



**St. Bonaventure
Catholic School**
FAMILY HANDBOOK
2021-2022



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 in which all children can achieve their God-given potential and make a positive difference in the world.



Fr. Joseph Knerr
Pastor

Mrs. Kim White
Principal

Mr. Caleb McFerran
Vice Principal





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.



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August 10, 2021

Dear St. Bonaventure Catholic School Families,

It is a privilege to partner with you in the faith formation and education of your children. Working together, we can support our students as they grow in their love of God, their commitment to the Gospel message, their dedication to building community, and their enthusiasm for serving others. Working together, school and family can foster in children inquisitiveness, perseverance, self-directed learning, and good citizenship: skills that will empower our students to be people of God and life-long learners.

The support and guidance we provide students match the high expectations of citizenship and academic achievement we have for them. This *Family Handbook* provides an overview of the day-to-day operation of our school. While the COVID-19 Pandemic has presented challenges in compiling large amounts of information, this *Family Handbook* together with the *St. Bonaventure Catholic School COVID-19 Safety Plan* create a comprehensive guidance for families.

Please read the information in this *Handbook* and discuss it with your children to ensure active understanding and participation in our school community. As this *Handbook* represents the understanding between family and school, attendance is viewed as agreement to the terms and conditions stated in this document.

May God bless you and your family this school year. May we emulate Jesus for the good of our students and embrace Gospel values not only in words, but in deeds, as well.

Sincerely yours in Christ,

Administration, Faculty, and Staff

The *Family Handbook* is designed to be in harmony with the Diocese of Orange Department of Catholic Schools policies. The *Handbook* is updated annually. The school reserves the right at any time to change, delete or add to any of the provisions at its sole discretion. Changes in policies that affect portions of the *Handbook* will be made available to Families via the bi-weekly *Principal's Message – Saints Connect*, the school web site, and other communications. The provisions of this document are designed by St. Bonaventure Catholic School to serve as firm guidelines. Exceptions to the guidelines presented in this *Handbook* may be made on the basis of extenuating circumstances. The school acknowledges that it is impossible to address every situation and/or circumstance within the parameters of a written document. If you have questions that are not addressed in this *Handbook*, please contact school administration.

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 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.

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

SPIRITUAL GROWTH AND DEVELOPMENT

Parents are the primary educators of their children in the ways of faith and morals. Your example and active support of your child's faith formation is essential to your child's growth in a relationship with God. A child's faith is best nourished through the faith expressed in the family and shown through regular attendance at Sunday Mass, family prayer in the home, and reception of the sacraments. Parents are invited and encouraged to attend weekly school Masses and special liturgies via live stream.

Prayer

Students participate frequently throughout the school day in both formal and spontaneous prayer. Special emphasis is placed on devotion to Mary, the Mother of God, through recitation of the Rosary, May Crowning ceremonies, and wearing blue shirts on Marian Feast Days.

Liturgy and the Sacraments

All students attend Mass once a week as well as on special occasions and Holy Days of Obligation. Students participate in Stations of the Cross (every Friday during Lent) and The Rosary (October and May). Students participate in retreats, Eucharistic adoration, and receive Reconciliation twice a year during Advent and Lent. Preparation for First Reconciliation (Confession) and First Eucharist (First Communion) is a two-year process that begins in grade one. Students in grades 5-8 are given the opportunity to serve as lectors at school liturgies. In grade 4 children are encouraged to further their service to the SBS community by becoming altar servers. Liturgies are planned to increase participation by children in entrance processions, presentation of the gifts, liturgical movement, song, and prayer.

Apostolic Service

Students are encouraged to respond to their Christian call to service by supporting MCA (Missionary Childhood Association), CRS (Catholic Relief Services), Project Rice Bowl and parish/school sponsored food, clothing, and toy collections. Parental example in volunteerism, stewardship, and church ministry is essential for children to fully internalize Our Lord's call to live out the Gospel values.

ACADEMICS

St. Bonaventure Catholic School is committed to faith formation and academic excellence. The core curriculum delivered by our classroom teachers is based on standards recommended by the Diocese of Orange Superintendent of Schools, the State of California Frameworks and Standards, and California Common Core Standards. Additionally, we offer enrichment opportunities, as well as dedicated physical education, Spanish, music, STEM activities, and integrated digital literacy instruction.

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.

Academic Decathlon Team

St. Bonaventure Catholic School is a participant in the Diocese of Orange Junior High Academic Decathlon. This is a competition comprised of ten events for students who meet specified criteria in grades 6-8. Two of the events are collaborative team efforts: a Logic Quiz with twenty logic problems and a Super Quiz with fifty multiple choice questions on five broad academic themes. The remaining 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. Altar serving at school Masses is on hold due to the COVID-19 pandemic.

Student Council Eligibility

The student council is composed of students in grades 6-8. The candidates running for student council must have at least a 3.0 GPA and a Responsible Citizen grade of B- (80%) or better when applying for candidacy. Once elected, Student Council officers and commissioners must maintain a 3.0 GPA in all subjects and a grade of B- (80%) in Responsible Citizen and Personal Learning Skills in order to remain in office.

Team Sports and Cheerleading Eligibility

All qualified students may try out for membership on sports teams/cheer. Academic grades and Responsible Citizen grades determine a student's eligibility to try out for a team or cheer squad. Not everyone who tries out for sports is accepted. This eligibility requires a 2.0 GPA, with no D's or F's in any subject, and a Responsible Citizen grade of a C (73%) or better.

Students who earn below a C (73%) in Responsible Citizen and any academic subject at the mid-term Progress Report or third trimester SLA lose eligibility to participate in team sports, including cheerleading.

Maintaining Eligibility

Grades 5-8: All athletes must maintain academic eligibility throughout each trimester. This eligibility requires a 2.0 GPA, with no D's or F's in any subject, and a Responsible Citizen grade of a C (73%) or better. End-of-year grades determine cheerleading, flag football and girls volleyball eligibility for the following school year. All student-athletes are expected to model Christian sportsmanship in speech and action toward fellow team-mates, opposing players, coaches, referees, parents, at all times on or off campus.

Tryouts/Game Day Participation

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

Digital Literacy

Teachers integrate the use of various instructional technologies to deliver rigorous academic content standards including SWIVL, SMART Boards, document cameras, digital and video cameras, iPads, Chrome Books, PC's and various educational software and apps such as: Zoom, MobyMax, Edulastic, Learning Ally, SeeSaw, Google Apps for Education, Renaissance/STAR, Amplify Science, Think Central, Ed Your Friend in Learning, Big Ideas, and more.

The implementation of the Diocesan-directed 1:1 program began during the 2014 -15 school year in the sixth grade. All students in grades 6 through 8 participate in the 1:1 program. The parents and students sign a Chrome Book Agreement and Policy at the beginning of each school year.

Chrome Book mobile devices are purchased in quantity by the school on behalf of the students. Parents pay for the cost of the device plus the insurance. The total cost is divided in half and paid by parents at registration prior to grade 6 and grade 7. The students use the devices for grades 6 -8 academic learning. Newly accepted students who come to the school in grades 7 or 8 will pay for the total device and insurance cost at the time of registration. Students are encouraged to be responsible digital citizens and use technology to access the curriculum independently both at school and off-site. Classroom teachers provide instruction in accordance with the International Society for Technology in Education/National Education Technology Standards (ISTE/NETS). Students receive instruction to be responsible cyber citizens using Common Sense Media. Parents and students are required to read and accept the Diocese of Orange Acceptable Use Policy during the online yearly registration through FACTS SIS.

Diversified Learning Support

St. Bonaventure Catholic School does **NOT** offer special education services. While every effort will be made to meet each child's learning needs, Diversified Learning Support services are not guaranteed.

Teachers routinely differentiate instruction to support the diversity of student learning. Parents of students with documented learning exceptionalities must meet at least once per year with the Learning Support Coordinator and teacher(s) to develop an Individualized Learning Plan (ILP) appropriate for the student. Such a plan might include classroom accommodations (enrichment or remedial) or curriculum modifications. Students with diagnosed learning exceptionalities must update their testing every three years to ensure interventions continue to be appropriate as the child matures.

When informal assessment indicates a student is performing below grade/age/developmental expectations, the student could be recommended for further assessment (through the public school district) to determine if there is

an undiagnosed learning exceptionality requiring educational accommodations or modifications. Teachers can recommend students for formal assessment to determine whether or not the student requires remedial or enrichment learning support.

The Diversified Learning Support Center works with students both in and out of the classroom to support student learning and to assist teachers in differentiating instruction. The Learning Support Center is not a tutoring service. While Diversified Learning Support is available to all students on an informal basis, the primary purpose of the Diversified Learning Support Center is to support students with documented learning exceptionalities. A secondary purpose of the Learning Support Center is to provide classroom teachers with resources, training, and assistance in the classroom to ensure all students learn progress academically. The Learning Support Coordinator and teacher(s) may together determine interventions for students.

Grade 8 Graduation

Students must maintain a passing (C- 70%) grade in English Language Arts and Mathematics to graduate. Only students receiving Diplomas of Graduation will receive recommendations to attend a Catholic High School. Parents of students at risk of not graduating will be notified prior to graduation.

In cases involving grave behavioral offenses prior to graduation, the student will be suspended or dismissed and will not participate in the graduation activities. No fees for tuition, graduation, or other grade-specific events will be refunded if a grade 8 student is suspended or dismissed.

On graduation day, a gold cord is awarded to graduating students earning High Honors (GPA 3.7 or higher) all three trimesters. A silver cord is awarded to students earning Honors (GPA 3.5-3.69) all three trimesters. A citizenship pin is awarded to students who achieve grades of A or A- for all three trimesters in Responsible Citizen. Academic pins are awarded to students who achieve an A or A- for all three trimesters in a particular academic subject. Honors are presented to the graduate during a special awards ceremony. Proper etiquette and dress code are required.

Tuition and fees must be fully paid prior to graduation. SLAs and diplomas may be held until financial and service obligations to the school and to the Extended Day Program have been met.

Graduation exercises are dignified and simple; a diploma is presented within the context of a religious ceremony. Boisterous behavior and noise are not permitted. Off campus celebrations such as dinners or parties are not the responsibility of the school.

Honor Roll and Grading Scale

Grades 6-8: Special honors are given to students in grades 6-8 after each trimester's Student Learning Assessment (SLA). 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. Both require Responsible Citizen grade no lower than a B- (80%) and a Physical Education grade no lower than a B- (80%). The GPA will be calculated based on the academic subjects of Religion, Reading/Literature, Mathematics, English/Language Arts, Social Studies, Spanish and Science.

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.

SLA Grading Scale

(TK) SPROUTS		
ACADEMIC SKILLS		DEVELOPMENT SKILLS
<p>M = Consistently Demonstrates Mastery of Skill NM = Skill Not Yet Mastered / = Not assessed</p>		<p>= Expected development T = Needs more time to develop / = Not assessed</p>
GRADES K-2		EXPLANATION OF MARKS
O = Outstanding (Grades 1-2)		The student is successfully producing work above grade level standards.
S = Satisfactory (Grades K-2)		The student is producing work that is consistent with grade level standards.
E = Emerging (Grades K-2)		The student needs to demonstrate more growth toward the grade level student standards for this subject area.
Level 2		Exceeds Grade Level Standards
Level 1		Adapted/Modified Curriculum – See ILP
GRADE 3-8		EXPLANATION OF MARKS
A	95% - 100%	A: Highly Proficient
A-	90% - 94%	
B+	87% - 89%	B: Proficient
B	83% - 86%	
B-	80% - 82%	
C+	77% - 79%	C: Emerging
C	73% - 76%	
C-	70% - 72%	
D+	67% - 69%	D: Deficient
D	63% - 66%	
D-	60% - 62%	
F	0% - 59%	F: Does Not Meet Standard
Level 2		Exceeds Grade Level Standards
Level 1		Adapted/Modified Curriculum – See ILP

GPA Scale

NOTES:							
<ul style="list-style-type: none"> Points are not rounded when calculating GPA. Advanced Math - Honors Algebra 1 and Honors Geometry are weighted 1 point higher. 							
A =	4.00 pts	B =	3.00 pts	C =	2.00 pts	D =	1.00 pts
A- =	3.67 pts	B- =	2.67 pts	C- =	1.67 pts	D- =	0.67 pts
		B+ =	3.33 pts	C+ =	2.33 pts	D+ =	1.33 pts

Library

The St. Bonaventure Catholic School library staff selects materials and resources that support and enrich the educational philosophy of the school. Considerations are based on the recommendations from faculty and staff; student and parent requests; reviews in reputable media, e.g. *School Library Journal*, *Booklist*, *Library Journal*; material previews from vendors and publishers; recommendations from the Catholic Library Association; and the subject knowledge and expertise of the librarian.

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, holidays or 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, a replacement fee will be charged based on the original amount that was paid when the Library acquired the title. Library privileges are for our teachers and students only. Parents are not allowed to check out books from the school Library.

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. Parents are encouraged to check assignments daily via Family Portal (FACTS parent portal).

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; a grade 6 student can expect 60 minutes per night. Parents should consult the teacher for advice if the student is experiencing difficulty in completing practice work in the recommended time frame. Visit the school web site and click "Academics" to view the practice work guidelines.

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 towards behavior goals determined in partnership with administration, parents and teachers.

All students new to the school are on academic and behavior 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.

Promotion

Students are required to make satisfactory progress academically and socially in order to be eligible for promotion to the next grade. If retention is a possibility, the classroom teacher will notify the student's parent/guardian and

administration to request a conference by the end of the second trimester. An *At-Risk of Retention* form will be issued to the parents/guardians.

Student Learning Assessments

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 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 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. The primary format of parent meetings during the COVID-19 pandemic will be video conferences.

Testing

Grades 1-8: The Renaissance/Star Diagnostic Assessment Suite will be administered to all students in grades 1-8 three times per year (September, March, and May). The assessment provides longitudinal diagnostic data to inform instruction and serve as a benchmark assessment to monitor growth. Teachers use the results of the STAR diagnostic assessment to determine appropriate interventions for enrichment and remediation. Parents will receive a copy of the test results each time the test is administered.

Grades 5 & 8: The ACRE Religion Inventory assesses students' Catholic literacy and attitudes. It is administered in April to all grade 5 and grade 8 students. The results are given as a group score. The test is used as one indicator of the efficacy of our religion curriculum and our commitment to the school's Catholic Identity.

Grade 8:

- High School Placement Test for Catholic high school course placement.
- Comprehensive Algebra test for school placement in Geometry or higher math.
- Optional honors tests at Catholic High Schools (English, Spanish, & Science). Parents are responsible for scheduling testing directly with the individual schools.

ATTENDANCE & ABSENCE POLICIES

Regular and prompt attendance is essential to successful school performance. This habit allows children to manage their future lives responsibly and to assume personal control over their actions.

Excused Absence

Excused absences are illness, medical appointments, required court appearances, educational testing, and death of an immediate relative. **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.** Shadowing forms can be found on the School Website and must be filled out **prior** to shadowing. Please note that absences will be reflected in a student's overall attendance record, even when excused.

Unexcused Absences

Unexcused absences are those taken with the permission of the parents but not with the permission of the school. Examples of unexcused absence include family vacations, recreational events, staying home to do schoolwork, practices, rehearsals, and performances. Teachers are **NOT** required to provide class work in advance for students on unexcused absences, 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.

Excessive Absences

Any student who misses **15** 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 administration.

Notifying School of Absences

Attendance Office Phone: 714-846-2472 Ext. 148

Attendance email: codell@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. We recommend bringing a note or calling the Attendance Office daily. For your convenience, the Attendance Office uses an answering machine during busy times or off hours.

All notes and phone calls **MUST** include the following information:

- Full name of the student
- Grade
- Teacher
- Date(s) of absence
- Anticipated number of days absent
- Specific reason for absence (If the student is ill, please state the nature of the illness (fever, headache, etc.)
- Parent/guardian signature (e-signature on form)
- Parent/guardian contact phone number

Immediately report all confirmed cases of COVID-19, exposure to COVID-19, or suspected exposure to COVID-19 by completing the following steps:

- Click on this link [COVID Reporting Form](#) and submit the requested information.
- Wait to receive a return email from the school with instructions. Emails are sent within 24 hours of the school's receipt of the digital form. In some cases, follow-up information may be requested in this email.
- Keep your child home from school while awaiting the school's emailed instructions.

Information from the COVID Reporting Form is required so that precautions can be taken and county health authorities alerted. For absences of three consecutive school days or more, please obtain a **physician's note** releasing the student for return to school.

When a student arrives to school after Nutrition Break, the time is recorded as a half day absent. If he/she leaves school between lunch and 2:15 P.M. it is recorded as a half-day absence. If the student leaves at 2:15 P.M. or later, it will be recorded as a quarter-day absence.

Sick Children at School

Do NOT bring your child to school if he or she is not feeling well. Parents/guardians may be called to pick up their child due to illness during the school day. Examples of illness include: low grade fever (100.4 or greater), cough, difficulty breathing, loss of taste/smell, redness/discharge from the eyes, rashes or vomiting. The Health Room does not diagnose – we take preventative measures to minimize exposure to other children. We ask that you seek medical advice from your physician before sending your child back to school. Children sent home due to illness may not participate in try-outs or after-school sports on the day they were sent home.

More information about health-related issues, COVID-19 specific plans, and policies as well as information from the Department of Health may be found on the school website at www.stbonaventureschool.org/health.

Leaving School Grounds

Written permission is necessary if a student needs to leave school for any reason. Send an email to your child's teacher indicating the time and reason for leaving school. Please schedule dental or medical appointments after school or during vacation periods whenever possible to avoid disrupting your child's learning. Parents must sign out their students through the front office. Your child is to be signed in at one of two Raptor Visitor Management kiosks (near the coach's office and at the front office) upon returning to school. Students must enter the campus as instructed by arrival personnel. **Parents are not to go to the classroom to pick up the child who is leaving school early. Sick or injured students will be summoned, if necessary, to the Health Room by the Health Technician for sign-out.**

Please be sure that your emergency contact names/phone numbers and alternative care-givers' names/phone numbers are kept current in the school's FACTS SIS database. Only authorized individuals, and those with written permission from the parent or guardian, may pick up a student from school or Extended Day.

Anyone under the age of 18 may not pick up students unless the following provisions are in place:

- Parents provide a written letter for our files 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) at 3:05 P.M. unless accompanied by an adult authorized by the school and parent/guardian.

The school accepts no liability in cases of student absence or when students leave the premises if the stated policy is violated.

Tardiness

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. When these appointments are necessary, please return the student to school as quickly as possible. The only tardy that can be marked “excused” is one due to a child’s own doctor’s appointment or a death in the immediate family.

Learning to be punctual is a very important part of a child’s education. It is the responsibility of the parent/guardian or carpool driver to ensure that students arrive on campus at a time that permits them to be in their classroom by 8:10 A.M. Students who are not present in their classroom at 8:10 A.M. are tardy and must report to the Raptor Visitor Management kiosk (near the coach’s office) for a tardy admittance slip. Tardy slips will be tracked by the Raptor Visitor Management System and reports sent to school administration. In an effort to encourage timeliness, teachers and administration will follow the following set of measurable guidelines:

Number of Times Tardy per Trimester	Action
Late 1-4 times	Teacher notifies parent
Late 5 th time	A lunchtime detention will be issued and served. The teacher refers the matter to administration who contacts parents. A meeting may be scheduled to develop an attendance plan.
Late 6 times and more	After-school detention will be issued and served. The teacher refers the matter to administration who contacts parents. A meeting will be scheduled to develop an attendance plan. At the discretion of administration, other disciplinary actions may be taken for each unexcused tardy thereafter.

Late arrivals in relation to consequences are tracked per trimester and reset at the start of each new trimester.

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 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. **Missed lessons due to any absences will not be re-taught during class time. Make up work must be completed.** If a student is truant, he/she is responsible for completing all missed work within the time period specified by the teacher(s).

CODE OF CHRISTIAN STUDENT CONDUCT

Students pledge to be:

- ACTIVE CHRIST-CENTERED CATHOLICS
- LIFE-LONG LEARNERS
- EFFECTIVE COMMUNICATORS
- RESPONSIBLE CITIZENS

Students will follow all stated expectations and demonstrate respect for all persons in the classroom and on the playground.

Honor Code

Honesty means that each student does his/her own work on assignments, practice work, exams, and speaks honestly about self and others. Students are expected to be honest. With advancements in technology and cooperative learning, students may not recognize issues of academic dishonesty.

Academic dishonesty is defined as using dishonest means to attain academic success on any quiz, test, paper, and/or practice work by using another person's work with or without their permission. Plagiarism is taking words, thoughts, and/or ideas of another person and representing them as one's own. Any time assignment information is copied or paraphrased from a source such as a book or a webpage, credit must be given to the source.

It shall be the responsibility of the teacher to determine whether or not an honor code violation has occurred. Types of infractions include, but are not limited to: plagiarism, looking at another's paper, talking during a test, preparing practice work for another student, lending practice work to another student who will represent it as his/her own work, forgery, technology infractions, Accelerated Reader violations, and any behavior that creates the appearance of impropriety or academic dishonesty.

Classroom Expectations

To create a beneficial learning environment, teachers and their students establish a plan that includes classroom expectations, rules, recognition, rewards, and consequences. Each teacher posts the plan in the classroom and shares the plan with parents during Back-to-School meetings at the start of the school year. Classroom management plans emphasize positive behavior in students.

Discipline Philosophy

It is expected that all St. Bonaventure Catholic School students conduct themselves in a manner that reflects Catholic Christian values. All interactions should involve politeness, courtesy, and respect, as well as a spirit of friendliness and cooperation.

The ultimate goal of the teachers and administration is to actively work with students and parents/guardians to promote personal responsibility and respect for others while maintaining a safe and orderly environment. Our discipline policy seeks to promote students' moral development, self-discipline, and growth toward maturity and

adulthood. Excessive disruptive behavior may result in a behavior contract for a positive plan of improvement. Administration may speak with students and supervise conversations between student(s) regarding discipline and other matters as deemed necessary. The FACTS SIS database is used as the means for communicating behavior to parents and students.

Parents are liable for the cost of any repair or replacement of damaged property.

(TK) Sprouts & Kindergarten Responsible Citizens

In (TK) Sprouts and Kindergarten, age and developmentally appropriate rewards and consequences are in place to guide students in meeting expectations. Teachers use Behavior Color Charts for routine classroom management. For repeated or serious misconduct, teachers will notify parents and work with parents collaboratively to develop a behavior plan.

Grades 1-2 Responsible Citizens

In grades 1 and 2, teachers use Behavior Color Charts to complement age and developmentally-appropriate expectations to guide students in making appropriate choices. For repeated or serious misconduct, teachers will notify parents and work with parents collaboratively to develop a behavior plan.

Grades 3-8 Responsible Citizens

In grades 3 through 8, infractions could result in the consequence. Teachers determine the appropriate intervention(s) and/or consequence(s) based on the seriousness and frequency of minor behavior infractions, in collaboration with the students and/or parents. Failure to fulfill an intervention and/or consequence may result in an after-school detention. After-school detentions (ASD) are assigned for repeated or serious misconduct. After-school detentions are scheduled on **Thursdays from 3:05 - 3:50 P.M.** or at the discretion of the administering teacher. Students must report to the virtual detention room on the date and time scheduled. Parents or guardians must digitally sign the student out at the end of the after-school detention.

If a student fails to appear for a scheduled ASD **35-minute** detention, an additional infraction may be issued.

Responsible Citizen Infractions for Grades 1-8

Responsible Citizen Infractions are directly correlated to the school's discipline philosophy. Receiving such an infraction should not be seen as a punishment or punitive response to inappropriate behavior. Rather, it should be viewed as a respectful, documented correction: a consequence of having missed meeting a particular classroom or school-wide expectation.

Responsible Citizen Infractions are a result of repeated or serious misconduct. It is the behavior, not the student, which needs correction.

Consequences for Responsible Citizen infractions are issued based on age and grade appropriateness, classroom expectations, severity, and frequency of occurrence (see paragraphs above). Junior high teachers meet to discuss the behavior of each student in every academic subject to determine overall Responsible Citizen and Personal Success Skills grades. Parents are encouraged to utilize the Family Portal (FACTS parent portal) to monitor their child's progress.

Infractions include but are not limited to the items on the following list:

- Academic dishonesty (cheating, forgery, plagiarism, etc.)
- Aggressive or inappropriate contact

- Being unprepared for class (supplies/books/uniform)
- Bullying/harassment or exclusion of other students
- Cell phone use during school hours (including text messaging)
- Chewing gum
- Chronic tardiness
- Destroying or defacing school property
- Disrespect toward another person or another person's property
- Disruptive behavior
- Failure to complete practice work
- Failure to follow instructions promptly and thoroughly
- Forgetting Mass uniform
- Improper use of campus, classroom, playground, or PE equipment
- Inappropriate language
- Lack of respect to teachers, staff, classmates or volunteers
- Leaving school grounds
- Littering/throwing food
- Misuse of digital tools
- Chrome book violations including not charging and incorrect usage
- Persistent defiance to authority
- Playing chase games or tag
- Profanity of any kind (verbal or by gestures)
- Projecting an item in an unsafe manner; throwing objects
- Pushing/shoving/running/hitting
- Real or pretend use of weapons
- Repeated uniform violations
- Running/playing/hanging out in the restroom
- Willful disregard of classroom or playground rules
- Written or oral threats
- Other (as per administration).

Some infractions may warrant an automatically assigned corrective action. These include (but are not limited to):

- Cell phone use during school hours
- Posting to social media accounts during school hours
- Chewing gum
- Forgetting Mass uniform
- Misuse of digital tools
- Four uniform infractions.

Suspension

A letter or phone call home will be used to indicate suspension from school. Suspension is used in cases of accumulation of infractions or serious misconduct. Students may be suspended from school for a period of 1-5 days, depending upon the seriousness of the infraction. Parents will be notified by the teacher or an administrator and a conference with administration will be arranged. Suspensions will lower the Responsible Citizen grade. Students in Grades K-8 will serve suspensions at home. All missed class work must be completed.

Dismissal

Dismissal is an extreme but sometimes necessary disciplinary measure for the common good. Dismissal requires the student transfer to another school.

Reasons for Suspension/Dismissal include, but are not limited to, the following:

- Actions detrimental to the moral or spiritual welfare of the students
- Continued willful disobedience and/or disruption of school activities
- Open, persistent defiance of the guidance of a teacher, staff member, volunteer, principal, or vice principal
- Use, sale, possession of narcotics or alcohol on or off school premises or at school-sponsored activities
- Smoking or using tobacco, snuff, e-cigarettes (vaping) on or off school premises or at school-sponsored activities
- Verbal, written, physical, visual, emotional, environmental, or sexual harassment of school personnel, students, or volunteers
- Dishonesty: cheating, deliberate lying and/or falsifying information, forging, plagiarism, or copying another student's work.
- Assault or battery, or any threat of force or violence directed toward any school personnel or student, or their property
- Willful defacing or otherwise damaging in any way, any property, real or personal, belonging to the school
- Truancy/excessive tardiness/leaving school campus without permission
- Habitual profanity or vulgarity or commission of an obscene act
- Use of any incendiary devices or material causing or contributing to a fire
- Possession of weapons, weapon "look-alikes," or materials that can be used as weapons on or off school premises or at school sponsored activities
- Off-campus behavior that is detrimental to the reputation of St. Bonaventure Catholic School
- Theft
- Internet correspondence or other electronic communication that is not consistent with the Christian values of St. Bonaventure Catholic School (see page 30)
- Violation of Technology Acceptable Use Agreement
- Bullying, including cyber-bullying

NOTE: The administration may determine that a student's speech, gesture, writing, and/or behavior (extreme and/or chronic violation of school regulations and/or procedures) has indicated sufficiently an inability or lack of desire to remain a student at St. Bonaventure Catholic School. It should be understood that unexpected situations might arise that are not specifically listed in this *Handbook* that will be adjudicated by the administration as needed. The decision of the administration, in consultation with the pastor, and, in the event of dismissal, the Diocese of Orange, shall be final.

Bullying/Harassment/Hazing

It is the responsibility of the students, teachers, parents, administrators, staff, aides, or volunteers to conduct themselves in a manner that contributes to a positive school environment.

St. Bonaventure Catholic School is committed to providing a safe, supportive, and positive learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential,

and thorough manner. Substantiated acts of bullying, harassment, or hazing of a student, regardless of intent, will result in disciplinary action up to and including the dismissal of the student. Students who offer false or frivolous charges will also be subject to disciplinary action up to and including dismissal of the student.

Furthermore, it is the responsibility of the school, based upon the situation, and in consultation with the Department of Catholic Schools as well as law enforcement, if necessary, to make the final decision of an issue. The following working definitions are used by the school. Each includes online behaviors as well as direct, physical behavior:

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

Physical Harassment

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

Visual Harassment

- 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)

Sexual Harassment

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

Bullying

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 web sites.
- Using someone else's username to spread rumor or lies about another person.

Hazing

Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by the school, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or person.

Bullying Prevention

Staff at our school will do the following to prevent any type of bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports.
- Take seriously parents' and students' concerns about bullying.
- Investigate all reported bullying incidents, including cyber-bullying.
- Assign consequences for bullying, based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.

As Active Christ-Centered Catholics, students at our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Try to include everyone in play, especially those who are often left out.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Speak up for any child being bullied.

In relation to digital citizenship, students are prohibited from the following activities without limitation:

- Posting or sending/receiving messages that are hurtful, racist, offensive, inflammatory, sexist, or contain obscenities, weapons, or violence.
- Opening a false social media account in someone else's name or a fictitious name.
- Sending a message with someone else's name on it.
- Opening a social media account or constructing a web site that defames students, school personnel, or other people/entities deemed inappropriate by administration.
- Intentionally seeking, using or modifying passwords belonging to others.
- Invading the privacy of others.
- Any activity not keeping with the philosophy of St. Bonaventure Catholic School, the school's Acceptable Use Policy, and the school's Christian Code of Conduct.

In relation to digital citizenship, your parent responsibility is to:

- Establish rules for your child's internet/text/digital use.
- Limit the use of digital devices to a common room in your home.
- Collect your child's devices each night, review their activity, and re-charge devices in a secure location (e.g. your nightstand).
- Observe COPPA rules. Many social networking sites only allow accounts for children 13 years and up (*Facebook, Instagram, Tik Tok and Kik*, to name a few). Do not allow your children to utilize these apps if they are not the permissible age.
- Do not allow your child to utilize *Snapchat*. The "disappearing message" feature of this app makes it impossible for parents to monitor.
- Use parental controls to sync your child's device to your phone to better monitor incoming and outgoing messages.
- Remove the app store from your child's device. Make sure that you control the password to the app store on all family phones and devices. Do not allow them to download apps.
- Partner with the school to inform us of any digital incidences that may affect the school climate.
- Attend parent education sessions presented by the school.

NOTE: Substantiated inappropriate conduct such as bullying 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 a 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.

Parent 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 communication takes place by telephone, the school personnel will write down the results of the conversation, including date and time, and send a copy to the parents, who should amend (if necessary), sign and return to school personnel.
- If there is no resolution, the parents are to call the 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 ultimate goal is the child's well-being and a provision of an optimal learning environment.

ZAP Program/Lunchtime Support Grades 5-8

Zeroes Aren't Permitted (ZAP) is a program designed to allow students to complete and turn in assignments. At the teacher's discretion, students who have not completed their in-class or take-home practice assignments may be sent to the lunchtime support room to complete their work. Students who spend some of the lunch break completing unfinished work are not serving a disciplinary consequence, but rather are being given another opportunity and additional time to complete work in the context of the school day. Students who cannot complete their work during LTS may be required to complete it for homework or during Thursday after-school detention.

Special Event Eligibility

Students who are consistently disruptive and/or refuse to comply with expectations and school rules may lose the privilege of attending assemblies, on campus activities, and/or off campus trips.

Expectations on School Grounds

Morning Arrival

Student arrival begins at **7:35 A.M.**

- Children may not be dropped off earlier than 7:35 A.M.
- **Drop-off arrival is by car-line only.** Registered walkers may arrive on campus through the campus-entrance gate near the library (at the corner of Orlando and Bradbury) starting at 7:35 AM.
- 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 **strictly prohibited**.
- Due to arrival traffic congestion, bicycle/skateboard/scooter/rollerblade arrivals are not permitted.
- Play areas are off limits to all during arrival.
- All students **WILL**:
 - **WALK** at all times.
 - Show respect for schoolmates, volunteers, and yard personnel.
 - Use their designated bathrooms.

Lunch

- Students must sit at the lunch tables while eating. **Students must remain at the tables for 10 minutes at lunchtime.** Yard duty will inform students when they can leave the tables.
- All students **WILL**:
 - Show respect for schoolmates, volunteers, and school personnel.
 - Dispose of trash in trash cans.
 - Stay in assigned play zones.
 - Maintain 3' of social distancing space between classmates.
 - Settle differences peacefully.
 - Use their designated bathrooms entering and exiting from playground doors. All students must wash their hands with soap and water for 20 seconds after using the bathroom.
 - Follow the established guidelines for playground safety.
 - WALK everywhere except when playing designated games (such as basketball, kickball, football or while on the field)
 - Stay out of the school hallways.
 - Stay out of classrooms during Snack/Nutrition Break or Lunch unless supervised by a teacher or Instructional Aide.
- Students should **NOT**:
 - Eat in areas outside of assigned zones.
 - "Hang-out" in the bathrooms.
 - Play football on the blacktop.
 - Play chase or tag games.
 - Use a soccer ball in kickball.
 - Play games that involve physical contact, ganging up on students, or "pegging" balls. Examples: dodge ball, tackle football, wrestling, "pickle," chicken, rugby, "smear".
 - Play co-ed sports at Nutrition Break and Lunch (Grades 5-8).

- Use hard balls or baseball bats.
- Push, shove, kick, hit, bite, fight, grab, choke, or threaten.
- Verbally harass another person.
- Leave school grounds without permission. Students may **not** follow a ball out of assigned playing areas or off campus.
- Climb trees, fence, or onto the roof or tables.
- Project any object at another (i.e. rocks, toys, balls) to hurt or tease.

Playground Structures & (TK) Sprouts Play Yard Rules

- The structure is for children ages 4-11 (Grades TK-5).
- Kindergarten students are permitted to play on the big play structure at Nutrition Break.
- Students are not allowed to play on the structure before or after school unless enrolled in the extended day program.
- Students may **NOT**:
 - Go down the slide head-first or walk up the slides.
 - Push or shove other students.
 - Go down the slides or ladders two or more at a time.
 - Walk under the horizontal ladder/overhand grips while in use.
 - Block anyone from using the equipment.
 - Play chase or tag games on/under the equipment.
 - Hang by their knees from any part of the structure.
 - Jump *en masse* on any part of the structure.

After-School Procedures

- Parents will pick up children utilizing assigned carlines.
- Cell phones may not be used by drivers in carline.
- Student cell phone use after arrival and before leaving campus is **strictly prohibited**.
- Walkers and bicycle riders are to remain in their classroom until **3:00 P.M.** At that time, they will proceed to the Walkers' Gate check-in, where they will be dismissed at 3:05 P.M; provided written permission is on file.
 - "Walkers" are those students who walk to another destination off campus at 3:05 P.M.
 - "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 parent to pick them up.

After-School Behavior

- Parents, students, and siblings may not ride bicycles, skateboards, scooters, etc. on campus before or after school. Once on campus, these items must be walked to bike racks (near the Walker's Gate).
- Students must remain on campus if enrolled or participating in an after-school activity. Playground equipment is for the Extended Day program use only.
- If the school activity does not start until after 3:00 P.M., the student must be supervised by a designated adult until the activity begins or must be enrolled in the Extended Day program.
- **Cell phones may not be used on campus at any time.**
- Students practicing for sports teams must dress reflecting modesty and Christian values.

Arrival and dismissal carline maps and schedules can be found on the school web site.

DRESS CODE

A student's appearance has an impact on his/her attitude and behavior. Your child's adherence to our dress code teaches self-discipline, modesty, respect for themselves, and pride in their school. The uniform should be neat, clean, mended at all times, and properly fitted. **Each article of clothing must be labeled with student's name.**

Uniform Provider

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

Purchase only the Vicki Marsha brand approved uniform items.

Vicki Marsha sells uniform sweatshirts and blue collared shirts for Marian Feast days in addition to uniform pants, skirts, jumpers, etc.

All Students TK-8 Uniform Regulations

*Articles of clothing **not** listed are **not** permitted.*

Only **properly fitted** shirts, skirts, skorts, jackets, sweatshirts, vests, sweaters, shorts, and long pants (with a belt) purchased from **Vicki Marsha School Uniforms** may be worn. Alterations are to be limited to proper fitting waists and lengths on skirts, skorts, and pants.

Non-compliance with uniform expectations and grooming guidelines may result in accrual of Responsible Citizen infractions.

Standard Uniform Attire for Girls

The following items only are permitted:

- **Cloth face mask (worn indoors at all times)**
- Red plaid jumper with modesty shorts, **grades TK (Sprouts) – 4**
- Red plaid skirt with modesty shorts, **grades 5 – 8**
- Red Plaid skort, **grades 5 – 8**
 - **No rolling skirts or skorts at the waist.**
 - **No hemming jumper, skirts, or skorts above the knee.**
- Navy blue cuffed walking shorts (no shorter than 2" above the knee), **grades TK (Sprouts) – 5**
- Navy blue twill uniform slacks
 - **Belts (black or navy) are mandatory at all times when wearing shorts or pants.**
- White uniform "Peter Pan" style collared blouse, white oxford shirt, or white, red or light blue "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.
- Uniform sweater or vest in red or navy blue (optional)

- School pullover sweatshirt, shirt collar showing, in red or navy blue.
- Solid color white mid-crew socks (minimum four inches above the top of the shoe) or knee socks. Logos are not permitted on socks.
- Solid color navy, black or white tights (no leggings or tights with patterns).
- Predominantly solid white, black or gray athletic shoes with properly tied black or white laces or Velcro fasteners.
- Athletic shoes with properly tied laces must be worn on PE days.
- Black non-canvas dress shoes (oxfords, Mary Janes, black & white saddle shoes) may be worn on non-PE days.
- One item of small Christian emblem jewelry and one watch (**no Smartwatches allowed**).
- Girls may wear one pair of small **stud** earrings confined to the earlobe. Earrings may not extend beyond the earlobes.
- No tattoos of any kind or pierced rings/studs on any other part of the body.
- Writing / drawing on hands, arms, legs, and/or face is not permitted and the student will be required to wash it off.
- Clear nail polish on natural fingernails. No acrylic nails or colored nail polish.
- Make-up may not be worn.
- Vicki Marsha uniform baseball caps may be worn, **outside only**
- Vicki Marsha hair accessories only
- Polar fleece jackets

Standard Uniform Attire for Boys

- **Cloth face mask (worn indoors at all times)**
- All shirts must be worn tucked into pants or shorts **at all times**.
- White, red, or light blue 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.
- Solid color black or navy belts **are mandatory at all times**.
- Uniform sweater or vest in red or navy blue (optional)
- School pullover sweatshirt in red or navy. (Shirt collar must be visible)
- Solid color white mid crew socks with a minimum of four inches above the shoe
- Predominantly solid white, black or gray athletic shoes with properly tied black or white laces or Velcro fasteners.
- Athletic shoes with properly tied laces must be worn on PE days.
- Black non-canvas dress oxford shoes with laces or Velcro closures (no slip-on styles); shoes must be fastened securely to the feet.
- Vicki Marsha uniform baseball caps may be worn outside only.
- One small item of Christian jewelry and one watch may be worn (**no Smartwatches allowed**).
- Boys may not wear earrings, nail polish, or tattoos of any kind, nor may they wear pierced rings/studs in other parts of the body.
- Writing / drawing on hands, arms, legs, and/or face is not permitted and the student will be required to wash it off.
- Polar fleece jackets

Dress Uniform

Worn on Mass days (Friday Weekly School Mass and Holy Day of Obligation/Special Occasion School Masses)

- **Girls dress uniform, grades TK (Sprouts) – 4:** White round collar blouse, plaid jumper, face covering, and modesty shorts. If an outer layer is needed for warmth, it must be a sweater vest, cardigan sweater, or v-neck sweater.
- **Girls dress uniform, grades 5 – 8:** White oxford or white or red polo shirt, plaid skirt, face covering, and modesty shorts. If an outer layer is needed for warmth, it must be a sweater vest, cardigan sweater, or v-neck sweater.
- **Boys dress uniform, grades TK – 8:** Polo shirt, long pants with belt, and face covering. If an outer layer is needed for warmth, it must be a sweater vest, cardigan sweater, or v-neck sweater.

Hair Styles

Hair should be natural color, neatly styled above the eyebrows, combed and well-groomed at all times and may not interfere with the student's vision.

Boys' hairstyles must be above the collar, ears, eyebrows, and neatly combed, including immediately prior to graduation.

Girls may **only** wear headbands and hair accessories sold/purchased at Vicki Marsha that are uniform red tartan, solid red, black, white or navy. No flowered hair accessories or headbands wider than one and a half inches are permitted.

Prohibited:

- Extreme/fad hairstyles, including shaggy, spiky, fade styles and shaved portions of the head and unnatural colors or streaks.
- Dyed, unnatural streaks of colors, distracting items such as feathers or beads, and excessive braids.
- Bandanas or kerchiefs.
- Distracting hair accessories. ***Teachers reserve the right to ask for removal of any hair items they deem as distracting.***

The school reserves the right to determine what is considered appropriate for our educational setting.

Physical Education

Students are required to wear pinnies with their first and last name printed on the front and back of the shirt. P.E. pinnies may be purchased through the P.E. Office.

Shoes are to be predominantly solid white, gray or black athletic shoes with properly tied laces. The shoe must fit securely on the foot. No slip-ons. All students must be able to tie their own shoes in order to ensure their own safety while running and playing.

Spirit Days, Marion Days, Scouts and Sports

- Most first Mondays of every month are Jeans Day (optional). Jeans may only be black, navy blue or stone blue traditional denim material.
 - The Student Council will collect **\$1.00** for the privilege of wearing jeans to school.
 - The money collected is donated to the school/parish and/or local/national/global charities.
- Sports teams/Cheerleaders may change into their uniforms at lunchtime in the restrooms.
- **Blue shirt guidelines:** From time to time in honor of Mary, students will be allowed to wear **solid collared blue shirts**. *Collared SBS blue shirts are available at Vicki Marsha.*

Relaxed Dress Guidelines

From time to time, students will have the opportunity to wear relaxed dress. **Teachers must approve the date of relaxed dress.** Students are expected to follow the relaxed dress guidelines for such days to avoid consequences such as lunchtime detention or removal of relaxed dress privileges. ***Relaxed dress is not permitted on Mass days.***

Students must observe the following rules for relaxed dress:

- Denim may be worn if it is in good condition without tears, holes or patches.
- Socks or tights must be worn. **No “sock-less” feet.**
- Students must be able to stand up straight and raise their arms above their heads and not reveal stomach skin.
- Clothing must be modest in nature and at all times reflect the Catholic values taught at school.
- Unless otherwise stated, only school uniform shorts are allowed.

Students **may NOT** wear the following:

- Any attire that is considered unsafe or dangerous (including opened toed shoes or sandals).
- Any clothing or accessories that are, in the opinion of the administration, possibly gang related.
- Faded, torn or patched clothing.
- Mini-skirts, shorts (unless uniform shorts), capri pants, Spandex skirts/shorts/pants/shirts/tops, pajamas, jeggings, workout clothes, exercise pants (yoga pants).
- Tight or revealing clothing including, but not limited to, halter tops, tank tops, crop tops, bare midriff, immodest necklines, low cut shirts, spaghetti/narrow straps, bared shoulders, backless tops, see-through or strapless tops, tops that end at the waist and/or reveal stomach skin.
- Metal studded belts.
- Clothing which allows underwear to be exposed.
- Clothing with suggestive or inappropriate symbols and/or language including those involving violence, vandalism, sex, drugs, alcohol, tobacco, or those degrading to any gender, cultural, religious, or ethnic values.
- Boys may not dress in girls’ attire. Girls may not dress in boys’ attire.
- Costumes

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. **All volunteers are required to wear a cloth face mask at all times regardless of COVID-19 vaccination status.** Volunteers may be asked to leave if dressed immodestly.

MANDATORY PRE-ARRIVAL/ARRIVAL/DISMISSAL PROCEDURES

Prior To Arrival Mandatory Health Screening

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

DAILY 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 your child has any of the symptoms when screened, they are to stay home.**
- If your unvaccinated child has known close contact with a person who is lab-confirmed to have COVID-19, **they are to stay home.**
- If your child is experiencing any symptoms at school, he or she will be sent to the health room. Parents will be called to pick up their child immediately.
- Any unvaccinated student, faculty, or staff member living with someone who is experiencing COVID-19 symptoms will quarantine per CDPH guidelines.
- Morning carline arrival drop off will begin at 7:35 A.M.; school begins at 8:00 A.M.
- No walk-ins will be allowed for drop off and/or pick up to ensure the safety of all who travel beyond the school gates.

Children left unattended on school grounds after 3:00 P.M. 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.

Phone Use

Parents may not use cell phones when navigating the school parking lot at morning drop-off and afternoon dismissal times. Volunteers may not use cell phones while supervising students.

Morning Carline Arrival

Arrival is by carline only. Three campus entrances are used for our morning carline arrival plan. **Each entrance has its own designated exit.** Please see the school web site for detailed arrival maps and instructions.

Afternoon Carline Pick-Up

We are a closed campus. Thank you for **not** arriving in the school playground/parking lot during school hours. Dismissal is by carline only. Three campus entrances are used for our afternoon dismissal plan. Each entrance has its own designated exit. Please see the school web site for detailed dismissal maps and instructions.

Additional Pick-Up Information

- Parents who walk from home to pick up their children should meet them at the Jr. High Gate on Orlando.
- Students left on the school grounds after 3:00 P.M. (2:00 on Wednesdays and 12:45 P.M. on minimum Fridays) will be escorted to our Extended Day program and parents will be billed for Extended Day services.

GENERAL INFORMATION

Animals on Campus

Animals are not permitted on St. Bonaventure's campus grounds. Please leave your pets at home when bringing or picking up your children. Pets are not permitted in the car during car-line arrival and dismissal. Car-line arrival and dismissal is planned to run efficiently. Pets are a potential distraction, especially during important pre-arrival health-screening times.

Bicycle/Skateboard/Scooter/Rollerblade Use

Although it is strongly discouraged, 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 2:55 P.M. (12:40 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.

Bike riders may not enter or exit through playground gates that are designated for moving vehicle traffic. Students and adults may not ride bicycles on school premises. The State of California requires all children to wear a bicycle helmet. The school accepts no liability for bicycle damage or theft.

Skateboards, scooters, rolling shoes, or roller skates/blades are not permitted to be used on school grounds before, during, or after school hours.

Books & Supplies

The registration fee includes rental of the texts and workbooks required by the curriculum. This fee is to be considered rental only; the student must pay for any damage to a book, proportionate to the damage incurred. Lost textbooks must be replaced at the current replacement value. All books **must be covered at all times** and every student should use standard backpack (no wheels) for transport of school books, with his/her name clearly printed on the inside of the bag. Most publishers offer a digital version of student textbook; thus, transport of books to and from school will be minimal. Please make sure water bottles are securely closed and leak/drip proof before placing them in the same cinch pack/half-pint backpack.

Cell Phone/E-Books/Other Electronic Devices

Cell phones, radios, electronic games, CD players, iPods, air buds, e-readers, and other electronic devices may not be used on the school grounds. Smartwatches or devices that appear to be smartwatches (including Fitbits), and air buds are not permitted on campus.

Student cell phones will be turned off and collected at the beginning of the day by the homeroom/classroom teacher **and** returned at the end of the school day. Students that legitimately forget to turn in their phone can bring it a teacher at any time during the day to turn it in, no questions asked. **Cell phones used on school grounds**

will be confiscated and held for parent pick-up in the front office. The student will receive a consequence for using a device or phone during school hours. Repeated infractions will require a meeting with school administration and the student will not be permitted to bring a phone to school.

The sixth, seventh, and eighth grade students participate in the 1:1 Chrome Book device program. Parents and students will sign the Chrome book Agreement and Policy during orientation week in August.

Child Abuse Reporting Obligation

In accordance with Diocesan policy and California law, school staff is obliged under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities. The clear intent of the law, based upon the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

The Diocese of Orange also requires all teachers, staff and parent volunteers to complete Safe Environment Training once every three years. The course work is found at www.orange.cmgconnect.org.

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.

Closed Campus

St. Bonaventure Catholic School is a closed campus. All visitors to our campus, including parents, are required to sign in at one of our two Raptor Visitor Management stations (at the coach's office and in the front office), and obtain a visitor badge to be worn before entering the front office. Yard duty parents **MUST** sign in at the Office and wear the orange yard duty vest. Visitors must also sign out.

We welcome parent involvement in school but ask that you understand that what happens at school (in the classroom or on the playground) is confidential. Violation of this policy may result in loss of parent participation and in the yard-duty or service programs. Tuition discounts for participation in these programs would be rescinded and invoiced via FACTS.

No student may leave the campus. The school administration does not allow the delivery of forgotten lunches, practice work, clothing, or other items. The Health Technician, Receptionists, and other school personnel are required to be at their posts for safety reasons and to carry out their responsibilities, which do not include delivering forgotten items to classrooms. This policy also encourages the development of student responsibility.

Communication

Communication is essential to the development of a shared vision for student faith formation and educational growth. St. Bonaventure Catholic School endeavors to maintain an open, warm, and supportive environment in which parents feel connected to and valued by the school community. A bi-weekly digital communication, *Saints Connect*, is emailed every other Wednesday. Please verify that the front office has your current email address.

Disaster Release Procedure

Students will evacuate the school building and line up at predetermined stations on the school playground in silence. All school gates will be closed and locked. Older children will "buddy" with younger children. Students will be released only to persons authorized at registration as an emergency pick-up contact in the FACTS SIS database. In order to pick up a student, an authorized person must report to the Emergency Operations and Student Release Center.

This Center will be found at the Walkers' Gate near the Junior High lunch area. Do not omit this step. It is necessary that we know who has left the grounds and with whom.

Earthquake Preparedness

Students are instructed on the procedures to be followed in case of an earthquake. Drills are held regularly. The Red Cross advises that "drop, cover, and hold" is still the most effective way to save lives in case of earthquakes in California. The school buildings have been completely retrofitted to meet California building codes. A written crisis plan is in place. Food and other emergency essentials are stored on site.

Both school and Extended Day employees have CPR and First Aid training; two portable defibrillators are on campus for emergency use with cards listing personnel trained in proper use of defibrillators.

Family Life

The Family Life (grade K-8) curriculum includes life values, the Church's stance on the dynamics of family life, and human physical development from a Catholic perspective. Taught in a positive and constructive manner, it teaches children how to respond to situations and make safe decisions. Coursework is required by the Diocese of Orange. Every child receives these lessons unless otherwise specified in writing from the parent.

Field Study Trips – TBD Due to COVID-19 Pandemic

All field trips have an educational objective. 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. 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. This includes, but is not limited to, receiving two after-school detentions during the year. A student must maintain a conduct grade of C- or above to be eligible for field study trips. In junior high, there are three extended stay trips that require special contracts. Current extended stay field trips include 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.**

Fire Safety

At the beginning of the school year, children are instructed in the proper procedures to be followed during a fire drill. Safety drills are held once a month.

Gifts/Flowers/Balloons/Invitations

Flowers, balloons or other gifts may **NOT** be brought or delivered to students at school. Birthday and/or Christmas gifts for friends must be delivered from home to home, not via the school. Invitations are only allowed when there is one for every student in the class.

Parent-Attended Events – Virtual and In-Person Formats During COVID-19 Pandemic

- **Back-to-School Orientation** evenings are held at the beginning of the school year so teachers may present their program and expectations. It is important that one or both parents/guardians attend these evenings as many important issues are addressed.
- **PFA General Meetings** are informational meetings presented by the School Administration and Parent Faculty Association for all school families.
- **Catholic Schools Week Open House** is held in late January to showcase examples of student classroom work. This is an informal day of fellowship and community building and is not designed for individual conferences.
- **Special sacramental preparation meetings** are held throughout the year. Meeting times, communicated by the teacher, and published on the school website. Since parents are the primary educators, especially in the area of faith and morals, parental attendance and participation is crucial to faith formation.

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 and the parent will be charged \$6.00. However, 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. Due to the increasing number of children on our campus who are highly sensitive to peanuts and tree nuts, we request that you not send lunches, snacks, treats to the school that contain these items. Read labels carefully; your diligence can save lives. Since the nature of peanut and tree nut allergies is life threatening, airborne, and transmitted by contact as well as ingestion, we urge your full cooperation in this matter.

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.

The PFA sponsored monthly "Fast Food Friday" program is on hold during the COVID-19 pandemic.

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.** Students should be capable of self-administration of their own medication under supervision of school personnel.

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

Parties & Class Treats

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

Parents are responsible for all parties held outside of school hours. Invitations to parties, birthdays, or activities are not to be distributed at school unless all of the students in the class are invited.

The school administration and faculty disapprove of parties without adequate parental supervision and strongly discourage mixed parties before eighth grade. Our experience has been that mixed parties encourage premature romantic relationships that spill over into the classroom to the detriment of faith formation and academics.

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.

Volunteers

In the interest of student safety, do not bring younger siblings when you assist in the yard-duty program. Thank you for your cooperation and understanding that our first obligation is to do our best to ensure our students' safety by ensuring that the volunteers are not distracted. Personal cell phone use is also prohibited while you are monitoring student safety.

Walkers

Students who walk to and from school are expected to observe all traffic regulations of the city and state regarding pedestrians and use the proper crosswalks for safety. Walkers enter the campus in the morning through the Junior High lunch area, which faces Orlando Street.

Walkers will be dismissed at 2:55 P.M. from the classroom and exit through the Walkers' Gate by the Jr. High lunch pavilion. Walkers may not enter or exit through playground gates that are designated for moving vehicle traffic.

Parents of walkers must give authorization via the FACTS SIS database during the registration process. Authorization can be added at a later date by contacting the school registrar.

SCHOOL SCHEDULES

School dismisses at 1:45 P.M. every Wednesday for faculty meetings as noted on the school calendar. Other early 12:30 P.M. minimum-day dismissals are scheduled on the following occasions as noted on the school calendar: student-parent-teacher conference week, days before some holidays, and the last day of school.

Schedules can be modified to accommodate Student Body Masses, Penance Services, Rosaries, pep rallies, and other school-wide assemblies.

Standard Daily Schedule (Schedule A) – Regular Mon., Tues., Thurs., Fri.

TIME	COMMENT
7:35 A.M.	Campus Opens Please do not place your child at risk by dropping off before 7:35 A.M. when there is NO SCHEDULED ADULT SUPERVISION ON CAMPUS.
8:05 A.M.	School Day Begins - All
9:40 A.M.	Nutrition Break/Recess 1 Begins - Grades TK, Kinder, 5, 6, 7, 8
9:55 A.M.	Nutrition Break/Recess 1 Warning - TK, Kinder, 5, 6 Nutrition Break Over - 7, 8
10:00 A.M.	Nutrition Break/Recess 1 Over - TK, Kinder, 5, 6 Nutrition Break/Recess 2 Begins - Grades 1, 2, 3, 4
10:15 A.M.	Nutrition Break/Recess 2 Warning - Grades 1, 2, 3, 4
10:20 A.M.	Nutrition Break/Recess 2 Over - Grades 1, 2, 3, 4
11:00 A.M.	Lunch 1 Starts - TK Sprouts, Kinder
11:30 A.M.	Lunch 1 Warning - TK Sprouts, Kinder
11:35 P.M.	Lunch 1 Over - TK Sprouts, Kinder Lunch 2 Begins - Grades 5, 6, 7, 8
12:05 P.M.	Lunch 2 Warning - Grades 5, 6, 7, 8
12:10 P.M.	Lunch 2 Over - Grades 5, 6, 7, 8 Lunch 3 Begins - Grades 1, 2, 3, 4
12:40 P.M.	Lunch 3 Warning - Grades 1, 2, 3, 4
12:45 P.M.	Lunch 3 Over - Grades 1, 2, 3, 4
1:30 P.M.	Sprouts Carline Dismissal
2:45 P.M.	K-8 Carline Dismissal - All

Well-Informed Wednesday Dismissal – (Schedule B) Weekly

TIME	COMMENT
7:35 A.M.	<p align="center">Campus Opens Please do not place your child at risk by dropping off before 7:35 AM when there is NO SCHEDULED ADULT SUPERVISION ON CAMPUS.</p>
8:05 A.M.	<p align="center">School Day Begins - All</p>
9:26 A.M.	<p align="center">Nutrition Break/Recess 1 Begins - Grades TK, Kinder, 5, 6, 7, 8</p>
9:36 A.M.	<p align="center">Nutrition Break Over - Grades 7, 8</p>
9:41 A.M.	<p align="center">Nutrition Break/Recess 1 Warning - TK, Kinder, 5, 6 Nutrition Break/Recess 2 Begins - Grades 1, 2, 3, 4</p>
9:46 A.M.	<p align="center">Nutrition Break/Recess 1 Over - TK, Kinder, 5, 6</p>
9:56 A.M.	<p align="center">Nutrition Break/Recess 2 Warning - Grades 1, 2, 3, 4</p>
10:01 A.M.	<p align="center">Nutrition Break/Recess 2 Over - Grades 1, 2, 3, 4</p>
11:00 A.M.	<p align="center">Lunch 1 Starts - TK Sprouts, Kinder</p>
11:02 A.M.	<p align="center">Lunch 2 Starts - Grades 5, 6, 7, 8</p>
11:25 A.M.	<p align="center">Lunch 1 Warning - TK Sprouts, Kinder</p>
11:30 A.M.	<p align="center">Lunch 1 Over - TK Sprouts, Kinder</p>
11:27 A.M.	<p align="center">Lunch 2 Warning - Grades 5, 6, 7, 8</p>
11:32 A.M.	<p align="center">Lunch 2 Over - Grades 5, 6, 7, 8 Lunch 3 Begins - Grades 1, 2, 3, 4</p>
11:57 A.M.	<p align="center">Lunch Break 3 Warning - Grades 1, 2, 3, 4</p>
12:02 P.M.	<p align="center">Lunch 3 Over - Grades 1, 2, 3, 4</p>
1:30 P.M.	<p align="center">Sprouts Carline Dismissal</p>
1:45 P.M.	<p align="center">K-8 Carline Dismissal - All</p>

Minimum Day Dismissal (Schedule C) – 12:30 Dismissal

- **2021:** October 12-15 (Conference Week)
- **2022:** February 4, April 14, June 8

TIME	COMMENT
7:55 A.M.	Warning Bell - All
8:05 A.M.	School Day Begins - All
9:40 A.M.	Nutrition Break/Recess 1 Begins - Grades TK, K, 5, 6, 7, 8
9:55 A.M.	Nutrition Break/Recess 1 Warning - TK, K, 5 & 6 Nutrition Break Over - 7, 8
10:00 A.M.	Nutrition Break/Recess 1 Over - TK, K, 5 & 6 Nutrition Break/Recess 2 Begins - Grades 1, 2, 3, 4
10:15 A.M.	Nutrition Break/Recess 2 Warning - Grades 1, 2, 3, 4
10:20 A.M.	Nutrition Break/Recess 2 Over - Grades 1, 2, 3, 4
12:20 P.M.	Sprouts Carline Dismissal
12:30 P.M.	K-8 Carline Dismissal - All

School Closure

School may be canceled unexpectedly due to health and safety related circumstances, including COVID-19 considerations. The administration is fully aware of the hardships incurred by an abrupt cancellation of school. Decisions about school closures will be made by the **Diocese of Orange – Department of Catholic Schools in communication and consultation with local healthcare agencies**. Please refer to the school’s COVID Safety Plan for complete COVID-19 considerations at stbonaventureschool.org/health.

TUITION & FEES

Tuition

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.**

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.***
- 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).
- 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.

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. Payment plans are not available to families with a history of delinquent payments or failure to fulfill financial obligations to St. Bonaventure School.

- **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 5.
- **Monthly ACH** (debit) payments via FACTS Tuition Management Co. (10 months) - Due July 20 – April 20 or July 5 – April 5

ACH (debit) through FACTS Tuition Management Co. will be the only payment method offered to families who choose either the quarterly or monthly payment plan. ACH (debit) payments from checking or savings account, qualifies for cash discounted rate of tuition. The invoice option is not available. Tuition payments will **not** be accepted in the School Office. FACTS Tuition Management Co. charges families directly an annual facilitation fee.

Additional Tuition Policies

- You must meet one of the following requirements to qualify for “in Parish” tuition rates:
 - Registered member of St. Bonaventure Church for over one year,
 - 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 months may be asked to transfer to another 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.

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 shall be forwarded to the new school. Tuition is not refundable for any month where a student has attended school for any day of that month.

Tuition Assistance

Limited tuition assistance is available for those families with validated financial need. 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 Cathy Smith, 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.

Registration Fees

- **Registration Fee per student:** \$475 per student – registration fee (**non-refundable**) due no later than the last day of the registration window to secure space for student for the upcoming school year.
- **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 ticket will be purchased separately.
- **Service (Including Yard Duty) Additional Tuition:** Additional \$800.00 per family tuition if not volunteering for 50 hours of service. Due no later than June 30, 2021.
 - **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 – TBD Due to COVID-19 Pandemic

- Field Trip Bus Transportation Fees – due throughout the year at time of field trip
- Science Camp Fee (Grade 6) - Field Study overnight trip, due prior to trip.*
- Channel Islands Trip Fee (Grade 7) - Fee paid directly to Travel Company.*
- Washington D.C./NY Trip Fee (Grade 8) - Fee paid directly to Travel Company.*

Mobile Device Fees

- Grade 6 Mobile Device Fee – \$190.00 due no later than Registration Day
- Returning Grade 7 Mobile Device Fee – \$190.00 due no later than Registration Day
- New Grade 7 Mobile Device Fee – \$350.00 due no later than Registration Day
- New Grade 8 Mobile Device Fee – \$350.00 due no later than Registration Day
- Returning Grade 8 Chrome book Accidental Insurance Policy Fee- \$30.00 due no later than Registration Day

Activity fees for grade 8 and grade 6 mobile device fees are refundable if **student withdraws prior to the beginning of the school year. Fees are not refunded if student withdraws during the school year.** Mobile device

will be returned to school upon the student's withdrawal. If 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 mobile device may result in SLAs being held until the balance due is resolved and the device is returned to the school.

Registration for the following school year is not complete until all outstanding balances are paid (tuition, fees, service tuition balance, safety tuition balance, and any other fees that are outstanding). Unpaid invoices by families of graduating grade 8 students may result in the withholding of diploma and SLA until the invoice is paid in full.

SERVICE & SAFETY PROGRAMS

Service Program

St. Bonaventure School's low tuition assumes all families enrolled will serve 50 service hours per year, inclusive of yard supervision (Safety Program). These requirements are considered part of the cost of tuition for each student. Families may choose to pay the higher cost of tuition instead of fulfilling the 50 hour service requirement. The additional tuition, for opting out of service, is \$800 per family (\$16 per hour) and is not tax deductible. Payment is due in full no later than the date of registration. Service hours are credited to the school year in which they are **performed** (July 1 through June 30).

Service hours are credited only for service performed specifically for the school. 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. Credit will be granted only for hours entered in the volunteer log and approved by the service chairperson.

All unfulfilled service hours will be billed after the Registration Day at the rate of \$20 per hour. Tuition and fees must be paid in full prior to registering for the following school year. Students graduating or transferring to another school will have SLAs held until all financial obligations are paid in full, including any unfulfilled service hours. Invoices will be presented to each family with unfulfilled service hours, and must be paid to ensure space for students in the upcoming school year. Fulfilling service and safety hours provides families the opportunity to receive a discounted tuition rate.

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**. Keeping the children safe is the priority of the Safety/Yard Supervision program. Service and Safety tuition funds collected are used to hire staff who fulfill the hours that families cannot.

State law and Diocesan policy require that all volunteers who have contact with children must be fingerprinted prior to volunteering. Forms are available in the School Office along with approved fingerprinting locations. Diocesan policy also requires that all volunteers who have contact with children must complete a Safe Environment class. Class may be completed online. Certificate of completion must be presented to the School Office prior to volunteering. Contact the school office for class information. 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.

Safety supervision family members must sign in with the School Office and wear the orange vest. Please return orange vest after each yard duty service.

Note: Service and Safety programs do not apply to families enrolled in the Virtual+ Learning Model.

FUNDRAISING

Each student's tuition rate includes a discount from the actual cost to operate St. Bonaventure Catholic School. In an effort to keep the tuition affordable for all families, the difference between the cost per student and the tuition rate is reduced by fundraising. Fundraising is geared to benefit ALL students in the school. There are many opportunities for families to be involved in fundraising. Volunteering to work the fundraisers, donating to the various appeals and events, and participating in the events as a school community allow parents to build community and to partner with the school to minimize tuition increases.

Annual Giving Campaign: A Legacy of Excellence

The 2020-2021 school year kicks off the 13th year of the St. Bonaventure Catholic School's Annual Giving Campaign. Gifts to the Legacy of Excellence Annual Giving Campaign help bridge the gap in the operating budget between what the school receives in tuition and what it actually costs to educate each student. The Annual Fund is unrestricted and supports the budget, which funds academic programs, faculty and staff salaries, benefits technology and arts programs, and helps pay for facility upkeep and improvements. Contributions show a commitment to SBS and a belief in our mission to provide a Christ-centered Catholic education for all God's children. We appreciate all gifts, large and small. We hope that each school family will make a meaningful contribution according to their ability. The Annual Giving Campaign commences in August and runs through June. Join us by getting "in the habit" to give for all our precious Saints!

Fundraising Events

The following fundraisers support the school operations:

Parent Faculty Association Events

- Annual Spring Dinner Auction
- Annual Golf Tournament, Dinner and Auction

Note: All auction items won via the online, silent, or live auctions expire one year after the date of the event unless otherwise stated on the item.

Other PFA Fundraisers

- Vicki Marsha Uniform Sales, Restaurant and retail fundraisers, Fast food lunches, Box Tops for Education

Endowment Fund

St. Bonaventure Catholic School's Endowment Fund was established several years ago to provide a vehicle for an ongoing income stream to the School. The fund has grown over the years through generous gifts and donations. The principle in the Endowment fund is permanently restricted and remains in perpetuity, continuing to produce earnings for years to come. The earnings are distributed to St. Bonaventure Catholic School annually and the funds are used in the operating fund to minimize increases in tuition. A gift to the St. Bonaventure School Endowment Fund is a gift that keeps on giving long after the gift is made.

Grocery/Amazon/Retail Rewards Programs

Many retailers have partnered with schools through rebate programs. Selecting St. Bonaventure Catholic School as the recipient of the rebate provides revenue toward the school's operating budget helps reduce the cost of education for all families.

Brick Campaign

Leave a lasting legacy in honor of your graduate, family, faculty member or other loved one with a custom engraved brick. Bricks are installed in Mary's Courtyard between the lower and upper school wings. Proceeds from the Mary's Garden Brick Campaign will be directed to the St. Bonaventure Catholic School Endowment Fund. The proceeds will allow the Endowment Fund to grow and produce additional earnings for St. Bonaventure School's Operating Budget.

Fundraising Acknowledgement

Funds raised through any School fundraising campaign for a particular School function, (i.e. activity, school trip, group, athletics program, etc.) will be subject to the following provision:

All donations of this sort (including in-kind) will be applied to the intended function of the fundraising campaign unless said function is no longer viable for any reason - including a force majeure or act of God incident – or should any funds remain after the function has been paid for in full, then the balance of the fundraised money shall be transferred to the School/Parish's general operating fund to be used at the discretion of the School/Parish to further its mission.

HANDBOOK ACKNOWLEDGEMENT & AGREEMENTS

COVID-19 Acknowledgements

1. I acknowledge and agree to the following terms as a condition for my child/children to enter the property of St. Bonaventure Parish, Church and School (the "School"), and agree to abide by the School's Reopening Plan/COVID Safety Plan, policies, and protocols for COVID-19 at all times.
2. I acknowledge that the School is dedicated to providing a safe community to its faculty, staff, students, and visitors, and has done its best to implement recommended CDC, Department of Public Health, federal, state and local guidelines, and put in place preventative measures to reduce the spread of COVID-19; however, the School cannot guarantee that my child will not be exposed to COVID-19.
3. I understand that protocol regarding COVID-19 is regularly modified and updated by the state, county, and CDC. I accept full responsibility for knowledge of these updates, and ensuring my child/children comply with the same at all times while on the School's property.
4. I acknowledge that I have asked for and/or been given any information that I may need to determine the risks associated with returning to the premises of the School and to make an informed decision of those risks.
5. I understand and consent to comply with any testing, health monitoring, and contact tracing protocols that the School has determined are prudent to maintain a safe campus environment. I understand that the School will take reasonable measures to ensure the confidential and private nature of health monitoring information it may obtain from students and employees, and understand and agree that it may be necessary to share COVID-19-related information with certain employees and/or public health officials with a legitimate need to know this information.

Agreement to Handbook and School Policies

Please read the information in this Handbook and discuss it with your child/children to ensure active understanding and participation in our school community. As a family you commit to the following:

1. I have read, understand, and agree to comply with the philosophy of St. Bonaventure of Catholic School, and the policies and regulations of this *Family Handbook*, including ALL current health and safety guidelines.
2. I understand that the administration may update or communicate additional policies in writing during the school year.
3. I understand that the *Diocesan Administrative Handbook* informs the policies in the *Family Handbook*.
4. I agree that our child/children will adhere to all rules and policies outlined in this *Family Handbook*.

This *Family Handbook* represents an understanding between family and school; attendance is viewed as an agreement to the terms and conditions stated in this document.