



**PARENT & STUDENT HANDBOOK  
2011-2012**

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**[www.stbonifaceschool.com](http://www.stbonifaceschool.com)**

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## **STATEMENT OF PHILOSOPHY**

St. Boniface School is responsible for the academic and spiritual development of all students. Equal opportunity to learn is afforded every child regardless of academic ability, ethnic background or economic status. Each one is provided with instruction customized to encourage fulfillment of individual potential.

Because the Gospel values of service, grace and response to God's gifts are central to our mission as a Catholic school, St. Boniface is committed to providing a diverse, academically challenging curriculum within a Christ-centered environment. Together, students will worship, pray, study, learn and serve. Students will be asked to show respect for all people and for themselves. They will be asked to give back to their community through service to local and national organizations.

Recognizing the critical importance of self-discipline and creativity for intellectual development, St. Boniface offers a multiage curriculum. Students progress at a rate appropriate to their individual abilities, rather than being limited by an age level grouping. Students will be exposed to current developments in all academic fields and expected to contribute their own cutting edge thinking by applying learned information to daily life. Learning experiences will be cooperative, allowing the students to derive both an academic and a social benefit. Students will be provided with experiences in the arts and athletics to enhance the simultaneous development of mind and body.

Our overriding philosophy is one of inclusiveness, mutual respect and enhancement of wisdom, all grounded in the love of Christ.

## **MISSION STATEMENT**

*St. Boniface School provides a Christ-centered education academically customized to each child's potential.*

# **ACADEMIC PROGRAMS**

## **CURRICULUM COURSE DESCRIPTION**

We believe that the first goal of Catholic education is to develop independent, responsible thinking, decision-making Christians. To achieve this goal we provide students with the means to grow in logical and constructive thought. Goal establishment, independent reading, research projects, the scientific method, mathematical and word problems and the use of self-correcting instructional materials are part of our program.

Because the school must integrate learning and living in the light of faith, basic skills preparing students to function effectively in society are a part of each day's work. Our primary lessons are intended to develop the attitudes of respect, concern and interdependence essential to Christian life. On another level, English grammar, spelling, handwriting, class discussions and use of reference materials are part of lessons at every level. Physical development and career education are included in our curriculum.

In order to develop the aesthetic sense, our students are encouraged to realize and appreciate the varied beauty of all creation, to become familiar with the arts and with music, and to develop their own artistic talents and creative abilities. Music appreciation, creative writing, poetry and literature are taught. Art classes, field trips and cultural experiences are provided.

Respect for nature and concern for the environment is nurtured through the teaching of environmental awareness and scheduled visits to the environmental learning center at the school.

## **ACCELERATED READING**

The Accelerated Reading program is integrated into levels 1/2 through 7/8 to promote love of reading, increase comprehension, and evaluate reading skills. This program is also introduced to Kindergarten students.

## **ENRICHMENT OPPORTUNITIES**

Students at all grade levels are provided opportunities for enrichment as part of our curriculum.

## **ART**

All grades participate in a planned program designed to stimulate creativity, provide experiences with a variety of media, and develop basic skills. In the spring, the year's work culminates in an Art Exhibition. Art is taught at least once each week.

The art curriculum for Grades K-8 is based on all elements and principles of design. Students work 3-dimensionally and 2 dimensionally and use a wide variety of art media. Students develop many skills to become successful in art and reach many goals at different expectation levels depending on the individual.

## **BAND**

Private instrumental lessons are available to students in Levels 4 – 8. Private music lessons on band instruments and string instruments are scheduled during the day. Students may be excused from class once per week provided grades are satisfactory. Responsibility to make up class work missed during lesson time lies with the student. Band meets during the school day as an ensemble. Parents are responsible for renting or purchasing instruments and are billed for private lessons through the school.

## **JUNK-YARD PERCUSSION**

Students in Levels 5-8 may participate. Practices are held weekly during the school day. All students are expected to participate in scheduled performances.

## **CHORUS**

Students in Levels 5 – 8 may participate in chorus. Practices are held weekly during the school day. Additional practices are scheduled prior to special events. All students are expected to participate in scheduled performances.

## **BELL CHOIR**

Students in Levels 5 – 8 may participate in bell choir. Practices are held weekly during the school day. Additional practices are scheduled prior to special events. All students are expected to participate in scheduled performances.

## **MUSIC**

Vocal music, appreciation, performance and theory form the basic structure of the program. Music is taught once each week in Grades K-8. A Veterans Day performance, Christmas choral presentation and a spring performance are held annually. All students are expected to participate in scheduled performances.

## **ENGLISH**

English is a core subject taught in all grades. Development of writing skills and grammar are the main components of the English program.

## **HEALTH**

Health is taught regularly and integrated into the curriculum in Levels K – 8. Healthful living, nutrition and safety topics are covered with special emphasis on mental and emotional health. Human growth and development units are supported by discussions with the school nurse and in the related areas of Christian morality.

## **LANGUAGE ARTS**

Language Arts consists of Reading, the study of Literature, Spelling, Process Writing, Oral presentation and Handwriting. A goal of the Language Arts curriculum is to instill in each child an understanding and appreciation of the skills necessary to become proficient in reading, writing, listening, oral expression and critical thinking.

## **LIBRARY**

St. Boniface School's library offers a variety of award winning and popular books for our children. We total several thousands titles. The library is available to all students from Pre-School through grade 8. Children from Pre-School through grade 8 have a weekly library period incorporated in the curriculum.

We allow students to check out books for one week; books should then be returned. If a student forgets his/her book or is absent on library day, he/she has one a week grace period in which the book may be returned without incurring a fine. After this grace period, students will be charged \$.05 per school day calculated from the original due date.

If a book is lost or damaged beyond usual wear and tear, the student will be responsible for the cost of replacing the book.

## **MATHEMATICS**

The mathematics program is a sequential integrated curriculum, which stresses everyday life applications, develops critical thinking and promotes problem solving skills. Through teacher oriented instruction, peer group cooperation, and utilization of manipulatives, instruction is provided at different levels of ability to enable students to think and work at their ability level. Students gain an understanding of Math, Vocabulary, and develop higher order thinking skills through the completion of open-ended performance tasks. Students in Level 7 are assessed for readiness for placement in advanced math/algebra.

## **PHYSICAL EDUCATION**

Physical development, fitness, coordination, strength endurance and basic skills are stressed in Physical Education class. At the primary level, emphasis is on development of motor skills. Organizational games are introduced at the elementary level. Competitive sports and activities students will use in high school are introduced in the upper grades with special emphasis on sportsmanship and social relationships. Shorts, tee shirts, sneakers and socks are required for the weekly class for students in levels 3/4 through 7/8. (Refer to uniform policy for specific information.)

## **READING**

Reading is given a major emphasis throughout the school curriculum, particularly in the primary grades. It is a total language program that incorporates a strong phonetic base in the primary program. Students at the intermediate and middle school level are provided book study opportunities as a means of integrating Reading into other curriculum areas.

## **RELIGION**

Religion is most important at St. Boniface School. Because of this, all students Catholic and non-Catholic participate in the Religion program. The aim of the Religion program

at St. Boniface is the teaching of the basic Doctrine of Faith and the implementation of it into the child's life. Religion is taught daily in all grades to all students. What a parent values highly and shows respect for will receive the highest priority with the child - hence, the importance of the home in religious formation. The school introduces the child to the broader communal dimension of religious education. This enables parents and teachers to work closely together. Christian values are also emphasized at St. Boniface through weekly Gospel Values Classes at all grade levels and the integration of Gospel Values activities.

## **SCIENCE**

Students in Levels K-8 receive Science instruction in a formal laboratory atmosphere. Hands on activities and experiments provide enrichment and enhance the science program.

Students in Levels 5-8 are required to participate in a hands-on Science night in the Spring. 7<sup>th</sup> & 8<sup>th</sup> grade students participate in the Pennsylvania Junior Academy of Science, which provides the opportunity for each child to incorporate the scientific method of problem solving in individual Science projects. Students visit our unique 5-acre Environmental Center in the fall and spring of each year for Environmental Education classes.

## **SOCIAL STUDIES**

Social Studies is taught at all levels from Community Awareness to History and Geography studies. Library, online research activities, individual & group projects, and related field trip experiences are incorporated into the curriculum. Enrichment is provided through involvement in community projects and contests.

## **SPELLING AND HANDWRITING**

Spelling is taught beginning in Kindergarten with emphasis on correct spelling, meaning of words and correct usage.

Handwriting skills are emphasized from Kindergarten through Grade 8 with an aim toward legibility and neatness at all levels.

## **TECHNOLOGY**

Computer technology is made available to all students. Skills taught in the K-8 classroom are reinforced through the use of a variety of software. Technology is integrated into all subject areas.

Keyboarding is introduced at the primary level and formally taught in Grades 4-8. Word processing, spreadsheet and data base skills are also taught. Students in levels 5-8 are issued individual lap top computers for use during the school day.

## **SCHOOL MANAGEMENT**

### **ADMISSION**

Registration for Pre-School and Levels K – 8 takes place in the spring of the school year. Registrations at each grade level will be accepted at times other than the specified registration date if there are available openings. Enrollment for each grade will be limited. In order for students to be eligible for kindergarten, they must be five (5) years of age by September 1st of the year of their entrance into kindergarten. They must have an official birth certificate and all the immunizations required by the Pennsylvania Department of Health. A child must be 3 years of age by September 1<sup>st</sup> to participate in Preschool.

Registration for kindergarten is limited and is given preference as follows:

1. Families who already have children in St. Boniface School
2. St. Boniface parishioners
3. Neighboring supportive parishes
4. General public

When registering students for admission to St. Boniface, the following original documents are needed:

- Birth Certificate
- Baptismal Certificate (if not baptized at St. Boniface)
- Health Records
- Records of First Reconciliation/ First Eucharist (if applicable)

There is an annual registration fee for all families.

### **BIRTHDAY TREATS**

Treats brought into school in celebration of a child birthday must be nutritional. Sugar may not be listed as the main ingredient. (Cupcakes, cake, cookies, etc are not acceptable) Non food items are preferred.

### **BEFORE & AFTER SCHOOL CARE**

St. Boniface offers a before and after school care program Monday through Friday for Pre-School through 8<sup>th</sup> grade. Hours of operation are 6:15-8:30 A.M., and 3:30-6:00 P.M. Parents may register their children for this program by calling the school office to request a registration form.

### **BREAKFAST PROGRAM**

A breakfast program is available for all students in the morning. Breakfast will be available Monday through Friday, between 7:00 and 8:00 a.m. at a cost of \$.75. Parents may call the school office more information.

## **CAFETERIA**

Students are supervised in the cafeteria by the principal and/or a teacher. The children are expected to display good manners and Christian courtesy at the lunch table and proper behavior when getting into line and disposing of trays. Cafeteria rules are as follows:

- Running, pushing, shoving, throwing items or “cutting in” the lunch line are not permitted.
- Students may not leave the cafeteria for any reason without the permission of the teacher in charge.
- Indoor conversational voices are expected.

If your child has a food allergy or milk allergy, a doctor’s verification is required and is kept on file in the school office. Juice is provided to students with milk allergies.

School families are asked to volunteer to help in the cafeteria at lunchtime three times during the school year. A cafeteria volunteer schedule is published monthly.

## **CANCELLATION OF SCHOOL**

School cancellation takes place only during extraordinary circumstances such as extreme weather, equipment failure or public crisis.

Parents are reminded that St. Boniface School follows the Wattsburg School District policy on school closings and delays caused by inclement weather. On days when school is open but the weather is bad, parents may use their own discretion as to whether or not their child should be sent to school. School closings are announced on local television stations. St. Boniface also uses the SchoolReach Notification System to announce school closings. Parents receive a pre-recorded phone message from the principal.

## **CARE OF TEXT BOOKS**

Students are responsible for the condition of the books on loan to them at the beginning of the school year. Every book is to be neatly covered with the child's name on the book cover by the second week of school. SELF-STICK Book Covers are NOT permitted. Students will be assessed the cost of any book covered with this type of covering. Replacement costs for damaged or lost books are to be paid by the parents. Report cards are held until fines are paid.

## **CHANGE OF RESIDENCE/PHONE NUMBER**

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or phone number during the school year. This will guarantee prompt action and notification in case of illness or accident.

## **DISSEMINATION OF RECORDS**

Parents have the right of access to all educational records. This right can be exercised by appointment at a time mutually convenient to the parties concerned.

If the child transfers to another school, public or private, St. Boniface School will send the records once the new school requests them. All financial obligations must be satisfied before student records will be released.

Directory information such as the student's name, address, telephone number, birthday, weight, dates of attendance, awards, etc., will not be released to third parties without a signed release.

## **FAMILY FOLDERS**

Family Folders are sent home each Thursday with the oldest child. These contain important information from the school office and organizations. Folders are to be signed by the parent or guardian and returned to the homeroom teachers the following day.

## **LUNCH PROGRAM**

Students have a daily lunch period in the cafeteria from 12:00-12:30 P.M. Students may bring their lunches or have the option to purchase entrees on a daily basis.

Milk, white or chocolate is available for purchase every day. Milk and lunch tickets may be purchased on Fridays from the School office. The cost of the lunch entrees is \$2.00 per day, \$10.00 per week. Milk tickets are 35¢ per day, \$1.75 per week.

Weekly lunch order forms will be sent home inside the Family Folders, but *please keep them in a separate envelope when returning them to the school.*

## **PERMANENT RECORDS**

St. Boniface School complies with local and state requirements in that we keep a permanent record file for each student. Since the information we keep is so vitally important to you and your child, we ask that you help us to keep it current. Any change in information contained in the permanent file is to be sent in writing to the school office.

As long as the child is in the school, statistical information as seen on the registration form, and academic records as seen on the report cards and standardized tests will be kept in the child's file. Potential or temporarily useful information such as legal or clinical findings, discipline memos, teacher memos, etc., obtained on a child will be filed separately and evaluated periodically and destroyed if its usefulness is no longer apparent.

Once a child leaves the school, only the permanent folder which contains the minimum personal data and standardized testing scores, with the academic records, are maintained in the inactive files.

The records of a student will not be sent to a third party unless the parent or student, if

of legal age, signs a release form.

Should a parent wish to examine a child's record file at any time, arrangements can be made with the Principal.

### **PRIVACY ACT**

The School Policies and Administrative Procedures for Elementary Schools, the handbook for Erie Diocesan Schools, has adopted guidelines based upon the Family Educational Rights and Privacy Act of 1974 to protect the rights of the students. The following is to inform you of the processes for maintaining your child's records. The principal supervises the records of the students and will assist you if you have any further questions.

#### *Collection and Maintenance*

As long as the student is enrolled in the school, statistical information as seen on the registration form, academic records as seen on report cards and standardized tests will be kept in the student's file.

Each year, the students are evaluated not only by the teachers, but also through a Diocesan Testing Program, which uses standardized tests. Parents receive copies of the results of these evaluations through the report card, conferences and printouts.

### **PROMOTIONS AND RETENTIONS**

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are:

- a) Indifference or lack of effort on the part of a capable student.
- b) Physical or social immaturity, and
- c) Frequent or long absences.

Retention is usually considered a more positive alternative during the Kindergarten and First Grade years.

Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year with the teacher. Parents will be involved in any retention decision.

### **STUDENT TRANSFERS**

A student who transfers to St. Boniface from another school must present a report card and a transfer card from the former school as well as the necessary health forms required by the Pennsylvania Department of Health.

### **STUDENT WITHDRAWAL**

Parents are asked to give ample notice in writing if a child is to be transferred to another school because of a change of residence or for some other reason. It is important to

name the school the child will be attending once he/she leaves St. Boniface.

If a child is transferring to another school, it is necessary for the parents to sign a release form to transfer the student's records. Upon request from the new school, the student's records will be forwarded provided all financial obligations with St. Boniface have been satisfied.

### **TRANSPORTATION**

All public school districts in which St. Boniface school children reside provide bus transportation to St. Boniface School under Act 372. Bus scheduling is handled through the Director of Transportation for the Wattsburg Area School District. Any questions concerning busing should be directed to the Director of Transportation at 825-7996.

Per *Wattsburg policy*, students are not permitted to ride home with friends on buses other than their assigned bus during the week, Monday through Thursday. Riding another Wattsburg bus is permitted on **Friday ONLY**, provided **both** students have written permission from their parents and approval from the school. **Permission forms from parents should be sent to the attention of the school office for approval. Students are not permitted to ride on buses outside of their own school district.**

## **ADMINISTRATION & STAFF**

### **PASTOR**

The pastor shall have full responsibility for the Parochial School under the direction of the Superintendent of Schools. His principal responsibility is to see that an effective program of religious education is maintained in the school. The pastor is the administrative head of the parish school.

As chief administrator, he must oversee the continuation of a vibrant school program. As the pastor, he makes himself available as the guiding spiritual director of the school. Confession, weekly Mass, altar server direction and class visitations are part of his ongoing dedication to the children as a faithful servant of Christ.

### **PRINCIPAL**

The principal is the delegated administrative officer of the school and as such is responsible for its organization, curriculum, supervision and discipline according to the terms of the contract with the pastor and the Superintendent of Schools. His/her further duty is to cooperate with the pastor in fulfilling all his responsibilities in school as head of the parish. The principal works closely with the Superintendent of Schools to see that the policies of the Diocese and those of the Department of Education are closely adhered to and supported. Above all, the principal as the educational leader of the school monitors the quality of education.

## **FACULTY**

The faculty consists of lay and religious staff, all of whom are certified, screened and approved by the Department of Education of the Diocese of Erie. Part-time school positions include a physical education instructor, music teacher, art teacher, and primary science teacher.

## **STUDENT INFORMATION**

### **ATTENDANCE**

The Commonwealth of Pennsylvania requires that the school be in session 180 days of the year. A record is kept in each student's personal file of absences and tardiness. Regular attendance is essential to a student's success in school. Most subjects are taught in sequence requiring the understanding of each concept in the order of presentation. Persistent absenteeism creates a genuine hardship for a student. When teachers take attendance, they are fulfilling a legal as well as an educational obligation.

*\*\*See Diocesan Attendance Policy at back of handbook*

### **ABSENCES**

When a child is absent for any reason whatsoever, he/she must bring a written excuse the first day of his/her return to school from his/her parent or guardian. Excuses should include student's name, date of absence, reason for absence and parent's signature. By law, these excuses are kept on file at the school.

Parents are urged to call the school office between 8:15 A.M. and 9:00 A.M. to report an absence. By law, a parent is required to report an absence of three (3) consecutive days. Attendance is checked by the homeroom teacher each morning. If attendance is not reported by 9:15 A.M., parents will receive a phone call from the school.

#### *Excused Absences*

Absence is excused in cases of illness, death in the family or other grave circumstances. Students also may be excused from school to participate in an educational tour or trip. Upon return from an excused absence, the student must see the subject teacher to arrange for make-up work and tests.

#### *Unexcused Absences*

Unexcused absences are defined as attendance at sports camps, truancy or parental neglect. Teachers are not expected to prepare schoolwork for unexcused absences.

*\*\* See Attendance Policy at back of handbook for further clarification.*

### **PHILOSOPHY OF DISCIPLINE**

An important goal of St. Boniface School is to create a school atmosphere committed to high standards of academic formation, social competence, and faith development. In order to provide an environment where these commitments can be nurtured, we follow clearly defined guidelines for discipline.

St. Boniface assumes certain standards based on Catholic principles which students

are expected to follow. According to the Pennsylvania School Safety Plan, all students are expected to comply with reasonable rules of conduct.

- Students are required to show respect for themselves, teachers, adults, and other students. Respect should also be shown for school property and for the property of others.
- Students develop into persons of integrity through a willingness to serve their school and others, and be accepting responsibility for their own actions.
- Christian principles are best demonstrated by the students' positive attitude toward self, parents, home, school, and administrators. These principles are further shown by the student's cooperation with school programs and school activities, as well as through language and manners, and the basic courtesy demanded by our Christianity.

In a Catholic School, these values and attitudes are a part of the educational process. Students are expected to develop responsibility for their own learning, participation, and study habits. Student behavior must not interfere with the learning of others. To facilitate this, all students must develop self-discipline, a spirit of cooperation, and pride in their achievement and in their school. In order to fulfill these principles, cooperation and consistency are needed within the school and within the home. Teachers will make every effort to handle inappropriate student behavior within the school. Incidents that are deemed serious and/or persistent will result in a student/teacher/parent conference with the principal.

Ultimately, the student must accept the responsibility for his/her own behavior and every effort will be made to help him/her resolve the problem. Ideally, through this philosophy, students of St. Boniface will grow in basic Christian principles.

## **DISCIPLINE POLICY**

At the beginning of each school year (and whenever necessary), each teacher will review the school's discipline code, as well as specific classroom rules, with the students. Negative behavior may dictate whether or not a student can take part in extra-curricular activities.

Discipline forms for inappropriate behaviors are issued to students in levels 5 - 8 in accordance with our demerit system. These reports are sent home with the students to be signed by the parent, and are to be returned to the homeroom teacher the following day.

*Disciplinary action will be taken for major disciplinary infractions:* Physical misconduct (actions leading to bodily harm); truancy; smoking; drinking, use of abusive language; stealing, including plagiarism; vandalism; use of controlled substances or falsely representing a substance; possession of a weapon, a replica, or an article intended to be used to inflict bodily harm; repeated minor offenses, misuse of technology. This list is

not all-inclusive. Students must repair or replace damaged property.

Fighting using physical means to settle a disagreement is not acceptable. Any physical confrontation that may result in disciplinary actions by the administration may result in the involvement of local law enforcement as well as a severe fine involving the magistrate or juvenile court system.

The following policy is in effect for major disciplinary infractions; (Modification of this policy is at the discretion of the school administration.)

First Offense: Conference with the classroom teacher; parents contacted; detention.

Second Offense: One day in school suspension; mandatory conference with teacher, parent, and principal. Student may be placed on a behavior modification contract for a period of two weeks. If no improvement is noted or if the student continues to exhibit inappropriate behavior following this two week period of time, the student may proceed to the third consequence.

Third Offense: One day out of school suspension; counseling recommended. Possible expulsion from school.

For disciplinary infractions involving weapons, drugs, alcohol and tobacco, stealing and vandalism, official school disciplinary guidelines are established.

#### *Discipline forms/Detentions*

In accordance with the Demerit System:

1. The student will receive a discipline form from the office. Parents must sign and return the form the following day.
2. Incidents that are deemed serious and/or persistent will result in a teacher/student/parent conference with the principal.
3. Students in levels 5 - 8 will serve a maximum detention of 60 minutes.
4. Should a student persist in not conforming to school rules and regulations, administrative action will be taken that will result in more serious consequences, not excluding out of school suspension or expulsion.

#### *Demerit System - Middle Level 5-8*

Good behaviors and responsible choices are recognized by teachers on an ongoing daily basis. In order to maintain a positive Christ-centered environment conducive to academic achievement and encourage the positive values of responsibility and respectfulness, the following demerit system is in effect for all students in levels 5 through 8.

A demerit will be issued for each of the offenses listed: (This list is not all-inclusive)

## Reasons for Demerits

1. Defiance or disrespect to school personnel
2. Disrespect, fighting, or harassment ( bullying) toward a fellow student \*
3. Deliberate damage to school property and/or use of equipment\*
4. Stealing\*
5. Cheating\*
6. Class disturbance
7. Inappropriate language
8. Unprepared for class
9. Use of gum/candy
10. Running inside of school building
11. Tardy
12. Missed or incomplete assignment(s)
13. Uniform violations
14. Other behaviors teachers may deem inappropriate

\* Additional consequences may result as outlined under school policies in the parent/student handbook.

5 demerits	After school detention with discipline form home
10 demerits	After school detention with discipline form home
15 demerits	After school detention with discipline form home
20 demerits	In school suspension with signed student/teacher/parent contract

A continued accumulation of demerits will result in continued/additional corrective action.

Demerit slips need to be signed by a parent and returned the next day. If a slip is not returned, the student will sit at the teacher table during lunch and have a silent lunch until the signed slip is returned.

Students begin with a clean slate each quarter.

Detentions/In-School suspensions can be issued at the Principal's discretion for infractions of a more serious nature.

### CO-CURRICULAR ACTIVITIES

Students have the opportunity to be involved in various after-school activities. These may change each year as activities are organized to meet the interests of the students

at St. Boniface. Our activities are designed to promote cooperation between students and teachers at St. Boniface. Students involved in any co-curricular activity must meet the eligibility standards set forth in our co-curricular policy.

### **FOOD AND DRINK**

Students may not take food/drinks out of the cafeteria nor carry food/drink though the school without permission. Students are expected to cooperate with this policy at all times. Parents are asked to send in birthday treats that can be a part of the school lunch. In accordance with the terms of our Wellness Policy, snacks and treats are to be high in nutritional value. **Treats such as candy, cookies, and cakes are not in compliance with this policy.**

### **INVITATIONS TO BIRTHDAYS/PARTIES**

Invitations to parties may be passed out in school in the elementary grades (Pre-School through 4<sup>th</sup> grade) provided **ALL** children in the class receive an invitation. For all boy or all girl parties, all children must receive an invitation.

If parents choose to invite only a few students, invitations must be mailed from home.

### **SCHOOL HOURS/DAILY SCHEDULE**

Office Hours: 8:00 A.M.- 4:00 P.M.

School Hours: 8:45 A.M.-3:30 P.M.

*Children arriving at school before 8:30 a.m. must report to Before School Care in the cafeteria. Students who arrive by car are to use the Before School Care entrance to the school.*

### **DAILY SCHEDULE**

8:30	Pre-School Session begins
8:45	Homeroom (tardy bell)
8:55	Morning Session begins
12:00	Pre-School Dismissal
12:00 – 12:30	Lunch K – 8
3:30	Car Rider dismissal (Grades K-8)
3:35	Dismissal to bus rooms/gym (Grades K-8)

### **DISMISSAL PROCEDURES**

The majority of our students are transported by bus. If students are being picked up after school, a note signed by parents/guardian must be sent to school on that day. Car riders/bike riders **MUST** have a note stating means of transportation other than bus. Parents wishing to pick up their child (ren) on a daily basis may send in a note stating this at the beginning of the school year.

Parents picking up students after school are to enter through the main school entrance,

in the corner of the building, and wait in the lobby of the entrance. Parents are asked not to enter the school to wait by individual classrooms or in the main hallways. For the educational benefit of all students, it is important to keep distractions to a minimum during instructional time.

Parking is not permitted in the side parking lot of the school. This area must be kept open for bus access. All bus students will be dismissed from the gym. Students in K/1 are assigned an older student "bus buddy" to assist him/her onto the correct bus during the first few weeks of the school year.

If a child is a regular bus rider and no note or phone call was received indicating otherwise, children will be sent home on the bus or to After School Care in the cafeteria. Parents will be charged accordingly for the use of After School Care.

Parents are reminded that St. Boniface School follows the Wattsburg Area School District policy on school closings and delays caused by inclement weather. On days when school is open, but the weather is bad, parents may use their discretion as to whether or not their child should be sent to school. Information on school closings is made known by the Wattsburg Area School District through the local news media. St. Boniface is included in emergency closing announcements.

### **EARLY DISMISSAL/APPOINTMENTS**

In the event of an early dismissal due to illness, appointment, etc., the student must be signed out in the office by a parent/guardian. Parents are requested to send a note to school informing the teacher and the office of an early dismissal. **NO STUDENT HAS PERMISSION TO LEAVE THE SCHOOL GROUNDS DURING THE DAY WITHOUT WRITTEN PERMISSION OF THE PARENT/GUARDIAN.** Parents/guardians must meet the child at the office. Students will be dismissed from the office only when met by the parent/guardian.

### **EXTENDED ABSENCE/VACATION TRIPS**

Although absence for vacation trips is not unlawful, every effort should be made to avoid unnecessary absence from school. (The school administration and staff discourage students being taken out of school for this reason.)

We ask that parents consider the school calendar before making vacation plans. Requests for extended absences are to be made in writing by the parents. **These requests must be addressed to the attention of the School Principal.** When this request is made the parents should discuss the child's progress with his/her teacher to determine the effect such an absence may have on the pupil's schoolwork.

This type of a request will be honored as an excused and legal absence and should be limited to one such absence per year. The request should be made by the parents as soon as possible at the beginning of the school year.

Full responsibility for covering the schoolwork missed rests with the parents and

student. Teachers are *not required* to give a student work before he/she leaves for a family trip. Teachers should be notified *one week in advance* if a request for work is made.

Absentees must present a written excuse signed by a parent or guardian upon returning to school. The note is to include the student's name, date, reason for absence, and parent/guardian's signature.

\*Please refer to the Diocesan Attendance Policy

### **LOST & FOUND**

Lost & Found items are turned in to the School Office. If your child has lost an item, please check with the school office. Both students and parents may check the Lost & Found. After a reasonable length of time, articles remaining in the Lost & Found will be donated to local agencies.

### **PERMISSION TO LEAVE SCHOOL GROUNDS**

Students are not permitted to leave the school or school grounds at any time during the school day unless written permission has been requested by the parent through the Principal's office. No one is permitted to go directly to the classroom to call for a child or to deliver messages. This is done through the school office for the protection of each child in our care. Requests for dismissal from school must be directed to the Principal.

### **RECESS POLICY**

Weather permitting, students in levels K - 4 are given recess period after lunch each day. Students in levels 5-8 each have a recess break as determined by their schedule of classes. Recess will be outside. During inclement weather or on days when temperatures fall below freezing, recess will be held in classrooms. Students are required to bring appropriate outerwear for outside recess. A parent note is required if a student is ill and should not go outside during recess.

Only students with written excuses are permitted to remain inside the building during outside recess.

### **REQUESTS FOR PHONE NUMBERS**

St. Boniface School will not release the phone numbers of any students or parents, unless prior approval is obtained.

### **SELLING IN SCHOOL**

Students are not permitted to bring items to school for the purpose of selling them at school or at any extension program offered by the school.

### **SCHOOL PICTURES**

Individual and group pictures are taken twice during the school year. All students are photographed in the Fall. These pictures may be purchased and are used for the student's permanent file and the yearbook.

Spring pictures are casual photographs. All students are encouraged to have their photos taken in the Spring as proceeds from the sale of these pictures benefits the school.

### **SUBSTITUTE TEACHERS**

Every student will periodically be taught by a substitute teacher. The most common reason for using subs occurs when the regular teacher is ill. However, subs are also used when a teacher is required to attend a professional meeting. The same respect is to be given to the substitute that is given to the regular classroom teacher.

### **TARDINESS**

It is the parent's responsibility to have students on time for school. Late arrival disrupts class and causes loss of instruction time. Students are to be in their classrooms at 8:45 A.M. *Any student arriving after 8:45 A.M. will be considered tardy.* A written excuse, signed by the parent/guardian, is required when a student is tardy. Students who arrive late because of a late bus are not considered tardy. Students who arrive late to school or leave early for doctor or dentist appointments must provide a note from the doctor or dentist. Students arriving after 10:30 A.M. are considered to have missed one-half day in the morning. Students leaving school before 2:00 P.M. are considered to have missed one-half day in the afternoon.

### **TELEPHONE USE**

The school telephone is for business purposes only. Students are not permitted to call home for forgotten homework or gym clothes. Teachers and students are not called to the phone during class time except in the case of emergency. Important messages for students will be relayed by the school secretary. Parent calls to teachers will be returned as soon as possible. School phone use by students is restricted to homeroom period, lunchtime and after school, and is only permitted with permission from student's homeroom teacher. The phone in the school gym is not to be used by students.

### **CELL PHONES**

Students are not permitted to have cell phones in school. Cell phones that are seen will be confiscated, and a detention issued. Cell phones that are intended for after school use (athletic practice, etc.) may be brought into school but must be turned in to the office during the day. Cell phones are not permitted to be used during the Before/After Care Program or during dismissal from school.

### **TOYS & VALUABLES**

The school and staff are not responsible for valuables that students bring to school. Toys are not permitted in the classroom unless for show & tell in the primary grades. Students who bring toys to Before/After Care Programs or for recess must keep them inside their bookbags throughout the school day. Electronics used for music, games and communication are not permitted in school or in the gym during bus dismissal.

Students are discouraged from bringing small items to school that interrupt the learning process.

### **UNIFORM EXCHANGE**

Saint Boniface has a uniform exchange program. Parents are encouraged to send in uniforms that are in good condition and are no longer being worn. Parents are welcome to take advantage of this program. We have a large selection of uniforms to choose from. Parents need not contribute a used uniform to be able to use this program.

### **VISITORS**

ALL visitors must sign in and obtain a visitor pass from the school office. This pass must be visibly displayed on the person while in the school. This procedure will help insure that our school environment is as safe as possible. Visitors are also asked to register at the school office upon arrival. *Parents should not visit a teacher's classroom after school without an appointment. Any parent who wishes to speak to the principal or teacher is asked to call beforehand for an appointment.* Teachers have many responsibilities and obligations at the end of the school day.

### **VOLUNTEERS**

The school uses volunteer help in the following areas: school office, library, cafeteria and primary grade classrooms. In addition, teachers may request volunteers to assist with special events. All people who volunteer on a regular basis at St. Boniface School must obtain Act 34 and Child Abuse Clearances. This is to ensure that those people who work with our students do not have a criminal record. **ALL** volunteers must obtain a volunteer pass from the school office, which must be visibly displayed on their person while in the school. This procedure will help insure that our school environment is as safe as possible. Volunteers are also required to register at the school office upon arrival.

## **INSTRUCTIONAL PROGRAMS**

### **ACT 89**

This program provides speech, language and hearing clinicians. These clinicians, along with math and reading teachers, are assigned by the Northwest Tri-County Intermediate Unit and work with students needing remedial help as well as enrichment in these areas. Through the Northwest Tri-County Intermediate Unit #5, speech and language therapy services are offered free of charge on school premises via the Act 89 Program, which provides many support services to nonpublic schools. At the beginning of each school year, the speech clinician conducts brief, group speech/language screenings involving the following students:

- All students in kindergarten and first grade
- Students requiring follow-up from previous screenings
- Students enrolled in the therapy program the previous year
- All new students to the building

Parents will be notified of the screening results only if it is felt that the child requires a more in-depth evaluation or enrollment in the therapy program. Written parent permission will be obtained prior to any further evaluation therapy.

### **APPOINTMENTS WITH THE PRINCIPAL**

Appointments with the Principal can be arranged by calling the school office at 825-4238 and arranging a time with the secretary that is convenient for both parties.

### **APPOINTMENTS WITH THE TEACHER**

Parents wishing to discuss any matter with the teacher are encouraged to do so. This can be arranged by e-mailing the teacher or calling the school office between 8:00 A.M. and 3:00 P.M. A note will be placed in the teacher's mailbox and he/she will return the call to set up an appointment as soon as possible. Appointments will not be made during the time that school is in session. *PLEASE DO NOT CALL TEACHERS AT HOME OR GO TO CLASSROOMS BEFORE OR AFTER SCHOOL WITHOUT AN APPOINTMENT.*

### **ASSEMBLIES**

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, school spirit, cultural presentations and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Student attendance is a requirement, not an option. Special attention to etiquette and good citizenship is expected of all students.

### **BLeST (Building Level Support Team)**

BLeST is a support program in place at St. Boniface. The purpose of this program is to assist teachers, students and parents by making recommendations that can serve to strengthen a child's educational experience.

The team consists of faculty members and professional staff from Intermediate Unit #5

The BLeST team meets weekly throughout the school year.

### **EARLY CHILDHOOD DEVELOPMENTAL PROGRAM**

In addition to morning Pre-School, St. Boniface School offers an Afternoon Enrichment program for 3 and 4 year-old children, Monday through Friday from 12:00 noon to 5:30 p.m. Parents may choose this program on a full-time, part-time, or as-needed basis. Children participate in structured learning experiences as well as having lunch, snack, free play and nap time. Working parents may also take advantage of the Before/After Care Program if the need arises. Although preference is given to St. Boniface School families, a child does not have to be enrolled at St. Boniface to take advantage of the Afternoon Enrichment program.

### **ENRICHMENT PROGRAMS**

Enrichment opportunities are provided for the students at each multiage level through differentiated learning opportunities that meet the specific needs of each child.

Supplemental programs are also provided for the entire school and particular interest groups.

### **FIELD EXPERIENCES**

Educational field experiences are part of the school's academic program. These are organized by the teacher in cooperation with chaperones and with the approval of the Principal. Permission forms for each student are to be signed by the parent/guardian and must be on file prior to the student being permitted to participate in a field trip. *Without a signed permission slip, a child cannot leave the school building.* No class field trip will be delayed waiting for a parent to bring the permission slip on the day of the scheduled trip.

St. Boniface School is responsible for students in the following situations:

1. During instructional hours of the school day in school.
2. During instructional hours of the school day on school property.
3. On school buses to and from school and school-related educational field trips.
4. At school-sponsored events held before, during or after school that are directly observed and supervised by school staff.
5. During Before & After School Care Program hours.

Parents who provide transportation for field trips must have a valid PA drivers license, automobile insurance and enough seat belts for the number of children being transferred. Updated insurance information forms must be completed by parents before driving for a field trip. Forms are available in the school office. Volunteer drivers transport students directly to and from the event. Stops to eat or for other errands are not permitted.

### **GRADING/REPORT CARDS**

All schools of the Erie Diocese follow the diocesan regulations in reporting student progress. St. Boniface issues four report cards each year. Interim progress reports, which are sent home at the mid-point of each grading period, keep parents/guardians abreast of their child/children's continuing progress.

Parent-Teacher conferences are held during the month of November.

Progress reports serve to inform parents how their child is progressing in school socially and academically, to help the student set goals for future learning and to monitor the student for placement purposes.

### **HOME AND SCHOOL VISITOR**

St. Boniface School participates in a diocesan standardized testing program; however, any specialized counseling or testing is done by the Northwest Tri-County Intermediate Unit #5 Pupil Services Program, and provided through Act 89. A meeting is held initially

with parents, involved teachers, principal, and counselor to discuss concerns. If further evaluation is deemed necessary, testing is done. Following this, a meeting is held again with parents, involved teachers, principal and counselor to discuss recommendations that might be helpful in strengthening the child's personal outlook and education.

## **HOMEWORK**

Educators recognize the wisdom of continuing the instruction begun in the classroom during out-of-school hours. Homework is an extension of the learning that takes place in school. It is important. The primary purpose of homework is to reinforce the material taught and provide opportunities for independent study, research, and creative thinking. Parents should encourage and help their children by arranging a quiet, comfortable work place.

Parents should check the child's homework daily. Work brought home by students usually includes:

1. Reinforcement or review work.
2. Long term projects.
3. Reading assignments relating to class work.
4. Study in preparation for tests.

Students are responsible for completing work assignments on time, in the prescribed manner and in an acceptable form. Incomplete assignments and late work affect grades for students.

Homework assignment books are required for all students in levels 3-8. These must be purchased through the school office.

Suggested daily time allotment for each grade:

Multiage 1/2	20-30 minutes
Multiage 3/4	30-40 minutes
Multiage 5/6, 7/8	60-90 minutes

## **HOMEWORK DURING ABSENCES**

Homework may be requested for a child who is absent by calling the school office or e-mailing the child's homeroom teacher. Homework should be returned to the child's teacher the day the student returns from his/her absence. If additional assignments are made, it is the responsibility of the student to complete these along with his/her regular schoolwork. Unless a student receives an extension, homework not completed upon return to school will not receive credit.

## **PARENT-TEACHER COMMUNICATION**

Open communication between parents and teachers is encouraged. Parents who have questions or concerns about assignments, procedures, or discipline in a classroom are encouraged to discuss this with the classroom teacher. Questions brought to the

administration will be followed up after parents have discussed concerns with the teacher. Parents are asked to contact teachers through the school office. Please **do not** call teachers at home.

### **PSYCHOLOGICAL TESTING**

Individual student testing is available for those students who display special needs. This testing is usually recommended when a child displays academic or behavioral difficulty and could possibly be eligible for special programs. Psychologicals are given at both teacher and parent recommendation.

### **SPIRITUAL ACTIVITIES**

Students attend weekly liturgy on Thursdays at 9:15 a.m. and on Holy Days of Obligation. Students also participate in special Advent and Lenten services as well as in activities for the Missions. School liturgies are prepared by each class. The school also celebrates May Crowning each year.

Students in Grades 4 – 8 are invited to become altar servers.

### *SACRAMENTAL PREPARATION*

All Sacramental preparation is conducted in cooperation with the Parish office of Religious Education, and recognizes the parent's role in the religious education of their children. Therefore, all school parents are expected to attend the required adult sessions. Student preparation is as follows:

#### *RECONCILIATION GRADE 2*

Students receive instruction in class, and are asked to do certain assignments with their parents. Parents attend the adult sessions. The reception of the sacrament is family – oriented, and held during the school year.

#### *EUCHARIST GRADE 3*

Students receive instruction in class, and are asked to do certain assignments with their parents. Parents attend the adult sessions. The reception of the sacrament is in the late spring.

### **STANDARDIZED TESTING PROGRAM**

Stanford 10 Achievement and the Cognitive Abilities Test (Mental Ability) is the program of diagnostic testing followed throughout the grades in accordance with the Diocesan Fall testing schedule under Act 89. Students in Grades 2 through 8 participate in Stanford 10 testing. Parents are notified of the results of these test during parent/teacher conferences held in November.

### **TITLE I**

Title I is a federally funded program. Title I services assist participating students by helping them succeed in the regular classroom program, attain grade level proficiency and improve achievement in basic and more advanced skills. Title I personnel are provided to St. Boniface through the Northwest Tri-County Intermediate Unit. Students

who need help receive individualized help in a small group instructional setting.

## **VIDEOS**

All videos shown during school or on bus trips, Etc. must carry a “G” rating. PG rated movies may be shown at the discretion of the middle school teachers.

# **SCHOOL-RELATED ORGANIZATIONS**

## **SCHOOL ADVISORY COMMITTEE**

The purpose of the School Advisory Committee is to provide the leadership necessary to ensure the total Christian development of the students of St. Boniface Parish School. Members of the School Advisory Committee work to build community and to encourage parental involvement within the school. Committee members collect information from the parent body, organize and solicit help for projects, participate in the strategic plan for development, help to coordinate events and assist the educational leader.

## **PARENT TEACHER SOCIETY (PTS)**

St. Boniface Parent Teacher Society is an organization of parents and teachers. The society meets monthly to maintain open communication between parents and teachers. The PTS sponsors many fund-raisers, the profits of which go to provide improvements to the school and extend educational opportunities to the students. The major portion of the profits goes toward the operating expenses of the school. This, in turn, keeps tuition down.

All teachers, parents or legal guardians of the school children are automatically members of the St. Boniface Parent Teacher Society.

## **ATHLETIC ASSOCIATION**

Athletics and competitive sports help children develop coordination, confidence and a spirit of cooperation. The primary purpose of the program is to teach good sportsmanship, leadership qualities and Christian formation - win or lose. Programs will encourage courtesy, proper conduct and respect for authority by players and spectators alike. St. Boniface School follows the guidelines of the “Play Like a Champion” program which promotes Christian Sportsmanship.

St. Boniface Athletic Association is organized to support and supplement the sports related programs of the school.

St. Boniface Athletic Association meets monthly. All teachers, parents or legal guardians of school children are automatically members of St. Boniface Athletic Association. Any other St. Boniface Parishioner interested in the school and the children is eligible for membership.

# **HEALTH AND SAFETY**

## **CRISIS MANAGEMENT**

To insure the safety of our students, crisis procedures are in place at the school. Crisis drills are conducted throughout the school year so students & faculty members are well prepared in the event of a crisis. St. Boniface has in place a crisis management policy to be used in the event of a natural disaster, school violence or the threat of violence. This policy is designed with the primary objective of keeping our students safe during a crisis situation.

## **FIRE DRILLS**

Fire drills are conducted monthly. Students are directed to leave the building quietly and quickly, even in inclement weather. Anyone in the building at the time of a fire drill is asked to leave during the drill per posted directions. A fire evacuation plan is posted in every classroom. The school also holds one evacuation drill and two lock-down drills per year.

## **WIND DRILLS**

Wind drills are conducted periodically in accordance with National Weather Service guidelines. During a drill of this type, students move to areas within our school building that have been determined to be the safest rooms available in the event of high winds.

## **HEALTH SERVICES**

The health services are organized and administered by a certified registered school nurse. Mandated screening programs such as physical exams, dental exams and tine tests are given by a medical doctor and/or dentist along with the assistance of the certified registered nurse.

The Wattsburg Area School District provides services to St. Boniface school. The Secretary or the Principal assume the minor duties such as calling parents, cleaning wounds and monitoring sick children until parents arrive when the nurse is not present.

Services performed by the School Nurse include:

1. Checking immunization records of all students new to the school and the yearly update of continued immunization.
2. Checking vision, height, and weight of all students.
3. Setting up, and assisting the School Doctor with medical exams for Kindergarten and Grade 6.
4. Screening Scoliosis in Grades 6, 7, and 8.
5. Assisting with dental exams in Grades 3, 7, and Kindergarten.
6. Maintaining all health and dental records for all students.
7. Giving First Aid to all accident victims and care for ill students during school time.
8. Contacting parents for counseling to consult about medical problems.

9. Administering hearing tests in Grades Kindergarten through 8.
10. Administering Tine tests for Kindergarten and all other students who need it when required by the Pennsylvania Department of Health.

### **ILLNESS OR INJURY**

If a child becomes ill or seriously injured during the school day, the school secretary will notify the parent. If a parent cannot be reached, the person indicated on the student's emergency form will be contacted. The school does not provide transportation for the sick child -- this is the parent's responsibility. Children should be kept home from school if they are ill or have a fever.

We urge parents to note the following:

1. If you are at a different number from your home number, be sure the school has this number.
2. Be sure that your emergency card is updated for contact people.
3. If you know you are going to be at a different location during the day, please inform your child and/ or the school.
4. Students who are too ill to be in school or come to school for part of the day or have been sent home from school because of illness are not permitted to participate in school-related activities on the day of the absence.

### **IMMUNIZATIONS AND VACCINATIONS**

The Pennsylvania Department of Health requires these immunizations:

Students in **all grades in 2010-2011** will need:

- Tetanus - 4 doses (1 dose after age 4)
- Diphtheria - 4 doses (1 dose after age 4)
- Polio - 3 doses
- Measles - 2 doses (one at 1 years of age or older, 2<sup>nd</sup> dose before school entry, or history of measles immunity proved by lab tests.)
- Rubella - 1 dose
- Mumps - 2 doses
- Hepatitis B - 3 doses
- Varicella (Chicken Pox) - 2 doses of vaccine or provide history of disease

Children attending **7<sup>th</sup> grade in 2010-2011** will need:

- 1 dose of Tdap (if 5 years has elapsed since last tetanus immunization)
- 1 dose of meningococcal conjugate vaccine (MCV)

## **MEDICAL APPOINTMENTS**

A student may be excused for a doctor or dentist appointment if the excuse is presented to the school office ***a day in advance***. This request should be in writing. The note should include the time the child will be leaving school and the reason for the request. If someone other than the parent is coming for the child, please indicate so on the note. The child will be dismissed at the time requested. The parent/guardian must meet the child in the office prior to leaving for appointments. The parent should sign the child in/out in the office. Upon returning, the parent will sign in noting the time. The school urges parents to make every attempt to arrange for appointments after school hours.

## **MEDICATION POLICY**

Any medication prescribed by a physician and sent to school must be accompanied by the proper form, which is sent home at the beginning of the school year. Prescription medicine must be sent to school in the **original labeled container**.

If the medicine is non-prescription or is an over the counter drug, a note signed by the parent as well as specific directions for administering must accompany the medication. All medication must be sent to the office at the beginning of the day.

Medication will be stored in the school office in a locked container. All medication dispensations will be logged as they occur.

## **COMMUNICABLE DISEASES**

Students are to be kept home from school if any of the following symptoms are observed:

- An acute cold with temperature elevation over 100° (sneezing, runny nose, coughing, headache, etc.)
- Swollen glands and sore throats. Complaints of sore throat and elevated temperature for more than 24 hours need medical attention.
- Skin rashes or sores
- Flushed face or other signs of abnormal temperature.
- General signs of illness such as vomiting, diarrhea, earache, listlessness or weakness.

<b>DISEASE</b>	<b>INCUBATION PERIOD</b>	<b>PERIOD OF EXCLUSION FROM SCHOOL</b>
Chicken Pox	14 – 18 days	Must be no evidence of a new crop and the crust must be dried: 6 or 7 days from the last crop of vesicles.
Measles	10 – 14 days	6 days from appearance of rash; longer if not well
3 Day Measles	14 – 21 days	Until rash is gone
Mumps	12 – 14 days	6 days minimum; may return when fever or swelling has subsided
Whooping Cough	7 – 21 days	4 weeks from onset
Scarlet Fever	2 – 5 days	48 hours after starting treatment
Lice		May return within 24 hours if all nits are removed and checked by the school nurse
Scabies	3 weeks (approx.)	Until given a certificate of treatment from a doctor
Conjunctivitis (pink eye)	1 – 3 days	Until given a certificate of recovery from a doctor

**St. Boniface School**  
**Official Policy**

**Policy Subject:** Uniform Policy  
**Revised:** June 21, 2010

**ST. BONIFACE SCHOOL**  
**UNIFORM POLICY**

***Uniforms must be worn daily in grades K through 8.***  
***Please review this policy carefully before purchasing uniforms.***

*EVERY EFFORT WILL BE MADE TO ENFORCE THIS POLICY IN A MANNER THAT IS FAIR TO ALL STUDENTS.*

**GIRLS BASICS:**

<b>Grades</b>	<b>Bottom</b>	<b>Top</b>	<b>Dates Allowed</b>	<b>Comments</b>
K-4	Jumper	White Polo Shirt	All year	These are considered the "dress uniforms." <b>Dress uniforms are to be worn on Liturgy days and Special Occasions.</b> There will be other dress uniform days throughout the year, which will be communicated by the teachers.
5-8	Skirt	White Polo Shirt	All year	
K-8	Pants	White Polo Shirt	Oct. 15 – Apr. 30	These dates for pants and shorts are subject to change based on the weather
K-8	Shorts	White Polo Shirt	May 1 - Oct. 15	
Always part of the uniform: Navy blue sweater (cardigan, pullover, or V-neck) or uniform sweatshirt*				

## **GIRLS SPECIFICATIONS:**

ITEM	REQUIREMENTS
Jumper	School Uniform Navy jumper. Jumpers should be no higher than 1-inch above the knee. Both V-neck and crew neck jumpers are acceptable.
Skirt	School Uniform Navy skirt. Skirts must be fitted to and worn at the waist. Skirts should be no higher than 1-inch above the knee.
Polo Shirt	A plain white school uniform shirt or long sleeved polo shirt with two or three buttons. No tight-fitting or stretch shirts. No embroidery.
*Sweatshirt	Embroidered "St. Boniface Catholic School" sweatshirt**. Other sweatshirts, jackets or hooded shirts may not be worn during the day.
Shorts	Navy blue school uniform walking shorts, 1-2" above the knee.
Pants	Navy blue school uniform style pants. No corduroy, or leggings.
Socks	Plain navy blue knee socks or navy blue tights with jumpers or skirts. Navy blue crew or knee socks must be worn with shorts. Navy blue or white socks may be worn with pants. Short golf-type athletic socks are not permitted.
Shoes	Uniform appropriate school shoes in Black, Navy, Brown or Maroon <b>at all times</b> (sneakers for gym classes only). THE FOLLOWING ARE NOT PERMITTED: <b>ATHLETIC STYLE SHOES, HEELYS, SANDALS, CLOGS, CROCS, HIGH HEEL SHOES, FLIP-FLOPS, MOCCASINS, OR BOOTS OF ANY KIND.</b> If uncertain, contact the school office. <i>Students wearing shoes that appear to be a safety concern will be addressed individually.</i>
Make-up/Nails	Make-up is not to be worn in school. Clear nail polish only. No applied nails of any kind.
Jewelry	Earrings are the <b>only</b> jewelry permitted. They may not be longer than ½ -inch. No more than two earrings per ear.
Hair	Hair should be neat in appearance at all times. Bangs should allow clear vision. God given hair color only.
Other	All major department stores and catalog companies carry school uniforms. **The SBS/Braves sweatshirt is being phased out after the 2010-2011 school year.

## **BOYS BASICS:**

Grades	Bottom	Top	Dates Allowed	Comments
K-8	Pants	Light Blue Polo Shirt	All year	This is considered the "dress uniform." <b>Dress uniforms are to be worn on Liturgy days and Special Occasions.</b> There will be other dress uniform days throughout the year which will be communicated by the teachers.
	Shorts	Light Blue Polo Shirt	May 1 - Oct. 15	These dates for shorts are subject to change based on the weather.
Always part of the uniform: Navy blue sweater (cardigan, pullover, or V-neck) or uniform sweatshirt*				

## **BOYS SPECIFICATIONS:**

ITEM	REQUIREMENTS
Polo Shirt	Light blue school uniform short or longed sleeved polo shirt with two or three buttons.
Polo Shirt	Navy blue school uniform pants (no corduroy, sweat pants or denim.) Cargo-style pants are not acceptable.
*Sweatshirt	Embroidered "St. Boniface Catholic School" sweatshirt**. Other sweatshirts, jackets or hooded shirts may not be worn during the day.
Shorts	Navy blue school uniform walking shorts.
Socks	Navy blue crew or knee socks must be worn with shorts. Navy blue or white socks may be worn with pants. Short golf-type athletic socks are not permitted.
Shoes	Uniform appropriate school shoes in Black, Navy, Brown or Cordovan at all times (sneakers for gym classes only). THE FOLLOWING ARE NOT PERMITTED: ATHLETIC STYLE SHOES, HEELYS OR BOOTS OF ANY KIND. If uncertain, contact the school office.
Hair	Hair should be neat in appearance at all times. Haircuts should be tasteful. <b>Hair fads are not part of the dress code; this includes tails, "Mohawk", and razor cut designs.</b> God given hair color only. Hair should not be below the eyebrows or below the ear level.
Other	All major department stores and catalog companies carry school uniforms. **The SBS/Braves sweatshirt is being phased out after the 2010-2011 school year.

## **PHYSICAL EDUCATION**

Appropriate length shorts and a short-sleeved T-shirt. NO short shirts, jeans or jean shorts. NO tank tops or sleeveless shirts. Sweatshirt and sweatpants are acceptable during the colder months. Sneakers required. Aerosol cans are not permitted.

K-2 – boys remain in uniform – sneakers only are required.

K-2 – girls remain in uniforms with shorts under the jumpers – sneakers are required.

## **DRESS-UP DAYS**

Throughout the school year, dress-up days are held. Attire for dress-up days includes:

**GIRLS** - Dresses or skirts of modest length. Tight fitting clothing is not permitted; no camisoles or tank tops. Dress pants may be worn with appropriate dress tops; neckline must be modest. Tight fitting pants as well as tight fitting tops are not permitted. Sneakers are not permitted on dress up days. Make-up, jewelry and colored nail polish are not permitted on dress up days.

**BOYS** - Dress slacks and appropriate dress shirts. T-shirts are not appropriate for dress up days. Sneakers are not permitted.

## **JEANS DAY**

Approximately once a month, a Jeans and Sneakers Day (School Spirit Day) is held. Students may be asked to contribute money to participate in some jeans days. The money collected from jeans days is given to a charitable organization.

Jeans are to be of modest fit and in good condition. No jeans with frays, holes or tears are permitted. Flip flops are not permitted. Tight fitted, low cut, or inappropriately designed jeans, tops or T-shirts are not permitted. **STUDENTS NOT CHOOSING TO FOLLOW GUIDELINES FOR DRESS-UP DAYS AND JEANS DAYS MAY RECEIVE A DETENTION AND MAY LOSE PRIVILEGE OF PARTICIPATION IN FUTURE JEANS DAYS.** If necessary, a school uniform will be issued from the uniform exchange program to be worn during the school day.

## **THE FOLLOWING APPLIES TO STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES:**

Attire related to other after extracurricular school activities involving uniforms may be worn on meeting days. Sports jerseys or t-shirts may be worn over the school uniform the day following a team victory. Shoes must follow the uniform code requirements.

## **THE FOLLOWING APPLIES TO ALL STUDENTS:**

Students are expected to have a neat appearance at all times.

Shirts must be tucked in at all times.

No colored or printed undergarments under uniform shirts

Hats must be removed upon entering the school.

**St. Boniface School**  
**Official Policy**

**Policy Subject: Extracurricular Activities**

**Date Adopted: March 14, 1995**

**Revised: August 14, 1997**

St. Boniface School is responsible for the academic development of all students. Parents choose St. Boniface School because they are committed to assisting the faith development of their children and their full participation in the faith community, as well as their academic formation. Because St. Boniface is responsible for academic preparation of students to live in an informational society, basic skills taught at levels appropriate to ability and development are a priority.

The term "*extracurricular*" will include all activities that are not related to class assignment. This will involve many areas such as sports, cheerleading, plays, talent shows, choir, intramural sports, etc.

The term "*advisor*" refers to the adult in charge of a particular extracurricular activity.

We encourage our students to participate in a variety of activities. We expect our students to do the best that they are capable of in the classroom and to be on their best behavior while representing St. Boniface. If they are not working to potential and/or a discipline problem occurs, there will be a conference. Action will be taken which might include probation or suspension from activities.

St. Boniface has many policies on file. All students must abide by these rules and guidelines at all times whether they are involved in extracurricular activities or not.

**A. NO CUT RULE:** Any student wanting to participate in an activity and meeting all qualifications of that activity, will be permitted to join that activity.

**B. SCHOOL ATTENDANCE AND TARDINESS:** If the student is absent from school on the day of a scheduled activity or game, that student is not eligible to play, practice, or participate in that day's activities. In cases of excused tardiness (doctor, dentist, etc.), the student will be allowed to participate. Any student missing school on a Friday would be able to participate in Saturday or Sunday's activities

Students who are too ill to be in school, or come to school for part of the day, or have been sent home from school because of illness are not permitted to participate in school related activities on the day of absence.

**C. ACADEMIC GUIDELINES:** Eligibility standards are necessary for a student to participate in extracurricular activities to assure that participation in those activities does not come at the expense of academic performance. Students' academic progress will be monitored by their teachers. Coaches/extracurricular advisors will be notified if a

student is not working to his/her full potential. Extracurricular progress report sheets will be circulated among the teachers every two weeks. Effort and conduct will be reported for each subject area. Grades are reported for students in Level 7-8. The time frame for two week reporting may vary due to school vacations, testing weeks, or emergency school closings.

Students who fail to meet the expectations for effort and conduct will be placed on academic probation for a period of two weeks. If after two weeks minimal or no improvement has occurred, the student may be placed on academic suspension.

During academic probation, students may continue to attend practices and participate in games/programs with the understanding that conduct and/or academic progress must be improving. If after the probationary period the problem still exists, the student will be placed on academic suspension for a period of two weeks. During a suspension, a student may not participate in practices, games or performances. While on suspension, students involved in a sport may not "suit up" or sit with the team during a game.

Teachers, parents, and adult representatives are encouraged to work together in monitoring our students' academic progress.

**D. GUIDELINES FOR HANDLING PROBATION/SUSPENSION:** Probation/suspension notices are given privately to students. A notification of probation/suspension will be sent home with the student. This notification is to be signed by the parent/guardian and returned to the school office. The advisor of the extracurricular activity in which the student participates will be informed of the probation or suspension.

Effort reflects a student's day-to-day responsibilities: homework; participation in class work and discussions; effort put forth in class. Grades for Level 5-8 must be no lower than a "C."

Conduct is reflective of a student's behavior at school. A student is expected to demonstrate appropriate behavior in the classroom, hall, cafeteria, at recess, etc.

Suspensions will be considered by the teacher and principal. Reasons for suspensions can be for either academic or behavior problems. Severe behavior problems can result in immediate suspension.

**E. BEHAVIOR OF PARTICIPANTS:** While participating in extracurricular activities, students are representing St. Boniface School and must set a high standard of behavior at all times. Disciplinary action, including suspension from the activity, will be taken if needed.

**F. EXPECTATION AND BEHAVIOR OF ADULT ADVISORS:** If a problem with a student occurs and the advisor is unable to discipline through normal means, the advisor should be the one to inform the principal.

Advisors are responsible for the behavior of all students participating in extracurricular activities. All rules regarding student behavior are expected to be enforced.

Advisors must remain present until all students have been picked up.

**G. EXPECTATION AND BEHAVIOR OF PARENTS:** If a problem occurs between a parent and the advisor, the parent should speak to the advisor first. It is our belief that most of these problems can be handled in a private manner and need not be brought to the school.

Any parent disregarding these guidelines, or acting in any way that can jeopardize the team, may be asked to leave the playing area. Any parent ejected from or asked to leave an event will be required to attend a meeting with the advisor, pastor, school principal, and head representative from that organization.

**H. CONTRACT:** A contract is to be signed by each student and parent/guardian before extracurricular activity begins and after all rules have been explained.

**St. Boniface School**  
**Official Policy**

**Policy Subject: Weapons**

**Policies adopted by St. Boniface School apply to students in the school building, on school property and at school sponsored events.**

**WEAPONS**

Since it is a criminal offense to possess weapons in a school building, all types of weapons will be confiscated.

**DEFINITION OF TERMS**

**Dangerous Weapons** include firearms (loaded and unloaded), replica firearms, knuckles, butterfly knives, chains, clubs, throwing stars, switch blade or other knives, any type of explosive device or any other article that is commonly used or is designed to inflict bodily harm.

A **Weapon** is defined as an article that is generally not a dangerous weapon intended to be used to inflict bodily harm. Examples include, but are not limited to, scissors, compasses, belts, combs, files.

**Replica Firearms** are realistic replicas, which could be used to place a person in fear of bodily harm.

**DISCIPLINE PROCEDURES**

The Principal, at his/her discretion, may discipline as deemed necessary. These are general guidelines.

**FIRST OFFENSE:** Possible school suspension and a parent conference may be required. A contract will be established and monitored by the principal. Police may become involved depending on the situation. Professional or school counseling will be required.

**SECOND OFFENSE:** A conference will be held with the parent/ guardian, pastor, principal and teacher to discuss possible expulsion.

Notification will be in the form of a letter to the parent/guardian requiring a conference with the principal, pastor and, if necessary, the teacher.

**DIOCESAN POLICY ON WEAPONS:** It is FORBIDDEN for anyone to possess a weapon of any sort in the buildings, on the premises, or within the geographic boundaries of St. Boniface School, without the prior approval of the Principal.

Only instances where there is a supervised and approved school activity and/or course

of study will permission to have a weapon be given. In such cases, the instructor and/or teacher must request and receive approval from the Principal.

A student is FORBIDDEN to bring a weapon from home to school for a supervised activity without the instructor and/or teacher first requesting and receiving approval from the Principal and permission from the student's parent(s) or legal guardian(s). Said request and permissions must be in writing and kept on file in the school office.

Any student, teacher, or non-student who violates this policy shall be subject to appropriate disciplinary action by civil and/or school authority.

**ST. BONIFACE SCHOOL**  
**Official Policy**

**Policy Subject: Drugs, Alcohol and Tobacco Products**

**Policies adopted by St. Boniface School apply to students in the school building, on school property and at school sponsored events.**

**DRUG/ALCOHOL/TOBACCO PRODUCTS**

**DEFINITION OF TERMS**

These shall include any tobacco product or mood-altering substances either injected, ingested, or inhaled. This policy applies to offenses relating to possession, distribution, or being under the influence of the aforementioned substances or falsely representing a substance

**DISCIPLINE PROCEDURES**

The Principal, at his/her discretion, may discipline as deemed necessary. These are general guidelines.

**FIRST OFFENSE:** Possible school suspension and a parent conference may be required. A contract will be established and monitored by the principal. Police may become involved depending on the situation. Professional or school counseling will be required.

**SECOND OFFENSE:** A conference with parent/guardian, pastor, principal and teacher to discuss possible expulsion.

Notification will be in the form of a letter to the parent/guardian requiring conference with the principal, pastor and, if necessary, the teacher.

**St. Boniface School**  
**Official Policy**

**Policy Subject: Stealing**

**Policies adopted by St. Boniface School apply to students in the school building, on school property and at school sponsored events.**

**DEFINITION OF TERMS**

**Stealing** is hereby defined as the taking of another person's possessions without permission.

**DISCIPLINE PROCEDURES**

The Principal, at his/her discretion, may discipline as deemed necessary. These are general guidelines.

**FIRST OFFENSE:** Return of possessions or appropriate restitution will be required. A conference with the Principal will take place.

**SECOND OFFENSE:** Same as above but will include the parent/guardian in the conference and possibly a counselor.

**THIRD OFFENSE:** Same as above but counseling will be required and suspension from school possible.

Notification will be in the form of a letter to the parent/guardian requiring a conference with the principal, pastor and, if necessary, the teacher.

**St. Boniface School**  
**Official Policy**

**Policy Subject: Vandalism**

**Policies adopted by St. Boniface School apply to students in the school building, on school property and at school sponsored events.**

**DEFINITION OF TERMS**

**Vandalism** is hereby defined as, "the deliberate reckless destruction, damage or defacement of property."

**DISCIPLINE PROCEDURES**

The Principal, at his/her discretion, may discipline as deemed necessary. These are general guidelines.

**FIRST OFFENSE:** Parents/ guardians will be notified and a conference will be required. Restitution will be made for all damages. The Police may be notified depending on circumstances. If at all possible, the child will be required to clean up the vandalism.

**SECOND OFFENSE:** Same as above but counseling will be required and suspension from school will be possible.

Notification will be in the form of a letter to the parent/guardian requiring conference with the principal, pastor and, if necessary, the teacher.

**St. Boniface School**  
**Official Policy**

**Policy Subject: Harassment Policy**

Respect for the dignity and worth of each individual is a basic precept of the Catholic Schools in the Diocese of Erie. Each faculty member, staff member, student or other individual who is in a working relationship with the school is entitled to work or attend school in an environment free from fear and discriminatory practices, including sexual harassment, verbal or written threats, and harassment based on race, creed, color, age, disability or religion. All will be held to standards of conduct that ensure that the school is free from illegal harassment.

Students are encouraged to report any complaints or concerns regarding threats or harassment by adults or students to their teachers or to school administrators for investigation and possible disciplinary action up to and including expulsion.

It must be noted that verbal and/or written threats will be taken seriously and will be considered as a serious offense.

**St. Boniface School**  
**Official Policy**

**Policy Subject: Wellness Policy**

**Date Adopted: June 2006**

**Date Revised: April 2007**

St. Boniface School Follows the guidelines established through the Diocese of Erie Catholic Schools Office and can be viewed on their website at:

<http://www.eriercd.org/schools.asp>

**St. Boniface School**  
**Official Policy**

**Policy Subject: Attendance**  
**Date Adopted: March 2007**

Catholic Schools Office  
Diocese of Erie  
Attendance Policy

**Statement of Purpose:**

The Catholic Schools Office of the Diocese of Erie, Pennsylvania, recognizes that regular attendance at school is important to student growth, development, social and academic progress, and readiness to learn. The Catholic Schools Office is committed to providing a school environment that enforces the compulsory attendance law through proactive cooperation among students, parents, administrators, teachers, district judges, juvenile probation, and the Office of Children and Youth.

**Introduction:**

Compulsory attendance is supported by implementation of a clear, consistent attendance policy. This policy is provided annually to the parents/guardians of Catholic school students and is posted on the diocesan website so as to be available to the public and to community organizations.

Compulsory attendance is a matter of state law and regulations. Students who do not comply with compulsory attendance regulations will be subject to the consequences outlined in the attendance policy, and will be assisted in improving attendance through the development of an individualized Truancy Elimination Plan.

There are limited exceptions to compulsory attendance regulations for students. Unusual circumstances which may merit exception to compulsory attendance regulations should be brought to the attention of the Catholic Schools Office for discussion and final decision on a case-by-case basis.

**Definitions:**

Compulsory school age: the period of a child's life from the time he/she enters school as a beginner, which may be no later than eight years of age, until the age of seventeen or graduation from high school, whichever comes first.

Compulsory attendance (for Catholic Schools): attendance at a school operated by a bona fide church or other religious body which provides a minimum of 180 days of instruction or 900 hours of instruction per year at the elementary level or 990 hours of instruction per year at the secondary level.

Lawful absence: absences for which the school has received a written excuse from the parent/guardian. This excuse should be received within three days of the absence. Absences may be excused when a student is prevented from attendance for mental, physical, or other urgent reasons, which include but are not limited to illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, and educational travel of 5 or fewer days with prior approval. In addition, lawful absences include student attendance at court hearings related to the student's involvement with the Office of Children and Youth or juvenile probation.

Cumulative lawful absences: a maximum of ten days of cumulative lawful absences verified by parental notification are permitted during a school year.

Absences beyond ten cumulative days require an excuse from a physician. .

Unlawful absences: absences for which the school has not received a written excuse from the parent/guardian. If an excuse is not received within three days of the absence, the absence is permanently counted as unlawful.

Truancy: a student is considered truant when absent for three or more days without a valid excuse.

Responsible parties: The parent/guardian or person in a parental relationship, such as a foster parent, is responsible for ensuring that a child attends school regularly and for providing a written excuse in the event of absence. *Principals, teachers, and tutors are required to report to the Catholic Schools Office cases when a child of compulsory school age has been absent three days without a lawful excuse.*

Procedures for lawful absences: A student who is absent due to mental, physical, or family reasons of an urgent nature, is considered lawfully absent if the absence is less than three days consecutively and if the parent/guardian provides a written excuse within three days of the absence.

A student who is absent for three or more consecutive days is considered lawfully absent if a written excuse is provided by a physician. A student who has been absent for 10 days during the school year is considered lawfully absent if a written excuse is provided by a physician.

Procedures for unlawful absences:

1. First unlawful absence: parent/guardian receives notice of unlawful absence from the school. Legal penalties established by law for violation of compulsory attendance requirements are attached to the notice. The name and telephone number of a school contact person are included with the notice.

2. Second unlawful absence: parent/guardian receives second notice of unlawful absence from the school. Legal penalties established by law for violation of compulsory attendance requirements are attached to the notice. Name and telephone number of a school contact person are included. An offer of assistance is made to the parent.

3. Third unlawful absence: parent/guardian receives third notice of unlawful absence by certified mail, noted as “official notice of child’s third illegal absence.” Legal penalties established by law for violation of compulsory attendance requirements are attached to the notice. Three days after such notice, the student and/or parent/guardian who violates these requirements shall be liable without further notice. A family-school conference is coordinated by the school, to include the development of a Truancy Elimination Plan. Specific directions for developing and writing a Truancy Elimination Plan are attached as an appendix to this document.

4. Subsequent unlawful absence: after agreeing to a TEP, or if there is no agreement and 3 days have passed, if the child is unlawfully absent at any point within the school year, a notice of unlawful absence is sent home via certified mail. This includes advising the parent/guardian that a citation is being sent to the magisterial district judge. After this notification, the school is no longer obligated to send additional notices but should refer all future incidents of truancy directly to the magisterial district judge. It is recommended that the school continue to call the parent/guardian to inform them of additional truancy. In addition to or in lieu of notifying the magisterial district judge, the school refers the child to the Office of Children and Youth for services. The Office of Children and Youth may be provided with a copy of the TEP if the parent/guardian gives written consent.

5. Continued truancy: if the child continues to be truant after the above process, the school should file citations with the magisterial district judge citing the continued truancy on a weekly basis. If the child is habitually and without justification truant from school, additional measures may include assessment of the child to determine if protective services are needed.

# APPENDICES

## Appendix A

### **School-Family Conference and Truancy Elimination Plan (TEP)**

The Truancy Elimination Plan (TEP), as described in Section IV (A)(3) BEC 24 P.S. 13-1327, is designed to serve as guidance. The TEP is developed cooperatively through a school-family conference, which is required upon the school's notice to the student's parent/guardian upon the third unlawful absence.

Teachers are the first line of defense for compulsory attendance, as they are the first to recognize students with possible attendance issues. Therefore, teachers working with the building principals should implement a plan of action including (but not limited to):

- Sharing and reviewing school policy on attendance and student responsibilities with students and families;
- Contacting the student's parent/guardian upon his/her absence;
- Meeting individually with students to discuss reason(s) for absence;
- Making referrals to school counselor or appropriate outside agencies;
- Collaborating with the appropriate team within the school, e.g., the principal, involved educators, counselor.

Pursuant to the BEC 24 P.S. 13-1327, schools are required to notify the parent/guardian regarding the need for a joint conference upon the third unlawful student absence. The school-family conference engages all participants involved in the student's life to explore possible solutions to increase the student's school attendance.

The purpose of the school-family conference is to discuss the cause(s) of the truancy and to develop a mutually agreed-upon plan to assure regular school attendance. The school-family conference provides both parties with the opportunity to identify, understand and explore all issues contributing to the student's truant behavior. Participation by the student and family is an integral component for this conference. In addition, representatives from relevant and/or involved community-based agencies, community and school services, and school personnel should be invited to participate.

During the school-family conference, a Truancy Elimination Plan (TEP) shall be developed cooperatively with the student and other meeting participants as described in Section IV (A)(3) BEC 24 P.S. 13-1327. An outline for the TEP is located at the end of this document and can be used as a guide for schools. Issues to be addressed at the school-family conference should include but not be limited to:

- Appropriateness of the student's educational environment;

- Possible elements of the school environment that inhibit student success;
- Student's current academic level and needs;
- Social, emotional, physical, mental and behavioral health issues;
- Issues concerning family and home environment and;
- Any other issues affecting the student's attendance.

The participants in the school-family conference should work collaboratively to conduct a holistic assessment to determine the reason(s) the student is exhibiting truant behavior. Every member should have a vested interest in and responsibility for determining an appropriate plan to assist the student to succeed both socially and academically. This school-family conference also provides an opportunity to ensure that both the student and the family clearly understand the legal ramifications of not adhering to the state's compulsory attendance requirements.

The primary goal of the school-family conference is the development of a comprehensive TEP which is understood by, agreed upon and supported by the student, the parent/guardian, the school representatives and all other conference participants. The TEP should include but not be limited to the following components as appropriate:

- Identification and provision of appropriate academic supports by the school and/or community organization(s)
- Identification and provision of appropriate social, emotional, physical, mental and behavioral health supports from the school and/or community organization(s)
- Identification of the school environment issues that affect the student's success and solutions to address these issues
- Explanation of the student's strengths and responsibilities related to the TEP;
- Explanation of the family's strengths and responsibilities related to the TEP;
- Clarification of method(s) used for monitoring the effectiveness of the TEP;
- Explanation of the consequences for each stakeholder if the TEP is not fully implemented
- Discussion of the benefits for successfully implementing the TEP;
- Following up and reporting the outcome of the TEP.

The TEP substantiates efforts made by the school, the family and other vested third parties to assist the student in addressing and resolving school attendance issues. This comprehensive system of supports and services provides documentation of the "good faith" effort between the school and the student's family should future action be required (e.g. citation to the magisterial district judge and referral to the county children and youth agency upon the fourth unexcused absence).

## **Appendix B**

### **Directions to complete the Truancy Elimination Plan (TEP)**

The TEP should be completed at the school-family conference. The school administrator should complete the TEP in collaboration with other conference participants. Participants should include, but are not limited to: student, parent/guardian, other relevant family members, school staff, partner organizations, community-based organizations and other agencies involved with family. To identify and resolve root causes of truancy, all members should contribute their unique knowledge about the student and his/her environment to group discussion.

The TEP should include the following:

- 1) Goal: Increase (insert student's name) school attendance.
- 2) Date: Enter the date when TEP is being completed
- 3) Student Information (enter the following):
  - a) Name of the student
  - b) Birth date
  - c) Gender
  - d) Grade Level
  - e) Home Address
  - f) Home Phone Number
  - g) Special Needs
  - h) Health Concerns
- 4) School Information (enter the following):
  - a) Name of School
  - b) School Address
  - c) Phone Number(s)
  - d) Principal's Name
  - e) Referring Teacher's Name
  - f) Email address/es
- 5) Parent/Guardian Information (enter the following):
  - a) Name
  - b) Home Address
  - c) Home Phone Number
  - d) Work Address
  - e) Work Phone Number
  - f) Email address(es)
- 6) Absence (enter the following):
  - a) Dates of each absence
  - b) Whether or not an excuse was provided
  - c) Reason(s) for each absence
  - d) Action taken by the school on each incident of absence
  - e) Name of the person taking the action, the date action was taken and any other relevant information.
- 7) Assessment (enter the following):
  - a) Identify root cause/s of the truancy
  - b) Student: academic, social, physical, mental, behavioral health issues

- c) Parent/Guardian: home environment, work schedules, unsupervised time for student, special circumstances, etc.
  - d) School: school environment, student's interaction with other adults and with other students, school schedule, etc.
  - e) Consider possible solutions: (Examples include the following): programs and services available in the school or community to involve the student.
    - i) pairing the student with a mentor
    - ii) services to student and/or family to address health, social or financial issues.
    - iii) activities intended to build self-esteem or confidence
  - f) Responsible party for each solution (enter the following):
    - i) Name of the person/agency that will take ownership
    - ii) Contact information for each person/agency listed
- 8) Strengths (enter the following):
    - a) Identify the strengths of the student, family and the school to support the goal
  - 9) of increasing attendance for the student.
    - a) Relate each strength to the plan's overall goal.
  - 10) Consequences for Non-compliance: Outline consequences for the student, parent/guardian, school, and other participants if they do not follow-through with the recommendations of the TEP and the BEC.
  - 11) Benefits for Compliance: Benefits could include better grades for the student, graduation, higher graduation rates for the school, more involved community members, improved self esteem, better relationship with parent/s and other adults, etc.
  - 12) Signatures: The student, parent, and school official will sign and date the TEP as verification that all parties understand and agree to all components of the TEP.
  - 13) Outcome Meeting: With school-family participants present, a follow up meeting will be scheduled. At that time each responsible party listed in the Solutions section will report on the progress of their area of responsibility.
  - 14) Outcome: The group members will list the outcome(s) of the TEP and outline Next Steps, if any.
  - 15) Signatures: The student, parent/guardian, and school official will again sign and date the TEP.
  - 16) Note:
    - a) A copy of the TEP will be retained in the student's file.
    - b) A copy of the TEP must be provided to the:
      - i) student
      - ii) parent/guardian
      - iii) appropriate school personnel

## **Appendix C**

### **Legal Ramifications of Truancy**

Pennsylvania law may impose a fine on parents for truancy at up to \$300 and require parents to pay court costs or be sentenced to complete a parenting education program.

If the parents show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offense. If the parents are not convicted and the child continues to be truant, the child may be fined up to \$300 or be assigned to an adjudication alternative program.

A district justice is permitted to suspend a sentence given to a parent or child if the child is no longer habitually truant. District justices may also order the parents to perform community service for up to six months.

Truant juveniles may have their Pennsylvania motor vehicle operating privileges removed for 90 days for a first offense and 6 months for a second offense. Juveniles who are unlicensed are prohibited from applying for a learner's permit for 90 days for a first offense and 6 months for a second offense, commencing on their 16th birthday.

After a first notice of illegal absence has been sent to the parent and child, no further notice shall be required in order for a school district to prosecute future absences. Each illegal absence after the initial notice can be treated as a separate offense. Pennsylvania law also makes it a crime to aid and abet truancy.

People found to have enticed or encouraged minors to be truant will have committed a summary offense. A subsequent violation within one year is a third degree misdemeanor.