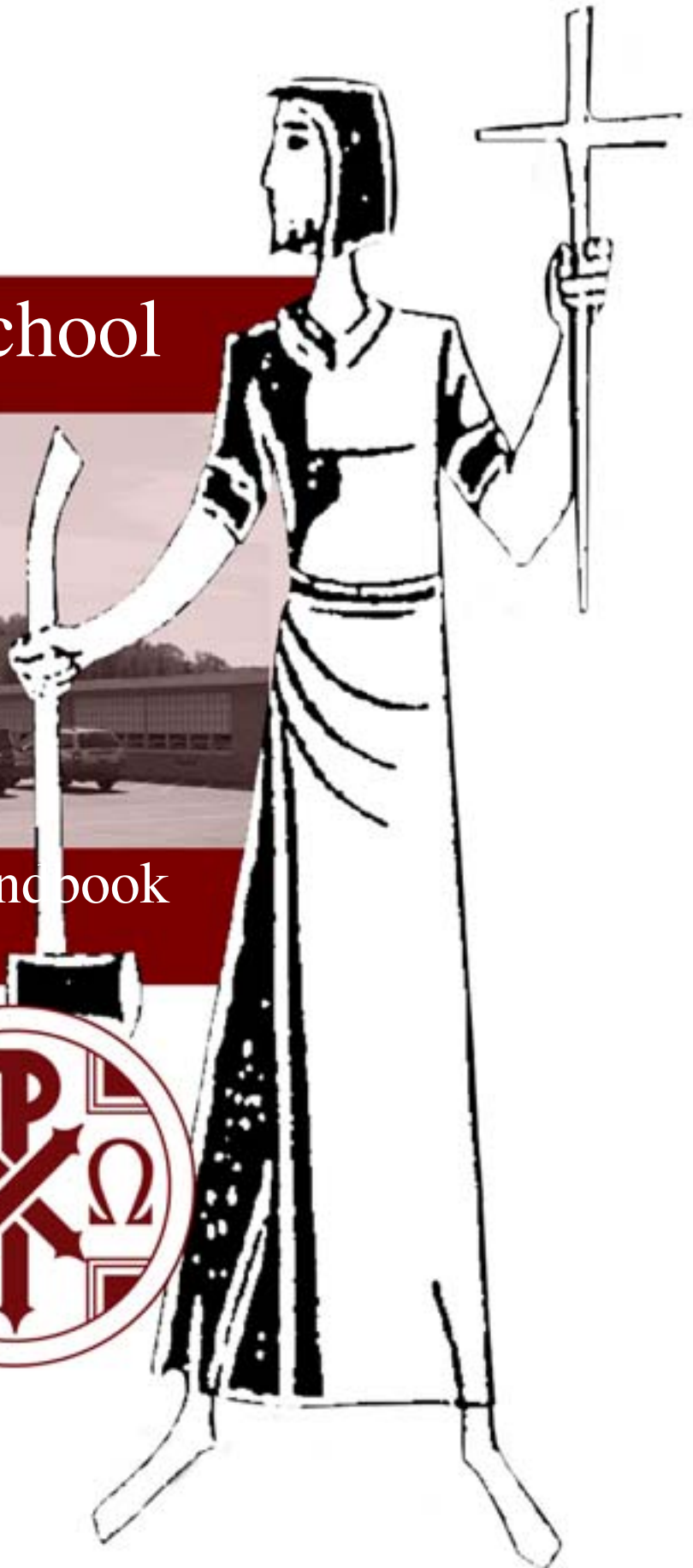


# St. Boniface School

Kersey, PA



Student & Parent Handbook  
2009/2010



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## Addendum

Our family, the \_\_\_\_\_, has read and accepted the beliefs state in the handbook of St. Boniface School for the following year. If there are any questions, we can call the school office at 885-8093. Parents and Guardians are to sign below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please return this page to the school office by the end of September.*

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# FORWARD



The purpose of this handbook is to provide, officially and compactly, important information concerning St. Boniface School. A knowledge of the details of school organization and policies is given here to insure order and understanding, to guide and regulate our school life, and above all, to educate the child in a Catholic environment.

Students and parents are requested to take the time to read this handbook as it will serve as a guideline throughout the school year. If further information or insights are needed, please contact the school office.

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## A Brief History of St. Boniface Parish School



St. Boniface Parish School opened on February 2, 1885, with students in two classes being taught by Sister Benedict Blasius, O.S.B. and Sister Raphael Eitherlaub, O.S.B. Father John Link, who came as pastor to the parish in March of 1884, considered it vitally important to the development of children's faith that they receive their formal education in a Christian setting and caused a school to be built in which this could happen. Thus, St. Boniface School became the first school in Elk County and indeed the oldest one still in operation in this part of the Diocese of Erie. In the same year, 1884, in which Father Link initiated this project, the Third Plenary Council of Baltimore established the ideal for Catholics in America, "Every Catholic child in a Catholic school."

The wisdom of Father Link's action was made more apparent ten years later when a state law was passed forbidding teachers to wear religious garb while teaching in public schools. The Benedictine sisters who had been teaching in public schools in the neighboring community of St. Marys were forced to withdraw, and the parish there established the second parochial school in Elk County.

When Father Frank Wagner became pastor of the parish in 1901, the population had increased and likewise the number of children had increased to the point that it was necessary to add two rooms to the school building. There were then three classes being taught.

In 1911 another school building was erected in the community of Coal Hollow which served for both church and school. Sr. Magdalene, O.S.B. and Mrs. Bertha McInnery taught the first classes. In 1915 the building was rented for use as a public school conducted by Josephine Schreiber and Marie Hau until its closure in 1918.

The Catholic population in the Kersey area was relatively stable for the next four decades so that the three classrooms in St. Boniface School, all taught by Benedictine Sisters, continued to be adequate for the demand.

A large increase in population in the post World War II era, which is reflected in the baptismal records of the Church, and the deterioration of the school building then in use prompted Father Charles Hacherl in 1955 to move toward construction of a new and larger school building. By this time the school enrollment, which had been 98 in 1950, had risen to about 180 students and four classrooms were in use.

The new building was opened in 1957 with eight grades taught in six classrooms. The enrollment continued to increase so that it was necessary within a few years to have eight classrooms, one for each grade. A kindergarten class was begun in 1977 in a part of the cafeteria-activity area.

St. Boniface Parish School was accredited on December 7, 1982, by the Middle States Association of Colleges and Schools and was re-accredited on October 28, 1994.

Preschool classes for three and four year old children began in 1988.

In 1994, with the re-organization of St. Boniface as a Pre-K to Grade 5 school, the students in Grades 6, 7, and 8 were provided a Catholic education through Queen of the World School, in St. Marys, Pennsylvania, until the St. Marys Catholic Middle School opened in 2001.

The all-day kindergarten class was initiated in the fall of the 2000-2001 school year.

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## The MISSION

A Catholic education aims to prepare students not only for careers, but also for life. It helps students to deal not only with questions of what a person should know, but also with how a person should live.

Catholic education is best realized in Catholic Schools which offer opportunities for each child to receive religious and secular instruction, experience daily living in a faith community and develop skill and commitment in serving others.

Catholic students learn to integrate the teachings of moral and spiritual values of the Catholic Church within the academic, social and emotional environment of the Catholic school.

Our Catholic school is a parish school within the Diocese of Erie. As part of the parish family, Saint Boniface and the diocese look to the school to serve its children and to collaborate with the diocese in the formation of its children.

## PHILOSOPHY



The curriculum at Saint Boniface is designed to foster in each student a sense of individual worth and hope that a better world is possible. Religious values based on love of God, self and neighbor are presented and meant to be assimilated to such a degree that each student will go forth into the community committed to bring Christ into every aspect of life.

The academic purpose of St. Boniface is to provide solid and structured educational programs in a formal academic environment. This environment is permeated with a Christian atmosphere with emphasis on love and understanding which expresses the faculty's determination to teach and reach the basic needs of every child. The students learn to integrate the teachings of moral and spiritual values of the Catholic Church within the academic, social, and emotional environment of this Catholic school.

The intellectual development of our students is achieved through activities involving thinking and reasoning skills. Emphasis is placed upon the understanding and assimilation of concepts in the basic areas of learning.

Every effort is made to identify and support the individual differences of each student. Those with limiting differences are provided with the help they need to deal with them.

Our Catholic school is part of the parish family within the Diocese of Erie. The school collaborates with the Catholic Schools Office of the diocese in the formation of children.

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# School Policies

The member schools of the Catholic Schools Alliance of Elk County are private institutions with established policies and regulations that are consistent with the Catholic identity and mission of each school individually and all member schools collectively. All policies and regulations have been adopted to enable the schools to operate in an orderly and fair manner reflective of a Christian philosophy. A parent or guardian enrolling a child into a member school constitutes parental/guardian agreement and acceptance of school policies as well as all provisions in the school's handbook. Parents/guardians should be aware of all policies and regulations and their enforcement. Parental and administrative cooperation regarding policy is essential for the welfare of the students served.

## Policies

1. Academic
2. Animal Dissection
3. Asbestos
4. At Risk Students
5. Attendance/Absence
6. Cafeteria & Milk Program
7. Communications
8. Crisis Management
9. Custody Notification
10. Discipline
11. Dress Code
12. Drugs/Alcohol
13. Field Trips
14. Health Care
15. Internet Use
16. Payment of Tuition
17. Release of Records
18. School Dances
19. Search and Seizure
20. Spiritual Dimension
21. Sports
22. Teachers/Administrators/Professionals
23. Tobacco
24. Transfer Students
25. Transportation
26. Use of Telephone
27. Weapons
28. Website

### Policy 1 Academics

The school is committed to academic excellence. All students shall be encouraged to achieve their full potential through an academic program which consists of high standards created by the curriculum and enforced by the faculty. Student progress will be monitored and reported regularly to both students and parents. Sincere efforts will be made to correct deficiencies. The goal of academic excellence can only be assured when parental involvement occurs and open communication among parents/guardians, teachers, students and administrators is practiced.

The school follows the guidelines set forth by the Catholic Schools Office of the Diocese of Erie. The diocesan curriculum adheres to the requirements of the Pennsylvania Department of Education. In addition to the state requirements for curriculum, there are daily religion classes.

Report cards are distributed regularly for grades 1 - 5.

The achievement grade scale is as follows:

A	93-100
B	85-92
C	76-84
D	69-75
E	below 68

An effort grade is indicated by a number 1, 2, or 3 after the letter (achievement grade). In essence, the effort grade is much more important because it indicates how hard the child is working. General conduct grades are also given regularly and are used in determining annual effort awards. An explanation of the grading system is also given on the report cards. Parents are encouraged to review it. As is stated on the report card, the letter grades relate the student to the rest of the class. The number grades rate the student according to his or her own ability and effort.

\* **Honor System:**

Students make the Achievement Roll if he or she:

- a. has all A's and B's
- b. has no check marks in Homework
- c. has no check mark, nor a 3, in conduct
- d. has no demerits

Students make the Effort Award if he or she:

- a. has a 1 or a 2 in effort for every subject
- b. has no check mark, nor a 3, in conduct
- d. has no demerits

Kindergarten report cards are distributed three times a year, in November, February, and May. A parent- teacher conference is required by the diocese for the November and May report cards.

Homework fosters good study habits, reinforces needed skills, and develops independent research abilities. The student should have a quiet place to study and should do all work neatly. If the parents feel that the child has too much or too difficult work, the teacher should be contacted. Diocesan policy states that homework should not exceed one hour in grades 3 through 5. In the primary grades, homework is to be given judiciously. However, the amount of time spent on homework is relative to the student's individual ability and study habits. Teachers will provide homework ahead for one or two days vacation. It is very difficult to plan ahead more than two days. Therefore, it is up to the teacher's discretion to provide more days of homework before a child leaves for vacation.

In accordance with the recommendation and approval of the Superintendent of Schools for the Diocese of Erie, a testing program which includes standardized tests of academic achievement and of mental ability (in addition to the regular teacher evaluation) has been designed to provide information concerning the proficiency of all children in the diocesan elementary schools. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to the child's teacher in diagnosing strengths and weaknesses of both the class as a whole and the individual student. This enables the teacher to provide more effective class and individualized instruction.

During the early part of each school year, the following tests will be administered to the children as part of this program:

Stanford Skills	Grades 2,3,4, 5
Cognitive Abilities Test	Grade 3

Parents are discouraged from scheduling appointments and/or vacations during testing times.

Each child's score will be shared with the parent(s) and maintained in the school record as long as the child attends the school, should a parent wish to examine the child's record file at any time. The parent may arrange to do so by scheduling an appointment with the principal.

In order to extend the life of textbooks, they must be covered at all times.

## Policy 2 Animal Dissection

### **The PA School Code, Section 1522, part a states:**

"Public or nonpublic school pupils from kindergarten through grade twelve may refuse to dissect, vivisect, incubate, capture, or otherwise harm or destroy animals, or any parts thereof, as part of their course of instruction."

## Policy 3 Asbestos

Asbestos can be a health hazard, but the potential hazard exists only when asbestos fibers are ingested. Through the diocesan management plan and specific work practices, all the necessary steps have been taken to protect the health of the school's occupants.

## Policy 4 At Risk Students

All school personnel have been made aware of the warning signs of student depression/suicide. A student at risk will receive the necessary help as soon as possible. To that end, student confidentiality will be waived in life-threatening situations.

The referral process of a depressed/suicidal student flows from the initial contact (peer, self, faculty, staff, parent/guardian) to the administration. The administration then notifies the pastor, parent/guardian, the Dickinson Mental Health Office (814) 776-2145 or local hospital. The police or emergency 911 may also be contacted.

If a suicide does occur, it is the intent of the school to provide support for students, parents, and members of the school staff. Professionals from outside agencies may be contacted to assist with this support.

## Policy 5 Attendance/Absence

The school follows the school calendar as established by the St. Marys Area School District. Due to bus transportation, the school follows the decisions made by the public school officials in regard to delayed openings, early dismissals, or school closings. Information regarding delayed opening, early dismissal or school closing is announced over the local radio stations. The following are school schedule times regarding attendance for grades K - 5:

### **Arrival: School officially begins at 8:30 a.m. (Delay-10:30)**

- A. Arrival between 8:30 a.m. and 10:15 a.m.
  - 1. Unexcused absence (overslept, etc.) Tardy
  - 2. Excused absence (illness, dentist, etc.) Nothing counted
- B. Arrival after 10:15 a.m. Excused/unexcused half-day absence

### **Departure: School officially closes at 3:10 p.m.**

- A. Departure before 1:45 p.m. Excused/unexcused half-day absence
- B. Departure after 1:45 p.m. Nothing counted

Missing school for any reason is a serious detriment to the educational process for the student. A student who must be absent from school or any purpose is required by law to bring, upon return to school, an excuse stating the dates of absence, the reason for the absence, and a parent or guardian's signature. Failure to submit an excuse within five school days after the student returns to school will result in an unexcused absence. Acceptable excuses for absence are for personal illness, death in the immediate family, doctor appointments, and educational field trips. Vacation during school time, although permitted, is discouraged as absence can affect the

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child's academic progress. Family vacations must be limited to only one such absence per year.

When a student is absent, the parent **must** call the school by 8:30 a.m. to verify the child's absence.

If a parent calls requesting homework for a child who is absent, the earliest the homework can be ready is 3:00.

When requesting an extended leave for the child to accompany the family on a vacation or educational trip during the school year, the child will be given one week after returning to school to make up missed work and assignments. Some assignments may be given ahead of time, but it is difficult for teachers to give all homework in advance since the amount of work covered in each subject area is dependent upon students' comprehension of the material being presented, interruptions, schedule changes, cancellations, etc. It may be advisable for the child to take books along on the trip and read the chapters which may be covered during the absence.

### **Compulsory attendance (for Catholic Schools):**

Attendance at a school operated by a bona fide church or other religious body which provides a minimum of 180 days of instruction per year at the elementary level or 990 hours of instruction per year at the secondary level.

### **Lawful absence:**

Absences for which the school has received a written excuse from the parent/guardian. This excuse should be received within three (3) days of the absence. Absences may be excused when a student is prevented from attendance for mental, physical, or other urgent reasons, which include but are not limited to illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, and educational travel of five (5) or fewer days with prior approval. In addition, lawful absences include student attendance at court hearings related to the student's involvement with the Office of Children and Youth or juvenile probation.

### **Cumulative lawful absences:**

A maximum of ten (10) days of cumulative lawful absences verified by parental notification are permitted during a school year. Absences beyond ten cumulative days require an excuse from a physician.

### **Unlawful absences:**

Absences for which the school has not received a written excuse from the parent/guardian. If an excuse is not received within three (3) days of the absence, the absence is permanently counted as unlawful.

### **Truancy:**

A student is considered truant when absent for three (3) or more days without valid excuse.

### **Responsible parties:**

The parent/guardian or person in a parental relationship, such as a foster parent, is responsible for ensuring that a child attends school regularly and for providing a written excuse in the event of absence.

Principals, teachers, and tutors are required to report to the Catholic Schools Office cases when a child of compulsory school age has been absent three (3) days of unlawful excuse.

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### **Procedures for lawful absences:**

A student who is absent due to mental, physical, or family reasons of an urgent nature, is considered lawfully absent if the absence is less than three (3) days consecutively and if the parent/guardian provides a written excuse within three days of the absence.

A student who is absent for three (3) or more consecutive days is considered lawfully absent if a written excuse is provided by a physician.

A student who has been absent for ten (10) days during the school year is considered lawfully absent if a written excuse is provided by a physician.

### **Procedures for unlawful absences:**

- 1. First unlawful absence:** Parent/guardian receives notice of unlawful absence from the school. Legal penalties established by law for violation of compulsory attendance requirements are attached to the notice. The name and telephone number of a school contact person are included with the notice.
- 2. Second unlawful absence:** Parent/guardian receives second notice of unlawful absence from the school. Legal penalties established by law for violation of compulsory attendance requirements are attached to the notice. Name and telephone number of a school contact person are included. An offer of assistance is made to the parent.
- 3. Third unlawful absence:** Parent/guardian receives third notice of unlawful absence by certified mail, noted as “official notice of child’s third illegal absence.” Legal penalties established by law for violation of compulsory attendance requirements are attached to the notice. Three days after such notice, the student and/or parent/guardian who violates these requirements shall be liable without further notice. A family-school conference is coordinated by the school, to include the development of a Truancy Elimination Plan. Specific directions for developing and writing a Truancy Elimination Plan are attached as an appendix to this document.
- 4. Subsequent unlawful absence:** After agreeing to a TEP, or if there is no agreement and three days have passed, if the child is unlawfully absent at any point within the school year, a notice on unlawful absence is sent home via certified mail. This includes advising the parent/guardian that a citation is being sent to the magisterial district judge. After this notification, the school is no longer obligated to send additional notices but should refer all future incidents of truancy directly to the magisterial district judge. It is recommended that the school continue to call the parent/guardian to inform them of additional truancy.

In addition to or in lieu of notifying the magisterial district judge, the school refers the child to the Office of Children and Youth for services. The Office of Children and Youth may be provided with a copy of the TEP if the parent/guardian gives written consent.

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

### **The following conditions to constitute reasonable cause for absence from school:**

1. Illness
2. Quarantine
3. Recovery from accident
4. Death in immediate or near family
5. Religious Holidays
6. Required court appearances
7. Approved family educational trips

8. Emergency farm employment
9. Approved school/class tours and/or trips
10. Approved medical and/or dental appointments
11. Other “urgent reasons” to be considered only as they directly affect the pupil and as agreed to by the principal

**Unlawful absences shall include:**

1. Absence from school with parents’ consent for reasons other than excusable
2. Leaving school during school hours without permission
3. Truancy
4. Absence from school without a parent’s written excuse

**Educational Trips**

Parents desiring to take their child on an educational trip must submit to the administration a description of the educational value to be gained by the student. This request must be submitted a reasonable time prior to departure for proper review. Students are responsible for making arrangements with their teachers to make up all work.

No trip will be approved for any student with three or more unexcused or illegal absences or for any student with more than ten (10) days of absence per semester or twenty (20) days of absence overall, whether the absences are legal or not.

Principals shall have the authority to limit the number of days of excused absences for parent-sponsored educational trips if, in their judgment, these absences would be detrimental to the student’s educational progress. (Request form for educational tour/trip is provided in appendix of this handbook or may also be obtained from the school office.)

**Policy 6  
Cafeteria and  
Milk Programs**

The school cafeteria is operated in accordance with the United States Department of Agriculture policy which prohibits discrimination on the basis of race, sex, color, national origin, age (in accordance with the law), handicap, or religion. Any person who believes he or she has been discriminated against in any USDA-related activity should write to the Administrator, Food and Nutrition Service, 3101 Park Center Drive, Alexandria, VA 22302.

The cafeteria fee/milk money is payable by the week or month. It is requested that cafeteria/milk payments and tuition payments be made separately as they are recorded by different personnel in different places. When sending cafeteria milk money for the child/children, the parent should mark on the envelope each child’s name, room number, and amount (for each child).

Because the cafeteria must operate with volunteers in order to be cost-effective, parents, grandparents and friends of the school are encouraged to volunteer for the cafeteria.

Parents who qualify are encouraged to apply for the free/reduced lunch program. Application does not place any burden on the parish. Application forms are sent to parents at the beginning of the school year and are available at the school office during the year.

**Policy 7  
Communications**

Regular and open communications among teachers, students, parents/guardians, administrators, and school support groups are essential to the well-being of the school. All communication among members of the school community should be carried out in the spirit of Christian charity, always remembering that our students are children of God and that the Holy Family is the role model for our schools. Communications will encourage student achievement, will allow for proper appraisal of student progress, and will coordinate teacher efforts.

A formal communications system from teacher to parent which includes conferences and progress reports exists to identify student accomplishments and/or deficiencies, with praise and/or recommended corrective actions.

Folders are sent home with each child every Thursday. Parents are encouraged to review the work done by the child, sign the folder, and return it the next day. This communication provides an excellent opportunity for the parent to be involved in the child's education and to note any problem areas that may need work.

Individual parent/teacher conferences are scheduled every year. Any parent who wishes to confer with the child's teacher at a time other than the scheduled conferences may contact the school office and arrangements will be made. These conferences are important for students' growth.

At the beginning of each school year, parents are requested to complete the following forms and return them to the school:

- Act 195/90 Textbook/Materials Request
- Emergency Dismissal Information Form
- Medical Services Information and Authorization
- Free and Reduced Lunch Form (if applicable)
- Income Survey Form

These forms are sent home separate from the handbook. Parents/Guardians are strongly encouraged to communicate to the administration or teachers any circumstances that adversely will impact children's academic behavioral or social progress. For example, changes in family status such as serious illness, death, separation, divorce, or financial hardship may have a significant and adverse impact on a student and should be communicated to the school.

Parents who come to school to pick up a child during the school day for various appointments are required to stop at the school office. The same applies for visitors to stop at the school office first. It is the school's intention to know who is in the school building and for what reasons.

Personal student party invitations are permitted to be distributed in school only if all the girls in the class/all the boys in the class/all the students in the class are invited. This will avoid hurt feelings that arise if some children are excluded.

## **Policy 8 Crisis Management Plan**

The procedures to be followed when crisis incidents occur on school property has been reviewed by the school's crisis management team. For all evacuation drills (e.g. fire drills, potential bomb scares, hazardous materials incidents, etc.), students and staff shall evacuate the school and report to the evacuation site: the church, the municipal building or the community building. If necessary, arrangements will be made to transport students to alternate sites or home.

Teachers will remain with their class whenever possible.

In weather-related disaster drills, the students and staff are to immediately report to the basement area near the restrooms. This area is under the ground level.

Procedures for acts or omissions of a perpetrator will be handled as provided in the Crisis Manual and will depend upon the emergency. These acts include but are not limited to child abuse, neglect, rape, suicide, unexpected death and violent acts.

In response to keeping the children safe, the school will not be required to provide permission slips for crossing the street to the community building during practice drills.

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## Policy 9 Custody Notification

In split families where there are custody arrangements, a copy of the court order is required by law to be kept in the school. If the court order changes or is updated, a copy of the new order must be sent by the parent/guardian to replace the prior order.

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

## Policy 10 Discipline

The teacher represents the parent in the classroom and is primarily responsible for student discipline. If serious discipline problems arise they will be brought to the attention of the principal. Parent contacts will be made at the discretion of the principal and teacher based upon the severity of the problem.

Everyone has a right to an education. To insure an atmosphere conducive to study, the following rules of good conduct are constantly emphasized in the classroom:

1. Obedience to all authority
2. Respect for other people and their property
3. Courtesy and good conduct
4. Unselfishness toward others
5. Proper application to school work
6. Neatness in all assignments
7. Sense of fair play
8. Trustworthiness
9. Proper safety habits
10. Cell phone use during school day is prohibited.

Since gum chewing is not permitted anywhere on school grounds during school hours, please do not permit children to come to school with gum, and do not send it for a treat.

Detentions may be assigned for individual misbehaviors. Three demerits constitute a detention. Detentions will be scheduled after school hours as the need arises.

Parents are responsible for transportation home.

Some of the corrective measures for infractions include:

### **WARNING:**

- disrespectful words or actions
- invasion of personal property
- failure to follow uniform regulations
- failure to complete an assignment
- failure to comply with classroom rules
- running or excessive noise in the hallway
- inappropriate behavior in the cafeteria
- minor misbehavior in church
- other infraction

### **DEMERIT:**

- vulgar language or gestures
- stealing
- lying
- cheating
- chewing gum
- bullying behavior
- extremely inappropriate behavior in church
- result of 3 homework warnings
- result of 3 behavior warnings
- other infraction

**Responsibilities of  
Student Riders  
according to  
Transportation Bylaws of  
St. Marys Area School District**

**DETENTION:**

- physical aggression / causing bodily injury to another student
- willful destruction or misuse of school property
- misconduct on the bus or boarding the bus
- use of cell phones, walkie talkies, beepers, etc. during school hours
- result of 3 demerits
- other infraction

**IN SCHOOL SUSPENSION:**

- possession of tobacco, alcohol, drugs, or dangerous objects
- leaving school premises without permission
- deliberate use of words or actions to harm another (determined by administrator)
- result of 3 detentions
- other infraction

**EXPULSION** will be determined by the principal or pastor.

Students are expected to conduct themselves in an orderly and safe manner when waiting for, riding, or unloading from a bus.

They must consider the school bus to be an extension of the school and as such subject to regulations appropriate to the classroom. The following kinds of acts are examples of behavior which will result in reprimand of disciplinary action including the possible loss of riding privilege. These are examples only and unacceptable bus behavior is not necessarily limited to these examples:

- a. Failing to obey reasonable rules, regulations, or instructions of the driver.
- b. Endangering the safety of students or the driver of the bus.
- c. Defacing or damaging any part of the bus or its equipment.
- d. Distracting the attention of the driver.
- e. Using foul or obscene language or actions.
- f. Committing acts which contribute to dirty or unsanitary conditions of the vehicle.
- g. Creating any health hazard.
- h. Interfering with the time schedule which the bus must keep.
- i. Failing to identify himself/herself to the driver or to school authorities.
- j. Using of tobacco in any form.

**Restrictions On What May Be Transported**

In general a student may carry with him/her only those personal belongings which can be held on the lap. Specifically prohibited from transportation on any bus are live animals, firearms, explosives, or fireworks.

**Disciplinary Action Against Students for Misbehavior**

Action against a student for violation of acceptable standards of behavior shall be taken systematically as a joint effort of the bus driver and the child's principal. The bus driver shall give a first warning to a student in the case of a minor offense and a record shall be made of this. Major infractions are to be reported in writing to the appropriate school principal. An exact description of the offense shall be given along with the student's name and the time and place of the infraction.

In cases where a student poses a clear and present danger to the driver and/or occupants of the bus, the driver may deny the child transportation until the charge is acted upon by school authorities.

In all reported instances of misconduct the principal shall conduct the necessary investigation to establish validity of the charge and determine the disciplinary action to be taken. A record of the offense and action taken is to be recorded and communicated to the reporting driver.

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## Bullying Cyberbullying (Definitions)

In any case where the punishment involves the suspension of riding privilege the parents shall be notified in advance so the student will not be put in the position of finding his/her own way to school unbeknownst to his/her parents. Refusal of riding privilege shall be reserved for cases of gross misbehavior or repeating offenders.

When a student is denied riding privilege on his/her own bus, he/she is automatically denied riding privilege on any other bus contracted by the school.

**Bullying** shall mean an intentional electronic, written, verbal or physical act, or series of acts:

1. occurs in a school setting
2. is severe, persistent or pervasive
3. is directed at another student or students
4. has the effect of doing any of the following:
  - a. substantially interferes with a student's education
  - b. creates a threatening environment
  - c. substantially disrupts the orderly operation of the school

**Cyberbullying** includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

**School Setting** shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

## Bullying/Cyberbullying Delegation of Responsibility SC 1032-A 1303.1-A

The Superintendent or designee shall develop administrative procedures to increase the awareness of the problems associated with bullying and shall develop procedures for the prompt investigation of and correction action for bullying or cyberbullying when verified.

This policy shall be implemented through the cooperative efforts of the Superintendent, building administrators, guidance counselors, school staff members, parents/guardians, regional police and state police, and the school district's community.

Each staff member shall be responsible for maintaining an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene unless the intervention would be a threat to staff members' safety. In that case, or if the bullying persists, s/he shall report the bullying to the school principal for further investigation. This investigation may include interviews with students, parents/guardians, and school staff; review of school records; and any other appropriate means of investigation.

Each student shall be responsible in respecting the rights of his/her fellow students, to insure the rights of his/her fellow students, and to ensure an atmosphere free from all forms of bullying.

The Board expects that students and parents/guardians who become aware of an act of bullying shall report it to a school official (usually the school principal) for further investigation. Any student who retaliates against another person for reporting bullying, intimidation and/or physical assault shall be subject to further disciplinary action.

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## Policy 11 Dress Code

A well-groomed appearance contributes much to your child's general mood and behavior. Cleanliness of person and clothing and a neat and tidy appearance are required at all times. Our uniform dress code:

1. identifies students as belonging to a special school
2. decreases the overall expense for parents in purchasing suitable school attire
3. brings commonality to the students attending the school

The following dress code will be enforced by the parent. Failure to comply will result in a note sent by the teacher to the parent. Repeated violations may require a conference with parent, principal, and a school board member. Kindergarten uniforms are required: gym uniforms or school uniforms as listed.

**The dress code is as follows:**

### **GIRLS:**

- Maroon plaid jumper (*Grades 1-5*) to Oct. 15
- White blouse (Peter Pan collar optional), white pullover polo shirt with collar or white or maroon turtleneck sweater (revised 10/14/98)
- Solid, appropriately colored tights, knee, or ankle socks (gray, white, maroon, or black)
- Solid white, maroon, black, blue, or gray crew, cardigan, or v-neck sweater
- Dress shoes or sneakers (All footwear with laces or velcro snaps must be fastened at all times)
- Plain or plaid headbands to match uniforms
- Tattoos banned

### **The following apply to all girls:**

1. Permanent press style slacks may be worn from October 16 to April 1. (The slacks may be navy blue, black) Before and after these dates, other slacks may also be worn to and from school under the uniform. These slacks are to be removed before classes begin.
2. Girls are permitted to wear shorts, which are not seen, under their uniform.
3. No lip gloss or make-up is permitted.
4. Bracelets and dangling necklaces and earrings are prohibited. A simple gold, or silver, tone necklace (i.e., cross and chain) & post earrings may be worn.
5. Crocks, clogs, sandals, any open-toed shoe, fashion boots, high heels, high wedges, or wooden-heeled shoes are not to be worn in school.
6. Girls are expected to be neat and clean at all times. Hair is to be a natural color, clean and neatly styled.

### **Before October 1st . . .**

Boys need not wear a tie

Boys and girls may wear the uniform navy blue walking shorts (to the knee)/skorts.

### **After October 15 to April 1 . . .**

Girls may wear the navy or black slacks.

### **After April 1 . . .**

Boys and girls may wear the uniform shorts/skorts/skirts.

Boys need not wear a tie.

### **On gym days . . .**

Students may wear gray, white or maroon sweatpants, mini mesh shorts, t-shirts or a sweatshirt, with no logo except SB or ECCHS (no gold) on the apparel to school. Socks and fastened sneakers are required for gym. Avoid black-soled sneakers that mark the hall floors.

## Policy 12 Drugs, Alcohol and Mood Altering Substance Abuse

### **BOYS:**

- Solid colored permanent press or dress pants, navy blue or black
- No rivets, and no large cargo pockets on the pants
- Light blue long or short sleeve shirts
- Criss-cross or long tie, (solid navy or black)
- Solid navy blue, gray, maroon, or black cardigans, pullovers, or sweater vests
- Dress shoes or sneakers (All footwear with laces and velcro must be fastened at all times)
- No jeans
- Tattoos banned

### **The following apply to all boys:**

1. Ties are to be worn properly throughout the school day.
2. No boots of any kind are to be worn during the school day.
3. Boys should always exhibit a neat and clean appearance.
4. Hair is to be natural colored, clean and neatly trimmed above the collar.

### **Gym Class Dress Code**

The dress code for gym class for students in grades 1-5 is as follows:

1. Students **must** wear sneakers that fasten. No dress shoes, shoes that slip on, or boots permitted.
2. Students **must** wear shorts with an elastic waist or sweat pants. No jean material shorts or pants are permitted.
3. Students **must** wear T-shirts. The shirts should not contain print that mocks, ridicules, or advertises. No tank tops, halters, or sleeveless shirts are permitted.

The dress code will take effect immediately. Students will receive a red warning for gym each time that they forget their gym clothes or wear something that is not permitted.

Our school recognizes that the misuse of drugs, alcohol, and mood-altering substances is a serious problem with legal, moral, physical, and social implications for the entire school community, and in particular for the child. The use, possession, or distribution by students of any drug, alcohol or mood-altering substance during school hours, on school property at any time and/ or at any school sponsored event is prohibited.

Through the use of a specific curriculum, special activities, community support and resources, a strong and consistent administrative and faculty effort, rehabilitative guidance, and disciplinary procedures, each school will work to educate, prevent and intervene in the use and abuse of all drug, alcohol, or mood-altering substances by the entire student body.

As an extension of this policy, a set of guidelines will be used by all school personnel when responding to drug, alcohol, or mood-altering substance situations.

When a student is discovered in possession of drugs or alcohol, the following procedures shall take effect:

- a. Teachers or staff are to notify the administration.
- b. The administration is to notify the pastor, the parent, the school nurse, the Juvenile Division of the PA State Police Department and the appropriate drug counselor from the Alcohol and Drug Abuse Services (814) 781-1700 or (814) 642-9522 for appropriate assessment and consultation.
- c. The school nurse will determine what type of medical care is needed: emergency care, calling the ambulance, physician, or transporting the pupil or routine care if no emergency condition exists. The nurse will notify the chief medical officer and inform the parent/guardian and the administration of the

results of the physician's findings within a reasonable length of time with the full understanding that the facts will be held in confidence and used only to help the student overcome his/her problem.

- d. The school personnel should confiscate and give to the administration any alcohol, drugs, its paraphernalia, narcotics, "medicine," or any mood-altering substances for identification. This should be done in the presence of another school employee when possible. It is extremely important that any substances that have been confiscated be kept under control of the administration until transferred to the police.
- e. The parent/guardian and/or legal representative shall be present when police authorities interview the student. If the parent/guardian is unavailable at the time of questioning and police investigation, the Public Defender's Office should be notified to have counsel present.

## Policy 13 Field Trips

Field trips are important activities that enhance the curriculum. Regulations regarding these trips are important. Guidelines have been established for chaperones. Consideration will be given to those parents who volunteer and attend Parent Association meetings.

A permission slip signed by at least one parent/guardian must be in the school's possession before a child will be permitted to take part in an activity that will take place off school property. The school uses a form that follows state guidelines. When a parent/guardian signs this form he or she acknowledges that accidents can happen, even when there is no negligence. The parent/guardian accepts that possibility and will not hold the school or the teacher liable in such a case. It is important to note that if for some reason the child is picked up by the law or security, the parent guardian is responsible to get the child at the location where the incident happened or where the child is being held.

## Policy 14 Health Care Physicals Medication

Regarding health care, the school should be notified of any fractures, communicable diseases, allergies, or long-term illnesses the child may have.

Each child's height and weight are measured and recorded annually by the school nurse and a vision screening is also done on each child. Hearing tests are performed on students in kindergarten and grade 3.

The School Health Act requires that medical and dental examinations be given in specific grades as follows:

Medical: Grade 1  
Dental: Grades 1, 3

Children IN ALL GRADES in 2009/2010 need the following:

- 4 doses of tetanus\*
- 4 doses of diphtheria\*
- 3 doses of polio
- 2 doses of measles\*
- 2 doses of mumps\*
- 1 dose of rubella (German measles)\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease  
(phased in by 2010/2011)  
(1 dose on or after the 4th birthday)  
(1 dose on or after the 4th birthday)

\* Usually given as DTP or DTaP or DT or Td

\*\* Usually given as MMR

## Policy 15 Internet Use

Students in designated grades will be given the exam by the school physician or dentist unless the school is notified in writing by the parent/guardian that the examination will be given by a private physician or dentist. A Private Physician or Dentist Examination Form must be obtained from the nurse, completed by the examiner and returned to the school nurse.

Medications which are required to be administered during school hours must be accompanied by written directions from the parent/guardian and/or doctor regarding the name of the medication, the time(s) when it is to be administered, and the prescribed dosage. A parent or adult must bring medications to the office.

The prescription bottle should have clearly marked on it the following:

- a. the name of the student
- b. the name of the physician
- c. the name and dosage of the medication to be given
- d. the time(s) the medication should be administered at school (ex. 11 a.m.)

The school reserves the right to check with a parent or physician for confirmation of any student medication needs. It shall be the responsibility of the authorized personnel of the school to administer medication or first aid to any students. Non-prescription medication will be administered to students only as pre-approved through a "Permission to Give Medication Form" which is sent home to parents annually.

In the event of an emergency, the parent/guardian or other specified person will be notified as to the nature of the emergency. If necessary, first aid will be administered and emergency transportation to a medical facility will be provided.

It is the policy of educational programs governed by the Catholic Schools Office of the Diocese of Erie to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the Terms, Conditions, and Regulations for the use of Internet and related technologies. Access privileges may be revoked, school/diocesan disciplinary action may be taken, and/or appropriate legal action may be taken for any violations that are unethical and may constitute a criminal offense.

### **Internet Terms, Conditions, and Regulations**

- 1. Acceptable Use.** The use of Internet and related technologies must be in support of education and research and consistent with the educational objectives of the Diocese of Erie and individual schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks. All resources used in a student's work must be properly cited and all existing plagiarism policies will be applied to research through the use of the Internet and related technologies.
- 2. Unacceptable Use.** Transmission of any material in violation of any U.S. or state statute or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for project advertisement, political lobbying, unauthorized "chat," or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, etc.

Acts of vandalism are prohibited. Vandalism is defined as any maliciously causing or attempting to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

Individuals shall be held responsible for individual actions and activities.

Individuals shall not use the Internet or related technologies to invade the privacy of others, to post personal communications, post anonymous messages, and no individual shall divulge personal information about any individual, including the user, himself/herself.

3. **Privileges.** The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use. Neither the Diocese of Erie nor any school shall be held responsible for materials accessed on the Internet. Parents must understand that their children use the Internet and related technology resources with the knowledge and understanding that it is impossible to control all materials and that an industrious user may discover inappropriate information. The Diocese of Erie and the individual schools firmly believe that the valuable information and interaction available far outweigh the possibility that the users may procure information that is not consistent with the educational objectives of the Diocese of Erie and individual schools.
4. **Warranties.** The educational programs governed by individual schools or the Catholic Schools Office of the Diocese of Erie make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's risk. The educational programs governed by individual schools and the Diocese of Erie specifically deny any responsibility for the accuracy or quality of information obtained through its services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of Internet and related technologies that is not previously approved as part of the school budget.

## Policy 16 Payment of Tuition

In order that the cash flow of each school not be disrupted or jeopardized, and so that all who are able to do so pay their fair share of the cost of the education of their children, parents/guardians must formally accept the responsibility for tuition payment at an agreed upon schedule through the FACTS program.

No student will be denied admission to the school because of financial need, however, all avenues of aid must be pursued for families who have an inability to pay a part or all of the tuition. As the school year progresses, the administration or appropriate referral person should be informed of extenuating circumstances that would prohibit immediate payment of tuition. Arrangements for financial assistance will be made to alleviate any undo hardships.

Withholding of student grades or diplomas, denial of admission or continuance of enrollment for the following school year, or withholding of records for transfer to another school may result if there is a failure to make satisfactory arrangements for payment of unpaid balances or request for financial assistance.

A procedure for the timely collection of accounts receivable is in place. All financial matters such as aid applications, payment agreements, and individual account status will be kept in the strictest confidence. Communications from the school to parents regarding financial concerns will be handled in a confidential manner. **All tuition paid is nonrefundable** from preschool to fifth grade.

The school is committed to the policy that no child be deprived of a Catholic education because of a family's inability to pay tuition. There are several tuition assistance programs for this purpose:

**The OPEN Charitable Trust** is for families with children in grades one through five whose income qualifies them for the federal "free and reduced price" lunch program. The OPEN Charitable Trust established through the Diocese of Erie from funding by the local community, has made a commitment to help provide equal educational opportunity for families in the St. Marys Area School District by paying up to one-half of the yearly tuition costs for families who qualify for the federal "free and reduced price" hot lunch program.

**The George and Mary Kremer Foundation** is for families with children in grades 1-5 whose income qualifies them for the federal "free and reduced price" lunch program.

**The STAR Foundation** is a needs-based scholarship program that provides tuition assistance to students who meet the income guidelines as dictated by the Commonwealth of PA. The STAR Foundation is the result of the Education Improvement Tax Credit program established by the Commonwealth.

**The Children's Scholarship Fund** is based on income of parents with children from kindergarten through fifth grades.

The parish also has its own tuition assistance program for families with children in grades kindergarten through 5. It is available to families who need further help beyond that which is received through the other grants.

While there is no deadline for the OPEN grant, the applications should be returned by May 1st. Proof of income is different for each grant. Applicants who do not submit all required information and copies of required forms cannot be considered for assistance. Making copies is the responsibility of the applicant.

Another assistance program is the **Help-A-Student Tuition Assistance Program** whereby the administrator determines which students are most in need of the scholarships.

## Policy 17 Release of Records

When a student graduates or transfers to another school, all of that student's academic records, standardized test scores, health records and any other pertinent information will be sent from the school office to the succeeding school's office. This is in accordance with Diocesan policy that all official transcripts be transferred between schools.

If, at the time the student leaves the school, there are any outstanding debts owed to the school, transcripts may not be sent until the debts are resolved to the school's satisfaction.

## Policy 18 School Dances

The diocese has made a decision that dances for students in grades five, six, seven, and eight will not be permitted. Dances for students in these grades are not appropriate and may not be scheduled by any school or parish organization.

## Policy 19 Search and Seizure

School officials have the right to question students, search their desks, property, or person, inspect the contents therein, and retain suspected material, providing the administration has reasonable suspicion. It is policy to randomly search students' person and/or property prior to field trips.

If a school official is subpoenaed to appear at a court hearing or any other legal or administrative proceeding, the official will comply. Immediately upon receipt of

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## Policy 20 Spiritual Dimension/Admission

such notice, the school official will contact the parent of the student involved by telephone, followed by a certified letter confirming that the call was made, unless the attorney for the parent/guardian can secure a court order preventing testimony.

Spirituality of a Catholic school is all encompassing. Through everything that is done at the school, students are inspired to form a deep, personal relationship with Jesus Christ. This is accomplished by teaching the students about Him—His divine nature and His human nature—and by providing an environment in which students are continuously encouraged to live out what they have learned from the priests and teachers. The children are surrounded by continuous examples of giving and sharing. The school develops a Christian community by the spirit with which everyone in the school community works together. We are a small Christian community.

The spiritual dimension of the school is carried out through various activities as daily prayer, personal prayer, prayer lists, weekly Mass, reception of the sacraments, and various liturgical services. All students, beginning in kindergarten, participate in formal religion classes. In all grade levels, students learn common prayers, building upon prayers learned the previous year.

Study of the Bible is incorporated into the curriculum. Students are also involved in school-wide spiritual projects such as an activity for the missions, a Christmas project, a Lenten activity, etc.

Students are encouraged to go beyond the normal religion classes and activities to share in liturgical activities of the parish and service activities of the school, other Catholic schools, the parish, and the community at large.

The spirituality of the school invites the students to not just learn about their faith but to practice it in their day to day living. The Catholicity of our schools is evident to all who enter our doors.

The schools of the Alliance welcome prospective students of all religions, races and ethnic origins who have the ability and the desire to receive a Catholic education which focuses on the development of the whole child in a faith and values centered environment.

### **Students will be afforded the opportunity for enrollment in the following order of priority:**

- Students already enrolled at the school
- Children of employees
- Children of Alliance member parishes provided there is no room in their parish school
- Children of area parishes which do not have Catholic schools
- Children of non-parishioners with an immediate family history of previous student enrollment
- Children of all other non-parishioners on a first come, first serve basis

Applicants for kindergarten shall meet the local school district guidelines for age. Applicants must present an immunization record which meets state regulation: 4 DPT, 3 Polio, 1 Mumps, 2 Measles (Rubeola), 1 German Measles (Rubella), Varicella and 3 Hepatitis B. Also required are an official state birth certificate, social security number, and baptismal certificate, if baptized in a parish other than the school's. Applicants for pre-school must meet the school's guidelines for age.

## Policy 21 Sports

Basic to the philosophy of the school and mission statement of the Catholic Schools Office of the Diocese of Erie are the principles of growth in academics and Christian values for each student that we serve. To maintain our mission to the best of our ability requires the school to remain steadfast on its academic and spiritual course in all matters related to our educational efforts.

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In order for our mission to be strong and viable, sports programs that involve our students should be aware of our mission and cooperate in its implementation for the long term development of our students.

All sports programs should be avenues which teach Christian values and take a stance to develop the full potential of every participant in so far as is possible.

We encourage sports organizations in which our students participate and parents of our students to develop and maintain guidelines which reinforce the vision that is central to our mission.

Sports guidelines that are formulated as a complement to this policy are presented as principles from which pastors, principals, teachers, coaches, and parents should act when dealing with our children. Guidelines consistent with our beliefs will serve to strengthen our programs and train our children for life.

Children in grades 3 through 5 only will be permitted to play basketball or cheerleading. **Students are not permitted to participate in an evening event if they are absent during the day of a game.**

## Policy 22 Teachers and Administrators as Professionals

Our teachers and administrators are professional educators who are certified by the Commonwealth of Pennsylvania and who are called upon by vocation and by contract to respond to the educational needs of the students they serve. The success of the school depends upon the teachers' and administrators' professional preparation, ability and willingness to communicate ideas and skills to the students and the students' motivation to study and learn well. In the Catholic school, it becomes part of the responsibility of the professional educator to provide good Christian example and moral leadership for others to observe and follow. Teachers and administrators are pledged to mutual support of one another in meeting the needs of the students and advancing the interests of the school. All professionals are encouraged to take a positive view of the effort of their colleagues and regard them as part of a team of educators.

## Policy 23 Tobacco Free

The use of tobacco products is prohibited during school hours, in school and on school property, and during all student related activities.

## Policy 24 Transfer Students

The transfer of a student from one school to another is a very serious educational decision. In all cases, the primary reason for a transfer (other than a family move) should revolve around the educational and/or spiritual benefits that a child would receive. Any student who is requesting transfer into the school or transfer from one Alliance school to another will be evaluated for admission based on full disclosure of his or her academic, attendance, behavioral, and disciplinary records and information.

Transfers are not recommended after the end of the first week of the second semester of the school year, with a family move into the area being an exception.

For transfer students, the full tuition fee as determined by the remaining portion of the school year should be paid at the time of enrollment acceptance.

At the time of transfer out of an Alliance school, parents will be requested to fill in an Exit Survey which will be sent to the development office of the Catholic Schools Alliance of Elk County for recording of data and then forwarded to the Catholic Schools Office of the Diocese of Erie.

Only the minimum personal data, academic reports and attendance data will be retained in the inactive file once the student leaves the school. Should the child transfer to another school system, the parent signs a form at the new school for release of the child's records. The parent may request a copy of the child's records at

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this time. No individual or agency outside the school system will be permitted to inspect the child's record without the written permission of the parent or guardian or without the student's permission when he or she is of legal age.

## Policy 25 Transportation

Bus transportation is provided for the students through the St. Marys Area School District with payment through tax dollars. Students who live at least one mile from the school are eligible for this service. The bus schedule is published at the beginning of each school year in the "Back To School" Tabloid of *The Daily Press*. Any request for a change in the transportation schedule may be made by completing the proper form available at the St. Marys Area Transportation Department. Any student wishing to ride a bus other than the one to which he or she is assigned must have a bus form, to be presented to the driver when boarding the bus. Repeated or serious misconduct on the bus or at the bus stop will be cause for loss of bus privileges.

Car safety is very important on and near school grounds. Drivers are asked to please drive very slowly when entering the parking lot at the beginning and/or end of each school day and at any other time when children are in the playground. Drivers are to obey the safety patrol when they are on the job.

If a student is going home other than in his or her usual way, a note to the school is required stating the proper address.

Students arriving to school earlier than designated arrival times will be considered unsupervised.

## Policy 26 Use of Telephone

Students are not permitted to use the telephone for personal calls. Teachers and students will not be called to the telephone during the school day. Important messages will be relayed. Cell phone use is prohibited during the school day.

## Policy 27 Weapons Policy

It is forbidden for anyone to possess a weapon of any sort on the premises or within the geographic boundaries of the school without the prior approval of the administration. Only in instances where there is a supervised and approved school activity and/or course of study will permission to have a weapon be given. In such cases, the instructor and/or teacher must request and receive approval from the administration.

A student is forbidden to bring a weapon from home to school for a supervised activity without the instructor and/or teacher first requesting and receiving approval from the administration and permission from the student's parent/guardian. Said request and permissions must be in writing and kept on file in the school office. The administration may initiate any action, disciplinary or otherwise, deemed appropriate toward any person who violates this policy.

## Policy 28 St. Boniface Website

Any information found on the school website - [saintbonifaceweb.com](http://saintbonifaceweb.com) - **may not be used without written permission** from the principal.

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## Account Collection Regulations

In order to ensure the timely collection of accounts receivable and to ensure an adequate cash flow for the school, these regulations will be followed if FACTS is not used.

1. Each month a review of the accounts will be done to ensure that payments are being made.
2. If no payment is received after a month (if monthly), a reminder letter will be sent to remind the parent/guardian of payment and to inquire about a possible problem.
3. If the reminder letter fails to elicit a response and/or a payment, a second letter will be sent requesting an appointment to discuss the matter.
4. At the appointment, a contract will be drawn up by the school and signed by the principal/financial director and the parent/guardian indicating how much will be paid, how often, and the date of commencement for future payments.
6. Tuition collection problems that have not been resolved through tuition payments or financial assistance by the school may result in withholding of grades or diploma, denial of enrollment for the following school year, or withholding of records for transfer to another school.

## SUPPORT ORGANIZATIONS

### **Saint Boniface School Executive Board**

This organization of parent representatives of students from each grade assists the administration in performing services as specified by the pastor or by members of the Association directly affecting the operation of the school. The duties include: representing the grade they have been selected to serve at meetings.

The pastor, principal, a teacher, the officers and room representatives comprise the Executive Board of the Parents Association. Suggestions should be channeled through one of these members to have it placed on the agenda for the meeting.

### **Section V-2 Parents Association**

This organization (consisting of all parents of students attending St. Boniface School, the pastor, the principal, the teachers, and friends) meets regularly throughout the school year to learn about the programs and the development of the school, to assist in the fund-raising efforts undertaken each year by the school parish, and to help with various extracurricular activities, programs and items needed within the school.

The Parents Association meets five times during the school year. The meetings are usually held on the second Tuesday of every other month at 7 PM. The meeting may include a guest speaker and begin in September. It is important that you attend and plan to volunteer throughout the year with fundraising and other activities.

### **Section V-3 Athletic Association**

This organization of parents and interested parties raises money to help support the athletic program at St. Boniface School. The athletic director formulates and carries out the athletic policies according to diocesan regulations.

### **Section V-4 Music Boosters of ECCHS**

This organization of parents and interested individuals helps to support the musical instrument program in the school in conjunction with Elk County Catholic High School. The band program consists primarily of individual instruction on the band instrument of the student's choice.

**CONSTITUTION  
and BYLAWS  
Saint Boniface  
Parents Association  
Kersey, Pennsylvania**

**ARTICLE I Name:**

The name of this organization shall be St. Boniface Parents Association.

**ARTICLE II Objectives:**

The objectives of the Association shall be:

- a. To achieve a greater awareness of the importance of parents in God's plan for the education of youth.
- b. To foster better understanding between home and school in the essential areas of Christian education.
- c. To acquaint the public mind with the work of the school and its contribution to community life.
- d. To propose activities which will help to improve the educational program of the school.

**ARTICLE III Members:**

**Section 1.** Membership in the association is extended to the following:

- a. Parents whose children attend or have graduated from St. Boniface School.
- b. Other public-spirited persons who desire to promote the welfare of St. Boniface School and have been approved for membership by the Executive Board of the Association.

**Section 2.** There are no dues to belong to the membership. (Revised 3/11/03).

**ARTICLE IV Officers:**

**Section 1.** The officers of the St. Boniface Parents Association shall be a President, Vice- President, Secretary, and Treasurer. Any member of the Association in good standing is eligible to serve as an officer in the Association. (Revised 4/22/91)

The Pastor of St. Boniface School shall be the moderator of the Association. He shall be a member ex- officio of all committees and shall be empowered to appoint an assistant to represent him, should he be unable to serve.

**Section 2.** At the regular meeting of the Association in February of each year, the president shall appoint a nominating committee. It shall be the duty of this committee to select candidates for election to the offices to be filled at the regular meeting of the Association. The president shall appoint a committee to conduct the election at the May meeting.

**Section 3.** The term of the office of president, vice-president, secretary, and treasurer shall be two years. In the event of a vacancy, the president shall appoint a member to fill that office until an election can be held to fill the unexpired term. (Revised 4/22/91)

**Section 4.** No member shall hold more than one office at any one time. The president, secretary, treasurer, and vice-president are eligible to be elected to successive terms. (Revised 3/12/96)

**ARTICLE V Duties of Officers:**

**Section 1.** The president shall preside at all meetings of Association and keep them running in a timely manner. Selection of homeroom representatives for the following year will be chosen by the president of the Association at the May meeting of the present year. (Revised 3/11/03)

**Section 2.** The vice-president shall discharge the duties of the President in absence of that officer.

**Section 3.** The secretary shall record all resolutions and proceedings of the Association and the Executive Board. He/She shall conduct all correspondence and issue all notices. The Secretary shall be responsible for the distribution to the

**CONSTITUTION for the  
Saint Boniface Parish  
School Board  
Kersey, Pennsylvania**

press and radio of all information concerning the activities and meeting of the Association. (Revised 3/10/98)

**Section 4.** The Treasurer shall receive, hold and, at the vote of the members present at given meeting, disburse the funds of the Association. He/She shall keep accurate account of all receipts and disbursements, shall deposit all money in the name of and to the credit of the Association in the approved depository. He/She shall provide an accurate account and list of expenses and revenues at each Association meeting. (Revised 3/11/03)

**ARTICLE VI Meetings:**

All meetings of the St. Boniface Parents Association shall be called at the direction of the Executive Board. Eleven members shall constitute a quorum.

**ARTICLE VII The Executive Board:**

**Section 1.** The officers of the Association, Grade Representatives and one teacher representative, appointed by the Association President shall constitute the Executive Board.

Grade Representatives shall be one person from each class and be parents of members of these classes. One teacher from St. Boniface may also serve as a representative. (Revised 3/12/96)

**ARTICLE VIII Parliamentary Authority:**

Robert's Rule of Order Revised shall be the accepted parliamentary guide of this Association in all procedures which are not inconsistent with these by-laws.

**ARTICLE IX Amendments To Bylaws:**

These by-laws may be amended at any regular meeting of the Association by a two-thirds vote, provided notice was given at the previous meeting.

**ARTICLE I Name:**

The organization shall be known as Saint Boniface Parish School Board, hereinafter referred to as the Parish School Board.

**ARTICLE II Objectives:**

The purpose and objectives of this organization shall be:

1. To advise the pastor and the school principal in the formulation of policies and practices to govern the operation of the Parish School.
2. To promote the established school policies and practices, and to assist the pastor and the school principal in the implementation thereof.
3. To assist in the formulation and implementation of the financial plan for the operation of the Parish School.
4. To assist in the formulation of measures for recruiting and retaining students for the Parish School.
5. To provide a means of communication among all parties concerned with the operation of the Parish School.

**ARTICLE III Relationship:**

1. All policies and practices developed and defined by the Parish School Board shall be consistent with those set by the Department of Education, Diocese of Erie.
2. All policies and practices developed and defined by the Parish School Board shall be consistent with those set by the Pennsylvania Department of Education.

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#### **ARTICLE IV Membership:**

1. The Parish School Board shall consist of nine (9) members. They include the pastor and principal (ex officio), four elected, and three (3) appointed members. One (1) of the appointed shall be from the Parish Council or the finance council, and one (1) from the Parents Association.
2. No less than two (2) and no greater than four (4) members of the board shall be parents of students enrolled in the school at the time of their assuming office.
3. The term of office for members of the board, other than ex officio members, shall be two (2) or more years.
4. Other than ex officio members, no salaried employee of the school or parish staff shall be a member of the Parish School Board.
5. The principal is the chief administrative officer of the school under the direction and with the cooperation of the pastor. Unless given specific direction of the board as a whole no board member other than the pastor or principal will involve himself or herself unilaterally in any type of activity related to the administration of the school.

#### **ARTICLE V Officers:**

1. The officers of the Parish School Board shall consist of president, vice-president, and secretary.
2. Officers shall be elected by the board from the appointed and elected members.

#### **ARTICLE VI Meetings:**

1. The Parish School Board shall have regular meetings each month except for one month.
2. A special meeting of the Parish School Board may be called by the president or pastor, and shall be called by the president at the request of a majority of the board.
3. Adequate notice of a special meeting must be given to all board members.
4. A majority of voting members constitutes a quorum.
5. Parish School Board members need to notify the board if they need to be excused.

#### **ARTICLE VII Committees:**

1. The Parish School Board shall have the following standing committees:
  - Finance
  - Development
2. Other committees may be formed as needed to address particular concerns of the board.
3. The president in consultation with the ex officio members shall appoint a chairperson for each standing committee, from the board. Any parish member may be invited to serve on such a committee. (Revised 4/7/98)

#### **ARTICLE VIII Amendments:**

1. This constitution may be amended by an affirmative vote of two thirds of the total membership.
2. At amendment shall be presented to the board at a regular meeting of the board at least one month prior to the meeting at which it is voted upon.

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## BYLAWS

### **I POLICY**

1. Policy matters may originate with the pastor, the principal, any member of the school board, or any member of the school or parish community.
2. A matter of policy is presented to the board at a regular meeting or presented to, the president to be placed on the agenda for the meeting.
3. The president may present the proposal for immediate action or put in the appropriate committee for development.
4. A report by the principal on the effectiveness of the policies in force shall be given to the board periodically.
5. Once a policy has been voted on by the board and accepted by the principal and pastor, it shall be promulgated in a newsletter or a printed hand book.

### **II BUDGET**

1. The Finance Committee after consultation with the Pastor, Principal, Student Enrollment Committee, and the Maintenance Committee shall present the preliminary budget at the January meeting of the board. The revised budget shall be presented to the board at the June meeting.
2. The budget is to be presented by the Finance Committee to the Parish Finance Council and the Parish Council.

### **III MEMBERSHIP**

1. All members of the parish entitled to vote in the Parish Council elections shall be entitled to vote in the school Board elections.
2. The nominating committee, whose chairperson shall be appointed by the president of the board, shall consist of the chairperson and three (3) others who, shall be chosen from both the parish and the school board.
3. The first Parish School Board shall be appointed by the Pastor. Three (3) members shall be appointed for two (2) year terms, four members shall be appointed for one (1) year terms.
4. In subsequent years when (4) four positions become vacant, (2) two shall be elected, one shall be appointed by the Parish Council and one shall be appointed by the Parents Association. In the years when (3) three positions become vacant, (2) two shall be elected and one shall be appointed by the Pastor.
5. The nominations shall be submitted to the pastor who will have the ballots prepared. The Parish Council election committee shall count the ballots and notify the School Board president of the results. The president Shall be responsible for notifying the candidates.
6. A member who wishes to resign shall notify the School Board president in writing.
7. A member may be asked to resign for just cause by a 2/3 vote of the entire board.
8. The board with the pastor's approval shall appoint a person to complete the unexpired term vacated by resignation, removal, or death.

### **IV OFFICERS**

1. The officers are to be elected at the June meeting.
2. The President presides at all meetings, develops the monthly agenda with the principal, appoints committees, and assigns additional duties to members.
3. The Vice-President. performs the duties of the president in the president's absence.
4. The Secretary maintains a written record of the meetings, takes care of correspondence, distributes agenda before meeting day, and prepares a summary report if required.

## V MEETINGS

1. The ordinary meeting place of the Parish School Board shall be the school conference room.
2. The regular meetings shall be open to all members of the school and parish community.
3. Matters presented to the board at a regular meeting may be considered for immediate action or placed on the agenda for a following meeting.
4. Meetings shall be conducted using Roberts Rules Of Order as a guide.
5. The ordinary order of meetings shall be:
  - a) Call to order by the President
  - b) Opening exercise
  - c) Approval of minutes
  - d) Communication and petitioners
  - e) Committee reports
  - f) Principals report
  - g) Old business
  - h) New business
  - i) Adjournment
  - j) Prayer

## VI COMMITTEES

1. **The Finance Committee shall:**
  - a) Assist the pastor and principal in the preparation of the budget.
  - b) Make certain that proper financial records and records of physical property are maintained.
  - c) Formulate proposals regarding tuition and financial aid.
2. **The Development Committee shall:**
  - a) Work with the Development Director, assist the staff in the recruitment of students, and disseminate news of the school to the public and the media.
  - b) Assess the impact of the academic program on enrollment.
  - c) Maintain and update the data necessary for making enrollment projections.
  - d) Study the factors involved in retaining the student population.
  - e) promote contacts which may benefit the school.
3. **The Maintenance Committee shall:**
  - a) Conduct periodic inspections of buildings, land, and equipment.
  - b) Make periodic assessments of the maintenance practices for the buildings, land, and equipment.
  - c) Make a semi-annual written report of its findings to the board and make recommendations as it deems necessary.

## VII COMMITTEES

1. These By-Laws may be amended by an affirmative vote of a majority of voting members.
2. A proposed amendment shall be presented to the Board at a meeting at least one (1) month prior to the vote.



**Absence**

My child \_\_\_\_\_ is absent from St. Boniface School  
from (date and time) \_\_\_\_\_ to (date and time) \_\_\_\_\_  
due to \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Absence**

My child \_\_\_\_\_ is absent from St. Boniface School  
from (date and time) \_\_\_\_\_ to (date and time) \_\_\_\_\_  
due to \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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due to \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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from (date and time) \_\_\_\_\_ to (date and time) \_\_\_\_\_  
due to \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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