

St. Boniface School

Student and Family Handbook



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Family/Student Handbook

School Year 2021-2022

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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 ensure maximum growth in these areas, teachers and parents/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.

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 turn five years old between October 1 and January 1 will 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.
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.

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.

ACADEMICS POLICY

Accreditation

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

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.

Grade Scale

100 - 93 = A

92 - 85 = B

84 - 77 = C

76 - 70 = D

69 and below = F

Honors

- **First Honors:** average grade of all the student's classes is between 93 - 100, no grade lower than 85 or "O" in their classes.
- **Second Honors:** average grade of all the student's class is between 85 - 100, no grade lower than 77 or "O" and "S" in their classes
- **The "Zero-Zero" Award** is presented to students who have not been unexcused absence, tardy, or early dismissal during the quarter.

Promotion

- Promotion is based on student achievement, the judgment of the principal, the teachers who have been working with the student, and the 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 may be retained in grades K, 1, 2 and 3. Parents/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 not be promoted to fourth grade until they pass the state test.
- Students in grades 3 through 8 who receive an "F" yearly average will fail the subject. A student who receives an "F" average (below 70%) in any two subjects must successfully complete a summer program or be retained in the same grade. The summer program must be approved by St. Boniface. 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 except for extenuating circumstances.

GRADUATION -- Eighth Grade Graduation is celebrated with prayer, awards, a reception and diploma confirming official promotion to the ninth grade. All families are cordially invited to celebrate with the graduates. The following stipulations are in place for student participation in graduation:

Pass all classes	participation in the graduation ceremony and receive diploma
Fail one class	participation in the graduation ceremony, no diploma until credit is received for the class the student failed
Fail two classes	no participation in the graduation ceremony, but the student is still able to be “promoted” upon recovering credit for the classes the student failed.
Fail more than two classes	no participation in the graduation ceremony and the student will not be able to be “promoted” to 9th grade by St. Boniface
All materials returned and fees paid	participation in the graduation ceremony and receive diploma
Missing materials and/or fees with plan to reconcile	participation in the graduation ceremony, but no diploma. Student will be awarded a diploma and permanent records released once all materials and fees are reconciled
Missing materials and/or fees with no plan to return/pay	no participation in the graduation ceremony, but no diploma. Student will be awarded a diploma and permanent records released once all materials and fees are reconciled

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: 15 minutes	Grades 4 - 6: 30-45minutes
Grades 2-3: 15-30 minutes	Grades 7-8: 45 - 90 minutes

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 according to the individual classroom teacher’s rules and expectations.

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.

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.

Supplies

Each class has a supply list. Families are responsible for replenishing supplies throughout the year. If this is problematic for your family, please contact the school office and look for support in purchasing these items.

Transfer/Withdrawals and 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 and fees are paid in full to the date of withdrawal.

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.

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 and are expected to participate in planning and execution of services.

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.

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.** 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 are not permitted to 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.

The school hours are 7:45 a.m. to 2:15 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 2:15 p.m.

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.**

Leaving school early is the same as showing up late to school. This will be tracked and counted against a student’s attendance record. In order to pick your student up early, parents/guardians must call the school office ahead of time, then park in the back parking lot and enter the school through the front entrance. Students will not be released “early” after 2:00 P.M. so please plan accordingly. 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. 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.**

Students and families are responsible for work missed by students because of late entrance, illness or vacations. If a student is marked as “excused” they will not be penalized for their absence or tardy. **Families should call the school by 8:00 am in order to request missed homework for a child.** Parents will be given “Attendance Notes” to fill out and provide homeroom teachers the day following a student’s absence from school. Failure to do so will count against your student’s record.

Students who have not missed any class time and who have not been tardy or left early 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. 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 students as we seek to highlight model behavior. Ultimately, each student is responsible for his or her own behavioral choices.

Expectations for all students:

- a. Be on time and present in school. The school day begins promptly at 7:45 A.M. It is recommended that students be in the classroom by 7:40 A.M. to allow for ample time to prepare for the day.
- b. Be in proper uniform at all times.

Dress Code Policy is included in this handbook.

- c. Be respectful to teachers, staff, volunteers, other students, school property and other students' property.
- d. Follow teachers' directions. Defiance or refusal to comply is serious, ask for help if you are having a problem.
- e. Behave properly in church. Church is a place of prayer. Students' must respect the importance of this time and space regardless of religious affiliations.
- f. Use appropriate language and gestures. Profanity or inappropriate gestures are unacceptable.
- g. Engage in safe and appropriate activities. No gum **anywhere in school or on the grounds**. Students are not permitted to act in any way that could potentially bring harm to them or any other members of the school community.
- 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.

Cell Phones/Electronic devices

- It is the school's recommendation that students do not bring cell phones/electronic devices to school. If a student chooses to bring a cellphone to school then (s)he is responsible for the safe keeping of it. Students are not permitted to have their cell phones/electronic devices out during school for any reason. Cell phones/electronic devices must be turned off and properly stored in a student's book bag. A student will be warned to put the phone away once before it is confiscated and taken to the office for the parent to pick up. The school is not responsible for any damaged or lost cell phones/electronic devices as we do not support them being at school.

Incident Reports (IRs)

- 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. Depending on the severity of the incident, Incident Reports can be warnings, or can carry a value of **one or more incident points**. **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 may be dealt with in any of the following manners:

- Incident report sent to the parent/guardian for a signature
- Phone conference with the parent/guardian
- Loss of lunch and/or recess with class
- Written work
- Suspension: 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. Parents/guardians will be notified by phone call and/or letter. **Parent/guardian must come to school for a conference before the student is readmitted** to the classroom. Students involved in a fight occurring on school property will be sent home immediately, and may incur further disciplinary action.
- Expulsion— a single serious offense, or repeated offenses during a probation period can be cause for expulsion. 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.

Inappropriate Conduct

Possession or sale of drugs, alcohol, weapons, threats, and/or actions resulting in hurting the well-being of another member of the school community of St. Boniface itself are strictly prohibited and can result in immediate suspension up to expulsion.

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 students and/or 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.

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:

Accumulation 5 incident points: Loss of lunch recess for three days.

Accumulation of 10 Points: Loss of 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: An 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 or administrative action for a serious offense.

Accumulation of 20 Points: a meeting by the teaching team 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.

Number of Accumulated Points	Consequence
5	Loss of lunch recess for three days
10	Loss of lunch with class and lunch recess for a week
15	Suspension. Re-entry requires any missed work to be completed and parent/guardian conference.

20	Meeting with the teaching team and administration to discuss the student's future at St. Boniface School. Possible dismissal.
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SAFETY

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

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

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.

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)*

UNIFORM POLICY

It is generally accepted by educators that the manner in which children are dressed influences both their behavior and their performance. 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.

Grade	Item	Material	Color	Restrictions
All Students	Slacks	Cotton/polyester corduroy, wool	Navy, Black	Plain, no visible label, plain belts if loops
All Students	Blouses/polo or dress 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	Entire ankle must be covered. Leggings/tights must be solid color red, white, black, or navy blue.
All Students (Optional)	Walking shorts (April 1 to October 1)	Cotton/polyester	Navy, Black	Plain, no visible label
All Students (Optional)	Sweaters: cardigan, v-neck, vests. School logo sweatshirt	100% acrylic knit	Black, Navy blue, red, or white	Plain, no visible label
K-2 Girls	Uniform jumper (Order from Schoolbelles)	School plaid	School plaid	May be no shorter than 3 inches above knee
3-8 Girls	Uniform skirt (Order from Schoolbelles)	School plaid	School plaid	May be no shorter than 3 inches above knee
3-8 Girls	Skorts		Black	
All Students	Shoes	dress shoes or gym shoes		Boots, sandals, slippers, slides, Crocs, Uggs, etc.
All Students	Headwraps, hijabs, and headbands		School colors: black, red, and/or white	Bonnets, bandanas, durags, hats. No visible messaging/labels

Schoolbelles School Uniform, 5718 Harrison Ave., Cincinnati, Ohio 45248
(513) 921-3417 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.
- Hair extensions, wigs, etc. must be natural hair colors. Students not in compliance will be given 48 hours to fix the situation or stay home until it is changed.
 - Hair and hair accessories that distract a student’s attention to learning or disrupt the learning environment are discouraged and may need to be removed/changed if they present a problem.
- Jewelry must be school appropriate and non-disruptive to the learning environment.
- Earrings:
 - One piercing per ear
 - Gauges, facial piercings, ear bars, etc. are prohibited
- Artificial or natural fingernails should be school appropriate, less than a ½ an inch and not disrupt the learning environment

- 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.
- Shirts and girls’ undergarments worn under the uniform shirts or blouses must be solid neutral 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.
- 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. Clothing should not display any inappropriate language or images.
- **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.
- 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.
- 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

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, 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 educational discretion and judgment.

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 and WELLNESS 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**. Phone calls home will not suffice for written permission.

Illness/Injury

- 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.
- 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.

Student Pregnancy

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 in collaboration with the student and his/her parents or guardians. Each occurrence will be handled on an individual basis in a sensitive manner, taking into account the needs of the student, and the school community. Counseling services will be available to assist in the implementation of the decision. (Archdiocese of Cincinnati)

Nutritional Wellness

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.

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.

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.

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.

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

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.

STUDENT RECORDS 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.

RESPONSIBLE USE OF TECHNOLOGY

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any Student* and/or adults (administrators, faculty and staff members, parents, volunteers, and other school-affiliated 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 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 any electronic devices on school property, including personal cell phones and electronic devices. 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 and download the history of all school computers or electronic devices linked to school activities or incidents.

School Technology 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 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 Technology 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.

Technology 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.

TUITION POLICY
(effective July 1, 2020)

The actual tuition cost per pupil for the School Year 2021-2022 is **\$7,000.00**. Tuition assistance is based on the individual family's needs as designated through a family financial report.

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.

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 \$5,500 per student per year. Once accepted, students may renew their vouchers each year through Grade 12. EdChoice 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 weeks to come into the school office to sign the check. For more information: <http://EdChoice.ohio.gov>

EXTRA CURRICULARS

Athletics

- Students in grades K through 8 have the opportunity to participate in school-sponsored sports: basketball, soccer, 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.
- Tae Kwon Do classes are provided to K-4 students weekly during Physical Education classes. Students can make arrangements to participate in Master Park’s classes outside of school if they desire.

Band

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

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

Field Trips

- Field trips are a privilege, 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.

FUNDRAISERS/OUTREACH

Fundraising

- 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.
- 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.

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 collect Campbell Soup labels; 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 Math-athon. 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.

FAMILY INFORMATION and COMMUNICATION

Thursday Folders

- 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.

Communication with Teachers

- 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.

Parent/Guardian and 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.

Vacation/Family Holidays

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.

Visiting the School

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 comply with Parish Safe safety training. "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.

Calamity Days (weather related school closings)/School Closures

If school must be canceled or delayed for any reason, families will be contacted by phone through the school's One Call system, an email will be sent out to students and families, and TV stations will have it on their school closing banners. The information will be reported in one of the following ways as "St. Boniface School, Northside is Closed"

The following closures/delays will impact whether or not we have school:

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

TRANSPORTATION and ARRIVAL/DISMISSAL

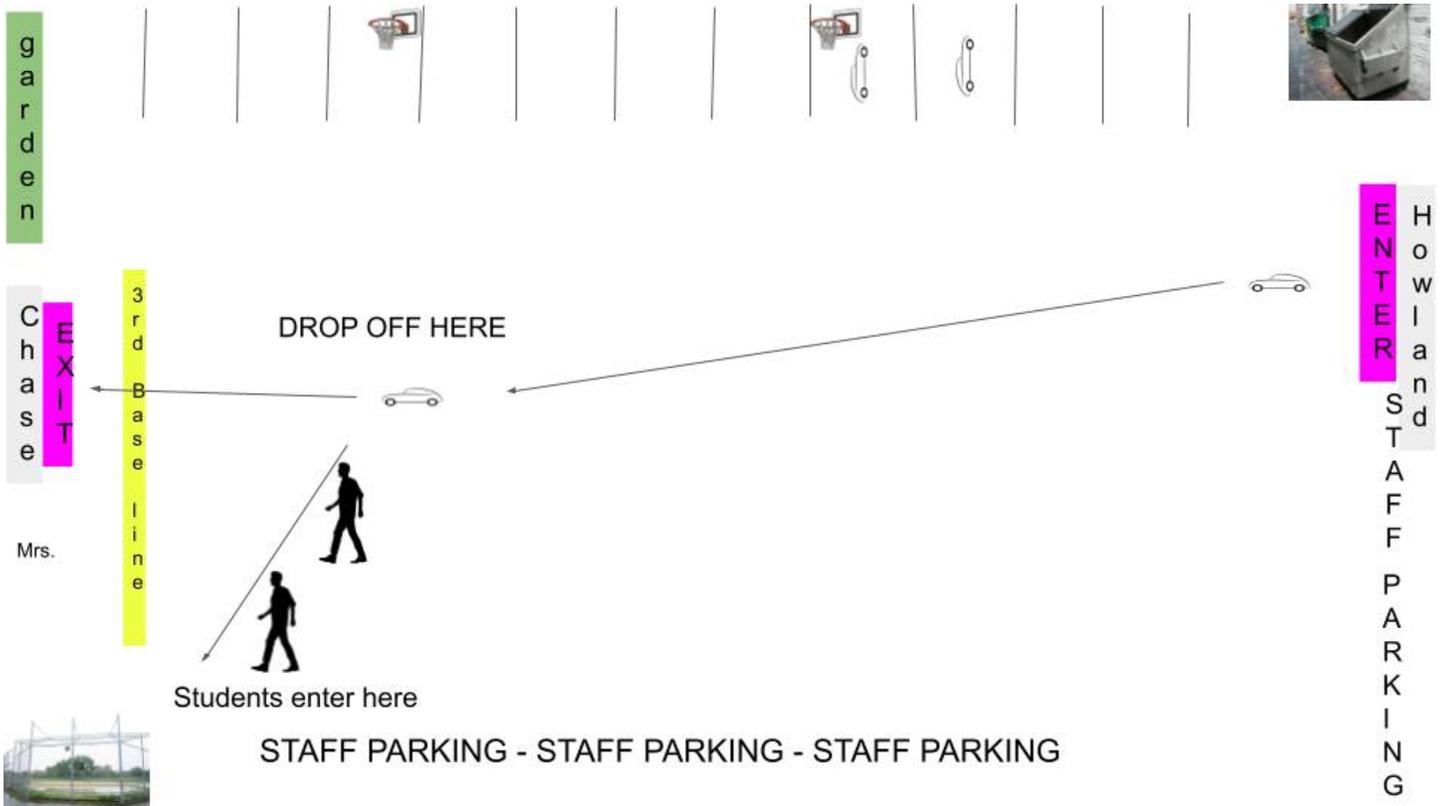
ARRIVAL: *Students should not arrive prior to 7:15 A.M.*

Car Riders:

1. Those arriving by car should ONLY enter the parking lot from Pell St./Gordon St. or Howland Pl. Cars should then proceed through the parking lot and exit toward Chase Ave.
2. Drop off your student. Students may enter the doors nearest the baseball backstop beginning at 7:15 A.M., and they may proceed to the cafeteria to eat breakfast. If not having breakfast, students will need to proceed to the front of the building. Students not having breakfast will remain outside the front of the school building until 7:30, which is when all students receive permission to go to their homerooms.

Walkers and Bus Riders:

Those arriving by bus or foot should proceed to the front of school. Doors will open at 7:15 A.M. for breakfast. Those not having breakfast will remain outside until 7:30, which is when all students receive permission to go to their homerooms.

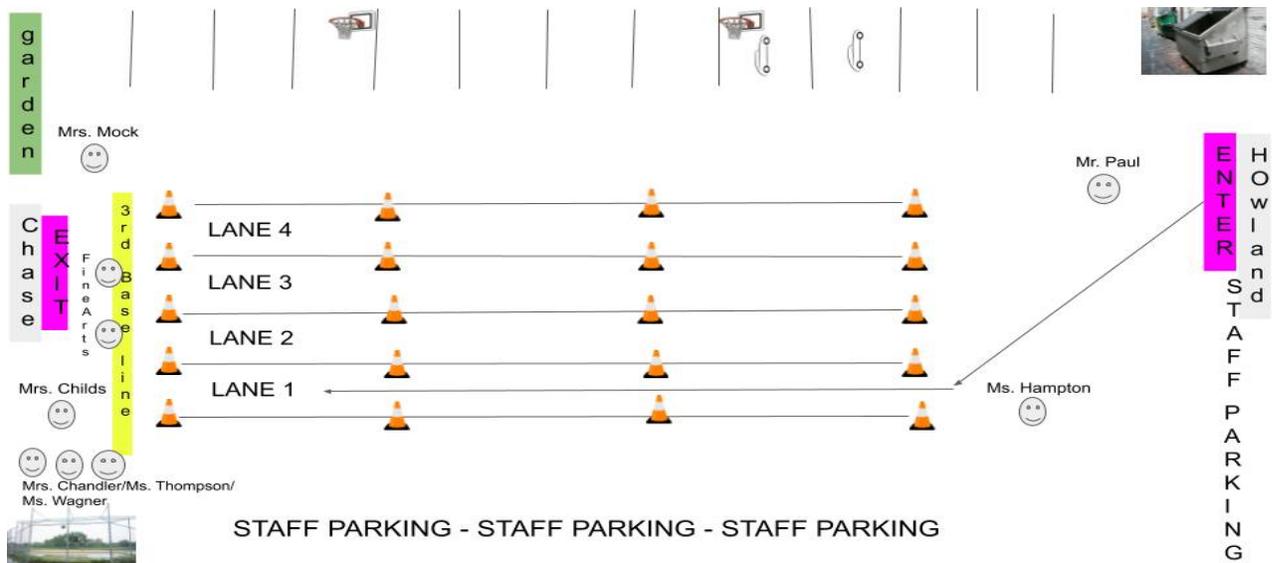


DISMISSAL: *Dismissal of students will occur at 2:15 P.M.*

In an effort to maintain the safest possible environment for our students and families, please read and follow the expectations below for dismissal of students at the end of the day. Cars should not arrive prior to 2:00, as the lot is for student use until that time.

All students will exit through the door nearest the baseball backstop. Students must remain behind the yellow 3rd base line to search the lanes for their car. At approximately 2:20, students without rides must go back to the baseball diamond to wait. Gates will be opened by Mrs. Childs and Mrs. Mock, and then Mrs. Childs will direct one lane at a time to exit, beginning with lane 1. Mrs. Chandler, and Ms. Thompson will remain with the students at the baseball diamond. Once the lanes are emptied, the remaining students may locate their parked car.

1. **Cars must stay between the cones, filling each lane to capacity beginning with Lane 1. Cars must pull up as far as possible.** Once Lane 1 is at capacity, begin filling Lane 2. Continue filling lanes in numerical order. Mr. Paul and Ms. Hampton will assist in assigning lanes.
2. **Cars should never pull around a car that is loading.** Often times the few seconds that may be saved for one leads to a dangerous situation in the parking lot for others. Please practice patience. Safety of our students is the number one priority.
3. **No cars may exit the parking lot until students are safely in their cars.** Once the students have been dismissed from the building and had time to load into their cars, cars will be directed from the lanes to exit, beginning with Lane 1, then Lane 2, and so on. Mrs. Childs will assist in the dismissal of each lane.
4. **If cars are not in a lane when it is time for students to be dismissed, those cars will need to pull into a lined parking spot located under the basketball hoop.** Student will be kept behind the 3rd base line until all lanes of cars dismiss. After all lanes dismiss, students that initially did not have a ride will be permitted to go to the cars that are parked. Mrs. Mock will assist with this.
5. **All cars should follow normal school and traffic laws AND school appropriate rules.** Please, no pets brought onto school property. Please refrain from using cell phones while driving. Please refrain from blaring music, especially that which contains profanity.



Car Pickup: 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.**

Walkers: All students who walk will be dismissed out the front doors. Please follow the safety precautions of the crossing guard and be mindful of traffic.

Bus/Metro Riders: Students who ride buses are dismissed from the side door on the north side of the building. **Adults may not remove students from any line without first contacting the office.** 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. This is for your child's safety since the bus monitor may not know all of the parents/guardians.

- Students who ride the yellow bus should leave their classroom promptly at dismissal time and go directly to the bus. Students who misbehave on the school bus may be suspended from bus transportation. Serious misconduct can result in loss of bus privileges, in which case the family will be responsible for future transportation of said student.
- Eligibility for school bus transportation and/or Metrocards 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.

Principal has the right to amend policies in this handbook as needed.