

St. Boniface Catholic Classical High School

2022-2023 Handbook

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Dear families, teachers and parents,

Welcome to St. Boniface Classical Catholic High School. As a community of Christ-followers passionate about Catholic education, we are truly excited about partnering with your family in forming students into missionary disciples, who are equipped to thrive and lead in the world and in the Church. The inspiration for the school comes in part from Bishop Strickland's Constitution on Teaching:

"We will be a teaching diocese and I ask all people to read this constitution in a spirit of love for the Lord and His Church, pray and reflect on the role you can play, and join me in embracing the challenge of our day to go out to the world bearing the Light of Christ."

Driven and inspired by this spirit of love for our Lord and His Church through the means of providing Catholic education, Catholic Nacogdoches can offer St. Boniface Catholic Classical High School as a community of faithful disciples who strive to love God, know the truth, and do the good. As a school community, we seek to form the academic mind and the Catholic heart of our students, while providing support and a partnership between your family (the domestic Church) and the larger St. Boniface Family. Thank you for being an important member of our family and embracing this challenge with us!

Our teachers are dedicated to helping our students reach their full potential academically and spiritually while working in collaboration with parents to deliver on our mission of providing education enriched through faith and family. I am committed to the mission of helping form the whole person of faith and reason in each student that we welcome. Our handbook contains valuable information that is important for our families to know and understand. It describes our vision, background, academic information, and policies/procedures. Please be sure to read it and reach out if you have any questions or concerns. Thank you in advance for all the ways that together, we can enable our students to have a successful first year.

In Christ and Mary,
Fr. George Elliott
Pastor

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Vision of St. Boniface High School

Deum Amare, Veritatem Scire, et Bonum Facere.

To love God, know the truth, and do the good.

Mission Statement

St. Boniface Catholic Classical High School is an apostolate of Catholic Nacogdoches. Our mission is to form Catholic missionary disciples, who are equipped to thrive and lead in the world and in the Church, through a rigorous Catholic classical education.

Pillars of St. Boniface High School

1. Catholic Formation
2. Classical Education
3. Formation of the Person
4. Academic Rigor
5. Family Involvement
6. Affordable Cost

1. **Catholic Formation:** The mission of St. Boniface Catholic Classical High School is to form Catholic missionary disciples. The most important and central pillar of the school is its Catholicity. This cannot be sacrificed for any reason.
2. **Classical Education:** The method used at St. Boniface Catholic Classical High School to form Catholic missionary disciples, who are equipped to thrive and lead in the world and in the Church, is classical education.
3. **Formation of the Person:** In accord with the classical method, St. Boniface is not only interested in the students learning information and skills. St. Boniface aims to form the whole person, in their intellect, their will, and all of their faculties.
4. **Academic Rigor:** In order to thrive and lead in the world and in the Church, students must be pushed to their highest potential. Therefore, St. Boniface will push each student to the highest academic standards they can achieve.
5. **Family Involvement:** The formation of Catholic missionary disciples cannot be done only at school. The entire family must be involved in the formation of the students. St. Boniface sees itself at the service of the parents who are primarily entrusted with the mission to form their students as missionary disciples.
6. **Affordable Cost:** High-quality Catholic education is not the exclusive privilege of the well-to-do. St. Boniface strives to provide affordable and high-quality education.

Compliance with the Ethics & Integrity Policies from the Diocese of Tyler

In a spirit of protective concern for our own students and in a desire to be compliant with our diocese's requirements, St. Boniface requires all teachers/staff and volunteers to meet the diocesan requirements for EIM compliance and encourages at least one parent of each family to do the same. This includes the Application for Ministry and attendance at an ethics and integrity workshop which includes a review of the ethics and integrity policies of the Diocese of Tyler. The course is held regularly in parishes throughout the diocese. You may refer to the Diocese of Tyler Ethics and Integrity in Ministry Office for further information about EIM at <https://www.dioceseoftyler.org/safe-environment/>.

Academic Information, Community Outreach & Individual Curriculum

Individual student interests, learning styles, and knowledge are taken into consideration as administration and faculty design an appropriate curriculum for our students. St. Boniface enjoys the luxury of a low student/teacher ratio. This allows us to encourage student pursuit of individual interests, both within the school and through involvement in the wider community through internship arrangements, service projects, and dual credit courses.

Homework

Study hours are also scheduled into their school days, however, home study each week is needed to reinforce and advance a student's education. The student's responsibility is to ensure that this homework is completed, and brought to class.

Report Cards

Report cards are issued at the end of each semester.

Withdrawing from St. Boniface

At least two weeks prior to withdrawing a student from St. Boniface, parents must contact the school and set up an exit interview. No official records will be sent to a new school until all fees are cleared, including tuition.

Concurrent Enrollment

High School students are encouraged to supplement St. Boniface course work with dual credit courses in order to gain a head start on their college careers and support any desired endorsement requirements. Stephen F. Austin State University (SFA) offers concurrent/dual credit courses in our local community and in close proximity to our Sacred Heart campus. This means that high school credit is earned and official college credit is gained upon successful course completion. Colleges vary in their policy concerning the acceptance of this college credit. Students must contact the college or university of choice to determine the number of transfer hours allowable. St. Boniface students are required to consult the school to determine

the advisability of any concurrent enrollment coursework.

Courses Taken at Other Institutions

Under certain circumstances, and with detailed documentation, students may receive high school credit for courses undertaken at other institutions. Again, students must discuss such study with the school. Credit will always be dependent upon courses fulfilling the requirements of “Texas Essential Knowledge and Skills” and upon submission of an acceptable portfolio.

Graduation Requirements

St. Boniface uses the Texas State Graduation Requirements as a guideline for graduation requirements.

Transportation

Transportation to and from the school is the responsibility of each family. This includes dual credit courses at SFA.

Attendance and Absence

The time spent at school is very important to a student’s progress. All non-emergency appointments, therefore, should be scheduled for either after classes or on non-St. Boniface class days. St. Boniface maintains complete attendance records. It is the responsibility of the student to obtain and make up all missed assignments.

Students may not arrive at Sacred Heart Catholic Church until 15 minutes prior to the start of classes. Students must be picked up within 15 minutes of the end of the school day. From the time a student arrives in the parking lot, he or she must abide by St. Boniface rules, policies, and procedures. (Also see Transportation Contract of Enrollment Packet.)

Closed Campus

Our students are precious; therefore, we operate a strict “closed campus” policy. Throughout the school day, including during breaks and lunches, students must remain on Sacred Heart premises unless otherwise scheduled for classes at SFA State University or an internship arrangement written into their schedule contract. Our teachers, administrators, and those that they authorize may, under certain circumstances, accompany students into the Church for Mass, adoration or into the gym or other parts of the campus. Students may never enter these areas without supervision and/or permission by St. Boniface faculty, administrators, or their delegates.

Parent Involvement

St. Boniface expects parents to support their child’s education by:

- maintaining regular contact with the administration and faculty.
- overseeing the completion of homework.

- establishing a suitable home-study environment for homework.
- encouraging regular habits of study.
- participating in St. Boniface functions including fundraising activities and Parent-Teacher Council Meetings.
- fulfilling their financial responsibility to St. Boniface.

Parents who are in compliance with our EIM policies are always welcome on our campus, and we are grateful for their involvement and interest. We also depend on parents volunteering for a wide variety of tasks and activities and trust that they will give serious consideration to such requests as they arise.

Supplies

Students are required to purchase their own textbooks and supplies. Each teacher will furnish a list of books and supplies necessary for his/her classes.

Dress Standards & Uniforms

Clothing should be clean, neat, well-fitting, though not tight, in good repair, and modest in cost and appearance. It is important to dress for individual and collaborative learning and not for personal display.



Young Men’s Uniforms: School Uniform Kids Mesh Polo with St. Boniface Logo & Boys Iron Knee Blend Plain Front Chino Pants in Gray



Young Ladies’ Uniforms: Girls’ Short Sleeve Feminine Fit Mesh Polo Shirt with St. Boniface Logo & Girls Solid Gray or Plaid A-line Skirt BELOW Knee. Ladies Gray pants are allowed also.

- Shirts: For school days, polo shirts with the St. Boniface logo must be worn. These may be ordered from Land's End. (Go to <https://www.landsend.com/> go to the School>Find Your School Menu, and use Our Preferred School Number: 900195660. There is an additional fee for applying our logo to their shirt.) The shirts must be white or navy. No sweatshirt/hoodie/sweater may cover the logo of school shirts while inside the building.
- Uniform Dresses/skirts/skorts: Dresses, skirts, & skorts must be an appropriate length. The minimum length of any garment, regardless of what it is called, must reach at least below the knee. Clothing like yoga pants, leggings, jeggings, or tights may not substitute as pants but may be worn under other appropriate-length skirts.
- Pants will be gray slacks style trousers
- Shoes: Safety and reliability are the primary considerations for shoes. Students may not wear flip-flops or other open-toed shoes or strapless/backless shoes. Heels should not exceed two inches; comfortable black dress shoes are preferred.
- Jewelry/accessories: All jewelry/accessories must be safe, discreet, of modest value, and not distracting to other students.
- Hair: Hair must be clean and well-groomed. Idiosyncratic colors or styles are not allowed. Boys must wear their hair length above the collar and must always be clean-shaven.
- Makeup: Only female students may wear makeup. Makeup should be sheer, natural, and not draw attention.
- Miscellaneous: Hats and hoods may not be worn in classes. Oversized, ill-fitting, or military clothing and footwear are not acceptable. Clothing normally considered as pajamas is not acceptable as school attire. Outerwear must conform to the dress standards above.

In the event that a student is not following the dress code, the administrator/staff member should address the student in private to come up with a solution using the following guidelines:

- Give the student the option of removing articles and accessories that do not conform to the dress code.
- Allow the student to get another clothing item from his/her book bag and change.
- Refer the student to the St. Boniface staff.

Students will receive a verbal warning during the first two weeks of school. After the first two weeks, any offense will be given a written warning and parents will be notified. A second offense will require the parent to come to school to provide the student with an appropriate article of clothing. The final decision regarding dress, appearance and additional consequences rests with the St. Boniface staff.

Lunch Arrangements

We ask that students bring food that is simple and quick to eat. Students will have access to a microwave for student lunches, which will be reserved to outdoor picnic tables and/or the Holy Family Hall within the Margil building. Please be considerate and remember that some

strong aromas are distressing to others.

Weather-Related Closings

If classes are not to take place because of inclement weather, announcements will be made on the TV and Radio, according to the Nacogdoches Independent School District. St. Boniface will observe the same emergency closings as N.I.S.D. When the N.I.S.D. announces a two-hour delay in the class day, we will begin our school day at 10:00 am.

Immunizations

All students attending St. Boniface must provide a current immunization history and/or serologic confirmation as required by Texas state law. On application, physicians will supply the appropriate form. Otherwise, students may provide a medical waiver.

(<https://www.dshs.texas.gov/immunize/school/school-requirements.aspx>)

Cellular Phones

Cellular phones must be switched off during the class days and remain on the cubby on the Teacher's desk. Cell Phones are a distraction from the learning environment and do not foster authentic relationships between students and or teachers. No electronic device may be used without explicit permission from the classroom teacher including calculators, handheld games, iPhones, smartphones, etc.

No Pass No Play

St. Boniface is a no pass no play school. Schoolwork is to come first before any extra or co-curricular activities. This includes sports, fine arts, etc.

Visitors

We welcome visitors, however, please ask permission from the staff before the day on which the visit is planned. This policy is for the protection of students and the learning environment. Visitors are to check-in at the parish office prior to proceeding to the school.

Code of Conduct and Disciplinary Procedures

St. Boniface expects high standards of behavior from its students that reflect wholehearted engagement in the enterprise of education. What follows identifies those attitudes and actions that are always incompatible with our educational objectives and, therefore, not permitted under any circumstances. This is a general code of behavior for St. Boniface and applies to all students both in and out of class. Individual teachers will have further requirements specific to their disciplines and classes. Students must at all times show respect for one another as well as for faculty, staff, and visitors. Everyone associated with St. Boniface is always expected to respect the property of Sacred Heart and the school.

The inspiration of our conduct at all times should be positive, as befits Christians. Our standard

is nothing less than the example of Jesus himself: “have the same mind among you as was in Christ Jesus” (Phil.2.5).

The list below names behaviors that are unacceptable and will result in disciplinary action. (See below.)

Respect and General Safety

- Language and gestures that are profane, abusive, or disrespectful are not permitted. The demeaning or mocking of others on the grounds of race, gender, sexuality, appearance, ability, individual characteristics, religious belief, or political persuasion will not be tolerated.
- Disruptive behavior in class, aggressive behavior, or behavior likely to cause others to harm or hinder their education will be disciplined.
- No violent or potentially violent games are permitted.
- Dangerous or potentially dangerous items (e.g. weapons, knives, chemicals, fireworks) may not be brought onto Sacred Heart premises.
- Actions that are disrespectful to the property of Sacred Heart or St. Boniface are not permitted.
- Leaving class without permission of the teacher.
- Eating or drinking in class is not allowed without the class teacher’s permission.
- Chewing of gum on Sacred Heart premises.
- Sexual harassment is entirely incompatible with proper regard for others and will not be tolerated. The law defines sexual harassment as “unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature which interferes with an individual’s work performance or creates an intimidating, hostile, or offensive environment.” Students must refrain from all public displays of romantic affection.

Drugs and Alcohol

- Except in the case of medications, drugs or controlled substances may not be brought onto Sacred Heart premises.
- A doctor's note is needed to hold medications in the office.
- All use, possession, or selling of alcohol, nicotine, or illegal drugs is strictly forbidden. This zero-tolerance policy also provides for serious disciplinary consequences for behavior or conversation that encourages drug use or is indicative either of usage or tolerance of usage.

Academic Conduct

- Cheating, that is, the attempt to achieve favorable academic results by non-academic means will be disciplined.
- Plagiarism or the attempt to represent another’s work as one’s own, whether with or

without permission, is forbidden. (Questions regarding the use and acknowledgment of library reference material, textbooks, and the internet should be directed to faculty.)

Disciplinary Procedures

Infractions of the above code of conduct or any behaviors deemed by the administration to be injurious to the reputation or proper running of St. Boniface are subject to disciplinary action. St. Boniface reserves the right to require parents to remove their child from St. Boniface.

Steps for disciplinary action beyond the classroom:

1. Verbal warning to the student by Director of Education,
2. A phone call to parents, one-hour community service at the Parish,
3. Meeting with Teacher, Director of Education, Student and Parent, and Saturday 4 hour community service.

Note: This handbook is subject to edits as the progression of school development warrants such necessary alterations and specifications. Please contact the St. Boniface staff if you have any questions regarding the content and guidelines provided within these pages.

COMPUTER/CHROMEBOOK/DEVICE USAGE POLICY

St. Boniface Catholic Classical High School Computer/Device Usage Policy Amendments (*Effective September 2021*) we are pleased to offer students at St. Boniface Catholic Classical High School access to computers to meet their educational and informational needs. Access to the Internet will allow students & staff to explore thousands of libraries, databases, museums, and other repositories of information. The Internet is a collection of many interconnected computer networks that make it possible to access information quickly and easily.

St. Boniface Catholic Classical High School has initiated a program to loan each student who is actively enrolled at St. Boniface Catholic Classical High School a Google Chromebook computer as well as related peripherals. Participation in this program is subject to the following terms and conditions:

- The student must be actively enrolled at St. Boniface Classical Catholic High School.
- The Chromebook and related peripherals are on loan and remain the property of the St. Boniface Classical Catholic High School.
- Both student and parent/guardian agree to adhere to the terms and conditions of the *Technology and Chromebook Policy*.
- The student shall be the exclusive user of this device and shall not grant access to any other individual.
- The student must comply with all applicable software license agreements.
- Chromebooks and peripherals must be returned to St. Boniface Classical Catholic High

School at the end of each school year, or at the time of transfer or withdrawal from St. Boniface Classical Catholic High School.

- Chromebooks and peripherals will be returned in good condition with reasonable wear and tear as outlined in the *Technology and Chromebook Policy*.
- St. Boniface Classical Catholic High School may take disciplinary measures if the Chromebook and peripherals are not returned on or before the return date.
- The care and maintenance of the Chromebook and related peripherals are the responsibility of the student and parent/guardian while in their care. There will be a fee assessed if the Chromebook and/or peripherals are broken, lost or damaged.

The computer you are being issued is an educational tool and should be used in that capacity. You are expected to comply with St. Boniface Catholic Classical High School's Computer Acceptable Use Policy and the Chromebook Care and Use Policy Guide.

If the technology has a failure of an internal part, it is covered by a warranty and will be repaired at no cost. **If the technology is lost, stolen, or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of repair.** You are assuming full responsibility for the equipment by signing this form.

All technology is property of St. Boniface Catholic Classical High School. St. Boniface Catholic Classical High School reserves the right to demand the immediate return of equipment at any time. The technology should only be used by the STUDENT whose parent has signed this agreement. **It is expected that the equipment will be returned to the school at the end of the school year.**

Acceptable Use of the Internet

Purpose

To support its commitment to provide avenues of access to the universe of information available, the school's system of electronic communication shall include access to the Internet for students and staff.

Limitations of Liability

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. St. Boniface Catholic Classical High School cannot guarantee the accuracy of the information or the appropriateness of materials that users may encounter. Further, the school shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the school be responsible for financial obligations arising through the unauthorized use of the system.

School Rights and Responsibilities

The computer system is the property of the school, and all computer software and hardware belong to it. Therefore, the school retains the right to monitor all access to and use of the Internet.

The school designates the chief school administrator as the coordinator of the system. He/she shall recommend to the St. Boniface Catholic Classical High School Commission and Pastor qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

The principal shall coordinate the system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting this acceptable use policy at the building/classroom level.

Access to the System

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for policy (included in handbook) (conduct/discipline). Employee misuse may result in appropriate discipline in accord with the Diocese of Tyler Employee Code of Conduct and applicable laws and regulations.

World Wide Web

All students and employees of St. Boniface Catholic Classical High School shall have access to the Web through the district's networked or standalone computers. An agreement shall be required. To deny a child access, parents/guardians must notify the building principal in writing.

Individual Email Accounts for School Employees

School employees shall be provided with email access. Access to the system will be provided for staff members who have signed the acceptable use policy agreement. Email will be monitored and archived for three years. Employee email is discoverable and will be released if subpoenaed within the archival period set forth in this policy.

School Website

The school authorizes the school administrator to establish and maintain the school website. The purpose of the web site will be to inform the school educational community of district programs, policies and practices.

Teachers may also establish class web sites that include information on the activities of that class. The building principal shall oversee these websites.

The school administrator shall publish and disseminate guidelines on acceptable material for these web sites. The school administrator shall also ensure the school web site does not disclose personally identifiable information about students without prior written consent

from parents/guardians. Consent shall be obtained on the form developed by the school and Diocese of Tyler. "Personally Identifiable Information" refers to student's names, photos, addresses, email addresses, phone numbers and locations and times of classes.

Parent Notification and Responsibility

The school administrator shall ensure that parents/guardians are notified about the school network and the rules governing its use. Parents/guardians shall sign an agreement to allow their child(ren) to have an individual account. Parents/guardians who do not wish their child(ren) to have access to the Internet must notify the principal in writing.

Student Safety Practices

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

Prohibited Activities

- Users shall not attempt to gain unauthorized access (hacking) to the school system or to any other computer system through the school system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.
- Users shall not deliberately attempt to disrupt the school's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.
- Users shall not use the school's system to engage in illegal activities.
- Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.
- Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.
- Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this school.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages.

- Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language. Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

System Security

- Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

- Users shall immediately notify the supervising staff person if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.
- Users shall not install or download software or other applications when installing or downloading approved software.

System Limits

- Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations.

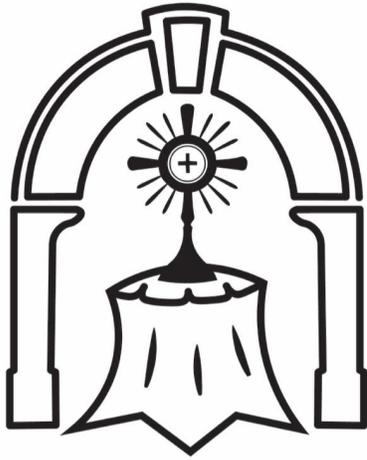
Privacy Rights

- Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender. Users shall not publish private information about another individual.

School Furnished Electronic Devices

The school may furnish electronic devices such as laptop computers, tablets, notebooks, or other electronic devices. When a student is furnished with an electronic device the school shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student furnished an electronic device shall acknowledge receipt of the notification on.

The school shall retain the acknowledgement as long as the student retains the use of the electronic device. **Failure to provide the required notification shall be subject to a fine of \$250 per student, per incident. If imposed, the fine shall be remitted to St. Boniface Catholic School, and shall be deposited into the general fund (technology fund).**



St. Boniface Catholic Classical High School

Handbook Agreement Form

I have read and agree to comply with the guidelines of the St. Boniface Catholic Classical High School Handbook.

Student

Parent

Parent

Date