

St. Bonaventure Catholic School

16377 Bradbury Lane, Huntington Beach, CA 92647
Main Office: 714.846.2472
www.office@stbonaventureschool.org



**Parent Student Handbook
2022-2023**

St. Bonaventure Catholic School operates as a ministry of St. Bonaventure Parish. Our Mission is to partner with parents, the primary educators of their children, to provide a Catholic Christ-centered, academically excellent and safe school environment in which all children can achieve their God-given potential and make a positive difference in the world.

Fully Accredited by: Western Association of School and Colleges, Western Education Association, through June 2026



St. Bonaventure Catholic School
 Parent-Student Handbook
 2022-2023

Administration

Pastor	Rev. Joseph Knerr	
Principal	Mary Flock	mflock@stbonaventureschool.org

Senior Leadership

Assistant Principal Operations	Caleb McFerran	cmcferran@stbonaventureschool.org
Assistant Principal Curriculum	Brigette Rivera	brivera@stbonaventureschool.org
Business Manager	Cathy Smith	csmith@stbonaventureschool.org
Director, Marketing & Enrollment	Vanessa Frei	vfrei@stbonaventureschool.org
Director, Advancement	Kathleen Moore	kmoore@stbonaventureschool.org

Front Office Staff

Office Assistant	Sally Pallach	spallach@stbonaventureschool.org
Office Assistant	Ashley Alatorre	aalatorre@stbonaventureschool.org
Accounts Payable	Kandy Luzzi	kluzzi@stbonaventureschool.org
Registrar	Victor Montiel	vmontiel@stbonaventureschool.org

Faculty

Sprouts	Jenny Muecke	jmuecke@stbonaventureschool.org
Sprouts	Meaghan Carey	mcarey@stbonaventureschool.org
K	Diana Parker	dparker@stbonaventureschool.org
K	Lissandra Ourique	lourique@stbonaventureschool.org
K	Ramonica Skifstrom	rskifstrom@stbonaventureschool.org
1 st	Natalie de Heras	nataliedeheras@stbonaventureschool.org
1 st	Cindy Nosek	cnosek@stbonaventureschool.org
1 st	Diane Smith	dsmith@stbonaventureschool.org
2 nd	Bridget Jojola	bjojola@stbonaventureschool.org
2 nd	Mackenzie Scharf	mscharf@stbonaventureschool.org
3 rd	Bethann Lewis	blewis@stbonaventureschool.org
3 rd	Heather Swienton	hswienton@stbonaventureschool.org
3 rd	Marie Vu	mvu@stbonaventureschool.org
4 th	Tiffany Nguyen	tnguyen@stbonaventureschool.org
4 th	Nikki de Heras	ndeheras@stbonaventureschool.org
5 th	Viviana Bruno	vbruno@stbonaventureschool.org
5 th	Michelle Wittels	mwittels@stbonaventureschool.org
Jr. High	Tony Napoli	tnapoli@stbonaventureschool.org
	Barbara Patz	bpatz@stbonaventureschool.org
	Marisella Jones	mjones@stbonaventureschool.org
	Brianna Naughton	bnaughton@stbonaventureschool.org
	Alexandra Wysokinski	awysokinski@stbonaventureschool.org
	Brigette Rivera	brivera@stbonaventureschool.org
	Jeanne Miller	jmiller@stbonaventureschool.org
	Evan Dizon	edizon@stbonaventureschool.org
	Anjanette Ciccoianni	aciccoianni@stbonaventureschool.org
PE	Mike DeCamp	mdecamp@stbonaventureschool.org
PE	Jennifer Wolfe	jwolfe@stbonaventureschool.org
DLS	Kimberly Bruch	kbruch@stbonaventureschool.org
DLS	Julianna Nicolai	jnicolai@stbonaventureschool.org

Instructional Aide

Shannon Carey	scarey@stbonaventureschool.org
Julia Hatanaka	jhatanaka@stbonaventureschool.org
Natalie Larson	nlarson@stbonaventureschool.org
Hannah Nosek	hnosek@stbonaventureschool.org
Shannon Shanahan	sshahan@stbonaventureschool.org

St. Bonaventure Catholic School
Parent-Student Handbook
2022-2023

Gabrielle Mendez

Isabella Saporito
Kristin Schwab
Karil Scully
Heather Wagoner
Nicole Welch
Jeannie Wilison

gmendez@stbonaventureschool.org
isaporito@stbonaventureschool.org
kschwab@stbonaventureschool.org
kscully@stbonaventureschool.org
hwagoner@stbonaventureschool.org
nwelch@stbonaventureschool.org
jwilson@stbonaventureschool.org

Extended Day

Director: Elizabeth Giambone
Manager: Angelique Canubida
Staff: Teresa Arnet
Staff: Cheri Cocagne

egiambone@stbonaventureschool.org
acanubida@stbonaventureschool.org
tarnet@stbonaventureschool.org
ccocagne@stbonaventureschool.org

Staff

Custodian: Jose Bernal
Health Tech: Mary Keegan
Counselor: Lisa Jones
Librarian: Val Nunes
IT: Martin Ferri
IT: Dorothy Mullin
Yard Duty: Dimitri Spirtos

jbernal@stbonaventureschool.org
mkeegan@stbonaventureschool.org
ljones@stbonaventureschool.org
vnunes@stbonaventureschool.org
mferri@stbonaventureschool.org
dmullin@stbonaventureschool.org
dspirtos@stbonaventureschool.org

School Hours

Monday, Tuesday, Thursday and Friday: 7:55 am- 2:45 pm Wednesday: 7:55 am-1:45 pm

School Office Hours

Monday – Friday:7:30 am-4:00 pm

Extended Care Hours

Mornings:
Evenings:

6:30am-7:45am
school dismissal-6:00pm

St. Bonaventure Catholic School
Parent-Student Handbook
2022-2023

Dear St. Bonaventure Catholic School Families:

As a member of the St. Bonaventure Catholic School Community, you join with other families, the administration, the faculty, and the staff in carrying out the redemptive work of Jesus Christ in our school community.

As a member of the school community, you share a commitment to live and reflect the core values that flow from our mission. Our mission requires us to serve others with Christian dignity and respect, to demonstrate a commitment to community, and to collaborate with one another in ministry.

St. Bonaventure Catholic School strives to support our families in fulfilling this commitment by establishing policies that sustain a Christian environment. This handbook includes school policies relating to students and parents, school dress code, discipline, and other areas. Please read the Parent/Student Handbook carefully and keep it for future reference.

Thank you for your dedication and loyalty to your children's education and our school mission. I assure you of my continued prayers and support as we work together to serve Christ and his Church.

Sincerely yours in Christ,

Mary Flock

Principal

Table of Content

WELCOME LETTER

GUIDING PRINCIPLES

- Mission Statement, Philosophy
- School-Wide Learning Expectations
- School-Wide Learning Expectations – Primary Grades
- Catholic Identity
- Code of Christian Conduct

ADMISSIONS

- School Student Non-Discrimination Policy
- Admissions Requirements/Admissions Acceptance Priority/Documents for Admissions
- Parent Obligations
- Tuition and Fees, Tuition Payment Options
- Tuition Policies
- Service Hours
- Volunteering/Volunteer Attire
- Tuition Assistance
- School Fees/Field Trip Fees/Mobile Device Fee
- Student Withdrawals: How it Pertains to Tuition and Fees
- Actions/Attitudes of Parents, Guardian or Others
- Recommended Transfer Due to Parental Attitudes

ACADEMICS

- Enrichment
- Grading Key
- Report Cards and Progress Reports
- Student Learning Assessments (SLA)
- Student/Parent/Teacher Conferences
- Academic Probation
- Promotion/Retention
- Chromebooks/iPads
- Textbooks
- Practice Work
- Cheating Policy
- Tutoring
- Honors Requirements
- Diversified Learning Support (DLS)

ATTENDANCE POLICIES

- Procedures Regarding Absences
- Excused and Unexcused Absences
- Excessive Absences
- Notification of Absences
- COVID-19 Protocols/Daily Checklist/Symptom Response/Reporting
- Middle of the Day Absences
- Sick Child at School Protocol
- Tardy policy
- Truancy
- Make-up work

STUDENT ACTIVITIES

- Extra-Curricular Activities Eligibility: Decathlon, Altar Servers, Student Government, After-school Sports and Cheerleading
- Maintaining Eligibility
- Tryout/Game Day Participation
- 8th Grade Graduation
- Library

DISCIPLINE

St. Bonaventure Catholic School
Parent-Student Handbook
2022-2023

- General Behavior
- Maintenance of effective discipline
- Classroom Behavior
- Levels of Disciplinary Action
- Disciplinary Infractions
- Disciplinary Probation
- Suspension
- Expulsion/Cases Involving Grave Offenses, Time of Expulsion/Reporting Expulsion
- Right to Make Exceptions

SAFETY PROCEDURES AND POLICIES

- Harassment, Bullying and Hazing Policy
- Harassment Complaint Procedure
- Grievance Process
- Student Threats
- School Searches
- Expectations on School Grounds/Morning Arrival/Lunch/Dismissal
- Emergency/Disaster Procedures

BEFORE AND AFTER SCHOOL CARE

DRESS CODE

- General Guidelines
- Approved Uniform Provider
- Girls Uniform Options TK-4th Grade and 5th – 8th Grade
- Boys Uniform TK-8th Grade
- Mass Uniform Dress
- General Dress Code Policies
- Non-Uniform Dress
- Saint's Spirit Dress Code
- Formal Non-uniform Mass Attire
- Backpacks

GROOMING GUIDELINES

ELECTRONIC USAGE POLICY

- Guidelines for use of computers or personal electronic communication devices
- Parent Behavior Expectation- social media, website, email
- Cell phone policy

GENERAL SCHOOL POLICIES

- Confiscation of Student Property
- Stolen Property
- Animals on Campus
- Bicycle/Skateboard/Scooter/Rollerblade Policy
- Child Abuse Reporting Obligations
- Child Custody
- Lost and Found
- Lunch/Snacks/Allergies
- Medication
- Birthday Celebration Policy
- Parties Outside of School
- Public Displays of Affection (PDA)
- Student Insurance
- Privacy and Access to Records
- Pupil Records

GUIDELINES FOR ADULTS INTERACTING WITH MINORS

PARENT/STUDENT COMPLAINT REVIEW PROCESS

ADMINISTRATIVE CLAUSE

PARENT STUDENT HANDBOOK ACCEPTANCE AGREEMENT

ST BONAVENTURE GUIDING PRINCIPLES

Mission Statement

St. Bonaventure Catholic School operates as a ministry of St. Bonaventure Parish. Our mission is to partner with parents, the primary educators of their children, to provide a Catholic Christ-centered, academically excellent, and safe school environment where all children can achieve their God-given potential and make a positive difference in the world.

School Philosophy

Christ is the reason for St. Bonaventure Catholic School. He is the unseen but ever-present teacher in our classrooms. He inspires our administration, faculty, staff, students, parents, and parish community to spread the Gospel message, to build community, and to serve others.

School-Wide Learning Expectations

St. Bonaventure Catholic School students are nurtured to be:

ACTIVE CHRIST-CENTERED CATHOLICS WHO

- Know Catholic Church teachings, scripture, beliefs, history, and tradition
- Participate regularly in Mass, prayer, sacraments, and other liturgical celebrations
- Acknowledge Christ in oneself and others
- Demonstrate Christ-like behavior in faith, word and deed

LIFE-LONG LEARNERS WHO

- Participate in a variety of learning opportunities to seek knowledge
- Demonstrate academic growth
- Set achievable goals and evaluate progress towards meeting them
- Apply ethical and critical thinking skills to real-world situations and decisions

EFFECTIVE COMMUNICATORS WHO

- Write and speak clearly with honesty and confidence
- Listen attentively and ask questions respectfully
- Integrate technology and other forms of expression as positive communication tools
- Communicate courteously to suit purpose and audience

RESPONSIBLE CITIZENS WHO

- Take ownership of their choices and outcomes
- Work and play cooperatively with integrity and fairness
- Effectively manage time, workload and behavior
- Care for God's creations, including Earth's resources and all its people

School-Wide Learning Expectations

St. Bonaventure students in primary grades (TK - Grade 2) are nurtured to be:

ACTIVE CHRIST-CENTERED CATHOLICS WHO

- Act like Jesus
- Participate in prayers, Sacraments, and Mass
- Helps others in need

LIFE-LONG LEARNERS WHO

- Practice reading and learning in all subjects
- Work hard to reach goals
- Know that hard work and effort lead to results

EFFECTIVE COMMUNICATORS WHO

- Share ideas by speaking clearly and listening well
- Express self through music, art, writing, technology, and drama

RESPONSIBLE CITIZENS WHO

- Work and play well with others
- Care about the Earth and recycle
- Take responsibility for their actions

Catholic Identity

St. Bonaventure Catholic School
Parent-Student Handbook
2022-2023

St. Bonaventure Catholic School strives to be a place where we encounter the living Jesus Christ – not just the values that He taught, but the person that He is. Catholic identity is integral to every aspect of our school and not simply an addition or supplement. Our Catholic identity is expressed in the daily experiences and interaction of families, students, faculty, staff, and administrators. It permeates the spirit and climate of our school. It is through daily prayer, prayer services, school liturgies, the sacraments, the integration of scripture, morals, and values in academic studies, social interaction, and service to others that St. Bonaventure Catholic School expresses our identity and reflects Jesus' message of love.

Code of Christian Conduct

It shall be an expressed condition of enrollment that the students and parents/guardians behave in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in the *Family Handbook* of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the Christian, academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel; however, they may not do so in a manner that is discourteous, scandalous, profane, rumor driven, disruptive, threatening, hostile, or divisive. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events such as extended care, athletics, field study trips, and extra and co-curricular activities.
- The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will typically result in a spoken or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school such as suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, and other aspects of school life.

ADMISSION

"Every person, as a child of God, regardless of race, condition, or age has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to this school on the basis of sex, race, color, or national origin."

SCHOOL STUDENT NON-DISCRIMINATION POLICY

St. Bonaventure does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some Diocese schools operate as single-sex schools.

While St. Bonaventure does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

ADMISSIONS REQUIREMENTS

- A child must be 4 years on or before September 1st to be admitted into Sprouts (TK).
- A child must be 5 years of age on or before September 1st to be admitted into Kindergarten.
- It is recommended that a child who is six years of age on or before September 1st may be admitted into first grade. The Principal may determine that a child who is 6 years of age after the September 1st cut-off date, if they have successfully completed a year of Kindergarten and is assessed to be ready for First Grade.

ADMISSIONS ACCEPTANCE PRIORITY

In the event that space in a classroom becomes limited the following priority will be followed:

1. Active members of St. Bonaventure parish. "Active member" means that the family worships in the parish and contributes of its time, talent and financial resources to support the parish.

St. Bonaventure Catholic School
Parent-Student Handbook
2022-2023

2. Catholics from another parish, provided active participation in their parish can be validated.
3. Families who already have children in our school.
4. St. Bonaventure School Alumni
5. Catholic families
6. Non-Catholic families

DOCUMENTATION REQUIRED FOR ADMISSIONS

- Birth Certificate,
- Baptism, First Reconciliation & First Communion certificates (if applicable)
- Proof of immunizations (according to California State Law)
- Copy of last report card and/or entrance exam

2022-2023 PARENT OBLIGATION, SCHOOL FEES, AND TUITION RATES

PARENT OBLIGATIONS

- Appearance at Open House
- Support of school standards and policies as set forth in this Parent/Student Handbook
- Financial support of the school by prompt payment of tuition and fees (**Families who are two months behind in tuition and/or fees may be asked to withdraw**)
- Service hours completion (**Parents that do not complete their service hour obligation by the last Friday in May will be billed \$20.00 per hour for the remainder**).

TUITION AND FEES

Tuition is an annual fee. All families are required to have an agreement set up through FACTS Tuition Management Co. for processing payment of incidental fees incurred during the school year.
(In addition, FACTS Tuition Management Co. charges families directly an annual facilitation fee).

The following tuition payment options are available:

- One payment by check or cash for the annual cost of tuition paid in full, directly to St. Bonaventure School by July 1st. *Cash discount is offered for this payment choice for qualifying families.*
- One payment by **Credit Card** paid in full. Credit card payment requires an agreement with FACTS Tuition Management Co. *No cash discount*
- Payment plans are described below (next section).
-

Tuition Payment Plans/Payment Methods

Payment plans are available only to families who have a history of meeting their scheduled payment plan obligations on time.

The below are the payment plans available for qualifying families:

- **Quarterly ACH** (debit) payments via FACTS Tuition Management Co. - Due July 20, October 20, January 20, and April 20 or July 5, October 5, January 5, and April
- **Monthly ACH** (debit) payments via FACTS Tuition Management Co. (10 months) - Due July 20 – April 20 or July 5 – April 5 ACH (debit).
- The below are the payment plans available for families that do not qualify for the above payment options:
- One payment by cashier's check or cash for the annual cost of tuition paid in full, directly to St. Bonaventure School by July 1st.
- One payment by **Credit Card** paid in full. Credit card payment requires an agreement with FACTS Tuition Management Co.

Cash discounts are not offered to families who do not qualify for the Quarterly ACH or Monthly ACH options.

Tuition payments will **not** be accepted in the School Office.

ADDITIONAL TUITION POLICIES

- "In Parish" tuition qualifications:
 - Registered member of St. Bonaventure Church for over one year,

St. Bonaventure Catholic School
Parent-Student Handbook
2022-2023

- A registered member of another Catholic Church (without a school) for over one year,
- An active parishioner (over one year) of another Catholic school/parish that has recently moved to the Huntington Beach area.
- Families are responsible for late payment charges for all delinquent payments
- Families are responsible for all insufficient fund charges for returned checks or lack of funds for automatic debit
- Families are responsible for all FACTS fees
- Families with accounts delinquent for two or more months may but are not limited to:
 - Student(s) will be sent home until accounts are brought current
 - Student will be asked to withdraw from school
- St. Bonaventure Catholic School reserves the right to deny re-admission to any family delinquent in the payment of any tuition, fees, and fines or who has not met the service/safety requirements.
- Graduating grade 8 students may not receive diplomas in the case of any outstanding financial or service/safety obligation and will receive SLAs/diplomas when all financial obligations are met in full.
- Families that opt not to return to SBS will receive SLAs when all financial obligations are met in full.

SERVICE HOURS

- **No tuition assistance/no financial aid:** 50 service hours
 - There is a **buy-out** option of \$800.00 if you'd rather not complete service hours. Payment for buy-out option is due upon registration.
- **Tuition assisted family/family on scholarship:** 30 service hours
 - **There is NO buy-out option**

Service Hour FAQ:

- Service hours are not tax deductible.
- Service hours are credited only for service performed specifically for the school however, a maximum of two hours may be earned for working the Parish festival
- Families are required to receive approval for service in advance, and log their service hours in the FACTS SIS database as they are performed
- Service hours are credited to the school year in which they are performed (July 1 through June 30).
- All unfulfilled service hours will be billed after the Registration Day at the rate of \$20 per hour.
- Students graduating or transferring to another school will have SLAs held until all financial obligations are paid in full, including any unfulfilled service hours.

Volunteering

Parents as partners are a vital part of Catholic Education. Volunteering is one way to fulfill the Service Hour obligation.

To volunteer on campus, the following must be completed:

- Fingerprinting. Forms are available in the school office.
- Safe Environment Class. Classes may be completed online, and the certificate of completion must be turned in.
- Proof of COVID vaccination
- A negative COVID test taken in the prior 48 hours
- In the interest of student safety, do not bring younger siblings when you assist in the yard-duty program. Personal cell phone use is also prohibited while you are monitoring student safety.

Contact the school office or classroom teacher for volunteering opportunities.

Attire for Volunteers

We request that parent volunteers on campus serve as role models, wearing modest attire that corresponds to the standards that we expect of our students as outlined in the relaxed dress guidelines under the Student Dress Code. This includes appropriate Mass attire.

The principal, vice principals, or pastor reserve the right to ask a volunteer to leave if their attire conflicts with the corresponding guidelines listed under our Non-Uniform Dress Code policy for students.

Parents, or any persons, who volunteer in the school, or visit for any reason, are required to sign in and wear a visitor's badge. *Volunteers must be in compliance with our volunteering requirements.*

Tuition Assistance

Limited tuition assistance is available for qualifying families. Application and supporting family financial information must be provided through the financial area of your FACTS Family Portal. New families can apply for tuition assistance through the application portal during the registration process. FACTS Tuition Management Co. recommends all awards. Applications are reviewed by a financial aid committee consisting of School Administration and the Pastor. Call the school's Business Manager, with questions relating to financial aid.

Note: *St. Bonaventure Catholic School parents are NOT part of the review or award process. All applications are kept confidential.*

Fees

- **Registration Fee per student:** \$475 per student – registration fee (**non-refundable**)
- **Late Registration Fee per returning student:** Additional \$100 (**non-refundable**) per student fee if not paid by the last day of the registration window.
- **Sacramental Fee** (Grade 2): Paid directly to the Parish Faith Formation Office.
- **Graduation Fee** (Grade 8): \$220.00 (estimated) per student billed throughout the school year as expenses are incurred. End-of-year amusement park tickets will be purchased separately.

Service (Including Yard Duty) Additional Tuition: Additional \$900.00 per family tuition if not volunteering for 50 hours of service. Due no later than June 30, 2023.

Late Additional Tuition: \$20.00 per hour after the last day of the registration window or remaining unfulfilled service hours by the end of the school year.

Field Study Fees

- Local day field trips using Bus Transportation Fees – prices vary
- Science Camp Fee (Grade 6) - overnight trip, due prior to trip. Prices vary
- Channel Islands/Catalina Trip Fee (Grade 7) - overnight trip, due prior to trip. Prices vary. Fee paid directly to Travel Company.
- Washington D.C./NY Trip Fee (Grade 8) - overnight trip, due prior to trip. Prices vary. Fee paid directly to Travel Company.

Mobile Device Fees

- Grade 6– \$190.00 due no later than Registration Day
- Returning Grade 7 – \$190.00 due no later than Registration Day
- New Grade 7 – \$350.00 due no later than Registration Day
- New Grade 8– \$350.00 due no later than Registration Day
- Returning Grade 8 - \$30.00 due no later than Registration Day

Mobile device fees for grade 8 and grade 6 mobile device fees are refundable if the **student withdraws prior to the beginning of the school year. Fees are not refunded if the student withdraws during the school year.** The mobile devices will be returned to school upon the student's withdrawal. If the mobile device is not returned to the school, the student will be assessed an additional mobile device fee. If full payment is received, the student may keep the device. Failure to pay all fees or to return the mobile device may result in SLAs being held until the balance due is resolved and the device is returned to the school.

Withdrawals

When a student terminates his/her attendance at St. Bonaventure Catholic School, all unpaid tuition, fees and other school charges become immediately due and payable before the student's records are forwarded to the new school. Tuition is not refundable for any month where a student has attended school for any day of that month.

Actions/Attitudes of Parents/Guardians

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the

St. Bonaventure Catholic School
 Parent-Student Handbook
 2022-2023

course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

Any parent/guardian or other family member who upbraids insults or abuses the pastor, principal, teacher or any employee of the school risks the continuation of their child in the school.

Any parent/guardian, or other person who insults or abuses the pastor, principal, teacher or any employee in the presence of other school personnel, students or parents and at a place which is on school or church premises or public sidewalks, streets, or other public ways adjacent to the school or church premises or at some other place if the principal, teacher or employee is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

Recommended Transfer Due to Parental Attitude

Under normal circumstances, a pupil is not to be deprived of a Catholic education on grounds relating to the attitude of parents. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school. Therefore, this type of parental attitude could place the continuation of the student enrolled at St. Bonaventure Catholic School in jeopardy. In such a case, it is imperative that the opinion of the principal regarding practical impossibility be sustained from a pastoral viewpoint by the pastor/administrator of the parish. The regulations governing recommending transfer would then be applicable.

Parents are the key link in the effectiveness of the St. Bonaventure Catholic School program. Jesus Christ is the model for all behaviors. Parents are expected to participate in the Sacramental life of the church, to support school/parish policies, to speak positively about the administration, teachers, other parents, and students. And to avoid promoting gossip and rumors and to bring grievances to the proper people involved. Procedures for formal grievances may be sought through the principal.

ACADEMICS

St. Bonaventure Catholic School offers a curriculum based on the California State Standards/Common Core Standards which provides students the opportunity for growth in the following subject areas: Religion, Science, Math, Language Arts (Literature, Reading, Spelling, Handwriting, English), Social Studies, Spanish, Physical Education.

Enrichment

Art Club	Sports Programs	Field Trips
Drama Club	Student Government	Educational Assemblies
Weekly Masses	Science Fair	Christian Stewardship

The total curriculum is coordinated TK through 8th grades. Teachers evaluate and review curriculum areas according to Diocese guidelines and participate in the WASC/WCEA accreditation process.

Academic Grading Key:

Sprouts (TK)

M = Consistently Demonstrates Mastery of Skill

NM = Skill Not Yet Mastered

/ = Not assessed

K through 2nd

O Outstanding	E Good
S Satisfactory	NI Needs Improvement

Academic Grading Key: 3rd through 8th

A: 95-100%	C+: 77-79%	D- 60-62%
A-: 90-94%	C: 73-76%	F: 59 and below
B+: 87-89%	C-: 70-72%	
B: 83-86%	D+: 67-69%	

St. Bonaventure Catholic School
Parent-Student Handbook
2022-2023

B-: 80-82% D: 63-66%
Skills + = Area of Strength √ = Area for Improvement

Level 2 Exceeds Grade Level Standards

Level 1 Adapted/Modified Curriculum – See ILP

GPA Scale

NOTES:

- Points are not rounded when calculating GPA.
- Advanced Math - Honors Algebra 1 and Honors Geometry are weighted 1 point higher.

A = 4.00 pts	A- = 3.67 pts	
B = 3.00 pts	B+ = 3.33 pts	B- = 2.67 pts
C+ = 2.33 pts	C = 2.00 pts	C- = 1.67 pts
D+ = 1.33 pts	D = 1.00 pts	D- = 0.67 pts

Report Cards and Progress Reports

Report Cards are issued three (3) times a year at the end of each trimester. The factors considered in grading are class participation, satisfactory completion of class and homework assignments, and achievement skills in oral and written tests and projects.

Progress Reports will be sent to the parents of students with a C- or below midway through each trimester.

A student may not be entitled to receive a report card for a trimester in which a student has had 19 or more days absent from school (or approximately 33% of the trimester)

Student Learning Assessments (SLA)

Student Learning Assessments (SLAs) are the tools through which teachers provide students and their parents with an evaluation of student progress and performance in academic subjects and behavior that help determine student success.

The SLAs are issued three times per school year in grades TK-8. The Family Portal (FACTS parent portal) allows parents to monitor student progress in grades 3-8 by visiting the password-protected website.

Student/Parent/Teacher Conferences

Conferences are scheduled as needed, and in the fall for all students. Parents are encouraged to conference with teachers throughout the school year for any reason. Parents must formally communicate concerns with the teacher with a phone call, email, or meeting prior to contacting the school administration to express concerns. For non-routine matters, parents must schedule an after-school appointment with the teacher to ensure adequate time to resolve concerns.

Academic Probation (Grade 3-8)

Students with a grade point average of less than a 2.0 GPA will be considered on academic probation. For the purpose of determining academic probation, the following academic subjects are averaged: Religion, Reading/Literature, Math, English Language Arts, Social Studies, Spanish, and Science.

The probation period is one trimester. During that time, students may not participate in extra-curricular student activities. Parents and the student will meet with the classroom teacher(s) to discuss the terms of the academic probation contract. A student who is placed on academic probation for two consecutive trimesters may be asked to withdraw from school and or may be denied enrollment the following school year.

All students new to the school are on academic probation for the first 90 school days of attendance. They may try out for fall extracurricular activities, providing academic and conduct reports from their former school are satisfactory.

Probation (Grades 3-8)

Students who do not meet grade-level academic standards may be placed on academic probation as determined by the school administration. Academic deficiency is defined as a grade average below a C- (70%) in any academic subject. Academic probation status will remain in place and is reevaluated on the next progress reporting date. Any student receiving an F in Responsible Behavior on his/her SLA is automatically placed on conduct probation for one trimester. The following trimester, the student must make positive progress toward behavior goals determined in partnership with the administration, parents, and teachers.

Promotion

The decision to retain a student is based on the overall welfare of the student, developmental readiness, and emotional/social factors.

If the teacher determines that there is a possibility of retention or transfer for academic or behavioral reasons, the teacher will inform the principal and parents. A decision, in collaboration with the DLS team and administration, will be made to recommend remedial help, counseling, and/or testing by the public school district.

It is the responsibility of both the parents and teacher to discuss the child's progress throughout the year. After consideration of input from both the parents and the teacher, the principal will make the final decision. In the case of a pupil with significant learning or behavioral problems, it may be necessary to recognize that St. Bonaventure Catholic School is not equipped to meet the student's needs, and therefore, a transfer will be necessary. In all cases, the principal will make the final decision.

Chromebooks/iPads

Chromebooks/iPads are the property of the school and are to be cared for. Damage to the Chromebook will be charged to the parent of the child responsible for the damage. Refer to the Chromebook/iPad agreement for further rules and regulations.

Textbooks

Student textbooks are the property of the school and are to be cared for. All textbooks must be covered and free of unnecessary markings.

Practice Work

Daily take-home practice work is valuable for concept reinforcement, academic discipline, and the development of study skills. It is the student's responsibility to schedule time to complete daily practice work, gather necessary materials, and complete assignments

Time spent on practice work should be approximately 10 minutes per grade beginning in grade 1. For example, a grade 3 student can expect 30 minutes of practice work per night; grade 6 students can expect 60 minutes per night.

Practice work or schoolwork missed through absence should be completed and turned in to the teacher within two days of the absence to receive credit.

Late assignment grading policies vary between classes. Contact your child's teacher for their late assignment grading policy.

CHEATING POLICY

Teachers will impress upon their students that they have a moral responsibility to themselves and each other not to cheat. Plagiarism (taking ideas, writings, etc. from someone else and passing them off as one's own) and homework copying are to be placed in the same category as test cheating. Teachers will provide a classroom environment that is not conducive to cheating. Cheating is not ignored; action will be taken that will be reflected in a lower grade. If a student is caught cheating, the teacher will take the following steps:

1. Call the parents
2. Document the incident
3. Give a grade of "0" for the test or assignment.

Chronic cheating may result in serious disciplinary action including but not limited to suspension and withdrawal.

TUTORING

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend St. Bonaventure and be paid for such tutoring by the parents.
- St. Bonaventure may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises, and insurance.
- All tutors and entities must comply with the procedures and policies of the extended school day program and the Diocese Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

HONORS

For the purpose of determining honor roll eligibility, the following academic subjects are averaged: Religion, Reading/Literature, Math, English Language Arts, Social Studies, Spanish and Science.

A Student must have a B- (80%) or better in behavior and overall work habits and no lower than a B- (80%) in Physical Education to be eligible for an award.

Academic requirements for Awards: 6th-8th grade:

- High honors are for students who earn a GPA of 3.70 or higher.
- Honors are for students who earn a GPA between 3.50-3.69.

Grades in FACTS SIS will be calculated to the nearest hundredth (two decimal points) and each student's GPA will be calculated to the nearest thousandth (three decimal points). There is no rounding when calculating Honor Roll GPA.

Students receiving Ds or Fs in any subject will not be eligible even if their average grade percentage meets the honor roll minimum requirement.

Diversified Learning Support (DLS)

Although St. Bonaventure Catholic School strives to be inclusive, the school has limited access to resources providing special day classes. In an effort to provide support for students who demonstrate a need for diversified learning the school does offer the following:

- Differentiate classroom instruction
- Push in and pull-out support for students with Individualized Learning Plans (ILP)
- Help in navigating academic testing available through the public school system.
- Limited classroom accommodations and curriculum modifications.

Participation in the Diversified Learning Support includes but is not limited to:

- Parents commit to meeting with a Diversified Learning Support teacher, classroom teacher, and Vice Principal at least once a year.
- Student has IEP with accommodations the school can adequately meet
- Classroom teacher recommends that a student is evaluated for DLS due to below grade level
- DLS identifies a need for evaluation through assessment data

ATTENDANCE POLICIES

Current home and work phone numbers must be provided in FACTS, so that immediate contact can be made regarding any emergency or any irregularity in attendance. When parents are out of town, it is the parent's responsibility to inform the school as to who will assume guardianship (responsibility for the student).

Students are not released to strangers or to callers without written parental consent from the school or Extended Day.

Excused Absence

St. Bonaventure Catholic School
Parent-Student Handbook
2022-2023

Excused absences are illness, medical appointments, required court appearances, educational testing, and death of an immediate relative. Absences exceeding 3 consecutive days require a doctor's note to be considered excused.

Shadowing at local high schools is reserved for grade 8 students and will count as an excused absence, with a maximum of one shadow day at 3 different high schools.

Please note that absences will be reflected in a student's overall attendance record, even when excused. Therefore, scheduling dental or medical appointments after school or during vacation periods, whenever possible, helps to avoid disruption to your child's learning.

Unexcused Absences

Unexcused absences are anything other than what is listed in the Excused Absence section.

Excessive Absences

Any student who misses 19 or more days of school during any academic trimester may receive a grade of incomplete for each subject on his/her SLA for that grading period. Any student who misses **30** or more days of school during any school year may be subject to retention in his/ her current grade. Excessive absences or tardiness may result in a conference with the administration.

Notifying School of Absences

Parents/Guardians must call the attendance office between 7:45 AM and 8:30 AM **each day** the student is absent.

Attendance Office Phone: 714-846-2472 Ext. 109

Attendance email: aalatorre@stbonaventureschool.org

All absences, regardless of reason, must be cleared with a note, phone call, or by completing the form provided in the emailed/text notification that your child is absent from school. The Attendance Office will only accept notes from parents, doctors, or dentists to clear absences.

For your convenience, the Attendance Office uses an answering machine during busy times or off hours.

Include the following information in written notices and or voice messages left on the Attendance line.

- Full name of the student
- Grade
- Teacher
- Date(s) of absence
- Anticipated number of days absent
- Specific reason for absence (i.e.: fever, headache, etc.)
- Parent/guardian signature (e-signature on form)
- Parent/guardian contact phone number

COVID-19 Protocol

All parents are responsible to monitor their student(s) health to ensure they are free of ALL the COVID-19 symptoms listed below:

COVID-19 CHECKLIST

Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea

Symptom Response

- If a student has any symptoms, they are to stay home.
- Regardless of vaccination status, a student should isolate when they have COVID-19. Students should also isolate if they are sick and suspect that they have COVID-19 regardless of the COVID-19 test status
- Positive test: stay home and follow the full isolation recommendations by the CDC.
- Negative test: return to school, no isolation necessary
- Non-symptomatic positive test: end isolation after 5 days, wear a mask for an additional 5 days.

St. Bonaventure Catholic School
Parent-Student Handbook
2022-2023

- Symptomatic positive test: isolation can end after the 5th day if the student is fever free for 24 hours without fever-reducing medication and symptoms are improving. Students must wear a mask, while on school grounds, for an additional 5 days.
- Students exposed to COVID-19 should wear a mask and test on day 6. If the COVID test is negative, the student should continue to wear a mask for 4 more days. If the COVID test is positive students should isolate immediately and follow the CDC guidelines.
- Students experiencing any symptoms at school will be sent to the health room and the parent will be called to retrieve their student.

Reporting

Promptly report confirmed COVID-19 cases and COVID-19 exposure using the following link:

Sick Children at School

In an effort to minimize absences, we ask that you do not bring your child to school if he/she is not feeling well. Parents/guardians may be called to pick up their child due to illness during the school day.

Children sent home due to illness may not participate in try-outs or after-school sports on the day they were sent home.

Parents are not allowed to go directly to the classroom or Health Room to pick up the child.

Middle of the Day

When a student arrives to school after Nutrition Break, the time is recorded as a half day absent. If he/she leaves any time after lunch it is recorded as a half-day absence.

Leaving School Grounds

Parents sign their students out in the front office. Students returning to campus sign in at one of two Raptor Visitor Management kiosks (near the coach's office and at the front office).

No person under the age of 18 may not pick up a student unless the following provisions are in place:

- Parents provide a written letter giving permission for the sibling or other person under 18 to pick up the student. Submit the letter to the school registrar, the Health Room, and the Extended Day Office (if applicable).
- Provide a copy of the dated and signed letter, which is required for any provisional driver to carry, that explains the necessity, the date when driving, the date the necessity will end, and name of the insured. This requirement is mandated by the DMV.
- The sibling or other person under 18 must be listed as an individual authorized for pick-up in the school's FACTS SIS database.

In case of extreme emergency, written permission may be faxed to the school office at **(714) 840-0498**.

Students may not leave the campus at the end of the school day and before the start of school-sponsored activity (sports/cheerleader/academic sessions) unless accompanied by an adult authorized by the school or parent/guardian. The school accepts no liability in cases of student absence or when students leave the premises if the stated policy is violated.

Tardy policy

Tardiness is extremely disruptive to the class and to the student who is tardy. We request that school day appointments be kept to a minimum. A tardy is excused only with an official doctor's note presented on the official doctor's letterhead.

A student is considered on time when standing in their line at 7:55 am for morning assembly. A student is considered tardy if they are not in their line by 7:55 am.

Consequences per trimester

- 1 tardy per trimester grace period.
- Tardy 2-4 times: Teacher notifies the parent
- Tardy 5 times: lunchtime detention is issued and served. The teacher refers the matter to the administration who contacts the parents. A meeting may be scheduled to develop an attendance plan.
- Late 6 or more times: An after-school detention is issued and served. The teacher refers the matter to the administration who contacts the parents. A meeting will be scheduled to develop an attendance plan. At the discretion of the administration, other disciplinary actions may be taken for each unexcused tardy thereafter.

Tardies excused by official doctor's notes, on the doctor's official letterhead, do not count towards the tardy consequence progression.

Please note: Any student who is tardy in excess of thirty minutes daily for four or more days in one school year is considered truant and can be reported to the Attendance Office of the local public school district.

Truancy & Out of Bounds

Truancy is defined as a student absence without prior knowledge or approval of a parent, or leaving school, or being out of bounds at school at any time while it is in session, or during extended care without the administration's approval. The administration will determine the consequences, which could include suspension or dismissal.

Make-Up Work

Books and assignments for absent students may be picked up at dismissal time from the front office, when the teacher(s) are notified in a timely manner and are able to gather materials.

Teachers are not required to provide work in advance for any absence, nor are they required to provide opportunities in class for make-up work or tests. It is the student's responsibility to obtain work and to schedule make-up tests according to the teacher's availability, before or after school.

Missed lessons due to any absences will not be re-taught during class time. Make-up work must be completed in the timeframe provided by the teacher. Make-up work not returned by the designated date may not receive credit.

A truant student cannot make up missed homework, class work or tests.

STUDENT ACTIVITIES

Co-Curricular Activities

Any student who wishes to participate in a co-curricular activity must meet and maintain school academic and responsible citizenship eligibility requirements. Classroom teachers, moderators, and coaches are responsible for determining and monitoring eligibility.

Students in Grades 5 through 8 may participate in after-school sports programs. 5th and 6th-grade students are considered the B team while 7th and 8th-grade students are considered the A team. Track and Field is the only exception to this rule. 1st-8th grade students may participate in the one-day Track and Field event hosted by PAL.

Maintaining Eligibility

Students must maintain a 2.0 average, with no Ds or Fs, and a 73% average in Responsible Citizen and Personal Learning Skills in order to participate in school-sponsored co-curricular activities. The average is composed of the following academic subjects: Religion, Language Arts (Reading/Literature, English and Spelling), Math, Science, Social Studies, P.E., Art, and Spanish (when applicable).

Students who fall below the above eligibility criteria at the mid-term Progress Report or third trimester SLA lose eligibility to participate in team sports, including cheerleading.

St. Bonaventure Catholic School
Parent-Student Handbook
2022-2023

*Student Council Eligibility: at least a 3.0 GPA and a Responsible Citizen grade of B- (80%) or better when applying for candidacy and to remain in office if elected.

Academic Decathlon Team

The Academic Decathlon is a competition comprised of ten events for students who meet specified criteria in grades 6-8. The events test individual knowledge of Current Events, English, Fine Art, Literature, Mathematics, Religion, Science, and Social Studies. Participating students will be asked to pay a minimal fee.

Altar Servers

Parish altar servers begin formation in grade 4. Their commitment offers the privilege of serving at Sunday Masses. Ask the front office for details.

Student Council Eligibility

The Student Council is composed of students in grades 6-8. Student Council is an elected position. Students run for office in May. Ask the Student Council Advisor for campaigning regulations and details.

Team Sports and Cheerleading Eligibility

Eligible students may try out for membership on sports teams/cheer. Not everyone who tries out for sports is accepted.

Tryouts/Game Day Participation

To be eligible to try out for after-school sports teams, the student must be present in school for a minimum of four hours and also must comply with attendance, academic, and conduct expectations up to and including the day of tryouts.

Grade 8 Graduation

Students must maintain a passing (C- 70%) grade in English Language Arts and Mathematics to graduate. Students who do not qualify for graduation due to academics, behavior incidents or parent financial and service obligations to the school (such as tuition, and fees) may not participate in any graduation activities.

Library

Students begin checking out books in grade 1, and the books become the student's responsibility to keep track of and handle with care. Books are on loan for two weeks and can be renewed for an additional two weeks.

Beginning in grade 3, a late fee is incurred when books are returned after the due date. The late fee is 10 cents per day, and it does not count days when the students are absent, on holidays or on weekends. Fines and overdue notices are printed each week and sent to the student's teacher to distribute.

If a book is lost or damaged the book must be paid for, and a replacement fee will be charged based on the original amount that was paid when the library acquired the title.

Parents are not allowed to check out books from the school library.

DISCIPLINE

“Real love is demanding. I would fail in my mission if I did not clearly tell you so. For it was Jesus – our Jesus Himself – who said, “You are my friends if you do what I command you” (Jn 15:14). Love demands effort and a personal commitment to the will of God. It means discipline and sacrifice, but it also means joy and human fulfillment.” (Pope John Paul's address at Boston, October 1979) Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond school hours.

MAINTENANCE OF EFFECTIVE DISCIPLINE

St. Bonaventure Catholic School
Parent-Student Handbook
2022-2023

- Effective discipline is maintained when there is
- Reasonable quiet and order in the walkways
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of all students
- Consistent follow through

CLASSROOM BEHAVIOR

The usual rules of common politeness are to be observed in dealing with administration, faculty, staff, and other students.

- Behavior that disrupts or in any way hampers class progress is unacceptable.
- Students are to enter the classroom and be seated promptly
- Students may not engage in any activity which prevents the teacher from teaching or another student from learning
- Students may not complete unfinished assignments during class time unless the teacher so advises
- No food or drink in the classroom
- No gum chewing
- All uniform regulations will be enforced
- No disrespect, foul language or violent behavior will be tolerated
- Vandalism and graffiti will not be tolerated
- The school's policy on cheating will be consistently enforced at all times
- Students will not sit on top of desks, tables or put their feet on desks or seats
- Articles on or near the teacher's desk are not to be touched or removed without permission

LEVELS OF DISCIPLINARY ACTION

There are various levels of disciplinary action that can be taken by the school to address disciplinary problems. The principal, vice principals, and pastor reserve the right to determine the level of disciplinary action taken by the school in dealing with disciplinary matters.

Classroom discipline expectations and consequences are given at the start of the school year by the classroom teacher.

DISCIPLINARY INFRACTIONS

Disciplinary Infractions include but are not limited to:

- Violation of dress code policy
- Disregard for classroom rules and/or school policies
- Habitual tardies
- Lying
- Cheating/Plagiarism
- Insubordination
- Possession of morally offensive material
- Inappropriate public displays of affection
- Lack of respectful and dignified conduct at religious services
- Use of profanity or vulgarity
- Any other action not listed above considered sufficiently serious by the administration

DISCIPLINARY PROBATION

Disciplinary Probation is a restriction from participation in school activities and privileges this includes but is not limited to field trips, school events, and activities. The principal, vice principals, and/or pastor determine the extent to which the probated student may participate in any school activity or privilege. Students may be restricted from holding and/or participating in Student Council, sports, and from any clubs and/or activities, normally for one to four weeks. If a student is on disciplinary probation twice during the school year, the student's enrollment status for the next school year will be evaluated regardless of whether or not the terms of the probation are completed.

Violation of disciplinary probation may lead to further disciplinary consequences including but not limited to withdrawal or expulsion.

Causes for disciplinary probation include but are not limited to the following:

- Truancy or “ditching”
- Excessive school policy infractions and/or repeated offenses, even of a less serious nature
- Harassment
- Any other action not listed above considered sufficiently serious by the principal, vice principal and/or pastor

SUSPENSION

- Tuition and fees in arrears for two or more months
- Any of the reasons listed for expulsion with mitigating circumstances are adequate causes for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference and will be noted on FACTS.
- The principal, vice principals, and/or pastor shall schedule a conference with the suspended student’s parents or guardians to discuss matters pertinent to the suspension especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student
- Any other action not listed above considered sufficiently serious by the principal, vice principals, and/or pastor.

EXPULSION

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Tuition and fees in arrears for s two or more months
- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal, belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons. Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school’s reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming of a student in a Catholic school
- Any other action not listed above is considered serious by the principal, vice principals and/or pastor.

Procedure for Expulsion

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is an immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend, and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When an immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians.

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent.
- Only in exceptional cases shall the expulsion of an eighth-grade student who has been in the school one or more years be allowed.
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

Reporting of Expulsions

- All expulsions, even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours.
- The attendance office of the local public school district shall be notified immediately of expulsions.
- A copy of the Cumulative Student Record should be held until requested.

Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

SAFETY PROCEDURES AND POLICIES

Safety Program

The Safety/Yard Supervision Program has been implemented to provide supervision of the parking lot and play areas before and after school as well as during Nutrition Break and Lunch Periods.

Families who sign up to serve as safety/yard supervisors are responsible for finding their own substitute. Families who do not appear for their scheduled yard supervision time and date and do not arrange for a substitute will be charged a **\$50.00 no-show fine**.

Parents, or any persons, who volunteer in the school, or visit for any reason, are required to sign in and wear a visitor's badge. *Volunteers must be in compliance with our volunteering requirements.*

Harassment, Bullying, and Hazing Policy

St. Bonaventure is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians, and students.

Substantiated acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and including the dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, disciplinary action may include suspension or dismissal.

Harassment

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

Verbal harassment

- Derogatory comments and jokes; threatening words spoken to another person
- Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos Note: Visual Harassment can be communicated in person, on hard copy, or electronically (including on social media)

Physical Harassment

- Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's **movement, any intimidating interference with normal work or movement**

Sexual Harassment

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Cyber-bullying

Cyber-bullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include, but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites.
- Using someone else's username to spread rumors or lies about another person.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

NOTE: Substantiated inappropriate conduct such as harassment, bullying or hazing outside the school environment may also serve as grounds for consequences, as students of St. Bonaventure Catholic School are expected to conform to Christian principles both on and off campus.

Bullying-Harassment Complaint Procedure

Students, parents, employees, or volunteers who feel aggrieved because of conduct that may constitute harassment should directly inform the person engaging in such conduct that such conduct is offensive and must stop. If a student, parent, employee, or volunteer is unable to address their concerns directly with the person, they should direct their complaint to parents, teacher, school counselor, or principal. The designee receiving the complaint will follow the school disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and diocesan requirements. Any investigation will be conducted in a confidential manner.

The following is helpful when reporting Harassment, Bullying, or Hazing

- A log of occurrences citing date, time, and witnesses
- Screenshots of cyber-related incidents
- Voice messages

Grievance Process

There are times when misunderstandings occur between parents and school personnel, or times when a procedure or a policy needs clarification. The following are the steps for addressing concerns:

- If the concern involves school personnel, the parents are to arrange a meeting to discuss their concerns. The results of that meeting are to be in writing with all parties signing. If there is no resolution, the parents are to call the principal or vice principal and arrange a time for everyone to meet. The parents should provide a copy of the results of the first meeting. The express purpose of this meeting is to bring about a resolution. Again, notes should be taken, with all parties present signing and copies distributed.
- If no resolution is reached, the parents are to call the Pastor and arrange for a meeting with all parties present. The purpose of this meeting is to resolve the situation. The results of this meeting are to be in writing with all parties signing, and copies distributed.
- If no resolution can be reached, the parents are to write a letter to the Superintendent of Catholic Schools, briefly stating the problem and providing copies of all written documents from the meetings held. The Superintendent will review all documentation and decide on a course of action after consultation with the Pastor and Principal.
- In such disputes, we protect our right to interpret school rules and guidelines fairly, based on truth and justice. The goal is the child's well-being and a provision of an optimal learning environment.

Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, vice principals, or teacher. The principal or vice principals will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified, and these actions may result in suspension or removal of a student from school.

School Searches

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school

St. Bonaventure Catholic School
Parent-Student Handbook
2022-2023

community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Every student is subject to the Diocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the school official should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

Expectations on School Grounds

Morning Arrival

- Student arrival begins at 7:35 A.M. Students may not be dropped off earlier than 7:35 A.M.
- Students must be escorted by an adult in any areas where cars may be moving.
- Student cell phones are to be turned off and stowed in their backpacks upon arrival on campus. Cell phone use after arrival and before leaving campus is prohibited.
- Due to arrival traffic congestion, bicycle/skateboard/scooter/rollerblade need to enter through the "walkers" gate off Orlando Drive.
- Play areas are off limits to all during arrival.
- School begins promptly at 7:55 A.M.

Lunch

Students must sit at the lunch tables while eating. **Students must remain at the tables for 15 minutes at lunchtime.** Yard duty will inform students when they can leave the tables.

Dismissal and After-School Procedures

- Parents park and pick up students from the classroom(s)
- Walkers, bicycle riders, and those participating in afterschool activities such as sports are to remain in their classroom until 3:00 P.M. At that time, they will proceed to the designated release area.
- "Walkers" are those students who walk to another destination off campus
- "Walker" students may not be picked up by cars waiting on or near Orlando.
- Students are not permitted to loiter on the school sidewalk or grass areas while waiting for parents to pick them up.

Emergency/Disaster Procedures

In the event of a disaster, the faculty of St. Bonaventure is prepared to care for the students. Detailed procedures in the event of an emergency/disaster are part of the professional development for all faculty and staff. Please understand that at all times, all children will be properly supervised. Children will remain at school under our supervision until his/her parent or designated person arrives and signs the child's emergency card. Emergency data is on file in the school office. It is very important that parents cooperate with the school in this regard. All emergency forms are to be returned promptly.

Very important: Please inform the school office in writing of any changes to the emergency forms. We have prepared some emergency procedures should our students remain at school for a period of time.

Emergency drills (fire, earthquake, and lockdown) will be conducted monthly.

In the event of a power outage, remain calm; your children are safe with us. Please do not call, the school phone lines run on electricity. In the event of an emergency or illness, we will contact you via cell phone. Also, please do not come to the school during a power outage. This will only add to the confusion and added traffic will create a safety hazard for you. Students will be released at normal dismissal time.

AFTER SCHOOL CARE

After-school care is available Monday, Tuesday, Thursday, and Friday from 3:00 pm.-6:00 pm and Wednesday from 1:45 P.M.-6:00 pm for a fee. Please contact the school office for after-school extended care rates.

Children left unattended on school grounds after 3:00 pm. will be brought to Extended Day Center and parents will be billed for Extended Day service. Refer to the Extended Day Handbook for more information on pricing.

DRESS CODE

PHILOSOPHY

A dress code is preparation for many facets of life, including awareness of appropriate dress in various settings, specifically a Catholic Christian setting. St. Bonaventure considers the dress of its students a significant factor in their educational experience. The dress code is based on modesty, decency, cleanliness, and commonly accepted norms of good taste. The dress code is also intended to help students avoid excessive concern about their appearance and keep their focus on the more important aspects of their education. In the specific circumstances of the times in which we live, the value of a uniform dress and appearance is also widely recognized by educators in both private and public schools as a means of providing a safer learning environment.

GENERAL GUIDELINES

- A good rule of thumb in any doubtful situation is: “avoid all extremes.”
- All clothing will be clean, neat, modest and in good taste.
- Students are required to be in proper uniform/dress code at all times on campus and within sight of the school building.
- All students out of uniform are in violation of the code.
- The principal and vice principals reserve the right to request a student to change attire.
- Students in violation of the dress code may be held in the office until parents are notified.
- Parent notes will not excuse appearance/dress code violations.
- The administration is the final interpreter of the dress code.
- Admission to school or class may be denied because of dress code violations.
- Any alteration of the uniform is grounds for disciplinary action.
- The principal, vice principals and/or pastor reserves the right to regulate against unbecoming fads or fashions.

Uniform Provider

Vicki Marsha Uniform Company
5292 Production Drive
Huntington Beach, CA 92649 714-895-6371
<https://vickimarsha.com/store/forms.php>

Acceptable uniform items are items purchased through Vicki Marsha. Uniform items not purchased through Vicki Marsha are considered out-of-uniform attire and may result in a student being sent home to change or a parent bringing the approved uniform to school.

Standard Uniform

The following items only are permitted:

Girls Uniform Options Sprouts (TK) through 4th grades

- Red plaid jumper with modesty shorts
- Navy blue cuffed walking shorts (no shorter than 2” above the knee)

St. Bonaventure Catholic School
Parent-Student Handbook
2022-2023

- White uniform “Peter Pan” style collared blouse, white oxford shirt, or white, or red “polo style” shirt short or long sleeved, with SBS Catholic school logo – tucked in at all times.
- Solid white T-shirts or turtlenecks may be worn under the uniform shirts.

Girls Uniform Options 5th through 8th grades

- Red plaid skirt with modesty shorts
- Navy blue cuffed walking shorts (no shorter than 2” above the knee)
- Red Plaid skort
 - **No rolling skirts or skorts at the waist.**
 - **No skirts or skorts above the knee.**
- Navy blue cuffed walking shorts (no shorter than 2” above the knee)
- Navy blue twill uniform slacks
- White uniform “Peter Pan” style collared blouse, white oxford shirt, or white, or red “polo style” shirt short or long sleeved, with SBS Catholic school logo – tucked in at all times.
- Solid white T-shirts or turtlenecks may be worn under the uniform shirts.

Boys Uniform Options Sprouts (TK) through 8th grade

- Shirts must be worn tucked into pants or shorts at all times.
- White, or red mesh “polo style” shirt short or long sleeved, with SBS Catholic school logo or white oxford shirt.
- Solid white T-shirts or turtlenecks may be worn under the uniform shirts.
- Navy twill walking shorts not worn more than two inches above the knee and navy twill uniform pants, worn at the natural waistline. Pants/shorts may not be oversized, baggy, torn, or unhemmed.
- Uniform sweater or vest in red or navy blue (optional)

Vicki Marsha uniform baseball caps may be worn outside only

Dress Uniform

Worn on Mass days

Girls Dress Uniform Options Sprouts (TK) through 4th grades

- White round collar blouse, plaid jumper, and modesty shorts. If an outer layer is needed for warmth, it must be a uniform sweater or sweatshirt.

Girls Uniform Options 5th through 8th grades

- White oxford or white or red polo shirt, plaid skirt, and modesty shorts. If an outer layer is needed for warmth, it must be a uniform sweater or sweatshirt. The outer layer must be clean, free from holes, and fit appropriately.

Boys Uniform Options Sprouts (TK) through 8th grade

- Polo shirt, long pants with a belt. If an outer layer is needed for warmth, it must be a uniform sweater or sweatshirt. The outer layer must be clean, free from holes, and fit appropriately. If an outer layer is needed, it must be clean, free from holes, and fit properly. Students will be asked to remove an outer layer that is not clean, has holes or does not fit properly prior to attending Mass.

General Dress Code Policies

Light blue polos can be worn on Marian feast days. Feast days are noted on the website school calendar

Belts are optional but must be solid black, brown, or navy blue.

Shoes Predominantly solid white, black or gray athletic shoes with properly tied black or white laces or Velcro fasteners. Girls may also wear black non-canvas dress shoes (oxfords, Mary Janes, black & white saddle shoes) on non-PE days. Boys may also wear black non-canvas dress oxford shoes with laces or Velcro closures (no slip-on styles); shoes must be fastened securely to the feet.

Socks and Tights: Socks must be solid white crew or knee socks; logos are not permitted. Tights must be solid color navy, black or white tights (no leggings or tights with patterns) may be worn during cold weather.

Outerwear such as sweatshirts, fleece, and rain jackets must be purchased through Vicki Marsha and have the school logo.

Masks are an optional accessory unless otherwise stated. Masking mandates will be followed when deemed necessary by the Department of Catholic Schools and the OC Health Department.

NON-UNIFORM DRESS CODE

Casual Dress Days

Canvas and tennis shoes, sweatshirts, sweat jackets, appropriate length shorts, jeans, clean and neat t-shirts with appropriate logos, wording, etc. and other denim clothing are allowed.

Skintight or oversized clothing, halter tops or spaghetti straps, bare midriffs (shirts must touch pants at all times), low-cut or backless dresses or tops, mini-skirts, dresses, yoga pants or skirts with excessive slits or other immodest clothing is unacceptable. No flip-flops or hats. Any logos must be respectful of the St. Bonaventure's philosophy – no profanity, drug/alcohol references, etc. All clothing must be neat, clean, and free of holes. **Failure to comply with these guidelines may result in further disciplinary action.**

Spirit Day Dress Code

- Shirts must be official St. Bonaventure spirit t-shirts
- Blue jean pants or uniform bottoms (no shorts, no leggings, no capris, etc., no writing, holes, or baggy jeans allowed)
- Tennis shoes only
- No Hats (Unless otherwise stated)

Questions – ask the principal or vice principals

Formal Non-uniform Mass Attire

Non-uniform Mass Attire must be modest, fitting, free of holes and should follow the below guidelines:

- No skin-tight or over-sized clothing
- No halter tops, spaghetti straps or strapless tops (sweaters to cover bare shoulders are not acceptable)
- No bare midriffs
- No low-cut or backless dresses or tops
- Skirts and dresses may not be shorter than three (3) inches from the floor when kneeling down.
- Dresses/skirts with excessive slits or other immodest clothing are unacceptable
- No flip-flops, open-toed shoes or heels over 1 inch in height
- No hats

Backpacks

Backpacks must remain in good condition.

GROOMING GUIDELINES

The following grooming guidelines apply to St. Bonaventure students during school hours, extra-curricular activities, and any other time students are representing St. Bonaventure School.

- Dyed or colored hair (including rinsed) is not permitted
- Boys' hair must be neat; it may not touch the shirt collar, ears must be visible and may not be longer than 3" in length
- Hair may not interfere with the student's vision.
- The hair must not be excessive in length and the sides must be evenly tapered
- Students are not allowed to shave their heads
- Exaggerated hairstyles (e.g. duck tails, faux hawks, shaved sides, exaggerated spikes, unkempt or ungroomed) are not permitted.
- Make-up is prohibited
- Excessive jewelry such as large hoop earrings, plugs, ear stretchers, spiked rings and bracelets are prohibited
- Girls may wear no more than one earring per ear. Earrings may not extend beyond the earlobes.
- Boys are not permitted to wear any ear accessories, nail polish, or any type of make-up
- No tattoos of any kind or pierced rings/studs on any other part of the body.
- Bandanas and kerchiefs are prohibited

- Writing/drawing on hands, arms, legs, and/or face is not permitted, and the student will be required to wash it off.
- Girls may wear clear nail polish on natural fingernails. No acrylic nails or colored nail polish.
- One item of small Christian emblem jewelry and one watch (**no Smartwatches allowed**).
- Hair accessories worn must be purchased from Vicki Marsha

Grooming incidents may arise. Please note, the school reserves the right to determine what is considered appropriate for our educational setting above and beyond the items listed above.

ELECTRONIC USAGE POLICY

Guidelines for use of computers or personal electronic communication devices

We expect our parents to be equal stakeholders in the implementation of our computer and technology system policies by monitoring their child's Internet access and electronic use outside of school in a manner supportive of the school's policies. Inappropriate electronic communication among students outside of school or in school using personal electronic devices may be subject to disciplinary action.

Students may not:

- Threaten the safety or reputation of the school, its staff or students.
- Post personal contact information about other school personnel, teachers, or students. Personal contact information includes name, screen name, address, telephone, school address, parent's name, work address, photos, email addresses, cell phone numbers, etc.
- Use of obscene defamatory, disruptive language toward or about any school personnel, teachers or students.
- Harass, insult, defame, bully, attack or invade the privacy of any school personnel, teachers or students.
- Send comments, text, DMs or images to school personnel, teachers or students that would be considered offensive on the basis of race, creed, gender, national origin, sexual orientation, political beliefs or physical handicap.
- Damage, alter, disrupt or gain unauthorized access to the school computers or school systems: e.g., use another person's password, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's systems or jeopardize the security of the school's electronic communications systems.

Consequences for violating any of the above guidelines:

- Suspension or permanent loss of access.
- Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the principal's discretion.
- Involvement of law enforcement agencies.

Cell phones, radios, electronic games, CD players, iPods, air buds, smartwatches including but not limited to Fitbits, e-readers, and other electronic devices may not be used on the school grounds.

Parent Online Conduct As It Pertains to School Personnel:

- Parents and students are expected to follow the appropriate chain of communication (contact school personnel first; if the issue is not resolved, then contact the principal, pastor, and the Diocese) in communicating problems or issues with the school.
- Posting inappropriate comments about the school, its personnel, or students, on the web and via emails does not constitute following the appropriate chain of communication.
- The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.

Cell Phone Policy

- Cell phones stay in the backpack between the hours of 7:55-3 PM.
- If students need to reach out to parents because they feel ill, students must follow the proper protocol and request to be sent to the health room. The health room technician will call home if necessary.
- Students are not to text or email parents during the day if they feel ill, need school supplies/ Chromebooks/projects/homework, lunch, or to confirm pick up after school.

- If a student is not picked up by 3 PM, they will be sent to Extended Day, and calls will be made by Extended Day staff.
- Confiscated Cell phones will be turned into the office and released to a parent/guardian only.

General Guidelines

Confiscation of Student Property

Teachers have the right to confiscate and destroy notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other materials from a student if the student is using them in a way that distracts from the learning process.

All electronic devices, including but not limited to: cell phones, cameras, air buds, iPads, smart watches, etc., hats, book bags or notebooks with writing on them and clothing items in violation of dress code will be confiscated by the principal and/or vice principals and held for the remainder of the day. Parents may retrieve these items after school. Any item not retrieved by the end of the year may be given away to charity.

The following items will be confiscated by the principal, vice principals and/or teachers and disposed of: matches, markers, water guns, pornography, firecrackers, alcohol, fake weapons, laser scopes, and illegal substances and weapons. (The latter three may be given to the police.)

Stolen Property

The school is not responsible for stolen or lost property.

Animals on Campus

Animals are not permitted on St. Bonaventure's campus grounds. The Blessings of the Animal is the only exception.

Bicycle/Skateboard/Scooter/Rollerblade Use

Students in grades 6-8 may ride their bikes to school. Bicycle racks are provided; bikes should be locked up securely. Bike riders will be dismissed at 3:00 P.M. (12:45 P.M. on early dismissal days). Students may enter and exit the school grounds through the Walkers' Gate on Orlando where they will find bicycle racks available. Bike riders use the crosswalks outlined in the walker instructions.

The school accepts no liability for bicycle damage, theft or injury.

Skateboards, scooters, rolling shoes, or roller skates/blades are not permitted to be used on school grounds at any time.

Child Abuse Reporting Obligation

All St. Bonaventure employees and volunteers are considered Mandated Reporters and are required by law to report suspected or confirmed cases of child abuse and neglect.

Child Custody

The school should be promptly informed, in writing, of any changes in child custody. The school is required to ask for legal verification of these arrangements.

Field Study Trips

- Field trips are educational in nature.
- School procedures require all paperwork and permission slips to be completed and submitted by a guardian at least one week prior to a field trip. Oral permission will not suffice for any school-sponsored outing.
- Chaperones for Field Study Trips must be at least 25 years of age, submit a completed *Adult Waiver and Release* form, and have fingerprinting clearance and proof of Safe Environment training on file at least one week prior to the field study trip.
- Fees for bus transportation and/or other expenses will not be refunded if a student is absent on the day of the trip.

St. Bonaventure Catholic School
Parent-Student Handbook
2022-2023

- Only children enrolled in St. Bonaventure Catholic School may go on scheduled class outings. Younger or older siblings may not attend SBS class field trips. Parents may not chaperone or attend field trips with their children unless specifically invited to chaperone.
- Any student exhibiting inappropriate conduct may be restricted from future field trips.
- Extended stay field trips include but are not limited to a grade 6 science camp, grade 7 Channel Islands science overnight activity, and grade 8 field study trip to Washington, DC, prior to Easter vacation.

Field study trips are a privilege, and they are not guaranteed to be offered every school year or to every student.

Lost And Found

Items susceptible to loss should be permanently labeled with the student's name. Lost articles are sent to the lost and found barrel by the primary restrooms and/or the junior high area. Unclaimed items are given to the Uniform Swap or donated.

Lunch/Snacks/Allergies

It is essential to academic and physical growth that your child comes to school daily with an adequate, nutritious snack and lunch daily. Send age-appropriate portions packed in easy to access disposable containers. If your child forgets lunch he/she can obtain an emergency lunch. It is the school's policy that no child will go hungry because of a forgotten lunch.

If your child has any food allergies, please instruct your child to be proactive in avoiding foodstuffs that might be dangerous. Please let teachers, the Health Technician and Extended Day Director know in writing of any food allergies your child has.

A private vendor provides the school lunch program Monday through Friday, except minimum days. Do not send your lunch order to the school; order from the company website: www.choicelunch.com.

Medications

Aspirin and other medications will not be furnished to any student by the Health Technician. If students are required to take prescribed medication during school hours, parents must deliver the medication to the Health Room in original containers, accompanied by a consent form obtained from the school Health Room and signed by the child's physician and parent, providing details regarding the amount, method, and time schedule medications are to be administered. Medicine must be kept in the Health Room.

No medication may be kept in classrooms unless permission has been obtained from the administration.

For further details regarding medications, please contact the Health Technician.

Birthday Celebration Policy

All class parties and treats must be pre-approved by the classroom teacher.

Invitations to parties, birthdays, or activities are not to be distributed at school unless all students in the class are invited.

Parties Outside of School

We encourage parents to use good judgment in conducting parties outside of school time. Although these parties are the responsibility of parents, such parties can cause great difficulties for the school. Distractions from the learning environment and the social difficulties that impact student behavior appear to be the areas most affected by these activities. The "carry over" effect has a way of distracting from the main focus of school, which is learning. Parents need to be mindful of the positive and negative features of outside-of-school parties.

Public Displays of Affection (PDA)

The school community must be inclusive of ALL people. Public displays of affection (hugging, kissing, cuddling, sitting on laps, etc.) prohibits others from being included in a deeper relationship with God through you. All students are asked to respect and honor each other as brothers and sisters in Christ by abstaining from such displays of affection.

Student Insurance Program

The Diocese of Orange provides a Student Accident Insurance Program for all students of our school. The program assists parents with medical expenses incurred due to an accidental bodily injury sustained by the student while participating in a school-sponsored and supervised activity only. It does not include liability. Please contact the School Office for more information.

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal, and the pastor.

Pupil Records

“Pupil records” means any record related to a student that is maintained by a school or one of its employees, including health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher’s aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A noncustodial parent without visitation rights has no right of access to records of any kind.

GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Diocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.

- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Diocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements.

PARENT/STUDENT COMPLAINT REVIEW PROCESS

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Diocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

Administrative Clause

Policies in this handbook are subject to change throughout the school year. Changes will be sent to parents in an addendum and must be adhered to immediately.

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the St. Bonaventure Catholic School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfilling our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date: _____

Print student names and grades:

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

**Please return this signed form promptly to the School Office.
This form will be placed in the student's permanent files**