

St. Bonaventure Catholic School

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



**Parent Student Handbook
2023-2024**

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

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



Administration

Pastor	Rev. Vincent Hung Pham
Principal	Mary Flock mflock@stbonaventureschool.org

Senior Leadership

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

Front Office Staff

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

Faculty

Sprouts	Haely Vander Riet	hvanderriet@stbonaventureschool.org
Sprouts	Meaghan Carey	mcarey@stbonaventureschool.org
K	Lissandra Ourique	lourique@stbonaventureschool.org
K	Ramonica Skifstrom	rskifstrom@stbonaventureschool.org
1 st	Natalie deHeras	nataliedeheras@stbonaventureschool.org
1 st	Cindy Nosek	cnosek@stbonaventureschool.org
2 nd	Marina Hernandez	mhernandez@stbonaventureschool.org
2 nd	Mackenzie Valdez	mvaldez@stbonaventureschool.org
3 rd	Bethann Lewis	blewis@stbonaventureschool.org
3 rd	Heather Swienton	hswienton@stbonaventureschool.org
4 th	Tiffany Nguyen	tnguyen@stbonaventureschool.org
4 th	Nikki de Heras	ndeheras@stbonaventureschool.org
4 th	Kelly Filipan	kfilipan@stbonaventureschool.org
5 th	Amy Wilkes	awilkes@stbonaventureschool.org
5 th	Michelle Wittels	mwittels@stbonaventureschool.org
Jr. High	Tony Napoli	tnapoli@stbonaventureschool.org
Jr. High	Viviana Bruno	vbruno@stbonaventureschool.org
Jr. High	Alexandra Wysokinski	awysokinski@stbonaventureschool.org
Jr. High	Evan Dizon	edizon@stbonaventureschool.org
Jr. High	Amanda Akles	aakles@stbonaventureschool.org
Jr. High	Beth Diego	bdiego@stbonaventureschool.org
Jr. High	Marisela Jones	mjones@stbonaventureschool.org
PE	Mike DeCamp	mdecamp@stbonaventureschool.org
PE	Jennifer Wolfe	jwolfe@stbonaventureschool.org
Music	Ivan Parga	iparga@stbonaventureschool.org

Instructional Aides

Shannon Carey	scarey@stbonaventureschool.org
Jeannie Wilson	jwilson@stbonaventureschool.org
Andrea Donnegan	adonnegan@stbonaventureschool.org
Kristin Schwab	kschwab@stbonaventureschool.org
Sarah Vogel	svogel@stbonaventureschool.org
Mary Ann Frlekin	mfrlekin@stbonaventureschool.org
Gabby Mendez	gmendez@stbonaventureschool.org
Stephanie Gonzales	sgonzales@stbonaventureschool.org
Catherine Wittels	cwittels@stbonaventureschool.org
Julia Hatanaka	jhatanaka@stbonaventureschool.org
Karil Scully	kscully@stbonaventureschool.org
Denice Butcher	dbutcher@stbonaventureschool.org
Lovn Silva	lsilva@stbonaventureschool.org
Delany Pai	dpai@stbonaventureschool.org

Extended Day

Director	Vivian Nguyen	vnguyen@stbonaventureschool.org
Manager	Angelique Canubida	acanubida@stbonaventureschool.org

Staff

Custodian	Jose Bernal	jbernal@stbonaventureschool.org
Health Tech	Mary Keegan	mkeegan@stbonaventureschool.org
Counselor	Lisa Jones	ljones@stbonaventureschool.org
Librarian	Bridget Jojola	bjojola@stbonaventureschool.org
IT	Martin Ferri	mferri@stbonaventureschool.org
IT	Dorothy Mullin	dmullin@stbonaventureschool.org
Yard Duty	Dimitri Spirtos (Supervisor)	dspirtos@stbonaventureschool.org
Yard Duty	Rey Frlekin (Attendant)	rfrlekin@stbonaventureschool.org

School Hours

School Office Hours

Monday – Friday: 7:30 am-3:30 pm

Extended Care Hours

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

Table of Content

WELCOME LETTER	page 7
GUIDING PRINCIPLES	page 8
Mission Statement, Philosophy	
Core Value Word (SLE) Reference Guide	
Catholic Identity	
Code of Christian Conduct	
ADMISSIONS	page 10
School Student Non-Discrimination Policy	
Admissions Requirements/Admissions Acceptance Priority/Documents for Admissions	
Parent Obligations	
Actions/Attitudes of Parents, Guardian, or Others	
Recommended Transfer Due to Parental Attitudes	
The Non-Traditional Family	
Tuition and Fees, Tuition Payment Options	
Tuition Policies	
Service Hours	
Volunteering/Volunteer Attire	
Tuition Assistance	
School Fees/Field Trip Fees/Mobile Device Fee	
Student Withdrawals: How it Pertains to Tuition and Fees	
ACADEMICS	page 14
Enrichment	
Grading Key	
AP/ Honors Prep Criteria (ELA/Math)	
Cords Criteria	
Subject Pin Criteria	
Report Cards and Progress Reports	
Report Cards	
Student/Parent/Teacher Conferences	
Academic Probation	
Promotion/Retention	
Chromebooks/iPads	
Textbooks	
Homework	
Cheating Policy	
Tutoring	
Honors Requirements	
Diversified Learning Support (DLS)	
ATTENDANCE POLICIES	page 17
Procedures Regarding Absences	
Excused and Unexcused Absences	
Excessive Absences	
Vacation or Travel Absences	
8 th grade shadow days	
Grading Absent work	
Middle of the Day Absences	
Sick Child at School Protocol	
Student leaving from School Grounds Protocol	
Tardy policy	
Middle of the Day Tardy policy	
Truancy	
Make-up work	
STUDENT ACTIVITIES	page 20
Extra Curricular Activities Eligibility: Decathlon, Altar Servers, Student Government, After-school	

St. Bonaventure Catholic School
Parent-Student Handbook
2023-2024

Sports and Cheerleading Tryout/Game Day Participation 8 th Grade Graduation Library	
DISCIPLINE	page 21
General Behavior Maintenance of effective discipline Classroom Behavior Levels of Disciplinary Action Merit and Demerit Disciplinary Infractions Disciplinary Probation Suspension Expulsion/Cases Involving Grave Offenses, Time of Expulsion/Reporting Expulsion Right to Make Exceptions	
SAFETY PROCEDURES AND POLICES	page 25
Harassment, Bullying and Hazing Policy Harassment Complaint Procedure Grievance Process Student Threats School Searches Expectations on School Grounds/Morning Arrival/Lunch/Dismissal/Walkers Emergency/Disaster Procedures	
BEFORE AND AFTER SCHOOL CARE	
DRESS CODE	
General Guidelines Approved Uniform Provider Girls Uniform Options TK-4 th Grade and 5 th – 8 th Grade Boys Uniform TK-8 th Grade Mass Uniform Dress General Uniform Guidelines Non-Uniform Dress Saint's Spirit Dress Code Formal Non-uniform Mass Attire Backpacks	
GROOMING GUIDELINES	page 31
TECHNOLOGY	page 32
Electronic usage policy Guidelines for use of computers or personal electronic communication devices Parent Behavior Expectation- social media, website, email Cell phone policy	
GENERAL SCHOOL POLICIES	page 33
Animals on Campus Bicycle/Skateboard/Scooter/Rollerblade Policy Child Abuse Reporting Obligations Child Custody Field Study Trips Confiscation of Student Property Stolen Property Lost and Found Lunch/Snacks/Allergies Medication Birthday Celebration Policy Parties Outside of School Public Displays of Affection (PDA)	

St. Bonaventure Catholic School
Parent-Student Handbook
2023-2024

Student Insurance	
Privacy and Access to Records	
Pupil Records	
GUIDELINES FOR ADULTS INTERACTING WITH MINORS	page 36
PARENT/STUDENT COMPLAINT REVIEW PROCESS	page 36
ADMINISTRATIVE CLAUSE	page 37
PARENT STUDENT HANDBOOK ACCEPTANCE AGREEMENT	page 37

Dear St. Bonaventure, Catholic School Families:

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

As a member of the school community, you share a commitment to live and reflect the core values, Humility, Accountability, Leadership, Optimism and Service. These core values are at the heart of our school's mission. Our mission requires us to serve others with Christian dignity and respect, to demonstrate a commitment to community, and to collaborate with one another in ministry.

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

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

Sincerely yours in Christ,

Mary Flock
Principal

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.

Core Value Words Quick Reference Guide (Student Learning Expectations-SLE)

Value	What does it mean?	How do I show it?
Humility	<ul style="list-style-type: none"> ❖ We treat others the way we want to be treated. ❖ We look for Jesus in every interaction we have with others. ❖ We seek to understand over being understood. ❖ We accept being disappointed with grace. ❖ We show gratitude to others. ❖ We engage in prayer and self-reflection, seeking guidance and understanding from God. 	<ul style="list-style-type: none"> ❖ I ask God for help. ❖ I am kind to others. ❖ I celebrate others' accomplishments even when I don't get recognized. ❖ I share with others. ❖ I learn from others. ❖ I admit when I am wrong, and I ask for forgiveness. ❖ I say thank you. ❖ When I lose, I accept it.
Accountability	<ul style="list-style-type: none"> ❖ We speak truthfully and don't try to hide the truth, even when difficult. ❖ We use our mistakes as opportunities for growth and improvement. ❖ We encourage our peers to be responsible. ❖ We take ownership of the choices we make. ❖ We effectively manage our time, our workload, and our behavior. 	<ul style="list-style-type: none"> ❖ I turn my homework in every day. ❖ When I make a promise, I keep it. ❖ I ask questions when I don't understand. ❖ If I make a bad choice, I am honest about my mistakes and accept the consequences. ❖ I don't blame anyone else for the choice I make. ❖ I pick up after myself at recess and lunch. ❖ I carry my own backpack.
Leadership	<ul style="list-style-type: none"> ❖ We take ownership of the choices we make. ❖ We effectively manage our time, our workload, and our behavior. ❖ We speak truthfully and don't try to hide the truth, even when difficult. ❖ We use our mistakes as opportunities for growth and improvement. ❖ We encourage our peers to be responsible. 	<ul style="list-style-type: none"> ❖ I enter and exit the church quietly and ready to pray. ❖ I follow school rules. ❖ I listen to instructions from my teachers and parents. ❖ I play with everyone. ❖ I clean up our school, classroom, and bedroom even when I didn't make a mess. ❖ I say excuse me when I need to interrupt conversations, come into a room, or get someone's attention.

<p>Optimism</p>	<ul style="list-style-type: none"> ❖ We think positive thoughts about ourselves and others. ❖ We inspire and support our peers to stay positive and keep trying, even when things seem tough. ❖ We rely on our faith and prayer to find comfort and hope in difficult times. 	<ul style="list-style-type: none"> ❖ I am hopeful ❖ I get excited to try new activities and learn new skills. ❖ If I fail, I try again. ❖ I use the word YET often. "I don't understand this...yet." ❖ I say THANK YOU to God and our parents out loud and often. ❖ I smile at everyone we encounter.
<p>Service</p>	<ul style="list-style-type: none"> ❖ We take the initiative to help our neighbors, school, and community. ❖ We participate in school or community-based volunteer opportunities. ❖ We pray for others. ❖ We strive to live by the teachings of the Catholic faith. ❖ We go above and beyond to help others. 	<ul style="list-style-type: none"> ❖ I actively participate in Liturgical services. ❖ I help my friends when they are in need. ❖ I leave areas cleaner than they were when I found them. ❖ I treat all people with kindness and fairness, both inside and outside of the school. ❖ I volunteer my time to help my parents, teachers, friends, and neighbors.

Catholic Identity

St. Bonaventure Catholic School strives to be a place where we encounter the living Jesus Christ. Our Catholic identity is expressed in the daily experiences and interactions of families, students, faculty, staff, and administrators. It permeates the spirit and climate of our school. It is through daily prayer, prayer services, school liturgies, the sacraments, the integration of scripture, morals, and values in academic studies, social interaction, and service to others that St. Bonaventure Catholic School expresses our identity and reflects Jesus' message of love.

Code of Christian Conduct

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

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

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

ADMISSION

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

SCHOOL STUDENT NON-DISCRIMINATION POLICY

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

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

ADMISSIONS REQUIREMENTS

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

ADMISSIONS ACCEPTANCE PRIORITY

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

1. Active members of St. Bonaventure parish. "Active member" means that the family worships in the parish and contributes its time, talent, and financial resources to support the parish.
2. Catholics from another parish, provided active participation in their parish can be validated.
3. Families who already have children in our school.
4. St. Bonaventure School Alumni
5. Catholic families
6. Non-Catholic families

DOCUMENTATION REQUIRED FOR ADMISSIONS

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

2023-2024 PARENT OBLIGATION, SCHOOL FEES, AND TUITION RATES

PARENT OBLIGATIONS

- Attendance at Sunday Mass
- Appearance at Open House
- Attendance at the 3 mandatory parent meetings held throughout the academic year
- Support of school standards and policies as set forth in this Parent/Student Handbook
- Financial support of the school by prompt payment of tuition and fees **(Families who are two months behind in tuition and/or fees may be asked to withdraw)**
- Service hours completion **(Parents that do not complete their service hour obligation by the last Friday in May will be billed \$20.00 per hour for the remainder)**

Actions/Attitudes of Parents/Guardians

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

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

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

Recommended Transfer Due to Parental Attitude

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

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

The Non-Traditional Family

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

TUITION AND FEES

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

Tuition Payment Plans/Payment Methods

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

The below are the payment plans available for qualifying families:

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

The below are the payment plans available for families that do not qualify for the above payment options:

- One payment by cashier's check or cash for the annual cost of tuition paid in full, directly to St. Bonaventure School by July 1st.
- One payment by **Credit Card** paid in full. Credit card payment requires an agreement with FACTS Tuition Management Co.

Tuition payments will **not** be accepted in the school office.

ADDITIONAL TUITION POLICIES

1. "In Parish" tuition qualifications:
 - a. Registered member of St. Bonaventure Church for over one year,
 - b. A registered member of another Catholic Church (without a school) for over one year,
 - c. An active parishioner (over one year) of another Catholic school/parish that has recently moved to the Huntington Beach area.
2. Families are responsible for late payment charges for all delinquent payments.
3. Families are responsible for all insufficient fund charges for returned checks or lack of funds for automatic debit.
4. Families are responsible for all FACTS fees.
5. Families with accounts delinquent for two or more months may but are not limited to:
 - a. Student(s) will be sent home until accounts are brought current.
 - b. Student will be asked to withdraw from school.
6. 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.
7. Graduating grade 8 students may not receive diplomas in the case of any outstanding financial or service/safety obligation and will receive report cards/diplomas when all financial obligations are met in full.
8. Families that opt not to return to SBS will receive report cards when all financial obligations are met in full.

Service Program SERVICE HOURS

1. **No tuition assistance/no financial aid:** 50 service hours
 - There is a **buy-out** option of \$900.00 if you'd rather not complete service hours. Payment for buy-out option is due upon registration.
2. **Tuition assisted family/family on scholarship:** 50 service hours.
 - **There is NO buy-out option.**

Service Hour FAQ:

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

Volunteering

Parents as partners are a vital part of Catholic Education. Volunteering is one way to fulfill the Service Hour obligation. In order to volunteer on campus, the following must be completed and agreed upon:

- Fingerprinting. Forms are available in the school office.
- Safe Environment Class. Classes may be completed online, and the certificate of completion must be turned in.

- 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**.
- Volunteers must sign in and wear a visitor's badge at all times while on campus.

In the interest of student safety, do not bring younger siblings when you assist in the yard-duty program. Personal cell phone use is also prohibited while you are monitoring student safety.

Contact the school office or classroom teacher for volunteering opportunities.

Attire for Volunteers

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

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

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

Tuition Assistance

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

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

Fees

Registration Fee per student: \$500 per student – registration fee (**non-refundable**)

Late Registration Fee per returning student: Additional \$100 (**non-refundable**) per student fee if not paid by the last day of the registration window.

Sacramental Fee (Grade 2): Paid directly to the Parish Faith Formation Office.

Graduation Fee (Grade 8): \$300.00 (estimated) per student billed throughout the school year as expenses are incurred.

Service (Including Yard Duty) Additional Tuition: Additional \$900.00 per family tuition if not volunteering for 50 hours of service. Due no later than June 30, 2024.

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

Field Study Fees

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

Chromebook Fees

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

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

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

Withdrawals

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

ACADEMICS

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

Enrichment

Braintstorm STEM	Sports Programs 5-8	Field Trips
Faith Families	Student Government	Educational Assemblies
Weekly Masses	Science Fair	Christian Stewardship
Choir	Drama	Art
Girl Scouts/Brownies	Music	1st-5th Spanish

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

Academic Grading Key:

Sprouts (TK)

M	Consistently Demonstrates Mastery of Skill
E	Emerging Development
N	Needs Support

Kindergarten

S	Satisfactory	E	Emerging
---	--------------	---	----------

1st through 2nd

O	Outstanding	E	Good
S	Satisfactory	NI	Needs Improvement

3rd through 8th

A:	95-100%	C+:	77-79%	D-	60-62%
A-:	90-94%	C:	73-76%	F:	59 and below
B+:	87-89%	C-:	70-72%		
B:	83-86%	D+:	67-69%		
B-:	80-82%	D:	63-66%		

Skills + = Area of Strength √ = Area for Improvement

Level 2 Exceeds Grade Level Standards

Level 1 Adapted/Modified Curriculum – See ILP

GPA Scale

NOTES:

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

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

7th grade Pre-Algebra is not eligible for the extra weighed point.

Report Cards and Progress Reports

Report Cards are electronically issued via email three (3) times a year at the end of each trimester. The factors considered in grading are class participation, satisfactory completion of class and homework assignments, and achievement skills in oral and written tests and projects as well as attendance. For attendance requirements please reference the Attendance Policy section found on page 16.

Progress Reports: Any student with a C- or lower in any subject area will receive a progress report. All other progress reports but be requested in an email to the school's registrar.

Gradebook

Parents and students are encouraged to check FACTS regularly for grade management purposes. Work turned in on time should be entered into the gradebook within two weeks. Late work will be graded at the end of the trimester or at the teachers' discretion.

Student/Parent/Teacher Conferences

Fall conferences are scheduled for all TK-5th grade students and as needed for 6th-8th grade students. Parents are encouraged to conference with teachers throughout the school year for any reason. Parents must formally communicate concerns with the teacher with a phone call, email, or meeting prior to contacting the school administration to express concerns or request a conference.

Academic Probation (Grade 3-8)

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

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

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

Promotion

The decision to retain a student is based on the overall welfare of the student, developmental readiness, and emotional/social factors. Excessive absences may also impact promotion.

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

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

Chromebooks/iPads

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

Textbooks

Student textbooks are the property of the school and are to be cared for. All textbooks must be covered and free of unnecessary markings. A fee may be assessed for damaged or lost textbooks.

Homework

Daily homework 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 homework, gather necessary materials, and complete assignments.

Homework or schoolwork missed through absence should be completed and turned in to the teacher within two days of the absence to receive credit. Jr. High students are expected make arrangements to meet with their teachers about missing work due to absences upon their return to school and to check Google Classroom.

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

CHEATING POLICY

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

1. Informed the parent by phone call or email
2. Document the incident in FACTS
3. Give a grade of "0" for the test or assignment.

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

TUTORING

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

HONORS

For the purpose of determining honor roll eligibility, the following academic subjects are averaged: Religion, Reading/Literature, Math, English Language Arts, Social Studies, Spanish, and Science. A Student must have a B- or better in behavior and overall work habits to be eligible for an award.

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

- High honors are for students who earn a GPA of 3.80 or higher.
- Honors are for students who earn a GPA between 3.65-3.79.

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). GPAs for the Honor Roll and other awards are not rounded up.

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

8th grade Commencement Award criteria

Cords

The silver cord is awarded to students who have maintained a grade point average of 3.65 - 3.79 for all three trimesters this year while maintaining B- or above in responsible behavior.

The gold cord is earned by those students who have maintained an academic average of 3.8 or higher for all three trimesters this year while maintaining a B- or above in Responsible Behavior.

Pins: A pin will be awarded during graduation to a student who receives an A in the three 8th-grade year trimesters. Subjects eligible for a pin include English Language Arts, grade-level Math, Social Studies, Science, Religion, Spanish, and P.E. A pin will be awarded during graduation to a student who received an A- or better in the three 8th-grade year trimesters in Advanced Math.

DIVERSIFIED LEARNING SUPPORT (DLS)

St. Bonaventure Catholic School strives to be inclusive in serving the needs of students. All classes are general education classes, and the school has limited access to resources and does not provide Special Education and related services. In an effort to provide support for students who demonstrate a need for diversified learning, the DLS does offer the following:

- Collaboration with classroom teachers
- Push in and pull-out support for students with Individualized Learning Plans (ILP)
- Supporting parents in navigating the evaluation process and services with the public school or private sector

Participation in the DLS is determined by teachers, school administration, and DLS coordinator based on multiple data, including but not limited to: student needs, results of formal evaluation(s), students attendance history and observations.

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

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

ATTENDANCE POLICIES

Students and parents must be impressed with the importance of regular school attendance, as required by law. Regular attendance is an important factor in academic success.

Current home and work phone numbers must be provided in FACTS, so that immediate contact can be

made regarding any emergency or any irregularity in attendance. When parents are out of town, it is the parent's responsibility to inform the school as to who will assume guardianship (responsibility for the student).

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

Notifying School of Absences

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

Attendance Office Phone: 714-846-2472 Ext. 114

Attendance email: Attendance@stbonaventureschool.org

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

- Full name of the student
- Grade
- Teacher
- Date(s) of absence
- Anticipated number of days absent
- Specific reason for absence (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

Excused Absence

Excused absences are illness, medical appointments, required court appearances, educational testing, and death of an immediate relative. Please send an email detailing the reason for the absence to Attendance@stbonaventureschool.org upon the student's return. Absences will remain unexcused if a note is not received.

Absences exceeding 3 consecutive days require a doctor's note to be considered excused. Any student who is absent from school for 3 or more consecutive days and does not have a doctor's excuse must report to the nurse before being readmitted to class.

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

Unexcused Absences

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

Excessive Absences

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

Vacations or Travel Absences

Absences due to vacation or travel during school days count toward a student's overall number of absences and therefore are highly discouraged. Vacation or travel absences are subject to the actions found in the Excessive Absences section above.

8th Grade Shadow Days

Shadow days are reserved for grade 8 students and will count as an excused absence, with a maximum of one shadow day at 3 different high schools. Additional absences due to shadowing are unexcused absences.

Grading Absent Classwork and Homework Policy

Turning in missed classwork and homework is only part of the overall grading process and does not adequately assess mastery of a standard or skill. Therefore, a student may receive grades of incomplete regardless of if missing homework and classwork was submitted.

Pulling Students out of class for On-campus functions and or events

On occasion, siblings have school related events or functions. Students should not be pulled from their classes to attend their sibling's function or event. A student who is pulled from class at any point of the day to see a sibling's school event may be marked unexcused and may not be permitted to return to class after the event. This includes class plays, sporting events, etc. The exception is graduation or promotion ceremonies.

Sick Children at School

In an effort to minimize absences, we ask that you do not bring your child to school if he/she is not feeling well. Parents/guardians may be called to pick up their child due to illness during the school day. Children sent home due to illness may not participate in try-outs or after-school sports on the day they were sent home.

Leaving School Grounds

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

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

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

- Parents provide a written letter 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.

Tardy policy

Tardy students will wait outside of the PE office until morning prayers and pledges are completed before joining their class lines. A tardy is excused only with an official doctor's note presented on the official doctor's letterhead.

A student is considered tardy after 7:55 a.m. until 8:15 a.m. A student is considered $\frac{1}{4}$ day absent after 8:15 am-12:00 pm and $\frac{1}{2}$ absent after 12:01 pm.

Consequences per trimester

- 1 tardy per trimester grace period.
- Tardy 2-4 times: Attendance office notifies the parent.
- Tardy 5 times: lunchtime detention is issued and served. The attendance office refers the matter to the administration who contacts parents. A meeting may be scheduled to develop an attendance plan.
- Late 6 or more times: A before-school (7:00-7:45) or after-school detention (2:45-3:30) is issued and served. A meeting will be scheduled to develop an attendance plan. At the discretion of the administration, other disciplinary actions may be taken for each unexcused tardy thereafter.

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

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

Truancy & Out of Bounds

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

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.

Classwork and homework may not be available in advance of a planned absence. 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 upon their return.

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

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

STUDENT ACTIVITIES

Co-Curricular Activities

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

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

Maintaining Eligibility

A 2.0 GPA or higher and a C- or better in Personal Learning Skills and Responsible Citizen is required for participation in Co-Curricular activities. The GPA is composed of the following academic subjects: Religion, Language Arts (Reading/Literature, English and Spelling), Math, Science, Social Studies, and P.E.

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

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

Academic Decathlon Team

The Academic Decathlon is a competition comprised of ten events for students who meet specified criteria in grades 6-8. The events test individual knowledge of Current Events, English, Fine Art, Literature, Mathematics, Religion, Science, and Social Studies. Participating students will be asked to pay a minimal fee. In addition, there is a Logic Quiz and a Super Quiz with multiple choice questions on five broad academic themes. Ask the Academic Advisor for details.

Altar Servers

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

Student Council Eligibility

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

Team Sports and Cheerleading Eligibility

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

Tryouts/Game Day Participation

To be eligible to 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.

Grade 8 Graduation

Students who do not qualify for graduation due to academics, behavior incidents, excessive absenteeism, or parent financial and service obligations to the school (such as tuition, fees) may not participate in any graduation activities.

Library

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

Beginning in grade 3, a late fee is incurred when books are returned after the due date. The late fee is 10 cents per day, and it does not count days when the students are absent, 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.

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

DISCIPLINE

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

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

MAINTENANCE OF EFFECTIVE DISCIPLINE

Effective discipline is maintained when there is

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

CLASSROOM BEHAVIOR

The usual rules of common politeness are to be observed in dealing with administration, faculty, staff, and other students. Students should enter the classroom quickly and quietly. Behavior which disrupts or in any way hampers class progress is unacceptable and includes but is not limited to:

- Students may not engage in any activity which prevents the teacher from teaching or another student from learning.
- Students may not complete unfinished assignments during class time unless the teacher so advises.
- No food or drink in the classroom. Leak proof water bottles with a straw or spout type of lid are permitted during hot weather.
- No gum chewing.
- All uniform regulations will be enforced.
- No disrespect, foul language or violent behavior will be tolerated.
- Vandalism and graffiti will not be tolerated.
- The school's policy on cheating will be consistently enforced at all times.
- Students will not sit on top of desks, tables or put their feet on desks or seats.
- Articles on or near the teacher's desk are not to be touched or removed without permission.
- Cell phones are to be left in the student's backpacks and turned off.

LEVELS OF DISCIPLINARY ACTION

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

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

MERITS AND DEMERITS

Discipline is a partnership between school and home. The merit and demerit system acts as a communication tool that helps identify behavior and communicates those behaviors to the necessary people. Consequences will be managed at the teacher level unless the behavior is deemed worthy of communicating a demerit of 3 and escalated to administration.

Merit: A merit communicates a behavior that goes above and beyond what is expected and is worthy of acknowledgment.

Demerit: A demerit communicates a behavior that needs to change.

Values

0: Indicates a behavior has been identified, the teacher is addressing it within the classroom with redirection or minimal consequence and would like the parent to know. No further action is required from the parent.

- 1: Indicates a telephone conference is forthcoming to discuss a behavior. Most likely a consequence has been given or is forthcoming.
- 2: Indicates a parent-teacher conference is forthcoming. Most likely a consequence has been given or is forthcoming.
- 3: Indicates that the student has been sent to speak with the administration. A phone call and or parent, teacher, and administration conference is imminent as is a consequence.

Suspension and expulsion may be a consequence of the demerit progression, but demerits may not be a part of the suspension and expulsion process. For further explanation of the suspension and expulsion policy please see the Parent Student Handbook.

Consequences are assigned by and served with the individual teacher and or administration. Consequences may include but are not limited to time out of recess, lunchtime detention writing a reflection paper, parent-teacher conference, suspension, expulsion, etc.

DISCIPLINARY INFRACTIONS

Disciplinary Infractions include but are not limited to:

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

DISCIPLINARY PROBATION

Disciplinary Probation is a restriction from participation in school activities and privileges this includes but is not limited to field trips, school events, extracurricular activities, clubs, and leadership roles. The principal, vice principals, and/or pastor determine the extent to which the probated student may participate in any school activity or privilege. If a student is on disciplinary probation twice during the school year, the student's enrollment status for the next school year will be evaluated regardless of whether or not the terms of the probation are completed. **Violation of disciplinary probation may lead to further disciplinary consequences including but not limited to withdrawal or expulsion.**

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

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

SUSPENSION

- Tuition and fees in arrears two or more months
- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student.
- No student shall be suspended from school for more than two consecutive weeks unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation.
- Notice of suspension must be given to the parents or guardians by telephone or in a conference and will be noted on FACTS.

- The principal, vice principals, and/or pastor shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.
- In no case will a teacher on his or her own authority suspend a student
- Any other action not listed above considered sufficiently serious by the principal, vice principals, and/or pastor.

EXPULSION

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

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

Procedure for Expulsion

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

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

Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference.

- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians.

Time of Expulsion

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

Reporting of Expulsions

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

Right to Make Exceptions

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

SAFETY PROCEDURES AND POLICIES

HERO Program

Each year faculty, staff, and students are trained using the curriculum of the HERO program. This program is designed to empower the school community and equip them with options during a lockdown. A training session is offered to parents at the beginning of each year.

Harassment, Bullying, and Hazing Policy

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

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

Harassment

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

Verbal harassment

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

Physical Harassment

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

Sexual Harassment

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

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

Cyber-bullying

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

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

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

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

Bullying-Harassment Complaint Procedure

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

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

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

Grievance Process

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

- If the concern involves school personnel, the parents are to arrange a meeting to discuss their concerns. The results of that meeting are to be in writing with all parties signing. If there is no resolution, the parents are to call the principal or vice principal and arrange a time for everyone to meet. The parents should provide a copy of the results of the first meeting. The express purpose

of this meeting is to bring about a resolution. Again, notes should be taken, with all parties present signing and copies distributed.

- If no resolution is reached, the parents are to call the Pastor and arrange for a meeting with all parties present. The purpose of this meeting is to resolve the situation. The results of this meeting are to be in writing with all parties signing, and copies distributed.
- If no resolution can be reached, the parents are to write a letter to the Superintendent of Catholic Schools, briefly stating the problem and providing copies of all written documents from the meetings held. The Superintendent will review all documentation and decide on a course of action after consultation with the Pastor and Principal.

In such disputes, we protect our right to interpret school rules and guidelines fairly, based on truth and justice. The goal is the child's well-being and a provision of an optimal learning environment.

Student Threats

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

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

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

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

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

School Searches

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

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

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

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

In the event that any items belonging to a student are confiscated, the school official should document

that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

Expectations on School Grounds

Morning Arrival.

Exercise caution and follow all safety procedures. Law enforcement will be called to enforce traffic laws if necessary.

- Student arrival begins at 7:35 A.M. Students dropped off earlier than 7:35 A.M will be escorted to extended care and a drop-in fee will be charged.
- Students must be escorted by an adult in any areas where cars may be moving.
- Student cell phones are to be turned off and stowed in their backpacks upon arrival on campus. Cell phone use after arrival and before leaving campus is prohibited unless otherwise permitted by a staff, faculty, or administration. Permission is granted on a case-by-case basis.
- Play areas are unsupervised during arrival therefore are off-limits to students and campus guests.
- School begins promptly at 7:55 AM.
- The basketball, blacktop area is for parking and escorting students to morning assembly only. The TK-4th drive and drop off line are the entrance gate/ lane off of Springdale and between the big field and playground structure and the 5th-8th grade drive and drop off is on Orlando.

Lunch

Students must sit at the lunch tables for a 15 minute eating period. Yard duty will inform students when they can leave the tables. Remaining in the lunch table area after the 15 minute eating period may be granted on a case-by-case basis but is generally not an acceptable practice. Slower eaters may move to the P.E. office steps to finish their lunch.

Dismissal and After-School Procedures

Exercise caution and follow all safety procedures. Law enforcement will be called to enforce traffic laws if necessary.

- Parents park and pick up students from the classroom(s)
- Walkers and those participating in afterschool activities such as sports are to remain in their classroom until 2:55 P.M. At that time, they will proceed to the designated release area.
- Students designated as walkers may not be picked up by cars waiting on or near neighboring streets.
- Students are not permitted to loiter on the school sidewalk or grass areas while waiting for parents to pick them up.

**A Walker is defined by any student who's parents have filled out the proper permission forms to allow the student to go home on their own after school.*

Emergency/Disaster Procedures

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

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

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

In the event of a power outage, remain calm; your children are safe with us. Please do not call, the

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

AFTER SCHOOL CARE

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

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

DRESS CODE

PHILOSOPHY

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

GENERAL GUIDELINES

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

Uniform Provider

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

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

Standard Uniform

The following items only are permitted:

Girls Uniform Options Sprouts (TK) through 4th grades

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

Girls Uniform Options 5th through 8th grades

- Red plaid skirt with modesty shorts
- Navy blue cuffed walking shorts (no shorter than 2" above the knee)
- Red Plaid skort
 - **No rolling skirts or skorts at the waist.**
 - **No skirts or skorts above the knee.**
- Navy blue cuffed walking shorts (no shorter than 2" above the knee)
- Navy blue twill uniform slacks
- White uniform "Peter Pan" style collared blouse, white oxford shirt, or white, 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.

Boys Uniform Options Sprouts (TK) through 8th grade

- 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.
- Uniform sweater or vest in red or navy blue (optional)
Vicki Marsha uniform baseball caps may be worn outside only

Dress Uniform

Worn on Mass days

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

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

Girls Uniform Options 5th through 8th grades

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

Boys Uniform Options Sprouts (TK) through 8th grade

- Polo shirt, long pants with a belt. If an outer layer is needed for warmth, it must be a uniform sweater or sweatshirt. The outer layer must be clean, free from holes, and fit appropriately.

If an outer layer is needed, it must be clean, free from holes, and fit properly. Students will be asked to remove an outer layer that is not clean, has holes or does not fit properly prior to attending Mass.

General Dress Code Policies

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

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

Boots of any kind, regardless of weather conditions are not allowed

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

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

Undershirts: Undershirts long sleeve or short sleeve must be white.

NON-UNIFORM DRESS CODE

Casual Dress Days

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

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

Spirit Day Dress Code

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

Questions – ask the principal or vice principals

Formal Non-uniform Mass Attire

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

All clothing must be neat, clean, and free of holes.

Backpacks

Backpacks must remain in good condition. They may **not** be “personalized” in any manner.

GROOMING GUIDELINES

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

- Dyed or colored hair (including rinsed) is not permitted
- Boys' hair must be neat; it may not touch the shirt collar, ears must be visible and may not be longer than 3" in length
- Hair may not interfere with the student's vision.
- The hair must not be excessive in length and the sides must be evenly tapered
- Students are not allowed to shave their heads
- Exaggerated hairstyles (e.g. duck tails, mullets, faux hawks, shaved sides, exaggerated spikes, unkempt or ungroomed) are not permitted.
- Make-up is prohibited
- Excessive jewelry such as large hoop earrings, plugs, ear stretchers, spiked rings, and bracelets are prohibited

- Girls may wear no more than one earring per ear. Earrings may not extend beyond the earlobes.
- Boys are not permitted to wear any ear accessories, nail polish, or any type of make-up
- No tattoos of any kind or pierced rings/studs on any other part of the body.
- Bandanas and kerchiefs are prohibited.
- Writing/drawing on hands, arms, legs, and/or face is not permitted, and the student will be required to wash it off.
- Girls may wear clear nail polish on natural fingernails. No acrylic nails or colored nail polish.
- One item of small Christian emblem jewelry and one watch (**no Smartwatches allowed**).
- Hair accessories worn must be purchased from Vicki Marsha.

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

TECHNOLOGY

Electronic Usage Policy

Guidelines for the use of computers or personal electronic communication devices

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

Students may not:

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

Consequences for violating any of the above guidelines:

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

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

Parent Electronic Communication Policy

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

Chromebook and iPad Agreement

Agreements are sent home at the beginning of the school year to be reviewed by the parent and student. A copy of the agreement is sent back to school as a record of the acknowledgement of understanding and compliance. For a copy of your signed agreement, please send an email request to your student's teacher.

Cell Phone Policy

- Cell phones stay in the backpack between the hours of 7:55-3:00 PM.
- If students need to reach out to parents because they feel ill, students must follow the proper protocol and request to be sent to the health room. The health room technician will call home if necessary.
- Students are not to text or email parents during the day if they feel ill, need school supplies/ Chromebooks/projects/homework, lunch, or to confirm pick up after school.
- If a student is not picked up by 3 PM, they will be sent to Extended Day, and calls will be made by Extended Day staff.

Confiscated Cell phones will be turned into the office and released to a parent/guardian only.

General Guidelines

Animals on Campus

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

Bicycle/Skateboard/Scooter/Rollerblade Use

Students in grades 6-8 may ride their bikes to school. Bicycle racks are provided; bikes should be locked up securely. Bike riders will be dismissed at 2:55 P.M. (1:55 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.

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

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

Child Abuse Reporting Obligation

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

Child Custody

The school should be promptly informed, in writing, of any changes in child custody. The school follows what the custody paperwork states. If no custody order is in place or the school has not received the custody order, the school will refer to the list of approved adults found in the family FACTS portal.

Field Study Trips

Field trips are educational in nature.

- School procedures require all paperwork and permission slips to be completed and submitted by a guardian at least one week prior to a field trip. Oral permission will not suffice for any school-sponsored outing.
- Chaperones for Field Study Trips must be at least 25 years of age, submit a completed *Adult Waiver and Release* form, and have fingerprinting clearance and proof of Safe Environment training on file at least one week prior to the field study trip.
- Fees for bus transportation and/or other expenses will not be refunded if a student is absent on the day of the trip.
- 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, on discipline or academic probation or with excessive absenteeism may be restricted from field trips.
- Extended stay field trips, when permissible are for 6th, 7th, and 8th grade only.

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

Confiscation of Student Property

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

All electronic devices, including but not limited to smartwatches, Air Pods, cell phones, iPads, etc., hats, book bags or notebooks with writing on them, and clothing items in violation of the dress code will be confiscated by the principal and/or vice principal and will be released to a parent or legal guardian at the end of the school day.

Stolen Property

The school is not responsible for stolen or lost property.

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.

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

Medications

Aspirin and other medications will not be provided to any student by the Health Technician. If students are required to take prescribed medication during school hours, parents must deliver the medication to the Health Room in original containers, accompanied by a consent form obtained from the school Health Room and signed by the child's physician and parent, providing details regarding the amount, method, and time schedule medications are to be administered. Medicine must be kept in the Health Room. No medication may be kept in classrooms unless permission has been obtained from the administration. *For further details regarding medications, please contact the Health Technician.*

Birthday Celebration Policy

Teachers and Room Parents will coordinate one birthday celebration per month. On this pre-designated day, parents with students having birthdays in that month will be allowed to bring treats. Treats must be pre-arranged and pre-approved by the classroom teacher and Room Parent. Alternative celebrations, ½ birthdays, or treats will not be permitted on any other day of the month. Invitations to parties, birthdays, or activities are not to be distributed at school unless all students in the class are invited.

Parties Outside of School

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

Public Displays of Affection (PDA)

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

Student Insurance Program

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

Privacy and Access to Records

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

Pupil Records

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

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

Parents and legal guardians of minors have the absolute right to access their child's pupil records in

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

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

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

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls, or through social media) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires

parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.

- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Diocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements.

PARENT/STUDENT COMPLAINT REVIEW PROCESS

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

School Level

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

Department of Catholic Schools Level

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

Administrative Clause

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

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

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

St. Bonaventure Catholic School
Parent-Student Handbook
2023-2024

according to the requirements of the Handbook.

Father's or Guardian's Signature _____ Date _____

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

Print student names and grades:

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

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