



eritas School

WELCOME TO VERITAS SCHOOL

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veritascatholicschool.com

This Handbook was written to assist you, the parent, with any questions that may arise with regards to the operation of the school. I would ask that you keep this book in a safe place for easy reference.

We feel that it is of the utmost importance for the school to communicate with the home. We attempt to keep parents well informed of what is happening at Veritas School through our annual school calendar, this handbook, and through regular newsletters that are sent home once each month.

If you have a concern or question that is not addressed by one of these publications, please do not hesitate to contact the administration at 635-3035.



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SECTION I

WHAT IS CATHOLIC EDUCATION?

“Ideally, a Catholic School is one in which God, His ways, His truth, His life, are integrated into the entire syllabus, curriculum and life of the school.”

To prepare children to live their post academic life in the community, it is not enough to impart to them information. From the very beginning they must be introduced into a Christian community - a community involving children, parents, teachers and Pastor.

HISTORY

Veritas School opened in 1959. The original site of the school was on Lakelse Avenue. The eight classrooms were moved to the present site in 1973 and attached to the newly built Administration Wing, Library and Gymnasium. A new Kindergarten Room and Staff Room were built in 1981. A new wing was added in 1997 containing a new Library, Computer Lab and Resource Room. The former Library became a new Music / Band Room.

The school was staffed for many years by the Sisters of St. Joseph of Toronto and by Frontier Apostles. The school presently relies on lay teachers and offers complete academic programs for Kindergarten to Grade Seven.

As a Group I Independent School, Veritas is eligible for B.C. Government funding of 50% of the per pupil cost in the local Public School System. Veritas School's academic curriculum fully follows the guidelines of the B.C. Ministry of Education. Our students receive a solid grounding in Religious Education, Language Arts, Science, Mathematics, Social Studies, Physical Education, Core French in Grades 5 to 7, Computers / Technology, Music / Band and Art. Learning Assistance is provided within and outside the homeroom classes. We also offer many extra-curricular sports activities and clubs.

The religious dimension of the school climate is expressed through the celebration of Christian values in Word and Sacrament, in individual behaviour, in friendly and harmonious interpersonal relationships. The Pastor of Sacred Heart Parish plays a special role in promoting the spiritual dimension of the school.

ADMINISTRATION

Authority for the operation of all Catholic Schools within the Diocese of Prince George is vested in the Catholic Independent Schools of the Prince George Diocese, a legal body incorporated in 1957 as a Society. The C.I.S.P.G. includes the Bishop, a Board of Directors, the Superintendent of Schools, and the Director of Instruction.

The administration of each parish with a school is carried out locally by the Pastor and an elected board of eight members from the parish.

PHILOSOPHY & GOALS

The primary aim of Veritas Catholic School is to enable children to grow in their knowledge, love and practice of the Catholic Faith, and to achieve their full potential in all the talents God has given them.

Our Goals include:

To provide the students with the necessary skills for speaking, reading and writing to communicate effectively and fluently

To promote an appreciation of written words, prose and poetry.

To provide activities which promote aesthetic development through the teaching of art, music, and drama in the classrooms by providing opportunities for the students to present plays, musicals, and concerts to members of the community.

To provide the basic foundations of oral and written French at the intermediate level.

To promote computer literacy.

To ensure that all students have appropriate mathematical skills for daily living and to promote mathematics as a tool for logical and critical thinking.

To promote awareness of people in time and place, historically, globally, in the wider community and in the local community.

To promote scientific thinking through an enquiry approach.

To develop skills of observation, recording, deduction and in the use of scientific methods and terminology.

To provide for the physical development of the students through regular activities and skills, which develop coordination, promote cooperation and challenge through group work and extra-curricular activities.

To foster habits of regular exercise, an awareness of fitness programs and the pleasure to be derived from physical activity as recreation.

To promote the skills necessary for further study, for personal development and to form independent judgments and make decisions. These include study skills, research skills, logical, critical and creative thinking.

To promote openness and involvement with parents.

DAILY OPERATIONS

School Timetable

School begins	8:40 A.M.	
Recess	10 : 15 A.M.	10 : 30 A.M.
Lunch Time	11: 45 A.M.	12 : 05 P.M.
Noon Recess	12 : 05 P.M.	12 : 40 P.M.
Schools ends		3 : 00 P.M.

Kindergarten Same as other

If for some reason you wish your child to leave the school grounds any time between 8:40 and 3:00 please inform us by phone or letter. All students must sign out at the office.

Supervision

Children are supervised by staff before school, during recess, lunch and after school. Children are required to stay outdoors during these times unless they have been given permission by the supervisor to enter the school. The students are requested to wait near the entrances before school commences. Supervision before and after school is as follows:

Before School, beginning at 8:20 A.M.

After School, until 3: 15 P.M.

We ask that parents assist us by assuming responsibility for their children prior to and following supervision.

Rainy Days

On light rain or drizzly days, the students will be sent out for recess and lunch. We ask that students are sent to school appropriately dressed. On days when there is heavy rain, students will be kept inside.

Absences

If your child is ill, it is expected that you, the parents, phone the school. Also a written note to the school explaining the absence is needed for our records. If necessary, parents will be contacted to verify the absenteeism. We will, after attendance is taken in the morning, contact parents of absentees who have not contacted the school, to check that the child is at home.

Illnesses

Normally, children who are too ill to go outside are too ill to be at school. Children coming to school with colds are unable to function well and provide a source of infection for other children. We ask that given this situation, parents keep their child at home.

Late Arrivals

Parents are encouraged to get their child to school on time. Students who arrive late are to report to the office and sign in. Students who are late often will be served a detention.

Hot Lunch Days

Thursday is Hot Lunch Day. Students may purchase a hot lunch provided by the Parents' Support Group. When money is sent to school, it should be put in an envelope with the child's name and grade on the outside of the envelope. We would appreciate you sending the correct change.

Field Trips

Veritas School encourages field trips that are educational and informative in nature. Parents will receive a "Student Permission Form" at the beginning of the school year that should be signed and returned to the school promptly. These will be kept on file in the office and will cover *all in town trips*. All field trips will be adequately supervised.

EMERGENCIES

Inclement Weather

In case of severe inclement weather, Veritas School will still remain open. The decision to keep students from school will be made by the parents. The school must remain open in case some students arrive without knowledge of a closure.

Medical Emergencies

Veritas School has staff trained in first aid. Minor emergencies will be dealt with at the school. In case of a serious injury, parents will be contacted to take the child for further care or an ambulance will be called and the parent contacted. Please ensure emergency phone numbers are kept up to date.

Missing Children

To ensure the safety of our children, Veritas School takes attendance in the morning and afternoon. The school will also phone parents in cases of unexplained absences. Students are supervised during recess and lunch breaks and are not allowed to leave the school grounds without permission. After school, students are supervised until 3:15 P.M. and by the office afterwards.

Fire

Veritas School prepares for fire emergencies through regular fire drills. In the case of a fire we will contact parents by phone and through the radio, and supervise the children until they are picked up.

Earthquake

Veritas School has prepared an emergency handbook for such occurrences as earthquakes or other emergencies and is available at the school. The school prepares for earthquakes through drills that are similar to fire drills but are tailored to meet the specific tasks of an earthquake or other disaster.

In the event of an earthquake,

Students are instructed that if they are coming to school unaccompanied by a parent or guardian when an earthquake occurs, they should proceed to school after the shaking stops.

Parents are asked not to phone the school following the earthquake. It is vital that phone lines stay open for emergency use. Parents may listen to local radio stations for information about the school.

Students will only be released to those people parents have listed as emergency contacts.

If you drive to the school after an earthquake, it is important that your vehicle does not block access routes potentially used by emergency vehicles.

SACRAMENTAL PREPARATION

Each year the school in co-operation with Sacred Heart Parish and the parents, assist in the preparation of students to receive the Sacraments of Confirmation, First Eucharist and Reconciliation.

Our attempt is to make these events truly meaningful for the children. Parents are encouraged to participation their child's preparation so that they can become educators in this process.

LEARNING ASSISTANCE

Veritas School is dedicated to meeting the needs of each and every child. We aim to create an environment that allows each child to reach his / her potential so that he / she can function adequately in the regular classroom. The Learning Assistance Program at Veritas School provides help to students experiencing difficulties in core subjects. Students are provided with instructional time in areas of difficulty.

VACATIONS\ TRIPS

Children are required by law to be in attendance at school during normal instruction periods. Removing children for vacation trips, other than at school breaks, is a disruption to the learning process.

If this is unavoidable, please let the principal and the teacher know, in writing at least two weeks in advance.

Make-up work, during the time the child / children are away, is the concern of the parent and student. Homework is assigned at the discretion of the teacher. This may take place before or after the trip. Please be aware that if a student is not in attendance for the required 135 days between September and May 15th, the school may lose some funding for that student.

SECTION II

STUDENT ADMISSION POLICIES

All students wishing to enter Veritas School must fill out an application form. Registration will not be considered until the application form is complete and the required documents are submitted.

Acceptance for admission to the school will be based on the policies outlined.

Priorities

Veritas will adhere to the same priorities of all Catholic Schools in the Diocese of Prince George which clearly state that preference will be given to Catholic students and / or to the siblings of students currently in the school

Proof of Catholicity

The following must be presented at the time of registration

Baptismal certificate (a copy of which will be retained by the school).

First Communion and Confirmation certificates (whenever applicable).

Registration Deadlines

Re-registration: the end of the first week of February. New registrations: as soon as possible after re-registration. New families moving to the parish may register throughout the year.

TUITION

All fees are payable cash in advance or by postdated cheques. All postdated cheques are required to be into the office by **July 4th each year to ensure a place for your child.**

Tuition Fees

Children	Monthly Tuition	Yearly Tuition
1 Child	\$185.00	\$1,850.00
2+ Children	\$252.00	\$2,520.00

BAND FEE

There are no band fees for the grade six & seven program.

SCHOOL SUPPLIES

Students in Kindergarten to Grade 3 are required to purchase all their school supplies at school.

Intermediate students may purchase all their supplies elsewhere.

Each student will be assessed a fee for supplies provided by the school.

SECTION III

VERITAS SCHOOL – AN ENVIRONMENT FOR LEARNING

We are convinced that there are specific, definable attitudes and behaviour of students, parents, teachers and School Council members identifying us as a caring community. In order for us to attain the excellence that we desire at Veritas, we ask you to read and adopt the expectations indicated below.

EXPECTATIONS FOR STUDENTS

To arrive punctually, attend regularly and behave appropriately.

To be prepared with all needed books, materials and assignments.

To be considerate of the rights of others, peers, staff and neighbours.

To make a sincere, concentrated effort to do well in studies.

To respect and comply with school regulations.

To participate attentively and reverently in all religious observances.

EXPECTATIONS FOR PARENTS

To take the initiative and leadership in the religious education of their children and to cooperate with the religious program of the school.

To set a good example for their children by practicing the Catholic Faith.

To familiarize themselves with the School Policies and to abide by them.

To cooperate with teachers for the welfare of their children.

To attend meetings called by the school.

To participate in certain school activities and events (religious, academic, social, athletic)

To attend parent-teacher interviews as scheduled.

To support the school financially.

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct.

To achieve these ends, parents, staff and students work together to create a Catholic School environment.

The basic components include:

Teachers have the right to teach. No student will stop the teacher from teaching.

Students have a right to learn. No student will stop another student from learning. Based upon the Catholic moral values and loving respect for others, students:

- Will be honest and committed to integrity.
- Will be respectful and courteous towards all teachers, staff and adults.
- Will refrain from harassment of any kind.
- Will use appropriate language.
- Will speak respectfully to and about others.
- Will complete all assignments and participate fully in class.
- Will respect all school and personal property.
- Will refrain from any deliberate disruption in the school.
- Will demonstrate good sportsmanship when engaged in all school-sponsored and extracurricular activities.
- Will adhere to the dress code.
- Will not give or receive unauthorized assistance on tests, quizzes or assignments.
- Will not leave school grounds without permission from the principal.
- Will not bring to school nor possess at school any real or toy knives, sharp objects or other weapons, matches, lighters. It is understood if this term is violated, suspension or expulsion may result

DISCIPLINE

Because it is impossible to foresee all problems that may arise, this handbook empowers the staff and administration to take disciplinary action for any behaviour (within or outside the school community) that violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

Use of Disciplinary Action

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher along with the principal will appraise the situation. They will assist in the development of a course of action to be taken to correct the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction and the severity of the offense.

Repeated infractions can result in more serious consequences, up to and including suspension and / or expulsion.

Disciplinary Measures

The following are some approved disciplinary measures.

- Counselling and/or conference with student and family
- Assignment of special tasks
- Denial of privileges
- Detention
- Probation
- Suspension (in school and out of school)
- Dismissal
- Expulsion

[Student suspension, expulsion and the appeal process – see Catholic Independent Schools, Diocese of Prince George (CISPG) Policies, June 2001]

PARENTAL COMPLAINTS

A parent with a complaint should contact the person in question first, if at all possible.

If no solution to the problem is found, the parent may contact the principal.

If the parent is not satisfied with the action taken, he/she may bring the matter, in writing to the School Council

If the parent does not receive satisfaction from the above, an appeal in writing may be made to the Board of Directors of the Society.

The decision of the Board of Directors of the Society on the matter shall be binding to everyone involved.

[Policy Manual for the Catholic Independent Schools of the Diocese of Prince George]

PHYSICAL EDUCATION

No child will be allowed to participate in Physical Education classes without the following:

A cloth bag, big enough to hold gym shoes and clothes and marked with the student's name.

T-shirt and sports shorts of *proper length* that are both roomy and comfortable enough for all school sports.

Proper gym shoes.

No jewelry should be worn during Physical Education classes.

PLAYGROUND RULES

Co-operative play is expected at all times.

No vulgar language.

No rough games.

No pushing or shoving - "play fighting".

No skateboards, roller blades or electronic toys are to be brought to school.

Cell phones & mp 3 players must be handed to the teacher or office and retrieved at the end of the day

No throwing snowballs.

All bicycles are to be walked to the stand. No riding bicycles on school property.

LUNCHTIME RULES

Students usually bring bag lunches to school. These are eaten in the classroom at the students' own desk.

Unless written permission is obtained from parents, students are to remain on school grounds during lunch hour and all recesses.

BUSES

Bus students *do not* have permission to leave school grounds prior to the bell and are to remain on the school grounds, near the front entrance of the school, until the 3:10 P.M. or the 3:20 P.M. bell has rung.

AFTER SCHOOL

All students waiting for rides or buses must wait by the front entrance of the school or in the fenced area only.

All other students should leave school property as soon as they have been dismissed.

The playground equipment areas are not to be used after school.

TELEPHONE CALLS

Students have permission to use the telephone only at the discretion of the principal, secretary or teacher.

SCHOOL BAGS

Each student *must* have a school bag to protect his or her books from inclement weather, etc.

DRESS CODE

We request that the following *not be worn*

Halter tops, sun dresses, spaghetti straps

Inappropriate skirt / dress / shorts length (no more than 3 inches above knee cap)

Make-up

Outside footwear during class

Jeans with rips and holes in them

Tank tops, mesh shirts or short T-shirts

T-shirts portraying heavy rock music, skulls or offensive

slogans

Earrings worn by boys

Our school promotes a Christian lifestyle and our mode of dress should portray these Christian values and attitudes.

BICYCLES

Students riding bicycles to school are required them to obey the traffic safety rules that apply to automobiles. Students are expected to walk their bicycles when on school property. Please ensure that bicycles are secured with a lock as the school cannot be responsible for lost or stolen bikes.

Remember that skateboards, skates, scooters and roller blades follow the same rules as the bicycles at school.

VISITORS | VISITS TO THE CLASSROOM

For the safety and security of each child, all parents and other visitors are requested to enter the building through the front entrance (closest to parking lot) and to check in with the school office before going into other parts of the building.

Parents must make arrangements with the teachers to visit their child's classroom during the school day.

If parents wish to speak to a teacher during the school day they should call the school office. The teacher will return the call as soon as possible. We appreciate parents who make appointments to meet with teachers so the instructional day, which begins at 8:40 AM is not interrupted.

PARENT PARTICIPATION PROGRAM

Each family of students attending Veritas is expected to give 10 hours of time per year to the school: this amounts to one hour per month. This can be achieved in numerous ways. i.e. PSG meetings, field trips, driving etc. A June post-dated cheque deposit of \$100 is asked at the beginning of the school year, or at the time of paying your next year's tuition, and returned at the end of the year if 10 hours is completed. This program is self monitored with an honor system. A binder is available at the office that will list the class, name, jobs and time. Parent initial beside their child's name and state the time involved.

SECTION IV

VOLUNTEERS

Our school is your school and, as such, parents are encouraged to volunteer in the school in any of the following ways: classroom volunteer, hot lunch volunteer, field trip volunteer, fund raising volunteer, driver volunteer, etc. If you are able to volunteer please contact the school or your child's classroom teacher. PLEASE SEE PREVIOUS PARENT PARTICIPATION PROGRAM

Please remember that all volunteers will be required to complete a criminal record check and that the appropriate forms are available at the office.

PARENT SUPPORT GROUP

The role of the Parent Support Group is to support the principal and school staff in meeting the needs of the students at Veritas School.

Financial and Physical Support shall be provided by:

Conducting fund raising functions and programs to aid in the provision of additional educational, recreational and cultural development for the students of the school.

Involving as many parents or guardians of the students as possible and encouraging new parents to become a part of the school community.

The Support Group operates under the following limitations:

The actions of the Parent Support Group shall be in accordance with the policies established by the School Council of Veritas School.

The Group shall not be involved in the day-to-day operation of the school. These matters remain the responsibility of the principal and the teaching staff.

The general membership shall be free to make suggestions regarding expenditures. However, in order to avoid conflicts, all fund raising projects and the disposition of funds raised for the school will be subject to the approval of the principal and the School Council.

HOT LUNCH DAY

Hot Lunch Day is a major part of the Parent Support Group fund raising efforts each year. Every Thursday students may purchase a hot lunch. It is a terrific way to meet other parents in the school. Those parents who are interested in volunteering are asked to please contact the school office 635-3035.

MASSES & CELEBRATIONS

One of the most integral parts of our school community is the celebration of Masses. Parents are more than welcome and are encouraged to attend our Masses and Celebrations.

VERITAS SCHOOL CALENDAR 2010 / 2011

4836 Straume Avenue, Terrace, B.C. V8G 4G3
Phone (250) 635-3035 Fax (250) 635-7588

Standards

A.	Number of days in session	190
B.	Number of days in Instruction	181
C.	Number of Non-Instructional Days	9
D.	Dates of Holiday & Vacation Periods	
E.	School Opening Day	September 7, 2010- 11a.m dismissal

Dates of Holiday & Vacation Periods

➤	Thanksgiving Day	October 11, 2010
➤	Remembrance Day	November 11, 2010
➤	Christmas Vacation	December 20– Jan. 3, 2010-11
➤	School re-opens	January 4, 2011
➤	Spring Break	March 21 – March 25, 2011
➤	School re-opens	March 28, 2011
➤	Good Friday	April 22, 2011
➤	Easter Monday	April 25, 2011
➤	Victoria Day	May 23, 2011
➤	Last Day for Students	June 24, 2011
➤	School Closing Day	June 28, 2011

F. Length of School Day

➤	Grade K – 7	8:40 AM – 3:00 PM
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NON – INSTRUCTIONAL DAYS

September 22-24, 2010	Diocesan Catechist Assembly
November 26, 2010	3 – Way Conferences
February 11, 2011	Professional Development
March 11, 2011	3 – Way Conferences
May 13, 2011	Professional Development
June 27,& 28, 2011	Planning & Admin Day

***EARLY DISMISSAL DAYS (HALF DAYS FOR STUDENTS ONLY- STAFF CONTINUE TO WORK)**

September 7, 2010	11:00 AM Dismissal
October 1, 2010	Half Day
November 5 & 25, 2010	Half Day
December 3 & 17, 2010	Half Day
January 7, 2011	Half Day
February 4, 2011	Half Day
March 10 & 18, 2011	Half Day
April 1, 2011	Half Day
May 6, 2011	Half Day
June 3 & 24, 2011	Half Day