



Catholic Virtue Formation...

A virtue is a habit or established capacity to perform good actions according to the moral standards reflected in the gospel. A Catholic school is the ideal place to live a virtuous life, following the example of Jesus.

Many elements of Catholic character and virtue are purposefully developed in Dufferin-Peel Catholic schools. In the coming year, our school will focus on encouraging growth in these particular virtues:

- ***Faith...*** *God made us to live together as a family community*
- ***Empathy...*** *God wants us to care about everyone's feelings*
- ***Conscience...*** *God helps us to choose to be good people*
- ***Hope...*** *God helps us to keep on working for a more peaceful world even when we feel discouraged*
- ***Self-Control...*** *God wants us to do what we know and feel is right*
- ***Respect...*** *God wants us to treat all people with the respect they deserve*
- ***Kindness...*** *God wants us to give generously to others around us*
- ***Love...*** *God wants us to serve and to see the goodness in everyone we meet*
- ***Acceptance...*** *God wants us to make friends with everyone no matter how different they may look or act*
- ***Fairness...*** *God wants us to treat each person as we would like to be treated*

When we act out these virtues, we are making the presence of God visible in the world around us.

We will be participating in our own prayer that:

Your kingdom come, Your will be done, on earth as it is in heaven. (Mt 6:10)

School Hours and Entrance Procedures:

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|--------------------|--------------------------------|
| 8:15 am | Yard Supervision Begins |
| 8:30 am | School Begins |
| 10:35-10:50 | A.M. Recess |
| 11:30-11:50 | Students eat lunch |
| 11:50-12:30 | Outdoor lunch recess |
| 1:55 -2:10 | P.M. Recess |
| 3:00 pm | Dismissal |

General Information for Students

STUDENTS are to be treated with respect and dignity. In return, you must demonstrate respect for yourself, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when you:

- come to school prepared, on time and ready to learn;
- show respect for yourself, for your peers, and for those in authority;
- refrain from bringing anything to school that may compromise the safety of others;
- follow the established rules and take responsibility for you own actions.

Anaphylaxis – Sabrina’s Law

We have many pupils who are susceptible to severe anaphylactic reactions to a particular food, drug or insect sting. Anaphylactic reactions can be life threatening. The goal of the Board and St. Veronica Catholic School is to provide a safe environment for pupils with life threatening allergies, recognizing that it is not possible to reduce the risk to zero.

Parents, please inform the school if your child has an allergy. It is imperative that parents provide the school with an Epi-Pen and also complete an Anaphylaxis Emergency Protocol Form with information specific to the pupil as soon as possible. Please pick up a form at the office – it must be completed by your family doctor.

As a precautionary measure, **no food is permitted outdoors.** We request only non-edible treats for sharing at celebrations such as birthdays (i.e. such as stickers or pencils).

Any treats coming into the school must be checked at the office first. Students are also reminded not to share food with each other during recess and/or lunch. Snacks and food must be peanut / nut-free.

St. Veronica is also a SCENT – Free environment for staff, students and visitors.

Attendance:

If students are absent, parents are requested to contact the school as soon as possible. You may do so by calling the **(905) 696-6980** 24 hour answering service– Press “1” to leave a message indicating the child’s name, grade, classroom teacher and reason for their absence. If you know of an upcoming absence, a note to the teacher is preferred. If students are required to leave for an appointment during school hours a note from a parent/guardian must be submitted to their teacher. If you are planning to pick your child up at school early, please send a note to the classroom teacher. You must report to the office in order to sign your child out. We ask that if at all possible, you refrain from withdrawing students from class without prior notice, as this practice may be disruptive to all the students in the class.

Illness:

If your child is ill, please keep him/her home to recover. We do not have the supervision required to honour requests to keep students in for recess. Full attendance during recess and physical education activities is expected, unless a doctor’s note is submitted.

Late Policy:

Please help us to ensure that your child develops good habits in meeting the daily expectations for arrival. It is absolutely essential that students arrive in time for class.

Morning entry for all students is 8:30 a.m. and afternoon entry is 12:30 p.m. Students who enter the front doors of the school after the entry bell will be considered late. All students arriving late will enter in the front foyer until late slips are processed. Chronic lateness and absences will be addressed by the school. In some cases the School Social Worker may become involved.

Recess Policy:

Children who come to school are expected to participate fully in all aspects of the school program.

This includes taking recess breaks outside with the class. There is no supervision provided for students inside during recess. If a child is well enough to come to school, they are considered to be well enough to participate in outdoor recess breaks. If a child has a condition which requires them to remain indoors over recesses, a doctor's note will be required. In the event of severe inclement weather conditions, all the children are kept indoors and are appropriately supervised.

During recess you are expected to adhere to the following expectations:

- Exit and enter the building in an orderly fashion through predetermined doors, walking safely down the stairs and using the handrails.
- Stay within the school boundaries.
- The use of tennis balls and skipping ropes is permitted, providing that they are used in a safe and courteous manner.
- No throwing of stones, snowballs, or ice is allowed. Frisbees, hard balls, and baseballs are not permitted. Hockey sticks are not allowed in the yard.
- Obtain permission from the teacher on hall duty in order to enter the school.
- Wear suitable clothing for the weather conditions.
- Snacks and drinks are not allowed in the yard.
- When students are limited to the pavement, no equipment may be used to ensure the safety of the students.

Lunch Time Procedures:

The students eat their lunch during the first 20 minutes of the lunch break from 11:30-12:30. Students are outside for outdoor lunch for the last 40 minutes of lunch. If students stay at school for lunch you will eat in your own classrooms. Students are expected to be courteous, talk quietly, and stay in your own rooms and dispose of litter appropriately. During inclement weather you

are expected to engage in quiet activities, remaining in their seats. If you usually stay for lunch, the office and/or your teacher must be notified in writing if you are leaving the school at lunch hour. Please ensure that you sign out/ in at the office.

The Lunch Table

We have many parents who drop off lunches for their children at school. A table has been placed in the foyer for lunches. Labels are available for lunches to be tagged when they are dropped off. Classes are not to be interrupted for students to pick up lunches. Please let students know in the morning if they should expect to have a lunch dropped off. **They are responsible for coming down to pick up their lunch at lunch time. Please remember lunches should be nut-free.**

Dismissal:

St. Veronica dismisses at 3:00 p.m. daily. Please ensure that you have all materials necessary to leave the school (i.e. homework) Bus students are asked to come directly to their assigned bus lines in the gymnasium and line up in a quiet and orderly manner. Busses are monitored by Student Bus Monitors who lead the students onto the bus at the end of the day. Students who walk home are to leave the school directly using their **pre-assigned exit, and to leave school property promptly.**

Bussing:

If you are transported to school on the bus you are expected to:

- Listen to the driver
- Remain seated while the bus is in motion
- Speak in conversational tones (no singing or shouting)
- Refrain from using inappropriate language
- No eating or drinking on the bus
- Ride only on your assigned bus
- Only students, as determined by the school are permitted to ride the bus.

Students are not permitted to have 'guests' accompany them home on the bus.

If seats are not used regularly, you may forfeit your seat on the bus.

If you have any questions regarding student transportation, please contact STOPR at 905 890 6000.

Student Dress Code:

When dressing for school we would ask that you maintain a standard of neatness, cleanliness, modesty and good taste. What is acceptable for a six or an eight-year old student may not be appropriate for a twelve-year old student. Therefore, students from grades five to eight SHOULD NOT wear such things as short-shorts, cut-offs, tank tops, halter-tops or any other clothing, which leaves you with bare shoulders, a bare back or a bare middle. Pants are to be worn to the waist. Suggestive or offensive slogans, particularly those of a sexual, racial or violent nature on t-shirts, hats or sweatshirts or graffiti on regular clothing, are not acceptable. If your clothing is considered inappropriate you will be asked to change, or you may be sent home.

Homework Policy:

Homework involves reviewing work of the day, completing work not finished during the day, doing special assignments or projects, reviewing for tests, or practicing specific skills. Students are encouraged to use daily agenda to record important dates and daily homework. Parents are encouraged to refer to the agenda and/or online communication daily. Students should have all the materials needed to complete homework and assignments before they leave at the end of the day. The Board's Homework Policy is posted as well.

School Supplies:

The school will provide you with a variety of learning materials. Texts, library books, writing utensils, paper etc are provided for student use. **We expect that students treat these learning tools with respect and to replace or pay for items that are lost or damaged while in your care.** Textbooks are the property of the school and are loaned out to students with the expectation that they will be returned at the end of the school year in good condition. If these resources are not

returned in good condition or are lost students/parents will be responsible for any replacement.

Valuables at School:

Personal items should be marked with your name. **Do not bring "Personal Treasures" to school.** A "personal treasure" is any item, regardless of its monetary value, that holds a personal significance to a person. This might include jewelry, cards, stuffed animals or games. The school does not accept responsibility for the above, although every effort will be made to help students find missing items.

Personal Electronic Devices (PEDs):

Personal Electronic Devices on Board Premises and/or at Sanctioned Events for Educational Purposes:

The Dufferin-Peel Catholic District School Board acknowledges the value of the use of technology to support learning. Dufferin-Peel's newly revised policy indicates that students will be permitted to **register and use personal electronic devices (PEDs) on board premises and/or at sanctioned events for educational purposes, under the direction of staff per the Personal Electronic Device Used With Wi-Fi Network Student Agreement, which includes parental permission as appropriate.**

The use of personal electronic devices during school-sanctioned activities for designated purposes outside of instructional spaces and/or in common areas may be authorized by the school principal (or designate).

Bicycles & Skate Boards:

The law requires all children to wear proper bicycle helmets when riding a bike. Bicycles must be walked while on school property. Skateboards, bikes, scooters and inline skates are not to be used on school property. Students are asked to use the bike rack to lock up their bicycles.

Extra-curricular Activities:

St. Veronica School is proud to offer a wide range of extra-curricular activities to our students. Extra-curricular activities include athletic and academic teams, clubs, and drama activities. Every student is encouraged to participate in extra-curricular activities. Representing St. Veronica School is a privilege. The privilege to represent the school can be withdrawn if there is a decline in your behaviour and/or academic performance. You may only watch extra-curricular activities/games after school if you have your parent/guardian present to supervise you.

Information for Parents /Guardians

Parents/Guardians play an important role in the education of their children. In order to maintain a partnership with the school we ask that you support the efforts of the staff in maintaining a safe and respectful learning environment for all students by:

- Attending to their child's physical, spiritual and emotional well being
- Showing an active interest in their child's schoolwork and progress
- Communicating regularly with the school
- Helping their child be neat, appropriately dressed and prepared for school
- Ensuring that their child attends school regularly and on time
- Promptly reporting to the school their child's absence or late arrival
- Becoming familiar with the school's Catholic Code of Conduct and school rules
- Encouraging and assisting their child in following the rules of behavior
- Assisting and supporting school staff in dealing with disciplinary issues

Safety First: Kiss and Ride Procedures

When driving students to and from school we ask that you please...

- Use the clearly marked **Kiss and Ride lanes** to drop students off.
- Use designated parking spots if you wish to park your car and walk your child to the yard.
- Please use designated crosswalks.

DO NOT PARK IN THE BUS OR KISS AND RIDE LANE

Supervision in the school yard is provided 15 minutes before the school day begins.

Students must not be dropped off at the school when no supervision is provided. As well, students are supervised during the recesses and lunch hour. To avoid confusion amongst the students, only designated supervisors (wearing orange vests) shall be in the schoolyard. Parents are asked to leave their child in the supervised fenced areas. Please do not block the walkway for the students who are disembarking from the buses and who must use the sidewalk to walk to the back of the school.

Medication:

Teachers are NOT able to administer medication to a child. All medication are to be stored in the main office and administered by the Principal or Vice Principal. (in some cases, the ERW) Students are NOT permitted to bring medication (i.e. Tylenol, Advil, cough medication, allergy medication etc.) to the school without notification to the office and completion of the appropriate documentation by a parent/guardian and/or physician.

Emergency Forms:

Each year, we ask you to complete school emergency forms. **IT IS IMPORTANT THAT THESE FORMS BE ACCURATE AND CURRENT.** Please supplement the forms with additional information (i.e. cell phone numbers, work extensions). If information changes throughout the school year, please let us know so that we can update our files. We must have on file the name and telephone number of at least one person to call should we be unable to contact you in the event of an emergency. Please be sure that your child knows who the emergency contact is and is comfortable with that person.

School Evacuation:

In the event that St. Veronica Catholic School has to be evacuated, our students and staff will walk to: **St. Marcellinus Secondary School**. Please note that we are mandated to practice Fire Drills and Lock Down procedures regularly through out the year.

FRONT DOOR SECURITY:

Our school has a front door security lock. Doors are locked at all times. Visitors are asked to ring the buzzer and to identify themselves upon arrival. The bell is located on the left side of the door. The main office will open the door to allow for entry.

ALL visitors and/or volunteers must report to the office when entering the school.

Parents, former students, as well as siblings not attending the school are all considered to be visitors. For the safety of staff and students, all visitors to our school (including parents) are required to enter the building through the front doors, report immediately to the office and sign in. Please note that **pets are not permitted** on school property at any time. Visitors receive an identification sticker to be worn while in the school. These stickers allow students and staff to easily identify adults who are permitted within the school. Unless worn, they are considered a stranger to the staff and students and therefore will be asked to report to the office.

Volunteering at Our School:

Volunteers enrich student life at the school. Parents can help as a classroom assistant, tutor, library assistant, coach, computer advisor, volunteer driver, etc. whether for an hour a week or on an occasional basis. As you are aware, any individual who works as an employee of the Board or volunteers to assist with our programs **MUST have a Criminal Reference Check (CRC) completed by Peel Regional Police.** For all volunteers, CRCs are free of charge. **Please note: as of September 2013 ALL volunteers MUST have a valid CRC even for one-time events, such as field trip supervision.** We strongly recommend that anyone who are interested in supporting school programs in this manner, please begin

this process ASAP. If you currently attain a CRC please ensure it is still effective. CRC's do require updating. Once you have one, please ensure the main office has the original copy. Further information and forms are available through the main office. Requests for forms can be made through the main office.

Leaving School Property

Students are not permitted to leave the school property at any time during the school day. **If there is a need to leave, a written request signed and dated by the parent/guardian is required for each occurrence.** If an emergency arises and it is absolutely necessary for a student to return home, the school will contact the parents/guardian, sitter, etc., for permission.

TRANSPORTATION CANCELLATION

Transportation may be cancelled due to poor weather conditions. This normally occurs before school begins in the morning and is announced on radio and television news stations. **Our school board is the Dufferin-Peel Catholic District School Board.** You may also check Dufferin-Peel's website.

Updates are also relayed through electronic communication for all those families that sign-up for our email communication. If bus transportation is cancelled in the morning, it also follows that children WILL NOT be picked up at the end of the day. If you drive your child to school on the day the transportation is cancelled, it is then your responsibility to pick the child up at the end of the day. When transportation services are cancelled, the school remains open and it is the responsibility of the parent to determine whether or not it is safe for a student to walk to and from school. If you choose to keep your child home it is very important you call the absence line (905-696-6980 – press #1).

Child and Family Services Act:

The *Child and Family Services Act* requires that we must report all suspected cases of child abuse. In those situations where emotional, physical or sexual abuse is suspected by a teacher, secretary, custodian

or principal, we are obligated to follow Board protocol and *Children's Aid Society* directions. It is the role of the C.A.S. to determine the level of investigation required.

ST. VERONICA CATHOLIC SCHOOL **CODE OF CONDUCT**

The students of St. Veronica Catholic School are expected at all times to demonstrate:

I. RESPECT FOR STAFF

Students and others are expected to comply with the rules of the school as implemented by all school staff and to respond with respect, obedience and cooperation. Failure to comply affects the moral tone of the school and will result in disciplinary action.

II. RESPECT FOR THE RIGHTS & SAFETY OF STUDENTS & OTHERS

Students and others must respect the person and rights of all members of the school community without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The following behaviours either at school or associated with the school will result in disciplinary action.

- Engaging in fighting, physical assault, or bullying
- Students who promote or encourage others to fight
- Any form of harassment is not acceptable whether it is physical, verbal, by telephone, electronically, in writing or in person.
- Uttering a threat
- Being in possession of a weapon or replica of a weapon

Access to Schools/Trespassing:

- Students of one school must follow the guidelines for visitors when entering any other school and report to the office as stated on posted signs.
- Students are not permitted to invite or associate with unauthorized persons on school property.
- Students who cause difficulties at another school shall be disciplined by administrators in their home school.

III. RESPECT FOR SELF

Drugs and Alcohol:

- The unauthorized possession, sale or use of alcohol and/or illegal/illicit drugs on school property or at school events such as school-sponsored trips, celebrations and/or graduation is not permitted.
- Students who are deemed to be under the influence of alcohol and/or illegal/illicit drugs shall face disciplinary action.

Proper Language:

Coarse, profane or vulgar language (verbal, written or gestures) or taking God's name in vain is unacceptable.

Smoking:

Smoking is banned on school property.

IV. RESPECT FOR THE PROPERTY OF OTHERS

All persons are to treat school grounds, buildings, and contents, and the personal property of others with respect.

Academic Honesty:

Plagiarizing, cheating, copying, or knowingly and deliberately presenting the language, ideas, or thoughts of another individual as one's own work is not permitted. Consequences may include academic penalty on the assignment, test or exam, and/or further disciplinary action.

Littering:

All persons are expected to help keep the buildings, grounds and surrounding neighbourhoods clean.

Theft/Extortion/Robbery:

Theft/extortion/robbery will be treated as a serious offence. Police may be called if deemed appropriate. Further disciplinary action may be taken, including suspension and a recommendation for expulsion.

Vandalism/Willful Damage:

Anyone who destroys, defaces, or otherwise damages property will be required to make restitution where appropriate. Further consequences will be dictated by the severity of the offence and may include suspension and expulsion.