

St. Boniface Parent Handbook



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The Mission of St. Boniface School is to:

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

SCHOOL PHILOSOPHY

We believe:

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

ACCREDITATION & CURRICULUM

St. Boniface is fully accredited by the *Archdiocese of Milwaukee* and *Wisconsin Religious Independent School Association*. St. Boniface school curriculum encompasses all subjects required by the State and the Archdiocese of Milwaukee.

ADMISSION POLICY

Serving the needs of the parish and community children is the primary consideration for admission to St. Boniface Catholic School. The following policies and procedures serve as factors to be considered by the School Principals and/or the Admissions Committee in admitting students to St. Boniface School and any other school administered programs.

St. Boniface Catholic School respects the dignity of every child. Our school is fully committed to a policy of equal opportunity in all its policies and practices. It is nondiscriminatory and admits students of any race, color, religion, and ethnicity/nationality into our Catholic school or any of its programs.

In accordance with the *Archdiocese of Milwaukee Policy 5110*, all new students are on probation for the first semester. If the student experiences any disciplinary or academic difficulties, the probation may be extended. Also, failure to successfully integrate oneself into the St. Boniface programs could be grounds for withdrawal.

St. Boniface is an inclusive school with no separate special education department.

Registration

An application is considered complete with the following items:

- Birth certificate
- Immunization records
- Completed application

Application Process

- Current St. Boniface parents/guardians are given registration materials each January for the fall term.
- New Family Registration will begin the last week of January for the fall term.
- If seats still remain, St. Boniface will honor year-round open enrollment for students desiring to attend St. Boniface. You can begin the application process by calling the school office. Seats will be granted on a first come, first served basis.
- If the maximum class size is reached, additional names will be placed on a waiting list.

Enrollment Priorities During Open Registration Wait List Period

- Current school families who have children in the school or have had family members graduate from the school.
- An active member of St. Boniface Parish—defined as one parent/guardian who is a practicing Catholic; participates in the worshiping community; registered member of the parish; and contributes to the time, talent, and/or treasure aspects of the parish.

Admissions to K3-First Grades

- No child may be admitted to the K3 program unless he/she is 3 years old on or before September 1 in the year he/she proposes to enter school. Child MUST be 100% potty trained before admission to class.
- No child may be admitted to the K4 program unless he/she is 4 years old on or before September 1 in the year he/she proposes to enter school.
- No child may be admitted to K5 unless he/she is 5 years old on or before September 1 in the year he/she proposes to enter school.
- No child may be admitted to the 1st grade unless he/she is 6 years old on or before September 1 in the year he/she proposes to enter school. Completion of 5-year-old kindergarten is a prerequisite to enrollment in first grade unless certain exemptions apply. Each school shall establish procedures, conditions and standards for exempting a child from the requirement to complete kindergarten prior to admission to first grade.

**School Principal may make exceptions on a case by case basis.*

CLASS SIZE POLICY

Class Size Policy (In collaboration with Admission Policy)

GRADE	MAXIMUM* STUDENTS
K3	20
K4	20
Grade K5-- 8	25

**School principal may make exceptions*

WITHDRAWAL POLICY

Any student who withdraws from St. Boniface School must inform the school of the withdrawal in writing. If a student withdraws due to behavioral issues, he/she is not eligible to re-enroll at St. Boniface.

ABSENCE, TARDINESS, TRUANCY POLICIES

Absence Policy

To report a student's absence from school, call the school office at 262-628-1955 before 8:00 a.m. If there is no parental phone call before 8:00 a.m., a follow-up call will be made.

In case of absence due to a communicable disease, a release card from a health department or a communication from the family physician is necessary for re-admittance to school.

Illness Policy

When a child is ill, it is in the best interest of the child to keep him/her at home to allow for rest and a faster recovery. It is also helpful and appreciated by teachers and classmates when sick children remain home as the spread of germs is greatly reduced. If a child has a fever before school, the child should not come to school. Should a child develop a fever while at school, a parent or authorized caregiver will be notified and the student must be picked up. Should a child be vomiting before school, please keep your child at home. Should a child vomit at school, a parent or caregiver will be notified and the child will have to be picked up.

Tardiness Policy

A student is tardy if he/she is not in their classroom and seated when the second bell rings at 7:20am.

At 7:20 a.m. all school entrance doors will be locked. Any student entering school after 7:20 a.m. will be considered tardy and must be accompanied by a parent/guardian. The parent/guardian must sign in at the main office. The student will receive a tardy pass which is presented to the teacher upon entering the classroom.

Students riding a school bus that is late are not considered tardy.

Truancy Policy

Section 118.16 of the Wisconsin State Statutes states: Truancy means any absence from school during which the principal or teacher has not been notified in writing of the legal cause of such absence by the parent or guardian of the absent pupil. It is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance. A student who is absent from school without an acceptable excuse for part or all of five days on which school is held per semester is considered habitually truant. In compliance with Wisconsin State Statute 118.15, a student may not be excused from school by a parent for more than ten days in a school year.

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

STUDENT RECORDS & CUSTODY

(Archdiocesan Policy 5125)

Student records are maintained in compliance with state and Archdiocesan guidelines. Progress records, physical health information and evaluation records are maintained in the school office and are available for parent review on request. All school personnel strictly maintain the confidentiality of all student information.

Student Records: Confidentiality

- The school has the responsibility to keep educational records for each student, which will reflect the inter-relationships of the physical, emotional, social, and intellectual aspects of the student's development.
- Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history throughout the school system is recorded upon it.

(Archdiocesan Policy 5142.2)

In the case of a single parent, separated or divorced family, the school office and the child's teacher should be informed as to who has legal custody and/or visitation rights of the child. **THE PARENT MUST INCLUDE A COPY OF THE COURT ORDER ALONG WITH THE NOTIFICATION FORM.** With a copy of the legal notification of custody, the school will not release a child to the other parent unless the legal guardian has authorized the principal in writing. Verbal notification is not acceptable.

Child Custody Notification

Parents shall notify the school if a student is the subject of a court order that restricts the custody, placement, or contact of either parent with the child. A form for notifying the school is available in the school office. **The parent must include a copy of the court order along with the notification form.** Verbal notification is not acceptable.

Student Information

If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress report (report card) shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4), in which case no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125(2)(m).

Other Than Parental Care

If a child will be under the care of someone other than the parents/guardians for an extended period of time as in the case of a "parents only" vacation, the school office should be notified of this and given the emergency contact.

ACCIDENTS

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

APPOINTMENTS

Doctor's and dentist's appointments will be allowed during the school day if necessary. All appointments need to be communicated to the teacher prior to the student's appointment. Students must report to the school office if they are leaving early. A parent must come and sign their child out if he/she leaves early. Similarly, if a child is being dropped off late due to an appointment, the parent must accompany the student into the building and sign them in. The student will receive a pass to gain entrance into the classroom.

There is to be NO parking in front of the office doors at any time. This is a fire lane and must be kept clear for safety purposes. Please park in the upper lot and walk to the office to pick up or drop off your child.

BEHAVIORAL EXPECTATIONS POLICY

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

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

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

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

The following are basic norms of behavior:

- Respect is to be shown to people and property at all times. Respect includes using appropriate language. Name calling or demeaning language is not acceptable.
- Eating candy and chewing gum are not allowed during the school day without teacher permission.
- Students are to follow the rules established for their classroom.
- Students are to maintain an atmosphere that will allow classmates to learn. Talking out, throwing objects and other disruptive behavior is not acceptable.
- No public displays of affection.
- Hats, coats or other outerwear are not to be worn in the classroom without teacher permission.
- Lavatory privileges are established by the classroom teachers.
- No loitering, eating or drinking is allowed in the lavatories or halls.
- Food and drink that are not eaten at lunch are to be taken home that day or placed in the garbage containers.
- Throwing food is forbidden.
- It is not recommended that students bring cell phones or other electronics to school. However, if a parent/guardian wishes to allow his/her child to bring a cell phone or other electronics to school, the student is expected to follow the cell phone/electronics policy outlined in this handbook.
- Bike riding, tackle football, snowball throwing, heelys, use of runner sleds or skateboarding are forbidden activities on the playground at any time.
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another will not be tolerated. These include, but are not limited to:
 - Possession or use of illegal drugs or alcohol
 - Vandalism
 - Fighting

- Physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, CyberBullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages

Teachers have a right:

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

Students have a right:

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

CHOICES AND CONSEQUENCES

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

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

Some behaviors require immediate consequences and students may be given a detention if they do not follow behavioral expectations. The following are guidelines for 4th through 8th grade.

- Detentions (30 minutes) will be served after school within a week of the infraction and will be supervised by a staff member.
- Student will call parent to let them know that they have a detention.
- After two detentions, a parent conference will be scheduled.
- A student may be suspended from extra-curricular activities as stated under “EXPECTATIONS FOR STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES”
- If a student's inappropriate behavior is such that it endangers property, health, the safety of others or severely disrupts the learning environment, the following action may be taken to restrict the student's privileges and the right to school attendance:
 - A student may be suspended to home for up to seven days. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parents of the suspended student are given prompt notice of the suspension and the reason for the action.
 - A conference between the child and principal will be held prior to the child's return to formal classes: this will be considered an important aspect of the correction procedure.
- Decisions of the principal will be final.

Zero Tolerance Policy

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

St. Boniface School has a ZERO tolerance for any actions that endanger property, health, or safety of other students and staff. Any threat of violence or violence toward someone or something will be taken seriously. Consequences could include probation, suspension and/or expulsion.

Verbal or written bomb or weapon threats, use of weapons and the like, will result in suspension, expulsion and/or probation for a given period of time at the discretion of the principal. This applies to all students at St. Boniface Catholic School.

Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another may result in suspension and probation for a given period of time. Our goal is to provide a safe environment for our children so that learning can take place.

PROBATION - SUSPENSION - EXPULSION POLICY

PROBATION

All students who are new to St. Boniface are considered probationary for his/her first semester. In addition, any student who displays behavior that is not in accordance with behavior expectations may be placed on probation by the school principal. In consultation with the student's parents/ guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decision is final.

SUSPENSION

St. Boniface reserves the right to suspend a student for consistent or serious disregard of school policy. The principal is the person authorized to suspend a student for a duration of time that he/she considers appropriate. Any student who is suspended is prohibited from participation in any school activity on or off campus.

Suspensions are either in-school or out-of-school, depending on the offense. Any student suspended will automatically be placed on a level of Probation. Parents/guardians are responsible for tuition during a student suspension.

According to Archdiocesan Policy 5144c

- Suspension is a justifiable action.
- Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
- In-school suspension can be directed for varying lengths of time as decided by the principal, but should not exceed five days. In-school suspension conditions are to be determined by the principal. In-school suspension students remain the responsibility of the school.
- Out-of-school suspension is determined by the principal. State law directs that a maximum of five school days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. The principal may give out-of-school suspension immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

Expulsion

(Archdiocesan Policy 5144d)

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered expelled. Students not allowed to return due to failure to meet required academic standards are not considered expelled.

Possible Reasons for Immediate Suspension or Expulsion:

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

Any of the above acts could also include police intervention.

EXPULSION PROCEDURE

Prior to an expulsion, the Archdiocesan Office of Schools will be consulted about the advisability of the expulsion.

1. A hearing must be held prior to an expulsion and is to be arranged with the student and her/his parents. Notification of the hearing is made in writing at least five days before the hearing is to take place.
2. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place.
3. The student may be represented at the hearing by counsel.
4. The hearing committee consists of School Ministry chair and one other member of School Ministry, two members of the parish Council and one trustee. The trustee is the chair of the committee.
5. The committee makes a recommendation to the principal/pastor to:
 1. Not to expel (other disciplinary suggestions should accompany this recommendation).
 2. Allow student to voluntarily withdraw from school in lieu of expulsion.
 3. Expel.

6. If the decision to expel the student is made, parents are notified in writing of the action and have the right to appeal. The student or parents may, within five school days following commencement of the expulsion, have a conference with the Superintendent of Schools. The Superintendent will assure that due process was provided as defined by policy.

Grievance Process

The following steps should be followed for a General Grievance raised against any St. Boniface staff or faculty member.

1. Should a parent/guardian seek to raise an informal grievance against a teacher, staff member or administrator, the process must be initiated in a timely manner (10 working days) from the date of incident or the grievance is considered waived.
2. Should an informal meeting of all parties involved fail to resolve the concern; a formal grievance may be filed in writing within 10 working days of the informal meeting. If the grievance is raised against a staff or faculty member, the letter should be addressed and sent to the principals. If the grievance is raised against a principal the letter should be addressed and sent to the Pastor.

The letter should include:

- The date/time/place of the informal meeting
 - The name/position of the employee with whom the disagreement exists
 - Factual information and background regarding the disagreement
 - Specific recommendations for resolution of the issue
1. After the receipt of the letter, the supervisor will respond (within 5 working days) and a meeting of all parties will be held within 10 working days to resolve the dispute. Should resolution be completed, this will end the process.
 2. Should further arbitration be requested, the parent/guardian must notify the Pastor within 5 working days of the grievance meeting. The Pastor will convene the parties to reach a mutual agreement. If necessary, a grievance committee will review the matter and make a recommendation to the Pastor. This matter will be conducted in accordance with *Archdiocesan regulations 1312b, 4135*.

CHANGE OF ADDRESS

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

CHILD SAFETY

Child Abuse

St. Boniface follows Archdiocesan policy (*Archdiocese of Milwaukee Policy 5140.1* and *Archdiocese of Milwaukee Regulation 5140.1*) and State law (*Wisconsin Statute 48.981*) in any and all instances of suspected or confirmed child abuse. School and Parish personnel are required by law to report any suspicions of abuse or neglect.

Sexual Assault

St. Boniface follows Archdiocesan policy (*Archdiocese of Milwaukee Policy 5140.1* and *Archdiocese of Milwaukee Regulation 5140.1*) and State law (*Wisconsin Statute 940.225*) in any instances of suspected or confirmed sexual assault, whether the assault be adult-to-student or student-to-student. In addition, staff members

are to report any cases of verbal sexual harassment to proper authorities. Parents need to be aware of the law regarding such activities and the fact that the parents of harassed students may take legal action.

- Determination if there is reasonable cause or a threat of abuse, neglect, or sexual assault will be made.
- The authorities will be notified immediately.
- The recommendations of the agency called will be followed.
- Records of all calls and the disposition of said matters are kept in the school office

Chaperones and Volunteers

No person may chaperone a school activity or work as a volunteer in the school building unless the Safeguarding All God's Children class has been taken and record is on file.

ALL volunteers must:

- Complete *Safe Guarding God's Family* training prior to working with children.
- Read the Mandatory Responsibilities document, which can be obtained through the school office.
- Read the Code of Ethical Standards and Mandatory Reporting Responsibilities, which can be found at www.archmil.org. After reading the Code of Ethics, you should print off the acknowledgement page and sign it. This signed page should be returned to the school office.
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Visitor Policy

St. Boniface welcomes visitors to the school. All visitors are expected to follow the school's policies and procedures:

- All visitors must stop at the office vestibule front window where visitor will be asked to state his/her name and purpose for visiting. "Doorbell" is available if staff member is not at desk upon arrival.
- All visitors must sign in before entry will be granted.
- All visitors are required to wear a Visitor's Badge when in the building.
- Upon completion of the visit, the visitor must return to the office to be signed out and return the Visitor's Badge.
- Visits may be prohibited at certain times such as the start and end of the school day, during standardized testing, or when other student assessments are being conducted.
- Visitors wishing to conference with teachers or administrators during the school day must make prior arrangements. This policy is in place for the safety of students and to minimize distractions to the learning environment.
- Visitors must not disturb instruction within the classroom.
- Visitors are not allowed to go directly to a classroom to deliver/pick up students or to speak to teachers.
- School staff who observe visitors without proper identification are to immediately question the person and escort him/her to the office.
- Contact the teacher to arrange for visitation.
- The teacher reserves the right to refuse the visitation if such would be disruptive to the class or the daily schedule.
- Parking is available in the upper lot.
- **NO PARKING** is allowed in front of the doors by the office. This is a fire lane and hazardous to the safety of our students.

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

Building Policy and Procedures

Front Office Drop Box

- Drop Box

Safety Drills

Fire, Tornado, and Crisis Contingency drills will be conducted on a regular basis in accordance with Wisconsin State code. Silence and order are to be maintained throughout the drills.

If a student touches or pulls a fire alarm, it may be grounds for immediate expulsion and the parent/guardian will be liable for any cost incurred to the fire or police department for reporting to a false alarm. Parents/guardians should speak to their children about the seriousness of this issue before school begins.

School Property

Damage (defacing, graffiti, removing paint, etc.) to any St. Boniface School or parish property may result in the student being billed for repairs. School property includes books, building walls, desks, athletic equipment, rooms, landscaping, etc. Students may also be asked to help repair any damage if appropriate. Any student violating this rule is subject to suspension or expulsion.

Valuables

Students are discouraged from bringing valuables or large amounts of money to school. **The school assumes no responsibility for lost or stolen items.** Girls should not bring purses to school. It is preferred that electronic apparatuses not be brought to school and may not be used during the school day. St. Boniface is not responsible for any electronic items brought to school. **Theft or damage to electronic devices is the sole responsibility of the owner.**

Animals

(Archdiocesan Policy 5140.3)

For health and safety reasons, family/household pets are not allowed in or on school grounds. The principal, for special educational events such as the St. Francis Pet Blessing, High Interest/Career Day or “Care for Critters”, may grant exceptions. A teacher may have a classroom “pet” to enhance or extend the curriculum for educational purposes.

COMMUNICATION

Communication is the only way to keep the lines open between home and school. If you have questions or comments, please call the office and let us know. We will keep in contact with you through weekly newsletters from the Principal, email, and telephone if necessary.

Friday Family Folder

Electronic communications such as e-mail, our website, Powerschool, TADS, and iVolunteer are the primary forms of communication between school and families. The Family Folder will only be used when hard copy is necessary.

When Family Folders are necessary they are sent home on Fridays (or the last day of school that week) with the youngest student in the family. Once a month, the updated Monthly Calendar (listing activities, meeting dates, Mass schedules, etc.), and a new Hot Lunch Calendar will also be included. Return the folder on Monday morning with your youngest student. Include lunch and/or milk money or any other correspondence that needs to be returned.

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

Family Directory

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

E-Mail

Group e-mail must be submitted to the principal and will be sent out on behalf of the group or individual. Exceptions can be made with approval.

PowerSchool Access

Parents of students in grades 3 – 8 will have access to PowerSchool to check on their child's progress at any time. Routine assignments/tests/etc. will be entered into PowerSchool within one week. Special projects may take longer. Log-in information will be distributed to families each year.

“Remind” Text Message

In the event of an early school closing for weather or should the need arise to make contact with all parents quickly, parents will receive a text message through a free text message push app called “Remind.” If you have a babysitter, or grandparent that helps with childcare and you would us to add their cell number to our data base, please contact the school office with that information.

Privacy Policy

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

Website

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

Teacher Folders

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

Parent –Teacher-Principal Communication Protocol

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

Parent-Teacher Protocol

- Parents should go to the teacher with their questions, concerns, or comments.
- The teacher will follow up with the parent on the resolution of questions, concerns, or comments.

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

Parent-Administration Protocol

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

ACADEMICS

Grading Standards

St. Boniface follows the grading standards set forth by the Archdiocese of Milwaukee. The following provides a brief explanation of these standards:

Grades K3-K5:

Narrative Progress Report mid and end year

Grades 1-3:

- 3 Proficient = Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. Student can complete assigned tasks independently.
- 2 Developing = Student demonstrates partial understanding of grade level standards.
Student can sometimes complete learning activities without assistance.
- 1 Emerging = Student needs more time to develop understanding of grade level standards.
Student can complete learning activities with assistance.

Grades 4-8:

- 4 Advanced = Student demonstrates understanding of concepts and skills extending beyond grade level standards.
Student can independently complete self-directed studies.
- 3 Proficient = Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.
Student can complete assigned tasks independently.
- 2 Developing = Student demonstrates partial understanding of grade level standards.
Student can sometimes complete learning tasks without assistance.
- 1 Emerging = Student needs more time to develop understanding of grade level standards.
Student can complete learning activities with assistance.

Retention and Promotion

Retention of a student may be done judiciously as a final option after considering the many factors affecting retention. When retention seems likely, parents/guardians are contacted several times during the year relative to Rules 5123(b).

Guidelines for considering retention of students:

- *Chronological Age*...The student who is in the younger half of the class is less likely to be penalized by adding a year to his/her academic life.
- *Intellectual Ability*...The slow learning student (I.Q. 70 – 90) may achieve below grade level and retention will only temporarily alleviate this discrepancy. In addition, the slow learning student often drops out of school because of increased chronological age.
- *Physical Size*...The early maturing student, already larger than his or her peers, might well suffer indignities if placed with smaller students or may inflict such indignities on others.
- *Present Grade Placement*...Retention should normally take place during kindergarten, first, or second grade. Retention beyond this point usually compounds the student's problems.
- *Siblings*...Family difficulties often arise when retention causes the placement of siblings in the same grade.
- *Peer Relationships*...Retention may adversely affect the relationship of the student within the community/neighborhood group with which he or she closely identifies.
- *Group Decision* ...The school principal, teachers, school support personnel, and parents should be involved in a decision to retain a student.
- *Child's Attitude*...If age appropriate, the student should be a partner in the group decision for retention or promotion. When the student child is a part of the planning, a more favorable attitude results.
- *Parental Involvement*...When retention is being considered, parents are to be contacted several times during the year to be apprised of the student's progress and needs.
- *Individual School Procedures*... The school must ascertain whether the retention will help or hinder the learning deficit. Each school should incorporate these guidelines into a standard procedure to be followed when considering the retention/promotion of students. A student should not be retained more than once during the elementary years.

Acceleration

Acceleration may be granted in exceptional cases upon the recommendation of the teachers, school support personnel, and principals, with the approval of parents/guardians.

Students with Special Needs/Learning Differences

St. Boniface is an inclusive school with no special education department.

St. Boniface adheres to the Archdiocese of Milwaukee guidelines when considering admission of children with exceptional needs:

"Not all Catholic Schools in the Archdiocese are able to offer Special Education Programs for children with Exceptional Educational Needs. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for a special education and related services under the Disabilities Education Act (IDEA). P. L. 94-142." *Policy 5111.2, 6164.3.*

The following process will be followed:

1. A student is identified by the teacher or parent/guardian as having possible learning differences.
2. A conference will be held with the parent(s), teacher, and learning specialist and/or principal(s). More than one meeting may be necessary. Student may be present depending on age of student.
3. Differing strategies may be employed in the diagnostic process:

- St. Boniface Learning Support Team
 - Germantown Referral Process
 - Title 1 Services/Testing
 - Others as deemed appropriate to the student's academic/behavioral requirements
4. Staffing with parents, teachers, and other school personnel as appropriate will be held. (Older students are encouraged to attend.)
 5. Re-evaluate student's progress periodically.

Homework Policy

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

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

Homework can include the following:

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

The expected average number of minutes spent on homework is:

<u>Level</u>	<u>Time</u>
K3-K4	0 to 15 minutes per day
Primary (grades 1 - 2)	15-30 minutes per day
Upper Elementary (grades 3 - 5)	30-60 minutes per day
Middle School (grades 6 - 8)	60-90 minutes per day

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

Late Assignments

Late work is defined as a written or oral assignment not handed in or presented at the request of the teacher on the day and at the time it is due. Make-up work and consequences are left to the teacher's discretion. Specific late work policies for each grade level are given to students and parents at the start of the school year.

Conferences and Report Cards

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

- Scheduled conferences will occur in the middle of the first trimester. Additional conferences may also be requested by the teacher and/or parent.
- Report cards are issued three times per year, at the end of each trimester. Parental signature is required.
- PowerSchool is available to parents of students in 3rd through 8th grade. Grades are updated weekly and parents can access them at any time.

DROP OFF/PICK UP/PARKING POLICY

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

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

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

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

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

Please be sure and pass this information on to all persons driving your children.

CELL PHONE/ ELECTRONICS

It is recommended that students not bring cell phones or other electronics to school. However, if a parent/guardian wishes to allow his/her child to bring a cell phone or other electronics to school, the following guidelines must be followed:

- Cell phones/electronics must be turned off and placed into the student's backpack prior to entering the school building.
- Cell phones must be stored in the student's backpack, out of sight, for the entire school day. School telephones are available for student use in cases of emergency with teacher approval.

If students are caught during the school day using a cell phone/electronics without permission, the following consequences will be enforced:

First Offense...The cell phone is taken by the teacher/staff member and given to the principal. The student must come to the principal's office at the end of the school day to retrieve the cell phone. Parent will be contacted by the principal.

Second Offense...The cell phone is taken by the teacher/staff member and given to the principal. The student's parent/guardian must make arrangements with the principal to retrieve the cell phone. The cell phone will not be released to the student.

Third Offense...The cell phone will be taken from the student and held until the end of the school year.

EXTRA-CURRICULAR ACTIVITIES

Athletic Programs

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

Once students begin participating in athletics, families are asked to volunteer at the Concession Stand. A schedule for this volunteer program will be sent out at the appropriate time via the Red Folder and/or email communication.

Destination Imagination

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

Forensics

Forensics is a way for students in grades 6th-8th to develop their public speaking and critical thinking skills.

Jump Rope Club

Jump Rope Club is open to students in grades K5-8 and is held the 1st and 3rd Wednesdays of the month, 2:30-3:45pm. Skills and team building are emphasized in a relaxed and fun atmosphere.

Scouting Programs

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

Art Club

Art is open to students in grades K5-8 and meets school and cost is based on the planned project. Please contact Mrs. Uecker for more information.

Chess Club

Chess Club is open to students in grades 1-8 and meets after school. Please contact Mrs. Beckers for more information.

Student Council

Student Council is open to students in grades 5-8. Please see Ms. Justesen for more information.

EXPECTATIONS FOR STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

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

and other parishes, are critical values. Furthermore, all students are expected to follow the guidelines set forth by the league affiliation.

Philosophy:

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

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

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

FIELD TRIP POLICY

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

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

HOT LUNCH AND MILK PROGRAM

Hot lunch and milk are offered through the Germantown Public School, prepared there and delivered here. A menu is sent home monthly in the Family Folder and posted on the St. Boniface website. Hot lunch is available Mondays, Wednesdays, and Fridays. If your child will take hot lunch, please send money the first week of school.

Payments can be made by cash or check made payable to St. Boniface. Payments should be delivered to the school office. Please monitor your lunch account balance and make payments as necessary.

The student cost for **hot lunch is \$4.00** per day (milk included). The price for **milk alone is \$.40/each** for grades K3 – 8. St. Boniface does not participate in the state free and reduced lunch program. Contact the school office if you need further information.

Milk for K3, K4, and K5 students’ snack time can be purchased on a daily basis.

IMMUNIZATION POLICY

Immunization Requirements

The Wisconsin Immunization Law requires students through grade 12 and children in day care centers to be immunized according to their age/grade level by the beginning of the school year. Immunizations are required against measles, mumps, varicella, rubella, polio, diphtheria, tetanus, pertussis, and hepatitis.

Students must present written evidence of completed basic and booster immunizations, including the day, month, and year (preferably on Form DOH4020). If students are not fully immunized upon admittance to school, they must have received at least one dose of each vaccine required for their age/grade within thirty (30) school days of admission. Should an outbreak of one of the diseases covered under the immunization law occur in school, children without proper immunizations will be sent home.

Students must meet these immunization deadlines, and notify their school regarding any additional vaccines they receive. Exemptions may be obtained for medical, religious, or personal conviction reasons. Such exemptions must be documented in written form. Any student who fails to abide by this will be withdrawn from St. Boniface according to state law.

INTERNET POLICY

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

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

Your student's use of the Internet will be supervised and we are using security settings available through our Internet provider, which are designed to limit access to inappropriate material. We encourage you to consider the potential, (however slight), of your child being exposed to inappropriate material. The Student Computer User Agreement should be read and signed by parent and student.

MEDICATION POLICY

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

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

SCHOOL CLOSINGS/DELAYS POLICY

Inclement weather may necessitate the closing of school at times. St. Boniface School follows the decisions of the Germantown Public School concerning school closing. **If the Germantown Public Schools are closed, St. Boniface School is also closed, regardless if our school name is listed, as Germantown Public Schools provide our busing service.** When school is closed because of weather, there will be no 8:00 am mass that day.

When possible, we will have our school name listed, but there may be occasions when this is not feasible. St. Boniface may also choose to close independent of the public schools. In that case, St. Boniface School would be listed individually on TV/radio stations. If school closes once the day has started, “Remind,” a text message push system, will be used to inform all parents of the closing along with an email blast, website post, and Facebook post.

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

T.V. - Channel 4 - 6 - 12

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

SCHOOL COMMISSION

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

SEXUAL HARASSMENT POLICY

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

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

To explain further:

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

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments.
2. Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
3. Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, studies or play because of sex.
4. Threats and demands to submit to sexual requests as a condition of continued employment or grades or other benefits or to avoid some other loss and offers of benefits in return for sexual favors.
5. Retaliation for having reported or threatened to report sexual harassment. (Fr. NCEA NOTES 11/94 pp 17 & 18.)

Informal Complaint Procedure (on sexual harassment)

Any student who feels she/he has been subjected to sexual harassment or any parent/guardian who feels that his/her child has been subjected to sexual harassment should contact a teacher or the principal. If the problem cannot be resolved at the local level or consultation is needed, the person should contact the Office of Schools, Archdiocese of Milwaukee. Confidentiality will be observed to the extent that it does not interfere with the school's ability to investigate or take corrective actions. St. Boniface School will keep matters as confidential as possible. Sexual Harassment violates Federal and State Law.

STUDENT LOCKER AND DESK POLICY

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

STUDENT CONDUCT ON SCHOOL BUS POLICY

Students shall conduct themselves while on the school bus in a manner consistent with established standards. Misbehavior of any kind shall not be tolerated. Bus rider rules shall be established and distributed to students and their parents\guardians at the beginning of each school year. These rules shall apply to all bus riders. When a student fails to conduct himself properly on the school bus, such misconduct shall be brought to the attention of the designated administrator. Where continuing or serious problems exist, the student's bus riding privileges may be suspended. Due process procedures shall be utilized in disciplining students regarding misconduct on school buses.

St. Boniface School bus rider rules are as follows:

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

- All the above rules shall apply to extra-curricular transportation also.

TELEPHONE / CELL PHONE

Students will be allowed to use the office or classroom phone in an emergency. If parents wish to allow their child to bring his/her cell phones to school and it must be turned off and placed in his/her backpack prior to entering the school building. *(See full electronic/cell phone policy on page 18).*

VACATION POLICY

To notify the school of a vacation during the school year, please complete the ‘Vacation Notification Form’. Forms can be picked up at the school office or they are available on the school website. This should be done at least one week before the vacation. The student is responsible for missed class work and homework. The teacher will prepare the missed work each day they are absent. The student will receive missed work upon return. Homework will not be provided prior to vacations.

TUITION FEES/PAYMENT SCHEDULE

Tuition fees for the 2020-2021 school year are as follows:

Description	Tuition Per Student	Total Per Family
K3 (3) Full Days	\$3,969	
K3 (5) Half Days	\$3,969	
K3 (5) Full Days	\$6,505	
K3 Material Fee/Student	\$115.00	
K4 3 Full Days	\$3,854	
K4 5 Half Days	\$3,854	
K4 5 Full Days	\$5,904	
K4 Material Fee/Student	\$115.00	
K5 (5) Half Days	\$2,994	
K5 (5) Full Days-8th		
1 Student	\$4,355	\$4,355
2 Students	\$3,550	\$7,905
3 Students	\$2,410	\$10,315
4 Students	\$1,798	\$12,113
Educational Programming Fee/Per Family		\$200.00
Family Non-Refundable Tuition Deposit		\$200.00
Non-Refundable Registration Fee		\$35.00
*\$235 due at time of registration		

The Educational Programming Fee covers additional items needed in the classroom such as periodicals, technology programs, applications, or enhancements, etc.

All tuition payments are received and processed through TADS. TADS is the contracted provider by St. Boniface Parish School for administering our tuition program. Parents are required to sign and submit both a St. Boniface

Tuition Policy Contract and a TADS Enrollment form online (please be aware these are two separate documents). The Contract and Enrollment forms for this process are due as part of the annual registration process. Items that are not submitted by the first day of school will result in the students record being put on "temporary hold" status, and the student will not be allowed to attend classes until released by the Director of Administrative Services or Principal. Questions regarding billing and the processing of payments made can be made directly to TADS. The Director of Administrative Services can be contacted with all other issues or concerns as relates to this process.

UNIFORM POLICY/DRESS CODE

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

Dress Code includes personal appearance as well as clothing. Body piercing (other than ears), hair colors other than natural, use of excessive jewelry and make-up that may not be conducive to a learning atmosphere is not acceptable. One bracelet per wrist is allowed.

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

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

BOYS (Grades K4-8)

- Shirts:** Oxford, polo shirt, or turtleneck in white, navy blue, and red (no decoration or designer label can appear on the outside of any garment except shoes). Shirts must be long enough to stay tucked in. No designer labels.
- Pants:** Uniform type pants in navy or khaki. Cargo pants, low riders, pants below the hips, hip huggers, flairs, bell bottoms, baggy or over-sized pants are not allowed.
- Shorts:** Boys may wear walking shorts of an appropriate length in August, September, October, May and June. Shorts need to be solid color navy blue or khaki.
- Sweaters:** Cardigan, crewneck, V-neck, or pullover. Sweaters should be worn with a collared shirt or turtleneck underneath. Acceptable colors are navy blue, dark green, white, or red.
- Fleece and Spirit wear Sweatshirts:** Long sleeved micro-fleece, or crew neck sweatshirts with the school logo. Colors must be navy blue, dark green, red, or grey.
- Socks:** Solid navy blue, red, white, dark green or black socks must be worn at all times.
- Belts:** Belts are required for all students in grades 2-8. They need to be black, navy blue, or brown.

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

Backpacks: Students should bring a book bag or backpack. Rolling suitcases or any kind of bag that will not fit into the locker are not acceptable in order to ensure the safety of the students.

GIRLS (Grades K4-8)

Jumpers: Uniform plaid that must be an inch above the knee. Girls may wear navy blue biking **(Grades K4-4)** shorts under their jumpers.

Skirt: Uniform plaid that must be an inch above the knee. May not be rolled up at the **(Grades 5-8)** waist. The only leggings allowed are black or navy blue and the only pants allowed under the skirt are uniform pants.

Skort: Uniform plaid that must be an inch above the knee. These must be purchased at the **(Grades 5-8)** Uniform Place only.

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

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

**Cotton/
Knit Shirts:** Tops can be long or shirt sleeve and should have a peter pan, polo, oxford, or turtleneck style collar. The colors must be white, navy blue, or red. Shirts must be long enough to stay tucked in. No designer labels.

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

**Fleece and
Spirit wear
Sweatshirts:** Long sleeved micro-fleece, or crew neck sweatshirts with the school logo. Spirit wear and sweatshirts should be navy blue, dark green, red, or grey.

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

Leggings: Solid navy blue or black ankle length leggings can be worn under skirts. Leggings can have no lace or decoration.

Belts: Belts are required for all students in grade 2-8. They need to be black, navy blue, or brown.

Shoes: Footwear needs to be neat, clean and in good condition. **No crocs, sandals, light-up shoes, backless shoes, slippers, moccasins, or fashion footwear that extends over the ankles are allowed. Boots are for outdoor use only and cannot be worn in the classrooms.** Children need to have a separate pair of shoes for physical education class.

Hair Pieces: Hair pieces are **optional** and if they are worn they must be navy blue, red, school uniform plaid, dark green, white, brown, or black. Hair pieces should not be oversized or distracting.

Backpacks: Students should bring a book bag or backpack. Rolling suitcases or any kind of bag that will not fit into the locker is not acceptable in order to ensure the safety of the students.

ENFORCEMENT OF UNIFORM POLICY

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

- First violation – student receives a uniform policy violation notice. Notice needs to be shown to parent, signed by both student and parents, and returned the following school day. Students who do not return a signed notice will need to call parents during recess time to make them aware of the violation.
- Second violation – same as first violation.
- Third violation – same as first and second violations. In addition student will miss a recess.
- Fourth violation – same as first violation, along with a conference with the principal.

Students will start each quarter with zero violations and the first violation that occurs in the new quarter will be counted as the first violation.

OUT-OF-UNIFORM POLICY

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

- **No crocs, sandals, light-up shoes, backless shoes, or slippers of any kind are permitted at any time.**
- **Socks must be worn at all times.**
- **All shorts/skirts must be between fingertips and knee.**

Girls

- No bare shoulders
- No spaghetti or thin straps
- No cleavage showing
- No visible bra straps
- No bare midriff
- Skirts must be at least fingertip length
- Skirts and pants should not outline the body form
- No Yoga pants or tight fitting skirts
- If leggings are worn, tunics/shirts must be at least fingertip length
- Jeans must not have any tears or holes
- No heels higher than 1 inch

Boys

- Jeans must not have any tears or holes
- Belts must be worn if pants have belt loops
- Undergarments must not show above the waistband of the pants
- When the attire for the day is “Dress-Up,” this means:
 - Dress shirt and tie must be worn
 - Shirts must be tucked in

- o Jeans may not be worn

Students not following the guidelines will wear a uniform provided by the school.

COMPLIANCE STATEMENT

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

PARENT AGREEMENT FORM

I have read the Parent Handbook/Policy Manual as updated 8-14-2020 and have discussed the relevant portions with my child(ren).

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

Please sign and return

(Parent Name--Please Print)

PARENT SIGNATURE

(STUDENT Name Please print or signature)

(STUDENT Name Please print or signature)

(STUDENT Name Please print or signature)

(STUDENT Name Please print or signature)

DATE

This page is for your records. Please sign and return the white Parent Agreement Form to the school office.