

PARENT/STUDENT HANDBOOK



2021-2022

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SAINT VERONICA WELCOME, PHILOSOPHY, HISTORY, ACCREDITATION

Welcome to St. Veronica School. We are anticipating a wonderful year and are thankful that you have joined us! We are glad to have you and your family as part of our wonderful faith-filled community. In this parent/student handbook, you will find everything you need to know about our school. Please read it carefully as there are some things that have changed. Please make a point to read the area of discipline and the area of dress code as these two things directly impact the students' daily lives. It is so important that we keep the communication open between home and school as we are working as a team for the benefit of our students. If you ever have any questions or concerns, feel free to contact the office staff or me directly and we will be able to point you in the right direction.

The school office opens each day at 7:30am and the phones are answered until 3:30pm. The office can be reached at 528-0442. After 3:30pm, parents may leave messages on the answering machine and calls will be returned as soon as possible.

Again, welcome and let's work together to make this a great year here at St. Veronica!

Ms. Sharon Bresler, Principal

PHILOSOPHY OF EDUCATION

As Catholics, we firmly believe that each of us is a unique individual made in the image and likeness of God. It is our firm belief that St. Veronica School through its philosophy of education can contribute much to help each student not only to attain his/her final goal of union with God, but also aid him/her in becoming the person that God intended him/her to be on earth. As a result, St. Veronica School believes in the Christian approach to education that takes into consideration all facets of the individual —spiritual, physical, mental, moral, and social. By this approach, St. Veronica School attempts to develop each student's full potential and, in turn, helps the student form a positive self-image. Christian education also attempts to form the human person in relationship with the other members of society. Through the teaching of Gospel values, St. Veronica School prepares the students to function as responsible stewards of God.

The curriculum that embraces a variety of religious and secular subjects is intended to develop responsible, decision-making individuals. St. Veronica School seeks to offer a broad based educational curriculum, striving to meet a standard of excellence in every subject, discipline, and opportunity presented to its students. The preparation of each student for the maximum benefit from his/her future educational experiences is a constant goal of faculty and staff.

ST. VERONICA SCHOOL MISSION STATEMENT

St. Veronica Parish School is a community of faithful who share in the common purpose of living, teaching, and proclaiming the gospel of Jesus Christ. St. Veronica Parish School believes in the Christian approach to education that takes into consideration all facets of the individual: spiritual, physical, intellectual, moral and social.

*"Be it known to all who enter here that Christ is the reason for this school.
He is the unseen, but ever present teacher in its classes.
He is the model of its faculty and the inspiration of its students."*

HISTORY

In the 1970s the parishioners of St. Veronica Parish had a vision to build and maintain a parish school to benefit the children of the parish and community. This vision became reality when, in 1975, St. Veronica School was dedicated. High academic standards and strong discipline were musts for a solid beginning. St. Veronica has grown with the community and kept pace with changes in education. We stepped into the 21st century with a computer lab, smart boards, document cameras, mobile labs and now a 1:1; program with tablets for grades six through eight. St. Veronica earned the designation as a National Blue Ribbon School in 2009 and continues to make not only academics, but faith, community engagement, arts and athletics an important aspect of the school. While our enrollment may fluctuate, our commitment to the students and families of St. Veronica School does not.

ACCREDITATION

St. Veronica School is accredited by the OCSAA (Ohio Catholic Schools Accreditation Association). We are recipients of the Ohio Character Award and we are a (2009) Nationally Recognized Blue Ribbon School by the United States Department of Education. We are proud of our accomplishments and strive to continue achieving at such high levels.

LIVING OUR FAITH

LITURGICAL CELEBRATIONS

School Masses will be celebrated weekly with the St. Veronica School community. Everyone, especially parents, is invited to attend. Classes take turns planning the liturgy, using the readings for the day, music, and petitions. Masses are usually scheduled for Wednesday morning beginning at 9:00am. In addition to all-school Masses, there are opportunities for prayer services and other liturgical and para-liturgical celebrations.

SACRAMENTAL PREPARATION

Parents are privileged to hold the chief responsibility for the spiritual development of their child. The uniqueness of a Catholic school lies in the fact that it complements the parents' role of instilling spiritual values in their children and sharing their heritage of the Catholic faith with them. Catholic doctrine and beliefs become a vital, important part of the total curriculum.

In our Catholic school where our priority is modeling and living a strong Christian life, great attention is given to the Sacramental life of the Church. It is essential, therefore, that Catholic students are routinely receiving the sacraments and attending Mass on Sunday as a part of the family unit.

Students are prepared for the Sacrament of Reconciliation and the Sacrament of First Eucharist during the second-grade year. Parents will be required to attend meetings and family prayer services in readiness for these two sacraments. Parents will be given a timeline of events and expectations for students and parents for each sacrament as the year progresses.

Students who are parishioners of a parish other than St. Veronica are expected to prepare and make the sacrament with their home parish, as well as do the work in the classroom with their class.

During the 7th and 8th grade years, students are prepared to receive the Sacrament of Confirmation. Parents will be required to attend at least one meeting per year to help with this training. We are/were transitioning into a new type of training for Confirmation prep but due to Covid, that has been postponed for now.

SPIRIT FAMILIES

In order to build a family atmosphere at St. Veronica, we created Spirit Families. They are composed of students from kindergarten to grade 8, with the 8th graders acting as student leaders for their group. Spirit Families are created to help students across the grade levels to learn about our faith and each other, to provide role models to our younger students and leadership experience for our older students. Spirit Families attend Mass together once a month and meet to discuss faith topics and create items, letters, and cards for parish shut-ins and other members of our community. It is gratifying to see our younger students waving and smiling at our older students as they pass each other in the hallways and cafeteria. It certainly speaks to how we accept and treat each other.

KINDNESS JOURNALS

Students in grade 2 and up keep Kindness Journals to record their thoughts, questions and even prayers as they reflect on the Gospel or homily from our weekly Mass. Teachers can also give writing prompts if they are working on a certain theme or idea in religion class. These journals are passed from grade to grade as the students grow. As each journal is filled they are sent home with the student so they have a record of their faith journey as they grow in knowledge and spirit.

SERVICE LEARNING

Service is a part of our Catholic tradition and a hallmark of the Church. St. Veronica combines service with what they are learning in the classroom, to discover and find solutions for problems in our school, families, communities and world. Our students learn they can make a difference in the world.

ADMISSIONS AND TUITION

St. Veronica School is a Catholic School. We are happy to share our religious values with all interested families.

St. Veronica School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

Also, St. Veronica School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Students of other faiths will attend all scheduled religion programs and classes. Presence at religious services is mandatory while not necessarily participatory. Students of other faiths are required to do daily class assignments in religion. The school makes no attempt to dissuade a student from his/her belief. The character of St. Veronica School, however, is one of a Roman Catholic educational institution and no alteration in our school program will be made to exempt a student from participation.

Transfer /New Students

Before a transfer student is officially accepted into St. Veronica School, a transcript of his/her grades from the previous school, psychological testing/counseling records, Individual Educational Plans, immunization records, registration form, tuition payment form, transfer in-take form, baptismal certificate, birth certificate, and any court-ordered custody statements must be sent to our school office. As part of the admission procedure, new students may be screened by school personnel for evaluation of their basic skills.

Since St. Veronica School is dedicated to providing the best possible education for our students, reasonable behavioral standards are expected of all community members, including students, parents, and staff. Prospective students with prior behavioral problems or extensive educational needs may be declined or if accepted, it will be on a probationary basis, with regular reviews by the staff. All decisions of student acceptance, or continued association with the school in case of student/parental issues, lies with the principal/pastor following the Archdiocesan policy 408.03:

New students' academic and behavioral progress will be reviewed during the student's first trimester of school. If the reviews are unsatisfactory, a conference will be held with teachers and parents and an academic plan or behavioral contract will be instituted. The reviews will be continued on a regular basis until the end of the current trimester. At any time during this trimester decisions can be made regarding the student's plan and continued enrollment. Students who have chronic unsatisfactory reviews will be required to withdraw from St. Veronica School. The decision of the principal is final in all matters pertaining to admission and continued enrollment.

Registration Periods

Registration will be accepted during the following time periods:

#1 – During the month of January

For all St. Veronica School students currently enrolled who are in grades Preschool through 7. This period includes both “in-parish” and “out-of-parish” students currently enrolled and attending St. Veronica School. Registrations for siblings of currently enrolled students will be accepted at this time; siblings will be given priority in grades K-7. If the number of sibling registrations should cause enrollment to exceed capacity at any given grade level, admissions will be accepted by blind draw from registrations received in that registration period.

#2 – Beginning at Open House in January

For any parish member who wishes to transfer a student from another elementary school to St. Veronica School. For any “out-of-parish” family who wants to transfer a student from another elementary school to St. Veronica School in grades K-7. For any family who is new to the school. This will be done on a first come first served basis and will continue until all spaces are filled.

The School Office will answer any questions regarding the registration process while the Parish Office will handle all financial questions. School registration forms shall be turned into the school office during the time periods indicated above.

All students transferring to St. Veronica will be accepted upon discretion of the principal, after a personal interview with the principal. Any transfer student into Middle School will also be on a thirty (30) day probationary period.

TUITION POLICY

It is the goal of St. Veronica School to provide a quality Catholic education for the children in our community. Due to the continually increasing costs, it is important that each family utilizing the school contributes to the expenses involved. It has become imperative to state and enforce the parish’s policy on tuition payments. Active parishioner tuition is a form of tuition aid available to parish members who are actively involved in St. Veronica Parish as defined by the guidelines below. Out-of-parish tuition includes those who are registered in the parish but are not active in the parish and those who are not members of St. Veronica Parish. Out-of-parish tuition reflects a higher cost that contributes more toward the actual cost to educate one student per year and is charged to families who are not active parishioners of St. Veronica as defined by these guidelines.

A. In order to qualify for active parishioner tuition at St. Veronica School

1. Family/student must be a registered member of St. Veronica Parish.
2. Students must be baptized and Catholic, with documentation on file in the parish and school offices.
3. Will sign the Parent/Guardian Covenant and abide by the covenants e.g., will assure that Saturday or Sunday Mass attendance is the priority of your schedule each week and will attend weekend Mass regularly; will seek out volunteer opportunities to help St. Veronica Parish better fulfill its mission to live, teach and proclaim the Gospel of Jesus Christ.
4. Families will financially support St. Veronica Parish to the best of their abilities.

B. School Registration

1. Registration for school will be accepted in the school office only.
2. Registration for the following school year begins in January for current students/families and at the school Open House for new families.. Late registrations are subject to availability of space.

3. All registrations will require that the current year tuition must be current the day in which the registration is submitted.

C. Tuition Payments

1. Full or partial tuition payments are due no later than May 15th preceding the start of the school year.
2. Ten monthly tuition payments may be made using a third party company, FACTS Management. Payments may be made via electronic funds transfer or credit card (Master Card, American Express, or Discover). The Credit Card companies charge a convenience fee, FACTS Management charges a fee to process the enrollment, and St. Veronica charges a finance fee for this service. Monthly payments may be made on the 15th or last day of the month.
3. Any exceptions to the above must be approved by the St. Veronica Business Manager.

D. Delinquent Payments

1. There will be a \$30.00 fee for late payments that are received after the 15th or last day of the month, whichever is selected by the family.
2. There will be a \$30.00 fee for insufficient funds.
3. If tuition is not current and no arrangement with the Business Manager has been made prior to registration or the opening of school the child will not be accepted into school for that year until the delinquent tuition is resolved.
4. If tuition is delinquent for two months, students will not be permitted to return to school until the delinquent tuition is resolved.
5. No 8th grade student may take final exams until all financial obligations are current.
6. No school records will be forwarded until all financial obligations are current.
7. Accounts with a history of continuous delinquency will not be offered the finance payment plan option the following school year.

ACADEMIC EXPECTATION

As students move from one grade level to the next, academic expectations are in place to help with student success in the classroom. These expectations include how we should treat each other in the classroom as well as what a student should know when moving on.

All Students will:

- treat each other with respect and kindness, being courteous to all
- put forth a strong work effort each day in the classroom
- use appropriate liturgy behavior and be respectful of all church and school property
- listen/be attentive
- follow directions first time given
- follow school rules
- be positive and do your best
- raise your hand and speak at appropriate times
- independently unpack book bag, hand in important notes from home, turn in homework
- exhibit appropriate behavior in the restroom
- walk quietly in the hallway
- write legibly
- be prepared for class (have all supplies, homework, materials, etc.)
- work cooperatively in a group

All students will serve as role models for each other

TEXTBOOKS AND RELATED MATERIALS

Textbooks are provided on a loan basis; therefore, students are responsible for the care of their textbooks. All books must be covered at all times and carried to and from school in book bags. Books will be checked at the end

of each year and students will be assessed fines for any damaged/lost books. Report cards will be held until all book fines are paid in full.

HOMEWORK

Students will use the school approved planner to record homework assignments. Homework is an important part of our academic program. Its educational value is in reinforcing skills and concepts taught during the school day. This is done through additional practice that fosters independence and a sense of accomplishment and responsibility in the student. Homework also provides an opportunity for students and their parents to communicate regarding the material introduced in the classroom.

A child should begin to form good study habits during the elementary years; therefore, parents should provide a suitable environment for study, free of interruption. Each student should determine a period that is his/her most alert time and reserve this time for homework.

Each student should spend time every day reviewing or completing his/her homework—the following time guides for homework are not absolutes: (Students with learning and organizational issues may routinely exceed these times. This issue should be addressed on an individual basis with the teacher.)

Primary	20-40 minutes
Intermediate	45-60 minutes
Middle School	70-90 minutes

The times listed above are averages. There will be nights that will exceed these times when additional study time is needed as well as nights when less study is required. Students who do not finish class work are more likely to exceed these times. Every attempt is made to see that the amount of time spent on homework is reasonable.

Please consult with the teacher if you observe, over an extended period of time, that your child is spending an excessive amount of time on homework.

CURRICULUM ADJUSTMENTS/ACCOMMODATIONS

We believe that all students can learn but that they learn in a variety of different ways. If a child is struggling, a teacher may decide to set up a meeting with the parents to set plans for accommodations if an IEP or accommodations plan is not already in place. This meeting will be held between parents, teacher, principal and/or intervention specialist to devise an academic plan to help with the student's success. If these adjustments/accommodations are not meeting the student's needs in a certain amount of time, the student may be referred for academic testing which is administered by the public school which would serve the student.

AUXILIARY SERVICES

Under the existing State Auxiliary Services Bill, non-public schools may receive certain services in addition to textbooks, testing materials, and scoring services. Among these are diagnostic services (student testing/evaluation) and therapeutic services (remedial reading, remedial math, speech/hearing therapy). Our auxiliary services personnel include the following:

Math Specialist, Reading Specialist, Speech Therapist, Intervention Aide, Auxiliary/Textbook Clerk, and School Nurse

The Educational Auxiliary programs are housed in a modular building that provides a warm atmosphere for learning. Auxiliary teachers provide speech, language, and math instruction.

ACADEMIC RIGOR

The main reason for St. Veronica Parish School is to help parents pass on to their children the Catholic Way of life and to give them the academic prowess they will need into high school and beyond. So, while we encourage extracurricular participation in the arts, clubs, and sports it must be noted that Christian behavior and academic rigor must be accomplished first.

We want to give our students the best possible chance to be successful. To that end, we will monitor students for one month (longer for special classes) at the beginning of each trimester to ensure their grades are passing. If a

student is failing one or more academic classes, they will be put on academic probation. A failing grade is defined as a grade below 70%. For special classes the time frame is increased.

ACADEMIC PROBATION

A student placed on probation may continue to participate in all activities and will be monitored over a two-week period. The student shall meet with the teacher(s) for the class(es) that he/she is failing to develop a remediation plan to help the student with his/her academic success.

The student will be off probation after two weeks if achievement of a passing grade for the class in which a failing grade was received.

NOTE: If a student does not have a passing grade and a teacher's comments indicate consistent satisfactory effort in all classes even though the grade is still failing, the student stays on probation as long as continued satisfactory effort persists until a passing grade is earned.

However, if the student does not fulfill the requirements outlined in the probation meetings after the two-week period, he/she shall be placed on an ACADEMIC CONTRACT

ACADEMIC CONTRACT GUIDELINES

Academic Contracts will be made on a student by student basis to ensure personalization and will consist of:

- A meeting including student parent, teacher and administrator to outline the academic contract and the responsibilities of each party
- The Academic Contract may include
 1. Student meet with teacher daily to touch base on work needed
 2. Student will complete all missing assignments and stay current on work in all classes
 3. Student will follow study skills sheet to prepare for upcoming tests and assessments
 4. Student will make a plan of "how" and "when" he/she will study and complete work that is due
- Every two weeks the Academic Contract will be revisited and if a student has earned a passing grade, he/she will have fulfilled his/her Academic Contract. If, after two weeks, the failure continues, the student remains on the Academic Contract and additional consequences (missing after-school activities, staying after school to complete work, etc.,,,,) being employed to motivate the student to perform academically.

FIELD TRIPS

Since learning extends beyond the confines of the classroom, various field trips are planned throughout the year. In order to participate in school-sponsored field trips, a student must present a permission slip to his/her teacher SIGNED BY ONE OF HIS/HER PARENTS OR GUARDIAN before the trip is to be taken. Students are to be in uniform for field trips unless special permission has been granted.

A student may be denied the opportunity to participate in a field trip by any of the student's teachers. This denial is based on academic performance, class attendance, student behavior, or at a teacher's discretion. The standard transportation for all school-sponsored field trips is by school bus, though there may be some exceptions. Parents are expected to cover the cost for admission and transportation.

EXTRACURRICULAR ACTIVITIES

Extracurricular participation is defined as involvement in any non-grade bearing school-sponsored organization or activity, including class organizations, clubs and athletic teams. (This does not include activities during the school hours of 8am to 3pm).

St. Veronica School, Boosters, FAB and PTO offer a variety of afterschool activities. These activities are announced through monthly newsletters or by checking the website. If a student is staying after school for any extracurricular activity, the teacher must have a note stating permission for the students to participate as well as how the student will be getting home. **STUDENTS WILL NOT BE PERMITTED TO CALL HOME TO MAKE AFTER SCHOOL ACTIVITY PLANS. THESE ISSUES SHOULD BE TAKEN CARE OF BEFORE COMING TO SCHOOL. IF STUDENTS DO NOT HAVE A PARENT NOTE TO STAY, THEY WILL BE SENT HOME VIA THEIR NORMAL WAY OF AFTERNOON TRANSPORTATION.**

McMATH CLASS OPPORTUNITY

Incoming 8th graders will have the opportunity to be placed in an Algebra 1 class at McNicholas High School. To qualify for this opportunity students must score in the 80% or higher on the math total section of the IOWA standardized test. In addition, the student must score an 80% on the quantitative section of the CogAt cognitive skills test, and have at least a 92% math class average during the first two trimesters of his/her 7th grade year. Since we can send only so many students to McNicholas High School, the school may have to choose only the top students if more than the required amount qualify.

ACADEMIC INTEGRITY

Academic integrity is necessary for true learning and academic success. Students who blatantly show a disregard for academic integrity sabotage their own acquisition of knowledge and will also face academic and disciplinary consequences. Students who have academic integrity are students who

- Do their own work and do their own work without using aids that cut short the learning process.
- Use legitimate academic resources and carefully cite work that is not their own, such as lines, passages, or quotes from legitimate reference material.

ACADEMIC DISHONESTY

Cheating, plagiarism, and other forms of academic dishonesty can not be tolerated. Teachers have the right to confiscate unapproved aids. Examples of academic dishonesty are (but not limited to)

1. Plagiarism - claiming as one's own, the work of another person, whether single line of text, an entire passage, a paraphrased sequence of ideas, a recording, a visual representation, or any other form of expression. Any form of expression by another person that is not properly cited is considered plagiarism. *
2. Copying another student's work. A person who allows someone to copy her work is equally as guilty of plagiarism as the person copying.
3. Using previously submitted work from another class.
4. Cheating on an assessment.
5. Providing an unfair advantage to students taking an assessment at a later time, such as discussing test questions with students who will take the same test later.
6. Any violation of assessment rules established by the teacher,

*Plagiarism can range from failing to cite an author for ideas incorporated into a student's paper to copying and pasting paragraphs from different websites or resources to handing in a paper downloaded from the internet. All are plagiarism.

Many students make the mistake of thinking that if they simply rewrite information from a source in their own words, they are not plagiarizing. Plagiarism is not just about stealing someone else's words, but also about stealing ideas.

It includes:

- using a published author's work,
 - copying directly from a book, magazine, newspaper, song, or Internet without using quotation marks and/or without providing the author's name and a bibliography
 - paraphrasing: putting the text in your own words, and not providing the author's name and a bibliographic citation.
 - Summarizing - using keywords, phrases, or ideas from the text, and not providing the author's name and a bibliographic citation
 - using statistical data or copying maps, charts or graphs from a book, magazine, newspaper, song, or Internet without providing the author's name and a bibliographic citation
 - Using a friend's work, or having him tell you the answer or part of the answer or copying homework
 - Cheating on a test. or using notes when not allowed or using a textbook when not allowed or looking at someone else's test

A person who allows someone to copy her work is equally as guilty of plagiarism as the person copying.

Teachers will discuss this plagiarism policy in every class at the beginning of a course and discuss academic and ethical reasons for not using the work of other people without proper attribution. Teachers will make it clear that they will be vigilant about looking for plagiarism and will explain the consequences and penalties.

In any specific case, if you are unsure about what is acceptable and what is not, the best thing is to ask your teacher.

STANDARDIZED TESTING

A testing program strives to evaluate the quality of instruction in a school. Standardized tests provide a basis of curriculum development, measure student progress in comparison to a national/local norm group and are an indication of the quality of educational services provided by the school. However, standardized tests are just a one-time snapshot of a student's ability and should be considered as such.

In accordance with the Archdiocesan regulations, we will use the Iowa Testing of Basic Skills that will be administered in grades one through seven in the spring of each school year.

Basic Skills (achievement) Tests: provide for comprehensive and continuous measurement of growth in the fundamental skills of reading, vocabulary, language arts, mathematics, social studies, science, and sources of information. These will be given to students in grades 1 through 7

Cognitive Abilities Test (intelligence): measures the student's ability to use and manipulate abstract and symbol relationships both verbally and quantitatively. These will be given to students in grades 2 and 5 only.

Students in Kindergarten through 3rd grade are tested three times a year for literacy and comprehension skills three times a year using the DIBELS testing system. In addition ,STAR MATH and STAR READING are used across the grade levels to assess acquisition on skills in reading and math to make sure a student is staying on grade level.

Final examinations in major subjects are given at the end of the year in grades seven and eight. Parents are asked to pay attention to the school schedule as these exams will not be given before or after the date.

In accordance with the State of Ohio, all Jon Peterson and EdChoice and EdChoice Expansion Scholarship students participate in all required state testing and all third graders take a fall and spring test to show they have achieved in accordance with the Third Grade Guarantee.

GRADING

St. Veronica School will be using the Student Progress Update (SPU) for grades K, 1 and 2. The SPU will list the Standards for each grade, as outlined by our Graded Course of Study, and will evaluate the students on how well they are meeting the Standards. The SPU will have the following ratings:

4 – Consistently Demonstrates/Exceeds Proficiency

3 – Frequently Demonstrates Proficiency

2 – Progressing Toward Proficiency (where most students will and should be)

1 – Demonstrates Limited Progress Toward Proficiency (indicates a problem that will be addressed)

Third through eighth grade receive letter grades – A -93-100, B-85-92, C-78-84, D-70-77, F- Below 70

OPTION C

Students' academic progress will be available for parents to view through Option C. Posting of grades will be available online for parents to view. Students will no longer receive paper interim reports as they can be viewed through Option C. Parents and students can always log in to get updates on grades and homework assignments. Parents will be given detailed instructions on how to access Option C at the beginning of the school year.

Report cards are posted online at the end of first and second trimester with the third trimester report cards being mailed home to the parents. Report cards/school records will be held until all financial obligations have been met.

PARENT/TEACHER CONFERENCES

Formal parent/teacher conferences are held at the end of the first trimester. Times are scheduled in advance. Additional conferences are held by appointment upon the request of the teacher and/or parent. 48 hour notice should be given, if possible, for any parent teacher meeting.

If parents need to talk with the classroom teacher at a time other than the scheduled parent/teacher conferences, the parent should call the school office to leave a message for the teacher or send an email directly to the teacher. The teacher and parent will arrange a convenient time for a meeting. Phone conferences are also an option.

Parents should first meet with the teacher(s) regarding problem areas. If there is no agreement on this level the principal can be consulted.

PROMOTION/RETENTION/PLACEMENT

PROMOTION

The student will be promoted if he/she has successfully completed all the requirements for the present grade level and passing grades have been obtained in all subjects. In Kindergarten through grade 2, passing grades are 2s, 3s, and 4s, and in grades 3-8, passing grades are A's, B's, C's, and D's.

PLACEMENT

A student may be "placed" to the next grade level if he/she fails one major subject or his/her yearly average is failing. Major subjects include Religion, Reading, English, Math, Social Studies, and Science/Health. The placement means that the student will be moved to the next grade only on the condition that summer school, tutoring, or an agreed upon plan has been successfully completed. Parents will receive notification of the placement with the stipulation that the agreed upon plan will be followed or at least twenty (20) hours of tutoring be conducted with a certified teacher. After the completion of the plan or the tutoring has been completed, documentation needs to be submitted to the school office. Documentation of the placement status/completion of the plan/tutoring will be placed in the student's permanent file. Tutoring can be group or one-on-one instruction. In addition to, or instead of tutoring, other stipulations can be made by the teacher/principal for the child to be placed in the next grade. If parents do not secure the summer tutoring for their child, the student will not be permitted to return to St. Veronica School for the new school year.

RETENTION

A student in grades 4-8 will be retained if he/she fails two or more major subjects. Major subjects include Religion, Reading, English, Math, Social Studies, and Science/Health. Parents will receive written notification of the retention; the parent will meet with their child's teacher(s) and with the school principal to discuss the retention. If the parents disagree with the school's recommendation for retention, then the student will not be permitted to enroll at St. Veronica School for the following school year.

*In grades K-3, students must successfully complete requirements in Math, Reading, and Language Arts in order to be promoted to the next grade. Summer tutoring/summer school/or another agreed upon plan will be required for students who do not successfully complete all other subjects.

All decisions on promotion, recommendation, placement, and retention will be handled on an individual student basis with the classroom teacher, the school principal, and the parent coming to a consensus of what is best for the student. If no agreement can be reached the student will not return to St. Veronica the following year.

RECOMMENDATION

Students who have received passing grades in their subjects but still could benefit from extra work over the summer months will be recommended to complete extra work over the summer. A teacher may also recommend summer enrichment classes or tutoring if the student could profit from this additional help. Parents will be notified either verbally or in writing and a plan for services will be agreed upon for summer work.

HONOR ROLL

The Honor Roll recognizes Junior High students who excel academically and behaviorally. Honors are calculated in the following way:

- Academic classes 100%
- Special Classes 40%
- High School classes (McMath) are not included in the calculation, however, these grades are weighted due to their advanced level when added to a student's report card and permanent record.

The criteria for first and second honors is as follows:

JUNIOR HIGH HONOR ROLL CRITERIA (GRADES 6, 7, & 8)

First Honors

3.75 - 4.0 average including special classes which are weighted for the average

No more than 1 detention for the trimester

No demerits

Second Honors

3.25 - 3.74 average including special classes which are weighted for the average

No more than 1 detention for the trimester

No demerits

TRACKING

Starting in middle school, students may be tracked to allow for more personalized learning. The following criteria will be taken into consideration when placing students in track one. However, depending on the academic make-up of any given class the school reserves the right to make the final decision on track placement.

90% or higher class average from prior year

No history of missing or late assignments

No remediation needed in the subject

Student is intrinsically motivated (self-motivated)

IOWA test scores 80% or higher in the subject

Good behavior

Student exhibits high executive functioning skills

Teacher recommendation

Within the top 30 students in the grade based on GPA

SCHOLARSHIP POLICY

Each year, scholarships are awarded to graduating eighth grade students. The purpose of these scholarships is twofold: first, it is the intent of the individuals and organizations that provide the scholarships to encourage students in and reward students for their outstanding efforts and second, the money awarded will go to defray the cost of Catholic high school tuition. NOTE: there is one scholarship that can be earned by incoming

1. BILL SCHLATER CHRISTIAN LEADERSHIP AWARD (ONE \$500 SCHOLARSHIP covered by PTO)

This top award honors the 8th grade student who best exemplifies the type of Christian character that Catholic education strives to develop.

2. PTO SPIRIT SCHOLARSHIP AWARDS (TWO \$500 SCHOLARSHIPS)

These scholarships are given to two 8th grade students, one boy and one girl, who best personify the spirit of St. Veronica School. This will include the areas of citizenship, leadership, and scholastic performance.

3. HOLY NAME SOCIETY SCHOLASTIC ACHIEVEMENT AWARDS (FOUR \$1,000 SCHOLARSHIPS)

These scholarships are given to the four students who have maintained the highest academic averages throughout their 7th and 8th grade years.

4. ST. VERONICA ATHLETIC BOOSTERS SCHOLARSHIP (TWO \$750 SCHOLARSHIPS)

These scholarships are given to two 8th grade students who have demonstrated through active participation in the St. Veronica Athletic Program leadership, determination, consideration for others, and good sportsmanship.

5. KAY HOHNER STEFANICS AWARD OF PRIDE AND EXCELLENCE (ONE \$500 SCHOLARSHIP covered by PTO)

This scholarship is given to one 8th grade student who shows pride in St. Veronica School and who works hard to meet his/her academic potential.

6. SISTER VINCENT MARIE MINISTRY/ SERVICE AWARD (ONE \$500 SCHOLARSHIP covered by PTO)

This scholarship is given to the one 8th grade student who has provided outstanding service to the parish as well as to the school and community.

7. ST. VERONICA FINE ARTS BOOSTER MUSIC SCHOLARSHIP (THREE \$750 SCHOLARSHIP)

These scholarships are given to 8th grade students actively involved in the St. Veronica Music Program who will be attending a Catholic High School. Throughout the recipients' time in the music program, they must also have displayed strong leadership qualities, hours of service outside of rehearsals and performances, appreciation for all aspects of music, and a constant effort to improve their talent as a musician and performer. Finally, the recipients must intend to be involved in at least one field (band, chorus, drama) of the high school's music department for their entire Freshman year.

8. ST. VERONICA FINE ARTS BOOSTER VISUAL ART SCHOLARSHIP (ONE \$750 SCHOLARSHIP)

This scholarship recognizes a student with a passion for the visual arts. This student demonstrates an eagerness to learn about art techniques and media, enthusiasm for expressing themselves through art and an overall good art attitude. He/she recognizes that art class is a place where students can learn the diversity of the world around them and the role art plays in culture and communication. The student chosen for this award exhibits excellent work ethic and care with their art, while also showing the characteristics of a Christian person who shows compassion for those around them.

9. SR. TERESA EXCELLENCE IN ENGLISH AWARD (ONE \$750 SCHOLARSHIP)

This scholarship honors Sr. Teresa Mitchell. For 24 years she brought blessings to St. Veronica School by her exceptional teaching skills and her ability to bring out the best in her students. This scholarship is awarded to a graduating 8th grade student who genuinely loves learning and who demonstrates an outstanding command of English.

10. DENNY OSBORNE MEMORIAL SCHOLARSHIP (FOUR \$750 SCHOLARSHIPS covered by Athletic Boosters)

This scholarship is for students who show leadership in the classroom, on the court, and in personal life, competes to the best of their ability, shows good sportsmanship on and off the court/field, sets a good example for others to follow and is kind and considerate to others.

11. NICK SCHOENING MEMORIAL SCHOLARSHIP (ONE \$500 SCHOLARSHIP)

This scholarship is for a student that demonstrates virtue, is a good citizen, embodies Christian ideals, and demonstrates this through their actions. The individual must participate in at least one sport at St. Veronica. Some interest in the arts is also necessary.

12. ART MENGES MEMORIAL SCHOLARSHIP (ONE \$500 SCHOLARSHIP)

This scholarship is for a 6th or 7th grade student who uses technology

ARRIVAL AND DISMISSAL POLICIES

ARRIVAL POLICIES

Students who arrive at school prior to 7:45am must enter the building through the outside cafeteria doors and report directly to the Latchkey Proctor who will be stationed in the cafeteria. Any student who arrives at school prior to 7:45am must be registered in the St. Veronica Latchkey Program. Unsupervised students are not permitted on parish property. Latchkey is the only supervised site before 7:45 AM. No student is permitted into the hallways/classrooms prior to 7:45am unless accompanied by school personnel.

Car riders are to remain with their parent/driver until 7:45am. Bus students will be held on the bus until 7:45am. If for some reason the Latchkey Program is discontinued, students will not be permitted to arrive before 7:45am.

Preschool Latchkey will be held in the gym. Students aged 3 and 4 who are registered in the St. Veronica Preschool Program students are the only students permitted in the Preschool Latchkey. There may be times when Preschool Latchkey is integrated into the K-8 Latchkey if numbers are low.

All buses that arrive prior to 7:45AM will wait in the school parking lot; the bus drivers will not dismiss students from the bus until 7:45AM. These students will proceed directly to the school building and go to the cafeteria (grades 1-4) or to their classrooms (preschool, kindergarten and grades 5-8).

In the morning, car riders are to use the Mt. Carmel Tobasco Rd. driveway by the church and drop students around the back of school beginning at 7:45am. Students are to exit their vehicles on the passenger or school side. There is to be no other pedestrian traffic.

Parents who are helping their students carry items into school are to park in the center of the front lot. They are to walk into the building and place the items on the lobby table. No parent may go to a classroom in the morning without prior approval of the teacher/school office.

At 8:10am all outside doors are locked. All students should be in classrooms and ready to begin the day by 8:10am. If a student arrives after 8:10, he/she is considered tardy and must enter the front school doors. The driver who brings the students must park, walk the student into the building, and sign in the student.

DISMISSAL POLICIES

At the end of the day, buses will pick up students in the front of school. Persons picking up students are to use the same entrance as in the morning, head to the back of the school and form a car line for pick-up. Cars are to form two lines of traffic making a horseshoe shape in the back parking lot. There will be teachers in the parking lot to assist students to their cars. Once students have been dismissed there should be no more moving of vehicles until directed by the school staff on duty. If you have arrived after students have been dismissed, you will have to wait until the first load is dismissed to move up and load your child. A teacher will dismiss the cars when all vehicles are full. A school staff member will help direct traffic for those cars turning left onto Mt. Carmel-Tobasco Rd.

When a student is going home in a way other than their normal routine, parents **must send in a note to the teacher and office as to the change in transportation on the day of the occurrence** (this is required by law). If a note has not been sent, the student must follow their regular way home. **According to state law, we cannot take permission over the phone for any changes in a student's transportation, it must come in the form of a signed note...emails will not be accepted.** Students may not ride a bus from a different school district other than their own. NOTE: In case of emergency, the school office will make decisions keeping student safety as its main priority.

Students may remain in the building after dismissal only under the supervision of a teacher, the latchkey staff, or an adult moderator of an after-school activity. Any student who needs to make a change in his or her dismissal from school or an after-school event, must make those arrangements through the school office or the adult in charge.

EARLY DISMISSALS: If a student must be dismissed from school early, a written request from the parent must be presented to the homeroom teacher and the office the morning of the early dismissal. If any person other than a parent/guardian is to pick up the child, a written request must be presented to the homeroom teacher and the office with the authorized person's name the morning of the early dismissal. Any person picking up a student before 3:00pm must report to the school office and sign the student out. If the student returns to school, he/she must check-in at the school office before returning to class.

BUS REGULATIONS

- A. The Public School system provides transportation to all pupils who reside within the district boundaries, and the Public School determines bus schedules and routes. (West Clermont - 752-4020; Milford - 575-1563; Forest Hills - 231-3335; Batavia - 732-0935; CNE - 732-3957) Those students who live outside the districts must make their own arrangements and may contact the school office for assistance.
- B. Students must obey all bus regulations established by the bus authorities and St. Veronica School. At the issuance of the first written misconduct report, the student will receive a warning from the principal. On the issuance of the second written misconduct report, the student will not be permitted to ride the bus for 1 week. St. Veronica School can and will discipline any student who violates transportation conduct rules.

BUS RULES

Bus policies established by the Local Schools' Transportation Departments have been designed to insure the safety and welfare of all school bus passengers and include the following:

A. It is the school bus driver's authority and/or responsibility to maintain control of the pupils.

Pupils shall arrive at the bus stop approximately 5 minutes before the bus is scheduled to arrive.

Pupils must wait in a location clear of traffic and away from the bus stops.

Pupils' behavior at bus stops must not threaten life, limb or property of any individual.

Pupils' behavior must be respectful.

Pupils must go directly to an assigned seat so the bus may safely resume motion.

Pupils must remain seated keeping aisles and exits clear.

Pupils must observe classroom conduct and obey the driver promptly and respectfully.

Pupils must not use profane language.

Pupils must refrain from eating and drinking on the bus except as required for medical reasons.

Pupils must not use tobacco on the bus.

Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.

Pupils must not throw or pass objects on, from, or into the bus.

Pupils may carry on the bus only objects that can be held in their laps.

Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.

Pupils must not put their head or arms out of the bus windows.

*Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.

*Proper steps will be taken to collect, store, and use medical information related to pupils known to have medical problems which may require driver attention.

B. Suspension, expulsion or immediate removal from bus: The provisions of Section 3313.66 of the Ohio Revised Code shall apply to suspension, expulsion, and immediate removal of a pupil from school bus riding privileges.

C.

The principal is authorized to suspend or remove pupils from school bus riding privileges.

Immediate removal of a pupil from transportation is authorized. A pupil removed immediately from transportation must be given notice as soon as practicable of a hearing which must be held within seventy-two hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus. Length of time removed from ridership shall be in accordance with school policy.

School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct which justify immediate removal, suspension, or expulsion.

STUDENT BEHAVIOR EXPECTATIONS AND DISCIPLINE

At the root of St. Veronica's discipline policy is the conviction that parents have the right to establish rules of procedure for their children at home. Teachers and administrators stand in the place of parents at school, therefore they have the right to establish rules of procedure for their classrooms and other areas of supervision, such as playground, cafeteria, off campus school supported activities, bus transportation, etc. It is expected that children will follow these rules without argument. It is further expected that parents will support the teachers, administrators, and staff in this effort. Students are responsible for the good name of our school and parish, especially when they are wearing a St. Veronica School uniform.

It is important that an environment be established in school wherein students and faculty can concentrate on the business of learning without unnecessary interference. It is our belief that limit-setting guidelines enable children to develop academically and socially. The faculty and administration strive to develop and maintain a system of discipline that is fair, consistent, respectful, and firm. While the focus of St. Veronica School is on acceptance of responsibility, forgiveness of offenses, and learning from mistakes, there also needs to be consequences, both good and bad, for a students' choices. The classroom teacher is the primary source of information for parents

regarding student behavior. Parents are asked to support the teacher's efforts in dealing with behavior issues in the classroom. In cases of misbehavior, it is the faculty's intent to know each child well enough so that his or her behavior can be understood, then appropriate intervention can be taken.

The goal of discipline is to develop individuals who are responsible for their own actions. Developing self-discipline takes work. A self-disciplined person values self and others and shows proper respect towards property and material goods.

In order to help the students of St. Veronica School maintain appropriate behavior, a system of discipline is used. This system focuses on reinforcement of positive behavior but also addresses infractions of school rules based upon the seriousness of their nature. The school goal is to correct the student's behavior and to redirect the student's behavior in a more positive Christian fashion.

Our student management system has a discipline module. If there is a behavior problem at school, the teacher involved will use his/her best judgment in handling the situation depending on the age of the student or the severity of the behavior. If the teacher(s) feels it is necessary to notify the parents of the child, they will do so using our student management system. Our student management system will keep track of all notations made by any teacher in the building which can be accessed by the administration for ongoing behavioral issues.

If there is a discipline issue it will be handled by the person closest to the problem, the classroom teacher. At this level the teacher may not deem it necessary to notify the parent or the school administration, especially if the behavior ceases. If the behavior persists the teacher may then notify the parents and/administration for additional resources in helping the student understand the need to curtail his/her behavior. At this time the behavior will be noted on our student management system, so all parties are aware of the issue. This activates the school-wide discipline protocol. **NOTE:** If more than one student is involved in an incident that requires discipline measures it is the school policy to only share student information with a parent or guardian. No information about a student's discipline will be shared with another parent or family.

Class Dojo is an app that many of the primary teachers use to keep parents aware of the positive and negative things that happen in the classroom each day. If your child's teacher(s) use Class Dojo it will be explained to you at Meet the Teacher Night at the beginning of the year.

STUDENT LOCKERS

At the beginning of the school year, students in grades 6, 7 and 8 are assigned lockers. It is the student's responsibility to see that this locker is kept neat and clean. Students must lock the locker with an official school combination lock that can be purchased in the school office. Under no circumstances may a student place a different lock on the locker. Locks must be closed and locked at all times. Failure to do so will result in a detention. The principal, or a designee, reserves the right to inspect lockers at any time and for any reason.

DETENTIONS

While the focus of St. Veronica School is on acceptance of responsibility, forgiveness of offenses, and learning from mistakes, there also needs to be consequences, both good and bad, for a students' choices. Detentions are one possible consequence for a student's choice and are a part of the discipline system at St. Veronica School. Serious/repeat violations will be addressed by the classroom teacher/principal and the parents will be notified. All detentions will be held on Monday and/or Tuesday of each week.

Detention is a consequence for infractions or a series of infractions of school rules and/or policies. Each detention slip must be signed by the child's parents and returned to the classroom teacher the following school day. When a detention is earned, the student **MUST** serve the detention within a week. He/she may have the choice of which day they will serve but it must be served without fail. It is the parents' responsibility to arrange transportation for the student. Failure to return a signed detention form or failure to serve detention will result in an additional detention being issued. If the student continues to not serve the detentions a suspension or expulsion could result.

Grades K to 5 Detentions – Students who are to serve a detention will gather in the cafeteria and sit at the peanut-free table and await pick-up by the teacher who is monitoring detention. Detention runs from 3:00 to 3:45 on Monday and/or Tuesday of each week and will be monitored by a teacher. **After detention all students will be**

released out the back door of the school building by the gym. Parents may park behind the barriers and wait for their students. Students who are not picked up at 3:45pm will be placed in latchkey at the parent's expense.

Grade 6 – 8 Detentions - Middle School students who earn detentions will serve only with other middle school students. Middle school students who are to serve detention will gather in the cafeteria at the peanut-free table and await pick-up by the teacher who is monitoring detention. Detentions will run from 3 to 4pm on Monday and/or Tuesday. Detention is not a study hall. Students will be given a task to complete. **After detention all students will be released out the back door of the school building by the REP office. Parents may park behind the barriers and wait for their students. Students who are not picked up at 4pm will be placed in latchkey at the parent's expense.**

The following behaviors call for an immediate detention:

1. Failure to return a signed homework slip, detention slip or failure to serve a detention
2. Disrespect to a fellow student (defiance, talking back, calling names etc....)
3. Possession of an electronic device/ phone that is prohibited during class, field trips, etc...
4. Non-academic use or misuse of technology (playing a game etc...)
5. Third offense of no homework (per subject/ per trimester). An additional detention will be earned for each additional missing assignment
6. Locker not closed and locked
7. Repeat offense of chewing gum/eating food
8. Not following dress code on an out-of-uniform day after 1 warning.
9. **Five** accumulated minor offenses including but not limited to: uniform infractions, lack of materials for class, not being on task, excessive talking in class, being caught repeatedly out-of-bounds, disruptive behavior in the classroom, unexcused tardiness.

DEMERITS

Demerits are issued to any age student who continues to exhibit inappropriate behavior and are consequences of serious offenses or repeated offenses not corrected by detentions. A demerit will be earned for every 4 detentions. Detentions and demerits will accrue throughout the entire year.

1st Demerit (20 accumulated infraction points)

- Loss of Academic Honors for the trimester in which it is earned
- Possible loss of enrichment activities such as field trips and special activities with no refund if money was paid
- Serving of a detention
- Required meeting between student, parent, and principal to discuss behavior expectations. A form, outlining all expectations, will be signed by all who participate in the meeting.

2nd Demerit (40 accumulated infraction points)

- 1 day in-school suspension (\$30 charge to parents)
- Loss of Academic Honors for the trimester in which it is earned
- Definite loss of enrichment activities such as field trips and special activities with no refund if money was paid
- Required meeting between student, parent, and principal to set behavior contract. The contract, outlining all expectations, will be signed by all who participate in the meeting.

3rd Demerit (60 accumulated infraction points)

- 2 day out-of-school suspension
- Loss of Academic Honors for the trimester in which it is earned
- Continued loss of enrichment activities such as field trips and special activities with no refund if money was paid
- Required meeting between student, parent and principal to discuss expulsion as last resort

The following behaviors call for an immediate demerit:

1. Forgery/plagiarism/cheating/stealing **NOTE:** Depending on the severity of the incident, it is the teachers'/principal's discretion for consequences, including but not limited to points our student management system, up to detentions and demerits. In addition to a demerit/detention, students who choose to cheat will have their papers taken immediately and receive a zero for that assignment/quiz/test.

2. Vulgar/profane language
3. Disrespect to a teacher (defiance, talking back, calling names etc...)
4. Bullying (repeated acts of name calling, aggression or alienation toward another student)

SUSPENSION

A one day in-school suspension will be given upon issuance of the second demerit. All work done by the student during in-school suspension can be counted as grades. **Since the student will require adult supervision throughout the day, a fee of \$30 will be charged to the parent to pay for supervision.**

Upon issuance of the third demerit, the student will serve an out-of-school suspension for a period of two days. Zeroes will be recorded for all missed work. The school administration/ faculty will meet to determine student status and whether or not he/she should be expelled. The principal will make the final decision.

In cases where a student's behavior is detrimental to the safety of him/herself, other students, faculty or staff, the student will be suspended (out-of-school) for a period of three school days. During which time the student must meet with a school or outside counselor to be evaluated. A note from the counselor stating that the child poses no risk is needed before the child returns to school. A meeting between student, parents and administration must also be held before the student can return to school. This meeting should occur before the morning of the student's return date.

IMMEDIATE SUSPENSION WITH THE POSSIBILITY OF EXPULSION

1. Selling, providing, or possessing drugs and/or alcoholic beverages on school premises or at school-sponsored events
2. Misuse of the fire equipment (extinguishers) and/or setting false alarms
3. Carrying and/or using fire hazardous or explosive devices; carrying and/or using weapons and/or simulated weapons
4. Exhibiting any behavior deemed to be of a threatening or violent nature that has the potential for physical violence or mental torment
5. Vandalism to and/or stealing of school or personal property (plus full payment of damages)
6. Smoking and/or possession of smoking materials, tobacco materials, or dip
7. Intentional physical assault or injury to another person
8. Possession or distribution of pornographic or libelous materials and/or use of indecent or obscene language or gestures
9. Truancy, skipping classes, or leaving school without permission from the office
10. Involvement with gangs and/or the wearing/writing of gang related insignias and clothes
11. Involvement in any crime—on parish premises or during a parish activity (in violation of the Ohio Criminal Code, Ohio Traffic Code of the Ohio Juvenile Code) repeated violations will be addressed by the classroom teacher/principal and the parents will be notified.
12. Continued bullying after intervention by school staff
13. Any additional behavior, not outlined here, that teachers/staff find inappropriate and/or may endanger the community of the school.

The administration of St. Veronica School reserves the right to levy disciplinary measures on any offense or misconduct of an overall school nature even though not mentioned specifically in the above rules and regulations. In all matters regarding discipline, the decision of the principal is final. A child who refuses a disciplinary action and is supported by the parent(s) in their refusal will be subject to expulsion.

The St. Veronica Boosters Association supports the goal and procedures of the school's discipline program. Students suspended or expelled may not participate in any parish organized sports program or any other school sponsored clubs or activities.

BULLYING /HARASSMENT/INTIMIDATION

Harassment, Intimidation and Bullying Policy

It is the policy of the Archdiocese of Cincinnati and St. Veronica Parish and School that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and his/her parent(s). This will be kept on file at the school.

Harassment, intimidation, or bullying means:

Any intentional written, verbal, or physical act and/or electronically transmitted acts that a student exhibited toward another student more than once and the behavior both:

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention will be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgement.

Procedure for Reporting Complaints

Students and/or parents/guardians may file written reports to any School staff member, or administrator regarding suspected harassment, intimidation, or bullying. Such written reports shall be forwarded to the principal or her designee. The reports need to be reasonably specific including the people involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation or bullying, and the names of any potential witnesses.

If a School staff member or administrator receives an informal verbal complaint, said complaint shall be promptly documented in writing, including all the above information and forwarded to the principal or her designee.

If a student or parent makes a complaint and requests their name be kept in confidence, it shall be done. The anonymous complaint shall be reviewed, and reasonable action taken to address the situation, to the extent such actions may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation or bullying.

School Personnel Responsibilities

Teachers and other school staff who observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual shall intervene promptly, even if such acts does not meet the formal definition of acts of harassment, intimidation, or bullying, as defined above.

If the act witnessed does meet the definition of harassment, intimidation, or bullying, the School staff, after intervening, will document the incident and report it to the principal or her designee.

School personnel are encouraged to address the issue of harassment, intimidation, and bullying in interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussion, counseling, and reinforcement of socially appropriate behavior.

Administrators Responsibilities

Once an incident/complaint of harassment, intimidation, or bullying is reported to the principal or her designee, it shall be investigated promptly. The investigations shall be documented, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements shall be obtained from these individuals. If the complainant has requested anonymity, the investigation shall be limited to allow for such, subject to the receipt of further information and/or the withdrawal by the complainant of the condition of anonymity.

Response

After an act of harassment, intimidation, or bullying has been verified, intervention designed to stop the behavior will be enforced by the principal/or her designee. The offending student(s) is/are subject to the full range of disciplinary consequences, including suspension and expulsion.

Harassment, intimidation, or bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or her designee. Once inappropriate behavior is verified, the principal or her designee should monitor the situation to determine whether there have been additional incidents, or retaliation from the offender or other parties. Additionally, the principal or her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender. School personnel are to intervene when prohibited behaviors are witnessed.

Reporting

If, after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or her designee shall notify the Offender's parent/guardian of that finding along with any disciplinary consequences imposed.

If, after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or her designee shall notify the Victim's parent/guardian of that finding.

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

Miscellaneous

No discipline issue shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form of discipline be construed as a precedent. The School reserves sole judgment and discretion in disciplining students based on each incident considering ages of the student(s) involved, the student(s)' maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' discipline history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

CAFETERIA BEHAVIOR EXPECTATIONS

- A. While parents/family members are encouraged to come and eat lunch with their child, with Covid-19 we are restricting visitors in the building. When visitors are allowed, please remember that no outside fast food or restaurant food can be brought into the cafeteria.
- B. Students are expected to behave as they would at any restaurant or eating establishment. Talking volume should be at a normal level, manners are expected, and remaining seated while eating is required.
- C. Students should raise their hands if assistance is needed or if they need to leave their seat.
- D. Students must take part in the responsibility of keeping our cafeteria a clean eating area for all. This includes, but is not limited to: cleaning up their own eating area, removing food or trash that may have fallen to the floor and disposing of it in the correct place, along with cleaning and clearing tables when it is their designated week to do so.
- E. Show respect for cafeteria personnel as well as for all students.

Failure to follow these expectations may result in the use of assigned seating in the cafeteria until students are able to comply with procedure.

ATTENDANCE and ABSENCE POLICIES

Since regular attendance at school is necessary for one to be successful in school, parents should consider it a serious obligation to have their children attend school daily and promptly. Absentees miss valuable class instruction, discussion and continuity of work. However, please do not send a child to school if he/she is ill.

Parents and students need to conscientiously honor the school calendar. Exams/tests will not be administered early.

St. Veronica will follow the attendance policy of West Clermont School District. A letter will be sent to parents after five absences and at every five unexcused absences thereafter.

If a child is going to be absent, the parent must notify the school office (528-0442) before 8:30am and all homework requests must be made at that time.

If a child is absent because of illness, this procedure for securing schoolwork should be followed:

1. Parents should notify the school office requesting assignments/books for the day(s) absent. These can be sent home with a sibling or neighbor if requested or
2. Assignments/books should be picked up after 3:00pm in the bookcase in the hallway by the gym (parents can enter school through the cafeteria up until 6:00pm).
3. No one should interrupt a class to get assignments.
4. Parents/students must see that assignments are completed and turned in as soon as possible. At the most, students have the same amount of days the student was absent to complete the work.

PLEASE NOTE: Each individual teacher/grade/division will establish homework policies including consequences for missing homework. Be sure to inquire about these policies at the beginning of the year.

If a child is absent due to vacations/extended weekend, parents must fill out an unexcused absence form at least one week prior, that will be placed in the student's file. Teachers are not obligated to provide assignments ahead of time for any vacation absence. Assignments, in most cases, will be given upon student's return. Please understand that these unexcused absences may endanger a junior high student's ability to earn honors recognition. NOTE: If a teacher is asked and does give assignments prior to a vacation absence, the homework is due upon the return of the student; no extra days will be given. If the work is not given upon return, the student will earn zeros for all missing work. If the work is given once the student returns the student will have three days to complete the work.

On the day the student returns to school from an illness, he/she will not be admitted without a note to the school office from a doctor or the parent containing the child's name, grade, date(s) absent, reason for the absence and parent signature (this is a state regulation). **If absences exceed 5 days during the school year, a medical verification will be required. Excessive absences and/or tardies over 12 times will be addressed via a letter home on an individual basis. Continued absences may require a parent conference. More than 12 days absent (excused or unexcused) during one trimester may result in failure. This will be decided on an individual basis after consulting with the parents, classroom teacher and principal. The principal's decision is final.**

A student who is absent a minimum of one and one-half hours is considered to be absent one half day. A half-day Kindergarten student who is absent a minimum of 1 hour is considered to be absent one day.

The school day begins at 8:10am and ends at 3:00pm. All students must be in their homeroom by 8:10am each day. It is strongly suggested that all students be at the school by 8:00am to give them time to get to their classrooms, prepare for the day and be settled by 8:10am. A student is marked tardy if he/she is not in the classroom, ready for class by 8:10am. A late student must report to the main office.

TARDIES: Prompt arrival at school is expected of all students. Late arrival disrupts the entire class and causes loss of instruction time. Any student who is not seated at his/her desk and ready for instruction by 8:10am is considered tardy. NOTE: Tardy students miss the beginning instructions for the day and are therefore at a disadvantage for the entire day. Chronic tardiness shows that school is not valued.

Attendance: Alternate Education Policy

Because of our concern for the individual student as well as the wellbeing of the entire student body we have established an Alternate Education Policy. There may be circumstances when it would be suggested and/or implemented by the administrator that a student interrupt his/her studies at St. Veronica and continue his/her education in a different environment. Such an action could be necessitated by an emotional, psychological, behavioral or physical condition which could disrupt the atmosphere of education and moral standards set by our school. Examples of such conditions could include, but are not limited to: physical affliction; pregnancy (either maternal or paternal); emotional stress or imbalance; drug or alcohol addiction; social and/or communicable diseases; etc. In such a case an alternate educational program could be presented to the student. Each incident should be considered on an individual basis resulting from a conference between the students, parent(s)/legal guardian, principal and pastor. If alternate education is to be implemented the procedure will be as follows:

1. A conference will be held between the student, parent(s)/legal guardian, teacher(s), principal and pastor.
2. The St. Veronica School principal shall investigate and should recommend alternate educational opportunities; possible rehabilitation or therapeutic agencies; and available counseling.
3. Whenever possible, a contact or support group (either at the school, parish, or community level) should be available to assist the student in this transition.

Reinstatement Policy

Upon request of the parents/legal guardian, a conference will be held between the student, parents/legal guardian, principal, pastor and involved counselor to determine the aforesaid emotional, psychological, behavioral, or physical condition ceases to exist or is no longer considered to be a threat to the well-being of the student in question or the general welfare of the student body. If it is decided to reinstate the student at St. Veronica, the following procedure shall be implemented:

1. A conference will be held between the student, parent(s)/legal guardian, principal, pastor, counselor/psychiatrist and faculty members who will be working with the student.
2. If the student requires continued counseling, it is the direct responsibility of the parent(s)/legal guardian to see that this is being carried through. It is also recommended that the principal and/or involved faculty members arrange periodic conferences with the student and parents to check on the progress of the situation.
3. Whenever possible, the contact or support group should continue to assist the student until no longer needed.

The principal's decision is final in all matters regarding attendance and alternate education.

WITHDRAWAL FROM SCHOOL

If parents are considering withdrawing their child from St. Veronica School, the parents must first schedule a meeting with the principal. A transcript release form must be completed/signed by the parents. Official records will be mailed to the designated school if all financial obligations are met.

HEALTH REGULATIONS

IMMUNIZATIONS

St. Veronica School must have written proof that each child has received the following immunizations and any others required by law:

- A. Five or more DTP vaccines
- B. Four or more doses of trivalent oral Polio
- C. Measles immunization
- D. One Rubella immunization
- E. Mumps immunization
- F. Documentation of a second MMR vaccine for students entering 7th grade G. Kindergarten only, one dose of varicella vaccine

FAILURE TO PROVIDE THESE RECORDS IS BASIS FOR EXCLUDING CHILDREN FROM SCHOOL

PRESCRIPTION AND NON-PRESCRIPTION DRUGS

Parents should request that, whenever possible, doctors prescribe medication to be given to students at times outside school hours.

If medication must be given during school hours, parents are encouraged to come to school and administer the medication.

In the event that medication must be administered to a student by someone other than a qualified doctor, private nurse, or the student's parents during normal school hours, or while the student is on school premises participating in or attending school functions, the following procedure must be followed:

1. In order for school personnel to dispense medication (prescription or over-the-counter), parents must sign an authorization and release form. Whether the medication is prescription or over-the-counter, the release form must also be signed by the doctor indicating the medicine and how often it should be taken.
2. All prescription or over-the-counter medication to be taken to school must be in the original container and be labeled with all necessary information including:
 - a. Student's Name
 - b. Date Prescribed
 - c. Name of Medication
 - d. Dosage
 - e. Name of Physician
 - f. Physician's Telephone Number
3. All medication to be taken by students will be locked in the nurses office.
4. A school nurse or an authorized adult will administer or dispense the medication to students according to doctor's instructions.
5. Parents should either bring the medication to school themselves or send it with a responsible adult. Do not send medications to school with the student.
6. Cough drops, while not a prescription drug, should be put in a container with a note from the parent letting the teacher know the child may have them throughout the day. The note will be initialed by the school nurse and then returned to the homeroom teacher. The homeroom teacher will keep the cough drops at her/his desk for the child to access.

HEALTH SCREENINGS

We provide vision and hearing screenings as outlined by the state.

EMERGENCY MEDICAL FORMS

All students are required to have an Emergency Medical Card on file the first day of school. If a student becomes ill or is injured during the school day, the Emergency Medical Card is immediately consulted. During the school year, please notify the school if any changes occur relating to phone numbers, addresses, emergency contact person, etc. so we can change the student's card.

ALLERGIES

If your child has an allergy, food or otherwise, that could be hazardous to his/her health you must report this to the school using the allergy form available on the school website. You should also notify your child's teacher(s) and make an appointment to talk with the school nurse so we can make sure the procedure for your child is followed as outlined by your child's doctor.

Due to an increase of allergies please talk to your child's teacher before providing snacks or birthday treats for your child's class. If classroom guidelines are not followed snacks will be sent home so no child is put in danger.

CHRONIC ILLNESS

If your child has a chronic illness, like diabetes, this too must be reported to the school using a form found on the website. You should also notify your child's teacher(s) and make an appointment to talk with the school nurse so we can make sure the procedure for your child is followed as outlined by your child's doctor.

CONTAINMENT OF POSSIBLE CONTAGIOUS ILLNESSES

In order to keep from spreading illnesses between students, if a student has a fever, vomiting and/or diarrhea he/she may not return to school until he/she is free of symptoms for twenty-four hours without medication.

NURSE

The school nurse's office is located next to the Main Office. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in health teaching and vision/hearing screening. Please be sure to contact the nurse if your child has any unusual health problems. Please call the school nurse if your child is absent from school due to a communicable disease. Precautions may be taken to protect other children. The nurse's office is open from 8:00 am to 3:00pm each day.

GENDER DYSPHORIA POLICY

In being consistent with Catholic doctrine and following Archdiocesan policy, St. Veronica School supports students with gender dysphoria by treating them with sensitivity, respect, mercy and compassion. Policy does require that these students' biological sex will determine: names and/or pronouns used, uniforms and gender appropriate dress, bathrooms, participation on any St. Veronica sports teams, and sleeping accommodations while on overnight trips. St. Veronica School will work to provide reasonable accommodation to a private bathroom if necessary.

ARCHDIOCESAN POLICIES

CHILD PROTECTION POLICY

St. Veronica School recognizes the serious problems and effects of child abuse and neglect. All school employees, being in a unique position to help identify potential cases of abuse and neglect, have both a legal and moral responsibility to intervene in the best interests of those children who may be victimized by abusive or neglectful situations.

A. The Law; (Ohio Revised Code, Section 2151.421)

"Any attorney, physician, including a hospital intern or resident, dentist, podiatrist, practitioner of a limited branch of medicine or surgery as defined in Section 4731.15 of the Revised Code, registered or licensed practical nurse, visiting nurse, or other health care professional, licensed psychologist, speech pathologist or audiologist, coroner, administrator or employee of a certified child care agency or other public or private children services agency, school teacher or school authority, social worker, or person rendering spiritual treatment through prayer in accordance with the tenets of a well-recognized religion, acting in his official or professional capacity having reason to believe that a child less than eighteen years of age or crippled or otherwise physically or mentally handicapped child under twenty-one years of age has suffered any wound, injury, disability, or condition of such nature as to reasonably indicate abuse or neglect of the child shall immediately report or cause reports to be made of such information to the children's services board of the county department of human services exercising the children's services function, or a municipal or county peace officer in the county in which the child resides or in which the abuse or neglect is occurring or has occurred.

No child upon whom a report is made shall be removed from his parents, stepparents, guardian, or other persons having custody by a municipal or county peace officer without consultation with the children service board of the county department of human services exercising the children services function unless, in the judgment of the reporting physician and the officer, immediate removal is considered essential to protect the child from further abuse or neglect."

B. Definitions of Child Abuse and Neglect

Child abuse and neglect with which we must be concerned and knowledgeable appears in many forms. Physical abuse is the non-accidental, physical injury of a child; physical neglect is the failure to provide proper parental care, support, medical attention and education for a child; sexual abuse is any sexual activity or exposure to sexual activity and emotional maltreatment is the failure to provide warmth, attention, supervision and/or normal loving experiences for a child.

C. Reporting Procedure

1. Any school employee who suspects that a child has been abused or neglected shall report this immediately to the school principal or to his/her designee.

2. The principal, designee or school employee who suspects an incident of abuse or neglect will report the suspected abuse or neglect to the Clermont County Children's Protective Services.
 3. All school employees will cooperate with Children's Protective Services in regard to their investigation and subsequent interviewing on school property of children for whom abuse or neglect is suspected. Notification of the child's parent or legal guardian of such an interview will be left to the discretion of the Children's Protective Services worker, pastor, and principal.
 4. If the child is not in school on the next scheduled day of attendance, the building principal or his/her designee will immediately notify Children's Protective Services.
- D. A confidential file will be maintained of all reports of suspected child abuse and neglect.
- E. If the alleged child abuser is a member of the extended school staff; all such incidents will be reported to the Archdiocesan Director of Educational Services or his/her designee. Policy shall allow for exceptions at the discretion of the principal and pastor.

ARCHDIOCESE OF CINCINNATI CHILD PROTECTION DECREE (PROTECTING GOD'S CHILDREN)

St. Veronica Parish requires all adult volunteers 18 and older to complete the Archdiocese of Cincinnati Child Protection requirements which include being fingerprinted and signing up for the Safe Parish initial session before working with children.

The Archdiocese of Cincinnati began its Child Protection Decree in 1993. Every 5 years, the Decree has been revised and promulgated to the clerics, employees and volunteers of the Archdiocese of Cincinnati, its parishes and institutions. In 2011, the United States Conference of Catholic Bishops (USCCB) conducted an audit of the Archdiocese of Cincinnati's Child Protection Awareness process and recommended that they adopt a nationally recognized program for child protection. The Archdiocese chose Safe Parish.

What is expected? Those adults who interact with children in the archdiocese's parishes, schools and institutions become the core of the prevention effort. The archdiocese has mandated that all clergy, all employees and those volunteers who interact with children must complete the initial Safe Parish course and keep current on quarterly interactive videos.

All volunteers who work with children in the Archdiocese of Cincinnati must complete the initial Safe Parish online class and have their fingerprints returned prior to volunteering.

VOLUNTEERS

The St. Veronica Parish/School policy states that all volunteers (regardless of how many hours are volunteered) must be fingerprinted through the Archdiocese and have attended the initial Safe Parish online class. If you were compliant with Virtus in previous years, you need to register in the Safe Parish site and all your records will be moved to Safe Parish. You will then need to keep current on the quarterly interactive videos through Safe Parish. Please know that volunteers will/may be lessened during the 2021-2022 school year due to Covid-19.

VISITORS

Any time parents/volunteers come to school they must follow the school safety procedures. Upon admittance, all visitors must stop by the school office and receive a "School Visitor" badge and sign in on the appropriate sign-in log. Any and all visitors to the school must sign in (this includes younger children visiting with their parents) as we must be able to account for all persons in our building in case of an emergency. This policy will be strictly enforced.

Parents are not permitted to "drop by" classrooms during the school day without notice and office approval. Volunteers are to report to the classroom in which they will be working. Please do not visit other areas of the building. Interruptions to the classrooms are a deterrent to student learning and needs to be avoided whenever possible. Please know that visitors will/may be restricted during 2021-2022 school year due to Covid-19.

NON-CUSTODIAL PARENTS/BUCKLEY AMENDMENT

"The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school related information of his/her child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the

school with an official copy of the court order.” MA Shaughnessy (2002) All court documents regarding a child’s custody arrangement should be on file with the school office.

NOTE: At any time if a student is absent from school for more than ½ day, he/she may not participate in any extra-curricular activity that evening.

DRESS CODE

St. Veronica School enforces a dress code for both girls and boys in order that all of our students come appropriately attired for school; students are expected to dress in a manner that indicates that they are engaged in a serious business—education. It is our desire that the dress code be focused on uniformity and also be cost effective for the parents. Periodic dress code checks will be taken throughout the year. Dress code violations will be documented as infraction points for middle school students.

The dress code for K-8 St. Veronica students is as follows:

BOYS

SHIRTS:	Plain white, light blue, or navy long or short sleeve shirt with collar with or without the St. Veronica Emblem. Plain white turtlenecks or polo shirts (short/long sleeve, light blue/white) with or without the St. Veronica Emblem may be worn in place of the shirt. Shirts must be <u>TUCKED INTO</u> slacks/shorts. Plain white t-shirts may be worn under the uniform shirt/polo shirt. No other brands or emblems beside St. Veronica should be visible. 8th graders are able to wear their class shirts all year.
SWEATER:	Navy blue, white, or gray sweaters may be worn. Sweaters may be over the head or a cardigan, they may be scoop-neck, v-neck, or even a sweater vest.
SWEATSHIRT:	Navy blue sweatshirt with the St. Veronica emblem may be worn in place of sweater. A quarter zip fleece with a St. Veronica logo may be used as a sweatshirt. Note: A full zip fleece is considered a jacket and is not acceptable as a sweatshirt. The sweatshirt must be worn over the uniform shirt. No hooded sweatshirts may be worn inside the building.
SLACKS/SHORTS:	Solid navy Docker style dress slacks/shorts with belt loops (no rivets, outside pockets, or knits pants). No flares or split leg styles. No frayed, faded or corduroy pants/slacks. Boys in grades 6th through 8th may also wear Khaki /tan Dockers style slacks/shorts with belt loops. Belts must be worn. Pants are to be worn at the waist.
BELTS:	For grades 3 and up, belts must be worn with slacks/shorts. Belts can be navy blue/black or brown.
SOCKS:	SOLID white/navy blue/or black; brand logos may be present if they are white, navy, or black. Socks must be visible above the shoe.
SHOES:	Any shoes that totally enclose the foot and are securely attached are allowed, though gym shoes are preferred for safety, on the playground and in the building. (no sandals, clogs, or shoes with open toes or back)
	Boots are not permitted to be worn in the school building during the school day. If students wear boots to school due to the weather, they should change into other shoes for the school day.

GIRLS

SHIRTS/BLOUSES:	Plain white, light blue, or navy long or short sleeve blouse with rounded or pointed collar with or without the St. Veronica emblem. A plain white, light blue or navy polo or turtleneck (short or long sleeve) with or without the St. Veronica emblem may be worn in place of the blouse. Shirts must not be form fitting. Shirts must be worn <u>TUCKED INTO</u> slacks/shorts/skirts. Plain white t-shirts may be worn under the uniform blouse/polo shirt. A banded bottom top may be worn and not be required to be tucked in. No other brands or emblems beside St. Veronica should be visible. 8th graders are able to wear their class shirts all year.
SWEATER:	Navy blue, white, or gray sweaters may be worn. Sweaters may be over the head or a cardigan, they may be scoop-neck, v-neck, or even be a sweater vest.

SWEATSHIRT:	Navy blue sweatshirt with the St. Veronica emblem may be worn in place of sweater. A quarter zip fleece with a St. Veronica logo may be used as a sweatshirt. Note: A full zip fleece is considered a jacket and is not acceptable as a sweatshirt. The sweatshirt must be worn over the uniform shirt. No hooded sweatshirts may be worn inside the building.
SLACKS/SHORTS:	Solid navy blue Docker style dress slacks/shorts with belt loops (no rivets, outside pockets, or knit pants) - slacks may be worn in place of skirt/jumper. No flares or split leg styles. No frayed, faded or corduroy pants/slacks. Girls in grades 6th through 8th may also wear Khaki /tan Dockers style slacks/shorts with belt loops. Belts must be worn. Pants are to be worn at the waist.
BELTS:	For grades 3 and up, belts must be worn with slacks/shorts. Belts can be navy blue/black or brown.
SOCKS:	white/navy blue/or black; brand logo, if present must also be white, navy or black. Socks must be visible above the shoe.
SHOES:	Any shoes that totally enclose the foot and are securely attached are allowed, though gym shoes are preferred for safety, on the playground and in the building. (no sandals, clogs, or shoes with open toes or back)
	Boots are not permitted to be worn in the school building during the school day. If students wear boots to school due to the weather, they should change into other shoes for the school day.
JUMPER:	Grades K-4 - blue plaid jumper extended to a maximum height of 2 inches or less above the crease at the back of the knee
SKIRTS:	Grade 5 & 6 - blue plaid jumper, or blue plaid skirt extended to a maximum height of 2 inches or less above the crease at the back of the knee. These can be purchased at Schoolbelles (plaid or navy). Skirts are available in both child and teen sizes, which allow for necessary length. Skirts are to be worn at the waist.
	Grades 7 & 8 - blue plaid skirt extended to a maximum height of 2 inches or less above the crease at the back of the knee No skirt is to be rolled up at the waist.
SKORTS:	Grades K -8 - Uniform plaid skorts, or solid navy. Skorts must be buttoned and zipped at all times. . They should look like a skirt all around and have built in shorts underneath; extended to a maximum height of 2 inches or less above the crease at the back of the knee These can be found in Schoolbelles (plaid or navy), or in local retailers (navy). Skorts may be worn the entire year.

PERSONAL APPEARANCE: NEATNESS OF DRESS AND PERSON IS EXPECTED OF ALL STUDENTS AT ALL TIMES

MAKE-UP

No make-up, including lip gloss, mascara, and/or eyeliner. Simple hair ribbons are allowed. Nail polish may be worn by girls only. Nail polish should be all one color, light in color, dark/neon colors are not permitted. NO extreme or fake nails may be worn at school.

JEWELRY

All students will be given the opportunity to wear one (1) simple necklace. Students who do not follow the necklace/jewelry guidelines will forfeit the opportunity to wear jewelry for the remainder of the school year. Items worn on the wrist may include a simple watch (**no smart watches / Fitbit or any jewelry that can be connected to the internet**) and one bracelet. In addition, students can wear one silicon bracelet. No ankle bracelets. Earrings, if worn, are limited to one pair of simple post type studs that lay against the earlobe—nothing that dangles is allowed. Students are permitted to wear one (1) simple band type ring. **No jewelry can distract from learning.** All jewelry must be in good taste as seen by the teacher or administration.

No student is to have tattoos, body piercings, or similar ornaments at school.

HAIRSTYLES

All students, both boys and girls, may not wear their hair in any extreme style that may distract from the learning climate. All students are expected to wear their hair in neat and clean styles, appropriate for school. Definition of “extreme” will be defined by the teacher/principal. All hair must be natural looking. **No students are permitted to dye or highlight their hair.** Both boys and girls must have hair out of their sight lines. Boys’ hair must be above the eyebrows and off the collar. Girls must have hair off their face. No hair feathers permitted. If a hair infraction occurs the student has one week to correct the problem. Once a week is over if the student has not corrected the problem he/she may not return to school until the issue is resolved. Headbands should be worn flat to the head; no animal figures, pom poms, ears etc. should be visible to distract from learning.

GYM SHORTS and T-SHIRTS

Students in grades 5-8 are mandated to wear the St. Veronica gym shorts that can be purchased through Eastgate Custom Graphixs (located next door to the school). The school will provide a St. Veronica gym t-shirt for students in grades 5-8 that must be worn to gym class.

LEGGINGS/TIGHTS

During winter months, girls may wear gray, navy blue or black tights or **full-length** leggings that extend into the shoe (no skin showing) with their skirt/jumper. Sweatpants and loose fitting knit pants are not permitted.

OUT OF UNIFORM DAYS

Periodically throughout the school year, we will have a day where students may be out of uniform for different reasons. Students may wear whatever they wish that would be deemed appropriate for school. SHORTS (no spandex/volleyball shorts) OF APPROPRIATE LENGTH (mid thigh) are allowed. No form fitting pants, yoga pants, exercise pants, tights or leggings may be worn unless they are under shorts or skirt that reaches mid-thigh. Shorts/skirts should be of modest length. Sleeveless, strapless or spaghetti strapped shirts are not permitted and shirts should not display any wording that would be deemed inappropriate. IF LEGGINGS ARE WORN, AN OUTER GARMENT SUCH AS A SKIRT OR SHORTS MUST BE WORN to cover mid-thigh. Students may not wear sandals or flip flops, or hoodies.

NAME TAGS

Name Tags are part of the uniform and should be worn by students at all times. Each student is given a clip at the beginning of the school year and his/her name tag should be clipped on (no lanyards, retractable clips etc...) unless oked by the teacher.

SPIRIT DAYS

On the 1st and 3rd Fridays of each month, students are permitted to wear a St. Veronica Spirit t-shirt (or St. Veronica sports jersey) with their uniform jumper, skirt, shorts or slacks.

Students should follow these dress code rules at all times. Dress code violations will be documented by division (K-2, 3-5, 6-8) and consequences will be set according to the division.

K-2 = Each dress code infraction will be documented on **Option C and the fifth infraction will result in a detention.**

3-5 = Each dress code infraction will be documented on **Option C and the fifth infraction will result in a detention.**

6-8 = dress code violations will accumulate as infraction points in **Option C, every third violation will be a detention.**

LOST AND FOUND

All clothing/book bags/personal items should be **CLEARLY MARKED** with the child's name so that if items are lost, we can assure that they will be returned to their rightful owner. The lost and found "container" is located in the lobby area by the REP office. Any items that are not claimed at the end of each trimester will either be donated to the uniform exchange or St. Vincent DePaul Society.

EMERGENCY PROCEDURES

Fire drills and tornado drills are conducted throughout the school year. Detailed escape plans are posted inside each classroom. During tornado drills each classroom goes to a designated area within the building. All children kneel with heads covered and face toward a wall. For fire drills, each class has an escape route to an outside area a safe distance from the building. Children are moved to these designated areas in less than 75 seconds in a safe, quiet, orderly manner. There should be no talking during any emergency drill.

If a child becomes sick or is injured at school, the office will immediately consult the child's emergency procedure card and follow the indicated directions. All students are required to have an emergency procedure card on file. If there are any changes for the child's card during the school year, notify the school office.

Weather Emergency/Snow Days: In the event of threatening weather, St. Veronica School follows the course of action taken by the West Clermont Local Schools. If the West Clermont Local Schools are closed, St. Veronica School is also closed. For a localized emergency situation, St. Veronica will close as an individual school. Information about closing will be broadcast directly to the email(s) and phones given to the school by the parent. It will also be posted on the school website and Facebook page.

LOCKDOWN PROCEDURES

In the event that the school must be placed under a lockdown procedure, the teacher in charge will lock the classroom door and have all students go to a place in the room so they are out of sight of windows and doors. The office will communicate with the classrooms via computer, the phone in the classroom, or by a teacher's cell phone. Students will stay there, or exit the building depending on the information provided by the school office, until the "all clear" is announced by administration.

ENVIRONMENTAL DISASTER

Environmental disasters may or may not require evacuation of the building. The following are to serve as general guidelines.

1. All students are to return to their homerooms. Special teachers are to check restrooms and report to the office.
2. Close all windows and doors and turn off all fans, including those in the heat and AC systems.
3. Ensure the classroom computer is on to the school web page so that you can receive instructions. Both the web page and email will be used.
4. Teachers are to stay with their class and keep their class together at all times.

In the event of evacuation: (to a site determined by local authorities)

1. West Clermont will provide transportation to a local school depending on the scope of the problem.
2. Parents will be given instructions for reuniting with their children over the radio and the school web page.
3. If bus transportation is required, teachers are to transport with their class. Teachers are to take class attendance materials with them.
4. Office personnel will take all emergency forms with them to the evacuation site.

In the event of a shelter in place situation:

1. Sheltering in place occurs when a hazardous material has been released into the air and there is not enough time to evacuate safely. Protective action is designed to minimize your exposure to potentially harmful materials in the air.
2. Remain calmly in the classroom until you are given directions. The period of time required for the passage of the harmful material could be from minutes to hours. Provide the students with quiet activities.
3. Parents will NOT come to the school since the opening of doors and windows will increase the risk to the students.
4. Do not allow cell phone use. You may desire to tune the classroom television to a local news station.
5. The school office will contact you with other directions, as they are needed. The school office will sound the all clear when appropriate.
6. See Special Procedures for Sheltering in Place.

Special Procedures for Sheltering in Place

1. Instruction will be given to shelter in place. Teachers will assemble their students in their homerooms.
2. All air movement fans will be turned off. This includes the fresh air feature for the heating and cooling system.
3. Teachers will give a brief and calm explanation to the students about the situation. The use of the TV for news is at the teacher's discretion. Students must be engaged in some teacher directed activity.
4. Computers will be turned to the school web page.
5. The music teacher will proceed to the Kindergarten to assist those staff members if this can be safely completed.

6. The maintenance staff will ensure all building fans are turned off in every room.
7. The art and physical education teachers will lock all building doors, place signs on the doors, and then cover each entry area using dark plastic and duct tape. These supplies are in the Principal's closet.
8. No student or staff member is to use the water fountains for drinking until the quality is established. Emergency water is stored in the PTO closet if needed due to a long-term sheltering event.
9. Information will be directed to the teachers using all means appropriate and possible including the PA, the computer, written, and personal appearances.
10. The computer coordinator will put information on the web page regarding our current situation, expressing the fact that the students are safe, and telling parents they are to stay sheltered where they are (not to come to school).
11. The students are to be engaged in activity at all times.
12. Snack items will be available if needed and food arrangements can be made as needed. These items are in the kitchen and pantry areas.

INCLEMENT WEATHER/CLOSINGS/DELAYS

In the event of threatening weather, St. Veronica School follows the course of action taken by the West Clermont Local Schools. If the West Clermont Local Schools are closed, St. Veronica School is also closed. For a localized emergency situation, St. Veronica will close as an individual school. Information about closing will be broadcast directly to the email(s) and phones given to the school by the parent. It will also be posted on the school website and Facebook page.

In the event that inclement weather would force school to close early, we need to have your child's emergency/early dismissal information on file. Please fill this information out when it is sent home (during the first few days of school).

PARENT ORGANIZATIONS /RIGHTS and RESPONSIBILITIES

The St. Veronica Education Commission formulates and proposes/recommends policies for the administration of the school and parish educational programs. This commission of Parish Council is not responsible for the implementation of said policies and board's recommendations are presented to the principal and/or pastor. The Education Commission meets monthly during the year.

The St. Veronica PTO is a highly active parent organization which strives to promote the welfare of the students, advance the interests of the school as a Catholic educational institution, create and foster a spirit of cooperation among parents, students, and administration/faculty, and encourage participation by the members in school affairs. The PTO also organizes many fundraising activities throughout the year in order to raise needed monies for school projects that benefit the students and the entire school community. This group meets regularly during the school year (check Thursday packet for meeting day and times) and encourages participation from all school parents.

The St. Veronica Athletic Boosters Association organizes and promotes sports for the students of the school/parish in a structured environment while promoting personal development through competition. The Boosters recognize their responsibility as adult leaders in a Catholic school/parish environment and strive to promote a Christian spirit and attitude in all aspects of the sports programs. The Athletic Boosters conduct several fundraisers throughout the year to help defray the cost of their programs. This group meets regularly during the school year.

The Fine Arts Boosters is an active parent organization which promotes music, art, band, vocal ensemble and Show choir and the school play.

PARENTAL RIGHTS AND RESPONSIBILITIES

In enrolling your child in a Catholic School, you agree to certain rights and responsibilities. These include the following:

Parents Rights

1. To have children receive an academically sound education in a Catholic environment
2. To talk with school personnel and to have requests for meetings answered in a timely manner
3. To have parental concerns and grievances heard
4. To have students supervised in a safe and appropriate manner
5. To review records and respond
6. To participate in the life of the school

Parents Responsibilities

1. To be a partner with the administration, faculty, and staff in the education of your child
2. To understand and support the religious nature of the school
3. To read all communications from the school via My Students Progress
4. To know your child's teachers and to observe parent-teacher conference dates and any requests for special meetings
5. To discuss concerns and problems with the person(s) most directly involved before contacting other parties or going on social media
6. To be as involved as you can in the life of the school and to volunteer assistance when possible
7. To promote your school and speak well of it to others
8. To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. To appreciate that Catholic education is a privilege that many persons do not have

Withdrawal of Students Based Upon the Conduct of Parents/Guardians

Per Archdiocesan policy, a school may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process.

LATCHKEY PROGRAM

The St. Veronica Latchkey Program's primary purpose is to provide quality care and a safe environment for our school age children before and after school. Within this framework, the program seeks to provide an educational and recreational alternative to parents for before and after school care for their children from kindergarten through grade eight. Students will be able to participate in a wide variety of activities such as crafts, indoor and outdoor play, thematic units, games, and homework assistance.

PRESCHOOL LATCHKEY PROGRAM

Latchkey for preschoolers before school will take place in the gym. Latchkey for after school will take place in a preschool classroom.

There is a one-time registration fee per family of \$35.00 with parents being charged \$4.50 per hour for daily latchkey services. The latchkey program is directed by certified personnel with assistants appropriately licensed by the State as child-care providers. Hours of the Latchkey Program are from 7:00am to 8:00am and from 3:00pm to 6:00pm. Latchkey fees are subject to change without notice. There will be a minimum one (1) hour charge for anyone coming into the morning or afternoon latchkey.

COMMUNICATION

Communication between school and home is the key to a child's success. We try to stay in communication with parents as much as possible in the following ways:

Constant Contact: This is an email system that reaches each and every family through their computer email system. All email information should be updated in the school office and kept updated throughout the school year. **(If you do not have access to a computer or do not have an email account, please let the office know immediately.)**

Thursday e-newsletter: Every Thursday, a weekly newsletter will be sent to your email account letting you know what is going on at school. Parent reminders will be included as well as other important information. Everything

will come home via your email account. **Again, if you do not have access to email, please let the office know immediately.**

Option C: This will be used to track student's progress/grades. It is the parent's responsibility to access Option C in order to stay informed about their child's progress. Paper interims will no longer be passed out and/or sent home, however, paper report cards will be sent home at the end of each trimester. Parents will be given detailed instructions on how to access their child's account through Option C.

Option C will also be used as the teacher's primary communication tool. While most times teachers will respond within 24 hours to questions, it may take as long as 48 hours.

TECHNOLOGY POLICIES

VIDEO/PHOTO RELEASE

Parents are required to sign a video/photo release form at the beginning of each school year. This form will be sent home on one of the first few days of the new school year.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Parents and students are required to sign an acceptable use policy for technology at the beginning of each school year. This form will be sent home on one of the first few days of the new school year. Students will not be permitted to use any computer here at school until the form has been signed and returned.

Use of Social Media

All Social Media regarding the school and parish, both school accounts and private accounts, are to be used to unite the people of St. Veronica, not divide. By its very nature all Social Media is public information. Confidential information is always relayed in person to the individual to whom it is directed. Each student, parent or guardian is individually responsible and accountable for the words that he or she conveys via Social Media.

All classes that choose to use a Social Media page must state "St. Veronica Catholic Parish School Class of 20__." The administrator(s) of the account must be on record with the School Office, as well as include Fr. Del Staigers and Mr. Bill Frantz as administrators of the account.

Any violations of uncharitable, divisive, or false information by a student, parent or guardian will result in immediate dismissal of students from St. Veronica Parish School. (See *Handbook* "Acceptable Use Policy For Technology" and

"Withdrawal of Students Based Upon the Conduct of Parents/Guardians.")

ELECTRONICS

Electronic devices/games (including Nooks, Kindles, I-Pads, etc) are not permitted at school at any time. If an electronic device/game is brought to school, it will be confiscated from the students and can be picked up in the office by only a parent/guardian (electronics will not be returned to a student). In the unfortunate event that a student brings a personal electronic device to school and it is misplaced or stolen, the school is not responsible and will take no action in trying to find it. Students are permitted to have a cell phone at school. The phone must be completely shut down during the hours of 7:45-3:15. If a student is caught with a cell phone turned on during this time it will be taken and must be picked up by a parent.

Having and/or using an unauthorized electronic device or phone will result in an automatic detention.

CURRICULUM

As Catholics, we firmly believe that each of us is a unique individual made in the image and likeness of God. It is our firm belief that St. Veronica School through its philosophy of education can contribute much to help each student not only to attain his/her final goal of union with God, but also aid him/her in becoming the person that God intended him/her to be on earth. As a result, St. Veronica School believes in the Christian approach to education, which takes into consideration all facets of the individual—spiritual, physical, mental, moral, and social. By this approach, St. Veronica School attempts to develop each student's full potential and, in turn, help the student form a positive self-image. Christian education also attempts to form the human person in relationship with the other members of society. Through the teaching of Gospel values, St. Veronica School prepares the students to function as responsible stewards of God.

The curriculum that embraces a variety of religious and secular subjects is intended to develop responsible, decision-making individuals. St. Veronica School seeks to offer a broad-based educational curriculum, striving to meet a standard of excellence in every subject, discipline, and opportunity presented to its students. Our students are well prepared for high school and beyond.

Areas of study (K-8) are based on standards from the Archdiocese of Cincinnati and the State of Ohio. St. Veronica has full accreditation through the Ohio Catholic School Accreditation Association.

Religion

Our goal is to have our students develop a personal relationship with God. This relationship is based upon their knowledge of Jesus, the teachings of the Church and the Gospel message. We help the students come to know God through daily religion classes, participation in various service projects, weekly liturgical celebrations, and a well-rounded prayer life.

Service is a theme throughout the religion program at St. Veronica School. Yearly projects include food drives to assist our St. Vincent de Paul Society, letter writing to the parish shut-ins. We see service to others as an important component to someone's spiritual life.

Students are provided numerous opportunities to help plan and lead prayer services and liturgies. All students join in the celebration of Mass on Wednesdays. Students also spend time reflecting on how they have grown spiritually and in relationship with others by making weekly entries in their Kindness Journal.

Language Arts

Students today live in a community that stresses the importance of communication. The demands of society require that students need more than just basic skills in language. Today's children need to be confident in their ability to communicate both verbally and in writing, through traditional methods as well as through technology. Our goal is to help students hear the needs and ideas of others and to respond both intelligently and compassionately.

The reading program at St. Veronica is comprised of many parts, designed to give children a love of reading. All of our students are taught reading skills through the use of textbooks and trade books. We have an emphasis on phonics and sight words in the primary grades. Independent reading, reading aloud and book reports encourage reading for pleasure for all grade levels. Vocabulary and comprehension are continually taught in a context of providing students an appreciation of good literature. Our students experience short stories, plays, poetry, mythology and novels. Independent work and projects are tailored to individual student's needs and abilities. Reading skills are reinforced in all areas of the elementary curriculum.

Math

Math features the use of a wide variety of manipulatives to assist students develop their abstract skills. Students explore the basic skills of addition, subtraction, multiplication, division, story problems, problem solving techniques and critical thinking skills. Concepts such as time, money, measurement, proportion, fractions, etc., are introduced and developed at the appropriate level.

Junior high math further develops skills in decimals, percent and fractions while integrating concepts and problem solving. Emphasis is placed on algebraic principles of evaluation, simplification, equation and inequality solving. Other concepts include geometry, statistics and probability. Starting in 2015-16 our eighth graders who qualify

began attending algebra class at McNicholas High School. This allows students to earn a high school credit while still in middle school.

Social Studies

Similar to other areas of study, our Social Studies curriculum works to build upon the foundation of knowledge and skills established in the previous grade. The primary grades form the beginning point. These basic skills are developed in the later grades. The geography portion works to build a background of experiences relating to particular skills and cultures. The peace and justice portion connects this world of study and the student's world with the Christian values important to our Catholic school.

In Ohio Studies (4th grade) there is a broad exploration of the unique history of our state and our state government. A comprehensive survey course in American History stresses vocabulary, chronology, cause and effect, theme, generalization, and essay writing.

Science and Health

Students learn through discussion, hands-on-experiments, videos and demonstrations. In addition, trade books are used to teach concepts in the primary grades. Traditional textbooks are used in the middle and upper grades. Upper grade students experience an in-depth study of living organisms and processes involved in maintaining life. Basic physics and chemistry enable students to study matter, energy and the laws that govern their movements. Our Health program studies physical, social, and mental well-being. Basic health concepts are taught and reinforced across the grade levels.

Computer Class

The computer lab is available for students and their teachers in grades K-8. The computer teacher uses age appropriate software that enhances the curriculum for computer skills instruction. Two wireless laptop carts are available for use in individual classrooms. Our goal is to help students gain the skills to become more productive in their communication, research and thinking skills. Keyboarding skills are taught beginning in grade three. Technology is integrated in all the content areas. The computer lab, classrooms and offices are networked and connected to the Internet. Students only do research on the Internet with teacher supervision. In addition to these organized computer classes, we have a 1:1 tablet program with our sixth, seventh and eighth graders. We are working to utilize a 1:1 program for grades 1 through 5 at the beginning of the 2021-22 school year.

Music

Students from grades Preschool-8 learn basic music terms, music structure, differentiating sounds, rhythm and information about instruments using various activities. In addition, students develop their voices by singing songs from various countries as well as worship music. Students become familiar with the works of many composers. Students are given the chance to participate in many extra-curricular music/drama activities starting in third grade such as: The School Spring Musical (3rd), beginning band (4th), Advanced Band, Vocal Ensemble, School Church Choir (5th), Show Choir (7th).

Art

The art classes for grades K-8 at St. Veronica School are based on the DBAE (Discipline Based Art Education) guidelines. Integration of Art History, Art Criticism, Studio Production and Aesthetics into the curriculum allows for the student to have a well-rounded art experience. Artists from the past and present are studied, students are taught to describe, analyze, interpret and make a judgment about artwork. These skills can transfer to other areas of school and life. Planning, implementing, cleaning up, and critiquing one's own and other's artwork are encouraged. Aesthetics about art, both large and small, are questioned and discussed.

Spanish

The Spanish language is taught at all grade levels here at St. Veronica, Preschool through eighth grade. Our program encourages a greater connection to our global society and fosters positive relationships among all cultures. Curriculum focuses on vocabulary, grammar, verbal and written skills, history, traditions, and the Catholic faith that we share throughout the world. The curriculum follows the standards proposed by the state of Ohio, Passport to the Future: Ohio's Plan for World Languages, published in December, 2007.

All students start at the beginning level, learning basic words and phrases, eg. greetings, names of things they use in the classroom and at home, family members, animals, colors, numbers through 100, etc. As the year

progresses, middle school students are branching out into forming plurals, telling time, -ar conjugations, irregular verbs such as: ser, ir, and tener, etc. One very important aspect in the older grades is how the languages compare and contrast grammatically, challenging the students to explore the thought processes expressed by spoken and written language.

Students also learn similarities and differences in our cultures, things we have learned and borrowed from their culture and how we have influenced them.

Physical Education

Our physical education program emphasizes teamwork, participation, cooperation and overall well body fitness. These skills are developed through many types of sports, large group activities and cooperative and competitive games. St. Veronica uses the Graded Course of Study provided by the Archdiocese of Cincinnati. All Preschool - 8 students work with the Physical Education teacher in our gym as well as our outdoor facilities when warranted.

Library

It is the mission of the St. Veronica Parish Library to support students and faculty as a resource center to promote a life-long love of reading and learning. Preschool through 3rd grade students experience Storytime in the school library that supports the religious and academic goals of St. Veronica. K-2nd grade students borrow one library book each week. 3rd-8th grade students may borrow two books, renewing every two weeks. School library books have a book renewal limit of 3 renewals. The St. Veronica Parish Library does not charge fines. Payments are made to St. Veronica School for books that are lost or severely damaged.

Enrichment

In addition to the core subjects, St. Veronica School works to enrich the curriculum for its students. Student opportunities include: Rosary Club, Tech Club, Scripps Spelling Bee, National Geographic Geography Bee, Right to Read Week, Everybody Counts, Band, Vocal Ensemble, Show Choir, All-School Musical, Mass Servers and Eucharistic Ministers (8th grade only), Special Friends, Catholic Schools' Week, Adopted Grandparents, special class speakers and programs, and various class field trips.

COVID GUIDELINES FOR THE 2021-2022 SCHOOL YEAR

FACE MASKS AS PART OF THE DRESS CODE

At this time the decision has not been made concerning the mandating of masks for the 2021-22 school year. When this decision is made, it will be published to the families.

SOCIAL DISTANCING

The school will do as much as they can to social distance the students. At this time three feet is the acceptable distance. Students need to be aware of social distancing on the playground and in the hallways, following directions and signs.

WELLNESS CHECKS AT HOME AND AT SCHOOL

St. Veronica School will rely on parents to do a wellness check each morning before bringing their students to school. It is imperative that we can count on each other to keep the wellness of our group as stable as possible. As students enter the school building, hand sanitizer will be available but it will not be mandatory for students to use. Temperature checks at the beginning of the day and at lunch will no longer be taken. If a child exhibits symptoms of sickness, he/she will be sent to the nurse.

GUIDELINE FOR RIDING THE BUS

If your child rides a bus to or from school, masks are mandatory.

KEEP SCHOOL INFORMED OF TRAVEL AND EXPOSURE TO COVID

In order to keep our school community safe it is important that we can trust each other to be truthful and up front about travel and exposure to Covid. Please inform the school office of any travel and/exposure so that you and we can take the appropriate steps to keep each other safe.

ABSENCE RULES WILL BE RELAXED

In past years, we have been vigilant about students who were absent for a higher than normal number of days. Due to the nature of the Covid virus, students/families may have to quarantine themselves or be asked to stay away from school for a number of days. Because of this, for the 2021-2022 school year our absence rules will be relaxed.

GUIDELINES FOR ONLINE LEARNING

The option of online learning will not be offered at St. Veronica for the 2021-22 school year. If a student must be quarantined, due to Covid, then online learning becomes necessary. However, if a student is experiencing a normal "sick day" streaming will not be available. Assignments will be posted on Google classroom and books and papers will be sent home or can be picked up in the school office.

Online Etiquette

- Be prepared. Have all your materials needed for class ready to go.
- Be on time.
- Use headphones/earbuds with a mic.
- Use your camera on your laptop/tablet. We need to see you.
- Find a quiet work space without distractions.
- Sit at a desk or table.
- Stay in one place during the session.
- Dress for school. Wear school appropriate clothing.
- Do not wear hats.
- Eliminate distractions. No eating, chewing gum, playing with toys, or using a cell phone.
- Keep yourself on mute and raise your hand to speak.
- Keep comments relevant to the topic.
- Be respectful to your teachers and classmates.
- Be attentive.

ACKNOWLEDGEMENT OF THE RISK

As we come back to school it is important for everyone to understand that being outside your house puts you at some risk of contracting the Corona virus. While the school, teachers, and administrators are doing all we can to keep everyone safe, there is still a risk of being in the general population. By choosing to send your student back into the classroom, you acknowledge and accept that risk.

*****St. Veronica School Administration reserves the right to amend this handbook at any time.*****

PARENT/GUARDIAN COVENANT ST. VERONICA PARISH SCHOOL

A Covenant, as contrasted with a Contract, is an affirmation of relationship with God and neighbor that a believer makes in good will. This Covenant is a statement that parents and guardians make who are responsible, as the first teachers in the ways of faith, for the growth and development of their children as followers of Christ.



- For Catholics: I/we will assure that Saturday or Sunday Mass attendance is the priority of our schedule each week, and that we will attend weekend Mass in order to be considered an active parishioner.**
- For non-Catholics: I/we will assure that weekly attendance at our place of worship is the priority of our schedule each week.**

- We will pray each day together in our family home (at the start and end of the day, before meals, etc.)

- We will reflect upon the upcoming Sunday's Scripture readings and make an earnest attempt to appropriate them into our lives.

- In keeping with my Christian values, I will refrain from gossip, and the use of social media to defame another person, or group of people.

- I/we will seek out **volunteer** opportunities to help at St. Veronica Parish to better fulfill its mission to live, teach and proclaim the Gospel of Jesus Christ.