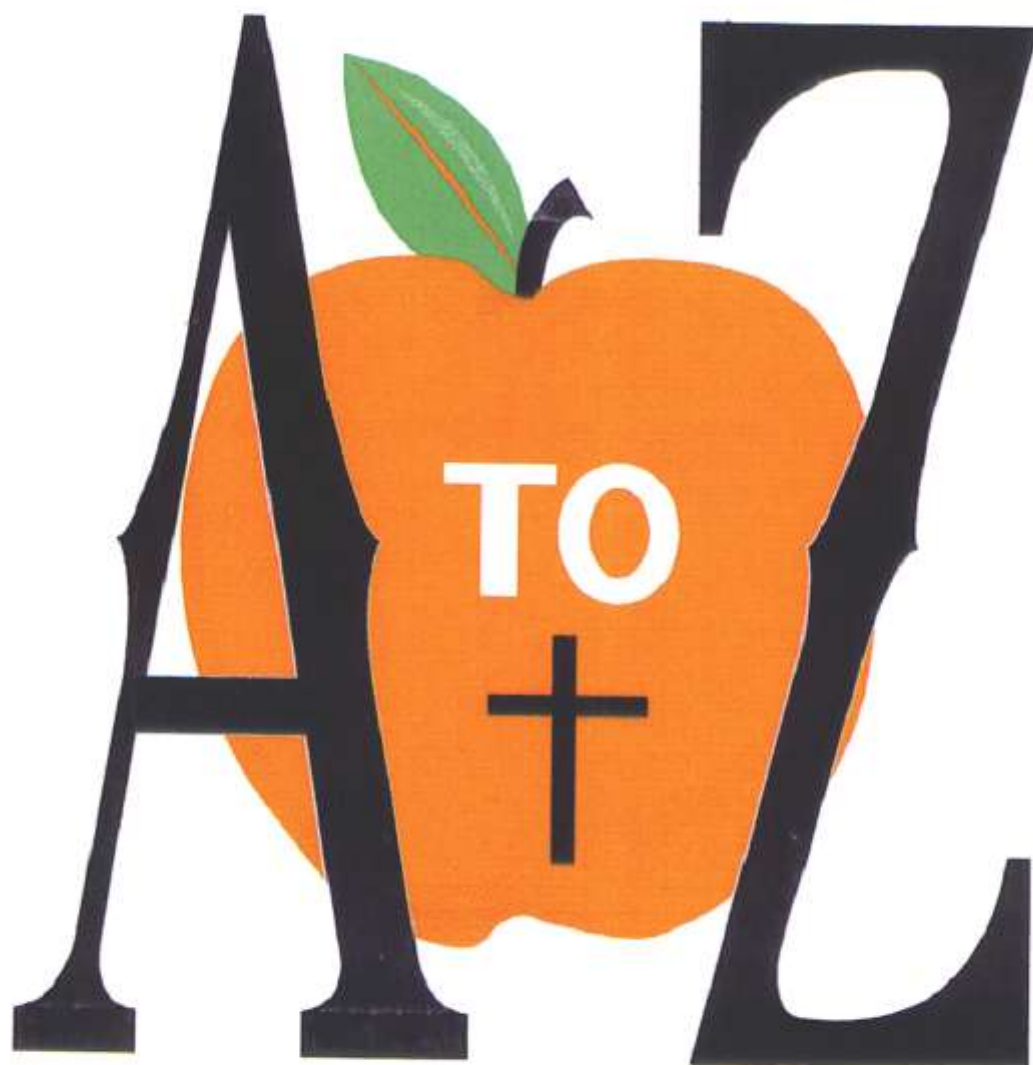


St. Boniface Catholic School
"Different by Design"



215 Oak St. Oak Harbor, OH 43449
898-1340

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Philosophy of St. Boniface Catholic School

Catholic Education is an expression of the mission entrusted by Jesus to the Church He founded. This expression embraces three interlocking dimensions:

- . The message revealed by god which the Church proclaims*
- . Fellowship in the life of the Christian community*
- . Service to one another and the entire community*

St. Boniface School provides an environment where students and teachers experience learning and living fully integrated in the light of faith. This integration of religious truth and values with life distinguishes a Catholic School from other school.

Our Parents are recognized as the primary educators of their children through their own loving, caring, and example.

*Always foremost is the call of Jesus, "Let the little children come to me."
(Luke 18: 16-17)*

Mission Statement

The mission of St. Boniface Catholic School is to instill in children, the Gospel message of Jesus Christ. This is accomplished by educating the child spiritually and academically so that each child will become a responsible Catholic Christian.

Revised (March 2006)

St. Boniface School Goals

St. Boniface School goals flow from our philosophy of Catholic Educations:

- 1. To maintain quality Christian education through a curriculum of academic excellence and a variety of religious experiences.*
- 2. To integrate Christian philosophy with educational standards of the State of Ohio and the Diocese of Toledo.*
- 3. To develop knowledge and experience in our Catholic religion.*
- 4. To keep pace with educational growth and change.*
- 5. To provide for individual learning differences among students.*
- 6. To develop in the children the power to think, to learn how to learn, and to love learning.*

PERSONNEL

Rev. ??????????.....*Superintendent*
BA Philosophy, Pontifical College Josephinum, Columbus Bachelor of Sacred
Theology, Catholic University of America, Washington D.C. Master of
Divinity, Pontifical College Josephinum, Columbus, OH

Mrs. Kathryn Daney, BA..... *Principal*
Speech Education, Marquette University
Graduate Work: University of Toledo, University of Dayton, and Bowling Green
State University

Mr. Justin Combs, BS..... *University of Toledo*

Miss Jeana Kuhn, BS..... *University of Toledo*

Mrs. Amy McGee, BS*Bowling Green State University*

Mrs. Patricia Rife, BS*Bowling Green State University*
& MA Heidelberg College

Miss Theresa Stachowiak, BE *University of Toledo*

OTHER PERSONNEL

Mrs. Marilyn Aylward..... *Art*

Mrs. Beverly Brough.....*Pianist-Children's Masses*

Mrs. Gail Browning*Speech and Hearing Therapist*

Mrs. Nola Calhoun.....*Music*

Mrs. Margaret Connell *ASP Clerk*

Mr. Mike Frater.... *Custodian*

Mrs. Barb Finke *Secretary / Playground Supervisor*

Mr. Gary Finke *Computer*

Mrs. Patti Greenhill *Art*

Mrs. Millie Greggila *Spanish*

Mrs. Pat Hinds*Psychologist (Diagnostic)*

Mrs. Kathleen Konieczny*Gym*

Mrs. Janice Overmyer *Nurse*

Mrs. Pat Rife *Individual and Small Group Instructor*

Mrs. Ila Tabbert*Aftercare*

ADMINISTRATION

The pastor is responsible to the Bishop for the entire parish. His role concerning the school is pastoral and participatory. The pastor is the superintendent of the school.

The Principal is the administrator of the school, responsible to the pastor, and has the obligation to:

- . provide educational leadership*
- . maintain standards*
- . select teacher applicants*
- . promote school/parish activities*
- . implement policies and the administrative procedures required for the smooth running of the school*
- . establish curriculum*

These responsibilities are carried out in consultation with the entire staff.

SCHOOL COUNCIL

The School Council, by Diocesan mandate, is the official advisor to the principal and pastor on policy making for St. Boniface School and a liaison between the parents and staff of St. Boniface School.

*Ex-Officio Members: Rev. James E. Peiffer
Mrs. Kathryn Daney*

*Elected Members: Mrs. Stacy Kuhn, President
Mr. D.J. Greenhill, Vice-President
Mrs. Karen Obermyer, Secretary
Mr. Pete Johnson, Representative to Finance Committee
Mrs. Amy Moreno
Mr. Gary Quisno*

Members of the Board shall consist of the pastor (ex-officio), the principal (ex-officio), and six elected lay members, consisting of three men and three women. The term of office is for a three- year period. Two members, one man and one woman, are elected each year.

Ordinarily, meetings are held every month. The meetings are open to visitors, unless announced as "EXECUTIVE SESSION". Notice of the meetings are published in the Sunday Bulletin.

NEWSLETTERS

Parents are kept informed through periodic newsletters and monthly calendars of the activities, administrative policies and procedures of the school. It is wise to save these for future reference. Please read the parish Sunday Bulletin also for school announcements.

ST. BONIFACE SUPPORT

The objectives of the St. Boniface Home & School Association are:

Section 1: To help parents and teachers acquire a profound appreciation of the ideals of Catholic education.

Section 2: To promote clearer understanding of the mutual education responsibilities of parents and teachers.

Section 3: To encourage the home and school to a greater degree of cooperation in discharging their responsibilities.

Section 4: To help parents reach agreement on the best solution of common problems of children's behavior.

Section 5: To study the community's environmental conditions which influence children's behavior.

*Officers: Mrs. Millie Greggila, President
Mrs. Patti Kirsch, Vice – President
Mrs. Ann Borowicz, Secretary
Mrs. Ann Johnson, Treasurer
Mrs. Patti Greenhill, Chairperson for Home & School*

SCHOOL DISTRICT

The school building is located in the Benton-Carroll-Salem School District. We have students in attendance from this district as well other area school districts. Bussing is provided by both Woodmore and Genoa school districts.

Catholic Youth and School Services provide leadership, support, and services to us through the Toledo Diocese.

GRADING SYSTEM

The teacher's professional judgment of your child's achievement in school is set forth in midterm reports and the report card. Grade cards are sent home at the end of each quarter. They must be signed by the parents and returned to the school (except at the end of the year). The teachers will evaluate the individual child's performance in academic subjects. Also, the teacher will provide evaluation in specific areas of study and behavior.

Kindergartners are evaluated with a separate grading system. Grades one and two will be evaluated by A, B, C, D, F as well as "satisfactory-unsatisfactory" system, while the upper grades will be based on percentages. The Personal Development criteria will be the same throughout grades 1 through 5.

PARENT-TEACHER RELATIONS

Communications: If you have any questions about your child's work or if any difficulty arises, please contact your child's teacher FIRST. If after consulting with the teacher, the problem cannot be solved, contact the Principal. If neither can be helpful, the case will then be presented to the Pastor.

Visiting Classes: You are most welcome to visit the classes. We ask that you let the teacher concerned know ahead of time the date and time of your visit.

School Visitors: All visitors are welcome to St. Boniface School. Visitors are to register with the school secretary upon their arrival.

PARENT-TEACHER CONFERENCES

Two parent-teacher conferences are scheduled during the school year. Other individual conferences may be requested by parents, teacher, students, or the principal.

ADMISSION POLICY

St. Boniface School recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships/loans/fee waivers/educational programs and athletics/extra-curricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation.

St. Boniface School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Age Requirements: A child will be accepted into Kindergarten who reaches the age of five by September 30, 2006.

Baptismal Certification: a certificate of Baptism for all students must be presented upon enrollment unless the baptism took place at Bt. Boniface. Baptism at St. Boniface will be verified in the parish records.

Admission is incomplete until the following records are received:

- . Registration form*
- . Proper transfer of school records from school previously attended*
- . Birth certificate (Kindergarten)*
- . Health Certificate and immunization records*
- . Social Security Number: copy of the S.S. card*
- . Custodial papers if applicable*

ATTENDANCE

Student Attendance: Parents ARE expected to do one of two things if their child will be absent:

- A. Call the school office between 7:45 a.m. and 8:30 a.m. to let us know your child will be absent*
- B. Send a note with one of the other children to let us know of the child's absence.*

Each classroom teacher is responsible to complete an attendance slip at the start of each day. The slip is then sent to the office. If the school has not received a phone call or written notification of a child's absence by 8:30 a.m., a designated employee will make every effort possible to notify the parent by phone. If contact can not be made by phone, a letter will be sent to the parent.

ATTENDANCE (Cont'd)

Records of attendance, tardiness and absences are kept by the school. The secretary contacts the parent if there is a question regarding a student's absence. If the problem of absence is one of truancy and contact with parents does not solve the problem, the truant office of the local public school district will be notified.

Classes begin at 7:50 a.m. Anyone who arrives after that time will be tardy. Buses not on schedule do not make the children tardy.

A written explanation for tardiness must be presented to the classroom teacher from the office. The student must report to the office prior to entering the classroom.

Punctuality and regularity are of utmost importance to successful school work. Ordinarily, permission for dental and medical appointments during school hours should be discouraged. Urgency or expediency may necessitate an exception in individual cases. We have included a number of excuse forms that are to be used when your child is absent from school. These forms are most important in helping us keep your child's health records up to date. Therefore, we ask you conscientiously to return this form to school the day following your child's absence.

If you know your child will not be in school, please let the office know 2 days in advance. A request/approval form will be sent home for you to sign.

DISMISSAL

After the first few days you will know the approximate time your child will arrive home after school is dismissed. We will contact you by telephone or letter if it is necessary to detain your child at dismissal. If your child has earned an after school assignment, notification letters must be signed by the parent or guardian and returned to the teacher. Bus students leave from the east Oak Street door. Walkers will leave by using the parking lot door. All children must leave the building at 2:45 p.m. unless other arrangements have been made with the principal.

***Early Dismissal:** Sometimes during the school year it is necessary to close school. These closings do not occur very often and are due to bad weather, furnace failure, etc. In the event that school is dismissed before 1:00 p.m. all students will be sent home on the regular bus run. In order that your child will be under proper supervision in case you are not home when a school closing occurs, we ask that the **EARLY DISMISSAL FORM** be returned to the school as soon as possible, with the special instructions for your child to follow.*

INCLEMENT WEATHER

St. Boniface School will close when Benton-Carroll-Salem Schools close due to inclement weather. Please listen to the radio stations: WSPD AM-Toledo (1370), WFRO-FM – Fremont (99.1), or WOHO AM-Toledo (1470), or WRVH (101.5) or tune into the local T.V stations: Ch 11, 13, or 24 if you wish to know if school is closed or delayed because of weather conditions. There is also a school district phone number to call to obtain information on closing and delays: 419-898-6210 and press option 2.

BUS TRANSPORTATION

*Bus drivers would appreciate it if your child would report to them in the morning if they are not riding the bus home that evening. **In case of an emergency** and the child has to go to a relative or ride another bus the, **Bus Garage** must be contacted.*

CHILDREN MAY NOT RIDE ANOTHER BUS TO STAY OVERNIGHT WITH FRIENDS.

Bus Schedule: All bus children ride the early buses. In the morning the children are dropped off at the Junior High School and then bused to St. Boniface School. After school one bus will stop at Bt. Boniface at 2:30 p.m. to transport the children to the Oak Harbor Junior High School. The children then transfer to their own buses.

Those children NOT RIDING BUSES should not arrive before 7:30 a.m. unless arrangements are made.

General Bus Rules:

- 1. Only authorized riders are eligible to ride a bus. This means you are on the bus list of students to be picked up and dropped off by one of our buses. You may ride only the bus you are assigned to.*
- 2. If a student assigned to a bus will not be riding the bus home after school, a written note stating this should be delivered to the school office on or before the day the student will not ride the bus.*
- 3. The driver is responsible for the bus and cargo: therefore, the driver is the boss of the bus.*
- 4. Noise should be reasonable and will be at the discretion of the driver.*
- 5. Seating arrangements will be at the discretion of the driver.*
- 6. No Smoking.*
- 7. No animal or pets will be permitted on the bus.*
- 8. No eating on the bus.*
- 9 You must remain in your seat while the bus in motion.*
- 10. All baggage (musical instruments, physical education equipment, etc.) will be carried by the student while on the bus (not left in the driver area).*
- 11. Be ready and waiting when the bus stops at your pick-up point.*
- 12. Changes in bus status including to ride an unassigned bus must be approved by the bus garage at least one day ahead of time.*
- 13. All students from St. Boniface, unless designated by the Principal, will ride the bus to the Oak Harbor Junior High School at the p.m. dismissal.*

LUNCH TIME GUIDELINES

Lunchroom monitors are to oversee the children both in the church undercroft/lunch room and on the playground.

Each family is assigned days to help with playground and lunch room supervision. This schedule is made out by the office and days are distributed as equally as possible. If something unexpected comes up, please call the school office as soon as possible.

Money: When money is sent to school, please send it in a SEALED ENVELOPE with the child's name on it and the purpose for which it is being sent.

Milk Program: Milk statements will be given out the first day of school. You may pay this bill quarterly, semi-annually or for the entire year.

Lunch boxes need to be labeled with your child's name and grade, so that when they are misplaced it is easier to track down the owner.

TRANSFERS

If you are changing your place of residence within the parish, please send your new address and telephone number to the principal and teacher. If your child is transferred, records will be forwarded properly if we have adequate information.

FIELD TRIPS

These educational extras extend the cultural horizons of the children in interesting and meaningful ways. In some instances a nominal fee may be charged.

Field trips are to be an extension of some learning that has taken place in the classroom. Students attend these educational/social adventures with their classmates as planned by teachers. The administration, teacher or parent may place restrictions upon a student's participation in such program.

DAILY WORK

We will endeavor to send home the papers that your child completed the pervious day or week. In this way, you will be kept informed of and can follow you child's work in school. We would ask you to go over the papers at home carefully. Please contact the teacher if you have any questions or suggestions. Parental conferences are very important and helpful in aiding you and your child.

2006-2007 Tuition & Fee

	<i>Parishioners & OLL</i>	<i>Non-Parishioners</i>
<i>1 child</i>	\$ 1,750.00	\$ 2,600.00
<i>2 children</i>	\$ 3,300.00	\$ 4,150.00
<i>3 children</i>	\$ 4,850.00	\$ 5,700.00

Each family is required to pay a \$550.00 deposit and turn in a completed registration form by March 31, 2006. Registrations turned in after April 1st will be assessed a \$50.00 late fee.

The balance of tuition owed must be paid in full to St. Boniface School or the parish business by June 30, 2006. Any tuition paid after June 30th will be assessed a \$100.00 late fee.

To make payment easier for the families of St. Boniface students, low interest, signature installment loans are again available for the St. Boniface parents from the National Bank of Oak Harbor.

Parishioners unable to meet the tuition schedule should contact the school Principal. A special Good Samaritan Fund is available to assist parents with tuition costs. Please note tuition assistance will also be available to non-parishioners.

If a child transfers in or out of the school during the year, tuition charged or refunded will be based on the semester the student is attending. Any child requesting transfer during the school year from the local public school district will be admitted to St. Boniface at the discretion of the Principal.

You will be scheduled for 5 days per child of playground supervision

Fees will be charged for damaged library books and textbooks according to the discretion of the teachers and principal. Fees for lost and/or damaged books will not exceed the cost of new books. If obligations are not met, student's records will not be transferred to another school.

ACCIDENTS

It will be our policy to contact you or the person you have designated on the EMERGENCY FORM in case of illness or accident at school. For this reason, we would appreciate your returning this form as soon as possible. If there is ever a change in the information, please notify the office.

DISPENSING OF MEDICATION

Non-emergency Oral Administration of physician -prescribed medication:

Doctors are the only persons qualified to prescribe medications. Pharmacists dispense them. The diagnosis and treatment of illness and the prescription of drugs, medications, preparations or remedies is the responsibility of a family physician, not the responsibility of your school or any of its employees, including nurses. Both state and federal law restrict what medication may be administered by nurses and other school personnel.

It is the diocesan policy to discourage the taking of any oral medication during the school day. There are, however, some unique circumstances which require the cooperation of physicians, parents, and the school personnel in overseeing the administration of prescribed medication to students.

The school should not routinely administer any non-prescribed (over the counter) drugs, medications, preparation or remedies without the parents' approval. (Responsibility for overseeing the administration of non-prescribed medication rests solely with the parent or legal guardian and the student.) The schools would prefer that parents personally administer medication to their children, before or after school, at recess or over the lunch period.

When a student is so ill that oral medication is temporarily required, parents/guardians should consider keeping the student at home until the need for medication is eliminated. In those special cases where a student needs to take prescribed oral medication during the regular school day while at school, but a parent cannot personally administer it, the following rules apply:

- 1. Parents should first consult with their child's physician to see whether the medication schedule can be adjusted so that the medication can be taken at time other than during school hours.*
- 2. Whenever a student must take prescribed medication during school hours the appropriate physician request and parent release forms must be on file in the student's green health folder and available to the person designated by the school before the student will be allowed to begin taking the medication in school.*
- 3. Medication is to be brought by a responsible person to the principal's office for safekeeping it in the same container in which the drug was dispensed by the prescribing physician or pharmacist*

Medication (cont'd)

- 4. For each prescribed medication, the container should be labeled with the following information: student's name, name of the physician, date, name and telephone number of the pharmacy, name of the medication, dosage, frequency, and any special handling and storage directions.*
- 5. At St. Boniface Catholic School, all medications are kept in a secure and safe storage unit not accessible to students.*
- 6. The parent or guardian is responsible for seeing that the school is supplied with an adequate supply of medication.*
- 7. Any unused medication must be claimed by the last day of school each year.*
- 8. If a school has a full time nurse, the nurse will oversee the administration of medication. In the absence of a full-time nurse, responsibility rest with (in this order): the principal, teacher-in-charge, and any other person specified by the principal in his/her absence. The school shall designate the person(s) authorized to administer such medication, with their agreement.*
- 9. It is the responsibility of the parent or legal guardian to instruct the child to report to take the medication at the designated time. Efforts will be made by the school personnel to communicate a student's medication needs to teachers or other appropriate staff members.*
- 10. A log shall be kept for each prescribed medication in the student's green health folder, on which the school personnel will note the time each occurrence of overseeing the student taking medication.*
- 11. New request forms must be submitted each school year and whenever the medication or dosage is changed, which remains the parent's responsibility.*
- 12. All the preceding rules relate to the non-emergency overseeing or administration of prescribed drugs. In a medical emergency, the parent/guardian should be immediately notified and appropriate arrangements made for immediate medical attention.*
- 13. Strict adherence to the above rules is necessary to protect the school, person(s) designated to administer the medication and the student.*
- 14. Should a child suffer an injury involving bleeding, the child should hold his/her hand over the wound and have another child summon a member of the staff (preferably the Principal or the Secretary).*

Medication (cont'd)

AIDS (Acquired Immune Deficiency Syndrome)

In accordance with the Diocesan policy, students with AIDS seeking enrollment will be permitted to attend in the least restrictive setting. There is no need for mandatory screening of students entering school at any grade level. Once a student is enrolled, periodic and continuing evaluation should be conducted. The matter of the continued attendance of a student with AIDS will be based on medical recommendations and the student records.

SAFETY PROCEDURES

Fire and tornado drills are conducted monthly as required by the State of Ohio (weather permitting) to insure the safety of the students in evacuating the building in case of fire or other emergency.

RELIGION PROGRAM

Religious Experience Days: Religious experience days are held on the feasts of All Saints, Immaculate Conception, and Ascension Thursday. Various activities are planned for these days. Christian values are discussed and stressed.

Mission Activities: Children are enrolled in the Holy Childhood in the kindergarten. Offerings can be made by the children during the school year. Mission donations are sent to the Toledo Missions Office.

Sacraments: The children in grade two receive formal instructions for receiving the Sacraments of Penance and Eucharist. Parents are expected to attend the parent programs that are held for these sacraments. It is important to show your child support.

Mass Schedules: Students in Grades K through 5 participate and attend Mass once a week on Friday morning at 9:00 a.m.

Servers: The privilege of joining with the priest in celebrating the Liturgy is offered to any Catholic boy or girl in grades 4 and 5 who wishes to assist the Christian community as an altar server.

TESTING

We are very proud of our academic foundation. We follow the operating standards of the Ohio Catholic School Accrediting Association (OCSAAO) and the State of Ohio. Our students participate in the Terra Nova Test program in grades 3 and 5, the ACRE test in grade 5, and the Diocesan writing sample in grade 4.

DAILY SCHOOL SCHEDULE

*Arrival @ 7:30 to 7:45 a.m.
Morning Prayer in Church @ 7:50 a.m.
Classes Begin @ 8:00 a.m.
Lunch for Grades K, 1, 2 & 3 @ 11:00 a.m. to 11:45 a.m.
Lunch for Grades 4 & 5 @ 11:10 a.m. to 11:55 a.m.
First dismissal bell @ 2:25 p.m.
Dismissal @ 2:30 p.m.*

TECHNOLOGY

We have computer classes once a week in lab setting as well as computer in the classroom. Computers, video tapes and instructional television are all used as tools to teach our courses of study.

SERVICES

Library: St. Boniface School centralized library will be available for the children. The parents will assist the children in their selection of books, sign out the books, return the books to the shelves, and prepare the books for circulation. Your cooperation is sought to have books returned on the due date. Overdue books are 10 cents each week. Fines are expected to be paid promptly. The fines are used to repair and purchase additional books.

Health: The school nurse provides the following services:

- a. Eye checks for grades 1, 3 and 5*
- b. Hearing checks for grades 2 and 4*
- c. A special talk and movie to the fifth grade girls
(a talk is also given to the fifth grade boys)*
- d. Conducts home visits when necessary.*
- e. Keeps the children's health records up to date.*

School Psychologist: We have the services of a school psychologist who works in the schools of Ottawa County.

Speech Therapist: A speech and hearing therapist will conduct classes for any St. Boniface student needing such services.

Special Education: Tutors in the areas of specific learning disabilities (SLD) will provide services to students who have active individualized service plans (ISP).

Music: In addition to adopted music program that is taught to all children, the fourth graders learn to play the recorder, laying the foundation for further work in instrumental music. Those interested in instrumental music in grade five take music lessons at R.C. Water School and play in the band.

SPECIAL CLASSES

An opportunity for taking lessons on a band instrument and joining the band is offered to the fifth graders by teachers from the Benton-Carroll-Salem Schools.

SPORTS

There are many opportunities for our students to participate in athletics through the efforts of Benton-Carroll-Salem District. Such sports include basketball, wrestling and soccer.

BIRTHDAYS

Birthday celebrations: Students have been bringing treats to celebrate their birthdays. We are suggesting that you take the money that you normally spend on a treat and buy a hard covered book for our school library. The book will be marked "This was donated by (child's name) in honor of his/her (#) birthday on (birth date) then added to our library.

AFTERCARE

An aftercare program is available for any child enrolled in our school. The children have a monitored time for play, snack, computer lab and homework. The purpose of this program is to provide a safe, enjoyable environment for the children of St. Boniface School, grades k-5 whose parents/guardians are unable to have them at home immediately following the completion of the school day.

The hours of the program are from 2:30 p.m. – 6:00 p.m. In order for your child to take part in this program a registration form must be on file in the school office.

LUNCHTIME PROCEDURE

1. Playground monitors are to arrive at 10:30 a.m. Heat up the food in the microwave ovens for grades K, 1, 2 and 3 that are in the gray tubs and put them on a tray that is placed on the milk table with the straws and milk. Get dustpans and brushes, washcloths, fill 1 pan with warm water, soap and bleach. Place the cart in the middle of the lunchroom with the wastebasket.

2. K, 1, 2, and 3 come in the lunchroom at 11:00 a.m. They will get their milk, straws, warm-ups and set at the table with their class. The second supervisor should then begin to warm up the food for grades 4 and 5. The monitors walk around assisting the children with opening lunch items such as jell o, applesauce and milk cartons.

3. Grades 4 and 5 will come into the lunchroom at 11:10 a.m.

4. The children are to pick up their area and throw away all paper in the wastebasket, clean their place with the wash cloth, sweep the floor under their chair and table with the dustpans and brushes. The monitor will check their places before they can be excused. The children will remain seated and talk quietly until dismissed for recess.

Lunchtime (cont'd)

5. K, 1, 2, and 3 will be dismissed for recess. The monitor who is going outside will ask the children to line up quietly and proceed outside taking the bell with them. Only children from the first group will be dismissed at this time. If a child is still eating, they are to remain seated until finished. When they are done eating they will raise their hand and be dismissed by the remaining monitor.

6. Grades 4 and 5 will be dismissed for recess when their places have been cleaned and checked. After all the children have finished eating, the second monitor will go outside to help supervise on the playground.

7. At 11:40 a.m. ring the bell and allow students to enter the school to get a drink of water and allow students to enter the school to get a drink of water and go to the restroom.

8. At 11:45 a.m. the buzzer rings, K, 1, 2 and 3 students line up. One monitor will stay with the students until the teachers take the students back to their classrooms.

9. At 11:45 a.m. as soon as k – 3 are back in their classrooms, ring the bell and allow grades 4 and 5 students to enter the school to get a drink of water and go to the restroom.

10. At 11:50 a.m. the buzzer rings and grades 4 and 5 student's are to line up. One monitor will stay with the students until the teachers take the students back to their classrooms.

11. The playground monitor then return to the lunchroom, check the tables, empty milk cartons and check to see if everything is in order.

INSIDE RECESS RULES

DO:

- 1. Show Respect***
- 2. Bring something to do; board games, pocket games, book coloring or drawing supplies etc.***
- 3. Sit on the floor.***
- 4. Use indoor voices, and above all, SMILE!***

DON'T:

- 5. No running or throwing games.***
- 6. If the adults in charge would like to organize one game, that is acceptable. Those not playing the game should sit along the side of the gym.***

PLAYGROUND

1. *Christian behavior is to be practiced at all times. Kind words, sharing games, and including ALL in activities is required. Common safety rules must be used at all times.*

2. *Swings: students may not jump out of the swings while they are in motion. There is to be no twisting of swings or sideswiping. Only one person to a swing, children may share swing time with others.*

3. *Slides: students may only go down the slide in a forward, seated position. Students must line up at the ladder. Students may NOT walk up the slide, they must use the ladder.*

4. *Monkey Bars: students line up at the one end of the bars, so the action is all moving in one direction. Kneeling, standing, pulling or shoving is NOT allowed. No one should be on top of the monkey bars!*

5. *Portable Equipment: it should be used for the purpose it was made for. It must always be returned to its proper location at the end of the period. It would be helpful if a supervisor would stand near the recess equipment area to see that this is done.*

6. *Roller skating or in-line skating: it is not permitted.*

7. *Balls: they are not to be thrown against the building.*

8. *Tackle football: it is not permitted! Flag football is allowed.*

9. *Snow: all children will be encouraged to dress for the weather. Children without boots must stay on the blacktop area.*

10. *All children are expected to go outside unless they have an excuse from the parents or are asked by a teacher to stay inside.*

11. *Should a child suffer an injury involving bleeding, the supervisor should have the child hold his/her hand over the wound, and have another summon a member of the staff (preferably Mrs. Finke).*

If there are any questions or problem with the student's while on duty, please report the problem to the playground supervisor (Mrs. Finke).

DRESS CODE FOR ST. BONIFACE CATHOLIC SCHOOL

Clothing reflects the attitude of the child and influences his/her disposition. A child dressed in play clothes is the frame of mind to play. A child dressed in good clothes will come to school ready to learn. The dress code reflects a commitment to quality education. All students are to wear clean and sensible attire. As representatives of St. Boniface, children are expected to have good hygiene and appear in their best at all times.

APPROPRIATE DRESS FOR GIRLS

Jumpers, dress pants and shorts in navy or khaki as well as skorts in navy/red plaids are all acceptable. If dress pants have belt loops, a dress belt must be worn. Knit polo shirts and turtlenecks in solid white, red or navy blue (no prints). Shirts must be tucked in and neat at all times.

Cardigans in navy, white or red may be worn. Sweatshirts with St. Boniface name on them are also acceptable these are available from the school office.

BLUE JEANS, DENIM, SPANDEX, SWEATSHIRTS, WIND SUITS AND MINI SKIRTS ARE NOT PERMITTED!

APPROPRIATE DRESS OF BOYS

Dress pants and shorts in navy or khaki are to be worn. If the dress pants have belt loops, a dress belt must be worn. Knit polo shirts and turtlenecks may be worn in solid white, red and navy blue (no prints). Shirts must be tucked in and neat at all times.

Cardigans in navy, white or red may be worn. Sweatshirts with St. Boniface name on them are also acceptable these are available from the school office.

BLUE JEANS, DENIM, SPANDEX, SWEATSHIRTS, AND WIND SUITS ARE NOT PERMITTED!

APPROPRIATE FOOTWEAR

Shoes should be serviceable and safe for classroom and playground wear. These include dress shoes or appropriate athletic shoes.

NO HIGH TOPS, SANDALS, CLOGS, PLATFORM HEELS ARE PERMITTED!

APPROPRIATE CLOTHING FOR GYM

Tennis shoes must be worn in order to participate in gym classes.

APPROPRIATE CLOTHING FOR WEATHER

Parents are reminded to check weather conditions before sending the children to school. The children go outside EVERY DAY. Boots, hats scarves and gloves are necessary winter clothing. Coats, hats and gloves should be labeled.

SUMMER DRESS CODE

Neat and clean Bermuda length dress shorts in navy or khaki are acceptable.

ST. BONIFACE DISCIPLINE CODE

Children have the right to discover that they have power within themselves to learn, to think, and to handle their lives with courage and confidence. They are expected to develop an inner discipline, which enables him/her to weigh values, make credible decisions, and work at a task until it is finished. Such a discipline is essential to Christian living in our society.

Students are expected to know and abide by all school and classroom policies. Each student has the responsibility to behave in a way that enhances the learning environment for all. This implies self-discipline proportionate to his/her age level. Children must accept the fact that learning is THEIR responsibility.

School discipline is necessary if a child is to learn. Since the teacher represents the parent in the classroom, he/she has the same responsibility and authority that a parent has at home. There must be unity between parents and teachers so as not to confuse children or force them to choose between two authorities. Minor disciplinary problems in the classrooms or school will be handled by the teachers. Repeated violations will be referred to the Principal. Procedures to correct the situation are:

- 1. Phone call to parents*
- 2. Conference with parents*
- 3. In school suspension**
- 4. At home suspension and conference with school Superintendent.*

**In-school suspension requires a parent/guardian/relative to be present on the day of suspension to monitor the progress of the child.*

GENERAL POLICIES:

- 1. Respect will be shown for people and property at all times.*
- 2. Gum and candy are prohibited during school hours unless special permission is given.*
- 3. Lavatory privileges and premises must be respected.*
- 4. Punctuality is required.*
- 5. The designated dress code must be followed.*
- 6. Playground rules and volunteers must be followed.*
- 7. Quiet is required in the hallways at all times.*
- 8. RESPECT, REVERENCE AND A PRAYERFUL ATMOSPHERE SHOULD BE MAINTAINED AT ALL TIMES IN THE CHURCH AS WELL AS DURING OUR MORNING PRAYER SERVICE.**

ST. BONIFACE SCHOOL SERVICE HOURS

Service Hours involve families working to improve the operation of St. Boniface School. Through this program the school Council hopes to improve both the financial and volunteer help our school needs to survive. A secondary benefit of this program is the opportunity to experience the companionship of fellow parishioners and school families, and ultimately become more involved in the programs of St. Boniface. This program requires a yearly quota of work hours for each registered family. This program was put in place to make sure that each family does its fair share, and to demonstrate to our children that helping others is an important part of our daily lives. A little helping hand makes a caring and loving society in this world that we live in.

PARTICIPANTS

Parents/Guardians have the primary responsibility of meeting the hourly quota. However, St. Boniface School understands that everyone is busy, so grandparents, aunts, siblings in college may help. St. Boniface children are not credited with Services Hours, but are urged to help where they can under supervision of the parents.

TIME LIMITS

Parents must have each year's quota worked by the end of present school year. After June 31st, any service hours not completed will be billed at the rate of \$20.00 per hour and must be paid in full by July 31st. No records will be transferred to a different school until it is paid.

SURPLUS HOURS

If a family completes more than its quota, they are encouraged to continue reporting hours so that there is an accurate picture for the Service Hour Program.

SERVICE HOUR SLIPS

After completing one of the task listed below, the worker should fill out a Service Hour Slip. Both you and the supervisor/chairman in charge must sign the form. The carbon copy should be kept for the worker's own record.

QUOTA

The quota is 40 hours per school year, per family.

Each family is required to give at least 4 hours to each of our two main fund-raisers, Fall Festival and Spring Fling.

Every family is responsible for playground duty, whether you do it yourself, or if you hire a substitute. Substitutes do not earn service hour if they are paid for the job.

Chairpersons and Co-chairs will receive 15 hours maximum for each event chaired.

If an emergency arises and a family cannot fulfill its requirement, please approach the principal.

All additions and/or changes are made by School Council, the Principal, and Pastor/Administrator whenever needed. All families will be notified of any changes in the parish bulletin and the school newsletter.

FUND RAISERS

Pie bake

Book Fair

**SPRING FLING*

**ST. BONIFEST*

**BINGO*

**GARAGE SALE*

**FISH FRIES*

NON-FUND RAISERS

Library

Apple Festival Float

Santa's Workshop

OTHER

Field Trip Driver (4hrs. Max)

**PLAYGROUND*

Baking (1 hr. per item)

5th Grade Graduation

***Required**

This list is not all inclusive, it can and will be altered to add new items as the program grows. Any ideas or projects are welcome!

CHILDREN LEARN WHAT THEY LIVE

Dorothy Law Nolte

*If a child lives with criticism, He learns to condemn.
If a child lives with hostility, He learns to fight.
If a child lives with ridicule. He learns to be shy.
If a child lives with shame, He learns to feel guilty.
If a child lives with tolerance, He learns confidence.
If a child lives with encouragement, He learns to be patient.
If a child lives with praise, He learns to appreciate.
If a child lives with fairness, He learns justice.
If a child lives with security, He learns to have faith.
If a child lives with approval, He learns to like himself.
If a child lives with acceptance and friendship,
He learns to find love in the world.*

