



**SAINT VERONICA
CATHOLIC SCHOOL**

SOUTH SAN FRANCISCO, CALIFORNIA

**434 Alida Way
South San Francisco, CA**

650 589-3909

**Parent-Student Handbook
2024-2025**

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**St. Veronica Catholic School
Faculty and Staff
2024-2025**

Pastor	Reverend Patrick Driscoll
Principal	Mr. John Payne
Vice Principal	Mr. Peter Casper
Kindergarten	Ms. Colleen McGovern
Grade One	Mrs. Gina Melendez
Grade Two	Mrs. Lisa Marsh
Grade Three	Mr. Mark Gayapa
Grade Four	Ms. Valeria Alegrias
Grade Five	Ms. Angelina Alvarez
Grade Six Homeroom	Mrs. Ellie Angove (Virtual Catholic)
Grade Seven Homeroom	Ms. Carina Dozier
Grade Eight Homeroom	Mr. Peter Casper
Math and Science Grades 6 - 8	Mr. Peter Casper
Resource	Mrs. Allyssa Pong
Math Grades 6 - 8	Mr. Denzel McCollum
Art in Action Facilitator	TBD
Counselor / SEL	Ms. Ingrid Pera
Physical Education	Mr. Ike Wade (Rhythm and Moves)
Music	Ms. Issa Stemler
Spanish	Ms. Gabriela Quixton
Aide K - 3	Ms. Nathaly Casco
Aide Grades 1 - 3	Mrs. Mary Baynes
Aide Grade 6	Ms. Sophia Torquido
Administrative Assistant	Mrs. Nancy Gainey
Business Manager	Mrs. Silvia Reyes
Maintenance	Mr. Salvador Delgadillo
Extended Care Director	Mrs. Rachel DeNardi
Extended Care Aide	Mrs. Veronica Santana

Mission Statement

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

Philosophy

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

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

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

School-wide Learning Expectations

**We are Falcons.
Falcons SOAR!**

Scholars who live our faith
Open, honest, and effective communicators
Active members in our community
Responsible, lifelong learners

Code of Christian Conduct

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

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

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

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

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

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

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

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

Calendar and Schedule

2024-2025

Daily Schedule

7:00 a.m.	Extended Care Opens
7:40 a.m.	Morning Drop Off Begins
8:00 a.m.	Morning Drop Off Ends/Classes Begin
9:40 a.m.	Morning Recess Begins for grades 5-8
10:00 a.m.	Morning Recess Ends 5-8/begins K-4
10:20 a.m.	Morning Recess Ends for grades K-4
12:00 p.m.	Lunch Begins K-4, Recess begins 5-8
12:20 p.m.	Lunch Begins 5-8, Recess begins K-4
12:40 p.m.	Lunch Ends
3:00 p.m.	Classes End
3:05 p.m.	Afternoon Pick Up Begins
3:20 p.m.	Afternoon Pick Up Ends
5:45 p.m.	Extended Care Ends
2:00 p.m.	Classes end on Monday

Minimum Days

Minimum Day dismissal time is 12:00 p.m.

Report Cards & Progress Reports

Report Cards will be posted at the end of each trimester on SchoolSpeak. Hard copies of final Report Cards will be sent home on the last day of school. Parent-Teacher conferences will be held about midway through the first trimester. For grades K - 5, Progress Reports will be issued about midway through each trimester. For grades 6 - 8, Progress Reports will be issued twice per. month.

First Trimester Conferences	October 1-3, 2024
First Trimester Ends	November 15, 2024
Second Trimester Progress Reports	January 22, 2025
Second Trimester Ends	February 28, 2024
Third Trimester Progress Reports	April 14, 2025
Third Trimester Ends	June 6, 2024

Academic Probation

Parents will be informed through Report Cards, Progress Reports, and other means of communication of the academic progress of their child. If a student is experiencing serious academic challenges, and improvement is not seen within a reasonable period of time, the student may be placed on Academic Probation. Probation will last for up to one Trimester. Parents will be highly involved and frequently informed of their child's progress during this period. At the end of the probation period, if the student is still not academically performing satisfactorily, a conference with the principal will be held to determine a future course of action.

Eligibility for Participation in Extracurricular Activities

To be eligible for participation in extracurricular programs (e.g., sports, student council, etc.) at St. Veronica Catholic School, students must be in good academic standing. Specifically, students must maintain a minimum 2.0 GPA, and have no "I" grade in any academic class. In addition, serious violations of the code of conduct may result in suspension of eligibility for participation in extracurricular activities.

Archdiocese of San Francisco Philosophy of Grading Statement

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

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

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

Archdiocese of San Francisco Grades

Kindergarten, Grades 1 and 2:

<i>Academic Marking Code:</i>	E	=	Exceeds standard
	M	=	Meets standard
	W	=	Working toward standard
	N	=	Not at grade level standard
	No mark	=	Standard not addressed during current marking period

Grades 3 through 8:

ADSF Revised Grading Scale
A = 93-100%
A- = 90-92%
B+ = 87-89%
B = 83-86%
B- = 80-82%
C+ = 77-79%
C = 73-76%
C- = 70-72%
D+ = 67-69%
D = 63-66%
D- = 60-62%
I = Below 60% I=Insufficient Evidence

Grades 6, 7, and 8 Remarks
(No remark indicates that student is meeting expectations)

Areas of strength

5. Makes valuable contributions to class discussions
6. Seeks help appropriately
7. Engages enthusiastically in learning
8. Consistently demonstrates pride in work
9. Exhibits intellectual curiosity
10. Thinks critically
11. Works well cooperatively
12. Is well organized

Areas of growth

13. Needs to seek help appropriately
14. Has difficulty working cooperatively
15. Needs to show initiative
16. Needs to participate in class discussion
17. Needs to improve presentation of work
18. Needs to improve organizational skills
19. Has difficulty expressing ideas
20. Resists correction

21. Talks excessively/disrupts instruction
22. Incomplete, late, or missing assignments impact success
23. Low test/quiz scores impact success
24. Absences impact success
25. Needs to improve effort

For all grades:

Co-Curricular Subjects:

P	=	Participate
NP	=	Does not participate

Behavioral Expectations/Learning Skills Code:

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

Comment Code:

+	=	Area of strength
No Mark	=	Meets expectations
√	=	Needs improvement

An asterisk (*) next to the subject indicates the student receives a Supplemental Report.

Promotion and Retention

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

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

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

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

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

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

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

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

Homework

Homework planned to meet the needs of students has an essential place in the educational program. Homework should be assigned to reinforce concepts and skills that have been presented in class; to foster the student's creativity and discipline through enrichment projects or research; and to train the student to work independently and accept responsibility for completing a task (Administrative Handbook, #6227).

We strongly urge every student to read for pleasure at home every day. We recommend students in grades 4-8 independently read a minimum of 30 minutes each day. We recommend students in grades 2-3 independently read a minimum of 20 minutes each day. We recommend parents of students in grades K-1 read to students / provide reading support 20-30 minutes each day.

Homework will not be given in advance of absences. Students are responsible to make up any missing assignments that were given during an absence. Students are responsible for initiating a conversation with their teacher(s) regarding a plan / timeline for completion of assignments they missed. Work not submitted in a timely manner, as established by the teacher(s), will be recorded as a zero-score in the gradebook.

School Records

St. Veronica Catholic School abides by the provisions of the Buckley Amendment regarding the rights of parents and students to access school records. If a parent wishes to review such records, the school requires a written request and a minimum of a twenty-four hour notice. If a parent wishes to have records transferred, the school requires parents to complete the [Authorization to Release Information](#) form. The school also requires written permission from parents to provide recommendations for students or to share confidential student information with outside agencies.

Archdiocesan Non-Discriminatory Policy

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

St. Veronica Catholic School Acceptance Policy

Applicants to St. Veronica Catholic School are tested on basic skills. Teacher recommendations, past report cards, standardized tests scores, and interviews with the student and/or family are also considered. Acceptance of applicants is based upon the following priorities:

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

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

Attendance at Holy Mass

All students of Saint Veronica Catholic School are expected to attend Parish Masses with their schoolmates, during the school day, as scheduled by administration in consultation with the Pastor. Respectful and reverent behavior consistent with the Christian Code of Conduct is expected of all.

Non-Catholic Students & Expectations at Mass

At Saint Veronica's we welcome and wish to include to the fullest extent our non-Catholic students. All students, therefore, attend Mass together. At Communion time, non-Catholic students are invited to be part of the Communion procession by coming forward and crossing their arms across their chest to indicate they wish to receive a blessing from the Pastor or Extraordinary Minister of Holy Communion. In terms of Mass postures, non-Catholic students are expected to sit and stand in unison with their schoolmates. At times when kneeling occurs during the Mass, non-Catholic students may either kneel or sit forward in the pew (in consideration of the person kneeling behind them).

Special Needs/Learning Differences

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

resources. Should we find that our program is not meeting a child's needs, we will work together to determine what the next step might be.

Students with Learning Interventions and/or Accommodations

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

A Supplemental Report Card may be used for students with such documentation. An asterisk (*) next to a subject on a Report Card indicates the student receives a Supplemental Report Card.

Animals

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

Attendance

Email ngainey@saintveronicassf.org by 8:30 a.m. if your student is absent, making sure to include the reason for absence in your email (**Administrative Handbook, #5121**).

Parents must inform their teacher and the office of any upcoming scheduled absence or tardiness. We discourage absences for vacations during the school year, as well as absences electively taken to extend school holidays. This is discouraged because absences from school affect student learning achievement. Parents are encouraged to keep elective absences to a minimum.

Please keep your child home if he or she exhibits symptoms such as those listed below:

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Schoolwork/Homework will not be given in advance of absences. Students are responsible to make up any missing assignments that were given during an absence. Students are responsible for initiating a conversation with their teacher(s) regarding a plan / timeline for

completion of assignments they missed. Work not submitted in a timely manner, as established by the teacher(s), will be recorded as a zero-score in the gradebook.

Tardiness

If you arrive after the 8:00 a.m. bell, please bring your child to the office to sign them in. Your student will be given a tardy slip to bring to class. Please be punctual for school.

Truancy

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

Health Mandates

St. Veronica's will be in compliance with any current health mandates as required by state and local health authorities.

Contagious/Communicable Conditions

Report to the office if your child has any contagious illness. For example: strep throat, chicken pox, pink eye. Report all cases of lice to the office.

Doctor and Dentist Appointments

If a student must be dismissed from school during the day for a medical or dental appointment, email ngainey@saintveronicassf.org and the teacher before 8:00 a.m. on the day of the appointment.

Students who have morning appointments or who leave midday may return to school after their appointment with documentation from the doctor or dentist.

Please park in the lot adjacent to the rectory, walk to the Legacy Courtyard school entrance, and ring the bell.

A teacher cannot release a child during the school day without authorization from the office.

No child may leave the school grounds during school hours for any reason unless accompanied by an authorized adult. Parent(s) / Guardian(s) must declare to the school in writing who the authorized adults are who can pick up their child(ren).

Medication

All medication (prescription and/or over the counter) to be taken during school hours must be accompanied by the [Medicine Release and Authorization Form](#). The form must be completed by

the parent or guardian and the physician and turned in to the school office with the medication. All medication must be stored in and administered through the school office.

Illness while at School

If a student becomes ill during the school day, he or she will sit outside the office until picked up by an Emergency Contact. Students must be picked up within 30 minutes.

Please ring the bell at the Legacy Courtyard entrance and we will bring your student out.

Emergency Contact Information must be kept current in SchoolSpeak. Contacts will be called in the order listed on SchoolSpeak.

Saint Veronica Parent Newsletter

The School's Parent Newsletter and other school announcements are emailed through and posted on SchoolSpeak. Please read all emails, announcements and reminders.

Communications Pertaining to School / School Events

All communications pertaining to the school and school events to be sent out to the school community must be submitted to the principal for approval.

Parent-Teacher Conferences

Parent-Teacher Conferences will be scheduled for every child October 1-3, 2024. Parents sign up for appointments on SchoolSpeak. Additional conferences may be scheduled as needed.

Our mission is to partner with families. As Falcons, we strive to be open, honest, and effective communicators. As Catholics, we value community and believe in the social teaching of subsidiarity. If/when issues arise, we want to resolve them as simply, directly, and quickly as possible. Please email your teacher to request a conference if you have a question or concern.

Phones

Students may not use cell phones at school. If a student brings a phone to school, it must be switched off upon arrival at school. All student phones are collected by homeroom teachers at the start of the school day, and returned to students at dismissal time. Phones are not to be switched on again until students are off campus. If a student is found to have a phone during the school day, it will be confiscated and held in the principal's office, and will need to be picked up by a parent or guardian.

Discipline

Discipline in a Catholic school is considered an aspect of moral development. Our goal is to encourage self-discipline. This requires time, patience, and consistency, along with the cooperation of students, faculty, staff, administration, and families. St. Veronica encourages growth in responsibility, respect, and concern for others: When a student fails in these areas, an

effort is made to help the student examine their behavior, recognize the consequences of their behavior, rectify the problem and/or make a plan for improvement. However, when a student is consistently unwilling to change inappropriate behavior, further corrective measures must be carried out. St. Veronica Catholic School employs the following measures:

Infraction Reports

Infraction reports are a means by which the school communicates failures to meet behavioral expectations to parents, so that we can work together as a team to help our students improve in this area.

Detention

Parents or guardians will be notified in writing when a child is given detention.

Reasons for detention may include, but are not limited to: serious inappropriate behavior, disrespecting others, behaving in an unsafe manner, or when a student has accumulated three infraction slips within the current school year.

Studies clearly indicate that discipline is most effective when given as close to the occurrence of undesired behavior as is possible. With this in mind, detention will be served on the same day, as far as possible. Exceptions to this will only be made in light of **urgent** scheduling needs (e.g., Doctor's & Dentist appointments).

During detention students will complete reflections to encourage behavior modification and where applicable, will be required to make reparations by righting the wrong they have committed.

Probation for Misconduct

A student may be placed on probation for a relatively serious offense or for continued misconduct after a warning, when the misconduct does not require more serious action (Administrative Handbook #5175).

Parents or guardians will be notified in writing when a child is placed on probation. Reasons for probation may include, but are not limited to: fighting (verbal or physical), cheating (actual, attempted, or assisting others in cheating), lying, repeatedly breaking any school rule, stealing, harassment, willful disrespect to a teacher or any person in authority, willful damage to property, any other behavior deemed seriously inappropriate by the principal. If the student is an eighth grader, his/her actions may jeopardize participation in graduation activities or the ceremony itself. Terms of probation will be determined by the school administration.

Suspension

A pupil may be placed on suspension for serious misconduct on campus or off campus, during school related activities, or for continued misconduct after having been placed on probation. In exceptional cases, the principal may suspend a student without affording the student an opportunity for a conference if an emergency situation exists. An emergency situation is defined

as a situation determined by the principal to constitute a clear and present danger to the lives, safety or health of students or school personnel (Administrative Handbook, #5176 and #5176.1a).

The length and location of suspension (at school or at home) is at the discretion of the principal. Parents or guardians will be notified verbally and in writing when a child is suspended.

Expulsion

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for a repetition of conduct for which the student has been suspended one or more times. Expulsion, the permanent termination of a student's enrollment, is a sanction that should be invoked rarely, as a last resort for clear and serious causes (Administrative Handbook, #4177).

Reasons for immediate expulsion include, but are not limited to, the following actions gravely detrimental to the moral and spiritual welfare of other students: incorrigible or disruptive behavior which impedes the progress of the rest of the class; assault, battery, or any threat of force or violence directed toward any school personnel, students, or other persons on school property or during school related activities; habitual or persistent violation of school regulations; use, sale, distribution or possession of narcotics, controlled substances, or alcoholic beverages; use or possession of firearms or other potentially harmful objects or weapons; gang-related conduct or activity; theft, extortion, arson; habitual truancy; malicious damage or destruction of real or personal property at school; hazing; violation of Student-to-Student Harassment Policy; and violation of the Code of Christian Conduct (Administrative Handbook, #5177.3a-1).

Harassment

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

The Archdiocese of San Francisco affirms the Christian dignity of every student. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, or gender. Harassment of any student by another student is prohibited and will not be tolerated.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including, expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the

charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

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

Zero-Tolerance Policy

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

Parent Obligations

- **Abide by the Code of Christian Conduct.**
- **Cooperate with school policies and administrative directives.**
- **Complete all required forms. Submit them on time. Update them as needed.**
- **Attend Back-to-School Night and Parent-Teacher Conferences.**
- **Abide by your [tuition contract](#).**
- **Complete and log service hours on time, prior to end of day: April 30th**
- **Pay tuition promptly.** Contact Silvia Reyes immediately if you cannot, to work out a plan for payment.
- **Pay fees promptly.**

Archdiocesan Required Medical Forms

The Archdiocese of San Francisco requires two very important medical forms for all students: [Medical Release and Consent to Treatment of Child](#) and the [Universal Medical Information/ Emergency Contact/Release and Consent Form](#).

Families must complete these forms for each student at the beginning of every school year and update them whenever the information on the form changes. For the health and safety of your students we must have current information at all times.

These forms provide the school with contact information for parents; emergency contacts when parents cannot be reached; medical conditions, allergies, medications, etc.; a medical release form in the event of an emergency; consent to disseminate the information on the medical page to authorized persons (i.e., paramedics, emergency doctors).

Emergency Contacts

List people on the Universal/Medical information form as emergency contacts who are capable of picking up your sick or injured child within 30 minutes and capable of making decisions regarding your child. Inform the people you are listing as emergency contacts.

Archdiocesan Required Technology Forms

Families must also complete the [Archdiocese of San Francisco Media and Student Work Agreement](#) and the [Archdiocese of San Francisco Technology Responsible Use Policy Students and Parents](#) for each student. These forms are kept on file for the duration of the school year.

School Fees & Dues

Registration Fee

There is a non-refundable fee of \$450 for each student due at the time of registration. This fee covers fees the school is required to pay for every child enrolled at St. Veronica: student accident insurance, testing costs, Archdiocese administrative fees, Virtus Youth Program, Catholic Television Network, Extended Care, etc.

Men's Club

A mandatory \$75 dues assessment for each family is collected to supplement the costs of the Parish Sports Program.

School Guild

A mandatory \$125 dues assessment for each family is collected to support various Guild initiatives, in particular the funding of buses for field trips.

Graduation Fee

This fee is charged to families of 8th graders and contributes to the cost of graduation expenses including diplomas, gowns, and miscellaneous expenses. This fee is determined each year in light of monies brought in through fundraisers for Graduation.

Sacrament Fee

This fee is \$40.00 per second grade student. This fee contributes to the cost of curricular materials, certificates, flowers, and miscellaneous expenses for Reconciliation and First Holy Communion.

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

Service Hours

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

Fundraising

Parish Fest

The 2024-25 school year will be the first year of our newly “rebranded” Parish Fest at the Parish of Saint Veronica. This year we ask that each family contribute 5 hours of work (3 for single parent families) at the Fest. This is slightly less than the requirement that existed in relation to the former iteration of this event. Any additional hours worked may go toward a family’s (30 hours) service obligation. **We need everyone’s help to promote the success of this event, which we hope will become a staple event, and help build & strengthen our Parish community for years to come.**

Parent Organizations

School Guild

Every school family is a member of the School Guild. The Guild contributes to the enrichment of our students and provides social and financial support to the school.

Meetings are held Thursday evenings, as announced in the Event Calendar for the Current School Year

Men’s Club

Every school family is a member of the Men’s Club. The purpose of the Men’s Club is to instill commitment to the spiritual and physical well-being of the Parish and the School. The Men’s Club supports the sports program. The Men’s Club will meet the first Thursday of every month.

Parent Behavior and Conduct

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

School Parties

School Parties will be held on Christmas, and Valentine's Day. In addition, each class may have one party in April or May. The day and theme will be determined by the teacher and must be approved in advance by the principal.

Out of School Parties

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

Birthday Celebrations

We will honor each child's birthday with an announcement at morning assembly. Parents may deliver to the office a treat that the class can enjoy at the end of the day for their child's birthday. There should be enough so that each student in the class, as well as the teacher, will have one small, simple, edible treat (no drinks, please). Classroom teachers should be informed in advance when a family will be providing treats to celebrate a birthday. Classroom birthday celebrations need to be kept simple in order to avoid creating an unhealthy atmosphere of comparison and / or competition between our students.

Other Treats

Balloons, flowers, and other gifts may not be delivered for students during the school day, as this creates distraction and unnecessary challenges around delivery, storage, and safekeeping of these items. It also tends to create an unhealthy atmosphere of comparison and / or competition between students.

Safety Procedures

In the event of an emergency

- We will email parents and guardians through School Speak.
- Children will remain in the school's custody until you, or your designee, pick them up. Identification is required to release children. A current Permission to Release Form must be on file with the school at all times.
- If public schools in South San Francisco close due to an emergency, we will also close.

Emergency Evacuation and Earthquake Procedure

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

The following is a summary of our earthquake plan:

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

Bicycle Rules

- Enter and leave school grounds cautiously.
- Walk your bicycle on school grounds.
- Lock your bicycle in the rack outside the school (between exterior doors for Gr. 4 & 5).
- Wear a helmet when riding.
- Follow all SSF bicycle safety rules/laws.
- Never borrow or touch another person's bicycle.

Social and Emotional Development

In keeping with our mission and philosophy, St. Veronica Catholic School supports the social and emotional development of our students. Students in grades K - 5 participate in the Second Step social / emotional development program.

In addition, we employ a School Counselor to support students and families. Parents or Guardians must sign a release for students to receive individual counseling.

Lunch

Students should arrive in the morning with a nutritious snack and a full water bottle. Students may bring their lunch or order through [ChoiceLunch](#). Students who have forgotten their lunch may ask if there is food available in the office.. Students may not share food with other students. Students should take uneaten food home with them.

We do not accept food deliveries for students from any other vendor, as this creates distraction and tends to create an unhealthy atmosphere of comparison and / or competition between students.

School Uniform

All students are expected to comply with our uniform rules. Violations are subject to disciplinary action.

Full Dress Uniform

BOYS - Full Dress Uniform

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

BOYS - Optional Items

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

GIRLS - Full Dress Uniform

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

GIRLS - Optional items

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

Clothing Clarification

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

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

Shoe Clarification

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

Shoes must be all black.

Shoelaces must be all black.

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

All black athletic shoes may be worn.

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

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

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

No high tops or boots.

No flip-flops, crocs, or sandals.

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

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

Free Dress

- Students in free dress need to wear tasteful, appropriate clothing.
- Inappropriate clothes include, but are not limited to, the following: gang-looking clothes, sagging clothes, short shorts, oversized shirts, tight-fitting clothing, spaghetti-tops, tank tops, midriff tops, and inappropriate t-shirts.
- Girls **may not** wear leggings or yoga pants to school, or at any school related function
 - Shoes must be good and sturdy with rubber or crepe soles.
 - Shoes may have ties, Velcro, buckles, or slip on.
 - Fad shoes with thick, chunky heels, platforms are **not** acceptable.
 - Thin-soled slip-ons are **not** acceptable.
 - Heels higher than 1 inch are **not** acceptable.
 - No flip-flops, crocs, or sandals.

Grooming and Accessories

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

Hair

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

BOYS

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

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

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

Hair must be above the ear and off the collar.

GIRLS

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

Headbands, clips, and ponytail holders should be one SV uniform color (black, white, dark green, burgundy) only. St. Veronica uniform plaid headbands and hair accessories are also acceptable.

Jewelry

Crosses, crucifixes, and religious medals may be worn.

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

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

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

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

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

Grooming

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

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

Boys in upper grades must be clean-shaven.

St. Veronica Catholic School depends on parental support to maintain the standards noted here. Interpretation of the regulations is the prerogative of the faculty and

administration of the school. Violations of the regulations may result in disciplinary action.

Classroom Supplies

- Students may not share school supplies.
- Students are responsible for the care of all school books and property.
- Parents will be billed for damaged or lost books or property.
- Wheeled bags and backpacks are not allowed, as these create trip-hazards

School Supply Lists

Please provide the [listed supplies](#) for your child. Replenish as needed.

Technology/Social Media Policies

All students and parents in the Archdiocese of San Francisco must sign and abide by the [Archdiocese of San Francisco Technology Responsible Use Policy Students and Parents](#).

Conduct, whether inside or outside the school, which is detrimental to the reputation of the school or harmful to any member of the community may result in disciplinary action.

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

- The school and families are partners in the education of our students.
- Students and parents are strictly prohibited from using the name of the school, its logo, pictures, uniforms, or anything associated with St. Veronica Catholic School on the internet. Faculty and staff members may not be named either directly or indirectly.
- If, in the opinion of the administration, that partnership is no longer viable, the school reserves the right to require the family to withdraw their student(s) from the school.

Use of School Grounds

- When the bell rings or a whistle blows, students should freeze.
- Students should walk to the line silently.
- Students should respond promptly and positively to yard duty supervisors.
- Students should not leave the yard without permission.
- Students should help maintain clean school grounds. They should use compost, recycling, and garbage receptacles accordingly.
- Students should stay out of all landscaped areas.
- Students should walk on the sidewalks.
- Chewing gum is never permitted on school premises, at any time, or at any school-sponsored function.
- Students should be quiet in the library, breezeway, and bathrooms.
- Students may not be in the classroom or library before school, after school, during recess, or during lunch unless supervised by a teacher.

- Monetary reimbursement may be required in the event of damage to parish, school, or personal property.
- If a student pulls the fire alarm without due cause, the student will be placed on automatic probation and the family will be charged the fee for resetting the alarms and the fee charged to the school by the South San Francisco Fire Department for a false alarm.

Room Parents

Each year, 2 parent volunteers from each classroom assist the teacher in various class related activities (e.g., class parties, field trip, etc.). At the start of the school year, teachers solicit interest from among the parents of their students, and select from among those interested. As with all volunteers, room parents must complete Virtus training and be fingerprinted prior to beginning in their role. Throughout the school year, teachers will initiate communication with room parents in advance of class related activities where room parent support is needed—and greatly appreciated!

A School Guild member will occupy the role of “Head Room Parent”. This role will be in support of the coordination of school-wide activities (e.g., school-wide party days such as Valentine’s, Field Day, etc.). They will ensure all room parents are aware of when these school-wide events are scheduled, so they can anticipate being contacted by their corresponding classroom teachers.

Visitors & Volunteers

For the safety of our school community, all visitors & volunteers (i.e., everyone who is not a school employee or student) must sign in & sign out at the school office.

Interpretation of the Parent-Student Handbook

St. Veronica Catholic School, (embodied in the principal, faculty, and staff) reserves the right to determine, in its discretion, which actions are and which actions are not in compliance with any aspect of the Parent-Student Handbook.

Right to Amend

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

St. Veronica Catholic School, embodied in the principal, faculty, and staff, retains the right to amend this handbook as the need arises. Families will be notified of changes.

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

