, or the principal will take care of minor accidents at school. If the accident indicates the need for medical care, the parent will be contacted and asked to take the child to the family physician. If the parent cannot be contacted, and the injury indicates the need for immediate medical care, the child will be taken to the emergency room of the hospital indicated on the Emergency Medical Care Information Sheet. Serious illness will be treated in the same way.

The dispensing of acetaminophen, ibuprofen, or stomach-acid reducing medicine is not allowed except by permission of the parent. If a child needs medication at school, it must be brought to the office in the original container** with a signed note from the parent stating the name of the medication, amount to be given, and times to administer. Medication administration forms are available in the school office and in the back of this manual.

**Pharmacies will give an additional labeled bottle for use at school upon request.

If a student becomes sick at school, a parent or other designated adult will be contacted to take the child home. No student will be permitted to go home alone.

Students with a temperature of 100.0 degrees Fahrenheit or higher will be sent home. Students are to be kept home until fever free, without the aid of medication, for a 24 hour period.

***COMMUNICABLE DISEASES**

Any student having or suspected of having a communicable disease as defined in the Arkansas Department of Health Rules and Regulations pertaining to communicable diseases, will be excluded from school for the period of time designated in these same policies.

All children with infectious illnesses or conditions, such as pink eye, strep throat, head lice, etc., are required to be kept out of school until antibiotics or remedies have been administered for a 24 hour period.

All children with viral illnesses, vomiting, fever, etc., are required to be kept out of school for a 24 hour period after symptoms have ceased. Children who become ill at school are allowed to return to school 24 hours after the dismissal time.

***Acquired Immune Deficiency Syndrome**

Decisions regarding the type of educational setting for the child who is infected with AIDS (HIV) virus will be based upon the behavior, neurological development, and physical condition of the child. The principal will decide the appropriate educational placement in conjunction with the pastor/administrator and the superintendent of schools, after reviewing the recommendation of the attending physician, in consultation with the public health personnel and the child's parent(s)/guardian(s). An additional aid regarding communicable diseases is the Arkansas Schools Infectious Disease Guidelines.

***STUDENT ACCIDENT INSURANCE**

The Catholic School Insurance Plan is one approved by the Diocesan Education Office and is offered on a voluntary basis. Enrollment may be done online. Please contact the school office for more information.

CRISIS PLAN

In the event of a school crisis, parents will be given information in the timeliest manner possible, and accurate information will be shared as appropriate with local news media. In the event that the building must be evacuated, students will be taken across North 19th Street to Hilary Field, across B Street to the church rectory, or to the gymnasium at Northside High School. Parents will be notified regarding pickup procedures in a crisis situation.

GENERAL INFORMATION

RIGHTS OF NON-CUSTODIAL PARENTS

St. Boniface Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents.

Parents who are separated, divorced, never married, etc. are asked to supply a court-certified copy of the custody agreement to the school office. It is the policy of St. Boniface and the School Board to afford custodial and non-custodial parents the same access to their children and the same rights and responsibilities toward their children unless the order supplied indicates otherwise.

The non-custodial parent will be given access to any and all information with regard to their students' attendance and participation in St. Boniface School.

It is also the policy of St. Boniface School to allow the non-custodial parent access to his/her child during the school day for activities, lunch, and transportation to and from school as indicated by the custodial agreement. Any other arrangement is to be provided to the school principal with either a Court Order or an agreement signed by both parents.

BOOK RENTAL AND FEES

The first tuition payment must be paid by the last school day in August. A \$100.00 non-refundable registration fee will be charged at Spring registration to insure the child a place in school, and a \$100 fee will be charged to K – 6 grade students in September for books. All hardback books shall be covered in paper or in store-bought bookcovers unless the classroom teacher indicates otherwise.

TUITION

Saint Boniface Catholic School agrees to provide educational services to a student in return for payment of tuition and adherence to school rules.

In order for a child/children to qualify for Level 1, in-parish **tuition**, the family must be members of Saint Boniface Catholic Church. A parishioner is a parent or legal guardian who is an active, supportive, registered member of Saint Boniface Church. A parishioner is characterized by regular attendance at the liturgy of the Mass. A parishioner supports Saint Boniface Church with his/her time, talent, and treasure. The parishioner's child(ren) has/have been baptized in the Catholic Church.

If a family moves from outside the city into Fort Smith, they may register in our Parish regardless of where they live in the city, and the tuition policy will be that of Parishioners. If a family belongs to another Parish in Fort Smith and is registered in that Parish, but wishes to change their membership to Saint Boniface Parish, such change will be considered on an individual basis by the Pastor and the Principal with regards to tuition.

Tuition may be paid in cash, or by check or money order. Checks and money orders should be made payable to Saint Boniface Catholic School. Tuition may also be paid by automatic draft, and this method is highly encouraged.

Tuition payments are due between the first and the fifteenth day of each month. Tuition bills are not sent home, since the tuition fee does not change. On the sixteenth (16th) day of the month the payment is considered past due and a \$25.00 late charge is automatically added to the tuition payment.

PARENT SERVICE REQUIREMENT

All school families are required to complete volunteer hours in the school during the course of the school year. Volunteer opportunities will be posted.

Families with one child are expected to complete 15 volunteer hours.

Families with two children are expected to complete 20 volunteer hours.

Families with three children are expected to complete 25 volunteer hours.

All school families are expected to work at least three (3) hours at the annual Lawn Social/Carnival.

Families who do not complete their volunteer hours will be billed at the rate of \$10 per hour on the May statement.

FUNDS AND GIFTS

All of us share an inherent responsibility for the education of our children. By your tuition payments your responsibility as parents is made visible. In addition, Saint Boniface Catholic School has set up major ways of giving. If you have a donation you would like to make to the school, please contact the principal. It is through the gifts we receive that the Lord continues to bless our school and our children.

UNIFORM POLICY

BOYS

Pants and Belt

Navy blue or khaki long or short pants. Color and style are important, not brand name. A belt is required and must be plain black, brown, or navy leather. No designer type belts are acceptable.

Shirts

Solid white shirts, either polo (recommended) or dress style, are appropriate. Solid red polo style shirts, French Toast brand only, are also appropriate. The authorized St. Boniface embroidered logo may be placed on the left side over the heart. Shirts also may be plain white or red, devoid of any emblem. White shirts are available at most stores that sell children's clothes. Red polo style shirts may be ordered through the school office with or without the embroidered logo, and are available at limited locations in Ft. Smith or online.

Hair

Boys will have a conservative style hair cut that is above the collar of the uniform shirt and above the eyebrows and ears. No long hair or fad style hair. Extreme styles will not be allowed.

GIRLS

Pants, jumpers, skirts, skorts and belts

Navy blue or khaki long or short pants, jumpers, skorts, or skirts. Brand name is not as important as color and style. St. Boniface red plaid shorts, skirts, skorts, or jumpers are also acceptable. Blue shorts or bloomers should be worn under skirts. A solid black, brown or navy leather belt must be worn with slacks, shorts, and skirts with belt loops. No fad type belts are acceptable.

Blouses

Solid white polo style shirts (recommended) or dress style, purchased from any location, are appropriate, as are red polo style, which can be purchased through the school office with or without the embroidered logo. Authorized St. Boniface embroidered logo may be placed on the left side over the heart.

Hair

Girls may wear hairstyles appropriate for their age. No extreme styles or feathers will be permitted. Hair must be such that students can concentrate on their work without hair hanging in their faces.

Makeup

No makeup, including fingernail polish, should be worn.

GENERAL

Shoes and Socks

Shoes for both boys and girls should be mainly one color. Shoes should be either a dress style or athletic style. Tennis shoes should be worn on days when students have P.E. Socks should be navy or white.

Sweaters/Sweatshirts

Uniform sweaters (either solid navy, white, or red cardigans) or SBS sweatshirts (purchased in the school office), **not coats or jackets**, are to be worn in the classrooms during school hours.

Jewelry/Watches

No jewelry is allowed, with the exception of religious medals on necklaces which may be worn under the shirts. Watches may be worn, provided they are inconspicuous and without alarms which would be disturbing to the class.

Free Dress Days

Clothing worn on free dress days should be in good taste. NO spaghetti straps, tank tops, bare midriffs, short-shorts, spandex or bicycle shorts, or t-shirts with inappropriate wording/advertising are allowed.

FIELD TRIPS

Field trips are privileges offered to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral expectations, or have missed an inordinately great number of days of school without a doctor's excuse.

A permission slip issued by the school and signed by a parent/guardian must be on file before a student is permitted to go on a field trip. Students who do not submit the proper form, which releases the school from liability, will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of written permission. However, faxed permission forms are allowable. Parents who wish to provide transportation must provide proof of insurance and fill out a form in the office. A copy of the permission slip is in

the back of this handbook.

Parents have the right to refuse to allow their child to participate in a field trip.

AWARDS

Awards for outstanding performance in Academic Subjects are presented at the end of the school year. The Presidential Academic Fitness Award is presented to 4th-- 6th graders who have demonstrated high academic performance in the classroom and on achievement tests. Other awards presented are for students who have made the greatest progress, for good attendance, for having consistently good behavior during the school term, those who exhibit Christian Virtue, and for **outstanding citizenship**. Special awards are given to graduates in the areas of our Benedictine values of Service, Prayer, and Work (Academics).

HOT LUNCH PROGRAM

Saint Boniface Catholic School participates in the National School Lunch Free and Reduced Lunch Program. Cost of lunches is \$2.50 and extra milk is fifty cents. Each family will receive an application for the free and reduced program. Please take the time to respond. This benefits the children and our School Lunch Program. In the operation of the Child Feeding Program no child will be discriminated against for any reason, including race, sex, color, national origin, age, or disability.

Lunches may be paid for in advance by the week or the month. Pre-payment is strongly encouraged. To prepay, parents should send lunch money in an envelope marked with the child's first and last name. If you pay by check, no envelope is necessary, but please put child's name at the bottom of your check. Children will turn this in to their classroom teacher each morning. If your child does not bring lunch money, you will be billed

Sack lunches may be brought to our cafeteria, and should be nutritious and filling. No soft drinks are allowed, nor is fast food or other restaurant food unless it is the student's birthday.

FLOWER AND OTHER DELIVERIES

The policy of Saint Boniface Catholic School will be **not** to accept deliveries of flowers, balloons, etc., to individual students for birthdays, holidays, etc. If a delivery is made for a student, the school office staff may request that the item be sent to the student's home address.

STUDENT BIRTHDAYS

Invitations to private parties should not come through school unless all students in the class (or all boys, or all girls) are invited. Parents may bring individual treats for the entire class for students' birthdays. Please check with the teacher **before** bringing any treats or snacks.

SCHOOL SAFETY PATROL

Sixth graders serve on the Safety Patrol. They are selected by the teachers, principal, and Safety Patrol sponsor.

The patrol is charged with the safety of the children after school. Please follow these rules for the safety of all our students:

1. Enter from "C" Street entrance when the flags are **UP**.
2. Exit the parking lot to North "C" Street when the flags are **UP**.
3. Move your car **ONLY** when the flags are **UP in a vertical position**. **DO NOT** move your car when the flags are **DOWN** in a horizontal position.
4. There should be **NO** parking next to the church by the canopy or in the first three parking places by the school side of the parking lot.
5. Children will remain under the canopy until it is their turn to go to the cars. **NO PUSHING OR RUNNING WILL BE TOLERATED**.

Warnings will be issued for running and not waiting for the flags. Students will be disciplined accordingly. Please set a good example for your children by following all patrol rules.

Patrol dismisses at 3:25 p.m. **All children remaining will be taken to after school care at the regular price at that time.**

It is each parent's responsibility to make certain that anyone picking up children understand these rules for the well-being of our students.

AFTER SCHOOL CARE

An after-school program is provided for students from 3:25 to 6:00 p.m. Monday through Friday. Children in ASC enjoy a snack and supervised play activities. These services are provided to parents and guardians and are under the direction of qualified personnel.

The fee for ASC is \$2.50 per child until 4:00 p.m. regardless of pickup time. After 4:00 p.m., each child is charged \$.60 per fifteen minute increment. There is a \$10 registration fee per student to cover snacks and supplies, payable by the end of August. As of September 1, the fee will be increased to \$20 per child.

Suspension of ASC privileges will occur for any family whose account is sixty (60) days in arrears. Parents will be required to pick up their children from school at 3:25 p.m. A late fee may be assessed on any unpaid ASC.

PARENT-TEACHER ORGANIZATION

The Saint Boniface PTO meets several times during the school year. All parents/guardians of students are members of the PTO along with the pastor, principal, and faculty.

The PTO schedules programs according to needs of the membership. It contributes teaching aids to the school by means of various activities. The Head homeroom parents volunteer through the organization which delegates to them the following responsibilities:

1. Arrange and coordinate classroom parties and field trips when requested by teacher.
2. Arrange and coordinate class Lawn Social duties.
3. Assist the teachers in coordinating any other special activities
4. Provide servers and refreshments for extra activities as follows:
 - a. Pre-K End of the Year Breakfast (Kindergarten parents)
 - b. First Reconciliation Reception (1st grade parents)
 - c. Kindergarten End of the Year Celebration (2nd grade parents)
 - d. First Communion Reception (3rd grade parents)
 - e. Breakfast with Santa (4th grade parents)
 - f. Graduation Reception (5th grade parents)
 - g. Mardi Gras Party (6th grade parents)
 - h. Chili Supper/Trunk or Treat (PreK parents)

Other volunteer opportunities will be listed in the office and on the weekly school newsletter.

***SCHOOL BOARD**

The Saint Boniface Catholic School Board acts in a consultative capacity. The Board meets from August through May. Anyone wishing to appear before the Board will need to contact the Board President at least one week before the scheduled meeting in order to be put on the agenda.

Parents who have problems and/or conflicts concerning school matters should address these **FIRST** to the **CLASSROOM TEACHER**. If no solution can be reached, the **administration** should next be contacted. If there is still no resolution, the **pastor** should be consulted. The School Board **does not** address itself to these problems, as it only acts in a consultative capacity. The board represents its constituency when it considers the patrons' views in determining tuition rates, fund raising activities, and policies. **Board members do not attempt to solve problems involving complaints, nor are complaints discussed at school board meetings. Board members have been instructed to provide names of those who have a complaint or problem to the principal. (Diocesan handbook, 5.03)**

ACCESSIBILITY OF CHILDREN BY PARENTS

For security purposes **ALL** visitors, including parents, must check in with the office upon entering the building during the school day. Common courtesy dictates that parents notify the teacher if he/she wants to visit so as not to create a disturbance or interruption in the educational program. Parents are encouraged to visit their child's classroom at a time mutually convenient and agreed upon by the teacher and parent. **In order for school to begin promptly, parents should exit the classroom by 7:55 A.M.**

USE OF STUDENT INFORMATION AND PICTURES

Each family will annually receive a school telephone directory that contains a listing of students, parents, home addresses, and telephone numbers. If you do not want your information listed in this directory, the principal must be notified in writing by the beginning of September each year.

The school reserves the right to use student pictures and videos in publications and on the school website. Students will not be identified by name unless authorized by the parent/guardian. Any parent who does not wish their child's picture or information used must notify the principal in writing prior to the beginning of September of the school year. Occasionally student pictures are included in the local newspaper or on local news. If you object to your child's inclusion, the office must be notified in writing prior to the beginning of September of the school year. There will be no compensation for use of any photograph or video at the time of publication or in the future.

ELECTRONIC DEVICES

Students are prohibited from using or displaying, accidentally or otherwise, any electronic device including cellular telephones, iPods, iPads, pagers, laser pointers, two-way radios, MP3/CD players, radios, televisions, electronic games, or any other electronic device that may interfere with the educational process of the school during school hours.

PARENTS' DUTY

It is the parents'/guardians' duty to read and study those areas of the handbook which pertain to the children and their responsibilities at school. It is recommended that parents **INSIST** on appropriate Christian behavior at school and at home in order to support teachers in their work and insure the effectiveness of the learning process for all students. **PARENTS, PLEASE HELP US BY STUDYING THIS HANDBOOK WITH YOUR CHILD(REN).**

Your signature on the "Statement of Responsibility" indicates to us that you and your child(ren) have read and do agree to this contract. We are much better equipped to help your child to grow if we have your full support and cooperation. We must have on file the "Statement of Responsibility" if you wish your child to be a student at Saint Boniface Catholic School.

St. Boniface Catholic School
Medicine Administration Authorization

I request that you give medication to my child during the school day. The medication is in the original container and the container has the child's name on it.

I will not hold the school staff responsible for any undesired reaction that may occur from the medication. I understand that a designated responsible adult or I will pick up any unused medication from the school office within one week of the last dose or the remaining medication will be discarded.

Student's Name _____ Grade _____ Teacher _____

Medication _____ Dosage _____

Time(s) to be given _____ Date(s) _____

Medication will treat (ailment) _____

Name of physician _____

Parent/Guardian signature _____ Date _____

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Student's Name _____ Grade _____ Teacher _____

Medication _____ Dosage _____

Time(s) to be given _____ Date(s) _____

Medication will treat (ailment) _____

Name of physician _____

Parent/Guardian signature _____ Date _____

St. Boniface Catholic School
Field Trip Authorization

I request my son/daughter, _____, be allowed to be a passenger in another person's car or ride a bus (as arranged by the school), for the purpose of going to and from _____ on _____ (date).

I understand all passengers in private vehicles will wear seat belts. By my signature, I agree to hold harmless of neglect any adult chaperone, any staff member, the school, parish, or diocese in case an accident occurs while on this trip.

Parent/Guardian signature _____ Date _____

St. Boniface Catholic School
Field Trip Authorization

I request my son/daughter, _____, be allowed to be a passenger in another person's car or ride a bus (as arranged by the school), for the purpose of going to and from _____ on _____ (date).

I understand all passengers in private vehicles will wear seat belts. By my signature, I agree to hold harmless of neglect any adult chaperone, any staff member, the school, parish, or diocese in case an accident occurs while on this trip.

Parent/Guardian signature _____ Date _____

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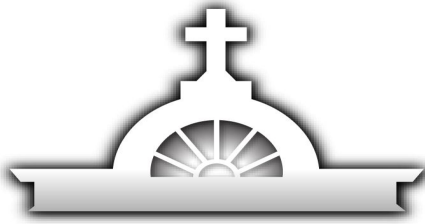
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ST. BONIFACE SCHOOL & PRE-K

Over 100 Years of Classical Catholic Education

2010 – 2011 Calendar

August 9—13	<u>First Quarter</u> (42 days)
August 16	Teacher Work Days
September 6	First Day of School
October 13	Labor Day – NO SCHOOL
	First Quarter Ends
	<u>Second Quarter</u> (43 days)
October 14	Second Quarter Begins
October 20-21	Parent Teacher Conferences
October 22	NO SCHOOL
November 24-26	Thanksgiving Holiday
December 17	End of Second Quarter, Christmas Holidays Begin
	<u>Third Quarter</u> (47 days)
January 3	Classes Resume; Third Quarter Begins
January 17	MLK, Jr. Day – NO SCHOOL
	Professional Development
February 21	Presidents' Day – NO SCHOOL
	Professional Development
March 10	End of Third Quarter
March 11	Professional Development – NO SCHOOL
	<u>Fourth Quarter</u> (47 days)
March 14	Fourth Quarter Begins
March 16-17	Parent Teacher Conferences
March 18	NO SCHOOL
March 21-25	Spring Break
March 28	Classes Resume
April 4-21	Stanford 10 Testing (1 st -6 th grades)
April 22	Good Friday – NO SCHOOL
April 25	Easter Monday – NO SCHOOL
May 27	End of Fourth Quarter; Last Day of School