

# **St. Boniface School**

## **Family/Student Handbook**

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# **Family/Student Handbook**

School Year 2020-2021

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## **MISSION STATEMENT**

Saint Boniface School is a Faith Community grounded in the Gospel message of Jesus Christ and committed to the education of all of its children.

## **PHILOSOPHY OF ST. BONIFACE SCHOOL**

St. Boniface School is committed to educating the whole student in the knowledge and skills necessary to prepare each individual for his/her place in society. Education must seek to direct the spiritual, intellectual, emotional, physical and social development of the whole child. Although St. Boniface School is concerned primarily with formal learning, it neglects none of these aspects of the student's personality and needs. Thus, to insure maximum growth in these areas, teachers and parent/guardians need to work together.

The education of a child is a growth process. Provisions are made in the curriculum through a variety of motivational and educational methods to assure that each individual is met on his/her own level and can successfully develop his/her potentialities. The educational growth of the child is assessed according to the student's own ability.

Furthermore, as a Catholic School, St. Boniface School teaches basic principles of Catholic doctrine, emphasizing the spiritual growth of the child, acknowledging each one's dependence on his/her Creator and the necessity of giving the Father love and praise. St. Boniface School endeavors to instill in its students the ability to adjust to the demands of an ever-changing society and to exercise and implement good moral decisions. This knowledge and resultant behavior will prepare the child for life.

## Part I -- Policies

### ADMISSIONS POLICY

St. Boniface School has established the following policies concerning admission to the school:

1. Students whose parents/guardians are registered members of St. Boniface or St. Leo Parishes will be given first priority to all grades, as will siblings of current students. The parents/guardians must meet with the principal to determine if their child meets the admission criteria of the Archdiocese of Cincinnati. Admission depends on the space available in the grades, and the school's ability to meet the needs of the student.
2. After reviewing records from the current/previous school, a pre-admission screening in mathematics and language arts is generally required to determine the student's placement and the school's ability to meet the child's needs.
3. To be accepted in kindergarten, students must have reached the age of 5 by September 30, as verified by a legal document. Students who become 5 between October 1 and January 1 inclusive shall be considered as underage candidates for kindergarten, and may be admitted at the discretion of the principal. Parents/guardians must schedule the underage eligibility testing through their local public school district.
4. All children receive the same consideration for admission regardless of race, color, religion, national origin or ancestry. Students will not be accepted if it has been determined that families are seeking admission to avoid desegregation.
5. New students must show evidence of immunization in accordance with the State of Ohio, and a complete health record within 14 days of registration. (Archdiocese of Cincinnati policy)
6. **All new students are on probation for the first year of enrollment.**

Registration for the school year for students currently attending St. Boniface School will be held during the month of January. Parents/guardians will receive registration information. A \$25.00 per family non-refundable Registration Fee is required at the time of registration. Registration cannot be completed until the Registration Fee has been received. Current students should be registered by February 1; otherwise, they are not guaranteed enrollment for the next school year.

Open enrollment for students not currently attending St. Boniface School will begin in February and will continue until classes are filled. Registration is on a first come-first served basis.

- Approved by the St. Boniface School Board, January 9, 2020

## ATTENDANCE POLICY

**Attending school is a state law.** In cases of habitual absence or truancy, the parent/guardians may be subject to court action. **Attendance has a significant effect on learning; students may be retained or not accepted back due to attendance issues.**

The school hours are 7:45 a.m. to 2:30 p.m. Students may enter the building at **7:15 a.m. for breakfast**, or at **7:30 a.m. to go to classrooms**. The dismissal bell rings at 2:30 p.m. Parents / guardians of children needing to arrive at school before 7:15 a.m. need to make arrangements with the school office.

Parents/guardians must **CALL THE SCHOOL OFFICE BEFORE 8:00 A.M. (541-5122)** if the children are going to be absent. The secretary will then notify each child's teacher. Even though a phone call has been made, upon returning to school, **the child must give the teacher a written note signed by the parent/guardian explaining the absence.**

Excessive absences without a doctor's note or documentation may result in retention, dismissal, or court action.

Any student arriving at school after 7:45 a.m. will need to obtain a Tardy Slip from the office before entering the classroom. **Parents/guardians should not accompany children to the classrooms.** Students who are on a late bus are tardy but excused. This record does not affect the "0-0" Award. Tardiness is recorded as part of the student's permanent record. **Habitual or excessive tardiness is detrimental to both the individual and the class, and cannot be tolerated.** Corrective action will be required.

The school cannot be responsible for work missed by students because of late entrance, illness or vacations. It is the student's or parent's responsibility to initiate makeup work from respective teachers and see that the work is completed and turned in to the teachers. **Families who call the school requesting missed homework for a child, should call by 8:00 a.m.**

If a student is to be excused from school during any part of the regular school day, **a note stating the reason and signed by the parent/guardian is required.** Please avoid doctor and dental appointments during the school hours as much as possible as this practice is detrimental to a student's progress in school. The student must meet the parent/guardian in the school office when dismissed early. If the student is gone less than 1 hour, no note is made on the report card.

No student is permitted to leave the school premises during school hours without the written consent of his/her parent/guardian. Students are picked up in the office after being signed out by an authorized adult.

Students who are habitually or excessively absent will be assigned to an absence intervention team that will work out an individualized plan to assist the student in improving attendance.

### PERFECT ATTENDANCE

Students who have not missed any class time and who have not been tardy will be awarded certificates at the end of each grading period.

## DISCIPLINE POLICY

St. Boniface's discipline code is built on respect and cooperation, both essential for learning. Our goal is to provide a learning environment in which all students can be successful. Positive behavior allows students to pay attention and to concentrate on the lessons presented. It also gives teachers the opportunity to present lessons in a variety of fun and interesting ways. When students require constant supervision and correction, neither the student or the class benefits. Therefore, respectful and cooperative behavior is necessary for the common good.

Encouragement and positive reinforcements are given to children behaving in accordance with the organizational directives. Ultimately, each student is responsible for his or her own behavioral choices.

Expectations for all students:

- a. Be on time and consistent in school attendance.  
Students should be in the classroom by 7:40 a.m.
- b. Be in proper uniform at all times.  
Comply with all elements of the Dress Code Policy.
- c. Respect teachers, staff, other students, school property and other students' property.  
Respecting others is a must at all times. Damaging property is vandalism.
- d. Follow teachers' directions.  
Defiance or refusal to comply is extremely serious.
- e. Behave properly in church.  
Church is a place of prayer. Students' conduct reflects their respect for the Lord and for others present.
- f. Use appropriate language and gestures.  
Profanity or inappropriate gestures are offensive, rude, and unacceptable.
- g. Engage in safe and appropriate activities.  
No chewing gum **anywhere in the school or on the grounds.**  
No martial arts or gymnastics activities on the playground.  
Students are not permitted to throw objects, push other students, or act in a manner that may bring harm to themselves or another individual.
- h. Be responsible for his/her own learning.  
Students are expected to behave in a manner that allows other students to learn. Behavior that distracts or disrupts the class or teacher is not acceptable.

INCIDENT REPORTS (IRs) are sent home or emailed to inform parents/guardians of infractions so that they are aware of and may assist in correcting the behavior. Incident reports can be warnings, or can carry **one or more incident points**, depending on the severity of the incident. **Parents/guardians are asked to acknowledge all incident reports by signing them.** A parent or guardian's signature simply indicates that the report has been received. It does not imply agreement or disagreement with what is written.

Conduct infractions or violations are dealt with in the following manner:

- a. Incident report sent to the parent/guardian
- b. Completing homework may be required during recess/lunch.
- c. Phone conference with the parent/guardian
- d. Loss of lunch with class, and/or loss of lunch recess. Written work may be required.
- e. Three-day Suspension. Suspension may be in- or out-of-school. Dates for suspension are at the discretion of the principal. During a suspension, the student is prohibited from

participating in all school activities, including sports. Parent/guardian will be notified by phone call and/or letter. **Parent/guardian must come to school for a conference** with the teacher and principal **before the student is re-admitted** to the classroom.

- f. Students involved in a fight occurring on school property will be sent home immediately, and may incur further disciplinary action.
- g. Dismissal – a single serious offense, or repeated offenses during a probation period can be cause for dismissal.

**POSSESSION OR SALE OF DRUGS, ALCOHOL, OR WEAPONS, HITTING OR STRIKING A TEACHER OR STAFF PERSON, SERIOUS THEFT, VIOLENT ACTION, or DEFACING SCHOOL OR PERSONAL PROPERTY MAY RESULT IN IMMEDIATE DISMISSAL.**

Students who habitually disregard school rules will have a conference with their teacher/parents/principal. If there is no positive change of behavior, the student may be dismissed from St. Boniface School.

**All “inappropriate conduct” cannot be listed in any behavioral code. The School reserves the right to take disciplinary action as needed in a particular situation, in consultation with parents/guardians. Students’ behavior outside the school day that negatively impacts the reputation of the School or school programs is unacceptable. These issues can be dealt with by school disciplinary measures.**

If it becomes apparent, in either the view of parents/guardians or the School Administration, that there are philosophical disagreements or incompatible understandings as to the discipline and/or appropriate behavior of a student, the student will need to be withdrawn from the school.

Uniform Violations can result from:

1. Not wearing white shirts with collars, and **nametag**.
2. Facial jewelry; e.g., gold teeth, piercings, and **unnaturally colored hair**
3. “Drooping” pants (not worn at the waist )

Students with serious uniform violations (e.g., jeans, non-uniform shirts) will need to change clothes or may be sent home.

Uniform and Tardy Violations:

At times, students may not be responsible for being out of uniform, or for being tardy. Parents/guardians may need to accept responsibility for these issues. Recurring out-of-uniform and/or tardy infractions will result in a conference with parents and students to resolve the problem. If a student is responsible for his/her tardiness or for being out of uniform, the student will receive incident points for the infractions. If the tardiness or uniform infractions continue, students may receive written warnings. If warnings fail to correct the action, the student may be given discipline points.

The listings above are general school rules for everyone. Individual teachers may establish rules and procedures for their own classrooms.

### Incident Points Accumulated in One Quarter

A student who accumulates 5 incident points will lose lunch recess for three days.

Accumulating 10 Points will result in losing lunch with class, and lunch recess for a week. Written work may be assigned during that time. Failure to observe the recess or detention penalty may result in a suspension.

Accumulation of 15 Points will result in a 3-day in- or out-of-school suspension. Students are required to make up class work missed during the suspension. A conference with the student and parents must be held prior to re-admission.

Any student receiving more than one suspension may need to be withdrawn. All **suspensions** accumulate over the course of the year, whether they are from 15 incident reports, a skipped detention, or administrative action for a serious offence.

Accumulation of 20 Points will result in the Teaching Team holding a meeting to discuss the student's future at St. Boniface. Conduct issues that reach this level usually result in dismissal.

Accumulation of incident points starts over each quarter.

Below is a summary of the above discipline information.

<b>Number of Accumulated Points</b>	<b>Consequence</b>
5	Loss of lunch recess for three days
10	Loss of lunch with class, and lunch recess for a week
15	3-day suspension. Re-entry requires any missed work to be completed <b>and</b> parent/guardian conference.
20	Teaching Team meeting to discuss student's future at St. Boniface School with possible dismissal

### **HARASSMENT, INTIMIDATION, & BULLYING POLICY**

It is the policy of St. Boniface School that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

**The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.**

#### **Definition of Terms :**

"Harassment, intimidation, or bullying" means either of the following: Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student;

- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

“Harassment, intimidation, or bullying” also means **electronically transmitted acts** i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once , causing the conditions above.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

**Examples** of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”).

Examples of cyber-bullying include, but are not limited to, the following:

- Posting slurs on the Internet, websites, blogs, or social media/networks;
- Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
- Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
- Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Students, parents, guardians, staff and other persons may file a written complaint of conduct they consider to be harassment, intimidation, or bullying. Students may verbally dictate their concerns to an adult who will file the complaint in their name. Students may ask to have their name held in confidence. The Principal or her designee will promptly investigate the complaint. If the complaint is verified, action will be taken to end the behavior. If the complaint cannot be verified, the situation will be monitored. In either case, the reporting party will be notified of the outcome. Allegations of criminal misconduct may be reported to law enforcement.

As in any situation involving misconduct, the school reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s), the student(s)’ perceived maturity level, the conduct at issue, the student(s)’ attitude and degree of cooperation, the student(s)’ disciplinary history, and any other

aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

Archdiocese of Cincinnati Education policy 406.05, adopted June 30, 2018

## HEALTH POLICY

St. Boniface School complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although St. Boniface complies with those minimum immunization requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction objection or by revoking a previous exception.

For the sake of other students and school personnel, parents/guardians need to **keep children home** if there is evidence of illness: sore throat, fever, nausea, rash, swollen glands, abdominal pain, watering eyes, etc.

Students who have been absent due to whooping cough, measles, mumps, diphtheria, chicken pox, scarlet fever or mononucleosis are required to have a release from their family doctor before re-admission.

The school health professional conducts routine checks in vision, hearing, dental care, and postural screening (grades 6,7,8). The school maintains a complete record file.

Before a student enters grade 7, evidence must be produced that they have received additional immunization for diphtheria, tetanus, and pertussis (Tdap) and MCV4 (meningococcal-serogroup A,C,W. and Y).

The following policy of State "School Health Services" will be observed at St. Boniface School; therefore:

The school health professional or designee may administer a school-hour dose of medication to a student at school according to the following directions:

1. The medication must be one prescribed by an M.D.
2. Parent/Guardian must provide the school with the Administration of Medication Form, signed by both the prescribing physician and the parent/guardian.
3. The parent or guardian must bring the prescribed medication to the school office with the container clearly marked by the pharmacist, giving the name of the child, dosage, directions, name of physician and prescription number.
4. The health professional or designee will administer the medication in such a way as to observe personally that the medication has been taken (swallowed or otherwise received).
5. The health professional or designee will keep the medication in a locked place.

**IMPORTANT:** Please note that this policy **prohibits the dispensing of an over-the-counter medication**, such as aspirin, Tylenol, or other non-prescription medication **without written parental/guardian permission.**

## **NON-DISCRIMINATION POLICY**

St. Boniface School admits students of any race, color, creed, sex, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, creed, sex, national and ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school administered programs.

## **PREGNANCY POLICY**

In the event that a student at St. Boniface School becomes involved in a pregnancy, decisions concerning continued attendance will be made by the Administration and the St. Boniface School Board in collaboration with the student and his/her parents or guardians. Each occurrence will be handled on an individual basis in a sensitive, Christian manner, taking into account the needs of the student, the common good and welfare of the school community. Counseling services will be available to assist in the implementation of the decision. (Archdiocese of Cincinnati)

## **PRIVACY POLICY**

Student records cannot be shared with anyone who is not the parent/guardian. Records cannot be released without the signature of parent or guardian except the records that are transferred to high schools for eighth graders. Only parents and legal guardians may request and/or obtain confidential information concerning a student. Records are not released until all obligations to the School are fulfilled. If there is any court document that supersedes the Family Education Rights and Privacy Act, P.L. 93-380, it must be presented at the time of registration or immediately when it becomes available. There is a form for parents/guardians to complete in order for the School to use photos of the students outside of the school setting.

## **PROMOTION POLICY**

St. Boniface School has a set standard of skills and knowledge for each subject that the student must achieve before being admitted to the following grade level. See the Archdiocesan Graded Courses of Study <http://www.catholiccincinnati.org/ministries-offices/catholic-schools-office/school-resources/curriculum/>

Promotion is based on student achievement, the judgment of the principal and the teachers who have been working with the student, in consultation with the parents or guardians. The teacher uses the Graded Course of Study as a standard. Standardized tests are used to further determine progress. A student who receives unsatisfactory grades as the yearly average in language arts (reading, spelling, language) may be retained in grades K, 1, 2 and 3. Parent/guardians will be notified in ample time if their child is struggling, and any assistance available in the school will be offered.

If the child appears to be immature and not ready to advance to grade K, 1, 2 or 3, the teacher and principal will also meet with the parent(s)/guardian(s) to determine the child's readiness and ability to succeed at the next level.

Third grade students who do not pass the state's Third Grade Reading Guarantee during the course of the third grade year may be placed in grade four for instruction, with the expectation that they will

continue to receive appropriate reading intervention, and will take the state and alternative reading assessments during the year in order to pass the TGRG. Students who achieve the passing score during the first semester will be promoted to grade four for the second semester. Students who do not pass the TGRG during the year they are placed in grade four will either be retained in grade four or will be placed or promoted to grade five after a full review of their progress, and consultation with all parties involved (teachers, parents, intervention support personnel).

Students in grades 4 through 8 who receive an “F” yearly average will fail the subject. A student who receives an “F” average (below 70%) in any two major subjects (language arts, mathematics, social studies, health and science) must successfully complete a summer program or be retained in the same grade. The summer program must be an approved program. Summer make-up work outside a qualified program must be approved by the principal.

A student who has failed grade 7 or 8 (except for health reasons) may not repeat the grade at St. Boniface School unless there are very special circumstances.

### **RELIGIOUS EDUCATION POLICY**

All students attending St. Boniface School are required to participate and cooperate in religion classes, religious services, and activities for their grade level.

All parents/guardians are urged to instill in their children an appreciation of spiritual values.

Liturgies are celebrated during the week. Students attend all liturgies scheduled for their classes during school hours.

There are opportunities for Catholic students to receive the Sacrament of Penance during Lent and Advent. At other times this is the personal responsibility of the students and their parents/guardians. All students will be helped to develop a personal prayer life and to actively participate in the liturgical prayer of their Church. For Catholic students, First Eucharist is generally celebrated in Grade 2, as is the Sacrament of Reconciliation. Confirmation for students in Grades 7 and 8 is celebrated according to the home parish schedule. Sacramental preparation is the responsibility of the student’s home parish.

### **RESPONSIBLE USE OF TECHNOLOGY POLICY**

#### **Catholic School Office Archdiocese of Cincinnati**

Revised: 8/6/2020 All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any Student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other schoolaffiliated adults) using a school’s technology resources, school’s Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children’s Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to

access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

\*The term student applies to any individual enrolled in the school regardless of age.

### **SCHOOL RESPONSIBILITY**

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children’s Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

### **USER RESPONSIBILITY**

The user shall access the school’s technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person’s account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

### **DISCIPLINARY ACTION**

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

### **CONSENT FOR ONLINE/REMOTE LEARNING**

As part of the Responsible Use of Technology Policy, parents/guardians further agree as follows:

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent due to COVID-19 to continue to observe, and participate in, the

class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, Parent/Guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student's immediate family. To the extent any Remote Learning videos are created and recorded, Parent/Guardian promises and agrees to permanently delete such recording following his/her child's observation of, and/or participation in, that particular class session.

Revised: 8/6/2020

### **TUITION POLICY** (effective July 1, 2020)

The tuition policy for St. Boniface School is Cost Based-Need Based Tuition Assistance. **The actual tuition cost per pupil** for the School Year 2020-2021 is **\$7,000.00**. Tuition assistance is based on the individual family's need.

St. Boniface Parish and the Archdiocese of Cincinnati have made a substantial financial commitment to families and students of the school. **NO FAMILY** pays the full per student cost to educate a child; **EVERY FAMILY** receives tuition assistance at some level.

Tuition assistance is available through:

- Catholic Education Foundation, <https://catholicbestchoice.org>
- Ohio EdChoice Scholarship Program (the state of Ohio "voucher" program) for academically or financially eligible students; <http://EdChoice.ohio.gov>

The School Administration is responsible to the Board for seeing that the tuition policy is upheld. To that end, the St. Boniface School Board establishes the following guidelines:

- 1) Students for whom the registration fee has not been paid may not begin the school year. The registration fee is nonrefundable.
- 2) At the end of each grading period, report cards may not be sent to families who are more than one month delinquent in their tuition payments unless specific arrangements have been made with the school principal.
- 3) At the end of the school year, if families are delinquent in tuition payments, Students in Grade 8 may participate in the graduation ceremony, but records will not be forwarded to high schools nor will report cards be distributed until the tuition is paid in full, or special arrangements have been made with the principal. Any other fees due must be paid in full.
- 4) Students who transfer from St. Boniface School will not receive report cards nor will their cumulative records be sent unless all tuition due is paid or some special arrangement is made with the principal. Any other fees must be paid in full. Tuition for students who withdraw during the school year will be charged for any month in which the student was enrolled more than five (5) days

In turn, student’s families have financial responsibilities that must be taken seriously. Specifically, families are expected to:

- a) Sign the tuition statement
- b) Make tuition payments on a regular basis.
- c) Notify the school immediately if financial circumstances change which prevent timely payment.

### **Tuition Cost/Assistance Information**

**The Annual Registration Fee** of \$25.00 per family, is not included as part of the Tuition Assistance. It is due at the time of registration.

**Tuition assistance** is available through:

- Catholic Education Foundation, <https://catholicbestchoice.org>
- Ohio EdChoice Scholarship Program (the state of Ohio “voucher” program) for eligible students; <http://EdChoice.ohio.gov>

**Ohio EdChoice Scholarship Program** and **EdChoice Expansion** (the state “voucher” program) is available according to their current guidelines. Once a student is accepted at St. Boniface, the family then applies for EdChoice funds through the school. **The State of Ohio makes this determination to accept or deny the application.** The maximum amount provided by these scholarships is approximately \$4,650 per student per year. Once accepted, students may renew their vouchers each year through Grade 12. Ed Choice voucher checks are sent to the school in late October and in March . Parents/Guardians will be notified when the checks have arrived. Parents/Guardians will have two week to come into the school office to sign the check. For more information:

<http://EdChoice.ohio.gov>

- Approved by the St. Boniface School Board, January 9, 2020

### **UNIFORM POLICY**

It is generally accepted by educators that the manner in which children are dressed influences both their behavior and their performance. There is a long tradition of uniform dress in Catholic Elementary Schools and its positive aspects are accepted facts. The Dress Code at St. Boniface School is an effort to maximize the advantages that can be derived in this regard, and discourage competition in dress among students.

<b>Grade</b>	<b>Item</b>	<b>Material</b>	<b>Color</b>	<b>Restrictions</b>
All Students	Slacks	Cotton/polyester corduroy, wool	Navy	Plain, no visible label, plain belts if loops
All Students	Blouses/shirts	Poly-cotton, oxford cloth, knit with collar	White	Plain, no visible label, and worn tucked in

All Students	Socks – knee-high socks, crew socks, sport socks, tights or leggings		Red, white, black or navy blue, no trim details	Entire ankle must be covered. Leggings/tights must be solid color red, white or navy blue.
All Students (Optional)	Walking shorts (April 1 to October 1)	Cotton/polyester	Navy	Plain, no visible label
All Students (Optional)	Sweaters: cardigan, v-neck, vests. School logo sweatshirt or T-shirt	100% acrylic knit	Navy blue, red, or white	Plain, no visible label
K-4 Girls	Uniform jumper (Order from Schoolbelles School Uniform)	School plaid	School plaid	May be no shorter than 3 inches above knee
4-8 Girls	Uniform skirt (Order from Schoolbelles School Uniform)	School plaid	School plaid	May be no shorter than 3 inches above knee

Schoolbelles School Uniform, 5718 Harrison Ave., Cincinnati, Ohio 45248  
(513) 921-3417 [www.Schoolbelles.com](http://www.Schoolbelles.com). Our plaid is S2496.

In the interest of safety, and of eliminating distractions and “competition” among students over clothing and personal appearances:

- Items of the uniform not bought from the Uniform Company must be comparable in both pattern and color to articles sold by Schoolbelles.
- Make-up is not permitted and **hair or extensions may not be unnaturally colored.**
- Hair extensions that distract a student’s attention to learning are discouraged.
- Jewelry must be school appropriate and non-disruptive to the normal activities of the school day. Earrings may not extend past the earlobe.
- No artificial/distracting fingernails or facial jewelry may be worn.
- Shoes are to be appropriate and safe for school activities, **completely enclosing the foot.**
- Bandanas and/or other large hair ornaments are not permitted. Simple hair bands may be worn.
- Girls may wear leggings (red, white, black or navy blue, no trim details) with the uniform jumper/skirt when extra warmth is needed.
- “St. Boniface” sweatshirt may be worn anytime. The red T-shirt may be worn on gym days.
- Shirts worn under the uniform shirts or blouses must be solid white with no collar. Only white turtlenecks may be worn.
- Long key chains may not be worn around the neck for safety reasons. Cloth key holders may be worn, if necessary.
- Boots may not be worn during the school day.

- Gym shoes and black Tae Kwon Do pants must be worn on Tuesdays and Thursdays. Red school T-shirts may also be worn on designated days.
- All students should have a backpack with no wheels.
- Out of Uniform Days: Dress must be appropriate with no holes in jeans, no tight fitting jeans, and no leggings as pants. Shoes are to be appropriate and safe for school activities, completely enclosing the foot.
- Students may be permitted to call home for replacement items in the event of a dress code violation. Subsequent dress code infractions will result in disciplinary consequences.
- **Please put students' names on all sweaters and coats.**
- Students are not to wear clothing tied around the waist and trousers/slacks are to be worn at the waist.

### **Schools Need Help in Locating Children Who May Have a Disability**

Each year St. Boniface School conducts a state-required count of all children with disabilities living in the district. If you know of a child or adolescent between the ages of birth through 21 whom you suspect may have a disability and who is not currently receiving the services, St. Boniface School wants to hear from you. Children who are attending or planning to attend any school, public or non-public, are also included in this count.

Please help to locate any children and teenagers who may need services. All information is confidential. You may contact the school or contact the child's school or church and ask them to forward the information to us at St. Boniface (541-5122), or to Cincinnati Public Schools, P.O. Box 5381, Cincinnati, Ohio 45201-5381 (363-0000).

**Child Find** is a community-wide effort. The Cincinnati Public School District acknowledges the support of the non-public schools who are participating with the district to ensure that all children are located and service is provided for them.

Unanimous approval of St. Boniface School Board, May 2006

### **WELLNESS POLICY**

#### **1. Goals for (a) nutrition education, (b) physical activity, and (c) other school-based activities that promote wellness.**

##### A. Nutrition education

- St. Boniface will implement the health objectives relating to diet, nutrition, and exercise as stated in the 2006 Archdiocesan Graded Course of Study for Science and Health.
- Nutrition guidelines and suggestions for healthy food choices, and/or other messages related to health and nutrition will be posted in or near the school cafeteria.
- St. Boniface's lunch periods will be scheduled to provide nourishment within a reasonable time frame from the start of the school day.
- Recess and/or snack breaks will be provided for students as needed to maintain energy levels.

## B. Physical Activity

- All students will participate in the school's physical education program.
- Physical education programs will implement the objectives of the 2006 Archdiocesan Graded Course of Study for Physical Education.
- All grade levels will have access to recess according to the school's schedule.
- Discipline will be administered in ways other than depriving a student of physical education class.
- Students will be encouraged to participate in school and community sports programs, and to be physically active outside of school.

## C. Other School-Based Activities

- St. Boniface encourages the use of non-food rewards for student behavior.
- St. Boniface further encourages teachers and parents/guardians to provide healthy snacks, and to minimize sugary treats for classroom celebrations. Cupcakes are a problem to distribute, and often stain clothing. **Please celebrate birthdays with cookies, brownies or other treats rather than cupcakes. Health regulations require individually wrapped treats.**
- St. Boniface will provide parent/guardian education on nutrition and the benefits of physical activity through newsletters and/or parent/guardian meetings during the course of the school year.
- Teachers will offer training in nutrition as needed, and in physical activities conducive to learning and appropriate for classrooms.

### 2. Nutrition guidelines for all foods available on school campus during the school day.

- St. Boniface's lunch program follows nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services.
- Drinking fountains and/or water coolers are available throughout the building.
- No vending machine is available on the premises for the sale of food/drink.

### 3. Guidelines for reimbursable school meals

- St. Boniface School will continue to follow the state and federal guidelines and procedures for reimbursement for school lunch and breakfast programs.

### 4. Plan for measuring implementation of the local wellness policy

- St. Boniface will annually survey students and/or parent/guardians on eating choices and behavior and physical activity outside of school.

### 5. Community involvement in the development of the plan

- St. Boniface received input from students, School Staff and Administration, as well as from food service staff, about the wellness policy. It was presented to administration and approved.

Date approved – 10/18/06. Revised – January, 2018.

## **Gender Identity Policy**

Local parish/school authorities are responsible for developing and promulgating written policies regarding the attendance of pregnant students, students who are cohabitating, married students in the school, and students who are Lesbian, Gay, Bisexual, or Transgender.

School personnel, parents, and students should be informed of the school's Catholic identity and policies that relate to gender identity and gender ideology. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. So a person's biological identity and gender identity are considered to be one and the same.

In Catholic schools, all curricular and extra-curricular activity is rooted in, and consistent with, the principles of Catholic doctrine. Catholic schools should:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the student's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips be according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
  - i. What is the specific request of the student and/or parents?
  - ii. Is the request in keeping with the teaching of the Catholic Church?
  - iii. Is the school reasonably able to accommodate the request?

(Catholic Conference of Ohio 2017)

## **COVID-19 Acknowledgement of Risks**

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. Boniface and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other St. Boniface staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at St. Boniface, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any St. Boniface School function. The same is true for parent(s) of a student at St. Boniface.

By signing this Handbook, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person St. Boniface functions is the choice of each family, including ours. If student

or parent(s) who visit St. Boniface School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to St. Boniface, attend any St. Boniface function, or visit St. Boniface. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at St. Boniface or any St. Boniface School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department.

## **Part II -- Procedures**

**ABSENCE** -- See Part I, “Attendance Policy”.

**ACCREDITATION** -- St. Boniface School is accredited by the Ohio Catholic School Accrediting Association, a division of the Ohio State Department of Education.

**ADMISSION** -- See Part I, “Admission Policy”

**APPOINTMENTS** -- We discourage appointments made for students during the School day. If an appointment cannot be avoided, families must contact the school the day before the appointment indicating the purpose and the time the student will leave. The student must be “signed out” by parent/guardian or guardian.

**ASSEMBLIES** -- Opportunities for students to attend a wide variety of assemblies are provided during the year. There is usually no cost to the students for these opportunities.

**AWARDS ASSEMBLIES** -- Assemblies are held after each grading period. Certificates and prizes/awards are distributed. Families are invited to attend this assembly.

**ATHLETICS** -- Students in grades K through 8 have the opportunity to participate in school-sponsored sports: football, basketball, and volleyball. Information will be sent home when it becomes available each year. Families are asked to support the sport fundraisers, as these benefit all the children. Students who play sports must maintain satisfactory grades and have a good conduct record.

**ATTENDANCE** -- See Part I, “Attendance Policy”.

**BAND** -- Instrumental music lessons are available weekly after school at a minimal cost to the families. Students are required to attend all combined concerts.

**BIRTHDAYS** – See Part II, “Parties”

**BOARD OF EDUCATION** -- The St. Boniface School Board of Education is the governing body for St. Boniface School. Members are both elected and appointed to the Board. Board meetings are open to School Families. The monthly Board meetings are usually the second Thursday of each month at 7:00 p.m.

**CAFETERIA** -- There is a hot lunch program for the students. The cost of the lunch is \$2.40 per meal. Students who bring their lunches may buy milk for \$.40. The school does participate in the Federal Program sponsoring free and reduced cost lunches. **All students must eat something for lunch.** Breakfast is served at no cost to all students who arrive between 7:15-7:35 a.m. There is a fresh fruit/vegetable snack served each morning.

**CAMPBELL SOUP LABELS** -- These are collected by the School to provide supplies and equipment for the students.

**CELL PHONES** -- Parents **must sign a Cell Phone Use Form to allow students to bring a cell phone to school. Cell phones must be left in the office or with the classroom teacher during the school day. The school is not responsible for phones not turned in to the office. Students found using a cell phone in school will have the phone confiscated and returned to the parent. Disciplinary action may be taken.**

**CHANGE OF ADDRESS** -- At any time during the school year that there is a change of address or phone number, please notify the school immediately.

**COLLECTIONS/FUNDRAISERS** -- No collections (or fundraisers) of any kind will occur **at School without families being notified in writing.** We hope that all the School families will be able to help in these kinds of activities throughout the year, but there is no obligation to participate.

**COMMUNICATION (SEE HOMEWORK HOTLINE)** -- Communication is both important and necessary for any well-run organization. **At St. Boniface School one of the most important tools of communication is the THURSDAY FOLDER.** The folders are provided by the school and are sent home with each student each Thursday. They contain important information for all families. After looking through all the materials, parents/guardians are to sign the card on the dated line provided and have the students return the folder to school the next school day, usually Friday. Students are responsible to return these folders.

Parents/guardians who have concerns about their children or their progress are encouraged to contact the teacher first. If it seems necessary, the parents/guardians and the teacher can then discuss the issue with the appropriate administrator. Parents/guardians need to call for an appointment to meet with school personnel. Parents/guardians are asked to recognize their child's accomplishments, as well as their concern if he/she is not coping well with classroom situations. From time to time, papers are sent home for the parents'/guardians' information. Children are alert as to how you view these papers and if you are interested enough to ask questions concerning them and other work in school. If your child is doing poor work, the teacher will contact you; however, if you recognize indications of a lack of interest or progress, please contact the teacher. Do not wait for the teacher to call you in situations that are obvious to you. When a signature is required, it means that you have seen the material, not that you necessarily agree with what is written.

**CLOSING** -- See "Weather Related Changes".

**CONFERENCES** -- See "Parent/Guardian-Teacher Conferences".

**CURRICULUM** -- Our curriculum is the Graded Course of Studies issued by the Superintendent of Schools for the Archdiocese of Cincinnati in accord with the State of Ohio recommendations for elementary schools. It includes Art, Health, Language Arts, Mathematics, Music, Physical Education, Religion, Science, Social Studies and Technology.

**DISCIPLINE** -- See Part I, "Discipline Policy".

**DISMISSAL** -- Families who pick their children up after school should **park on the playground.** See map in the Appendix. All students who have rides will be dismissed from the back doors to the parking lot. If you are going to be late in picking your child up after school, please call the School Office. **If you arrive after 2:40 p.m., your child will be waiting in the school office, so pick-up would be at the front door of school.** All students who walk will be dismissed out the front doors. Students who

ride buses are dismissed from the north side door. Adults may not remove students from any line without first contacting the office.

**DRESS CODE** -- See Part I, "Uniform Policy".

**EARLY DISMISSAL** -- A student who will be picked up before the end of the school day must be "signed out" in the Office by an authorized adult. Please contact the school office or the teacher indicating the purpose for the dismissal and the time the student will be picked up **the day before** the early dismissal is needed.

**ELECTRONIC DEVICES AND RELATED ITEMS** -- Hand-held video games, pagers, cell phones, etc. are not permitted and may not "be visible" in the school building or playground. These items will be taken if they are used during school time and returned to the parent. The school is not responsible for any items lost. The responsible party (principal, teacher, staff member) may give a student permission to use a cell phone on school property when needed. (See "Cell Phones".)

**EMERGENCIES** -- If a child must leave the building at any time, he/she must report to the office before departure. If a child is to be released to an adult during school hours, it will be done *only* if the adult is known to be a parent/guardian or member of the family or if the parent/guardian has authorized the child's release to that person. The adult must receive permission from the school office to take the child and sign him/her out. If a child is living with only one biological parent or with a guardian, a copy of the court order document regarding the rights/limitations of the non-custodial parent must be on file in the school office. Parents/guardians must be sure that there is an active, accurate phone number on file at all times.

**EMERGENCY CLOSING** -- See "Weather Related Changes".

**FIELD TRIPS** -- field trips are a privilege, not a right, but are also part of the school curriculum. Students must be able to be trusted to follow teacher directions and behave appropriately on field trips. A student's conduct may disqualify him or her from participating in field trips.

It is necessary to have **WRITTEN PERMISSION** for students to participate in class/school field trips. Forms will be sent home to be signed by the parent/guardian. If the signed form is not returned, the student may not go on the field trip. Verbal/phone permission cannot be accepted. Also, any student who does not have an Emergency Medical Authorization Form on file will not be permitted to participate. Field trips are related to the curriculum. Parents/guardians have the right to refuse permission for a field trip. In that case, the student should be kept home the day of the trip.

**FINES** -- If furniture, books or equipment are destroyed or marred deliberately or through carelessness, the student will be fined according to the expense entailed. Students/families are responsible for the cost of damaged or lost books. A replacement name tag is \$3.00.

**FUND RAISING** -- We make an effort to keep the fund raising activities of all organizations to an absolute minimum. Funds are needed, however, to provide various programs for the benefit of the students. Families are always free to participate at the level with which the family is comfortable. We support one national fundraiser each year.

**GRADUATION** -- Eighth Grade Graduation is celebrated with prayer, awards, and a reception. All families are cordially invited to celebrate with the graduates. Also see Part I, "Tuition Policy" and the Middle School Handbook.

**HOMEWORK** -- Families should expect a reasonable amount of homework each evening. Approximate homework times are given below. Some students may require more time to complete homework assignments. If a student repeatedly comes home without homework, or if the student seems to be spending an excessive amount of time on homework, please contact the teacher.

Grade K-1: 20 minutes	Grades 4-5-6: 45 minutes
Grades 2-3: 30 minutes	Grades 7-8: 1 hour

Homework assignments are to be completed and turned in on time. All homework is to be done neatly. If a child will be absent, please request homework by 8:00 a.m. on that day. If another student will be picking up homework, please call by 7:45 a.m. so that the absent student's teacher can be notified. Students are responsible for finishing assignments and make-up work in a timely way. If this becomes a problem, parents/guardians will be notified.

### **HONORS ASSEMBLY**

Honors Assembly is held at the end of each quarter. Families are invited. Honors are determined by administrator, teachers and teaching teams. Students who may not qualify for honors will be recognized for their effort. Kindergarten and Grade 1 students are recognized for effort.

Honors, Grades 2-3	Honors - Good Effort -	O's and S's in all major academic subjects Students who do not qualify for Honors may receive Good Effort for all 1's for Effort on the report card
Honors, Grades 4-8	First Honors -  Second Honors -  Good Effort-	A's and B's in all subjects. Students must have a minimum of 85 points. A's, B's, and C's in all subjects. Students must have a minimum of 63 points.  Students who do not qualify for Honors may receive Good Effort for all 1's or 2's on the report for Effort

For the purpose of averaging for honors in grades 4-8, the following point system is used.

A+ = 12	B+ = 9	C+ = 6	D+ = 3
A = 11	B = 8	C = 5	D = 2
A- = 10	B- = 7	C- = 4	D- = 1

First Honors = minimum 85 points; Second Honors = minimum 63 points

The "Zero-Zero" Award is presented to students who are neither absent nor tardy during the quarter.

**ILLNESS** - Should a child become ill in school, the parent/guardian will be contacted. Families are asked to have contact numbers on file where someone can be reached at all times. Emergency procedure information is on file in the office and we ask that you keep telephone numbers up-to-date. Please notify the Office of any change.

**INJURY** -- See Part I, "Health Policy" An assessment is made by school personnel of any child who is injured at school. Parents/guardians may be contacted if the injury appears to warrant further attention. A note is usually written or a call is made if the child is not sent home.

**INSPECTION** -- See "Student Property Inspection".

**INTERNET ACCEPTABLE USE** -- This form is required by the Archdiocese of Cincinnati and must be signed both by the student and a parent/guardian **BEFORE** students may use the internet at school.

**LIBRARY** -- students are scheduled for Library each week. They take out books as directed by the Librarian. There is a very large collection of "Accelerated Reading" books in the library. Students may take tests for "AR" in the Library with permission and the password from the Librarian. The behavior of the students in the Library is to be cooperative and quiet. Students follow the directions of the Librarian and volunteers. Those students who cannot conduct themselves appropriately will lose the privileges of using the Library facilities.

**LUNCH** -- See Part I, "Cafeteria."

**MEDICINE** -- See Part I, "Health Policy".

**NAME TAGS** -- Each student is given a name tag and is to wear it during the school day. Carelessly broken or lost name tags are \$3.00 to replace

**OUTREACH** -- Outreach activities are sponsored by the School throughout the course of the year to assist those in need. We collect "tabs" from aluminum drink cans for the Ronald McDonald House; we "click" on the "Hunger Site" each day to provide food for starving people abroad; we collect cancelled postage stamps for missions; we have one fundraiser during Catholic Schools Week for a group in need, and we support one other national fund raising effort during the year, such as the St. Jude Children's Hospital Mathathon. During Lent, the students are encouraged to sacrifice for needy children everywhere (Rice Bowls). Other local opportunities arise during the year for us to reach out to those in need. Families are encouraged to do what they can to support these efforts.

**PARENT/GUARDIAN/TEACHER CONFERENCES** -- The parent/guardian/teacher conferences are formally held twice a year, on the return of the first report card, usually early November, and in early spring (March). At these times, families are required to meet with their child's teacher(s) to discuss the child's progress, his/her strong points and weak areas. From this mutual sharing both teacher and parent/guardian learn much that will benefit the child and contribute to his/her religious, social, and educational growth. Families are encouraged and most welcome to call teachers when they feel extra conferences are necessary for the child's progress. Teachers can be contacted by calling the school office and leaving a message. The teacher will call you back as soon as possible.

All parent-teacher interactions are expected to be carried out with respect given to both parties. If it becomes apparent that one or the other parties is not meeting that expectation, the conversation can be postponed or terminated by either party.

**PARTIES** -- Contact the teacher ahead of time if you want to send food to school. Usually, if it is a birthday treat, it is passed out at lunch time in the cafeteria. Federal Lunch Program requires that all treats brought into the school cafeteria be individually wrapped. **Please do not send cupcakes or other non-wrapped treats!** If party invitations are passed out at School, every child in the class must receive one.

**PERFECT ATTENDANCE** -- See Part I, “Attendance Policy”.

**PHOTOS** -- See “Privacy Policy.” School photos are taken of all the students twice each year. Families are not obliged to order school photos.

Staff members also take pictures of student activities and school functions. We will not use any child’s photo outside the building without written permission of the parent/guardian. A form for this purpose will be sent home early in the school year.

**PROGRESS REPORTS** -- Progress reports are sent home midway in each quarter to parents/guardians of all students to appraise the parent/guardian of the student’s current standing. If improvement is needed, there is still time for that before the quarter ends.

**PROMOTION** -- See Part I, “Promotion Policy”.

**RECORDS** -- Records are provided to parents/guardians on request. These records can usually be ready in two days. Archdiocesan policy requires that copies of records be signed for. Also see Part I, “Privacy Policy” and “Tuition Policy”.

**RELIGION CLASSES** -- See Part I, “Religious Education Policy”.

**RESTROOMS** -- Restrooms should be places of quiet. Students need permission to use the restrooms outside of scheduled times. Students are expected behave appropriately in restrooms.

**SAFETY** -- To build good safety habits in children, we all have to cooperate. Families are asked to instruct the children in the importance of:

- i. Obeying staff members
- j. Crossing only at intersections and crosswalks
- k. Refusing to talk to strangers or to go with any stranger
- l. Never opening the outside school doors to anyone
- m. Going directly home from school
- n. Respecting other people’s property (lawns, bushes, fences, etc.)
- o. Obeying bus regulations.
- p. Students may only be dismissed to parents, guardians and those who have parent/guardian approval.

**SCHOOL DAY** -- The School Day is 7:45 a.m. to 2:30 p.m. The calendar contains 174 instructional days.

**SNACKS** -- A fresh fruit/vegetable snack is provided for all the students each morning at no cost to the family.

**SPORTS PROGRAM** -- See “Athletics”

**STUDENT PROPERTY INSPECTION** -- “School administrators may inspect any student’s property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers. Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the School’s premises. Such items include, but are not limited to, motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, brief cases, purses, and pockets. An inspection does not imply wrong-doing by the student being inspected. A student and his or her parent or guardian’s consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.” (*Catholic School Office – 12/1/04*)

**SUMMER SCHOOL** -- See Part I, “Promotion Policy”.

**SUPPLIES** -- Each class has a supply list. Supplies need to be replenished during the year.

**SUSPENSION** -- See Part I, “Discipline Policy”.

**TAE KWON DO CLASSES** -- Tae Kwon Do classes are provided to K-8 students weekly during Physical Education classes.

**TARDINESS** -- See Part I, “Attendance Policy”

**TECHNOLOGY** -- St Boniface School has computers with internet access throughout the entire building. Students and parents/guardians must sign the Internet Use Access Policy of the Archdiocese **before** the students may use the Internet. There are “fire walls” to help insure that students do not access sites that are inappropriate. Other technology devices and equipment are available to the teachers for student instruction. The students are also expected to use good judgment and act responsibly when using the Internet.

**TESTING** -- Students in Grades K through 7 take the Iowa Tests of Basic Skills in the spring. Students in grades 3-8 take the Ohio achievement tests in the spring. Eighth grade students take a high school placement test in November. Grade 3 students take the Ohio Third Grade Reading Guarantee and the IOWA form E test in the fall. Students identified as English Language Learners also take the OELPA test in late winter/early spring.

**TEXTBOOKS** -- Textbooks are on loan to students at no charge. Students are expected to take proper care of textbooks, as they are expensive. Books must be carried to and from school in bags or backpacks of strong, waterproof material. With proper care, the books can be used for several years. Students/families are responsible for the cost of lost or deliberately damaged books.

**TRANSFERS/WITHDRAWALS/CHANGE OF ADDRESS** -- Parents/guardians are asked to come to the school and sign a Withdrawal Form when they are withdrawing their child from St. Boniface School. The school will forward student records when the receiving school sends a signed request from the parent/guardian. As a matter of Archdiocesan policy, no records of any kind will be transferred without written consent of the parent/guardian. Your child should take his/her personal possessions home on the last day of attendance at St. Boniface School. Report cards and school records will be released only if your child’s tuition is paid in full to the date of withdrawal and all other fees are paid or some arrangement has been made. If families move during the school year, **PLEASE SEND YOUR**

**NEW ADDRESS AND PHONE NUMBER TO THE SCHOOL OFFICE AS SOON AS POSSIBLE**, as your address determines your child's eligibility for "yellow bus" transportation.

**TRANSPORTATION** -- Eligibility for school bus transportation and/or Metro cards is determined by Cincinnati Public Schools Transportation Office based on the student's home address. The school principal does not have the authority to grant permission for a student to ride the yellow bus. Students must be designated by Cincinnati Public Schools as eligible for bus transportation.

Students who ride the yellow bus should leave their classroom promptly at dismissal time and go directly to the bus. If a student misses the bus due to his/her own carelessness, it is the family's responsibility to provide transportation home. If you plan to pick your child up from school rather than having him/her ride the bus home, please call the school office by 1:30 p.m. Your child will be notified not to ride the bus and will leave school with his/her class by the assigned door. **PLEASE DO NOT WAIT AT THE SCHOOL BUS DOOR FOR YOUR CHILD OR TAKE YOUR CHILD OFF THE SCHOOL BUS.** Any adult waiting at the bus door will be asked to come to the school office. This is for your child's safety since the bus monitor may not know all of the parents/guardians. Students who misbehave on the school bus may be suspended from bus transportation. Serious misconduct can result in loss of transportation.

**TUITION** -- See Tuition Policy

**UNIFORMS** -- See Part I, "Uniform Policy".

**VACATIONS** -- Taking vacations when school is in session is strongly discouraged. The School cannot give permission for this, and families must assume the responsibility for lessons missed. (See School Calendar in Appendix.

**VISITS** -- A security system is used at the school for everyone's safety. All visitors to the school must enter through the front door and must report directly to the school office. The school doors are always kept locked and are released by a master switch in the school office. Directions for admission are posted on the school doors. Students are directed to never open the door for any visitor.

If you wish to speak to or meet with your child's teacher, please call the School Office and leave your name, phone number, and the reason for your call. The teacher will return the call at his/her earliest convenience. Please do not come to school to meet with your child's teacher before or after school unless you have an appointment. Teachers have responsibilities for their classes at these times.

If you have to leave a message for your child for the end of the day, please call the school office before 1:30 p.m. and the message will be delivered. Students are not permitted to use any school telephone without permission. Before sending your child to school, please make sure he/she has everything needed for the day (books, assignments, lunch or lunch money, etc.). Families should plan all activities for the day (including how the child is getting home from school) before the child leaves for school in the morning so that nothing is forgotten and extra calls and trips are not necessary.

**VOLUNTEERS** -- St. Boniface welcomes volunteers! "Regular volunteers" (3 hours or more per month) at the School must be fingerprinted by the Archdiocese of Cincinnati and must attend the Archdiocesan Child Protection Seminar (VIRTUS). "Non-regular volunteers;" e.g., for field trips or special one-time activities, are also needed. Teachers will contact families as needed in these cases.

**WEATHER RELATED CHANGES** -- If school must be canceled or delayed for any reason, families will be contacted by phone through the school's One Call system, or families can listen to local radio or TV stations.

The information will be reported in one of the following ways:

- "St. Boniface School, Northside . . ."
- "Cincinnati Public Schools are closed." (St. Boniface will be closed.)
- "Cincinnati Public Schools are open with no yellow bus or van service today." (This means St. Boniface will be closed.)
- "Cincinnati Public Schools are on a 2-hour delay." (This means St. Boniface will be closed.)

**WITHDRAWAL** -- See Part I, "Discipline Policy," "Promotion Policy", "Tuition Policy".

**WORK PERMITS** -- Students old enough to need a Work Permit may obtain an application form from the School Office.