

St. Bonaventure Catholic School
New Parent Guide



2017-2018

NEW PARENT GUIDE

Or Everything You Always Wanted to Know about St. Bonaventure Catholic School but Didn't Know to Ask

Welcome to St. Bonaventure Catholic School (SBS)!

SBS opened in 1965, and a school culture grew up right along with the school community. This document is a bridge into the SBS culture and answers all the big questions of school life for new families—how does the drop-off work, what's scrip, what year does junior high start, what's the story with service hours, and more.

Did you know that SBS has a **Student Parent Handbook**? It's true! In it you'll find the answers to many questions. Where appropriate, you'll be directed to the handbook for answers to questions in this document. Don't have a Student Parent Handbook? You can download the document from the fabulous and informative SBS website at: <http://www.stbonaventureschool.org>. Go to **Parents > Student Parent Handbook** to download a PDF version of the document. You can request a copy of the Student Parent Handbook in the school office between the hours of 8 am – 3 pm.

The sections covered in this short document include:

- Acronyms or...alphabet soup
- First week of school
- School 101
- School culture for parents
- Service commitment and yard duty
- Getting to know you...
- St. Bonaventure Catholic School map

Acronyms or . . . Alphabet Soup

- **FFF (Fast Food Fridays):** These are days when the school brings in lunches from fast food establishments for the greasy glory of a change of pace. There are usually around six FFFs per year and all of them are PFA fundraisers. Participation is voluntary. Lunches cost on average \$7. Envelopes are sent home with each child. You must pay with a CHECK made out to St. Bonaventure School. Parents also have the option to pay for all FFF meals at one time at the beginning of the year. Watch for details in the September Family Envelopes.
- **PAL (Parochial Athletic League):** SBS sport teams compete in this league with other parochial schools.
- **PFA (Parent Faculty Association):** The purpose of the PFA is to enhance the welfare of all students in the school and to develop better communication between parents and

school authorities. The PFA is involved in community building activities, assists in overseeing the service program and opportunities, coordinating parent-led fundraising activities, supporting academic achievement, fostering communication among faculty and parents, and encouraging faith formation. It is authorized to operate by the Pastor of the Parish School and by the Principal of the School. All parents and teachers are members of the PFA. To learn more about this school organization or to volunteer, go to the SBS website under **Parents > Parent Faculty Association**. To send an email to the PFA, use: pfa@stbonaventureschool.org.

- **SLA (Student Learning Assessments):** Back in the day, these were known as report cards. SBS has three marking periods. Grades are also available on the sycamore website in real time.
- **SLE (School-wide Learning Expectations):** These are the learning outcomes students are expected to master by the time they graduate. SBS has four and they are: *Active Christ-Centered Catholic, Life-Long Learner, Effective Communicator, and Responsible Citizen*. SLE awards are done on SBS TV.
- **WASC (Western Association of Schools and Colleges):** WASC is one of one of six official academic bodies responsible for the accreditation of public and private universities, colleges, secondary and elementary schools in the United States and foreign institutions of American origin. The accreditation process is an on-going maximum six-year cycle. St Bonaventure School recently completed their accreditation self-study in 2014. Saint Bonaventure Catholic School is fully accredited by WASC.
- **WCEA (Western Catholic Education Association):** The WCEA is a private educational accrediting agency established under the auspices of the Bishops of the Catholic (Arch) Dioceses of California. The WCEA accreditation process is done in parallel with the WASC evaluation.
- **ZPD (Zone of Proximal Development):** The reading level range in which your child should be selecting books for optimal growth in reading. This ZPD is a range that a student earns when taking the STAR assessment given approximately four times per year.

First Week of School

Let's take this in order. Before the kids can show up for class, they'll need some supplies.

- **First day of school:** Wondering when the first day of school is? School usually starts the week before Labor Day for Grades TK-8. The date is published on the online school calendar during the summer. The school calendar is available on the SBS website **Home page**. Under **Events**, at the bottom, click **Show Calendar** for a month-at-a-glance layout of events or **Show All** for a page-style layout of events. The school days during the first week of school are minimum days, ending at 12:30 pm.
- **Orientation night (Sometimes known as "Back to School" night):** Parents attend a meeting in their children's classrooms to hear the teacher discuss what to expect academically during the school year. Many important topics are covered during the meeting, plus you get to sit in chairs sized for hipless children. Each grade has a meeting night and time during the first month of school, so check the school calendar for details.

- **Uniforms:** All SBS families purchase uniforms from Vicki Marsha (<http://www.vickimarsha.com>). Vicki Marsha has a uniform list for SBS students. Vicki Marsha has two sales per year: June and February. You save 10%. If you buy in June and your child has a growth spurt, you have until Oct. to exchange new, unwashed, never worn clothes. VM sells belts, jackets, sweaters, modesty shorts, and much more. For online orders, the SBS school code is **Bonaventure**. Additionally, there is a uniform swap at the end of the school year. (See “Uniform swap”.)
- **Grooming:** For questions about how to wear hair, what color shoes to wear, length of skirts and jumpers, and more, see the Student-Parent Handbook at the SBS website under **Parents > Student Parent Handbook** to download a PDF version of the document.
- **P.E. Uniforms:** This information differs by grade. See the **Student-Parent Handbook**.
- **Supply Lists:** Supply lists are also available on the SBS website under **Quicklinks>TK-K Early Childhood, 1st-5th Elementary and 6th-8th Jr High > Supply Lists** to download a grade-appropriate PDF list. Sprouts and Kindergarten students need just a folder and backpack.
- **Teacher assignments:** Wondering who your child’s teacher is? Join the club. We all are. And we don’t find out until the Friday before the first day of school, after 5 pm. Sneaky, huh? The assignments are posted on the SBS website at: <http://www.stbonaventureschool.org>. You’ll see a link under **Events** with a name like **Room Assignments**.
- **School start/end:** For K-8, classes begin at 7:55 am and end at 2:45 pm. Sprouts school day ends at 1:30 pm. Late Start is the 3rd Wednesday of each month and classes begin at 8:55 am. A complete schedule is on the SBS website: **Campus Life > Daily Schedule**.
- **Cameras:** Bring a camera that first day of school and snap away...they grow up so fast.
- **Drop-off:** You have two choices: Park and walk your student in or drop off your student.
 - **Walk in:** Enter through the Springdale Rectory entrance and park on the basketball courts. **Leave extra early, spaces are limited.** To learn about Disneyland-style parking and other tips, see “Drop off and Pick up Procedures” in the Student Parent Handbook.
 - **Drop off:** Enter through Bradbury and join the drop-off line. If your child is in Sprouts, Kindergarten or 1st grade, you probably want to walk them in. Leave early to avoid the chaos of the last-minute rush.
 - You may never stop in the street at the Orlando street entrance, drop off children, and have them walk in alone. It is a safety hazard to have children walking between parked cars or running across the street, and our neighbors can’t get out of their driveways. Leave early and use the drop-off line.
- **Line-up:** You’ve just fought your way into a parking space, beating out 25 other SUVs, and realize everyone’s lined up. How do they know where to line up?! There are white numbers painted on the blacktop. Look for your child’s room number and line up. (Hint: Oldest kids on the left, younger on the right. Junior high hangs at the junior high lunch benches near the Orlando entrance because they are, like, so not going to line up anymore.)

- **Forgotten lunch/notebook/assignment:** You can't bring forgotten items to your child. SBS is a closed campus for safety reasons. If your child forgot lunch, SBS will supply a basic lunch. If your child forgot anything else, there's always tomorrow.
- **Pick-up, every week:** Yes, you must park again. Pick up your child at his/her classroom by 3 pm. Have multiple children? Here's a suggestion: Start with the youngest and work your way up. Be sure to tell children what you're doing so they don't panic...very important for new families.
- **Extended Day:** This is the on-campus before and after school care program. It is available to all SBS students, and is located in Duffy Center (see the map). Your child can attend from 6:45 – 7:45 am, and from 2:45 – 6:00 pm, in any time increments. TK is available from 1:30 – 3:00 pm. You can pay on an hourly, weekly, or monthly schedule. You can reach the Extended Day Director at 714-840-0482. Extended day is available on minimum days. **Extended Day opens on the first day of school for grades 1-8.**

School 101

If your question has to do with kids, stuff kids do at school, or how to support your kids while in school, here is the place to find answers.

- **Academic tools:** Throughout the school year, students have opportunities to learn or sharpen skills with online tools and programs. Some of these programs include Discovery Education, Ten Marks, Accelerated Reader, Edutyping, and more. Links to some of the tools are available on the SBS website under **Academics**. Other links, with username and password, are given to students during class. Here's a suggestion: Create a folder called **SBS Academic Tools** and store all tool URLs, username, and password info in it. For multiple children, create a folder for each under the main folder.
- **Assemblies:** On the third Thursday of each month, there is a brief faith-based assembly before school in the parking lot. Plan to park and stay for the assembly that includes student-led prayer, student-led song, and flag-raising.
- **Bell schedule:** You can find class schedules for all grades for full and minimum days on the SBS website under **Campus Life > Daily Schedule**.
- **Birthdays:** Check with the teacher around a week before your child's birthday if you want to bring in a treat to share. Teachers prefer treats that are easy to pass out, such as cookies, brownies, cupcakes, donuts, but nothing that requires utensils. Small is good. Check with the teacher for any student food allergies.
- **Check writing:** Whenever you make out a check for a field trip or function, it's always made out to St. Bonaventure School, not SBS. Fast Food Friday payment must be made in check form.
- **Chromebooks:** See "Electronic Devices"
- **Cell-Phones:** See "Electronic Devices"
- **Cub Scout/Boy Scout uniform:** See "Scout (boy/girl) uniform"
- **Dress uniform (Also referred to as Mass dress):** This is the full, formal school uniform. See the **Student-Parent Handbook** for details.

- **Electronic Devices:** Personal pagers, cell phones, radios, electronic games, tape/CD players, iPods, and other electronic devices may not be used on the school grounds. In grades 6th – 8th, all cell phones will be collected at the beginning of the day by the homeroom teacher and returned at the end of the school day. Children are allowed to bring eBooks/eReaders to school such as the Kindle, Nook, or iPad (for reading books only). The child must sign and return an E-Reader form to the teacher. The form is available by asking the teacher. The 6th-8th grade students are part of the 1:1 Chromebook device program. More details can be found in the **Student-Parent Handbook**.
- **eReaders/eBooks:** See “Electronic Devices”
- **Family Directory:** A hard copy of the directory is sent home with the students the beginning of the school year. An online version is available on Sycamore Education.
- **Family Reading Night:** A fun evening for children in Sprouts – 3rd Grade usually held in the spring. Teachers from each lower grade read various stories to those who visit. During the evening, the Scholastic Book Fair is open in the library for families to shop.
- **Field Study:** These are field trips that students take. If your child is in the 6th, 7th, or 8th grade, you can read a special letter about budgeting for these wonderful, but expensive trips on the SBS website at: **Parents > Field Study Experience**.
- **Food Allergies:** SBS requests you do not bring peanut or tree nut products to school to protect students with allergies. Please let your child’s teacher and room parents know if your child has any other food allergies.
- **Girl Scout uniform:** See “Scout (boy/girl) uniform”
- **Honor Roll:** Special honors given to 6th – 8th grade students who maintain a grade point average of 3.6 or higher, with conduct and P.E. grades of at least a B.
- **Illness:** Call the school Health Technician to report a child out of school for any reason. The number for the Health Room is 1-714-846-8342, then press “2”. Call before 8:30 a.m., if at all possible. The recording will tell you what to report. If your child is returning to school after an illness, send an email to the teacher or write a note and have your child give it to the teacher. When picking up a child early, check in at the front office and then go to the Health Tech Office to sign out your child. Do not go directly to your child’s class.
- **iPods/iPads:** See “Electronic Devices”
- **Jesus Jeans day:** Students can wear jeans on the first Monday of the month for \$1, payable to the teacher in cash. The money goes toward Student Council fundraiser and charities. Participation in this program is voluntary.
- **Junior high:** Junior high includes 7th and 8th grades, and follows the high school model, where students change teachers each period. The 6th grade classes follow the middle school model, where the children change teachers two-to-three times a day, but 6th graders are considered elementary school students.
- **Junior high service hours:** 7th and 8th grade students must complete service hours each trimester, which is part of their Religion grade. (Students receive details in Religion class.)

- **Junior high prep for high school:** Parents of 8th graders wanting information about Catholic and public high schools can find links on the SBS website: **Parents > High School Information**.
- **Lost and found:** The school lost and found buckets are located between the elementary and secondary buildings in front of the PE office. Look for lost articles there. If your child attends Extended Day, they have a separate lost and found located in the cabinet under the sign-out sheet.
- **Mascot:** We are the Saints. And remember...it's a great day to be a saint!
- **Mass days:** Your child will attend mass once per week on the same day. Here is the schedule:
 - 1st/2nd: Thursday, 8:30 am -9:15 am
 - 3rd/4th: Tuesday, 8:30 am -9:15 am
 - 5th: Wednesday, 8:30 am -9:15 am
 - K/6th/7th/8th: Friday, 8:30 am -9:15 am
 - Children must wear dress uniforms on Mass day.
 - There are special school Mass days, for example, on Ash Wednesday and Holy Days of Obligation. See the school calendar, which is available on the SBS website **Home** page. Under Events, at the bottom, click **Show Calendar** for a month-at-a-glance layout of events or **Show All** for a page-style layout of events.
- **National Catholic Schools Week:** National Catholic Schools Week is the annual celebration of Catholic education in the United States. It starts the last Sunday in January and runs all week. Every year has a unique theme. Schools typically observe the annual celebration week with Masses, open houses and other activities for students, families, parishioners and community members. Grandparents Day is usually held on the Friday of the week.
- **Pastor:** The Pastor is Fr. Joseph Knerr.
- **Practice:** Back in the day, this was called homework. It's still schoolwork that children complete at home, but it's called "practice" now. Learn about practice by going to the SBS website and choosing **Quicklinks > 1-5 and 6 - 8**.
- **Relaxed dress:** A relaxed dress day is a day when a student does not have to wear the full uniform. This occurs for a few special reasons, and is earned by your child. If your child earns a relaxed dress pass, you'll see it in the form of a certificate or the teacher might announce it to the class (a pajama party or sweats day). See the **Student-Parent Handbook** for details regarding what children can wear. Students can wear uniforms on relaxed dress days, if they choose. There are "special shirt" days from time to time (e.g. orange shirts for Halloween, green shirts for St. Patrick's Day).
- **Science Fair:** For the 6th - 8th graders. Those who win go on to compete at the county level. A science fair parent night is held in the fall. More details can be found on the SBS website under **Academics > Science Fair**. Being a science fair judge is a great way to earn service hours.

- **Scout (girl/boy) uniforms:** Boys and girls can wear their scout uniforms to school, unless it is a dress/Mass uniform day. See the **Student-Parent Handbook** for details.
- **Blue shirts:** The “prayer you wear” is a blue shirt for Blessed Mother feast days. Hint: Pick up a nice light blue shirt to wear on Blessed Mother feast days. It can be a cotton shirt but it must have a collar. Also, blue shirts are available from Vicki Marsha.
- **Saints Sprouts:** Saints Sprouts is our two-year transitional kindergarten program. See the SBS website for details under **Admissions > Kindergarten**.
- **Sycamore Education:** Parents (and students) in 3rd through 8th grades can view their children’s grades on the Sycamore Education website. Teachers update the grades in Sycamore once a week. The Sycamore Education link is under the “Academics” drop-down menu on the school website. New parents will receive instructions for signing in to Sycamore at the start of school. Note that when the trimester ends, Sycamore grades are locked while SLAs (a.k.a. Report Cards) are processed.
- **Tardy:** If your children are tardy, they go to the Health room (see map). The school health technician will mark their attendance and then they can go to class. You need not accompany students once they are inside the school gates.

School Culture for Parents

Time to talk turkey. In this section we discuss activities, fundraisers, sports, and all the rest.

- **Address (mailing):** 16377 Bradbury Lane, Huntington Beach, CA 92647; School phone: 714-846-2472; School fax: 714-840-0498
- **Activities:** Boredom at SBS? Ha! Some of the extracurricular activities available to SBS students include Academic decathlon, Mythology, Geography Bee, Robotics Club, Student Council, Choir, Altar serving, LIFT, Academic Chess, Strategic Kids/Lego, Beginning Strings, Art (Junior High) and the list goes on. See the SBS website for details under **Campus Life > Activities**.
- **After-school sports:** SBS after-school athletic programs provide quality and competitive sports in a Christian environment for 5th – 8th grade girls and boys. SBS sport teams compete in the Parochial Athletic League (PAL) and other sanctioned tournaments. These teams are self-supporting. Parents of the athletes are involved in transportation, snacks, set-up, and clean up.
- **AmazonSmile:** A percentage of your purchase cost (0.5%) is given to SBS. To register go to <http://smile.amazon.com> and select St. Bonaventure School as your charitable organization. You must shop via the link for SBS to get the credit.
- **Annual Auction/Dinner Dance:** This is an annual fundraiser to offset the cost of tuition and keep it affordable. The evening consists of a silent auction followed by dinner, dancing, and live auction. The event is usually held in March. Fliers are in the Family Envelope. Detailed info is at **Advancement > Annual Auction/Dinner Dance**. It is the biggest source of revenue to the school after tuition.
- **Brick Campaign:** This campaign supports the SBS Endowment Fund. Everyone has an opportunity to purchase an engraved brick. The bricks will be placed in Mary’s Courtyard

between the upper and lower classrooms on the school campus. More details can be found on the SBS website under **Advancement > Click for a Brick**.

- **Box Top fundraiser:** Everyone at the school and church (even family and friends) can cut out the box tops on certain products (e.g. cereal, snack bars, crackers, box drinks) and bring them to the school. The school receives 10 cents for every box top. Save the box tops in a baggie and when the baggie is full, have your child bring it in to their teacher. The classes compete each month for the amount of box tops brought in. The class that wins gets a party. For more info on Box Tops, visit <http://www.boxtops4education.com>.
- **Catholic Legislative Network:** The social activism arm of the California Catholic Conference (CCC), the official voice of the Catholic community in California's public policy arena. Its mission is to advocate with the legislative, administrative and judicial branches of state government for the Catholic Church's public policy agenda and to facilitate common pastoral efforts in the Catholic community. Families can register with the Catholic Legislative Network to become involved in matters pertaining to Catholic schools.
- **Choice Lunch program:** This service provides hot lunch delivery to SBS children. You must sign up for the service. It's a good idea to register with Choice Lunch even if you don't plan to use it. When your child forgets lunch, they can get a lunch from Choice Lunch as long as you have registered. For info on sign ups and ordering, visit <http://www.choicelunch.com>. SBS code: Bonaventure.
- **Diocesan Requirements for Child Safety:** This document lays out the three requirements volunteers must complete prior to volunteering in any capacity that brings you in contact with SBS children. Read "Diocesan Requirements for the Safety of Our Children" available on the SBS website at: **Parents > Safe Environment-LiveScan**.
- **Dress code:** See the **Student-Parent Handbook** for detailed information, for students and for parents volunteering in the school.
- **Duffy Center:** This building is located to the right, behind the main school office. It houses Extended Day and the teacher lounge. (See map)
- **Email addresses:** Faculty can be emailed directly from the SBS site, under **Quicklinks > Staff Directory**. You can reach support staff, such as the yard duty supervisor, psychologist, technology coordinator, and others by choosing **Parents > Solution Center**.
- **eScrip:** A fundraiser that is different from the Shop with Scrip program. Link your Amazon Prime account to SBS and the school receives a percentage of the amount spent. For info on registration and linking your cards, visit the SBS website under **Advancement > Shop for SBS**.
- **Extended Day:** This is the on-site after school program located in Duffy Center. For more information visit the SBS website **Home** page and select **Quicklinks > Parents > Extended Day**.
- **Father/Daughter Dance:** Great evening for dads and daughters. Generally held in the fall at the Parish Hall. Lots of food, dancing, and fun. Details are found in the Family Envelope.

- **Family Envelope:** Once upon a time, back when we used envelopes and not email, the Family Envelope arrived in a manila envelope and contained information on paper that you could actually touch. Now available on the SBS website on the 1st and 3rd Wednesdays of the month, this PDF document consists of a school bulletin and news fliers. If you want to know all the latest upcoming school events, this is the document to read. As of this printing, the school is working on a “new and improved” version of the Family Envelope. It will be very user friendly and drop directly into your in mailbox. Look for more details as the 2017-2018 school year approaches.
- **Field Day:** A fun way to close out the school year for 1st thru 6th graders, this is a day of R and R, kid style. Games, races, crafts, treats and more are part of the day. Need last-minute service hours? Get involved in planning, setting up, or running the day by contacting the service chair.
- **Fingerprinting:** If you want to volunteer in any capacity that brings you in contact with the children, you must be fingerprinted. This is for your safety and the safety of our children. We recommend getting this done as soon as possible. Details are available on the SBS website under **Parents > Safe Environment-LiveScan**. Note: To volunteer when school starts, you must complete the LiveScan process by June 30. The application is available at the link above, under “Safe Environment Application for LiveScan.pdf”. Also, read “Diocesan Requirements for the Safety of Our Children.pdf” available on the above link to learn about and meet all three volunteer requirements.
- **First Eucharist (more casually known as First Holy Communion):** Second grade is a very special year because students experience two firsts: Reconciliation (aka: confession) and Eucharist. Parents of 2nd graders receive many letters from their teacher about the wonderful opportunities to guide children toward these sacraments. Two parent evenings are also conducted to help prepare for the two sacraments. To learn more about sacramental preparation and appropriate attire, visit **Spiritual Life > Sacramental Preparation**.
- **Golf Tournament:** This is an annual fundraiser that is held in June. It is both a day of golf followed by an evening consisting of a silent auction, dinner, and live auction. Fliers with information are in the Family Envelope. The Golf Tournament is a fundraiser to reduce tuition at the school. Detailed info can be found on the SBS website under **Advancement > Annual Golf Tournament**.
- **Grandparents Day:** A very special event held on the Friday of Catholic Schools Week, usually during the last week of January. Grandparents are invited to attend a special breakfast blessed by our St. Bonaventure pastor, meet some of the administration, and be entertained by our own SBS students. Student artwork and the Grandparents' Day committee decorating team transform the parish hall into an extraordinary vision of beauty. After breakfast, grandparents and special friends join SBS students in a Student Body Mass, and then visit their students in classrooms. We honor the grandparent role in supporting the Catholic education of SBS students. If grandparents live out of the area, but plan to visit, this is a great time to make their travel arrangements. See the school calendar for the exact date.
- **Health Room:** This building is located inside the school gates, to the back of the school, in the same row as the Library. (See map)

- **Java with Jan & Kim:** This is a communication coffee hosted by the principal and vice principal the third Thursday of every month. All parents are invited to sit down with the principal and vice principal, enjoy a cup of coffee, and discuss all aspects of the school.
- **Legacy of Excellence:** Also known as the Annual Giving Campaign. This is a straight donation-based fundraiser. Each family writes a check and it goes directly into the school's Operating Budget. We hope all families "get in the habit" of donating whatever they can to the Annual Giving Campaign. With enough support, this fundraiser reduces the amount of funds needed from event-driven fundraising like the auction/dinner dance and golf tournament. This fundraiser is hoped to be the most profitable fundraiser of the school in the next few years. Visit the SBS website under **Advancement > Annual Giving** for more information.
- **Library:** This area is located inside the school gates, at the back of the school, across from the junior high lunch benches. It is the last room before you get to the gate leading out to Orlando. Children visit as a class once a week. (See map)
- **Medicine:** Children are not allowed to carry prescription or over-the-counter medicine with them on campus at any time. The guidelines for distribution of medicine on campus are in the **Student-Parent Handbook**.
- **Mother/Son Event:** Opportunity for moms and their sons to have some fun together. The event is usually held in the spring. Past events included bowling. Details are found in the Family Envelope.
- **Phone numbers:** Faculty can best be reached by sending email. Email addresses are posted on the SBS website. On the Home page, on the top to the right of the changing pictures, choose **Faculty and Staff Directory**. You can reach support staff, such as the yard duty supervisor, psychologist, technology coordinator, and others by choosing **Parents > Solution Center**.
- **Principal & Vice Principal:** The SBS Principal is Mrs. Janice Callender and the Vice Principal is Mrs. Kim White.
- **Product Rebate Programs and Store Loyalty Cards:** So many businesses offer loyalty cards and rebate programs that we have a hard time keeping up with them all! We encourage you to take advantage of any programs that you know about as every little bit of fundraising helps us to keep tuition low. If you shop at Ralphps, Stater Brothers, Albertsons, please take advantage of the programs available. For more information visit the SBS website under **Advancement > Shop For SBS**. Thank you!
- **Ratings for Movies, Video Games, and Other Media:** Does your child want to play a video game or watch a movie, but you're not sure if it's appropriate? Try the Common Sense Media website for answers to these questions. It's easy to use and lists age appropriateness for many categories of activities, such as video games, online games, movies, DVDs, and more. For information visit the SBS website under **Parents > Common Sense Media**.
- **Restrooms:** If you are volunteering at the school and need to use the restroom, you must use the restroom across from the school, behind the church, or the restrooms in the school administration office, or the restroom adjacent to Duffy Center. Please do not use the student restrooms.

- **Recycling Programs:** SBS has various recycling programs. Backpacks/Lunch Boxes are collected and donated to those in need at the end of the school year. SBS also collects gently used crayons throughout the year to be donated or recycled. The main collection of crayons takes place at the end of the year when desks are cleaned out for the summer.
- **Shield the Vulnerable:** This online training program walks you through scenarios that teach you how to keep children safe. Take the Safe Environment training course online at <http://www.shieldthevulnerable.org>. You must print a Certificate of Completion from the website and turn it into the front office before you can help on campus or drive on a field trip. For details, contacts, and the training website, visit the SBS website under **Parents > Safe Environment-LiveScan**.
- **School calendar:** You can find the calendar on the SBS website by clicking the link to **Home**, if you're not there already. Under Upcoming Events, at the bottom, click **Show Calendar** for a month-at-a-glance layout of events or **Show All** for a page-style layout of events.
- **Scrip/Shop with Scrip:** Buying scrip is just like buying gift cards, except SBS receives a percentage of the purchase price. Generally Scrip orders are done online except for a few days before the Christmas holiday break. Volunteers are out during morning drop-off with order forms. This is a great time to order gift cards for presents. For info on sign ups and ordering, visit the SBS website under **Advancement > Shop For SBS**.
- **Sister Carmel Lynch:** Sister Carmel is one of the Irish Sisters of the Presentation of the Blessed Virgin Mary (PBVM), who were the original SBS teachers. Sister Carmel went on to serve, as the much loved Principal of SBS, until her retirement in 2008. Under Sister Carmel's guiding hand, SBS was awarded Blue Ribbon status in 2005-2006. Sr. Carmel's name is used in the Legacy of Excellence Annual Giving Campaign.
- **Student Council Bake Sale:** The Student Council sponsors weekly bake sales at school nutrition breaks. Your child can purchase homemade treats at moderate prices (usually, 25 cents). The money goes toward Student Council fundraiser and charities.
- **Uniform swap:** This annual event occurs during the last week of school. Families with uniforms to swap meet at the junior high lunch benches. Uniforms should be clean and in decent condition. Typically, uniform pieces (shirts, shorts, jumpers, skirts, etc.) sell for a fraction of the cost of new uniforms. Arrive early for best selection. The date is announced in the Family Envelope.
- **Volunteering:** Whenever you volunteer on campus, you must first sign in at the front school office and wear a nametag. Be sure to sign out at the front school office before you leave campus.

Service Commitment and Yard Duty

Each year, families are required to volunteer in both service opportunities (40 hours) and in a yard duty supervision assignment. If your family is unable to fulfill this commitment, you can pay additional tuition in place of volunteering. Additional tuition funds are used to hire staff for positions not filled by volunteers. Additional Service Tuition is \$480 per family (\$12/hour at the time of registration) and the additional Yard Duty tuition is \$500 per family. Unfulfilled service hours will be billed at \$20/hour in the spring before the end of the school year.

Service Hours

Full details can be found in the **Student-Parent Handbook** for this mandatory program. Please note that Service Commitment and Yard Duty are two different programs. This is discussing Service Commitment only. See “Yard Duty” for details about that program.

Service Commitment is a mandatory program that provides many benefits to the school, children, teachers, and parents. Through parent participation, you’ll get to know the school, teachers, parents, and kids. You might also make a friend or two in the process--always a good thing. Finally, completing Service Commitment saves all families money. This is a great thing! The tuition would increase significantly if parents did not assist the school by completing Service commitments.

You can get service hours by choosing an area of interest, for example, PFA, volunteering in the classroom, auction, social bake, golf tournament, and various other school and community opportunities. Sign up for service with a service chair at registration and the service chair will contact you near the start of the school year. **If the chair does not contact you by October, contact them or contact the service program team.**

Service opportunities come up almost every month, and include chaperoning field trips, helping with classroom parties, and more. Watch for emails, correspondence from room moms, and information in the Family Envelope.

The Volunteer/Service Program page on the SBS website is your one stop for all things service oriented. From the SBS home page, visit **Parents > Volunteer/Service Program** and check out the following service links:

- Service Chairs (lists who is in charge of various service areas)
- Service Opportunity Guide (lists many areas where you can earn service hours)
- Volunteer/Service Hour Logging System (done online within the Sycamore Education database)
- Community Volunteer Directory (list of names on the PFA committee, School Board, and PFA event chairs)

Report completed service hours through the Sycamore Education database. The easiest way to report service hours is to log them as you work them. At the very least, you need to log them by the end of each trimester. To log your hours, sign into Sycamore, on the left bar select **My School > Service Logs**. Then in the upper right corner, select **New Log** and enter your information, then **Submit**.

If you are unable to fulfill your service contract during the year, stay in contact with the school Business Office. They will guide you to work with the Service Program volunteers or will help you make other arrangements. If you have any further questions contact the service chairs at service@stbonaventureschool.org.

Yard Duty

Full details can be found in the **Student-Parent Handbook** for this mandatory program. Note: If you are looking for the yard duty report times, they are listed on the SBS website under **Parents > Yard Duty**.

The Yard Duty supervisor logs yard duty hours for parents. However, if you need more service hours, you can work extra yard duty shifts after you've met your basic yard duty commitment. See our fabulous and friendly Yard Duty supervisor for details. Or, if you need to contact the Yard Duty supervisor, go to **Parents > Solution Center**. Look for "Campus Safety" and to the right of that you'll see "Yard Duty Supervisor". Click the "Send E-mail" link.

Getting to know you...

The following ideas are some of the activities you can participate in to get to know the school and other parents:

- **Volunteering:** What a great way to get to know the students, parents, teachers, and school personnel. Working parent? Volunteer to help the PFA, Auction, School Board, Golf Tournament, and various other school and community opportunities. These meetings are scheduled at night. Can you say service hours? Win, win!
- **Yard Duty:** Especially at recess and lunch, many a good friend has been made during those hours in the fresh air and sunshine while watching the kids.
- **Coffee & Donuts after Sunday Mass:** In the Parish Hall, look for a familiar face and say Hi!
- **Parish Festival:** Like clockwork, the festival happens every year on the second weekend in October. The excitement builds at the school as first the stage backdrop is painted near the baseball backstop. Then the tents start to go up on the field. And then the rides get here. THE RIDES! It's almost too much. Especially when the school has to close the drop-off line on Bradbury because the Gravitron is blocking it. But the excitement is infectious and you'll find yourself volunteering like crazy to man the pizza booth, hamburger booth, and dime toss booth. And then there's the wonderful Vietnamese, Filipino, and Italian food. Did we mention BINGO? Well, you get the idea. **Note: the Festival starts Friday afternoon and there is no Extended Day on Friday.** The festival is open only to SBS students on Friday until 3-4 pm. Watch the family envelope for fliers to order your tickets early. See you there!
- **Friday Fish Fry:** Come join the St. Bonaventure Church community on Friday evenings during Lent for a fish fry. Also on the menu...pizza, dessert, and more.
- **Restaurant "Fun"draisers:** Scheduled at various times throughout the year, the PFA sponsors fundraisers at local restaurants. A percentage of the profit is donated back to the school.
- **Java with Jan and Kim:** The principal and vice principal join parents on the 3rd Thursday of each month from 8:15 – 9:00 a.m. to chat and enjoy coffee and light refreshments. This is like an old-fashioned coffee klatch.

- **Prayer by the Pole:** Generally held after drop-off on Tuesday mornings. Stop by the flagpole and pray with others. A nice way to start the morning.
- **Cider for the Soul:** This event is held in October/November and sponsored by the PFA. Enjoy warm apple cider and treats after morning drop off in front of the P.E. Office.
- **Soup for the Soul:** This event is held in January/February and is sponsored by the PFA and St. Bonaventure Church Parish Council. SBS families and parishioners bring in their homemade soups for anyone to enjoy for FREE. A contest for the best soup is held for the opportunity to win a “golden ladle.” Desserts, drinks, and bread are also available.

Looking to make friends? Hang out in the parking lot for a few minutes after drop off or before pick up. Chat up fellow parents...they might just turn out to be lifelong friends! Watch the school calendar for other events throughout the year.

If you've read through everything and still have a question, please contact a member of the PFA by sending email to pfa@stbonaventureschool.org.

SBS Campus Map

St. Bonaventure Catholic School

