

Saint
BONIFACE
Catholic School

PARENT
HANDBOOK/POLICY MANUAL
2009-2010



Exemplary Recognition
is awarded to

St. Boniface School
Germantown



for providing excellence in
Curriculum, Instruction and Resources
2006-2010


Archbishop of Milwaukee


Superintendent of Schools

April 2, 2007

Date

*W204 N11968 Goldendale Road * Germantown, WI * 53022*
Phone: 262-628-1955
Fax: 262-628-1689
Website: www.stboniface-wi.org

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St. Boniface Parish School Calendar 2009-2010

| | | |
|-------------------------|-------|--|
| AUGUST | 16 | Red Folder Sunday Pick up crucial school information in your red folder after the 8:30am and 10am Masses |
| | 26 | PICTURE DAY FOR ALL and SUPPLY DROP OFF Noon-6pm—bring your child for pictures and drop off supplies in the classroom, pick up books, and meet teachers. Attendance WILL be taken as first day of school. |
| | 27 | NO SCHOOL--Parent Meeting for grades K4, K5, 1 st and 2 nd grade 6:30pm begin in Boniface Hall, move to classrooms |
| | 28 | No school |
| | 31 | No school |
| SEPTEMBER | 1 | Full day of school for all |
| | 4 | 11am Dismissal |
| | 5/6 | PARISH FESTIVAL (please join us to volunteer and have fun) |
| | 7 | Labor Day-No school |
| | 15 | PARENT MEETING for grades 3-8-details TBA 6:30pm begin in Boniface Hall, move to classroom sessions |
| OCTOBER | 8/9 | Teacher's Convention-NO SCHOOL |
| | 30 | 11am Dismissal |
| NOVEMBER | 6 | End of first Quarter |
| | 12 | Parent/Teacher conferences begin AFTER school 3pm-8pm |
| | 13 | Parent/Teacher conferences—NO SCHOOL Conference times Noon-5:30pm |
| | 25 | 11am Dismissal |
| | 26/27 | THANKSGIVING BREAK—NO SCHOOL |
| DECEMBER | 10 | Christmas Concert-6:40 students report to classrooms 7pm Concert start time |
| | 23 | 11am Dismissal-last day of school Christmas break |
| JANUARY | 4 | Return to school |
| | 22 | 11am Dismissal-end of 1 st semester |
| | 31 | CATHOLIC SCHOOLS WEEK begins |
| FEBRUARY | 26 | Teacher in-service day-NO SCHOOL |
| MARCH | 19 | Teacher in-service day-NO SCHOOL |
| APRIL | 1 | 11am Dismissal-end of 3 rd quarter and Holy Thursday |
| | 2 | Easter Break |
| | 12 | Return to school |
| MAY | 13 | Spring Concert/Art Fair-times TBA |
| | 31 | Memorial Day-NO SCHOOL |
| JUNE | 1 | 8 th grade FINAL DAY OF SCHOOL |
| | 4 | Last day of school, end of 2 nd semester 8 th grade dinner/dance |
| | 5 | 8 th grade graduation 4:30Mass |
| School Hours: | | 7:15am-2:30pm (full day K4/K5-8 th grade); 7:15am-11am (half day K4/K5) |
| Report Absences: | | 628-1955 |

MISSION STATEMENT

The Mission of St. Boniface School is to:

- recognize, accept, and respect God in others through active participation in Catholic worship and prayer services
- foster a well-rounded education that develops the spiritual, academic, athletic, artistic, social, and emotional characteristics of each child
- cultivate a culture of collaboration among students, families, faculty, staff, and the community at large
- provide an education that prepares the children to be responsible and productive individuals in the 21st century

SCHOOL PHILOSOPHY

We believe:.....

- that we are part of the St. Boniface Community, called to teach Catholic traditions through a quality Catholic curriculum
- parents have the primary responsibility for their child's education and faith formation
- we have the responsibility to encourage children's growth in their relationship with God
- that a partnership between the school and family is essential
- every child has unique abilities and can learn in an academic program of excellence
- in providing a religious atmosphere stressing the value of the gospel in daily life through respect of self and others
- in living out God's word through service to others

ACCREDITATION & CURRICULUM

St. Boniface is fully accredited by the Office of Child and School Ministry of the Archdiocese of Milwaukee and by the Wisconsin Association of Non-Public Schools. St. Boniface school curriculum encompasses all subjects required by the State and the Archdiocese.

St. Boniface has been awarded Exemplary Recognition in the area of "Curriculum, Instructions, and Resources," from the Archdiocese of Milwaukee. "Your school program, in many ways, is a model for others to follow," words included in the report from the Archdiocese."

ADMISSION POLICY

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

ABSENCE, TARDINESS, TRUANCY POLICIES

Absence Policy

To report a student's absence from school, call the school office at 262-628-1955 before 9:00 a.m.

A written excuse should be given to the child's teacher when the student returns to school. The dates and reasons for the absence should be documented. In case of absence due to a communicable disease, a release card from a health department or a communication from the family physician is necessary for re-admittance to school.

Tardiness Policy

A student is tardy if he/she is not in their classroom and seated when the second bell rings at 7:24. Students who are tardy must report to the office before reporting to the classroom. Students riding a school bus that is late are not considered tardy.

Truancy Policy

Section 118.16 of the Wisconsin State Statutes states: Truancy means any absence from school during which the principal or teacher has not been notified in writing of the legal cause of such absence by the parent or guardian of the absent pupil.

In cases of apparent truancy, contact is first made with parents or the guardian. If further measures seem necessary, the truant officer or social worker assigned to the school is notified.

ACCIDENTS

Emergency data forms are kept on file. When you receive the Emergency Card, fill out all the information needed. This information makes it possible for us to reach you quickly. The parents will always be notified immediately in case of an accident of any seriousness.

APPOINTMENTS

Doctor's and dentist's appointments will be allowed during the school day if necessary. All appointments need to be communicated to the teacher prior to the student's appointment. Students must report to the school office if they are leaving early. A parent must come and sign their child out if he/she leaves early.

BEHAVIORIAL EXPECTATIONS POLICY

The St. Boniface School believes that each child is a unique individual with gifts and talents that deserve to be recognized, nurtured and appreciated. Our philosophy and our curriculum are founded upon our Catholic Christian beliefs. In this spirit, our discipline, as well as all that we do and are about, flows from and embraces those religious beliefs and traditions.

Parents are the primary teachers of their children. Children come to school having learned and instilled those values and beliefs held by their families. We understand that parents have enrolled their children at St. Boniface because we help reinforce those Catholic Christian values they espouse in their daily lives.

We believe that discipline needs to be preventive rather than reactive. Rules and guidelines are established for the mutual benefit of the majority while keeping in mind the unique needs of the individual. Rules and consequences help promote a positive school environment. The central emphasis of our rules is respect. Students are expected to show respect, courtesy, and cooperation to each other and school staff.

School and classroom rules are necessary to create a respectful, safe, learning environment. Breaking rules will have consequences. Each teacher will develop and explain classroom specific rules and expectations. These rules and expectations apply at all school and parish sponsored events and when using school transportation. A copy of the specific class rules will be sent home by your child's teacher.

The following are basic norms of behavior:

- Respect is to be shown to people and property at all times. Respect includes using appropriate language. Name calling or demeaning language is not acceptable.
- Eating candy and chewing gum are not allowed during the school day without teacher permission.
- Students are to follow the rules established for their classroom.
- Students are to maintain an atmosphere that will allow classmates to learn. Talking out, throwing objects and other disruptive behavior is not acceptable.
- Hats, coats or other outerwear is not to be worn in the classroom without teacher permission.
- Lavatory privileges are established by the classroom teachers.
- No loitering, eating or drinking is allowed in the lavatories or halls.
- Food and drink that are not eaten at lunch are to be taken home that day or placed in the garbage containers.
- Throwing food is forbidden.
- **All electronic and communication devices are not allowed in school without permission of the principal. The school will not be responsible for loss or damage to these items. These items are not allowed on field trips or on the bus.**
- Bike riding, tackle football, snowball throwing, heelys, use of runner sleds or skateboarding are forbidden activities on the playground.

Teachers have a right:

- to a classroom that provides the optimal learning environment
- to determine and request appropriate behavior from students
- to ask for help from parents, the principal/administrator and other school personnel when assistance is needed for a student

Students have a right:

- to be provided with a classroom atmosphere that is conducive to learning
- to a teacher who will provide positive support for the student's appropriate behavior
- to a teacher who will help the student limit his/her inappropriate behavior

CHOICES AND CONSEQUENCES

Two important lessons of life are to learn that choices have consequences and that we are responsible for our choices. If a student makes a choice that violates school or classroom rules the normal sequence of discipline procedures is as follows:

- The teacher deals with the discipline problem.
- If it continues, the parents are informed and the principal talks with the student.
- If a student continues the inappropriate behavior pattern, she or he may be given an in school suspension. The student will be isolated to complete assigned work.

Some behaviors require immediate consequences and students may be given a detention if they do not follow behavioral expectations.

- Detentions will be served on Monday, Tuesday, or Thursday. If a student receives the detention on a detention day, they will serve it that day. If it is not a detention day, the detention will be served on the next detention day.

- Student will call parent to let them know that they have a detention.
- After two detentions, a parent conference will be scheduled.
- A student may be suspended from extra -curricular activities as stated under “EXPECTATIONS FOR STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES” found on page 29
- If a student's inappropriate behavior is such that it endangers property, health, the safety of others or severely disrupts the learning environment, the following action may be taken to restrict the student's privileges and the right to school attendance:
 - A student may be **suspended** to home for up to seven days. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parents of the suspended student are given prompt notice of the suspension and the reason for the action.
 - In-counseling, (a conference between the child and principal) will be held prior to the child's return to formal classes: this will be considered an important aspect of the correction procedure.
 - Decisions of the principal will be final.

Major offenses may result in probation, suspension or expulsion. These major offenses include endangering the safety of another individual, continuous source of a bad example to others, and constant disruption of the teaching\learning situation. In justice to the other students and to the student finding it difficult to cooperate at St. Boniface, the following steps will be taken as outlined by the Archdiocesan Policies. (5114)

Zero Tolerance Policy

The Archdiocesan policy dealing with actions that could endanger property, health, or safety of others is very clear. Action may be taken to restrict his\her privileges and rights of school attendance.

St. Boniface School has a ZERO tolerance for any actions that endanger property, health, or safety of other students and staff. What that means is that any threats of violence or violence toward someone or something will be taken seriously. This could include probation, suspension and\or expulsion.

Verbal bomb or weapon threats, use of weapons and the like will result in at least a suspension and probation for a given period of time. This applies to all students in grades four through eight. If administration determines it to be appropriate the above-mentioned steps may be followed with the younger students.

Our goal is to provide a safe environment for our children so that learning can take place.

PROBATION - SUSPENSION - EXPULSION POLICY

PROBATION

A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

SUSPENSION

Suspension is justified only in unusual circumstances. Suspensions may be either in school or out of school suspensions. The circumstances may include but are not limited to fighting, inappropriate language, disruptive behavior with little or no movement towards improvement and a disregard for others that may cause harm. Although the teacher or other school personnel may initiate the action, the principal is the only person authorized to suspend a student. The school principal may suspend a student for not more than seven (7) consecutive school days.

- Prior to any suspension, the student must be advised of the reason for the proposed suspension.
- The parent or guardian of the suspended student is given prompt notice of the suspension and the reasons for the action.
- The suspended student, or his parents or guardian, may within five (5) school days following commencement of the suspension, have a conference with the Superintendent of Schools\Designee who is someone other than the principal or teacher in the school. If it is found through the discussion that the suspension was unfair or inappropriate, all references to suspension will be removed from the student's file.

EXPULSION PROCEDURE

(A termination of enrollment permanently or for an extended period.) Expulsion will be considered as a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or by conduct at school or when involved in a school activity, which endangers property, health or safety of others.

Prior to an expulsion, the Archdiocesan Superintendent of Schools must be consulted about the advisability of the expulsion.

1. A hearing must be held prior to an expulsion and is to be arranged with the student and her/his parents. Notification of the hearing is made in writing at least five days before the hearing is to take place.
2. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place.
3. The student may be represented at the hearing by counsel.
4. The hearing committee consists of School Ministry chair and one other member of School Ministry, two members of the parish Council and one trustee. The trustee is the chair of the committee.
5. The committee makes a recommendation to the principal/pastor to:

1. Not to expel (other disciplinary suggestions should accompany this recommendation).
 2. Allow student to voluntarily withdraw from school in lieu of expulsion.
 3. Expel.
6. If the decision to expel the student is made, parents are notified in writing of the action and the right to appeal. The student or parents may, within five school days following commencement of the expulsion, have a conference with the Superintendent of Schools. The Superintendent will assure that due process was provided as defined by policy.

The following offenses committed by a student may be reasons for expulsion:

- Constant disruptive conduct jeopardizing the learning environment.
- Consistent disobedience and disregard for school regulations.
- Persistent defiance and contempt shown toward a teacher or any school personnel.
- Frequent use of profanity or vulgarity.
- Willful cutting, defacing or otherwise injuring in any way, any property belonging to the school or any person at the school.
- Stealing.
- Refusal to abide by the dress code.
- Possession of potential harmful objects, eg. knives, sharp objects, matches, lighters, cigarettes, etc. on the school grounds, at school-sponsored activities or on school-sponsored transportation.
- Assault, battery, threat, force or violence directed toward school personnel or students.
- Use, sale or possession of narcotics, drugs, or alcoholic beverages on the school premises, at school-sponsored activities or on school-sponsored transportation.
- Intoxication
- Sexual assault

If an offense is thought to violate any law or statute, the Germantown Police Department will be notified. In addition, all attempts will be made by St. Boniface School staff to contact the student's parents/guardian, using the information on file in the school office.

CHANGE OF ADDRESS

Any change of address or phone number (including cell phone numbers and e-mail addresses) should be reported to the school office as soon as the change is effective.

CHILD ABUSE AND NEGLECT POLICY

According to Wisconsin State Law, Sec. 48.981, Stats., any pastoral or school administrator, teacher, counselor, or related professional (which includes functions exercised within priestly or pastoral ministry) who has reasonable cause (that set of facts which would cause a reasonably prudent person to conclude that abuse or neglect will occur or has occurred) to suspect child abuse or neglect or who has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur, is obligated to report the case immediately by telephone or personal visit, to the local County Child Welfare Agency, the office of the County Sheriff or the City Police Department. The school follows all Archdiocesan policies in this matter.

- Determination if there is reasonable cause or a threat of abuse, neglect, or sexual assault will be made.
- The authorities will be notified immediately.

- The recommendations of the agency called will be followed.
- Records of all calls and the disposition of said matters are kept in the school office

COMMUNICATION

Communication is the only way to keep the lines open between home and school. If you have questions or comments, please call the office and let us know. We will keep in contact with you through the weekly take home folders and telephone if necessary. Be sure to return the folders each Monday morning.

Friday Red Folder

We are going to as much electronic information as possible this year. We plan to have all information, including forms, on line by early in the year. Until then we will continue with the Friday Red Folder.

The Red Folder is the main method of communication between the school and parents. It is sent home on Fridays (or the last day of school that week) with the youngest student in the family. Please be sure and check it weekly for information on various activities and updates. Once a month, the updated Monthly Calendar (listing committee activities, meeting dates, Mass schedules, etc.), and a new Lunch Calendar will also be included. Return the folder on Monday morning with your youngest student. Include lunch and/or milk ticket money or any other correspondence that needs to be returned.

Note: The first Red Folder picked up in August will contain many forms (including health and emergency information and the like) that will need to be returned by the first day of school. Note that separate forms may need to be completed if you have multiple children at the school. We are required to have this information on file, so please return the forms promptly.

Hot lunch and milk will be available the first week of school. If your child will take hot lunch the first week, please send the money on the first day of school. See Hot Lunch and Milk Program section for pricing information.

Family Directory

A family directory listing all school families' addresses, phone numbers, e-mail addresses, and children's names and grades, will be sent in the red folder in early October. **Please use the directory for informational purposes only and not for any type of business solicitation.**

E-Mail

E-mail communications about your child or any classroom or school concern will be answered by the teacher with personal communication (either a phone call or a request for a conference).

Privacy Policy

The privacy of all children and families is to be respected by all parents.

Parent –Teacher-Principal Communication Protocol

St. Boniface prides itself in welcoming parent participation and involvement. Our teachers and principal communicate often to keep parents informed of school events and procedures. Our primary concern is the well-being and education of our students, and staff is committed to open, honest communication with parents. To ensure the success of our students, we recommend that the following steps be

followed when a question, problem, or concern arises:

Parent-Teacher Protocol

- Parents should go to the teacher with their questions, concerns, or comments.
- The teacher will follow up with the parent on the resolution of questions, concerns, or comments.
- If questions or concerns continue, the parent may choose to contact the principal. The principal will then set up a meeting with the concerned parties.
- The teacher, parent, and principal will follow up on resolution of questions or concerns.
- If a resolution is not reached, the School Ministry Committee will be contacted and asked to listen to the situation. They may make suggestions to arrive at a resolution within 5 school days.
- If a resolution is not reached, a meeting with the pastor will be arranged and a resolution will be reached.

Parent-Administration Protocol

- A parent should first go to the principal with their questions, concerns, or comments.
- The principal will follow up with the parent on the resolution of questions, concerns, or comments.
- If questions or concerns continue either party may choose to contact the School Ministry Committee. SMC will be asked to listen to the situation. SMC may make suggestions to arrive at a resolution within 5 school days.
- If a resolution is not reached, a meeting with the pastor will be arranged and a resolution will be reached.

Website

Our website, www.stbonifacewi.org, is an exciting and important information resource. Check it regularly for committee information, pictures, and other information relative to the school.

Teacher Folders

In addition to the red folder, your child's teacher may send home a weekly folder containing papers and/or other information pertinent to your child and their classroom. Teachers will advise you of their policy during the first week of school.

COMPLIANCE STATEMENT **(compliance with) ARCHDIOCESE OF MILWAUKEE RULES AND REGULATIONS**

In addition to the policies in this handbook, St. Boniface is in compliance with all the policies found in the Archdiocese Policy Handbook. A copy of the handbook is available in the school office. We are also in compliance with the curriculum established by the Archdiocese of Milwaukee.

CONFERENCES, REPORT CARDS, PROGRESS REPORTS

Three forms of student evaluation are routinely prepared to keep parents updated on their child's progress:

- Scheduled conferences will occur at the beginning of the second quarter. Additional conferences may also be requested by the teacher and/or parent.
- Report cards are issued four times per year, at the end of each quarter. Parental signature is required.
- Progress reports for grades 3-8 are sent home mid-way through each quarter. Students in primary grades K4 - 2 receive periodic updates throughout the course of each quarter and do not receive a formal Progress Report. Parental signature is required.

CONFIDENTIAL FAMILY/STUDENT INFORMATION POLICY

If a court has issued an order affecting the physical placement of a child from matters of divorce, separation, remarriage, etc., the school is required by law to know specific information regarding the custody of the children; such as whom the custodial parent is, who information can or cannot be released to, where to send information, etc. A copy of the portion of the court order/divorce decree pertaining to the above information is sufficient. This is according to law and pursuant to Archdiocesan Policy 5124.2. This is a legal issue and for the safety of your children, so please be sure and forward any pertinent information to the office as soon as possible.

DROP OFF/PICK UP/PARKING POLICY

When dropping off your child(ren) in the morning, please use the entrance from Freistadt Road. Have your child and their belongings ready so they can exit the car quickly to avoid congestion and traffic back up onto Freidstadt Road. A staff member is in front of the Parish center for drop off.

If you need more time, please enter from Merkel Drive (off Freistadt Road) and park in the upper lot. Children are not to be dropped off before 7:00 a.m. as there is no supervision prior to that time.

When picking up your child(ren), please park in one of the top lot if you are coming into school to pick up your child(ren). If you are going to drive up to pick up your children, please follow the directions you received on red folder Sunday.

Parking is not permitted in front of the school, rectory or the lower lot where the buses park **for all drop off and pick up times and any visits to school**. This is for safety reasons and must be adhered to strictly.

- ❖ If children are not picked up by 2:40 they will go to the after school program. The Germantown Recreation Department will directly bill the parents for the time their child is in after school program. It is not the responsibility of the teachers to stay with the children if they are not picked up on time.

Please be sure and pass this information on to all persons driving your children. See Attached parking map.

ENROLLMENT CRITERIA & CLASS SIZE POLICY

St. Boniface is committed to a flexible structure which allows for class sizes to support differentiated instruction. This structure values individual attention and provides for optimal student learning.

EXTRA-CURRICULAR ACTIVITIES

Athletic Programs

Boys and girl's basketball, volleyball and girls cheerleading teams are offered to all 5th – 8th graders attending St. Boniface Parish. All athletic programs offered are parish based, not school based, meaning that participation is open to all 5th – 8th grade students in St. Boniface Parish. Information regarding team sign-up will be sent home with all St. Boniface students at the appropriate time. Parish students wishing to participate will need to watch the bulletin for further information.

Once students begin participating in athletics, families are asked to volunteer at the Concession Stand and also be on a Chair Team (chairs in Boniface Hall need to be set up and taken down each weekend during the school year to allow the facility to be used for gym space). Schedules for both of these volunteer programs will be sent out at the appropriate time via the red folder.

Scouting Programs

Scouting programs are open to girls starting in K5 with the Daisy Scout program. Boys can become involved in Cub Scouts starting in 1st grade with the Tiger Cubs. For more information on scouting programs please call:

Youth Choir

The youth choir is made up of students in 4th – 8th grade. Practices will be held for one hour once a week after school (perhaps more often during special events and holidays).

Environmental Club

The Environmental Club is a group of 3rd – 8th graders who meet once or twice a month after school. They work on improving our outdoor classroom and promoting environmental awareness at our school.

Destination Imagination

Destination Imagination is an international creative problem solving program for students from K5 **through college. K5 – 2nd graders meet weekly and play problem solving games to develop their skills.** Students in 3rd – 8th grade work as a team of 7 to solve a problem which involves writing a skit and building props. For more information on the program, check out www.destinationimagination.org.

Forensics

Forensics is a way for students to develop their public speaking and critical thinking skills.

EXPECTATIONS FOR STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Students who participate in extra-curricular activities sponsored by St. Boniface School and Parish enjoy not only the opportunity for participation in these events but also the responsibility to represent the school community in the best possible way. Consistent with the school discipline standards, students are expected to live according to the Gospel values of love and respect. Each student is expected to accept responsibility for creating a peaceful environment, both in school and wherever practices and competitions take place. Respect for one another, for those in authority, for students and adults from other school/parishes, as well as respect for property at the parish and other parishes, are critical values.

Philosophy:

- To emphasize that a student's first priority is to learn. At no time may academic/behavioral effort or performance be compromised because of extra-curricular activities.
- To encourage regular school attendance, promptness, academic works, and good conduct at all times.
- To state that extra-curricular activities are an additional form of learning, not an alternative to it.

At any time it is the school's or parent's responsibility to remove a student from any extra-curricular activity if they feel removal will be of benefit to the growth and development of the student. The school principal reserves the right to suspend any student from any extracurricular activity whose behavior or academic performance is not consistent with school/parish expectations.

Individual extra-curricular activities (i.e. Scouts, Athletics, etc.) may determine specific eligibility criteria. Contact the specific organization for further information.

FIELD TRIP POLICY

As a supplement to the existing curriculum, field trips provide an enriching experience for the students. These trips are not mandatory, but highly recommended. They are usually financed by the parents on an individual basis as the trip is planned. Permission slips are required for each trip and students wear identification tags for safety purposes. The i.d. tags are provided by St. Boniface School at the beginning of the school year. All School sponsored field trips must first be approved by administration in accordance with Archdiocesan Policy.

The only over night field trip approved by administration is the 8th grade retreat experience. No other over night field trip, regardless of its educational value, will be school sponsored.

GRIEVANCE PROCEDURE POLICY FOR PARENTS

If dissatisfaction on the part of a parent with some aspect of the school should arise, the following procedure will be followed:

1. The parent will submit his/her grievance orally to the teacher or staff person within ten (10) teaching days after the dissatisfaction has become known.
2. If the grievance is not adjusted in a manner satisfactory to the parent or if no steps have been taken toward improvement, then within five (5) teaching days of following step one, a written statement signed by the parent should be submitted to the principal.
3. If the grievance is not adjusted in a manner satisfactory to the parent or if no steps have been taken toward improvement, then within five (5) teaching days of following step two, a written statement signed by the parent should be submitted to Father.
4. Upon receipt of the written statement, Father will set up a hearing within ten (10) teaching days at a mutually convenient time and place for a discussion of the grievances with all parties involved.
5. If the grievance is still unsettled, the parent may ask the Milwaukee Archdiocesan Superintendent of Schools to review the case.
6. In all cases above where there is reference to five(5) or ten(10) teaching days, this will be revised to fifteen(15) total days whenever summer vacation time would come into this span.

7. A parent as well as all parties involved will be given a written decision of any final determination issued as a result of the grievance procedures.

HOMEWORK POLICY

Homework refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home. It is developmental in nature and increases in scope with the maturity and capabilities of the student. Properly planned and purposeful in nature, homework should:

1. deepen students understanding and skills relative to content that has been initially presented to them;
2. prepare students for new content or have them elaborate on content that has been introduced;
3. help students develop good study habits and organizational skills;
4. foster positive attitudes toward school;
5. communicate to students that learning takes work at home as well as at school;
6. communicate to parents what is being emphasized in class, what is expected of students, and how students' work will be evaluated.

It can include the following:

- projects connected with a subject being taught
- penmanship practice
- memorizing
- reading a good book or magazine
- viewing an educational television program
- interviewing
- incomplete school assignments

The expected average number of minutes spent on homework is:

| <u>Level</u> | <u>Time</u> |
|---------------------------------|-------------------------|
| Pre K - K | 0 to 15 minutes per day |
| Primary (grades 1 - 2) | 15-30 minutes per day |
| Upper Elementary (grades 3 - 5) | 30-60 minutes per day |
| Middle School (grades 6 - 8) | 60-90 minutes per day |

If your child is consistently spending more time than the average, please contact his/her teacher as soon as possible.

LATE ASSIGNMENTS

Late work is defined as a written or oral assignment not handed in or presented at the request of the teacher on the day and at the time it is due. Make-up work and consequences are left to the teacher's discretion. The full version of each grade is available at the first parent meeting in September.

Web Grader Access

Parents of students in grades 4 – 8 will have access to Web Grader to check on their child's progress at any time. This will begin in October of 2008.

Late work will be marked within 24 hours.

Routine assignments/tests/etc. Will be entered into Web Grader within one week. Special projects may take longer.

Parents will be required to attend a meeting before they gain access to Web Grader.

HOT LUNCH AND MILK PROGRAM

Hot lunch and milk are offered through the Germantown Public School, prepared there and delivered here. A menu is sent home monthly in the red folder. Hot lunch will be available beginning the first week of school. If your child will take hot lunch the first week, please send the money on the first day of school.

Hot lunch and milk can only be purchased on Monday (or the first day of school for the week). Our hot lunch and milk program will be computerized this year. Please see the August red folder for more information on how the new program will work.

The cost for **hot lunch is \$2.45** per day (milk included). The price for **milk alone is \$.25/each** for grades K5 (all day) – 8.

Milk for K5 (half day) students' snack time can be purchased by paying for the entire semester at one time. Information is included in the August red folder.

IMMUNIZATION POLICY

All students must have their immunization cards on file and up to date.

INTERNET POLICY

St. Boniface School is proud to be able to offer Internet service for its students. The Internet represents a unique opportunity for our students to explore an incredible wealth of information that will enhance their learning.

With this educational opportunity also comes responsibility. It is important that you and your child read the Acceptable Use Policy for the use of Computers and Telecommunications and discuss them together.

Your student's use of the Internet will be supervised and we are using security settings available through our Internet provider, which are designed to limit access to inappropriate material. We encourage you to consider the potential, (however slight), of your child being exposed to inappropriate material in your decision of whether or not to sign the Agreement for the Use of Computers and Telecommunications Parental Consent Form which will be sent in the red folder.

MEDICATION POLICY

No medication may be administered by school personnel without a Medical Consent Form (available in the office) completed by the parent and returned to the office. This includes aspirin and other non-prescribed medicines. It is necessary for parents to provide the school with current, up-to date health information, including inoculation records. The provided health information should include information on a student's special health needs and the name of an emergency contact person. A Medical Consent Form must be on file for students requiring inhalers.

All medication must be sent in the original bottle. Student name and dosage must be marked clearly on the bottle. All medication must be clearly marked before it will be dispensed through school.

SCHOOL CLOSINGS/DELAYS POLICY

Inclement weather may necessitate the closing of school at times. St. Boniface School follows the decisions of the Germantown Public School concerning school closing. **If the Germantown Public Schools are closed, St. Boniface School is also closed, regardless if our school name is listed, as Germantown Public Schools provide our busing service.** When school is closed because of weather, there will be no 8:00 am mass that day. When possible, we will have our school name listed, but there may be occasions when this is not feasible. St. Boniface may also choose to close independent of the public schools. In that case, St. Boniface School would be listed individually on tv/radio stations. If school closes once the day has started, a phone tree will be used to inform all parents of the closing.

RADIO - WISN (1130)- WTMJ(620), WOKY(920)

T.V. - Channel 4 - 6 - 12

INTERNET – www.stbonifacewi.org and www.jsonline.com or your local news channel website

SCHOOL MINISTRY COMMITTEE

The School Ministry Committee's (SMC) primary purpose is to develop a strong understanding both within the school as well as the parish and community at large about the value a Catholic Education at St. Boniface brings. The SMC reviews the budget of the school and recommends adoption by the Parish Council. The SMC assists in the development of long-range plans of the school. We explore additional revenue sources for the operation of the school. The committee serves as a liaison between the school administration, parents, and the Parish Council. The SMC reviews and recommends school policies. The SMC oversees a variety of activities throughout the year.

For specific items, agendas, meeting minutes, etc please visit the St. Boniface website www.stbonifacewi.org.

SEXUAL HARASSMENT POLICY

At St. Boniface School, we maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each individual is essential. Therefore, it is imperative that we maintain a learning environment that is free from any form of sexual harassment. This is extended to activities that take place off campus.

"Sexual Harassment" means unwelcome sexual advances, unwelcome physical conduct of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic materials which is not necessary for professional purposes. Statute 111.32 (13)

To explain further:

Sexual harassment includes but is not limited to the following behaviors:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments.
2. Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
3. Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, studies or play because of sex.

4. Threats and demands to submit to sexual requests as a condition of continued employment or grades or other benefits or to avoid some other loss and offers of benefits in return for sexual favors.
5. Retaliation for having reported or threatened to report sexual harassment. (Fr. NCEA NOTES 11/94 pp 17 & 18.)

Informal Complaint Procedure (on sexual harassment)

Any student who feels she/he has been subjected to sexual harassment or any parent/guardian who feels that his/her child has been subjected to sexual harassment should contact a teacher or the principal. If the problem cannot be resolved at the local level or consultation is needed, the person should contact the Director of the Office for Schools, Archdiocese of Milwaukee.

All allegations will be taken seriously and promptly investigated. Confidentiality will be observed to the extent that it does not interfere with the school's ability to investigate or take corrective actions. St. Boniface School will keep matters as confidential as possible. Sexual Harassment violates Federal and State Law.

SPECIAL NEEDS POLICY

St. Boniface School cooperates with the Germantown Public Schools in identifying students who have exceptional educational needs. If a parent or teacher makes a recommendation for testing, the principal will inform the other, and the Germantown School District so that testing can be done. If the Multi-disciplinary team recommends that the student does have exceptional needs, we will do all we can to meet those needs. If we cannot do that at St. Boniface, we will recommend that the child be transferred so that their needs can be met

STUDENT LOCKER AND DESK POLICY

School lockers and desks are the property of the school and at no time does the school relinquish its exclusive control of lockers and desks provided for the convenience of students. Periodic general inspections of lockers and desks and any items in the lockers and desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

STUDENT CONDUCT ON SCHOOL BUSES POLICY **(GERMANTOWN SCHOOL DISTRICT)**

Students shall conduct themselves while on the school bus in a manner consistent with established standards. Misbehavior of any kind shall not be tolerated.

Bus rider rules shall be established and distributed to students and their parents\guardians at the beginning of each school year. These rules shall apply to all bus riders, private as well as public school students.

When a student fails to conduct himself properly on the school bus, such misconduct shall be brought to the attention of the designated administrator. Where continuing or serious problems exist, the student's bus riding privileges may be suspended. Due process procedures shall be utilized in disciplining students regarding misconduct on school buses.

St. Boniface School bus rider rules are as follows:

- Be on time for the bus - help keep the bus on schedule.
- Be careful, while waiting at bus stops, stand at a safe distance.
- Do not allow your conduct to result in problems for yourself, other students, or property owners near the bus stop.
- Don't try to enter the bus until it has come to a complete stop.
- Sit quietly in the same seat during the entire trip: loud talking or laughing distracts the driver's attention.
- There will be no saving of seats permitted.
- Never move from seat to seat, nor stand up while the bus is in motion.
- Be considerate of others with regard to windows being opened or closed. Windows will be opened only with the permission of bus drivers.
- Do not throw anything out of the window and BE SURE to keep your hands, arms, and head inside the bus.
- The language that is used on a bus could be embarrassing to others if it offends them. Please be considerate of others.
- Keep the bus neat, clean, and orderly at all times, especially the aisles.
- Bus drivers are authorized to assign seats to students if necessary.
- In leaving the bus, remain seated until it stops. (Do not rush from the back to be the first one off. Allow the bus to empty with the students seated in front leaving first.) If you cross the road, do so at least 10 feet in front of the bus and make sure the highway is clear. Flasher signals on the bus are operated for your protection.
- Never tamper with the bus or any of its equipment. Any damage as the result of vandalism will be paid by the student and/or her/his parents.
- Remember that bus riding is a privilege. Students that refuse to cooperate will be suspended from the bus. The school principal will be notified of violators of these rules.
- Be courteous to all others.
- No smoking or drinking on the bus.
- All the above rules shall apply to extra-curricular transportation also.

TELEPHONE

Students are not allowed to use the office phone unless there is a real emergency. Emergencies do not include forgotten items. No cell phones are allowed at school at anytime during the school day.

TUITION FEES/PAYMENT SCHEDULE

Tuition fees for the 2009 - 10 school year are as follows:

| <u>Description</u> | <u>Total Per Student</u> | <u>Total Per Family</u> |
|--|------------------------------|-----------------------------|
| K4/K5-Half Day | \$2,510.00 | \$2,510.00 |
| | | |
| K4/K5 Full Day through 8th Grade | | |
| 1 student | \$3,650.00 | \$3,650.00 |
| 2 students | \$2,975.00 | \$6,625.00 |
| 3 students | \$2,200.00 | \$8,825.00 |
| 4 students | \$1,505.00 | \$10,330.00 |

All tuition payments are received and processed through Tuition Management Systems (TMS). TMS is the contracted provider by St. Boniface Parish School for administering our tuition program. New Parents are required to sign and submit both a St. Boniface Tuition Policy Contract and TMS Enrollment form (please be aware these are two separate forms). Both forms are to be submitted to the school office. Current families already enrolled in TMS will be automatically re-enrolled for the next school year every spring. Any changes to payment schedule will need to be submitted to the school office along with the St. Boniface Tuition Contract. The Contract and Enrollment forms for this process are due as part of the annual registration process. Items that are not submitted by the first day of school will result in the students record being put on "temporary hold" status, and the student will not be allowed to attend classes until released by the Director of Administrative Services or Principal. Questions regarding billing and the processing of payments made can be made directly to TMS. The Director of Administrative Services can be contacted with all other issues or concerns as relates to this process.

UNIFORM POLICY/DRESS CODE

Dress Code includes personal appearance as well as clothing. Body piercing (other than ears), hair colors, use of excessive jewelry and make-up that may not be conducive to a learning atmosphere is not acceptable. The fad hair colors including but not limited to orange, purple, blue and green are not allowed. The use of excessive jewelry and make-up including but not limited to black lipstick, black fingernail polish and any jewelry/make-up associated with death or devil worshipping are not allowed.

The Uniform Policy is meant to be user-friendly and **followed**. The jumper and skirt **must** be purchased at the Uniform Place in Wauwatosa or Lands End, or through the Uniform Exchange Program. All other clothing may also be purchased there or at the uniform shops at Kohl's, Target, JC Penney, K-Mart, Goldman's, Sears, Talbots, etc. The colors of shirts are plain white, plain navy or plain red only. Your cooperation in following this policy is essential and greatly appreciated.

Uniform shirts with collars or turtlenecks must be worn at all times. T-shirts may not be worn except for designated spirit days. St. Boniface crew neck sweatshirts may be worn anytime as long as a uniform collar shirt or turtleneck is worn underneath. Hooded sweatshirts are not allowed during classes.

ACCOUNTABILITY

Dress code enforcement begins at home. **It is the responsibility of the students** to choose the appropriate clothing to wear to school, **the parent's responsibility** to scrutinize the uniform before the student leaves for school, and **the teacher's responsibility** to monitor and enforce the Dress Code Policy throughout the day.

OUT-OF-UNIFORM-DAY POLICY

Occasional out of uniform days are allowed throughout the course of the year. Students will be notified in advance. The basic dress code policy is still enforced.

- **Clothing should be neat, clean and appropriate for school.**
- **No midriff is to show at any time.**
- **No tank tops, spaghetti straps, crocs, sandals, backless shoes, or slippers of any kind are permitted at any time. Socks must be worn at all times.**
- **All girls' shorts must be between fingertips and knee.**

Students not following the guidelines will wear clothing from the uniform store

Uniform Policy

K4 and K5 (1/2 Day and Full Day)

- Uniform optional
- Clothing needs to be neat, clean and appropriate for school.
- No tank tops, spaghetti straps or sandals of any kind are permitted at any time.

BOYS (Grades 1-8)

Shirts: **Oxford, polo shirt, or turtleneck** in white, navy blue, and red (no decoration or designer label can appear on the outside of any garment except shoes). **Shirts must be long enough to stay tucked in.**

Pants: **Uniform type pants** in navy. Cargo pants, low riders, pants below the hips, hip huggers, flairs, bell bottoms, baggy or oversized pants are not allowed.

Shorts: Boys may wear walking shorts of an appropriate length in August, September, May and June. Shorts need to be solid color navy blue.

Sweaters: **Cardigan, crewneck, V-neck, or pullover.** Sweaters should be worn with a collared shirt or turtleneck underneath. Acceptable colors are navy blue, dark green, or red.

Fleece and Sprit wear sweatshirts: Long sleeved micro-fleece, or crew neck sweatshirts with the school logo.

Socks: Solid navy blue, red, white, dark green or black socks must be worn at all times.

Belts: Belts are optional but if worn need to be black, navy blue, or brown.

Shoes: Footwear needs to be neat, clean and in good condition. **No crocs, sandals, backless shoes or slippers are allowed.** Children need to have a separate pair of shoes for physical education class.

GIRLS (Grades 1-8)

Jumpers: **Uniform plaid** that must be an inch above the knee. Girls may wear navy blue biking shorts under their jumpers.

Skirt: **Uniform plaid** that must be an inch above the knee. May not be rolled up at the waist. The only leggings allowed are navy blue and the only pants allowed under the skirt are uniform pants.

Skort: **Uniform plaid** that must be an inch above the knee. These must be purchased at the Uniform Place only.

Pants: **Uniform type pants** in navy. Cargo pants, low riders, pants below the hips, hip huggers, flairs, bell bottoms, baggy or oversized pants are not allowed.

Shorts: Girls may wear walking shorts of an appropriate length in August, September, May and June. Shorts need to be solid color navy blue.

Cotton Blouses/: Tops can be long or shirt sleeve and should have a peter pan, polo, oxford, or turtleneck style collar. The colors must be white, navy blue, or red. **Knit Shirts** **must be long enough to stay tucked in.**

Sweaters: **Cardigan, crewneck, V-neck, or pullover.** Sweaters should be worn with a collared shirt or turtleneck underneath. Acceptable colors are navy blue, dark green, or red.

Fleece and: Long sleeved micro-fleece, or crew neck sweatshirts with the school logo.
Sprit wear
Sweatshirts

Socks: Socks need to be knee highs and/or tights. Colors allowed are solid navy blue, red, white, dark green or black socks must be worn at all times.

Belts: Belts are optional but if worn need to be black, navy blue, or brown.

Shoes: Footwear needs to be neat, clean and in good condition. **No crocs, sandals, backless shoes or slippers are allowed.** Children need to have a separate pair of shoes for physical education class.

Hair Pieces: Hair pieces are **optional** and if they are worn they must be navy blue, red, plaid, dark green, white or black.

ENFORCEMENT OF UNIFORM POLICY

Given that the dress code policy is clearly stipulated, the following non-compliance consequences will be enforced:

4. A verbal warning will be given to all students during the first week of school

5. If a student needs to change what they are wearing, they will have access to the “old uniforms.”
6. Offenses will be marked in the students’ Respect Log under Uniform Policy and after three signatures, the student will spend lunch period in the classroom.

VACATION POLICY

To obtain a leave for a vacation during the school year, a written note from the parents is required. Forms for a school year vacation can be picked up at the school office. This should be done at least one week before the vacation. The student is responsible for all their work. At the teacher’s discretion, as much work as possible will be given to the student before he/she leaves.

VISITOR POLICY

Visitors are welcome at St. Boniface School. Please follow the visitor policy:

- Contact the teacher to arrange for visitation.
- The teacher reserves the right to refuse the visitation if such would be disruptive to the class or the daily schedule.
- Before the scheduled visitation time, visitors must check in at the school office.

All visitors must sign in at the office and pick up and wear a visitor pass before going to any rooms in school.

PARENT AGREEMENT FORM

I have read the Parent Handbook/Policy Manual as updated 8/09 and have discussed the relevant portions with my child(ren).

We agree to abide by and support the policies of St. Boniface as listed in this document.

Please sign and return

(Parent Name--Please Print)

PARENT SIGNATURE

(STUDENT Name Please print or signature)

(STUDENT Name Please print or signature)

(STUDENT Name Please print or signature)

(STUDENT Name Please print or signature)

DATE

This page is for your records. Please sign and return the white Parent Agreement Form in the August Red Folder.