



September 2011,

Dear Parents/Guardians,

I hope you have been blessed with an enjoyable summer and are ready to begin this new school year filled with enthusiasm and expectation! We have chosen as our theme for this 2011 – 2012 school year, **Shout the Good News: God Loves ME Deeply!**

In his World Youth Day message, Pope Benedict said, "This longing for infinity is man's desire of being loved by an endless love. Christian revelation tells us that: "God is love". God has revealed himself as an infinite, eternal, personal and merciful love that fills completely the universal longing for happiness. This is why the Pope says: "*God is the source of life. To set God aside is to separate ourselves from that source and, inevitably, to deprive ourselves of fulfillment and joy: "without the Creator, the creature fades into nothingness"*" (Second Vatican Council, Gaudium et Spes, 36; WYD Message). Sadly, we see this in the numerous attempts our society has done to build an earthly paradise, leaving God aside.

We cannot know God's love if we keep looking at ourselves. Just look at the crucifix. Hear Jesus say, "For love of YOU I left my Father's side. I came to you who ran from me, who fled, who didn't want to hear my name. For love of you I was covered with spit, punched and beaten, and fixed to the wood of the cross." Once we come to know this love of Jesus Christ, nothing else will seem beautiful or desirable. As Christians living in the Spirit, we're called to pass on the tenderness of God. **Let's shout the good news: God loves ME deeply!!**

Our desire this year is that each one of us and our students most especially will come to know and believe in the intimate and personal love God has for each of us!

We continue **Living the Mission** as we implement the next three themes of our Guidelines for Catholic Social Teaching. From September - November, we will study **Citizenship Skills**; December – February, will be **Peace**; and March – May, we will study Solidarity, all of which will be integrated into our curriculum.

May our school, our classrooms, and our homes be places where we may truly nourish our faith and grow in our ability to find God in everything everyday. May God bless us with a successful school year!

Sincerely,

Sister Cherree Ann Power, C.R.

ADMINISTRATION – FACULTY- STAFF

Pastor	Father Brendan Williams
Principal	Sister Cherree Ann Power, C.R.
Vice Principal	Mrs. Joanne Nelson
Secretaries	Mrs. Theresa Haemmerle & Mrs. Ellen McGirr
Receptionist	Mrs. Rose-Ann Chacanas
School Nurse	Mrs. Karen Cavan, R.N.
Rainbow Patch A	Mrs. Arlene Hanson & Mrs. Carol Lambiase, T.A
Rainbow Patch B	Mrs. Gwendolyn Worman & Mrs. Theresa Murray T.A
Kindergarten A	Mrs. Elizabeth Brady & Mrs. Kathryn Liquori, T.A.
Kindergarten B	Mrs. Anne Londregan & Mrs. Laurie Player, T.A.
Grade 1A	Sr. Antoinette, C.R.
Grade 1B	Mrs. Amanda Hay
Grade 2A	Mrs. Erin Noll
Grade 2B	Mrs. Therese Ern
Grade 3A	Mrs. Kathrynann Rienzi
Grade 3B	Mrs. Linda Rhodes
Grade 4A	Mrs. Therese Bove
Grade 5A	Miss Rita Morello
Grade 5B	Mrs. Debra Konzelmann
Grade 6A	Mrs. Maureen Madden
Assistant in 5 & 6	Sr. Roberta, C.R.
Grade 7A	Mrs. Carole Howell
Grade 7B	Mrs. Linda Groh
Grade 8A	Mrs. Diana Ficchi
Grade 8B	Mrs. Debra Palmer
P.E./Spanish Gr.2-8	Mrs. Donna Kisiel, Athletic Director
Spanish Gr. K-1	Mrs. Arlene Hanson & Mrs. Carol Lambiase, T.A
Art	Mrs. Irene Sullivan
Band	Mr. Brian Franca
Music	Mrs. Loretta Boyle
Library	Mrs. Barbara Reilly
I.T. Consultant	Mr. Anthony Gaudino
Head Custodian	Mr. Ken Bressi
Comp. Ed/S.I.	Mrs. Cheryl Nolet, Mr. Stuart Veeder
Paras	Mrs. Mary Ellen Chipak, Mrs. Yvilynn Kaplowitz
Speech	Mrs. Channa Steinharter

CLASSROOM SCHEDULE

Grades K through 8:

9:05	Homeroom
9:15	Opening Exercises
11:40 - 12:10	Lunch - Grades Kindergarten, 1, and 2,
12:25 - 12:55	Lunch - Grades 7, 8
1:10 - 1:40	Lunch - Grades 3, 4, and 5
3:35	Dismissal
9:05 - 1:15	Shortened Day/Faculty Meeting Day

RAINBOW PATCH PRE-SCHOOL

3 year olds A.M.	9:15 - 11:45	Tuesday, Thursday
4 year olds A.M.	9:15 - 11:45	Monday, Wednesday, Friday or Monday through Friday
4 year olds Full Day	9:15 - 3:15	Monday, Wednesday, Friday or Monday through Friday

SECTION I: INTRODUCTION

The Sacred Congregation for Catholic Education in its latest document of March 19, 1977, urges all those who are responsible for education: parents, teachers, young people, and school authority, to pool their resources and the means at their disposal to enable Catholic Schools to provide a service which is truly civic and apostolic.

Unless we all work together, it is possible for the Catholic School to fail in its objectives. This Handbook has been prepared so that the guidelines herein mentioned may serve to achieve the mutual cooperation so necessary to produce the final product: a well-trained, well-educated, respectful, religious person ready to continue the furtherance of their development in higher education.

PHILOSOPHY OF SAINT VERONICA SCHOOL

Sharing in the evangelical mission of the Church, we at Saint Veronica School strive to instill in our students commitment to Christian values in an environment permeated with the Gospel spirit of love and freedom. We work to complement the initial Christian formation and education of our students.

We strive to develop a community of faith that is loving, conscious, and active. We seek to integrate the message of Jesus within our school family and work to make it a better known, understood, and lived reality. Realizing God's love for each of us,

we treasure that gift in one another and seek to live the motto, "With Charity and Truth." We continue to strengthen and build a vibrant community so that through this experience we can nurture within our students a deeper commitment to the service of God, one another, and the Church.

We at Saint Veronica School provide an environment that stimulates the physical, social, academic, moral, and spiritual growth of our students. We strive to educate the whole child, taking into account all areas of development; because we believe that every person is unique and special in the eyes of God.

In addition to achieving academic excellence, our curriculum stimulates a spirit of curiosity and acquisition of knowledge. It works to cultivate individuality and the formation of meaningful Christian values. Working to develop a love for learning within our students, we also try to instill in them a sense of creativity, critical thinking, and decision-making skills necessary for academic growth.

SCHOOL BOARD

A Catholic School Board in the Diocese of Trenton is a body whose members are selected to participate in the decision-making process in delegated areas of responsibility. A parish School Board is part of the educational mission of the parish for which the pastoral leadership is responsible. Administrative responsibilities are delegated to the school principal and School Board who are accountable to the pastoral leadership of the parish and to the diocese. Within the diocese, principals are accountable to the Bishop through the Superintendent of Catholic Schools.

PARENT-TEACHER ASSOCIATION

The education of the child involves a cooperative enterprise between home and school. Parents are urged to contribute their suggestions and viewpoints concerning the educational needs of their child.

The most efficient means to carry out this privilege is to become a member of the Parent Teacher Association and participate as often as possible. This association strives to bring teachers and parents into closer contact, encourage the efforts of the teacher, improve the surroundings of the children, and, in general, arouse the interest of the community in the welfare of the school. Therefore, every parent should support this prime organization by becoming an active member with paid membership dues. Annual membership dues are assessed and information will be issued concerning this at the beginning of the school year.

PTA meetings are held several times a year with informative programs presented after the business meeting. All parents are urged to make every effort to attend the PTA meetings and cooperate in aiding the association both in their fund raising programs and social undertakings.

SECTION II: SCHOOL EXPENSES

TUITION PAYMENTS

The tuition at St. Veronica School for the 2011 - 2012 school year will be as follows:

One Child- (K-8).....	\$ 4,385
Two Children - (K-8).....	\$ 8,670
Three Children or more (K-8).....	\$11,830
Rainbow Patch 3's.....	\$ 1,900
Rainbow Patch 4's (1/2 day 3x week)	\$ 2,300
Rainbow Patch 4's (full day 3x week).....	\$ 3,500
Rainbow Patch 4's (1/2 day 5x week).....	\$ 3,000
Rainbow Patch 4's (full day 5x week)	\$ 4,700

RESPECT and RESPONSIBILITY: We depend on the commitment of families to make Catholic education a financial priority; therefore nonpayment of tuition is a serious matter and a great concern to us. We rely on timely tuition payments to operate an excellent spiritual and educational program for the students.

Parents are asked to take an active role in their child's education by making all tuition and fee payments on time. No records, report cards, or transcripts are released from school until all financial obligations are met.

Contribution credits will be given again this year for children in Grades K-8. The credit will be based on the family's contributions, number of children in the qualifying grade levels, and upper limits on the amount of the credit. The credit information is as follows:

Children in Grades	Percentage of 2011 Contributions	Max. Credit
K - 8		
1	35%	\$325
2	45%	\$500
3	50%	\$625

The fees per child in Grades K-8 are \$251 for books, computer and library/class fees. There is also a \$4.00 per family charge for P.T.A. dues. Fees must be paid in full to the school office by April 1st – the year before school begins.

FAMILIES CAN PAY THEIR TUITION BILL IN ONE OF THREE WAYS:

1. Full payment of tuition by August 1st.
2. Three equal payments due August 1st, November 1st, and February 1st.

Please be sure to write your ID Number on all checks to insure credit going to the correct account.

3. Tuition payments through the F.A.C.T.S. Tuition Payment Plan begin in July and must be completed by April.

INSURANCE

The school subscribes to a Group Insurance Plan which is mandated by the Diocese. Forms and Policy Information are available in the school office. Cost is included in Book and Activity Fees.

MILK PROGRAM

Milk is available to the children at lunch time. The charges are nominal in accordance with the State Milk Program.

SCHOOL PAYMENTS

Payment for any school expenses should be placed in an envelope and marked with child's name, grade, amount, and purpose of the payment. This is a safeguard for you as well as the school.

SECTION III: SCHOOL DRESS CODE

SCHOOL UNIFORMS

When you chose to send your children to Saint Veronica School, you accepted the fact that they would be required to wear a prescribed uniform each school day of the year unless given other directives. It is expected that you will make certain that the dress code, including gym uniform, is enforced and that you will insist that your child dress according to Christian virtue, particularly on "Dress Down" days. The school uniform is as follows:

BOYS Grades K - 6

Yellow Shirts	Dark Green Trousers
Yellow Turtle Neck (optional)	(No Jeans or Cords)
Yellow or Green Polo Shirt (summer)	Green Shorts (summer)
Forest Green Pullover Sweater	Green Plaid Ties
Green Fleece Jacket (optional)	Dark Brown Belts
Dark Socks preferable (white crew over the ankle acceptable)	

BOYS Grades 7 & 8 - Same as above, except Khaki trousers & shorts

***Shirts must be tucked in at all times**

GIRLS Grades K - 4

Yellow Blouse (Peter Pan collar)	Green Plaid Jumper
Yellow Turtle Neck (optional)	Green Slacks (optional)
Yellow or Green Polo Shirt (summer)	Dark Green Knee Socks
Green Shorts w/ yellow socks(summer)	Forest Green Varsity Sweater
Green Fleece Jacket (optional)	

GIRLS Grades 5 & 6

Yellow Oxford Shirt	Green Plaid Skirt
Yellow Turtle Neck (optional)	Green Slacks (optional)
Yellow or Green Polo Shirt (summer)	Dark Green Knee Socks
Green Shorts w/ yellow socks(summer)	Forest Green Pullover Sweater
Green Fleece Jacket (optional)	

GIRLS Grades 7 & 8

Same as 5th & 6th grade, except Green Plaid Skorts

**In cold weather, dark green leotards may be worn. Should slacks (other than uniform slacks) be worn to school in cold weather, they MUST be removed in school.

ALL girls' skirts/skortis should be a modest length in all sitting, standing and walking positions. No more than 1 inch above the knee cap. Shirts must be tucked in at all times.

SHOES

Students should wear comfortable, appropriate shoes, with soft rubber soles no higher than 1", either blue, brown, tan, or black. Girls' heels should be low. Please consider safety. **NO** flip-flops, sandals, clogs, UGGS, sneakers, or boots of any kind. When sneakers are worn for gym or dress down days, they may **NOT** be roller sneakers.

Uniforms are available from: Flynn and O'Hara
Uniform Company
Union Avenue, Route 36,
Hazlet, NJ (732) 888-3885
or you may order uniforms by calling: 1 – 800 – 441 – 4122

UNIFORM EXCHANGE

The school has a Uniform Exchange Program where parents are able to turn in used uniforms in exchange for one that fits their child.

GYM CLOTHES

All students from Kindergarten through Grade Eight wear green gym shorts with the SVS logo and yellow tee shirts with Saint Veronica's school logo (available in school). Sneakers are also worn for gym. During colder weather and in the winter months gray sweatpants and sweat jackets are worn. Students wear their gym clothes to school on their designated gym days.

SUMMER UNIFORM (optional)

All students from Kindergarten through Grade Eight may choose to wear a summer uniform (Flynn and O'Hara), which consists of dark green shorts and a yellow or green polo shirt for boys and girls. The yellow or green polo shirt may be worn with the slacks for boys or with the skort or skirt for 6th - 8th grade girls. The girls wear yellow socks or green knee socks, and the boys may wear either dark or white socks. School shoes are to be worn. Summer uniform may be worn September and October and begins again after Easter. This will be announced in school.

PERSONAL APPEARANCE

It is understood that all students are expected to dress in a neat, clean, modest, and safe manner at all times. Students' shirts should be tucked in, whether they are wearing pants, shorts, skirt or a skort.

HAIR. All hair should be neat, clean, and appropriately styled. Trendy fad-like hair styles and hair accessories that tend to disrupt the class or contribute to safety hazard are not permitted. Students may not shave symbols/numbers in crew cut. Boys' hair length must be away from the eyes and not exceed the collar of their shirt. Neither boys nor girls may unnaturally color their hair. Older boys must shave facial hair.

MAKE-UP, TIPS, AND FINGERNAIL POLISH ARE NOT PERMITTED. Girls who have pierced ears may wear only the post or earrings set close to the ear. Boys are not permitted to wear earrings. Excessive jewelry should not be worn in school. Tips and dangling earrings are dangerous in gym class and sports activities. Clear nail polish may be worn.

STUDENTS CONFORMING TO DRESS CODE

If for some reason a student is unable to conform with the dress code on any given day, he or she should bring a note from a parent explaining the difficulty. A uniform excuse pass may then be obtained from the office. Any student who continually fails to comply with the dress code will be referred to the Principal or Vice Principal by his/her homeroom teacher.

SECTION IV: DISCIPLINE IN A CATHOLIC SCHOOL

The purpose of discipline in a Catholic School is to bring about the self-discipline of each individual and of the Catholic school community as a whole so that their actions promote the Christian development of each member and thereby enhance the community.

Discipline will be administered when an individual's actions interfere with the right of the teachers to teach and the students to learn.

THE ROLE OF THE STUDENT

As students, you attend school so that you develop your individual capabilities to your full potential. To accomplish this, each pupil at SVS should:

1. Make a sincere effort to do your best work.
2. Develop personal standards of conduct that are reflected in socially approved behavior and refraining from the use of inappropriate language, bullying, verbal threats, and sexual behavior (including touching, gestures, writing and dress)
3. Accept responsibility for your own actions.
4. Respect the rights of others.
5. Obey school rules and regulations -- those made by school authorities.
6. Be regular and punctual in attending school and classes.
7. Observe Dress Code, which is:
Neatness and cleanliness at all times
Girls' and boys' attire should be modest, in good taste, and appropriate for the classroom at all times.
The same good taste observed during school hours should be carried over in personal life.
8. Help maintain school property and keep the school free from damage and defacement.
9. Recognize that the teacher takes the place of the parent in school.
3. Talk with children about school programs and activities. Share an interest in pupil progress. Praise improvements demonstrated by the child on progress reports. Very often students who conduct themselves in a mature, responsible manner are not recognized for their appropriate behavior. Usually good behavior is taken for granted and the focus is on students who misbehave. Our Assertive Discipline Plan not only focuses on negative consequences for those students who violate school rules, but also provides positive reinforcement for those students who act as mature young people.
4. Insist on prompt and regular school attendance and comply with attendance rules and procedures.
5. Make an effort to attend individual and group parent-teacher conferences.
6. Arrange a time and place for students to complete homework assignments.
7. Work with the school in a cooperative effort to carry out recommendations made in the best interest of the children.
8. Parents are asked to support any disciplinary measures set down so that the child sees the agreement between his/her parents and the school. If you are notified about your child's misbehavior, it is expected that you back us up at home and provide meaningful consequences for your child. Besides the School wide Discipline Plan, each Teacher has set up a corresponding discipline plan for the individual class. The plan is given to the parents at the beginning of the school year.
9. Students may be required to complete a ***Behavior Description Sheet*** (white sheet) to notify you of any behavioral issue. Your signature is required and means you have read it, not necessarily that you agree with it.
10. All students are **REQUIRED TO SERVE ASSIGNED DETENTION ON THE DESIGNATED DATE**. Parents will be given twenty-four hour notice so that student transportation can be arranged.
11. Explain and review periodically the bus behavior code with the children.
12. The Principal and/or Vice-Principal will be the final recourse in all disciplinary situations. All these efforts will help to create the ideal atmosphere for your children - a safe, orderly school in which your children can receive the type of education they deserve.

When any misbehavior occurs and a parent does not understand the consequences to the child, the parent should contact the teacher.

THE ROLE OF THE PARENT

To assist SVS in maintaining good education, there must be effective communication between parents, students, teachers, and the administration. To help young people develop the self-control necessary to succeed to the best of their ability, parents are obligated to teach, and, by example, to develop in their children good habits of behavior as well as proper attitudes toward school. To help children in school, all parents should:

1. Realize that these children will come under the full authority of the staff while they are at school.
2. Teach and explain to children respect for law, for authority, for the rights of others, and for private and public property.

Use of Technology Outside of School

Students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home. Saint Veronica School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology for example, on a home computer or cell phone, may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers or staff, offensive communications, and safety threats.

SCHOOLWIDE DISCIPLINE PLAN

Expected General Behavior

1. Treat each person with respect in word and action.
2. Follow directions the first time they are given.
3. Wear your full uniform daily with pride (neat and clean).
4. Use appropriate language at all times.
5. Come to school prepared for class.

Expected Yard Behavior

1. Follow directions of the supervising Teacher and Parents.
2. Play only in assigned areas.
3. Include all classmates in your games, especially new students.
4. Use equipment properly.

Expected Cafeteria Behavior

1. Follow directions of supervising Teacher and Parents.
2. Speak in soft voices.
3. Clean up your space after eating.
4. Sit in assigned places at the table.
5. When given permission to leave your place, **WALK**.

Expected Hallway Behavior

1. Follow directions of Teachers and Staff.
2. Always walk.
3. Walk **quietly** in the hallways or on the stairs, even at dismissal time.
4. Keep hands to yourself - respect projects and students' work in the hallway.

Expected Bus Behavior

1. Keep hands, feet, and possessions to yourself.
2. Speak in soft voices.
3. Remain seated and seat belted while the bus is in motion.
4. Obey instructions given by the bus driver and safety patrol.

NB. Repeated inappropriate school bus behavior may result in removal from the bus for any number of days.

SCHOOLWIDE DISCIPLINE PLAN / CONSEQUENCES

In each disciplinary action, consequences may include:

1. Complete Behavior Description Sheet signed by teacher AND parent
2. Conference with parent
3. Detention
4. Full day In-School suspension with Principal or Vice Principal
5. At Home Suspension - Parent conference with Principal to develop a contract – Student returns to school
6. Expulsion from St. Veronica School following steps according to policy of the Diocesan School Office.

INFRACTIONS

1. Foul Language/Verbal Harassment and/or Gestures
2. Sexual Harassment
3. Dispute Among Students/Constant Behavior Problem
4. Bullying/Cyberbullying
5. Verbal and/or non-verbal disrespect to supervisory personnel
6. Intimidating Another Student by Verbal and/or Physical Aggression
7. Participating In and/or Watching Group Intimidation Toward Another Student
8. Unsafe Behaviors - Rough housing, Pushing, Tripping, Throwing objects
9. Spitting/Biting
10. Fighting
11. Dishonesty – lying, cheating, stealing
12. Disruptive behavior, blurting out, wandering around
13. Not in assigned location
14. Willful disobedience or defiance of authority
15. Defacing or destruction of school property

LUNCH ROOM BEHAVIOR

1. Letter from Principal
2. Letter and conference with parent
3. Parent invited to school during lunch

BUS BEHAVIOR INFRACTIONS

1. Standing While Bus is in Motion
2. Throwing Objects On or Out of Bus
3. Fighting/Hitting/Pushing another Student
4. Unsafe behaviors/Not wearing seat belt
5. Profanity
6. Not Sitting in Assigned Seats
7. Intimidating Another Student Verbal and/or Physical Aggression
8. Smoking/Lighting Matches

CONSEQUENCES may include detention or loss of bus privileges.

POSITIVE CONSEQUENCES

1. Students "caught" having appropriate behavior will receive a gold slip. There will be a drawing approximately every six weeks. Students whose names have been drawn from these "gold slips" will receive small gifts.
 2. Awards will be given individually, to groups, or even classes for appropriate behavior.
 3. Notes will be sent home to parents of students exhibiting exceptional appropriate behavior by either teacher or Principal.
- Written records of all significant disciplinary actions must be maintained for a student for the duration of his/her enrollment in the school.

CARE OF SCHOOL PROPERTY

Covers are required for all books and this includes workbooks. In addition, students are required to use school bags in order that books are protected en route to and from school. Parents are responsible for replacing any textbook destroyed or defaced by a student. If a book is lost, badly damaged, or destroyed, the parents will be charged the total cost to replace the book.

Practical applied citizenship training is part of our educational program for all students and reasonable care of school buildings, furnishings, books, and instructional materials are emphasized. Parents are requested to render active support to this program. In this manner, operational and maintenance expenses can be held to a minimum. Marking or in any way destroying school property is inexcusable and subject to disciplinary action.

POLICY FOR SCHOOL VIOLENCE, THREATS OF VIOLENCE, POSSESSION OF WEAPONS

Violence: causing physical harm to another

Threatened violence: threatening to cause physical harm to another

Weapon: anything perceived to be potentially harmful to another

KINDERGARTEN THROUGH GRADE THREE

- First Offense: Conference with student, parent, vice-principal, and principal
- Second Offense: Suspension and required counseling before student will be allowed to return to school
Police will be notified.
- Third Offense: Possible expulsion
Police will be notified.

GRADES FOUR THROUGH EIGHT

- First Offense: Conference with student, parent, vice-principal, and principal AND suspension with required counseling before student will be allow to return to school
Police will be notified.
- Second Offense: Possible expulsion
Police will be notified.

The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at her discretion.

POLICY FOR DRUG / ALCOHOL ABUSE

Possession: Students may not have in their possession at school or at any school sponsored activities alcoholic beverages or illegal drugs.

Use: Any students whose appearance or behavior indicates the possibility of drug or alcohol misuse shall be referred to the vice principal or principal by the teacher; that teacher is not responsible for any further actions.

CONSEQUENCES FOR POSSESSION OR USE

- First Offense: Conference with student, parent, vice-principal, and principal AND suspension with required counseling before student will be allowed to return to school.

Police will be notified.

Second Offense: Parent will be required to withdraw the student from school.

Police will be notified.

Trafficking:

If it becomes clear that a student is selling drugs or recruiting for drug abuse, the student is guilty of a crime and the parents will be required to withdraw the student from school.

Police will be notified of the students' illegal activities.

The student and his/her family shall cooperate fully with any therapeutic measures which the administration deems necessary to help the individual. A family who refuses to cooperate with the school's program of assistance shall be required to withdraw their child from school. In such a case, the school shall inform the receiving school of the circumstances involved in the transfer.

SECTION V: SCHOOL POLICIES

ADMISSION OF STUDENTS

In accepting students at Saint Veronica School, state and federal regulations are followed. Students are not discriminated on the basis of race, sex, creed, color, religion, or national origin. Saint Veronica School gives preference in admission to Catholic students from our parish, secondly to Catholic students from other parishes, thirdly to non-Catholics.

ATTENDANCE

Sickness excuses the pupil from attendance at school. If a child is under doctor's care, a written statement from the doctor must be presented BEFORE the child is readmitted.

Parents should call the school as early as possible to report an absent child each day the student will be absent. If a Homework sheet is requested, please call it in by 10:00 A.M. Since other parents may be waiting to call, it is requested that you make your calls brief and to the point. Children should not be sent to school if they have a fever in the morning or are nauseated. This only necessitates sending the child home during the day.

If a child becomes sick in school, the parents will be notified to come for the child. No child is permitted to leave the building alone. It is therefore, important to register an emergency referral to be contacted in the event that the parent is not at home.

ABSENCES

The Diocese of Trenton requires regular attendance in accordance with state law, so that students may be taught the academic and social skills needed to function in a productive society. Whenever a child is absent, he/she **MUST** bring a written excuse signed and dated by the parent stating the reason for the absence. If a student is

absent more than three days in succession, a doctor's note is required naming the diagnosis of the student. These notes, by Law, must be kept on file in the Office.

It is advisable to arrange doctor and dentist appointments for after school hours. If this is impossible or an emergency arises, a note must be presented to the Office and in turn to the teacher. If absences are suspicious or extended, the Principal will notify the truant officer to visit the home. If truancy is repeated, the parents may be served a legal notice to appear in court and be fined \$50.00 per day from the court.

Vacations taken during the course of the school year, other than on school holidays, are illegal absences. **Work missed during that time will be made up when the child returns at the discretion of the teacher.** Parents are expected to assume the total responsibility for the educational needs of a student taken on vacation during scheduled school days.

TARDINESS

Students are to arrive at school by 9:05 A.M. Any child who arrives at school AFTER the opening bell at 9:20 A.M. is marked Tardy. He/she must report to the office and obtain a slip permitting him/her to enter the class. If a child is tardy three or more times in one marking period, a letter is sent home. Consistent unexcused tardiness will result in a conference with the Principal. Students who arrive late due to either late bus pick-up or no bus pick-up are not considered tardy, however this tardiness must be recorded on the permanent record. This tardiness will not, however, affect perfect attendance.

EARLY STUDENT RELEASE

Parents are asked not to request that children be excused during school hours for medical appointments unless it is absolutely unavoidable because this interferes with a child's expected progress.

In the event that it becomes necessary for a student to be dismissed earlier than scheduled, the procedure is as follows to protect your child:

- **A WRITTEN REQUEST** from the parent or guardian stating the reason must be submitted to **the PRINCIPAL'S ATTENTION.**
- The principal will not grant the request unless he/she judges the reason to be appropriate for early dismissal. (5113 Diocese of Trenton Policy Handbook)
- This request must be sent to school at least by that morning.
- All such requests must be signed by the Principal before being returned to the homeroom. Teachers will not dismiss a child from class unless authorized by the school office.
- When a parent "picks up" a child, he/she must report to the school office.
- The "Student Release Book" must be signed by the parent/guardian whenever a student is released from the school prior to the regular dismissal.
- **Only in extreme emergencies will telephone calls be honored regarding excuses for early dismissal.**

WITHDRAWALS

A family that intends to move away should notify the Principal well in advance. Before any transfer or records are given, all financial accounts must be settled; tuition paid in full and cleared through the bank. Transfers are given only to the parents personally, not through the children or phone. Records are sent directly to the given school after notice is received that the child has been accepted.

If a parent informs the school that their child is going to a particular school and then a change of schools is made during the summer, this information must be submitted in writing to our office as soon as possible, since we must account for every pupil who leaves our school and verify his/her acceptance into another school.

CHANGE OF ADDRESS/TELEPHONE

A change of address or telephone number must be reported immediately to the school office and the teacher.

INCLEMENT WEATHER

If weather conditions prevent the opening of school, parents will be notified through the Radio Stations: WADB (95.9 FM), WJLK (94.3 FM), and WOBN (92.7 FM), as well as by our voice broadcasting system.

Please do not call the Rectory, School, or Convent for information concerning school closings.

Should the school need to be closed during the day due to snow or some unforeseen emergency, parents will be notified through the school's Emergency Telephone Chain and the local Radio Stations.

TELEPHONE CALLS

The school telephone may not be used for any other reason than official school business. **CHILDREN MAY NOT CALL PARENTS** to bring in forgotten assignments, books, etc. Students are not allowed to take incoming calls. In cases of emergency, messages will be delivered to the students. In an **extreme emergency**, students may use the telephone in the **school's main office** with the permission of the Principal or Vice Principal.

CELL PHONES

SVS does allow students to carry cell phones **for emergency use ONLY** and must be kept in student's backpack. **They are not to be carried on the students' person during the day, nor may they be used on morning or after school lines.** The school does not accept responsibility for lost cell phones. All cell phones **must** be turned off during school hours. Any student in possession of a cell phone must have a signed **Cell Phone Policy Agreement** on school file. Administration reserves the right to terminate the privilege of carrying a cell phone for misuse.

If a child is found using a cell phone during the school day, a parent will need to come to school to retrieve the phone from the principal's office. A second offense may result in the phone remaining in the principal's office for a month.

TRANSPORTATION

Transportation is the responsibility of the parents.

Forms requesting bus transportation from your home district must be signed and sent to the district each year prior to April 1st. When such forms are sent home for the coming school year, we ask that you complete the form and return it to school immediately.

Students are discouraged from using school buses other than their own during the course of the week. School bus drivers are not obligated to transport other students than those assigned to them. Should the need arise, parents must write a note requesting the privilege to ride another bus and the note must be signed by the office staff.

ARRIVAL AND DISMISSAL PROCEDURES

Parents are asked to drop the students off by the Church. Please do not drop them off by the Gym. This area is reserved for the bus drop off.

Rainbow Patch parents are asked to park in the parking area beyond the gym and walk your child on the walkway past the playground to their classroom door located in the rear of the building and to pick them up from there as well.

For after school pickups, parents are asked to park in the Church parking area. Parents must come in through the front doors of the school to the back of the cafeteria, where the students will be dismissed.

COMMUNICATION

A key to success in any organization is communication. To strengthen the lines of communication between home and school, each Monday you are asked to check the school website to read the Principal's Memo which will keep you abreast of the all the happenings that week. In addition, all activities and events will be announced well in advance and in various sections of the website. For instance, any PTA events will be announced in the PTA folder. Schedules, forms and reminders will be posted in their appropriate folders, i.e. academics, health, athletics, etc.

In addition, each student will receive a weekly progress folder. In it will be any tests or assignments teachers would like you to see, along with a progress report for the week. Parents are asked to sign the folder and return it the next day.

In keeping with the church's principle of subsidiarity, persons having a problem with another individual should go directly to that person before going to that person's superior. If a parent has a concern with a teacher, it is just that the parent discuss the difficulty first with the teacher. The parent or teacher may request that the Vice Principal or Principal be present for a conference. Working through our difficulties helps communication and is consistent with the demands of the Gospel.

If you need to speak with a teacher, the Vice Principal or Principal, please call the office or send a letter to make an appointment.

VISITORS

Visitors are welcome - **HOWEVER** - for security reasons...

Parents, as well as all visitors to the school, **MUST** report to the school office to sign in. No one will be permitted to move through the building unless authorized by the school office. Please do not enter the school corridor through the CCD office.

The security of students is of utmost importance. Parents are not permitted to walk through corridors or to speak with the teacher while she has the responsibility of monitoring the class. The main vestibule should remain free of any disturbances to allow the Safety Patrols and the Teachers to dismiss children safely.

LOST AND FOUND

Found items will be placed in the Lost & Found box in the Main Office. Students who lose items - or if parents notice a missing item - should immediately check the Lost & Found. Items not claimed within two weeks will be discarded or given to the Uniform Exchange.

BIRTHDAY INVITATIONS

In keeping with the philosophy of St. Veronica School, birthday party invitations may only be distributed in school if they are going to every child in the class. We may not distribute telephone numbers or addresses of students.

PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The Principal retains the right to amend the handbook for just cause, and parents will be notified if changes are made.

RECORDS

The following is kept in a student's official school folder: academic transcripts, standardized testing results, health records (in health office), and an emergency sheet. A parent requesting to view a student's records is asked to give the school office 24 hours' notice and is required to make the request in writing.

SECTION VI: EDUCATIONAL PROGRAM

CURRICULUM

All Teachers comply with the required Diocesan Course of Study in all academic subject areas.

VIRTUS : Every student will be educated in the aspects of what a safe environment constitutes; therefore the Diocese of Trenton mandates that every student, K-12, is taught these concepts in the following program: Protecting God's Children- Teaching Touching Safety. It is expected that every student will experience two sessions of this program annually.

HOMEWORK

Homework is valuable for pupil training, mental discipline, and for absorbing material presented in class. Every assignment has a definite purpose. Parents are to see that the child has a suitable, quiet place in which to study. Children should be encouraged to work independently. Help may be given in further explanation, or in working similar problems, but not in doing the work for the child. Some children work more rapidly than others; some dally and daydream and are easily distracted. Guidance and supervision must be given as needed. An interest on the part of the parents in a child's assignments and accomplishments is one of the best means of motivation to spur the child to more intensive and exacting work.

Parents are asked to check the assignments frequently before they are handed in. Note the neatness, the spelling, the paper, etc. The same interest should be shown in reviewing graded papers. If a child brings home a paper to be checked and signed, there must be a definite reason. Your signature is an indication to the teacher that you have seen the paper and not necessarily that you are satisfied with the work.

The child must feel that there is full cooperation and a good rapport between the parent and the teacher. This will strengthen the work of each. Parents are urged to encourage children to frequent libraries and read good educational books to broaden their outlook. Books read for enjoyment are also a means of enrichment, but these should be checked into as to their nature, their language, and above all, their moral value.

If a long range assignment is given, there is a purpose in it. Do not accept a statement that it can be done the last minute or the last day. The child must realize that his/her responsibility is to his/her school work.

TESTING

Testing is an important phase of the educational program. The informal teacher-made tests help to determine class progress.

Standardized Tests – CTB/McGraw-Hill Terra Nova - are administered in the Spring (usually in March) in Grades 2 through Grade 8. These indicate the students Basic Skills in Math, Reading, and Language Arts.

The results of the CTB/McGraw-Hill Terra Nova Achievement Tests are used by the Monmouth Commission to determine eligibility for students into the Title I or Compensatory Education offered through state-funding.

REPORT CARDS

Report cards are issued three times a year - December, March, and June. These should be carefully examined and analyzed by the parents, with special attention given to Effort and Conduct. These marks usually indicate the child's cooperation and may often explain the grades received. Report Card marks are obtained by averaging the class work, assignments, and tests of a given period.

A child's progress is carefully noted by the teacher during the year, and whenever necessary, a conference is arranged with the parents in order to gain their support and indicate the child's needs. If there is not sufficient progress by January, the pupil's work is evaluated by all the teachers involved, the Principal and School Social Service personnel. If weakness is denoted in only one area, summer school or private tutoring is recommended. In some cases the pupil will repeat the grade, but ONLY if it is considered profitable for the pupil. Child Study Team testing may be recommended so that a child needing specialized teaching can be placed in the Resource Room or receive state-funding Supplemental Instruction.

Parents should recognize the fact, that intellectual ability is a gift from God given in various degrees at birth. Every person is asked to work according to the best of his/her ability. Individual differences must be recognized and provisions made for the pupil according to his/her needs. The school's chief concern is the child and what is best for him/her.

PARENT-TEACHER CONFERENCES

Formal conferences are scheduled each year. During this time, the parents meet with the child's teachers to discuss his/her progress. It is an occasion to point out the strong points as well as the weak ones; to discuss the good habits as well as the bad; to seek ways to work more closely as a parent-teacher team in order to educate and develop the child while aiding in the training of his/her character. Such cooperation will prepare the pupils to meet their religious, moral, intellectual, social, and physical needs as well as his/her responsibilities to his/her school and to himself/herself; to parish and to God. **Additional conferences may be requested by either the parents or the teachers as the need arises.**

A phone call to the convent is best made between 6:30PM and 7:30PM. Appointments may be made with any teacher or the Principal. However, parents are asked to settle school-related difficulties with the teacher first. Parents may telephone a teacher at school between 3:30 P.M. and 3:45 P.M. or send in a note requesting that the teacher call at a convenient time.

NON-CUSTODIAL PARENT

Saint Veronica School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of the court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the 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.

HONOR ROLL POLICY

Through the school atmosphere and educational system at Saint Veronica School students are taught to reach their potential and accept themselves as they are, recognizing their individual differences.

As part of the assertive discipline program teachers encourage the students to assume responsibility for their work and actions. Not only do they work with students who are experiencing difficulties, but they try to provide incentives for students who strive for success on a regular basis.

REQUIREMENTS FOR THE HONORABLE MENTION HONOR ROLL

Grades Two through Eight –

Recognizes outstanding effort in cognitive achievement.

1. Student must demonstrate a motivation for personal development during the marking period.
2. Student must demonstrate effort to the best of his/her ability.
3. Student must complete assignments.
4. Student must be prepared for class.
5. Student must stay on task.
6. Student must maintain an (S) in school conduct.
7. The principal/vice-principal reserves the right to approve these recommendations.

Students who have met the requirements of Honorable Mention Honor Roll two out of three times during the preceding year in Grades Six through Eight are eligible to run for Student Council and to become members of the School Safety Patrol. Eighth Grade Students who have not made School Safety Patrol at the beginning of the school year may become eligible after the first marking period.

Student Council and Safety Patrol Members must remain on the Honorable Mention Honor Roll for each marking period, otherwise they forfeit their badges/pins for the next marking period.

** Major subject areas: Religion, Integrated Language Arts, Mathematics, Science, Social Studies.
* Minor subject areas: Technology, Art, Music, Phys. Ed, Health, Spanish

REQUIREMENTS FOR THE PRIMARY ACADEMIC HONOR ROLL

Grades Two and Three

recognize outstanding cognitive achievement

1. Grade 2 no grade lower than "G" and Grade 3 no grade lower than a "B" in a major subject **
2. Grade 2 & 3 no grade lower than a "2" in minor subject areas*
3. No grade lower than an "S" in Conduct

REQUIREMENTS FOR THE GOLD ACADEMIC HONOR ROLL

Grades Four through Eight

recognize superior cognitive achievement

1. Grades 4 & 5 must maintain an "A" in all major subject areas**
Grades 6, 7, 8 must maintain a "93" in all major subject areas**
Algebra students must maintain a "90" average
2. No grade lower than a "2" in any minor subject areas*
3. Must maintain an "S" in Conduct

REQUIREMENTS FOR THE SILVER ACADEMIC HONOR ROLL

Grades Four through Eight

Recognize outstanding cognitive achievement

1. Grades 4&5 must maintain at least three (3) "A's" in major subject areas**
Grades 6,7,8 must maintain a "93" in at least three major subject areas**
2. Grades 4& 5 must have no grade lower than a "B" in major subject areas**
Grades 6,7,8 must have no grade lower than an "85" in major subject areas**
3. No grade lower than a "2" in any minor subject areas*
4. Must maintain an "S" in Conduct

REQUIREMENTS FOR THE BRONZE ACADEMIC HONOR ROLL

Grades Four through Eight

Recognize cognitive achievement

1. Grades 4 & 5 must have no grade lower than a "B" in all major subject areas**
Grade 6, 7, 8 must have no grade lower than 85 in all major subject areas**
Algebra students must maintain an 82 average
2. No grade lower than a "3" in any minor subject areas*
3. Must maintain an "S" in Conduct

SECTION VII: SPIRITUAL LIFE

RELIGIOUS STUDIES

Since Saint Veronica School is a Catholic School, Religious Studies form an important part of our curriculum. A Christian atmosphere also permeates the building. Though the religious affiliation of all students is respected, all students are expected to participate in the formal religion classes.

EUCCHARISTIC LITURGY

As a total school body, students and faculty participate in the Liturgy on the following days:

1. Opening week of school
2. First Fridays of the month
3. Thanksgiving Liturgy in November
4. Catholic Schools Week
5. Ash Wednesday
6. Faculty/Staff Appreciation
7. Last day of school
8. Holy Days of Obligation when school is in session

Parents are always welcome to join us for these celebrations.

SACRAMENT OF RECONCILIATION

During the season of Advent and Lent, students have the opportunity to participate in the sacrament of Penance or Reconciliation. They are, however, encouraged to frequent the sacrament in their own parish at other times of the year.

PARTICULAR SERVICES/PROGRAMS

Certain holidays and Church Holy Days require participation of particular group of children. Therefore, when a child is asked to participate in processions, etc., the full cooperation of the parents is requested. Please mark those dates on your Activities Calendar and avoid scheduling outings on these days. Such celebrations include the:

1. Christmas Program
2. Living Stations
3. May Crowning
4. Spring Concert

SECTION VIII: HEALTH

PERSONNEL

A qualified nurse, Mrs. Karen Cavan, is on duty full time each day.

IMMUNIZATION

According to State Law, no child is permitted to enter or attend school unless he/she has been fully immunized and the completed records are on file in the School Office.

HEALTH ROOM PROCEDURES

Giving of medications will be kept at a minimum, and a standard procedure must be followed.

Any medication prescribed by a licensed physician may be given: such medicine shall be properly labeled in the original container with the child's name, dosage, etc. on the pharmacist's label. Written permission from physician and parents to give such medication must be obtained. All medications must be approved by the school doctor. Forms are available and must be properly filled out.

In order to insure the safety and well-being of our students, if a child is going to be out of school a call to the Main Office giving the reason would be appreciated. Otherwise, the school nurse will attempt to contact you. All children returning after an absence must bring in a note signed by their parent.

If a child has a fever, vomited the night before, or coughed most of the night, the health office recommends that parents keep their child home to rest. The child should be fever free for 24 hours before returning to school.

Testing is done in several areas of various grades. Parents will be notified if any problems are detected.

The nurse is only able to treat emergencies that occur at school. She is not permitted to diagnose. Therefore, any medical problem should be referred to your family physician.

Any child in school should be able to participate in all school activities, including gym. If there is any reason that this is not possible, the child should bring a note from his/her physician so stating.