

ST. VERONICA CATHOLIC SCHOOL



Parent-Student Handbook

2019-20

Table of Contents

- [Mission Statement/Philosophy](#)
- [Faculty and Staff List](#)
- [School-wide Learning Expectations](#)
- [Academic Calendar and Schedules](#)
- [Academic Policies](#)
- [Report Cards, Progress Reports, and Grading System](#)
- [Admissions](#)
- [Animals](#)
- [Attendance](#)
- [Communication](#)
- [Discipline Code](#)
- [Extracurricular Activities](#)
- [Field Trips](#)
- [Forms](#)
- [Parent Obligation](#)
 - [Tuition Rates and Fees](#)
 - [Service Hours](#)
- [Fundraising Efforts](#)
- [Parent Organizations](#)
- [Celebrations](#)
- [School Safety Procedures](#)
 - [Emergency Evacuation and Earthquake Procedures](#)
 - [Drop off/Pick up Procedures](#)
 - [Rainy Day Procedures](#)
- [School Services](#)
- [School Uniform](#)
 - [Clothing Clarification](#)
 - [Shoe Clarification](#)
 - [Grooming and Accessories](#)
- [Classroom Supplies](#)
- [Technology/Social Media Policy](#)
- [Use of School Grounds](#)
- [Extended Care Policies and Procedures](#)
- [Visitors](#)
- [Volunteers](#)
- [School's/Principal's Right to Amend](#)

MISSION STATEMENT

In partnership with **each** family and the St. Veronica Parish community, and as ministers who participate in the mission of Christ, St. Veronica Catholic School strives to keep Christ's image present in the world while providing a quality education which instills Christian stewardship and academic excellence.

PHILOSOPHY

St. Veronica Catholic School is committed to the education of the whole person based on the teachings of Jesus Christ. We promote and sustain the spiritual, moral, social, intellectual, physical, and emotional growth of each student.

In partnership with the family, the primary educator, and in collaboration with the parish community, we strive to provide a quality education centered in a Catholic environment of peace, security, and love.

We enable students to live their faith; become open, honest, and effective communicators; achieve their goals as active members of the community; and become responsible lifelong learners.

St. Veronica Catholic School
Faculty and Staff List
2019-2020

Pastor	Reverend Charles Puthota
Principal	Ms. Mary Boland
Kindergarten	<i>Mrs. Michelle Duer</i>
Grade One	Mrs. Gina Melendez
Grade Two	<i>Mrs. Emily Dana</i>
Grade Three	<i>Mrs. Geninne Ruegg</i>
Grade Four	Mrs. Pamela Cavagnaro
Grade Five	<i>Mrs. Sarah Baker</i>
Grade Six Homeroom	Mr. Ed Lucido
Grade Seven Homeroom	Mr. Sam Bishop
Grade Eight Homeroom	Mr. Peter Casper
Grade Eight Humanities	Ms. Demetra Kontokostas
Science - Grades K – 5	<i>Ms. Tiffany Lopez</i>
Spanish - Grades K – 5	Mrs. Virginia Sink
Spanish - Grades 6 – 8	<i>I.E.S.</i>
Technology	Ms. Christina Roberts
Resource Teacher	Mrs. Stephanie Nerney
Counselor	Mrs. Mimi Pratt
Counselor	<i>Ms. Meryl Leavitt</i>
Physical Education	Rhythm and Moves
Music	Rhythm and Moves
Aide - Kindergarten	Mrs. Raquel Kay
Aide - Kindergarten	Mrs. Vikki Gomez
Aide - Grade One	Mrs. Joanne Nelson
Aide - Grade Two	Mrs. Jennifer Tarantino
Aide - Grade Three and Four	Ms. Marianne Lynch
Aide - Grades Five through Eight	Mrs. Lisa Marsh
Administrative Assistant	Mrs. Nancy Gainey
Office/Finance Manager	Mrs. Gianna Smith
Band	M.U.S.E.
Maintenance	Mr. Salvador Delgadillo
Extended Care Director	<i>Mrs. Mary Firpo</i>
Extended Care	Ms. Jaquelyne Moreno
Extended Care	Ms. Jocelyne Moreno
Extended Care	Ms. Annamaria Uccelli
Extended Care	Ms. Magali Yanez
Extended Care	Mrs. Monica Ocon

School-wide Learning Expectations

Scholars who live our faith

Expectation	Assessment
Show love to God, to one another, to self	School Family responsibility and set an example to School Family
Demonstrate Christian values of compassion, tolerance, justice, and respect for the dignity of life	Supporting Christian service projects Evaluate service hours Essay Contests (YMI, St. Thomas More, Respect Life)
Know basic Catholic teachings	ACRE Classroom discussions and assessments
Make good moral choices	Detention record Infraction Slips Written explanations of situations and detentions
Stand up for our beliefs Actively participate in liturgy	Participation in various activities, such as, choir, altar serving, Confirmation program Written essays

Open, honest, and effective communicators

Expectation	Assessment
Express thoughts clearly, creatively, and effectively in both speaking and writing	Classroom discussions/group work Student of the Week Oral presentations Teacher-student dialogue
Use proper grammar and mechanics	Daily assignments and assessments
Speak publicly with confidence and poise and respect (compassion)	Elocution Contest Liturgies Student of the Week
Listen critically and compassionately	Observation School Family interactions Conflict resolution

Active members in our community

Expectation	Assessment
Take responsibility for their actions and accept appropriate consequences	Conduct grades Infraction slips/Detention slips
Are aware of the impact their personal choices and behaviors have on themselves, society, and the environment	G.R.E.A.T. program Service hours and outreach projects School Families
Appreciate and understand multicultural society and are aware of global issues	Social Studies focus Family Life
Share their gift through the participation in community, civic, parish, school, and family activities	Honor Guard Veronican Awards and Good Letters Service projects and service hours Liturgy participation as a member of the assembly and in the various ministry activities
Assume leadership roles	Service projects Student jobs Student Council

Responsible, lifelong learners

Expectations	Assessment
Demonstrate a strong academic foundation	STAR tests, GPA, High School Entrance Exam, Placement tests
Become self-motivated and able to apply appropriate study skills effectively	Report Cards and Progress Reports Daily assignments
Establish and accomplish personal academic goals	Set goals at the beginning of the year and evaluate
Can understand and respect different points of view	Observation of the chemistry of the class and through analysis of written work
Use technology appropriately and effectively	Adhere to internet and computer policy

Academic Calendar and Schedules

2019-2020 Elementary School Calendar

SCHOOL NAME: St. Veronica Catholic School

August 19'							8	January 20'							19				
S	M	T	W	T	F	S		S	M	T	W	T	F	S					
				1	2	3	6 - Administrator Opening Conference				●1	●2	●3	4	1 - New Year's Day Holiday				
4	5	6	7	8	9	10	8 & 9 - Newly Hired Teachers Workshops	5	6	7	8	9	10	11	6 - Classes Resume				
11	12	13	14	15	16	17		12	13	14	15	16	17	18					
18	◆19	◆20	▲21	▲22	■23	24	21 - First Day of School/ Min. Day	19	●20	21	22	23	24	25	20 - Martin Luther King Day				
25	26	27	28	29	■30	31	22 - Min. Day	26	27	28	29	30	31						
September 19'							19	February 20'							19				
S	M	T	W	T	F	S		S	M	T	W	T	F	S					
1	●2	3	4	5	■6	7	2 - Labor Day							1					
8	9	10	11	12	■13	14		2	3	4	5	6	7	8					
15	▲16	17	18	19	■20	21	16 - Minimum Day	9	▲10	11	12	13	14	15	10 - Min. Day				
22	23	24	25	26	■27	28		16	●17	18	19	20	21	22	17 - President's Day Holiday				
29	●30						30 - Festival Holiday	23	24	25	26	27	28	29					
October 19'							22	March 20'							21				
S	M	T	W	T	F	S		S	M	T	W	T	F	S					
			1	2	3	■4	5						1	2	3	4	5	6	7
6	7	8	9	10	11	12	9,10,11 - Min. Day/Conferences	8	9	10	11	12	13	14					
13	14	15	16	17	◆18	19	18 - Student Holiday/ Teacher Work Day Preschool-K-8 Educator's Conf.	15	▲16	17	18	19	20	21	16 - Min. Day				
20	▲21	22	23	24	■25	26		22	●23	24	25	26	27	28	23 - Holiday				
27	28	29	30	31			21 - Min. Day	29	30	31									
November 19'							16	April 20'							16				
S	M	T	W	T	F	S		S	M	T	W	T	F	S					
					1	2						1	2	3	4				
3	4	5	6	7	■8	9		5	6	7	8	9	10	11	9 - Min. Day				
10	11	12	13	14	■15	16		12	●13	●14	●15	●16	●17	18	10 - Good Friday/Easter Vacation Begins				
17	▲18	19	20	21	■22	23	18 - Min. Day	19	20	21	22	23	24	25	20 - Classes Resume				
24	●25	●26	●27	●28	●29	30	25-29 Thanksgiving Holiday	26	27	28	29	30							
December 19'							15	May 20'							20				
S	M	T	W	T	F	S		S	M	T	W	T	F	S					
1	2	3	4	5	■6	7							1	2					
8	9	10	11	12	■13	14		3	4	5	6	7	8	9					
15	16	17	18	19	▲20	21	20 - Min. Day	10	11	12	13	14	15	16					
22	●23	●24	●25	●26	●27	28	23 - Christmas Vacation	17	▲18	19	20	21	22	23	18 - Min. Day				
29	●30	●31						24	●25	26	27	28	29	30	25 - Memorial Day				
								31											
								June 20'							5				
								S	M	T	W	T	F	S					
									1	2	▲3	▲4	▲5	6	3, 4 - Min. Day				
								7	8	◆9	10	11	12	13	5 - 10:30 Dismissal/Last Day of School				
								14	15	16	17	18	19	20					
								21	22	23	24	25	26	27					
								28	29	30									

TOTAL NUMBER OF SCHOOL DAYS: _____ (Min. 180 - Students) _____ (Min. 2 - Teachers)

F = First Day of School

L = Last Day of School

● = Holiday

◆ = Student Holiday - Teacher In-Service (DO NOT add these days to monthly total.)

▲ = Minimum Day

■ = Early dismissal

□ = Parent Teacher Conferences

Daily Schedule

8:00 a.m.	Bell rings: Morning Assembly
9:40 – 10:00 a.m.	Recess grades 5 - 8
10:00 – 10:20 a.m.	Recess grades K - 4
12:00 – 12:20p.m.	Lunch K- 4
12:00 – 12:20p.m.	Recess 5 - 8
12:20 – 12:40 p.m.	Lunch 5 - 8
12:20 – 12:40 p.m.	Recess K - 4
3:00 p.m.	Dismissal grades K - 8

Minimum Days/Early Dismissals

Minimum Day dismissal time is 12:30 p.m.

Early Dismissal time is 2:30 p.m. Most Fridays are Early Dismissal.

P.M. Extended Care is available every day after school except after the 12:30 p.m. dismissal on **Friday, December 20, 2019 and Friday, June 5, 2020.**

Any student arriving before 7:50 a.m. or remaining 10 minutes after dismissal will be signed in to the Extended Care Program, and parents will be charged accordingly. This will be strictly enforced to ensure the safety of our students. Please do not create confusion by instructing your child that he/she is not allowed to go to Extended Care.

Trimester Progress Reports/Report Card Dates

First Trimester Conferences	October 9-11, 2019
First Trimester Ends	November 15, 2019
Second Trimester Progress Reports	January 17, 2020
Second Trimester Ends	February 28, 2020
Third Trimester Progress Reports	April 24, 2020
Third Trimester Ends	June 5, 2020

Academic Policies

In the spring of 2007, the Department of Catholic Schools developed an Archdiocesan philosophy for grading. Each school was encouraged to outline its own philosophy. The philosophies are listed below. The Department of Catholic Schools philosophy is printed in *italics*. The same philosophy, as reflected in the practices and policies of St. Veronica Catholic School are listed below each Archdiocesan guide line. Some of the information listed in this first part is further explained in the body of the text regarding academic policies.

Archdiocese/St. Veronica Catholic School Philosophy of Grading Statement

The schools of the Archdiocese of San Francisco are dedicated to the growth and development of each child. We are committed to providing a grading philosophy that represents a way of communicating the achievement of students to the student, to their parents, to the teacher, and the administration.

Like all schools of the Archdiocese of San Francisco, St. Veronica Catholic School is dedicated to the growth and development of each child. We are committed to providing a grading philosophy that represents a way of communicating the achievement and needs of students to the student, to their parents, to the teachers, and the administration. Students receive evaluations of their work in a variety of forms. Often, work will be reviewed and graded in class and immediate results are shared. Parents are informed through a variety of means. Classroom teachers will send homework for parental review on a regular basis. Annual Parent-Teacher Conferences are an important means for communicating teacher expectations and student achievement while gathering more input on the child. Progress Report updates and Report Cards are issued trimesterly. Progress Reports are issued mid trimester to allow time to make the necessary adjustments if there is an area of need. Report Cards, issued at the conclusion of each trimester, report student progress and achievement to both students and parents. The administration reviews both documents prior to distribution. At the conclusion of each year, an average of the grades on the Report Card is documented in the student's cumulative record.

Grading is the structure that enables students to monitor progress, make adjustments in study habits and strive for academic achievement. It is also designed to gauge student academic progress, provide incentives to learn, communicate student achievement, give feedback to encourage student self-evaluation, evaluate the effectiveness of instructional strategies and identify needs for differential instruction.

St. Veronica Catholic School adheres to the guidelines delineated by the Department of Catholic Schools. Report Cards, guidelines, and grading symbols are distributed by the Department and employed at St. Veronica Catholic School. Within these parameters, teachers create their own system by which homework, class work, quizzes, tests, and special projects are assessed. Teachers communicate this process to the students and the parents at the beginning of the academic year. Rubrics are often provided to students to create clear expectations for

assignments or projects. In addition, student initiative, participation, and motivation are considered.

Standards and expectations are communicated to parents and students in a variety of ways. Student progress is measured through a multitude of assessments to ensure that student growth has occurred.

Academic policies are outlined in the *Parent-Student Handbook* and distributed annually. Parents and students are asked to review the policies. Within these policies work missed due to excused absences and unexcused absences is addressed. **When a student is absent from school for any reason it is his/her responsibility to find out what he/she missed. All missed work is due three days after his/her return.** This concession may not be available for unexcused absences occurring at the end or near the end of a quarter. **Make-up work not returned in three days will result in a zero.** Zeroes are rarely given and used when needed because all other resources have been exhausted. They usually reflect a complete disregard for school policies or a severe and obvious lack of effort. **Parents may request work when calling in an absence and can pick it up on a daily basis to ensure that children with an excused absence from school may remain current. No work will be provided prior to those students leaving for early vacations or other unexcused absences.** Extra credit is not given as a means for bypassing the basic responsibility of the student to his/her primary obligation – the work assigned by the teacher. Failing grades, incompletes, and zeroes are communicated to the parents through the work packets sent home for review and infraction slips. Students in grades kindergarten through four receive assignment slips for incomplete or missing homework or class work.

Three assignment slips will result in an infraction slip (Pink Slip). Students in grades five through eight receive 'a planner stamp' for missing or incomplete work. Infraction slips, assignment slips, and student planners sent home are to be returned the next day with parent signature and the missing work attached. Three infraction slips result in a detention for grades K-4 and four planner stamps will result in detention for grades 5-8, another consequence for unsatisfactory performance. If a student is given a 4 in Conduct or Effort/Work Habits, the result will be immediate suspension from all extracurricular activities including sports (during the time in which sports are played) for three weeks. Students receiving a D or an F on a Report Card or Progress Report, in any subject, may be placed on academic probation. Students will be suspended from all extracurricular activities for three weeks until a passing grade is achieved (a passing grade is a C or above). The classroom teacher and the administration may decide to forego academic probation if a student's overall efforts are commendable. There is one very important note included in this section. It reads as follows: **Important – Middle school parents and teachers are reminded that a D or below on a Report Card is detrimental to a student's admission to many Catholic or private high schools. Every effort to avoid a D or below on the Report Card should be made in order to avoid this situation.**

Report Cards, Progress Reports, and Grading System

Report Cards are distributed trimesterly to the students in Kindergarten through eighth grade. In addition to Report Cards, Progress Reports are issued midway through each trimester to give students an opportunity to improve if needed. The dates are listed on the calendar.

Grades, as designated by the Archdiocesan Department of Catholic Schools, are based on a numerical scale and reflect the overall average of assessments, class work, class initiative and motivation. Work completed after absences, or not completed, is another deciding factor.

The grading system of the Archdiocese Report Cards is as follows:

Kindergarten, Grade One, and Grade Two:

<i>Academic Marking Code:</i>	E	=	Exceeds standard
	M	=	Meets standard
	W	=	Working toward standard
	N	=	Not at grade level standard
	No mark	=	Standard not addressed during current marking period
<i>Co-Curricular Subjects:</i>	P	=	Participate
	NP	=	Does not participate

Co-Curricular subjects may be graded using the standard marking code or P/NP at the school's discretion

Behavioral Expectations/Learning Skills Code:

1	=	Exceeds expectations
2	=	Meets expectations
3	=	Improvement needed
4	=	Unsatisfactory

<i>Comment Code:</i>	+	=	Area of strength
	No Mark	=	Meets expectations
	√	=	Needs improvement

No Mark	=	Meets expectations
√	=	Needs improvement

An asterisk () next to the subject title indicates that the student also receives a Supplemental Report for Interventions.*

Grades Three through Eight

<i>Academic Marking Code:</i>	A	=	96 - 100
	A -	=	93 - 95
	B+	=	91 - 92
	B	=	87 - 90
	B -	=	84 - 86
	C+	=	81 - 83
	C	=	74 - 80
	C-	=	70 - 73
	D+	=	67 - 69
	D	=	63 - 66
	D-	=	60 - 62
	F	=	59 - below

<i>Co-Curricular Subjects:</i>	P	=	Participate
	NP	=	Does not participate

Co-Curricular subjects may be graded using the standard marking code or P/NP at the school's discretion.

<i>Comment Code:</i>	+	=	Area of strength
	No Mark	=	Meets expectations
	√	=	Needs improvement

Behavioral Expectations/Learning Skills Code:

1	=	Exceeds expectations
2	=	Meets expectations
3	=	Improvement needed
4	=	Unsatisfactory

An asterisk () next to the subject title indicates that the student also receives a Supplemental Report for Interventions.*

Grades 6, 7, and 8

Behavioral Expectations/Learning Skills Code:

1	=	Exceeds expectations
2	=	Meets expectations
3	=	Improvement needed
4	=	Unsatisfactory

Remarks

(No remark indicates that student is meeting expectations)

Areas of strength

5. Makes valuable contributions to class discussions
6. Seeks help appropriately
7. Engages enthusiastically in learning

8. Consistently demonstrates pride in work
9. Exhibits intellectual curiosity
10. Thinks critically
11. Works well cooperatively
12. Is well organized

Areas of growth

13. Needs to seek help appropriately
14. Has difficulty working cooperatively
15. Needs to show initiative
16. Needs to participate in class discussion
17. Needs to improve presentation of work
18. Needs to improve organizational skills
19. Has difficulty expressing ideas
20. Resists correction
21. Talks excessively/disrupts instruction
22. Incomplete, late, or missing assignments impact success
23. Low test/quiz scores impact success
24. Absences impact success
25. Needs to improve effort

Academic Probation

To ensure balance is maintained in the student's total development, we have set forth certain rules pertaining to unsatisfactory performance.

If a student is given a 4 in Behavioral Expectations or Learning Skills, the student will be placed on behavioral probation and suspended from all extracurricular activities for three weeks. Probation may be extended if improvement is not evident.

A student receiving a D or an F on a Report Card or Progress Report, in any subject, may be placed on academic probation. The student may be suspended from all extracurricular activities for three weeks or until a passing grade is achieved (C or above). Administration may decide to forego academic probation if the student's overall efforts are commendable.

Promotion and Retention

Since most schools group children under a grade classification system, advancement of regular progress of students is ordinarily on an annual basis. Annual promotion usually indicates achievement of minimum grade level expectations.

However, each child should be considered individually. Any decision concerning promotion vs. non-promotion must be made after considering all facts related to the child's development (emotional, physical, social as well as intellectual and academic), collected from a wide range of sources throughout the year.

Written documentation of compliance with the following procedures is retained in a confidential file:

A) There is consultation between teachers and principal as early as possible in the first semester.

*B) A conference is held with the parents no later than the beginning of the second **trimester** to advise them of the possibility of retention and to discuss possible remedial actions.*

C) Follow-up conferences with the parents are held to evaluate the academic progress of the child.

D) Evaluations and reports to parents must indicate failure to achieve minimum objectives in at least two basic subjects. A student shall be retained no more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school.

(This entire section is taken from the Administrative Handbook. #5134.1 – 5134-2)

Homework

Homework is a means of finding out how well the child has understood the day's lessons. It helps to promote creativity, to spark curiosity, and to develop hidden potential. It is especially important in developing good time management skills. The Department of Catholic Schools describes homework in the following manner: *Homework planned to meet the needs of students has an essential place in the educational program. Homework should be assigned to reinforce concepts and skills that have been presented in class; to foster the student's creativity and discipline through enrichment projects or research; and to train the student to work independently and accept responsibility for completing a task (Administrative Handbook, #6227).*

The maximum time allotment for homework, as specified by the Department of Catholic Schools, are as follows:

Grades One and Two	20 minutes
Grades Three and Four	30 - 45 minutes
Grades Five and Six	45 - 60 minutes
Grades Seven and Eight	60 - 90 minutes

Studying for tests and working on long-range projects may require additional time. Additional time should be allotted for nightly pleasure reading.

All students are expected to complete homework accurately and neatly according to the high standards defined by each teacher. Homework assignments must be submitted on time. Consequences for incomplete assignments or assignments that do not reflect the guidelines established by the faculty are discussed as part of the discipline code. Inconsistent homework

performance will most definitely affect a student's effort/work habits grade and academic achievement.

When a student is absent from school for any reason it is his/her responsibility to find out what he/she has missed. All missed work is due three days after his/her return. Make-up work not returned in three days will result in a zero. Zeroes are rarely given and used when needed because all other resources have been exhausted. They usually reflect a complete disregard for school policies or a severe and obvious lack of effort. Teachers are not responsible for having make-up work ready prior to absence. An unexcused absence of any length at the end or near the end of a quarter is very difficult to manage. Students will not be given the usual three days to complete assignments if a teacher must compute grades and submit them to the administration according to a pre-established schedule. Work not completed will result in a zero. In any case, unexcused absences should be avoided.

A positive parental attitude toward homework is most productive for both the student and classroom teacher. The following guidelines are helpful for developing such a positive approach.

1. Please see to it that your children have a definite time and place to do their homework and remember that all homework is the student's responsibility! Encourage, assist, but please do not do your child's work for them. We hope to develop a sense of responsibility.
2. Activities on weeknights, which interfere with schoolwork, are to be discouraged. The television, video games, the Internet, telephone calls, and visiting during this time should be limited until all homework is completed.
3. Should your children fail because they have done assignments poorly or incompletely or not at all, do not make excuses for them, but put the blame squarely where it belongs – with the children themselves. At St. Veronica Catholic School we encourage responsibility for students to accept the consequences of their actions.
4. If your child is ill, you may request class work and homework assignments. The teacher will send the assignments to the office to be picked up after school or to a sibling or friend if so requested. **Please do not go to the classroom to collect a child's work. Due to the restrictiveness of the teacher's classroom responsibilities, requests for work cannot be ready until dismissal. Homework for absent students may be picked up at dismissal from the green cart in the Breezeway.**

School Records

St. Veronica Catholic School abides by the provisions of the Buckley Amendment regarding the rights of parents and students to access school records. If a parent wishes to review such records, the school requires a written request and a minimum of a twenty-four hour notice.

ADMISSIONS

Archdiocesan Non-Discriminatory Policy

The Catholic schools in the Archdiocese of San Francisco, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the respective schools. These schools do not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex, or disability in the administration of their educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs (Administrative Handbook, #5111.1)

St. Veronica Catholic School Acceptance Policy

Acceptance to St. Veronica Catholic School begins with an application and successful completion of a basic skills assessment. For students seeking acceptance to grades one through eight, past report cards and standardized tests are reviewed, and an interview with the student and/or family will be conducted. Acceptance of successful applicants is based upon the following priorities:

- Siblings of current or former St. Veronica Catholic School students
- Legacies who are children of alumni
- Catholics
 - Registered in St. Veronica Parish
 - Registered in St. Augustine and Mater Dolorosa Parishes
 - Registered in another Catholic parish
- Non Registered Catholic
- Non-Catholics

All new students are accepted for a probationary period of one year. If at the end of the year, or at any time during the probationary period, a student's conduct, effort, and/or grades are found to be unsatisfactory, or parents have failed to meet the expectations outlined in this *Parent-Student Handbook*; the student's enrollment will be reviewed and, if deemed necessary, terminated.

Special Needs/Learning Differences

Students with special needs may be eligible for admission. Previously diagnosed special needs must be discussed with administration at the time of admission. Should concerns arise after a student is enrolled, parents may be referred to an outside agency to have their child evaluated. These agencies may include the local public school district or a private agency or consultant. Should a child be determined to have a learning disability (as determined by the State of California criteria), St. Veronica Catholic School will work to meet the child's specific learning

style. A resource teacher will work closely with the classroom teacher to provide assistance needed for the student to make progress. Should we find that our program is not meeting a child's needs, we will come to a determination with all parties involved as to what the next step might be.

Students with Learning Interventions and/or Accommodations

"Students attending the Catholic elementary schools in the Archdiocese of San Francisco who have a valid and current assessment and identification by a credentialed school psychologist, licensed educational psychologist, speech pathologist, occupational therapist, medical doctor, educational therapist or credentialed learning specialist and an RTI form may be given special consideration with regard to report card grades. All documented students must have an RTI referral form on file at the school site." (Guidelines for Report Cards, 2011)

The Supplemental Report Card is used for students with such documentation.

ANIMALS

Parents and/or students must obtain prior permission from the principal to bring animals into the school. *(Administrative Handbook, #6325)*

ATTENDANCE

Reporting an Absence

Please call the school office (650-589-3909) or email the school office no later than 9:00 a.m. every day your child is absent. Requests for homework should be made at this time. In the event of frequent absences, a conference will be held with the teacher and the parent. **In addition to calling or emailing, a written excuse dated and signed by the parent is required on the day of the student's return following an absence (Administrative Handbook, #5121).** Following every absence, students are expected to make up all work. The individual teacher will give directives. Parents should speak with the respective teacher in the case of a long-term absence in order to establish a functional work plan. **A student missing five or more days of school (excluding Saturday and Sunday) is required to provide a doctor's note upon return. A student missing twenty days or more during the academic year may jeopardize his/her promotion to the next grade.**

Please do not send your child to school if he/she is not well. Also, if you send him/her to school with the message to call if they feel worse, you can be assured of a phone call. Students may not remain in the office or classrooms during recess or lunch for any reason. They must be supervised at all times. **If your child is too ill to play outside, please do not send him/her to school.** Students are required to participate in P.E. unless there is a serious issue. If your child will miss P.E. for a serious issue, a note of explanation is required.

Please inform the school immediately when your child has a contagious illness such as strep throat or pink eye so other parents can be informed of possible exposure. Please note: A written authorization from a physician must be presented by any pupil seeking readmission to school after an absence due to a reported communicable disease.

Please report all cases of lice to the office as well.

Absence for Personal Reasons

We discourage absences for vacations during the school year or vacations prior to vacations because they affect academic progress. Parents must notify the school office and the teacher in advance of any expected absence.

Schoolwork will not be given in advance. It is the student's responsibility to be accountable for missing assignments. Students will be given three days to make up all work and tests after they return. The three-day period may be shortened if a student's unexcused absence falls near, or at the end of a trimester. Work not completed within this time frame will be marked as a zero. Please note, as stated above, following every absence, **a written excuse dated and signed by the parent is required on the day of the student's return following an absence (Administrative Handbook, #5121).**

Doctor and Dentist Appointments

Parents are encouraged to keep such absences to a minimum. **If there is a need to be dismissed during the day, email the school office and the teacher *prior to the absence*. Please avoid a phone message just before the dismissal. That does not allow the office and the teacher time to prepare for the dismissal.**

A medical absence is an excused absence only when a doctor/dentist's note is on file. Parents will call for their child at the school office and sign the child out in the *Sign-out Book* on the counter in the school office. Upon returning, the parent must initial the book verifying the child's return. A teacher cannot release a child from the classroom without authorization from the office. No child may leave the school grounds during school hours for any reason unless accompanied by an authorized adult.

Special Note: Any medication (prescription and/or over the counter) to be taken during school hours must be accompanied by the proper form completed by the parent and the physician. All medication will be administered through the school office. A copy of the release form is included in the appendix, or it can be obtained through the school office.

Tardiness

Tardiness is disruptive and detrimental for both the class and the tardy student. Students who are tardy will receive tardy slips that go home to be signed by the parents and returned to

school the following day. Once a student has accumulated three tardies, he/she will serve a detention. Habitual tardiness affects class performance and will have a disciplinary action. This disciplinary action may result in suspension and may affect the readmission of the child the following year. Please note, the administration and faculty will be sensitive to the challenges caused by traffic and weather.

Truancy

Any student who is absent from school without a valid excuse for more than three days or who is tardy in excess of thirty minutes on each of four days or more in one school year is truant. Habitual truancy may result in expulsion.

COMMUNICATION

Parent Newsletter

The parent newsletter and other announcements are on the SchoolSpeak website. The newsletter is uploaded every Friday afternoon. Please read the newsletter every week.

Flyers

All flyers or letters sent through school must be submitted to the office for approval. The office needs flyers or letters by Thursday **at 3:00 pm if they are to be included** in the Friday Newsletter. All copies of flyers or letters should be provided by the group or individuals submitting them.

Parent-Teacher Conferences

Parent-Teacher Conferences are **scheduled for every child in October**. Since this is an excellent opportunity for parents and teachers to meet, **please make every effort to keep the appointment** and to be prompt. Parents sign up for appointments on SchoolSpeak. Additional conferences may be scheduled at any time during the year to discuss a particular concern.

Other Conferences

If there is a need to contact the principal or any faculty member, please phone the school office, email, or send a note to request an appointment. Also, please keep in mind that respect and common courtesy must always prevail. All are expected to follow the Catholic social teaching of subsidiarity. If difficulties arise with a teacher, parents need to discuss matters with him/her before pursuing other channels. An appointment should be made at least one day in advance. **Parents are asked not to initiate spontaneous conferences before or after school.**

School Telephone and Cell Phones

The school telephone is limited to the use of the school staff only. Students may not use the school phone without permission. Students will not be allowed to call home for forgotten lunches, homework, sports clothes, or to make social plans for after school. (These should be arranged prior to school.) Students may not use cell phones or text during school hours. Cell phones are to be turned off. Cell phones must be turned in to the homeroom teacher during the school day and remain in the student's backpack at all other times when the student is on campus. Cell phones will be confiscated and held in the office if this rule is not followed. Parents may retrieve the cell phone at their convenience during office hours (before or after school). Students should be fully aware of where they need to be after school and who is picking them up. There is no need for them to be exiting the classroom on the phone.

DISCIPLINE CODE

Student Regulations

The following regulations are to be thought of as the total of a student's responsibilities to the school. Children will be disciplined whenever it becomes necessary. Students will be disciplined according to school policy when they are in school or representing St. Veronica Catholic School at any outside function or attending any school function. Activities include, but are not limited to, contests, participating in or observing any sports event, field trips, festivals, and meetings. Students may be called into the principal's office if a situation regarding inappropriate behavior arises.

A positive attitude toward the school, its expectations, methods of instruction, standards of behavior, activities, and functions is expected of every student. Negative criticisms, cutting remarks, fighting and name-calling, hazing in connection with school-sponsored organizations and activities are not in line with good citizenship and are destructive to school morale. A student who displays such an unhealthy attitude does not contribute to the school's efforts to build a Christian community and could jeopardize his/her privilege to be at St. Veronica Catholic School.

Students are expected to be courteous in their attitude and speech at all times. They must realize that the adults who supervise are there for the safety and well-being of each person. Their directions must be obeyed. Impertinent language or attitude to any person in authority is unacceptable behavior.

Conflict resolution procedures between/among students will be applied when there are minor disagreements. This problem solving approach acknowledges conflict and is concerned with solutions, rather than with blame or winning. Problem solvers tend to:

- **Compromise** Problem solvers are often willing to give something in order to get something and are not defensive or concerned with saving face.

- **Communicate** Problem solvers communicate openly, sharing their feelings and using active listening and “I” messages.
- **Collaborate** Problem solvers want to work together because they know this is the only way to reach a solution to problems.

Discipline in a Catholic School is to be considered an aspect of moral guidance and not simply a form of punishment. ***The purpose of discipline is to assist students to assume responsibility for their own actions.***

The faculty encourages growth in responsibility, respect, and concern for others. When a student fails in these areas, an effort is made to help the student examine the behavior, make a value judgment, plan a better course of action, and recognize the consequences if improvement does not take place. Such a policy of encouraging self-discipline requires time, patience, and consistency, along with collaboration on the part of teachers, students, administrators, and parents working cooperatively. However, when a student is consistently unwilling to change inappropriate behavior, corrective measures must be carried out. St. Veronica Catholic School employs the following measures:

Assignment Slips

Students in grades K-4 are given an assignment slip for incomplete or forgotten assignments. Parents and students need to sign the form and return it the following day with any additional work as requested by the teacher. Failure to turn in a signed assignment slip and completed work will result in a *Pink Slip*. For every three assignments slips, a *Pink Slip* will be issued. Assignment slip count does not reset each quarter.

Students in grades 5-8 with a missing or incomplete assignment, will receive a stamp in the student's planner. Parents are required to sign the planner and students must present to the teacher the signed planner and the completed assignment the next day. If one or both of the requirements are not fulfilled, the teacher will issue a *Pink Slip*. Upon the fourth missing assignment, the student will be issued a detention. Planner stamp count does not reset each quarter.

School Infraction Slips/Pink Slips

A St. Veronica Catholic School Infraction Slip (commonly known as the *Pink Slip*) will be given to report behavior which is in need of improvement. Reasons for infraction slips include, but are not limited to, the following: behaving inappropriately, being unprepared for class, exhibiting a poor attitude, violating the Uniform Code, and for incomplete or missing homework.

An assignment may be given with the Infraction Slip. Parents and students need to sign the form and return it the following day with any additional work as requested by the person issuing the Infraction Slip. Failure to return the form signed or any other additional assignments on the following day will result in a *Blue Slip* or detention. Three *Pink Slips* equal a *Blue Slip*. Parents are expected to keep these Infraction Slips in the highest regards. Teachers do not issue them arbitrarily and if a teacher has issued an Infraction Slip it is usually after repeated requests

and/or a means of communicating with the parent to correct an undesired behavior. Once again, parents are asked to support the teacher.

Detention/Blue Slips

Students will be given after school detention for more serious misbehavior. Detention for students in grades K-4 is thirty minutes, while it is forty-five minutes for grades 5-8. Parents will receive notification in ample time to notify car pools or to make any other necessary arrangements (i.e. changing appointments, meetings, etc.). *Blue Slips* should be signed and returned the very next school day. Those students who fail to appear for a scheduled detention will serve an additional day. Reasons for detention will include, but are not limited to the following: behaving inappropriately in Church, committing a grave infraction on the playground or in the classroom, accumulating repeated *Pink Slips*, disregarding important safety rules, failing to return a *Pink Slip*, three tardies, or failing to serve a previous detention. Parents are asked to be prompt when picking up students from detention and must come to the library to retrieve the student. If parents are not present when the detention time is completed, students will be sent to Extended Care and parents will be charged accordingly. Upon the fifth detention for the academic year, a student may be placed on probation after a meeting with the teacher, parents and administration.

We urge and appreciate parent cooperation; support and involvement at home, in regards to discipline, is important to keep infractions and detentions to a minimum. We hope to develop, in our students, a respect for rules and regulations. Students are taught they must be responsible for their own actions and the resulting consequences. Please note that any explanations and/or negative responses on the *Pink* or *Blue Slips* or altering of either slip by parent or child will not be accepted. We depend on parents to support student responsibility for their actions. These discipline slips are given only when necessary and are a means for healthy moral development. We appreciate and rely upon parent support.

Probation – disciplinary step prior to suspension

A student may be placed on probation for a relatively serious offense or for continued misconduct after a warning, when the misconduct does not require more serious action (Administrative Handbook #5175). This report may require a meeting or conference with parents, principal, student, and/or teacher. Students on probation will serve detention and will be unable to participate in any and all extracurricular activities for three weeks (i.e., sports practices and games as a participant or an observer, field trips, school and parish functions). Inability to participate in extracurricular activities may be extended until there has been satisfactory improvement. Should another serious behavior occur, suspension from school would result. Reasons for probation include, but are not limited to, the following: fighting (verbal or physical), cheating (actual, attempted, or assisting others in cheating), lying, repeated infraction of any school rule, stealing, harassment, willful disrespect to a teacher or any person in authority, willful damage to property, repeated detentions (5), any other inappropriate behavior deemed applicable by the principal. A student placed on probation during the last weeks of school will serve the consequences of his/her behavior at the beginning of the

subsequent academic school year. If the student is an eighth grader, his/her actions may jeopardize participation in graduation activities or the ceremony itself.

Suspension and Expulsion

A pupil may be placed on suspension for serious misconduct on campus or off campus, during school related activities, or for continued misconduct after having been placed on probation. In exceptional cases, the principal may suspend a student without affording the student an opportunity for a conference if an emergency situation exists. An emergency situation is defined as a situation determined by the principal to constitute a clear and present danger to the lives, safety or health of students or school personnel (Administrative Handbook, #5176 and #5176.1a).

A suspension can be served either at school or at home, as deemed by the school administration. Students will also be suspended from all extracurricular activities for three weeks with the same consequences as listed under the Probation section. Suspensions will be extended if behavior has not improved.

Misbehavior of a more serious nature may result in expulsion from school. *A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for a repetition of conduct for which the student has been suspended one or more times. Expulsion, the permanent termination of a student's enrollment, is a sanction that should be invoked rarely, as a last resort for clear and serious causes (Administrative Handbook, #4177).* Reasons for immediate expulsion include, but are not limited to, the following actions gravely detrimental to the moral and spiritual welfare of other students: incorrigible or disruptive behavior which impedes the progress of the rest of the class; assault, battery, or any threat of force or violence directed toward any school personnel, students, or other persons on school property or during school related activities; habitual or persistent violation of school regulations; use, sale, distribution or possession of narcotics, controlled substances, or alcoholic beverages; use or possession of firearms or other potentially harmful objects or weapons; gang-related conduct or activity; theft, extortion, arson; habitual truancy; malicious damage or destruction of real or personal property at school; hazing; violation of Student-to-Student Harassment Policy; and violation of the Code of Christian Conduct (Administrative Handbook, #5177.3a-1).

Code of Christian Conduct

In 1998 the Archdiocese established a *Code of Christian Conduct Covering Students and Parents/Guardians*. The text is printed below.

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any parent-student handbook of the school.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any parent-student handbook of the school.

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

- 1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.*
- 2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.*
- 3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (i.e., extended care, athletics, field trips, etc.).*

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will find result in disciplinary action short of a requirement to withdraw from the school (i.e., suspension of a student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

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

Archdiocesan Harassment Policy

In 1992 the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. In 1996 a supplement to that policy was added specifically focusing on student harassment. The policy serves as a tangible witness to the Catholic commitment to live, love, and respect as Jesus did.

The Archdiocese of San Francisco affirms the Christian dignity of every student. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which

is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, or gender. Harassment of any student by another student is prohibited and will not be tolerated.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including, expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

A complete copy of the comprehensive *Policy against Harassment*, including the detailed policies on child abuse and student harassment, is available in the principal's office.

Zero-Tolerance Policy

The administration, faculty, and students of St. Veronica Catholic School have a Zero-Tolerance Policy toward injustice, which includes, but is not limited to, teasing, bullying, threats, violence, mean spirited words, and actions. Within this policy, the students generated a list of issues that need to be reported to the principal or teacher. Confidentiality will be observed. This list includes, but is not limited to, the following: any type of weapon at school, any kind of drug or alcohol, any talk by anyone about doing harm to others or themselves, any internet bullying or undesired publishing of personal photographs, videos or information of others, violation of the *Internet Policy/Code of Conduct Agreement* and any knowledge of theft or damage to property. Lack of compliance with Zero-Tolerance Policy may result in immediate expulsion.

EXTRACURRICULAR ACTIVITIES

The faculty and administration of St. Veronica Catholic School regard extracurricular activities as an important part of the total education of our students. We are here to develop students spiritually, socially, emotionally, intellectually, and physically. St. Veronica Catholic School students who participate in extracurricular activities must maintain high standards of academic achievement, conduct, and effort.

To ensure balance is maintained in the student's total development, we have set forth these rules:

- A "4" in Conduct or Effort/Work Habits will result in suspension of all extracurricular activities. This suspension will be reviewed after three weeks. If there has not been satisfactory improvement, the suspension may be extended.
- Grades must be maintained at a 'C' level or above. If the teacher and/or principal feel that more time is needed for academic work, the student will be suspended from extracurricular activities until the grades have improved.
- Absence, either partial or full day, will disallow participation in extracurricular activities that day.

- Absence on Friday, either partial or full day, will disallow participation in extracurricular activities for the entire weekend.

Altar Servers

All students in grades 6-8 are strongly encouraged to become altar servers. It is an honor and a privilege to serve during the Eucharistic celebration. Altar servers serve Mass according to the schedule. It is each server's responsibility to find a substitute when a scheduling conflict arises. No calls should be made to the rectory. Substitutes should be found well in advance of Mass time. Altar servers are responsible for fulfilling the terms of the *Altar Server Contract*. Fifth grade students who aspire to serve on the altar will be trained in the spring.

Honor Guard

Students in grades seven and eight are invited to become members of the school honor guard. Students, under the supervision of faculty members, assist in the safety of the students during morning drop off and afternoon pick up. Students also raise the flag every morning. Sixth graders are invited to join the honor guard in May.

Student Council

The student council consists of elected students from grades five through eight who qualify to assume office and act as commissioners in several areas of school activities. The role of the student council is that of leadership and service. Faculty moderators meet with the student council on a regular basis.

Sports

St. Veronica Sports program is based on the following philosophy:

Each child is unique with unique needs and concerns. Emphasis is placed on development of the child's social skills. This development necessitates teaching sportsmanship, a healthy competitive spirit, teamwork, commitment, and just plain fun. Every child, regardless of ability, has an equal opportunity to participate in our sports program.

Athletic directors, commissioners, and coaches who are chosen must adhere to this Catholic Philosophy of Sports.

The sports program is subject to the rules of the Peninsula Parish/School League (PPSL), which has developed a revised constitution and by-laws effective June, 2004.

Girls may participate in volleyball, basketball, track, and cheerleading. Boys may participate in baseball, basketball, track, and cheerleading. Practices are held after school and in the evenings at local fields and in the Parish Center. There is a fee to participate in each sport. Full details about the sports program are contained in the Saint Veronica Athletic Handbook which is posted on School Speak.

FIELD TRIPS

Students may have the privilege to go on field trips with their class throughout the year. **The School Guild and parent contributions provide the necessary funds for this supplemental program.**

Permission Slips

Permission slips are necessary for participation in field trips. Students who fail to submit a proper form will not be allowed to participate in that particular field trip. Phone calls and written notes will not be accepted in lieu of the proper field trip form.

FORMS

Turning in important forms on time (*i.e., re-Registration, Tuition Contract, Sports Commitment, field trip slips, emergency forms, etc.*) helps the school run efficiently. Your promptness is very much appreciated.

Archdiocese Required Forms

The Archdiocese of San Francisco requires four very important forms: Medical Release and Consent to Treatment of Child, Universal Medical Information/ Emergency Contact/Release and Consent Form. General Terms of Parental Consent, and a Volunteer Form. These forms are filled out electronically on School Speak during the registration process each school year. By completing each form the school is aware of the following information: contact information of parents; emergency contacts when parents cannot be reached; any medical condition, allergies, medications, etc.; a medical release form in the event of an emergency; a release form for medicine to be kept at school (especially for asthma inhalers); a general consent form to disseminate the information on the medical page to authorized persons (*i.e., paramedics, emergency doctors*). Please be sure to update the student's School Speak profile if changes need to be made.

Picture Release Information Form

The Picture Release Information Form is available on School Speak at the time of registration for each student at St. Veronica Catholic School. Please check the box on the form giving permission or non-permission to release a child's photo. The form is complete upon your electronic signature. These forms are kept on file for the duration of the entire school year.

Emergency Contacts

Parents are asked to list persons on the Universal/Medical information form as contacts only if the person could be available to pick up a sick child in a reasonable amount of time. Please select people who live nearby and can drive. Finally, please inform the school if any contact information changes and be sure to update your student's and family's profile on SchoolSpeak.

PARENT OBLIGATIONS

Providing the very best Christian education for our children is an expensive venture. Tuition alone does not meet the total cost of educating a student at St. Veronica Catholic School. Many parents dedicate their time to help the school; all parents are asked to provide assistance above the established tuition and fees.

All families in the school community chose one of the 3 tiers of tuition:

- **participation in weekly mass** or, in the case of non-Catholics, the worship of their religious denomination
- **payment of tuition, registration**, and other required fees (i.e., graduation, School Guild, Men's Club, sacramental, Extended Care)
- support of school fundraising efforts - in particular, but not limited to: Bingo, four hours of mandatory service at the Parish Festival, and the completion of each class assignment
- completion of thirty hours of service to the school
- attendance by at least one parent at in-service meetings, Back-to-School Night, and the Parent-Teacher conference
- cooperation with all school policies and administrative directives

* 7th grade parents are also responsible for the organization of the 8th grade Baccalaureate Mass Reception

Tuition Rates

The annual tuition and fees are listed below:

Participating Tuition Rate

1. Regular family attendance at St. Veronica Saturday (Vigil) or Sunday Mass, at least 26 times per calendar year (January 1-December 31). Families are expected to support the parish by depositing weekly mass donation envelopes during the mass they attend. Families must also support the Archdiocesan Annual Appeal and any capital campaign of the parish.
2. Families must complete 30 hours of service. These hours must include 4 hours of service at the Parish Festival and participation in Class Assignment.
3. Support of the Men's Club and School Guild organizations through regular attendance at scheduled meetings.

	Annually	Monthly
One Child	\$7,359	\$613.25
Two Children	\$13,248	\$1,104
Three or More	\$17,664	\$1,472

Partial-Participating Tuition Rate

1. Families participate in another Catholic parish or non-Catholic Christian congregation. A letter of verification from the Pastor must be given to the school indicating regular attendance and financial support.
2. Families must complete 30 hours of service . These hours must include 4 hours of service at the Parish Festival and participation in Class Assignment.
3. Support of the Men's Club and School Guild organizations through regular attendance at scheduled meetings.

	Annually	Monthly
One Child	\$7,866	\$655.50
Two Children	\$15,735	\$1,311.25
Three or More	\$23,604	\$1,967

Non Participating Tuition Rate

1. Families do not participate in any Catholic parish or other non-Catholic Christian congregation.
2. Families are not required to complete hours of service.
3. Families are not required to attend Men's Club or School Guild meetings.

	Annually	Monthly
One Child	\$8,376	\$698
Two Children	\$16,749	\$1,395.75
Three or More	\$25,125	\$2,093.75

Registration Fee

There is a non-refundable registration fee of \$275 for each student at the time of registration. This fee contributes to student accidental insurance, testing costs, Archdiocese administrative fees, Virtus Youth Program, and Catholic Television Network.

Additional School Fees

Each family is billed the following fees annually. These fees are reflected in your July tuition invoice. Fee amounts are subject to change.

School Guild Dues

A \$75 fee per family.

Men's Club Dues

A \$75 fee per family.

Extended Care Registration

A \$35 registration fee per family.

Bingo Dessert Fee

A \$25 bingo fee per family.

Graduation (Eighth Grade Only)

A \$300.00 graduation fee per student.

This fee contributes to the cost of graduation ceremonies and festivities.

Sacraments

A \$40.00 sacramental fee per student.

This fee contributes to the cost of curricular materials, certificates, flowers, and miscellaneous expenses for Reconciliation and First Holy Communion.

When sending any amount of money to the school for any purpose, please place the correct amount in an envelope and write your child's full name, grade, amount of money enclosed and purpose clearly written on the envelope. *The school accepts NO responsibility for lost cash or checks.*

Service Hours

The objectives of service hours is to provide funding for school programs and projects and to build community spirit. Thirty hours of service are required by all families at the participating or partially participating tuition tiers. Service hours are to be completed by May 30th. Parents are responsible for logging all service hours on SchoolSpeak. Failure to complete service hours may result in transfer to a higher tuition tier. Eighth grade families must complete their hours in order for eighth graders to participate in graduation activities.

Fundraising Efforts

Class Assignments

All school families are responsible for the success of fundraisers which benefit our school community. While parents may volunteer at any fundraiser, each class is assigned responsibility for a specific fundraiser based on the grade of the oldest child in the school.

Grades K/One/Two/Three	Bingo
Grade Four	Snack Shack
Grade Five	Santa's Breakfast
Grade Six	Luck of the Irish Dinner & Raffle
Grade Seven	Crab Feed

Bingo

Bingo is our greatest fund-raiser. We are deeply indebted to Dave Silva and all the parents who volunteer on Wednesday evenings to staff Bingo. Sign ups and schedules are posted on SchoolSpeak. If you are unable to work on the Wednesday you signed up for, it is your responsibility to find a substitute. Per California state law, children under 18 are not allowed at Bingo.

Parish Festival

The Parish Festival is a tradition at St. Veronica! Funds raised benefit the parish as a whole and the school in particular. Every school family at the participating or partially participating tuition tier must put in a minimum of four hours working at the festival as part of their required 30 hours of service. Failure to complete festival service hours may result in transfer to a higher tuition tier.

If festival hours are not completed, the service hour requirement is doubled. Any additional hours worked may go toward the service obligation. Parents are responsible for scheduling hours and logging completed hours on School Speak.

PARENT ORGANIZATIONS

School Guild

All St. Veronica Catholic School parents are members of the School Guild. The Guild contributes to the enrichment of the students, social and financial support of the school, and special Guild projects. The Guild meets every other month. Meetings are held in Falcon Hall beginning at 6:00 p.m. All parents are urged to attend and participate in these informative meetings.

Men's Club

The Men's Club is a parish organization, and since St. Veronica Catholic School is a Parish school, each school family is a member. The purpose of the Men's Club is to instill commitment to the spiritual and physical well-being of the Parish and the School. The Men's Club also directs the parish-wide sports program. Meetings are held monthly on the second Thursday of each month unless otherwise noted. Meetings are held in Falcon Hall beginning at 7:00 p.m. All men of the Parish and School are encouraged to attend.

Parent Behavior and Conduct

Parents must comply with the Code of Christian Conduct promulgated by the Archdiocese of San Francisco and included in this handbook. All interactions with and communications between or about members of the St. Veronica community, including administration, faculty, staff, students, and other parents must be guided by Gospel values. All must presume good intentions, strive for cooperation, and demonstrate respect at all times.

Celebrations

In School Parties

Parties to celebrate Halloween, Christmas, Valentine's Day, and the end of the year will be coordinated by the administration, classroom teachers, and room parents. Other parents may be contacted for assistance if needed.

Out of School Parties

Invitations for private parties may not be distributed at school to any member of a class unless the entire class is invited. Exclusive parties should not even be discussed at school because we are Catholic. We strive to build community and inclusivity.

Birthday Treats

Students may bring simple treats for the entire class to celebrate their birthday. Classroom teachers must be consulted in advance if a student wishes to provide treats. Treats should be simple and easy to distribute, for example, a cookie, a doughnut, a cupcake. Please do not provide drinks. Please do not provide anything that needs refrigeration or cutting to distribute. Please do not send more than the number of students in the class.

Other Treats

Balloons, flowers, and gifts are not allowed to be delivered at school to any student for any occasion, including birthdays, First Communion, graduation, etc. Limos are not allowed on campus or nearby for pick-up at dismissal.

SCHOOL SAFETY PROCEDURES

Orange Alert Procedures

In the event of a serious emergency, the following guidelines are in place:

- If a serious emergency arises, your child/ren will remain here at school until you, or your designee, picks him/her up. Identification will be needed in order to release your child. The emergency form, which is on file, will need to be signed and dated.
- St. Veronica Catholic School plans to be open every school day. However, if our local public schools in South San Francisco announce closure after an emergency event, we will also close. This announcement is usually made on the TV or radio.
- If we need to contact every family in the school, we will use a phone tree procedure. Room parents will be contacted by the administration, faculty, or staff. Room parents will then begin calling those families in the class. Room parents may ask for your assistance in helping to call. Please be cooperative.
- If it is necessary to contact all families during the day, we will need a pool of people who can be readily available to help call parents at work. If you are willing to be in the pool, please notify the school office at the beginning of the academic school year.
- Please keep your family list handy. It is distributed during the first few weeks of school.
- We do have a three day supply of food and water for all children on site. Please be assured the safety of your children is our number one priority.

Emergency Evacuation and Earthquake Procedure

Periodic emergency fire and earthquake drills are conducted at St. Veronica Catholic School. During evacuation procedures, the children are led to areas beyond the parish buildings. In the event of a real disaster (fire, earthquake, etc.) parents may not enter the parish grounds in their cars. They are to park on local streets, making sure the way is clear for emergency vehicles, and then proceed on foot to pick up their children.

The following is a summary of our emergency earthquake plan:

- At the beginning of ground movement, each teacher will give the students the command to drop, duck, cover, and hold.
- Upon such a direction, each student will immediately get under a desk or table, kneel, and hold the legs of the desk/table.
- Each teacher will keep students under desks until the quake is over and an all clear bell sounds.
- Then, the teacher will ensure that students' clothes and bodies are free of glass, and students can exit the building safely. Extreme caution will be used in exiting the building.
- Procedures are in place for turning off gas and water lines.
- Children will be evacuated to the assembly area on the lower yard where roll call will be taken.
- Search and rescue of the entire building will be conducted if necessary.
- Immediate first aid will be given.
- Children will be dismissed only to parents or designated adults listed on the emergency release form.

Drop Off/Pick Up Procedures

PLEASE NOTE: Morning drop off in the yard begins at 7:50 a.m.

All cars are to enter the school yard on Alida Way and exit on Ponderosa. Please adhere to these rules since the safety of our children is a risk. **There is to be no parking, dropping off, or picking up students in the driveway between Falcon Hall and the Pastoral Center.**

PLEASE NOTE: CARS BACKING OUT OF THIS AREA HAVE COME DANGEROUSLY CLOSE TO STUDENTS WALKING INTO THE SCHOOL YARD.

Also, there is no parking in the schoolyard in the morning. Absolutely no cars are allowed on the yard during school hours. This is for the safety of ALL of THE CHILDREN.

The procedures outlined below are very important. Please make sure they are read and understood by everyone, especially any family members or friends who may be picking up or dropping off your child/ren.

- Drivers coming into the schoolyard, whether for dropping off or picking up at dismissal, need to drive **slowly. No passing cars while waiting in line.**

- Please do not allow your children to leave the car on the driver's side. (leaving the car on the drivers side means that the student must pass behind the car and in front of the following car, leaving them open for an accident).

Members of the honor guard will open the car door when your child/ren may exit. Please wait until the honor guard approaches the car.

- No cars may be on the yard when the bell rings at 8:00 a.m. The gates are closed promptly at this time.
- Students may not be dropped off or picked up from the rectory parking lot. You may park there and **THEN WALK YOUR CHILD/REN TO AND FROM THE SAFETY ZONES**. The safe zones are in the lower yard area adjacent to the Pastoral Center and the Parish Center and the small yard between the Pastoral Center and classrooms.
- After school, students in grades one through four need to be picked up from the safe zones; upper grade students may walk down the corridor but not between cars in the lower yard.
- Children may not wait in the playground; they must wait in the *safe zones*. Students still waiting at 3:05 p.m. for their rides will be sent to Extended Care and parents will be billed for time accordingly. Kindergartners must wait at the classroom door.
- No child of any age may cross Alida Way without adult supervision.

The driveway at the top of the stairs has a red painted curb. This means NO PARKING.

- If you are late in the morning, please park on the street, walk your child into school, and sign in at the school office.
- Parents leaving their children at Extended Care in the morning must drive slowly and carefully. Many people are just leaving 6:30 a.m. mass when Extended Care opens.
- No school students will be allowed to wait at the tan bark at any time.
- No student may leave the school grounds before the bell rings.
- There is no yard supervision until 7:50 a.m. Therefore, do not leave your child on the unsupervised school grounds before this time or they will be sent to Extended Care and you will be charged accordingly.
- No cars are allowed in front of church for drop off or pick up. The official drop off is the lower yard at the yellow line.
- **Please pass these rules on to your car pools, grandmas, grandpas, or anyone who drives and picks up your child.**
- While parking in the areas around school, please respect all traffic codes and be respectful of other families in the neighborhood. Do not block driveways (even double park for a minute) and no cars may be parked in the thoroughfare used by the apartments adjacent to Rotary Plaza intersecting with Alida Way.
- Please refrain from unnecessary distractions while driving on campus. Unnecessary distractions may include, but are not limited to, notes from teachers and cell phones.

ANY PARENT OR CARPOOL DRIVER DISREGARDING ANY SAFETY RULE, THEREBY JEOPARDIZING THE SAFETY OF THE CHILDREN, WILL HAVE THEIR LICENSE NUMBER RECORDED AND A REPORT GIVEN TO THE SOUTH SAN FRANCISCO POLICE

DEPARTMENT. There are no exceptions and there is no appeal process. When a student disregards a safety rule, they automatically receive detention.

Rainy Day Procedures

When dropping off your children on a rainy day, the same procedures are used. Be extra cautious on those wet days leaving enough space between cars. Students will be allowed into their classrooms on rainy days at 7:50 a.m. **Parents are asked not to remain in the library following the conclusion of the morning assembly.**

On rainy days, students will exit through the library doors. Please do not stand in front of library doors because students must have room to exit. Often, the area by the science room becomes very congested. Therefore, K-4 children will exit through the doors by the Science room. Children 5-8 will exit by the doors near Falcon Hall. Do not park cars near the Parish Center at any time. Cars must follow the regular parking procedures and park in the lower yard or rectory parking lot only.

Bicycle Rules

- No riding bicycles on school grounds.
- All bicycles are to be locked at all times (bikes are to be kept outside only).
- Never borrow or touch another person's bicycle.
- Enter and leave school grounds cautiously.
- Cross streets only at designated corners.
- Students need to wear helmets.

After School Functions

- When students attend any function after school hours with their parents, they are to be supervised at all times on the school premises. This supervision means there can be no running outside, playing on the jungle gym, climbing on the stairs, playing on the ramp, in the bathrooms, or on the stage in Falcon Hall or in the Parish Center. Examples of after school functions include, but are not limited to, the following: sports events, dinners, Sunday hospitality, First Eucharist, festival activities, etc.
- If younger siblings are attending sports practices and games, parents need to supervise them at all times. For obvious reasons, younger siblings may not be on the court or on the field at the time of an older sibling's practice or game. Should there be lack of supervision, younger siblings in question will be unable to attend sport activities.

SCHOOL SERVICES

Extended Care

All families in grades Kindergarten through Eight must be registered in the Extended Care Program. There is a \$35 registration fee. Students are to abide by the same expectations of behavior given in the classroom setting. Extended Care supervisors have the authority to implement school discipline procedures if needed. If your child is playing sports (i.e. volleyball, basketball) and is in extended care when practice begins they must have a signed note releasing them from extended care to attend practice. Billable hours for Extended Care will be posted to your Smart Tuition account by the 10th of each month (with the exception of the September statement because August and September are combined due to limited days in August). The October statement will show both August and September fees. Every month thereafter, the previous month fees will show on the 10^h of the month and will be due by the 30th of the month. You may review your statement on your Smart Tuition account. Please refer to the *Extended Care Policies and Procedures* (included in the appendix) for further information.

Counselor

In keeping with our mission and philosophy, St. Veronica Catholic School offers our children and families assistance with emotional issues which may affect a student's performance in school. To help accomplish this, we employ a Licensed Marriage and Family Therapist who facilitates a school counseling program. The school feels it is important to destigmatize previously-held beliefs about the school counselor as a disciplinarian, emphasizing instead that our counselor is someone anyone can go to for help solving a problem. He collaborates and communicates effectively with children, parents, teachers, staff and the School Principal, assisting with peer-relationships, classroom behaviors and developing self esteem. He works with students and parents individually and together, facilitates parent-meeting presentations, and provides interesting and informative interactive classroom discussions. At the teacher's request, he speaks on topics such as friendship and resisting peer pressure, conflict mediation and resolution, stress management, and bullying, teasing and developing resilience, incorporating the principles of Catholicism and the teachings of our faith.

Our counselor has knowledge of confidentiality requirements and child abuse laws, is willing to respond to emergencies, and understands and models healthy boundaries with students. He attends Student Study Team (SST) and Individual Education Plan (IEP) meetings, and recognizes when family issues go beyond the scope of the school counselor, functioning as a referral source for counseling and support services outside of school. Our counselor is now in his 2nd year at St. Veronica Catholic School. This continuity produces a comfort level which encourages approachability and trust, leading to increased success with our program. See *Counseling Release Form* in the appendix of this handbook.

Hearing-Vision Screening

Students in grades Kindergarten, Two, Four, Six, and Eight will have their hearing and vision screened annually. New students will also be screened.

Lunch

The school currently contracts an off-site lunch program Choice Lunch for families who wish to purchase hot lunch. Please visit the company's website www.choicelunch.com.

For the safety of our community, we cannot accept deliveries of food from any other vendors except Choice Lunch. Should your child forget his or her lunch, we have snacks available in the office.

SCHOOL UNIFORM

Adherence to uniform regulations is required of all students. Uniform violations are subject to disciplinary action. The following is a list of **Full Dress Uniform** requirements and options.

BOYS - Full Dress Uniform

- Navy twill long pants (waistband or jogging style)
- White cotton short sleeve polo shirt
- Green V-neck pullover sweater with school logo
- White or black crew socks
- Black shoes

BOYS - Optional Items

- Navy twill shorts
- Burgundy sweatshirt with school logo
- SV burgundy fleece jacket
- Black or brown belt

GIRLS - Full Dress Uniform

- Uniform plaid jumper (grades K-5)
- Uniform plaid skirt (grades 5-8)
- White cotton short-sleeve blouse or polo shirt
- Green V-neck pullover sweater with school logo
- White or black knee socks, tights, or crew socks
- Black shoes

GIRLS - Optional items

- Navy twill shorts, skorts, or long pants
- Burgundy sweatshirt with school logo
- SV burgundy fleece jacket

Clothing Clarification

- **Full Dress Uniform** is required of all students on special occasions.
- **Full Dress Uniform** days are posted on the School Calendar.
- Shirts and blouses are to be tucked in during the school day.
- Pants are to be worn at the waist. They are to be the proper length and **not** baggy.
- Shorts, skorts, jumpers, and skirts may **not** be more than 2 inches above the knee.
- Clothing must be neat and tidy, **not** sloppy or oversized.
- Clothing must be in good condition. Rips, tears, and holes uniforms are **not** acceptable.
- Students may wear all white long or short sleeved t-shirts underneath their uniform.
- Turtlenecks are **not** permissible.
- Every student must have a uniform sweater or sweatshirt with him/her at all times.
- Jackets may be worn outside over the uniform sweater or sweatshirt.

- Jackets and/or non-uniform sweatshirts may **not** be worn inside in class, church, or assemblies.
- No visible logos on shoes or socks.
- No gang related clothing, such as grunge, baggy, low riding pants or colors.
- No hats (unless for health reasons as stated in a doctor's note).
- All items of clothing should be marked with a name.

FREE DRESS

- Students in free dress need to wear tasteful, appropriate clothing.
- Inappropriate clothes include, but are not limited to, the following: gang-looking clothes, sagging clothes, short shorts, oversized shirts, tight-fitting clothing, spaghetti-tops, tank tops, midriff tops, and inappropriate t-shirts.
- Girls may wear leggings or yoga pants as long as their shirts reach the top of the thigh.

St. Veronica Catholic School depends on parental support to maintain uniform standards. Interpretation of the uniform regulations is the prerogative of the faculty and administration of the school. Violations of the uniform regulations may result in disciplinary action.

Shoe Clarification

Shoes must be good and sturdy with rubber or crepe soles.

Shoes must be all black.

Shoelaces must be all black.

Shoes may not have any colored or visible markings or logos.

All black athletic shoes may be worn.

Shoes may have ties, Velcro, buckles, or slip on.

Fad shoes with thick, chunky heels, platforms, or thin-soled slip-ons are **not** acceptable.

Heels higher than 1 inch are **not** acceptable.

No high tops or boots.

No flip-flops or sandals.

Basically, shoes must be safe and must be all black. If you are unsure whether shoes meet the regulations, please check with your teacher or administration prior to purchasing them or wearing them at school.

St. Veronica Catholic School depends on parental support to maintain uniform standards. Interpretation of the uniform regulations is the prerogative of the faculty and administration of the school. Violations of the uniform regulations may result in disciplinary action.

Grooming and Accessories

Students at St. Veronica are expected to be clean and well-groomed at all times while avoiding anything that is faddish or distracting.

HAIR

- Hairstyles must be conventional.
- Hair must **not** hang in a student's eyes.
- Hair must be its natural, God-given color.
- Bleaching, coloring, lightening, or highlighting of hair is **not** allowed.
- Shaved sides, tails, sculpted sides or designs, Mohawks, fauxhawks, lines, etc. are **not** allowed.

BOYS

Boys hairstyles must be blended and all one cut all the way around the student's head.

Boys' hair may **not** be longer than 2 inches at the top of the head.

A #2 blade on the clippers is the minimum allowed.

Hair must be above the ear and off the collar.

GIRLS

Headband, clips, and ponytail holders should be plain and without any decoration.

Headbands, clips, and ponytail holders should be one SV uniform color (black, white, dark green, burgundy) only.

St. Veronica uniform plaid headbands and hair accessories are acceptable.

JEWELRY

Crosses, crucifixes, and religious medals may be worn.

A watch or fitbit may be worn. **NO** smart watches.

Other jewelry is **not** allowed. This includes necklaces, bracelets, ankle bracelets, rings, etc.

Exception: Girls may wear one small post earring in each earlobe.

Hoop or dangling earrings are **never** allowed.

Boys are **not** allowed to wear earrings.

GROOMING

Makeup, lipstick, lip-gloss, etc. are **not** allowed.

Nail polish and fake nails are **not** allowed.

Boys in upper grades must be clean-shaven.

St. Veronica Catholic School depends on parental support to maintain standards.

Interpretation of the regulations is the prerogative of the faculty and administration of the school. Violations of the regulations may result in disciplinary action.

Classroom Supplies

A supply list is given to students at the end of the school year by the incoming teacher. All supplies must be at school each day. In addition, students are responsible for the care of all school textbooks. Parents will be billed for damaged or lost books.

Please note that luggage-style backpacks (with wheels) are not allowed as they create tripping hazards and are difficult to store safely in our classrooms.

Technology/Social Media Policies

It is required by the Archdiocese of San Francisco that every student and parent sign an *Acceptable Use Policy Form* to ensure that students are aware of the terms and consequences of unlawful use of the Internet. A copy of the form can be found in the appendix of this handbook.

Many issues have emerged involving websites, apps, and behavior on the internet inside and outside of the school. Conduct, whether inside or outside the school (or program), which is detrimental to the reputation of the school may result in disciplinary action.

St. Veronica Catholic School encourages prudence at all times and, for the safety and respect of this community, the following guidelines have been established:

- Students and **parents** are strictly prohibited from using the name of the school, its logo, pictures, uniforms, or anything associated with St. Veronica Catholic School on the internet. Faculty and staff members may not be named either directly or indirectly.
- Any inappropriate behavior on the internet brought to the attention of the administration of the school will be dealt with immediately and may result in immediate expulsion.

The school and the parents are partners in the education of children/adolescents. If, in the opinion of the administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

Use of School Grounds

School and Lunch Rules

The following is a comprehensive list of rules to be observed by those who use the school grounds. Please review these rules with your child/ren:

- Children are not to enter the school yard before 7:50 a.m. Students arriving unaccompanied prior to this time will be sent to Extended Care, and the parents will be charged accordingly. There is to be no playing before school. Students are to leave the

yard immediately after dismissal each day. This rule does not apply to the Honor Guard on their duty days or those attending the Extended Care Program. Parents are not permitted in the school building before school (Honor Guard is exempt from this rule) unless previous arrangements have been made with the classroom teacher.

- Stores and places of business in the vicinity of the school, Rotary Plaza, and the area in back of the Church are all off limits before, during, and after school hours unless students are accompanied by an adult.
- Children are never to play on or near the Rectory steps and are not to wait in that area for their car pool.
- Students are to answer school bells promptly. When the recess bell rings, children stop playing and freeze. When the teacher or yard duty supervisor blows the whistle, children are to walk to line in silence.
- In the morning when the bell rings at 8:00 a.m., we ask that parents and preschoolers stop talking and participate in the prayer and pledge. This way we are giving our students a consistent message of quiet after the bell. **Please say good-byes and give kisses before the 8:00 bell.**
- When leaving classrooms for recess or lunch, students should be quiet in the breezeway. There is no running until after the cones.
- When a priest or any important visitor enters the classroom, students are to rise and greet them with the proper salutation. Students should remain standing until asked to be seated.
- There is never to be any running, yelling, eating, or playing in the library.
- Students must stay in designated play areas during recess and lunch.
- Students may not play with balls in the yard before school or after school (until all cars have exited). The Parish Center and the Pastoral Center are not to be used as a backstop.
- Students may not be in the classroom or library before school, during recess or lunch unless arranged and accompanied by a teacher.
- All students must respond positively to the teacher or yard duty supervisors and be respectful at all times. Students should not come to the office from the yard without permission.
- Students are asked to help maintain a clean appearance of the school grounds. They should use trash receptacles accordingly and pick up papers on the ground, even without being asked.
- Students may not run through bushes and are to stay out of all landscaped areas. Please walk on the sidewalks.
- Students must use the restroom before going out to play. Bathroom breaks from the classroom should be kept to a minimum. No playing in the bathroom and no food in the bathroom.
- Students should be quiet at all times when in the school building.
- Students may not ask the custodian to get a ball from the roof or a passerby to get a ball that went over the fence.
- Students involved in fighting will be sent to the office immediately.
- No Frisbees, super balls, or bats from home are allowed on school grounds.
- Do not play near the fence or talk to anyone who is on the other side of the fence.
- Chewing gum is never permitted on school premises, at any time, or at any school-sponsored function.

- **Friday Rule** – If a student is absent on Friday, there can be no participation in any sport or school activity during the weekend, including attending practices or games.
- There can be no playing on equipment before or after school.
- Dogs are not allowed on the school grounds at any time.
- Monetary reimbursement will be required in the event of damage of any kind to parish property or the property of other students.
- Students absent from school for some or all of the day may not return to campus for any reason. If a child is not well enough to be in school he/she cannot be at school.
- If a student pulls the fire alarm without due cause, the following consequences will be in place: the student will be placed on automatic probation and the family will be charged the fee for resetting the alarms and the fee charged to the school by the South San Francisco Fire Department for a false alarm.

The following rules are to be respected in the lunchroom

- All students must remain seated until they have finished their lunch. Loud voices are not permitted in Falcon Hall.
- No throwing, leaving, dropping food or papers on the ground at any time. Deposit all papers and empty lunch bags in garbage cans. Tables are to be cleaned before going out to play.
- Students should not waste any part of their lunch. Students need to bring home any extra food.
- If lunches are forgotten at home, they can be dropped off in the green bins outside Falcon Hall. Please make sure the child's name is clearly displayed. Parents may not bring any items to the classroom.
- Food or drinks may not be consumed outside during lunch recess.

Extended Care Policies and Procedures

Objective

The Extended Care Program of St. Veronica Catholic School was established in January of 1986. It exists in order to provide high-quality, reasonably priced child care to school families in need of such service.

Philosophy

St. Veronica Catholic School Extended Care Program is an actual *extension* of this school community, and it shares the same philosophy and similar policies.

We strive to provide a safe, enjoyable environment in a pleasant atmosphere of mutual respect for everyone in attendance. We stress careful supervision and friendly interaction. We offer a variety of activities for the children's choosing, in order to make the out-of-school hours here as *homey* as possible, within our limitations. In order to maintain such a program, specific rules of behavior are consistently enforced. Families are made aware of these upon enrollment, and the children are regularly reminded. In the rare event that a child cannot act accordingly and becomes disruptive, he/she will no longer be provided with our services. The parents/guardians

must then find other child care arrangements.

Hours

The Extended Care Program opens at 6:45 a.m. and closes at 5:45 p.m. on all school days, except the Friday before Christmas break and the last day of school. In accordance with state regulations, our child care program may not operate during holidays, weekends, or vacation periods.

Mornings	6:45 a.m. - 8:00 a.m.
Afternoons	from dismissal until 5:45 p.m.

Rates

Child care service is billed each month to each family enrolled in the Extended Care Program and is included on your monthly SMART TUITION account. Billable hours for Extended Care will be posted to your Smart Tuition account by the 15th of each month. The previous month fees will appear on the current month's invoice. You may review your statement on your Smart Tuition account.

Extended Care is billed per student at a rate of \$6 per hour.

Full-time Individual (grades K-8)	Flat monthly fee for those who attend many hours per month \$289
Full-time Family (grades K-8)	Flat monthly fee with a for two or more children \$496

Staffing

The Extended Care Program of St. Veronica Catholic School employs approximately ten well-qualified members. Each works a regularly scheduled number of hours per week. We strive to maintain the recommended ratio of fifteen children per staff member and expand according to our ever increasing enrollment. All staff must meet the State of California safety and eligibility requirements for on-site school-age children care programs.

Schedule

- *Before School*

Children can engage in quiet indoor activities (i.e., drawing, coloring, board games, puzzles, books, conversation, listening to music) prior to the school day. Some children bring a simple breakfast to eat during this time. Every child must be signed in by a parent (or other adult) upon arrival each morning.

- *After School*

Students do the following:

Check in

Snack (we provide a drink and snack foods daily)

Change clothes (optional)

Free Time (play indoor/outdoor games, arts and crafts, stories, movies, etc.)

Clean Up

EVERY CHILD MUST BE SIGNED OUT BY A PARENT OR A GUARDIAN BEFORE LEAVING EACH DAY. CHILDREN CANNOT BE RELEASED TO ANYONE WITHOUT PRIOR PARENTAL PERMISSION. If your child participates in sports, band, choir, choir, etc. and is in extended care when practice begins, they must have a signed note releasing them from extended care to attend practice. Please keep permissions up to date.

Extended Care phone number: 650-763-3591

Visitors

All visitors, including parents, must sign in at the school office when coming in to the school for any reason. For your safety and the safety of our students, faculty, and staff, no one may enter the library or classroom without checking in at the school office first.

Volunteers

All volunteers, including parents, who work with our students in any way, must be fingerprinted and must have completed training called *Protecting God's Children® Online Awareness Session 3.0* at Virtusonline.org. All volunteers must sign in at the school office when coming into the school for any reason. For your safety and the safety of our students, faculty, and staff, no one may enter the library or classroom without checking in at the school office first.

School's/Principal's Right to Amend

All parish and Archdiocesan school programs are governed by the policies and regulations of the Department of Catholic Schools as set down in the Administrative Handbook for Elementary and Secondary Schools, Archdiocese of San Francisco and in interim communications. These regulations have the same purpose and binding force as all other directives and enactments of the Ordinary (Statutes 147 – see #2121 Administrative Handbook, #2113)

St. Veronica Catholic School, embodied in the pastor, principal, faculty, and staff, retains the right to amend this handbook for just cause as the need arises. Parents will be given ample notification if changes are made.

Your signature on the *Parent-Student Handbook Contract* indicates that you agree to support, uphold, and be governed by these policies and procedures as stated in the *St. Veronica Catholic School Handbook*, including forms listed in the Appendix.