

# **SAINT BONIFACE SCHOOL**



## **PARENT/STUDENT HANDBOOK 2016 - 2017**

## **WELCOME TO THE 2016-2017 SCHOOL YEAR**

*The theme for this year is:  
Saint Boniface School – A Community Centered on Christ*

Saint Boniface is committed to building character, deepening compassion, and reinforcing values. We invite all Saint Boniface parents to be partners in this endeavor as we welcome all returning families and all new families as we begin this new school year.

Saint Boniface strives for excellence in education. We are proud of our dedicated, degreed, experienced, caring teachers and support staff. The staff and parents are committed to providing the best Catholic education for the children. Our curriculum is current and meets the varied needs of the students.

Each year we review and revise one area of the curriculum. Last year we completed our review of the Religion and Math curriculum. We reviewed our Standards and revised the outcomes. Our curriculum is based on the Common Core State Standards, the Minnesota State Standards, and the Saint Cloud Diocesan Standards. During this school year we plan to implement the new Religion and Math curriculum.

Saint Boniface School is accredited through the Minnesota Nonpublic School Accrediting Association (MNSAA). Our school received a positive review after the MNSAA team's visit in April 2013. The revised School Strategic Plan may be viewed on our web site: [www.stboniface.com](http://www.stboniface.com).

As in the past, we continue to strive for ways to involve our parents and to encourage communication. You are a key to the success of our program, and we want you to feel valued. Please bring questions or concerns to any member of the faculty and staff. We are here to help you to make this the best possible school experience for you and your child.

Thank you for your support and commitment to Saint Boniface School!

Sister Sharon Waldoch, Ed. S.  
Saint Boniface Principal

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## SAINT BONIFACE SCHOOL MISSION

*Saint Boniface School exists to spread the gospel message of Jesus and to foster spiritual and academic development of the children enrolled at Saint Boniface Elementary School.*

*Revised 2012*

## SAINT BONIFACE SCHOOL PHILOSOPHY

*Saint Boniface School, supported by the faith community, fosters a stimulating, nurturing environment that emphasizes Christian values, academic excellence and social development.*

*The gospel message taught at Saint Boniface School leads to active local and global awareness and service to others.*

*The educational program of Saint Boniface School is the outcome of a cooperative effort of staff, students, and parents.*

*Revised 2012*

## SCHOOL THEME

***Saint Boniface School – A Community Centered on Christ***

## SCHOOL and PARISH PERSONNEL

### ADMINISTRATION

|                             |                  |
|-----------------------------|------------------|
| Father Matthew Luft, OSB    | Pastor           |
| Sister Sharon Waldoch, SSND | Principal        |
| Monica Notch                | Ass't. Principal |
| Denise Scepaniak            | Secretary        |

### TEACHERS:

|                     |                  |
|---------------------|------------------|
| Nancy Chirhart      | Pre Kindergarten |
| Tanya Rehkamp       | Kindergarten     |
| Vanessa Drontle     | Kindergarten     |
| Carol Sell          | Grade 1          |
| Kim Baumgarten      | Grade 1          |
| Amanda Carlson      | Grade 2          |
| Krista Rausch       | Grade 2          |
| Megan Koll          | Grade 3          |
| Mary Schaefer       | Grade 3          |
| Liz Ficker          | Grade 4          |
| Sarah Reiter        | Grade 4          |
| Stephanie Dullinger | Grade 5          |
| Ashlee Kiess        | Grade 5          |
| Monica Notch        | Grade 6          |
| Jillian Reber       | Grade 6          |

### SCHOOL STAFF:

|                    |                            |
|--------------------|----------------------------|
| Michelle Orth      | Pre Kindergarten Para      |
| Kristi Hoffman     | Paraprofessional           |
| Kim Morford        | Music                      |
| Lora Voight        | Special Education Services |
| Dave Shaw          | Physical Education         |
| Shelley Giswold    | Librarian                  |
| Jessica Hess       | Computer Instructor        |
| Shelly Roettger    | Technology Coordinator     |
| Wendy Goltz        | Teletherapy                |
| Julie Ludwig       | Liturgical Ministries      |
| Traci Kooiman      | Nurse                      |
| Wendy Bechtold     | Food Service Manager       |
| Cory Zeiher        | Food Service Assistant     |
| Jim Erkens         | Director of Maintenance    |
| Natash Leyendecker | Custodial Assistant        |

### PARISH PERSONNEL

|                          |                                 |
|--------------------------|---------------------------------|
| Father Matthew Luft, OSB | Pastor                          |
| Larry Sell               | Pastoral Associate/Deacon       |
| Merrilee Stang           | Fiscal Stewardship              |
| Sherry Braegelman        | Discipleship Formation          |
| Sandee Kremers           | Youth Ministries                |
| Julie Ludwig             | Liturgical Ministries           |
| Father Efrain            | Hispanic Ministries             |
| Andrea Rieland           | Parish Administrative Assistant |

Telephone 320-685-3541 Fax 320-685-7792  
stbonifaceschool@stboniface.com (e mail) www.stboniface.com (web site)

## ADMISSION

### ELIGIBILITY

Any child whose family desires a Catholic education is eligible for admission. Saint Boniface School exists first to educate students from families who are registered members of the Church of Saint Boniface. Students from outside the Church of Saint Boniface are eligible whenever space is available. Saint Boniface School does not discriminate on the basis of race, sex, national origin, age, or disability (assuming reasonable accommodations).

### REGISTRATION

Returning and new students are asked to register for school each year. In the case of new students, registration forms are available in the school office. Registration is held in January or February.

### TUITION

Saint Boniface has a fair share tuition plan. According to our policy: *All children attending Saint Boniface School will pay the cost of education. Families may negotiate Fair Share tuition with their parish. Their parish may invest/subsidize the amount a family is unable to pay.* This plan asks each family to look at the actual cost of educating each student and to determine the amount the family is able to contribute toward the total cost. This year the total cost of educating a child is \$3,850. The parish where each child's family is registered is responsible for making up the difference between what the family pays and the cost of education. Non-Catholic students pay full tuition, unless their church is willing to contribute the difference between the cost of education and the family's fair share. The fair share contract is part of the registration form. Fair share applies to the K-6 program only. Pre Kindergarten at Saint Boniface is a self-sustaining program, and full monthly tuition is mandatory.

Tuition payments may be made monthly, quarterly, annually, or seasonally, and every family must contribute something toward their child's education according to their means. All families receive a monthly billing statement. This statement is based on 12 monthly payments beginning in July and ending in June. Please contact the school office if you have questions.

### TRANSFER STUDENTS AND STUDENT RECORDS

Families of students who are transferring from another school must complete a form in the school office in order for Saint Boniface School to receive all academic and health records of the child from the former school. This form should be completed at the time of registration.

### DAILY SCHEDULE

|                  |   |
|------------------|---|
| 8:15 AM          | Students admitted to building   |
| 8:25 AM          | School begins   |
| 8:30 AM          | Student Mass on Thursdays   |
| 11:50 - 12:35 PM | Lunch/Playtime for grades K-3 – this may be adjusted  |
| 11:55 - 12:40 PM | Playtime/Lunch for grades 4-6 – this may be adjusted  |
| 2:40 PM          | Announcements   |
| 2:45 PM          | Dismissal of students according to bus schedule   |
| 3:00 PM          | End of supervision of students in the building unless the administration grants permission. |

## **DRESS FOR SCHOOL**

### **DRESS CODE**

Children should come to school dressed appropriately. If weather becomes extremely hot in May and September, children are allowed to wear shorts. Parents are responsible for making this decision during these two months. We remind you that our building rarely becomes hot.

**On Thursday, Mass Day, proper attire for Mass should be worn. This does not include shorts.** The class preparing the liturgy is encouraged to “dress up” for their special Mass.

Clothing which advertises or advocates the use of alcohol, tobacco, drugs, or any activity contrary to Christian behavior is prohibited.

### **RECESS CLOTHING**

Generally, during the winter months all students will have a minimum of 15-20 minutes of outdoor recess. It is important to dress children appropriately for winter weather. Warm coats, hats, mittens, and boots should be available for all students. When snow is present on the playground, children are not allowed to play unless they have boots. Please discuss with your child the need for proper clothing for winter.

## **LOST AND FOUND**

Lost and found articles are located in the school hallway. Students are encouraged to look for items they may have lost or misplaced. Items left at the end of the school year will be donated. The best prevention for lost articles is to label clothing and valuables.

## **ATTENDANCE**

### **DAILY**

The importance of daily attendance is crucial to student success. Saint Boniface stresses daily hands-on learning, and many learning experiences cannot be made up. We ask you to help us by scheduling routine doctor and dental appointments during vacation days or after school. If your family is planning a vacation during the school year that cannot be scheduled during student vacation time, please contact the teacher and principal at least two weeks in advance. Students will not be excused for personal grooming appointments, shopping, etc. If you have questions about excused absences, please call the office.

### **TARDY**

Children are expected to be on time. If a student arrives after 8:25AM, they will be marked tardy. Children who are tardy must bring a note from a parent or guardian stating the reason for their late arrival.

### **ABSENT**

Parents must call the school by 8:25AM if their child is going to be absent because of sickness or family emergency.

### **DISMISSAL DURING THE DAY**

If your child will leave school during the day, you must pick up the child in the office. A child will only be released to a person you have authorized on your registration form or given permission in a written note. Non-custodial parents may not pick up a child without the permission of the custodial parent.

For the child's safety, we will not permit a student to wait outside for a ride. Children who need to walk to another destination during the school day must have a note from their parent or guardian giving permission.

## LUNCH

It is important for students to have a good breakfast. Proper nutrition goes hand-in-hand with energetic minds. We want to make sure children are not hampered in learning because they are hungry. Saint Boniface students participate in the National Lunch Program and it will be served at the Saint Boniface site. As in previous years, lunch menus will be sent home each month via email, and they will also be posted on the website.

The lunch prices will be provided to parents as soon as they are determined. One carton of milk is included in the cost of the lunch. Students are assigned a four-digit computer number and parents may deposit money into an account and we recommend parents send money for school lunches on a regular basis just as you pay other household bills.

If you feel your family may qualify for the federal free or reduced lunch program, you will find an application in the fall Open House packet, or you may contact our office for a form. New applications for free and reduced lunches become effective when Saint Boniface personnel approve the application.

All Kindergarten students receive free milk at snack time. This is provided by state funds.

### LUNCHES BROUGHT FROM HOME

Students may bring a lunch from home if they wish. Milk is available for purchase, or students may bring a beverage from home. **We ask you not to send soda pop as a lunch beverage.**

### FOOD ALLERGIES

If your child has a diagnosed food allergy, please inform your child's teacher and the administration about the allergy. This may be done through a written note. Whenever possible, the kitchen will try to provide alternatives for the food to which your child is allergic.

## TRANSPORTATION

### BUSSING

District 750 provides bus transportation for all children in grades K-6. The bus contractors determine bus routes and pick up/delivery times. Questions about Cold Spring bus routes should be directed to Richmond Bus at 320-597-2055. Questions about the Rockville routes should be directed to Voigt Bus Service at 320-251-6649.

Public and private school students are bussed together. During the first week in September, K-2 teachers ride the shuttle busses at the end of the school day to assist the younger students in safely and securely transferring to their route busses.

Saint Boniface students are required to abide by all bus regulations adopted by District 750. In addition, the State of Minnesota requires bus safety to be taught to all students. Disciplinary action will be taken if a student misbehaves. Appropriate bus behavior is the responsibility of each student. Use of the bus is a privilege. The bus driver's primary responsibility is to drive the bus in a safe and efficient manner. Please discuss appropriate bus behavior with your child.

### WALKERS AND BIKERS

Children who walk to or from school should be made aware of safety considerations as they walk.

Saint Boniface faculty members escort walkers and bikers to north and south crosswalks at the end of the school day.

Biking to school is discouraged. However, if your child bikes to Saint Boniface, the bike must be parked in the bike rack. The school assumes no liability for bicycles brought to school.

## **MAKING YOUR WISHES KNOWN ABOUT TRANSPORTATION**

On the registration form we have included information for you to complete concerning your wishes for your child's transportation. Can the child walk? bike? always ride the bus? These are determined by you, and then followed by school personnel throughout the year. If a change is to occur from what is indicated on the registration form, a written note signed and dated by you is needed.

## **PICKING UP AND DELIVERING YOUR CHILD**

We ask you to pick up and drop off children on the **north** side of the school. Only parents and those persons authorized on the student's registration form may pick up students. If you wish to have an unauthorized person pick up your child, you must send a note to school giving permission. Students are to be picked up in the school office.

For the safety of all the children, we ask that you use the LOWER parking lot and that you ALWAYS come into the school to drop off or pick up your children.

If you plan to pick up your child during the school day, we need a note from you indicating the time. We will have your child waiting in the office.

## **WINTER WEATHER CLOSING**

Saint Boniface cooperates with the ROCORI School District concerning early dismissal and closings due to winter weather. ROCORI uses, as its primary consideration, the safety of children. The ability of the busses to transport all students safely is the criteria used by both the bus companies and the public school administration. Road conditions vary within the district, and ROCORI advises parents to make the final decision about whether to send their child to school or not.

ROCORI announces school closings and early dismissals through the **Skylert** system. This system provides parents with a phone and e-mail message. The information submitted on your registration is used to communicate with you through Skylert. It is critical that this information is up to date at all times in order for us to contact you in the case of an emergency. Please contact the Saint Boniface School office when changes are made.

In case of unscheduled early dismissal, parents need to have an alternate plan for childcare, and you should clearly explain this to your children. Early dismissal means no PM Pre Kindergarten. Late start means no AM Pre Kindergarten.

Announcements may be accessed on the following radio and television stations:

|             |             |          |
|-------------|-------------|----------|
| <b>KASM</b> | Albany      | 1150 AM  |
| <b>KCLD</b> | St. Cloud   | 104.7 FM |
| <b>WWJO</b> | St. Cloud   | 98.1 FM  |
| <b>WJON</b> | St. Cloud   | 1240 AM  |
| <b>KXSS</b> | St. Cloud   | 103.7 FM |
| <b>WCCO</b> | Minneapolis | 830 AM   |

**KCCO/KCCW - Channel 7**  
Alexandria

**KARE - Channel 11**  
Golden Valley

**KSTP - Channel 5**  
St. Paul

When you hear or see the announcement for the "ROCORI Area Schools," Saint Boniface is included in that announcement.



## COMMUNICATION

Saint Boniface recognizes the importance of several forms of communication.

### WEEKLY NEWSLETTER

Each Monday the school publishes a Weekly Newsletter. The Newsletter is available on the website, and a copy will be sent to all parents via e-mail (if the school receives access to your e-mail address). Parents may contact the school if they wish to receive the Newsletter as a hard/paper copy.

Parents will also receive a weekly letter from their child's teacher. This may be in the white envelope or posted on the school website.

### SKYLERT

ROCORI announces emergency school closings and early dismissals through the **Skylert** system. This system provides parents with a phone and e-mail message. The information submitted on your registration is used to communicate with you through Skylert. It is critical that this information is up to date at all times in order for us to contact you in the case of an emergency. Please contact the Saint Boniface School office when changes are made.

### TELEPHONE USE BY STUDENTS

Students will not be allowed to use the telephone unless there is an emergency. The school secretary will take messages for teachers and students, but will not interrupt classes.

### WHITE ENVELOPE

Communication is an important part of school success. On Monday of each school week, a white Tyvek envelope is sent home with each child in the family. It contains important items of communication. **You are asked to read that information and return the envelope and any forms the next day.**

### LUNCH MENU

At the beginning of each month, a menu is sent home via email (if the school receives access to your e-mail address). The menu may also be found on our website: [www.stboniface.com](http://www.stboniface.com).

### WEEKLY PARISH BULLETIN ARTICLES

Each week the principal submits information for the Church of Saint Boniface bulletin.

### QUARTERLY PARISH NEWSLETTER

Each quarter the parish publishes a newsletter, which is available for every family registered in the parish and is posted on the Church of Saint Boniface website. The school often includes information in this newsletter.

### PARENT NIGHT

An informational meeting is held each September to provide parents with an overview of the school's goals and objectives for the year. At this Parent Night, teachers provide valuable information about their goals and objectives for the year and other useful information about class procedures.

### SEE OUR SCHOOL (SOS) DAYS

Each grade will hold an S.O.S. (See Our School) Day on the day of their first scheduled class Mass. Parents are invited to come to Mass and then to the classroom to see what their child's day is like. We host an SOS for Kindergarten as well. Check the school calendar for specific dates.

### SCHOOL BOARD MEETINGS

The School Board meets monthly in the parish conference room. All meetings are open. Agendas are available in the school office. The Board minutes are posted on the church and school bulletin boards each month. If you wish to address the Board, you need to request time on the agenda. Contact the board chair or Sister Sharon to be included on the agenda.

## **TELEPHONE**

All staff and faculty are available to you by telephone. If you need to speak to someone, leave a message and your call will be returned during teacher prep time or before or after school.

## **PROGRESS REPORTS**

At the end of each trimester, progress reports are sent home.

## **PARENT - STUDENT - TEACHER CONFERENCES – STUDENT CUM FOLDERS**

During the first and second grading terms, all parents have an opportunity to review their child's success, set goals, and communicate with the teacher in a three-way dialogue. Please check the school calendar for conference dates.

Parents may request to see their child's cum folder. State and Federal legislation has guaranteed parental and student right to access their records.

## **VISITATION**

Parents are welcome to visit anytime. Please make arrangements with the principal or your child's teacher if you would like to come and visit.

## **HOMEWORK**

Homework is included under the category of Communication because it allows you, as a parent, to be a witness to what is being taught. Homework can be a positive bonding experience between parent and child.

## **BEHAVIOR**

### **SCHOOL-WIDE DISCIPLINE PLAN**

Saint Boniface School has had a school-wide discipline plan since 1993. In November 2006, the school discipline plan was updated. The plan includes our discipline philosophy and is divided into two main areas: respect and responsibility.

Teachers at Saint Boniface strive to maintain the students' dignity and respect when working with them on their behaviors. They also work to be as fair with all students as possible. Not all students respond to behavior interventions in the same manner. What works for some, may not work for others. In situations such as these, the child's teacher will be working very closely with the principal and the child's parents to develop a behavior program unique to that student's needs. Some students may be classified as special needs students and may have a specific discipline and /or educational plan developed by their entire educational team. Often classmates may not understand why a student is treated differently. It is helpful for all of the members of the school community to approach these situations with trust in the professionals involved. Each student's behavior is being addressed.

The faculty and staff of Saint Boniface School are committed to a partnership with parents in the discipline of each child. Our plan calls for open communication with parents. If parents have questions, comments or concerns, they should feel free to express those to their child's teacher or to the principal.

### **Discipline Philosophy**

**We believe** all authority comes from God. **We believe** each student is a beloved child of God.

**We believe** each student is to be given the dignity afforded to him/her through the life of the Resurrected Christ.

**We believe** that a Christian education environment must have, at its core, the elements of respect and courtesy as the keys to discipline. **We believe** that love is expressed through justice and consistent fairness to all students.

**We believe** each student must exist within rules that promote self-worth and are understood as reasonable and necessary.

## Respect Issues

### **We respect all adults and children.**

We show respect to each other through our speech and actions. As children of God, everyone deserves respect. When we speak to one another or when we meet or play with another person, we must always show respect for them.

- \* We will treat each other with kindness.
- \* We will use reasonable voices in the hall and cafeteria.
- \* We will not wear hats in school or the cafeteria.
- \* We will walk at all times in our building.
- \* We will use appropriate language at all times.
- \* We will look at the person when being spoken to.

### **We respect our property, our school's property and classmates' property.**

Respecting property means we will do our best to leave the building, equipment and supplies we use in good condition for others. Respecting property includes all buildings where the student spends each day.

- \* We will take good care of all property.
- \* We will not chew gum in school.

#### **Consequence:**

If a student fails to respond with respect to the stated rules, the student will take home a behavior notice that states the respect issue. Parents need to sign the behavior notice and return it to the teacher the next day.

In-school consequences will be implemented according to guidelines established for each grade. These guidelines are age-appropriate. Each grade will provide the specific guidelines to the parents at the beginning of the school year.

## Responsibility Issues

### **We are responsible for our actions.**

We show responsibility when:

- \* We come prepared for class.
- \* We turn in completed assignments on time.
- \* We wear boots when snow is on the ground.
- \* We keep our desks, classrooms and locker areas neat.
- \* We work to the best of our ability.
- \* We follow classroom expectations.

#### **Consequence:**

A Reminder Card/"Oops" Slip will be given to students who do not abide by the responsibility issues as stated above. Reminder Cards or "Oops" Slips will be sent home with the student for the parent to sign and return to the teacher the next day.

In-school consequences will be implemented according to guidelines established for each grade. These guidelines are age appropriate. Each grade will submit the specific guidelines to the parents at the beginning of the school year.

If a student does not take any of the responsibility issues seriously, then it becomes a respect issue and falls under the respect category for consequences.

Any time a rule is consistently broken, a parent will be notified by phone, and together parent and teacher will address the problem.

## **LUNCHROOM AND PLAYGROUND RULES**

The Saint Boniface students eat lunch in the Church of Saint Boniface Parish Center. The principal or principal designee, teachers, support staff, and parent volunteers supervise the lunchroom and playground.

Some general guidelines are included here, but these are not the only guidelines children need to follow:

Do's – play well with each other, include everyone in the game if they wish to join, share space and equipment, stay away from icy patches, use the slide by sliding down not walking up, remain away from neighbors' property, use school-acceptable balls, and listen to the supervisors and follow their directions.

Don'ts – don't throw snow, don't stand on the picnic tables, don't throw objects at or on the shed, and don't fight.

## **HARASSMENT**

Harassment in any form by students, school personnel, volunteers and parents will not be tolerated and is governed by Minnesota State Law. Any person who feels they are a victim of harassment may file a report with the principal or the pastor. Forms for harassment allegations are available in the school office.

## **SUSPENSION AND EXPULSION POLICY FOR SERIOUS INFRACTIONS**

### **Grounds for Out of School Suspension and Expulsion:**

1. Evidence of possession and/or use of narcotics, alcohol, tobacco, or weapons on school property.
2. Willful destruction of school property.
3. Serious misconduct that interferes with the legal and personal rights of others (including harassment), or which presents danger to health, safety, welfare, and/or morals of any person. This includes **intent** or the cause of physical harm to another child or adult.
4. Theft of personal or school property.
5. Continual use of abusive language to student(s) and/or school personnel.
6. Accumulation of 7 or more behavior notices and/or reminder cards in one week.
7. Any other good and sufficient grounds rendering the attendance of the student contrary to the educational process, and/or Christian values of Saint Boniface School.

## **RESULTS OF OUT OF SCHOOL SUSPENSION OR EXPULSION**

### **SUSPENSION – Short-term removal from school**

1. Suspension for one day or less
  - a. The student shall be informed of the accusation against him/her by the principal.
  - b. The principal shall attempt to reach the student's parents or legal guardian to inform them of the school's action and request that they come to school to take custody of their child. If the principal cannot reach the parents, the student will remain on school property in the principal's office until the close of the school day.
  - c. A conference with parents will be required prior to re-admittance to school.
2. Suspension for more than one day
  - a. The student shall be informed of the accusation against him/her by the principal.
  - b. The principal shall attempt to reach the student's parents or legal guardian to inform them of the school's action and request that they come to school to take custody of their child. If the principal cannot reach the parents, the student will remain on school property in the principal's office until the close of the school day only on the first day of the suspension.
  - c. The student will be given a copy of a letter of suspension with a copy of the grievance procedure.
  - d. A certified letter will be mailed to the parents or guardians with a copy of the grievance procedure stating time, date, charge and specific acts that support the accusations causing the suspension. The procedure for readmission to school will be given.
  - e. The school will keep a copy of the certified letter along with records showing the letter has been mailed and received by the parent or guardian.

## **EXPULSION – Permanent removal from school**

1. If the principal decides that a penalty more severe than a short-term suspension is warranted, he/she must discuss this with the pastor.
2. A meeting of the pastor, a board member, principal and other personnel deemed necessary will be held to decide whether expulsion is the only solution.
3. If expulsion is recommended, the principal will follow the Minnesota Statutes.

## **GRIEVANCE PROCEDURES**

Any parent or guardian of a student has the right to grieve any decision, action, or procedure through the following process.

1. Grievances must be made in writing and presented to the school administrator within 30 days of the occurrence.
2. Grievances will be addressed by the school administrator within 10 days of the receipt of the written notice of grievance by the parent or guardian.
  - a. A meeting will be scheduled with all persons involved in the grievance.
  - b. Testimony will be taken from all persons involved in the grievance.
  - c. A decision as to the validity of the grievance will be rendered by the school administrator.
  - d. The above action described shall be completed within 30 workdays from the time the grievance is filed.
3. An appeal of any action taken may be made to the Saint Boniface School Board within 30 days of the decision rendered by the school administrator.
  - a. Appeals will be made in writing by the person filing the grievance.
  - b. Testimony will be taken from all persons involved in the grievance.
  - c. A decision on the appeal will be made by the School Board by a majority vote of elected members.
  - d. The above actions for appeal shall be completed within 60 workdays from the time the appeal is filed.

## **ELECTRONIC DEVICES**

Students may not use or have electronic devices in their possession during school hours. If they bring an electronic device to school, it must remain in their locker. Electronic devices will be taken from them if they are used during school hours without permission. Parents will be contacted and will come to get the electronic device from the office.

## **ACCEPTABLE USE POLICY, GUIDELINES AND RULES** **Use of Internet and other forms of telecommunication**

### Policy 6130

Use of the Internet and other forms of telecommunication will follow the Saint Boniface School Acceptable Use Guidelines and Rules.

#### Guidelines

Saint Boniface School recognizes the importance of technology in education. The Internet and other forms of telecommunication are tools that are used by students and staff of Saint Boniface to aid in the advancement of academic excellence. The use of the Internet or other forms of telecommunication must be consistent with the Mission of Saint Boniface School: Saint Boniface School exists to spread the Gospel message of Jesus and to foster spiritual and academic development of the children enrolled at Saint Boniface Elementary School.

### Rules for Policy 6130

Saint Boniface offers Internet access and other forms of telecommunication to all students and staff. The following rules are therefore observed.

- To help ensure appropriate use of the Internet and other forms of telecommunication, all staff, students and parents must sign and date the ***Acceptable Use Policy*** form.
- Any student use of the Internet and other forms of telecommunication is to be instructor directed.
- In an effort to ensure appropriate use of information, all Internet use is filtered and monitored.

*The following procedures and consequences are defined to maximize the educational potential available to staff and students, while minimizing the risk of inappropriate use. The use of the Internet and other forms of telecommunication is a privilege, and this privilege may be withdrawn if it is not used responsibly.*

#### Procedures and Consequences

*Users are ultimately responsible for their own activities, so it is important for those users to be aware of what is appropriate and inappropriate. The following is **not** intended to be an all-inclusive list identifying appropriate or inappropriate use of the Internet or other forms of telecommunication. Saint Boniface reserves the right to review and revise these Procedures and Consequences as necessary.*

1. Users will refrain from providing personal information about themselves or others. This includes but is not limited to: name, address, telephone number, password, user name, or email address.
2. Users will follow all copyright laws.
3. Users will not engage in any forms of games without prior approval.
4. Students will be limited to Internet sites by the instructors.
5. Users will not accept, forward, transfer or otherwise perpetuate chain letters.
6. Users will not subscribe to news groups or list servers without permission of instructor.
7. Users may not access chat rooms, message boards or any other service of this type.
8. Users will not open, modify, copy or delete files belonging to other users without their consent.
9. Users will not engage in obtaining unauthorized access, hacking, or other unlawful activities.
10. Use of the computer and Internet is intended for schoolwork only and users will be subject to any additional rules, limitations and conditions set forth by the school.
11. Users will remember that Internet access is a limited resource, and will not use it in a wasteful manner.
12. Users will acknowledge that information is not private and may be inspected without notice.
13. Users in violation of appropriate use of technology at Saint Boniface School will forfeit their right to its use and will face sanctions deemed appropriate by the administration.
14. Parents/Legal Guardians will be responsible for compensating St. Boniface for any losses, costs or damages incurred by the school resulting from violation of these procedures.

### Blogging

Blogging is becoming popular avenue for students to publish and read writing among their classmates and parents, therefore, additional and more specific rules are provided if blogging is used in the school setting. Use of technology at Saint Boniface School must coincide with the mission of Saint Boniface School.

#### Rules specific to blogging

1. Students are required to keep personal information out of their postings. Students will not post or give out photographs of themselves or others, their family name, password, user name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person. Instructors may post activities and photographs of students that are pertinent to the lesson.
2. Students will not share their user name or password with anyone other than their teacher, administrators, and parents.
3. Students will not log in as another classmate. Students will only work in the account that is assigned to them and take responsibility for all activity in said account.

4. Students will treat these tools as classroom space. Speech that is inappropriate in class is not appropriate on the blog. Students are expected to treat others with respect.
5. Students, in the course of completing the assignment, are expected to abide by policies and procedures, including those policies regarding plagiarism and acceptable use of technology.
6. Students who violate the agreement shall forfeit their right to school Internet access and will face sanctions deemed appropriate by the administration.
7. Any personal blog a student creates in class is directly linked to the class blog, which is typically linked to the student's profile, and therefore must follow blogging guidelines. In addition, students need to be aware that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.) the account should be treated the same as a school blog and follow the guidelines. Comments made on blogs will be monitored and –if they are inappropriate–deleted.

## **HEALTH SERVICES AND CARE**

### **HEALTH RECORDS**

State law requires all schools to keep health records for their students. Please help us to keep our health records updated by calling the school office if a child has had a serious illness or accident, is on regular medication, has a communicable disease, has received a required immunization, or any other information which would be important to the health and welfare of the child.

### **NURSING SERVICES**

District 750 provides nursing services for students at Saint Boniface. Throughout the year, children are screened for vision and hearing problems.

### **MEDICINE IN SCHOOL**

The school office will administer prescription medicine during the day; however, medicine must be kept in the office, in an original container and with directions written on the bottle. In addition, a note from the doctor and parent requesting we administer the medicine is necessary. This is state law. Over-the-counter medicines also require a note from parents and may be administered by the classroom teacher. Saint Boniface School follows District 750 guidelines, and these guidelines are available in the office or may be found online.

**NOTE: Saint Boniface is a latex-free school. We do not allow latex balloons or other latex items.**

### **WHEN YOUR CHILD BECOMES ILL OR INJURED**

Children who complain of illness are sent to the office. Office staff or the nurse will take the child's temperature, and, if elevated, will call home immediately. Minor injuries are treated in the nurse's office. Major injuries are cared for according to the information given on the child's registration form. Again, parents are notified immediately of a major injury. **It is most important to have accurate information recorded on the registration form concerning whom to contact in case of illness and who is the child's day care provider.**

## **PEST CONTROL MATERIALS USED IN SCHOOL**

On May 15, 2000, Governor Ventura signed into law the "Parents' Right to Know Act". The act deals with the use of pest control materials in schools and became effective on August 1, 2000. The law states that parents must be informed of the use of pest control materials, and this notice must be included in all parent handbooks.

### **Notice Concerning Use of Pest Control Materials:**

Saint Boniface School utilizes a licensed, professional pest control service for the prevention and control of rodents, insects, and other pests in and around the school/church buildings. Their program consists of:

1. inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. utilization of non-chemical measures such as traps, caulking and screening; and
4. application of EPA registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

If you have any questions about the application of pest control materials, please contact the Director of Maintenance, Jim Erkens, or the principal, Sister Sharon Waldoch.

### **CRIMINAL HISTORY BACKGROUND CHECKS**

*Mandatory Criminal Background Check:* All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks on school volunteers as well as vendors or independent contractors who do not have regular or unsupervised contact with minors.

The following positions are subject to a mandatory background check: teachers, substitute teachers, specialist teachers, tutors, academic coaches, athletic coaches, extracurricular advisors, paraprofessionals, food service personnel, chaperones and janitorial service personnel.

### **VOLUNTEER PROGRAM**

Volunteers are an important aspect of daily life at Saint Boniface. Volunteers perform many tasks to assist teachers and staff. If you have a special talent to share or time to get involved, consider volunteering at Saint Boniface. Here are some areas where help is needed:

- Keyboarding and computer work
- Telephoning
- Cutting for display, bulletin boards, etc.
- Collating materials and stuffing envelopes
- Chaperoning
- Copying and preparing materials for teachers
- Playground and lunchroom supervision at noon hour
- Sharing a talent -- music, art, crafts, cooking etc.
- Volunteering professional service or consultation -- carpentry, painting, technology, electrical, etc.
- Baking
- Assisting with classroom parties
- Assisting with health screenings
- Assisting on Picture Day



Serving as a teacher's aide for a few hours each week  
Reading with students  
Reading to students  
Serving on a committee for special occasions (Special Friend's Day, Catholic Schools' Week, Boni Ball, CUF Breakfast, Christmas Program, Speech, etc.)  
Helping on special occasions (Special Friend's Day, Catholic Schools' Week, etc.)  
Musicians for student Mass  
All of the activities of the Saint Boniface Home and School Association

Forms to sign up for volunteer opportunities are included in the open house packet. One form is called, "The Parent Volunteer Sheet" and the other is titled "Home and School Association Parent Volunteer Sheet".

### **DIOCESAN POLICY ON SEXUAL MISCONDUCT**

In compliance with the policies of the Diocese of St. Cloud, all volunteers are required to receive a copy of the Diocesan policy, "Sexual Misconduct Policy of the Diocese of St. Cloud". Volunteers, including parents, as well as all faculty and staff, must sign an "acknowledgement of receipt" and complete a "background questionnaire concerning sexual abuse". The purpose of this diocesan policy is to provide for greater safety for the children of our schools.

In the Open House packet distributed to each family, new families will receive a copy of the diocesan policy and the form to fill out. We are required to obtain a signed form from all volunteers before they are allowed to work with the children. We thank you for understanding the need for this request.

### **SAINT BONIFACE SCHOOL WORKATHON**

The Saint Boniface School Workathon is the largest annual fundraiser of Saint Boniface School. It is sponsored by the Home and School Association and *generally* is held on a Saturday in October each year.

The Workathon involves each student seeking pledges from family, friends and neighbors for the community service work they will do on the day of the Workathon. That community service is provided for older citizens and those who cannot complete typical fall chores around the home. The Home and School Board of Directors solicits donations from businesses and organizations in the area to support the Workathon. Each year we raise over \$38,000 to provide the necessary funding for multiple programs. Those programs include bussing for field trips and the swimming program, the Camp Foley experience for grade 6, student organizations and competitions, staff development, and academic needs of students.

The Saint Boniface Workathon has other goals besides fund raising. Working for the community and providing service for those who need us is an important lesson in Christian living. The Workathon gives all of us an opportunity to unite and show care for our neighbors.

### **ACADEMIC PROGRAMS**

The academic program of Saint Boniface School provides all students with a superior, value-based education. The foundation of education the children receive is Catholic. This is our number one priority. Common Core State Standards and the Minnesota State Standards provide the basis of our curriculum. All curricular areas are periodically reviewed and revised.

### **RELIGION**

The heart of every Catholic School is its religion program. Saint Boniface School uses the *We Believe* program for grades K-6. This program is consistent with the National Catechetical Directory. It is designed to lead to an encounter with Christ, conversion of the heart, and experience of the Spirit in the community of Church.

An essential part of the religion program is preparing and participating in liturgy. Students participate in the celebration of Mass once a week on Thursday mornings. When a Holy Day of Obligation occurs, the Mass for the week is on the Holy Day.

Students also have many opportunities to provide community service and church service. Children help plan and participate in various liturgies. Reconciliation is provided during Lent and Advent. Prayer services are planned several times during the year to focus on a special occasion or season.

Formal preparation for the sacraments of First Reconciliation and First Eucharist is provided under the direction of the Elementary Faith Formation Program of the Church of Saint Boniface, as well as the second grade teachers and parents. Parents are responsible for directed instruction of their children as they prepare for these two special sacraments.

In addition, Saint Boniface believes that our Catholic tradition and heritage should be incorporated into all other academic areas. It is in this way that we will be able to give witness to Jesus Christ in all areas of life.

Students in Grade 5 are taught a unit in sexual education. Parents are informed of the program and invited to observe all lessons.

### **READING/LANGUAGE ARTS**

The **McGraw – Hill Treasures Program** is a total language arts program incorporating phonics, literature, writing, speaking, spelling and grammar. This program is a comprehensive, scientifically based, core reading program that helps every child succeed.

Students also have exposure and access to hundreds of pieces of great literature which accompany this series and which provide for a broad range of interests and reading abilities. The program also features access through technology in skill building and mechanics.

**Accelerated Reading Program** is a part of our curriculum. In this program, students read for learning and enjoyment. Comprehension tests are taken for each book a child reads.

### **MATHEMATICS**

Saint Boniface School uses *Everyday Mathematics* in all grades. *Everyday Mathematics* is a curriculum that encourages teachers and students to go beyond arithmetic -- to explore more of the mathematics spectrum by investigating data gathering and analysis, probability, geometry, patterns, and algebra. Mathematics is integrated into other subject areas and becomes part of the ongoing classroom routines, outdoor play, and spare transitional moments that occur every day.

### **SOCIAL STUDIES**

As stated in our Social Studies curriculum philosophy: “We believe Social Studies education is committed to enlighten and empower students to be humane, empathetic, reasoning and active citizens in a multicultural and interdependent world. We believe social studies education models a structured school/community focus that prepares the students to become citizens in a democratic society. We believe throughout the study of social interaction, Saint Boniface students will develop a variety of thinking processes, a respect for human dignity, and a caring response toward all people as reflected in the Gospel values of Jesus Christ.”

### **SCIENCE**

Saint Boniface School offers a science curriculum that involves “hands on” learning and is one of the favorites of our students and staff. It stresses the scientific discovery approach in teaching science concepts that broaden the students’ knowledge of their world. *Science and Technology for Children (STC)*- Carolina Biological Co., and *Full Option Science System (FOSS)*- Delta Co., are the programs used in our school.

Science education is not just offered in the classroom. Saint Boniface students can be seen trekking through the woods of St. John's looking for fungus, releasing newly formed butterflies on the church steps, or out in our fields launching rockets.

### **ART**

We believe the arts offer avenues for self-expression and creativity in individual learners and groups. Art is basic to education and learning across disciplines and can serve as a centerpiece for teaching and learning.

Arts education contributes to the multiple intelligences of all learners and recognizes cultural diversity. Arts education should include visual media for all learners.

### **HEALTH**

Saint Boniface School uses a variety of materials to integrate the study of health into other areas of learning. *Current Health*, a magazine that explores health issues, is part of this effort. Individual units in health education are also used.

### **MUSIC**

Music is taught to all children at the District Education Facility under the Shared Time Program. Saint Boniface students experience the music curriculum, *Music Connections*. Children will grow in their ability to understand and organize, as well as interpret and express musical ideas. It is the teacher's challenge to help the children perform and organize music. Such skills would include singing, playing instruments, movement, and composing and improvising. Each child will have this opportunity so that he/she may develop a sense of values regarding the kinds of music he/she will find satisfying and the place which music will fill in his/her own life.

### **PHYSICAL EDUCATION**

Saint Boniface has a shared time program for physical education at the District Education Facility. Tennis shoes are required for this class. A strong skill development program is followed, as well as a continual striving for good physical fitness. Intermediate students also enjoy units in swimming and bowling. Children who are unable to participate in physical education due to medical reasons must have a doctor's statement.

## **SPECIAL AREAS OF INSTRUCTION**

Special areas are those that enhance the regular curriculum offered at Saint Boniface School.

### **LIBRARY/COMPUTER/MEDIA CENTERS**

Our library/computer/media centers proudly house the latest computer technology utilizing Macintosh systems designed for computer instruction. All K - 6 students receive instruction twice each week in computer programs and word processing. Students also have supervised Internet access and instruction.

All students are given the opportunity to go to the media center once a week to choose books. Students are taught library skills at an age-appropriate level. Students may also use the media center when they have free time or are working on a specific project.

### **SPECIAL EDUCATION NEEDS**

Public school districts are required to provide services to non-public school students who need help in certain areas. Students who are suspected of having learning disabilities or emotional and/or behavioral disabilities may be referred for evaluation and service. Parents request this help for their child, in consultation with the child's classroom teacher. After referral by the parent, the special education case manager will conduct a complete diagnosis to determine if the child has a learning disability and what steps need to be taken to accommodate the disability. Parents are involved throughout the process and are required to give written consent to carry out the necessary procedures.

### **SPEECH/LANGUAGE**

Speech and language development is another shared time program provided through District 750. Again, a parent referral is needed in order to provide service for any student in the speech/language program. The speech clinician will test each referred student to determine if the child qualifies for service. These results are reported to the parent

and teacher, and the team will determine when and how often a student needs speech therapy if he/she qualifies. Parents are very involved in this referral process and help determine the need and program used.

#### **TITLE I SERVICE -- SUPPLEMENTAL HELP**

Under federal funding, students who need additional help in math and, when approved, in reading are referred for Title I services. Participants in Title I services must be behind by one year to qualify for the program. This is determined through teacher referral and an assessment program. Again, parents are involved in the referral and must give written permission for the service. Parents receive regular progress reports on their child.

#### **TESTING PROGRAM**

Saint Boniface School administers the Measures of Academic Progress (MAP) assessments of the Northwest Evaluation Association (NWEA) testing program. At various times during the school year, the students are given a battery of tests in reading, language and math. Results are shared with parents.

#### **FIELD TRIPS**

Saint Boniface School recognizes the importance of field trips as educational experiences. Each grade level is scheduled for one major field trip each year. Depending on the trip and entrance fees, families may be asked to pay for part of the trip. Parents are welcome and encouraged to help chaperone field trips. Chaperones are determined by random selection of those available.

Through their fundraising efforts, the Home and School Association provides monies to pay for all of the bussing for field trips.

In sixth grade, a special one-week trip to the Foley Outdoor Education Program is required. Students experience a valuable environmental education program with specific goals and objectives. Parents are encouraged to volunteer to assist at Camp Foley, located north of Brainerd. Again, a random selection of parents who are interested in Camp Foley is held.

### **SAINT BONIFACE HOME AND SCHOOL ASSOCIATION**

The Saint Boniface Home and School Association (Home and School) is an organization that exists to enhance the relationship between the home, school and community. The Home and School also assists with the financial support of the school. All parents or guardians of children attending Saint Boniface are members of the Home and School Association. The general membership of the Home and School is invited to the meeting in spring. An executive board (pastor, principal, and eight officers) is the governing body of Home and School. Board members meet as needed, usually once a month. These meetings are always open and publicized. The Home and School generally meets on the first Monday of each month.

The Home and School has ongoing committees to accomplish their goals. The Home and School committee and sub committees are responsible for the major fund raising efforts of Saint Boniface School. They are instrumental in the annual Workathon in October and the Boni Ball in May.

The Room Parent Program is another important committee of Home and School. Room parents are volunteers who assist teachers in the classroom in a variety of ways. When parents volunteer, they indicate their availability and talents.

Other committees host social events for members, their families, and the community at large. In September, the Home and School sponsors a family picnic.

The Home and School Association is the best way for parents and staff to share in the partnership of educating our children. Be involved and become active in the Saint Boniface Home and School.

#### **HOME AND SCHOOL BOARD MEMBERS - for 2016 - 2017**

|                                  |                             |
|----------------------------------|-----------------------------|
| Sabrina Kraemer, President       | Amy Notch Vice President    |
| Calvin Fischer                   | Lisa Lichy                  |
| Leah Heying, Treasurer           | Mary Hetland Secretary      |
| Lori Ruhland                     | Aimee Minnerath             |
| Sister Sharon Waldoch, Principal | Father Matthew Luft, Pastor |

## SAINT BONIFACE SCHOOL BOARD of EDUCATION

**General Eligibility:** Each member of the School Board shall

- Be at least 18 years of age
- Have a genuine interest in Catholic school education
- Be a credible witness of the Catholic faith; a member of a parish; or if non-Catholic, not be opposed to the tenets of the Catholic faith.
- Have the ability to work with others to achieve consensus
- Have the ability to make the time commitment for meetings, committee work, and in-services
- Willing to maintain confidentiality and high level of integrity
- Willing to support school philosophy and mission
- Have a professional and personal life that is reflective of the teachings of the Catholic Church
- Not be a member of the school staff, or the spouse, child, sibling, or parent of a staff member.

**Number of Members and Representation:** The School Board shall consist of no fewer than seven (7) members and no more than nine (9) members. No less than one third of the members shall be parents of students currently enrolled in the school. Only one member may be enrolled in a parish/faith community other than the Church of Saint Boniface.

**Appointment:** A member of the School Board shall be nominated by the Board and appointed by the Pastor for a term of three (3) years and may not serve for more than two (2) consecutive terms. The appointments shall be staggered equally over a period of three (3) years to provide for continuity of a majority of the membership from year to year. After a lapse of one year, a former member may then be reappointed. Any member of the School Board who cannot fulfill his/her obligation of office shall submit a letter of resignation to the Pastor through the Chairperson.

**Removal:** The School Board may vote to recommend to the Pastor that a member be removed from the board for absences without advance notice. The Pastor may also remove an individual School Board member for cause.

### SAINT BONIFACE SCHOOL BOARD MEMBERS

Jason Wesenberg - Chair

Shannon Humbert – Vice-chair

Tom Lindell

Sunny Hesse

Jen Wenner

Gena Zollar

Mike Dockendorf

Kay Coapstick – Trustee

Laura Schroden

Angie Spitzley

Sister Sharon Waldoch - Principal

Father Matthew Luft - Pastor

## HELPFUL TIPS FOR PARENTS

All parents are interested in their children's progress in school and want to help them become successful students. The inventory below is designed to help you assess what you are already doing and to create an awareness of additional activities you might want to try.

1. I limit the number of hours per day/week that my child watches TV and plays video or computer games.
2. I provide a quiet study area for my child.
3. The TV is off during meals to facilitate conversation.
4. I insist that my child does homework in a place free of distractions.
5. I provide a variety of experiences for my child -- athletic, cultural, spiritual, and social.
6. When my child watches TV, I occasionally try to watch too, and then discuss the program.
7. I take an active interest in my child's schoolwork.
8. I usually know when my child has a test and needs to study.
9. I orally quiz my child to help him/her prepare for a test.
10. If my child has trouble understanding something, I try to help.
11. I am aware of numerous study strategies I can share with my child.
12. I read out loud to my elementary school age child.
13. I set an example by reading myself and discussing what I have read.
14. I attend parent/teacher/student conferences.
15. I respond to progress reports, notes, and calls from my child's teacher.
16. I encourage my child to do his/her homework as early in the afternoon or evening as possible.
17. I encourage my child to set aside a regular time every day for homework and study.
18. If my child does not have a specific assignment, I require that he/she spend time reviewing.
19. I encourage my child to use spare time to read and to tell me about content.
20. I try to "catch" my child doing something right.

**SAINT BONIFACE SCHOOL  
PARENT/STUDENT HANDBOOK AGREEMENT  
2016-2017**

**I have read and agree to be governed by the Saint Boniface School Parent/Student Handbook.**

The Saint Boniface School Parent/Student Handbook is on the Parish/School website: [www.stboniface.com](http://www.stboniface.com) (connect to Links). If you are unable to assess the handbook, call the school office and we will print one for you. You may also request this handbook via e-mail: [stbonifaceschool@stboniface.com](mailto:stbonifaceschool@stboniface.com).

\_\_\_\_\_

Parent/s Signature/s

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student/s Signature/s

Date: \_\_\_\_\_

*Please sign and return this form by the end of the second week of school.*