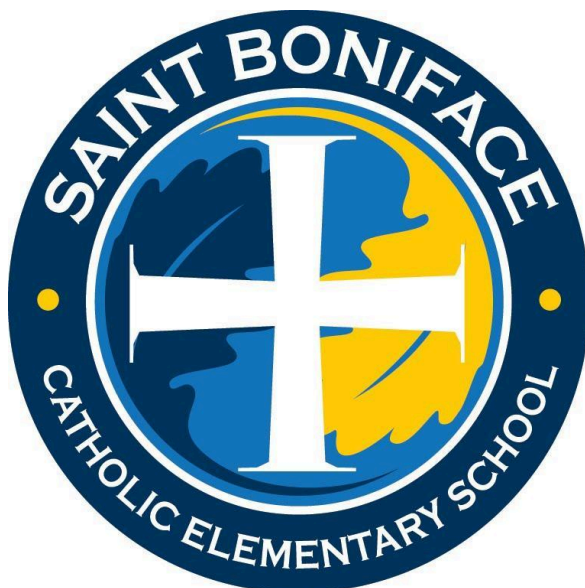
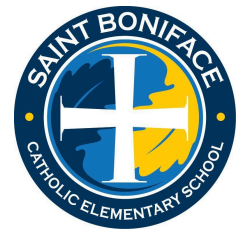


SAINT BONIFACE SCHOOL



PARENT/STUDENT HANDBOOK



WELCOME TO A NEW SCHOOL YEAR

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. Our curriculum is based on the Common Core State Standards, the Minnesota State Standards, and the Saint Cloud Diocesan Standards.

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 February 2020. This year we will continue to work towards meeting the goals in our Strategic Plan.

We are hoping this school year resembles a much more normal year of in person learning, school events, and fundraisers. We will continue to take precautions to provide a safe and healthy learning environment for the students and adapt as necessary to changes around us. We are excited to welcome the students and families back in person for the school year!

Parent involvement and engagement in communication is highly encouraged. You are a key to the success of our school and we want you to feel valued. We are here to support you and your child(ren). 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!
Together we are Saint Boniface strong!

Heather Pfannenstein

Heather Pfannenstein
Saint Boniface Principal
principal@christcatholic.com

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SAINT BONIFACE SCHOOL MISSION

We exist to spread the gospel message of Jesus and to foster spiritual and academic development of the students enrolled at Saint Boniface School.

Revised 2019

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, parents, and community members.

Revised 2019

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).

Saint Boniface School is an equal opportunity provider.

REGISTRATION

Returning and new students are asked to register for school each year. In the case of new students, registration forms are available at stboniface.com. Registration is generally held in January.

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 \$4,200. 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 9 monthly payments beginning in September and ending in May. 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.

NOTE: Parents are entitled to review their child's records. Check the following site for detailed information:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

DAILY SCHEDULE

7:45 AM	Students admitted into school
8:05-8:15	Parents are encouraged to drop students off
8:25 AM	Morning Announcements/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
2:45 PM	Dismissal of students according to bus schedule
2:45-3:00	Parent pick up
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 the 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

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

Students are expected to dress appropriately and modestly. This includes:

- Skirts, dresses or shorts that are fingertip length
- Leggings are only acceptable if they are with a dress or a longer tunic
- No thin strap tank tops or off the shoulder shirts
- No midriff shirts

SCHOOL MASS DRESS CODE: THURSDAYS AT 8:30 AM

School Mass is central to who we are as a Catholic school. We value Mass as a sacrament and hold it to be of high importance. School Mass is a time we specifically set aside to meet as a school and church community to honor and worship God every week. Because of the importance and significance of Mass students are required to follow the Mass Dress Code.

Mass Dress Code. This does not need to be formal dress attire.

- Nice jeans, pants, or dress pants with a nice shirt
- Skirts or dresses that are fingertip length
- No Shorts (student can bring a pair of shorts to change into after Mass)
- Shirts without graphics (logos are fine)
- Leggings are only acceptable if they are with a dress or a longer tunic
- No thin strap tank tops or off the shoulder shirts
- No midriff shirts

RECESS CLOTHING ADD DRESS CODE

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.

0-24 degrees: Students need a winter coat, boots, snow pants, hat, and gloves

25-40 degrees: Students need a winter coat, hat and gloves.

41-50 degrees: Students need a jacket

51-60 degrees: Students need long sleeves or a sweatshirt

60 + degrees: Students do not need long sleeves.

No matter what the temperature is, if there is snow, students MUST wear SNOW PANTS and BOOTS.

The temperature listed above are the real temperatures and does not include wind chill. We do NOT go outside if the real temperature is below 0 or if it is 0 with the wind chill.

Transition from winter to spring:

- All K-3 wear boots until all the snow is gone
- K-3, again must wear boots but if they don't plan to play in the snow, they can skip snow pants. Teachers warn them about wet knees and they suffer the natural consequences if they skip their snow pants
- 4-6, if they don't plan to play on snow, they can skip boots and snow pants.

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

STATE LAW

Saint Boniface School abides by all state laws pertaining to the operation of the school according to Minnesota State Statute 120.

CIVIL RIGHTS STATEMENT

This institution is an equal opportunity provider.

DAILY ATTENDANCE

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.

Absence due to vacation

- Vacations taken while school is in session are strongly discouraged.
- If a family takes a vacation while school is in session, the school must be informed at least 24 hours before the planned absence.
- Attendance is crucial to the success of student learning through active engagement with their teachers and classmates. Teachers deliver high-quality content that can't be replicated through make-up homework. In-person learning is best. Student absences for vacations or appointments should be avoided.

Saint Boniface School Homework/Vacation Policy:

- Teachers may provide homework and assignments in advance for vacations that are 1 or 2 days long.
- If a vacation is longer than 3 days teachers will not give out assignments in advance. When the child returns to school after a vacation, the assignments will be given out together with a deadline for completion by the teacher.

ABSENT

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

TARDY

Students coming in after 8:25 will be marked tardy.

HALF DAY

If a student comes to school later than 11 AM, leaves before lunch, or leaves 2 hours before the end of the day it counts as a half day.

LATE ARRIVAL

Students who arrive at school after 8:30 AM must be walked and signed in at the school office by a parent/guardian, or authorized person.

DISMISSAL DURING THE DAY

If your child will leave school during the day, you must pick up the child in the office and sign them out. 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

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 School participates in the National School Nutrition Programs, including breakfast and lunch. Lunch and breakfast menus will be sent home each month via email, and they will also be posted on the website.

Due to the MN state legislature there will be NO charge for breakfast or lunch. There is a charge of \$0.45 for milk if students wish to purchase one with a cold lunch or to purchase an extra milk with their lunch. Students are assigned a four-digit computer number and parents may deposit money into an account if needed for milk. Lunch price for adults is \$4.95.

Please review the Application for Educational Benefits and if you think your family may qualify, complete the form in the fall Open House packet, or you may contact our office for a form. Applications for Educational Benefits (previously called the Application for Free and Reduced Lunches) become effective when Saint Boniface personnel approve the application. By completing this application Saint Boniface School receives extra funding to support educational services, technology, and professional development.

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

BREAKFAST

Breakfast will be served at Saint Boniface School 7:30-8:00 am. Students may be dropped off as early as 7:30 if they are planning to eat breakfast. After breakfast students will be dismissed to wait in the gym before school starts.

LUNCHES BROUGHT FROM HOME

Students may bring 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.

SAINT BONIFACE SCHOOL MILK PAYMENT PROCEDURES

Saint Boniface School has many simple payment options for you to choose from. No matter which payment option you choose, please remember that the current negative balance must be paid as soon as possible.

- *Pay in the Mail:* Send a check to **Saint Boniface School**. Checks should be made payable to **Saint Boniface School**. **Indicate on the check that it is a payment for milk**. If paying in cash, please include your child's name or family name when sending a payment.
- Pay in Person: Stop by **Saint Boniface School** between **7:30am** and **3:30pm** Monday through Friday to pay by cash or a check. You may also send cash or a check to school with your child. Checks should be made payable to **Saint Boniface School**.

Birthday Party Policy

Classrooms will have a small commemoration for student birthdays. Students are welcome to bring store-bought treats to share. Please check with the classroom teacher for food allergies.

If students have a birthday party outside of school, invitations will not be allowed to be handed out at school. Please do this outside of the school day.

The school will :

- Share names of students in classes A & B
- Share parent emails in classes A & B

The school will not:

- Share only particular student names
- Share parent/student phone numbers or mailing addresses
- Hand out invitations

TRANSPORTATION

BUSSING

District 750 provides bus transportation for all children in grades Pre-K through 6. Pre-K students with a sibling at Saint Boniface are also allowed to ride the bus to school. District transportation forms can be found on the District website. The bus contractors determine bus routes and pick up/delivery times. All questions related to bussing and 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 buses at the end of the school day to assist the younger students in safely and securely transferring to their route buses.

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.

MORNING DROP OFF-K-6 Students

- Drop off will be allowed at 7:45 a.m. in the south parking lot area.
- **Parents are encouraged to bring their child(ren) to school between 8:05-8:15 to allow for less students waiting in the gym.**
- Beginning at 7:45 a.m. students will be allowed to enter the school. Students will sit and wait in the hallway by grade level until they are dismissed for class. Students should read a book or quietly talk with their neighbors at this time.
- At 7:45 a.m. a staff member will be supervising bus/parent drop off while another staff member will be supervising the hallway,
- 8:05 a.m. dismissal to classrooms will happen from the hallway.

END OF DAY DISMISSAL AND PICKUP

K-6 Buses

- **Buses will be loaded at 2:45-2:50.** Teachers will partner to allow one teacher to walk to busses with students and another to supervise classrooms.
- **2:45 Grade levels will begin to load busses starting with the 6th grade and then moving down.**
 - K-3 grade teachers stay outside to assist in supervision.
- **K-6 Parent Pick up is at 2:50-3:00**
 - **2:50 Grade levels will exit outside to the pickup area.**
 - Pick up will be allowed outside the school doors along the sidewalk.
 - Parents are asked not to park in the parking lots.
 - Parents will drive up, in a drive through format, to pick up their child(ren).
 - The first car in line will be loaded with their child(ren) and will leave. The next car will move forward to load, etc.
 - Students will stay with the teachers until their car is the first one in line.

PRE-KINDERGARTEN DROP OFF AND PICK UP

- **Pre-Kindergarten Drop Off**
 - Families are encouraged to wait until 8:15 AM to drop if possible.
 - Pre-K students can be dropped off as early as 8:00 AM.
 - Parents will walk their child into the main doors of the school.
 - Pre-K drop off of preschoolers will wait in the hallway by their Pre-K door.
- **Pre-Kindergarten Pick Up**
 - Parents pick up at 11:25 AM (half day) or 2:45 PM (full day).
 - Pick up will be allowed outside the school doors along the sidewalk.
 - Parents are asked not to park in the parking lots.
 - Parents will drive up, in a drive through format, to pick up their child(ren).
 - The first car in line will be loaded with their child(ren) and will leave. The next car will move forward to load, etc.
 - Students will stay with the teachers until their car is the first one in line.
 - Pre-K students will be allowed to wait with their older siblings.

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 buses 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. **Late start means no AM Pre-Kindergarten. Full day Pre-K will follow the start late schedule.**

Announcements may be accessed on various radio and television stations.

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.

MONTHLY NEWSLETTER

Each month the school publishes a Monthly 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), or via Gradelink. 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.

WEEKLY PARISH BULLETIN ARTICLES

Each week the principal submits information to be published in the Church of Saint Boniface bulletin.

SEE OUR SCHOOL (SOS) DAYS – and – PARENT INFORMATION SESSIONS

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 SOS for Kindergarten as well. Our ‘Parent Information’ sessions will be in conjunction with our scheduled SOS times. Check the school calendar for specific dates for each grade’s SOS and Parent Information sessions.

STATE-OF-THE-SCHOOL ANNUAL REPORT

Will be shared with stakeholders at the beginning of each school year.

SCHOOL BOARD MEETINGS

The School Board meets monthly and rotates every other month between an official School Board Meeting and a working meeting. During the school year, the board meetings will be in the meeting room at the school. If you wish

to address the Board, you need to request time on the agenda prior to the meeting. Contact the board chair at board@stboniface.com to be included on the agenda.

TELEPHONE

All staff and faculty are available to you by telephone. The office is available all day for general questions, information, or changes to a child's day. **If you need to contact a teacher or staff member, please contact them before student contact time, 8:05 AM or after the students have left, 3:00 PM.** If you call during student contact time 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 rights to access their records.

VISITATION

Parents are welcome to visit anytime. Please arrange 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.

Benefits of homework:

- Homework teaches students about time management.
- Homework teaches students how to set priorities.
- Homework helps teachers determine how well the lessons are being understood by their students.
- Homework teaches students how to problem solve.
- Homework gives student another opportunity to review class material.
- Homework gives parents a chance to see what is being learned in school and how their student is doing.
- Homework teaches students how to take responsibility for their part in the educational process.
- Homework teaches students that they may have to do things—even if they don't want to.
- Homework teaches students to work independently.
- Homework teaches students the importance of planning, staying organized, and taking action.

BEHAVIOR

SCHOOL-WIDE DISCIPLINE PLAN

Saint Boniface School has had a school-wide discipline plan since 1993. 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.

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.

Consequences:

Behaviors that do not uphold our school rules, interfere with learning, or create an offensive or unsafe environment will not be tolerated at Saint Boniface Catholic School. Being a good Christian means following the example of Jesus and living the Gospel values. Students are given clear, consistent expectations, and guidance in understanding the consequences of positive and negative choices. Any student who is determined to have violated our rules will be subject to age appropriate disciplinary action, including but not limited to warning, remedial training, education or counseling, parent notification, behavior notice, immediate dismissal, suspension, exclusion, or expulsion. The goal of the consequences is to ensure safety for all, prevent repeated offenses, and to help children make better choices in the future.

Minor Misconduct:

Minor misconduct includes but is not limited to: teasing, disobeying, or disrespecting others (rolling eyes, tone of voice, attitude, etc.) using inappropriate language ("substitute swear words", sucks, etc.) and other violation of school policies as determined with discretion to be Minor misconduct, will result in consequences that may include the following:

- verbal warning from staff member
- alternate seating in classroom or outside of classroom to regain self-control
- processing with a staff member through conversation and/or use of problem solving techniques
- mediation of conflict with other students and/or adults
- written letter of apology
- remedial training or education with appropriate school personnel
- loss of recess privileges or other school activities/events

Major Misconduct:

Major misconduct includes but is not limited to: repeated minor misconduct, cheating, plagiarism, breaking the Technology Responsible Use Agreement, blatant disrespect/refusing to follow adult direction, leaving school grounds without permission, lying, swearing/vulgar language, continuous verbal outbursts or other significant disruptions during instructional time, physical aggression/fighting, assault/violence, bullying, harassment, sexual harassment, stealing, property destruction/vandalism, bringing weapons, alcohol or drugs to school, endangering or potentially endangering self or others, the school or property, and any conduct or behavior on the part of the student which is determined with discretion to be Major Misconduct. Consequences for Major Misconduct may include any combination of the following:

- A meeting with students, parents, administration, and other necessary support persons as deemed appropriate.
- Community service, dismissal, suspension (in or out of school), probation, exclusion, or expulsion.
- Remedial training or education with appropriate school personnel
- A written plan for resolving/repairing the misconduct with clearly stated goals and expectations along with a reasonable timeline for resolution. If goals are not met within the set timeline, further discipline including suspension or expulsion may occur.

Removal from Class:

Disruptive/non-cooperative students may be removed from class. This is different from “take a break” for minor misconduct. Such behavior may also be considered minor or major misconduct.

1. Teachers have the authority to remove a student from class if a student disrupts the learning of others, interferes with the teacher’s ability to instruct, endangers persons or property, or violates school rules.
2. Teachers will contact office personnel/administration when removing a student from class.
3. A parent conference may be required to discuss the student’s behavior and a plan for change.

Sent Home/Dismissal with Parent Conference

Dismissal is when a student is required to leave the school premises for the remainder of the school day and/or not being allowed to attend school for one specific day, pending a parent conference. This is not a suspension. Students who have been dismissed must bring parents with them before being readmitted. Students who have been dismissed will not be permitted to participate in any after school activities on that day.

Suspension

Suspension is a warning to students and parents that the behavior exhibited is unacceptable and that if it continues may lead to dismissal. Students involved in major misconduct or repeated disciplinary infractions may be suspended, in-school or out-of-school. Parents will be notified of any suspension, and a conference will be held if necessary.

In-school suspension is an action taken by the school to prohibit a student from attending class for a period of not more than 3 days. While serving in-school suspension the student will report to the office and complete all assigned tasks for the day. This could include, but is not limited to, community service.

Out-of-school suspension is an action taken by the school to prohibit a student from attending school for a period of not more than 10 days. While at home, work will be assigned and must be completed by the student. The student will not be allowed to return to school or participate in school-related activities until the student and the parents have had a conference with the school administration or designee.

Expulsion

Expulsion means action taken by the school to prohibit an enrolled pupil from further attendance, and may result from a student’s major misconduct, repeated disciplinary infractions, or other actions in violation of these policies. Saint Boniface Catholic School may follow any of the procedural steps listed below relating to a proposed expulsion as it deems appropriate under the circumstances:

- Provide information regarding the basis for the proposed expulsion to the student’s parents/guardians, which may be done orally or in writing;
- Disclose the identity of persons providing information about the basis for the proposed expulsion if doing so does not jeopardize the safety or well-being of the individual;

- Allow the student and the student's parents/guardians to review physical or digital materials relating to the basis for the proposed expulsion;
- Arrange a meeting between the student, the student's parents/guardians, and the Principal to allow the student and the student's parents/guardians an opportunity to provide information to rebut the basis for the proposed expulsion;
- Possible review of the expulsion determination by the Pastor;
- Suspend the student while the proposed expulsion is under consideration
- If it is determined that expulsion is not supported, arrange a meeting between the student, the student's parents/guardians, and the Principal to discuss the terms and conditions of the student's return to school.

Procedures

The disciplinary procedures set forth in this handbook are intended as general guidance policies. Any step in the procedures may be bypassed or modified at the sole discretion of the administration.

Problem Solving

Students who continue to behave inappropriately after various interventions may be required to spend extended time beyond just a few minutes problem solving with a staff member. Problem solving is a time where students have the opportunity to reflect on what they have done inappropriately and try to come up with a plan or solution that will help them get back on track and return to the classroom. Parents will be notified when a student is asked to spend extended time on problem solving.

Staff Support

All adults at Saint Boniface Catholic School share supervisory responsibility for the safety and well-being of students. All employees, including para-professionals, teachers, specialists, and other non-certified staff assist in holding students accountable for following school rules. Problems will be handled at the lowest level possible and as quickly as possible. Staff will alert parents and/or school administration when appropriate. When there are on-going behaviors exhibited by a student which require problem-solving support in order for the student to make more effective choices, behaviorally or academically, a staff member designated by the school administration may intervene. He or she may be a one-time helper, weekly or daily supporter. This staff member may assist a student that needs to establish some basic organizational routines in order to be a more effective learner or a student that is having a bad day and needs to take a break from the classroom but does not necessarily need to spend time in the office. The goal for this connection will be to help students identify ineffective choices and establish new behaviors so they can remain productive members of their classroom. On occasion, staff support may need to help students see or understand the consequences of their behaviors but the role is not that of disciplinarian; that responsibility will remain with the teacher or administration as appropriate.

Restrictive Procedures

Restrictive procedure is a means of using physical holding in an emergency. Restrictive procedures must not be used to punish or otherwise discipline a child. School staff may use restrictive procedures when in a situation that intervention is needed to protect a child or other individual from physical injury.

Cheating

Students who have been determined to have cheated on either their daily work or test will receive a consequence which could include a zero for the entire work involved, and/or re-doing the work for no score. Any use of electronic devices during examinations will be automatically regarded as cheating. Classroom teachers, responsible for the student(s) in such situations, will notify administration and the parent(s) as soon as possible. Further disciplinary action may be taken under the consequences for "Major Misconduct".

Plagiarism

Plagiarism is the intentional or unintentional use of another person's words, ideas, or data without giving proper credit to that person. When a student completes assignments, it is important that they be aware of plagiarism issues. Plagiarism includes all of the following:

- Turning in a paper that the student did not actually write
 - Using smaller bits of information from the internet (cutting and pasting) without giving credit
 - Copying another student's paper
 - Writing a paper that uses other outside sources without giving credit to those sources
- Classroom teachers, responsible for the student(s) in such situations, will notify administration and parent(s) as soon as possible. Further disciplinary action may be taken under the consequences for "Major Misconduct".

Inappropriate Language

Disrespectful, vulgar, and/or foul language (swearing), in any form, will not be tolerated in school or on school property. Students using vulgar or profane language will be subject to, but not limited to consequences of minor or major misconduct, in-school suspension, being sent home pending parent conference or suspension.

Locker Inspections

School lockers are school property. The school may inspect locker interiors at any time, for any reason, without notice and without student consent.

Definitions:

Teasing is a word with many meanings. Teasing comes in two major forms, playful and hurtful.

- Playful - Friendly, reciprocal, teasing between peers
- Hurtful – Hurtful teasing is upsetting, unkind, cruel, wounding or insensitive from the victims point-of-view, regardless of the intention of the teaser. Examples of teasing are taunts based upon appearance, weight, behavior, abilities and clothing.

Bullying – which includes cyberbullying – means intimidating, threatening, abusive or harming conduct that is objectively offensive. It is any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is reasonably perceived as causing distress to one or more students and which substantially interferes with another student’s educational benefits, opportunities or performance. Bullying includes, but is not limited to conduct against another student that a reasonable person under the circumstances knows or should know has the effect of:

- harming a student **verbally** (threats, intimidation, teasing), **socially** (spreading rumors, ostracizing or excluding, breaking up friendships), **physically** (physical acts or gestures, i.e. hitting, kicking, tripping, punching, “panting”, theft, or other intimidating behaviors) or in a **cyber manner** (misuse of internet, social media, mobile devices including, but not limited to, a transfer of a sign, signal, writing, image, sound or data to intimidate, humiliate, defame, threaten, harass, stalk or terrorize another)
- damaging a student’s property
- placing a student in a reasonable fear or harm to his or her person or property; or
- creating a hostile environment for a student

Bullying can be circumstantial or chronic. It might be the result of a situation or it might be behavior that has been directed at the individual for a long time. Circumstantial and Chronic bullying is defined as:

Circumstantial – A singular incident of the above behaviors

Chronic/Repeated – Ongoing incidents of above behaviors

Harassment is any type of repeated abusive or demeaning conduct, participating in or conspiring for others to engage in acts that injure, degrade, or intimidate other individuals or groups based on race, color, sex, disability, religion, political belief or affiliation, national origin/culture, age, physical/mental attributes or socio-economic status. Harassment includes, but is not limited to, words spoken or written, or actions that negatively impact an individual or group. Harassment is prohibited based on these criteria. Students aware of harassment are expected to report it immediately.

Harassment of any kind (verbal, physical, sexual, etc.) which is reported will be thoroughly investigated by the school administration and appropriate action will be taken. Information received in the course of the investigation will be kept confidential to the extent possible. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or communication of a sexual nature that impairs or prevents that individual's full enjoyment of educational benefit, climate or opportunities. Sexual Harassment may include, but is not limited to:

- Verbal, written or graphic harassment or abuse
- Subtle or unsubtle pressure for sexual activity
- Inappropriate touching (patting, pinching)
- Intentional brushing against the individual's body, and/or sexual gesture
- Demanding sexual favors accompanied by, implied or overt promises of preferential treatment
- Any unwelcome touching of a sexual nature
- Unwelcome discussion which is sexual in nature

Reporting Bullying And Harassment

1. Contact the classroom teacher or staff member to report the incident.
2. When mandatory reporting laws apply, civil authorities will be notified and their investigation will precede the school's internal investigation.
3. Administration and staff will work together to obtain all relevant information by meeting with alleged harassers, witnesses, and all involved.
4. Administration will take disciplinary action it deems necessary and appropriate including warning, mediation, detention, or suspension to end the harassment/bullying and violence and prevent recurrence.
5. The school administration or designee will inform involved students and parents about the incident and action to be taken.

Assault/violence is any behavior that can cause physical harm to any person or anything.

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.

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.

SCHOOL/PLAYGROUND CONSENT/LIABILITY WAIVER

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend The Church of the Saint Boniface/ Saint Boniface School, Cold Spring, MN, its officers, directors, employees and agents, and the Arch/Diocese of St. Cloud, its employees and agents, chaperones, or representatives associated with the school day, from any claim arising from or in connection with my child attending the school or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I agree to compensate the The Church of the Saint Boniface/ Saint Boniface School, Cold Spring, MN, its officers, directors, employees and agents, and the Arch/Diocese of St. Cloud, its employees and agents, chaperones, or representatives associated with the school day for reasonable attorney's fees and expenses which may incur in any action brought against them as a result of such injury or damage, unless such claim arises from the negligence of the The Church of the Saint Boniface/ Saint Boniface School, Cold Spring, MN, its officers, directors, employees and agents, and the Arch/Diocese of St. Cloud, its employees and agents, chaperones, or representatives associated with the school day.

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.

RESPONSIBLE USE AGREEMENT FOR STUDENTS

Policy 6130

Student use of devices and the Internet and will follow the Saint Boniface School Responsible Use Agreement and Rules.

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.

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 daycare provider.**

ILLNESS GUIDELINES:

Antibiotic Treatment: Students must be on antibiotics for 24 hours before returning to school. However, antibiotics should be continued for the entirety of the prescription to ensure infection has been properly treated.

Chicken Pox: Students must stay home until all of the pox marks have scabbed over, generally 7 days.

Conjunctivitis (Pink Eye) or Eye Drainage: Students must be on treatment for 24 hours before returning to school.

Diarrhea: Students must be free of a diarrheal episode for at least 24 hours before returning to school.

Fever (Temperature of 100 F or more): Students must be fever free for 24 hours before returning to school.

Fifths Disease: Students must be fever free for 24 hours before returning to school.

Hand, Foot & Mouth Disease: Students can return to school once symptoms subside.

Impetigo: Students must be on treatment for 24 hours before returning to school.

Measles: Students must stay home for 5 days after a rash appears.

Mumps: Students must stay home for 9 days after swelling begins and must be fever free before returning to school.

Pediculosis (Head Lice): Once lice have been treated and the nits carefully removed from the scalp, students can return to school. Generally, students can return the next day if the lice have been properly treated. Please check your child's head on a regular basis **each week**, especially behind the ears and at the back of the head and neck. Nits (eggs) are firmly attached to the hair and cannot be flicked off like dandruff. You can wash your hair every day with ordinary shampoo and still have head lice. If your child has lice:

1. Use special shampoo.
2. Wash bedding in hot water (above 150 F) and dry in a hot dryer or with a hot iron. Wash and dry recently worn clothing (including coats, caps, and scarves) in hot temperatures. Clothing or bedding that cannot be washed may be dry cleaned or sealed in a double plastic bag for two weeks.
3. Disinfect combs, brushes, and similar items by:
 - soaking in the medicated shampoo for 4 min. or,
 - soaking in a 2% Lysol solution for one hour or,
 - boiling water for 10 minutes.
4. Clean floors, furniture and carpeting with thorough vacuuming only. The use of insecticide sprays is not recommended.

Ringworm: Students must be on treatment for 24 hours before returning to school.

Scabies: Students must be on treatment for 24 hours before returning to school.

Strep Throat: Students must be fever free for 24 hours before returning to school.

Vomiting: Students must be free of a vomiting episode for 24 hours before returning to school.

Insurance: In spite of all precautions, accidents will happen. It is therefore advised that you have some kind of insurance coverage for your children.

Vision Screening: Vision screening is done as a matter of routine each year. It is important that the child be taken to an eye doctor if he/she has trouble seeing.

WELLNESS POLICY

Saint Boniface School (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year. If you would like to see a copy of the full wellness policy and plan please request it at the school office.

HEALTHY SNACK IDEAS:

- yogurt

- popcorn
- celery with peanut butter
- trail mix
- nuts
- fruit
- oatmeal
- cheese
- veggies
- fruit smoothies
- hard boiled eggs
- rice cakes with peanut butter

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.

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.

Service visits are scheduled during the weeks starting with the dates listed below:

August 29-September 2, November 28-December 2, March 13-17, June 5-9.

In addition, service visits may be scheduled during the follow times when school is not in session:

MEA Break, Thanksgiving, Christmas, Easter

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

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:

- 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
- Serving as a teacher's aide for a few hours each week
- Reading with students
- Reading to students
- 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

Contact the school office to volunteer. schooloffice@stboniface.com

DIOCESAN POLICY ON SEXUAL MISCONDUCT

In compliance with the policies for the Diocese of St. Cloud, all who volunteer on a regular basis are required to complete online training and a background check. Volunteers, including parents, as well as all faculty and staff, must complete this required training. The purpose of this diocesan policy is to provide for greater safety for the children of our schools. Please contact our safe environment administrator as soon as possible for login details to complete your training.

SAINT BONIFACE SCHOOL WORKATHON

The Saint Boniface School Workathon is one of the largest annual fund raisers 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 \$40,000 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 religious 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 Wonders Program** is a total language arts/Reading 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 *Math Expression* in all grades. *Math Expression* 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.

ASSESSMENT STRUCTURE AND SPECIAL SERVICES

TESTING PROGRAM

Philosophy of Assessment

Saint Boniface School staff believe an effective assessment structure motivates students to learn, communicates with stakeholders, promotes school improvement, guides instructional decisions, and shares a common vision.

Assessment tools and practices are varied, ongoing, authentic, and aligned with specified learning objectives.

Regular and descriptive feedback is provided to students, and all stakeholders, to positively promote learning.

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Assessment tools and practices are varied, ongoing, authentic, and aligned with specified learning objectives.

Regular and descriptive feedback is provided to students, and all stakeholders, to positively promote learning.

Nationally Normed Assessments:

Saint Boniface School administers the Renaissance STAR 360 for K-6. 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.

LEARNERS WITH SPECIAL NEEDS

The following process will be followed when addressing learners with special needs.

1. identification of specific need
2. review of history of instruction to address specific need
3. meeting with teacher, the administration and previous teacher to develop plan of action
4. identification of resources including but not limited to: IEP determination, dyslexia testing, ADD/ADHD determination, counseling services, and/or medical (hearing, sight) review.
5. meeting with teacher, administration, and parents to determine specific plan of action

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 teacher or parent the due process through MDE is followed.

Parents may submit information and test results for any special education needs their child may have. The results will be reviewed by the teacher and administration to determine special accommodations if necessary.

TITLE 1 SERVICE -- SUPPLEMENTAL HELP

Under federal funding, students who need additional help 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.

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.

ACCOMMODATION PLAN

Parents may request an Accommodation Plan if their child is diagnosed with a condition that qualifies them for a plan and the plan and accommodations are reasonable and feasible for the school.

SPECIAL AREAS OF INSTRUCTION

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

LIBRARY/COMPUTER

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

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. 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 subcommittees 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.

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.

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.

SAFETY INFORMATION & PROCEDURES

The safety of all students and staff is a high priority for the administration of Saint Boniface School. To aid in this effort, we have implemented the following procedures.

- The MAIN ENTRANCE to the school is on the North Side.
- **VISITOR PROCEDURES**
 - Everyone entering the school must come in through the office door that says, "WELCOME, Enter Here." Push the doorbell. Once the school office identifies you, you will be let into the school office.
 - ALL Visitors will be required to sign in: Date, time, reason, and will wear a name tag. Once you are signed in you will be let into the school.
 - BEFORE YOU LEAVE please SIGN OUT!
- Communication is KEY! During the school day please CALL the school office for any changes to your child(ren's) school day. This ENSURES that your message is received and that the classroom teacher will be notified. Do NOT rely on emailing the classroom teacher during the school day.
- Children who are picked up during the day or at the end of the day will be released to their parent/s or those designated by the family on their registration form. If any other person has parent permission to pick up a child, a note must be sent to school.
- All children are released from the school office. They may not wait outside for a ride. No one may go to a classroom without the permission of the school administrative assistant or the school principal.
- Children are not allowed to make telephone calls during the school day except in the case of an emergency. If your child brings a cell phone to school to call home for a ride for an after school activity, the cell phone must be turned off during the school day and kept in your child's backpack. This is for their personal safety. Please discuss the safe use of a cell phone with your child and not to share their number with others.

- In the case of divorce or separation, Saint Boniface School is required by law to comply with the order of the court concerning visitation of children. This includes their pick up from school. Parents who have orders restricting visitation and pick up must provide a copy of the order to the school administrator.
- Please plan to have your children arrive at school **BETWEEN 8:05-8:15 AM**. However, if you can't, you can drop off no earlier than 7:45. Students will head directly to the hallway for supervision.
- Students who have permission to walk home should do so immediately at the end of the school day. Please discuss safe walking with your child.
- We ask all parents to discuss personal safety with their child. If school is dismissed early because of weather, children need to know where they go. They may need to know where a house key is located. The child should know an adult, who will be responsible for them in these emergency situations.

The key to providing safety and security is communication with the school. Send a note or call us (685-3541) if your plans change for the end of the day transportation.