



**Teaching Values
For a Lifetime**

**Handbook
for
Students and Parents**

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**Approved by Education Commission
May 2009**

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MISSION STATEMENT

We are a faith community with diverse talents and common beliefs, guided by the Holy Spirit, striving to live the Gospel message. With a spirit of mutual respect and collaboration, we create a nurturing environment to help children grow spiritually, mentally, emotionally, and physically. We guide them to embrace differences and prepare them to be life-long learners who work for a better world, now and in the future. As educators, we accept the challenge of our ministry to further the Kingdom, exhibiting love of children, faith, and learning. (May 1999)

PHILOSOPHY

St. Helen is a parochial school in the Catholic Archdiocese of Cincinnati. Following the Catholic educational tradition, the school...

- strives to guide the whole person to his/her fullest potential by promoting the spiritual and intellectual development of each student in a value-centered environment
- is committed to quality education of children in partnership with parents, Church, and the community
- seeks to motivate students to live a life of faith by nurturing a sense of community and providing opportunities to work toward the betterment of the world
- strives to model the values of respect, reverence and responsibility, and promote acceptance of the uniqueness of all persons. (May 1999)

ST. HELEN SCHOOL TECHNOLOGY MISSION & VISION STATEMENT

St. Helen School strives to offer a Christ-centered program, which includes teaching the message of Christ, the building of community, and Christian service. Living in a new media age requires the use of new technologies to enable students and teachers to become life-long learners, proficient in the skills necessary to succeed in an ever-changing world.

We will continually implement and support innovative media to enhance the curriculum.

ADMISSION POLICY

1. No student will be excluded from St. Helen School solely because of race, color, religion, sex, national and ethnic origin, or ancestry.
2. Families having children in the school in grades K-8 the previous year will have first priority on admission the following year.
3. Students new to the school will be accepted for admission based upon the following priorities:
 - a. Children of registered parishioners
 - b. Children whose families are members at another Catholic parish
 - c. Children of non-Catholics
4. If space is not available, parents may place their children on a waiting list. Priority on the waiting list will follow the same criteria listed above. The date of registration in

the parish and the date of registration on the list will be used to place students if necessary.

5. In no case will students already enrolled in grade 1-7 be excluded from the school in order to make room for new students in the parish. However, continued non-payment of school tuition and school fees and/or previous discipline warnings will be a deterrent to re-admittance. All admissions/readmissions are for one year only.
6. St. Helen Elementary School exists primarily to offer quality Catholic education to its students. Therefore, all students are required to participate in formal Catholic religious education classes.
7. All children entering Kindergarten must be five years old by September 30 or have successfully passed designated testing. All children entering the first grade must be six years old by September 30, or have successfully passed designated testing.
8. All new students registering for St. Helen Elementary School must meet the minimum state academic competencies for the grade level for which he/she is seeking entrance. Therefore, each new student will be required to take an entrance test to determine proper placement in the school program. These tests will help determine your child's needs.



REGISTRATION

Registrations are taken annually in the spring for the following school year. It will be assumed that those who do not register do not intend to send their children to St. Helen's for the next year. Therefore the child's place will be given to someone else who registers on time. A \$50 non-refundable registration fee per family is required at the time of registration. All fees must be paid in full by the end of the school year to guarantee a registration for the upcoming year.

All students accepted into the school are required to have proper immunizations in accordance with established regulations from the state of Ohio. At the time of registration, the following information is required:

1. Birth certificate (in compliance with Section 3313.672 of Senate Bill 321)
2. Copy of Baptismal Certificate (if the student is Catholic and was not baptized at St. Helen)
3. Immunization Records
4. Legal custody papers (if applicable).



TUITION AND FEES

Tuition is recommended by the Parish Finance Committee in cooperation with the Education Commission and approved by the Parish Council. This tuition rate is sent to each family along with the registration form in the Spring.

There are two separate tuition rates. One is for families who are registered members of St. Helen Parish. One applies to families who are not registered members of the parish.

Parishioners who wish to qualify for reduced tuition rates must meet the following criteria:

1. Be registered members of St. Helen Parish
2. Participate regularly in the prayer life of the community, especially Sunday Eucharist
3. Volunteer some work annually according to age and circumstances
4. Use offertory envelopes on a regular basis to give moral and financial support to the parish.

TUITION COLLECTION POLICY

Parents may choose one of the following options for tuition payment schedule:

1. Pay all at one time before school opens
2. Pay by semester—August and January
3. Pay bi-monthly—August, October, December, February, and April.
4. Pay monthly—in 10 payments, first payment due by designated date in August and the rest by the 1st of the month from September 1 through May 1.

Regardless of the schedule chosen, payment must be kept current.

The following tuition policies apply:

1. Any family who does not have their first tuition payment paid by the August deadline will lose their registration fee and their child(ren)'s name will be removed from class lists to accommodate new registrations. To have their child(ren) put back on class lists, they must pay \$50 to re-register their children.

2. New families who register after the August deadline for the first payment, must pay both the \$50 registration fee and the first tuition payment at time of registration.
3. Registration fees are non-refundable. Families who withdraw their child(ren) after having paid the first tuition payment will forfeit the first month's tuition payment. Exception: families who receive military orders, or move out of the Miami Valley.
4. Dates when tuition payments are due are listed on the Tuition Payment Plan form that every family signs and returns with their registration fee. Reminders are put in the School Newsletter. If a family is delinquent with tuition, and has not notified the office **in writing**, indicating when payment will be made, an additional \$50 charge will be added to the tuition due. A grace period of five calendar days from tuition due date will be given. Failure to make payment on date indicated when extension is requested in writing, will result in the \$50 charge.

Please note this additional charge of \$50 will apply if checks are returned from the bank indicating insufficient funds. To avoid this, either send (in writing) when payment will be made, or send the check and attach a note indicating you have postdated it and it will be held until that date.

Parents who have not kept current on tuition payments will receive a letter to communicate with the school by a given date, or children will be excluded from school. It is not the intent of the Administration to exclude children from school, but to emphasize to parents the need for them to contact the school office to make other arrangements when they cannot make their tuition payments on time. Quarterly report cards will not be released until tuition is brought up to date.

All payments made after May 10th must be made in cash.

TUITION ASSISTANCE

Assistance is available to parishioners who would otherwise be unable to send their children to St. Helen School. Eligibility criteria are:

1. Be registered members of St. Helen Parish
2. Participate regularly in the prayer life of the community, especially Sunday Eucharist
3. Volunteer some work annually according to age and circumstances
4. Use offertory envelopes on a regular basis to give moral and financial support to the parish.

Parents who wish to apply for tuition aid can obtain an application (PSAS—Private School Aid Services) which provides a needs assessment for distribution of tuition aid. There is a processing fee and applications are due by April 1. Families will be informed of eligibility/amount of aid by mid June.

WITHDRAWALS

Families moving out of the Parish and/or withdrawing from school should notify the school office at least five school days before the child/children's last day. Parents must sign a school release form before records can be transferred to the new school.

All records are mailed to the receiving school. Tuition must be current. If it has been overpaid, it will be refunded. No academic records will be forwarded unless past due tuition payments and/or other financial responsibilities are discharged.

SCHOOL DRESS CODE

The intention of a Uniform Dress Code is to aid in maintaining an atmosphere in the school that is conducive to study and learning. With this in mind, the Education Commission has adopted a Uniform Dress Code for St. Helen School. **PLEASE MARK ALL SCHOOL CLOTHES WITH STUDENT'S NAME.**

The following is the dress code:

GIRLS

Jumpers:

Grades K-3 Plaid jumpers from Education Apparel.

Grades 4-8 Skirt from Educational Apparel, that are already owned, must touch the top of the knee, uniformly all the way around. No skirts will be available for purchase as they are being phased out. Please note the schedule for this:

2010-2011: Grades 4-8 girls may wear skirts already owned

2011-2012: Grades 5-8 girls only may wear skirts

2012-2013: Grades 6-8 girls only may wear skirts

2013-2014: Grades 7 & 8 girls only may wear skirts

2014-2015: Grade 8 girls only may wear skirts

2015 and beyond no skirts will be permitted

****Shorts worn under skirts and/or jumpers must not be visible.

Slacks:

Grades K-8 Navy blue, uniform style, straight-leg dress pants. No denims, washed-out, low-cut, flared, or designer styles. No cargo pants (no additional zippers, pockets, or loops on the legs). Trousers may be purchased from the uniform company (Educational Apparel). They may also be purchased from the uniform section of a department store or catalogue, provided they match those from the uniform company in style and color.
NO DENIM JEANS.

Blouses/Shirts:

Grades K-8 White or light blue round or pointed collar blouse, long or short sleeves, or shirt or light blue "golf" shirt. Shirts must be tucked in. No colored garments may be worn under uniform blouse, shirt, or tee shirt.

BOYS

Trousers:

Grades K-8 Navy blue, uniform style, straight-leg dress pants. No denims, washed-out, low-cut, flared, or designer styles. No cargo pants (no additional zippers, pockets, or loops on the legs). Trousers may be purchased from the uniform company (Educational Apparel). They may also be purchased from the uniform section of a department store or catalogue, provided they match those from the uniform company in style and color. NO DENIM JEANS.

Shirts:

Grades K-8 Solid colors, white or light blue. **Shirts must have a collar and be tucked in at the waist.** They may be knit or dress shirt style, long or short sleeve. **Shirts must be tucked in.** No colored garments may be worn under uniform shirt.

GIRLS AND BOYS

Sweater:

Grades K-8 Plain navy blue or white, cardigan or pullover.

Sweatshirt:

Grades K-8 Official St. Helen sweatshirt sold by PTO (crew neck or hooded) or sweatshirt with the plaid lettering on the front (available through uniform company) may be worn.

Tee shirts:

Grades K-8 Should be plain white with no writing or pictures showing through. Sleeves may not be longer than the outer shirt. No colored Tee shirts may be worn under uniform blouse or shirt.

Socks:

Grades K-8 Must be worn and must be plain white or navy only. Plain white or navy tights may be worn.

Shoes:

Grades K-8 Athletic shoes are preferred for wear with the uniform because they are safer. Any gym shoes or other shoes worn with black soles must be non-marking (those are identified as such when purchased). Some footwear can be very hazardous, especially on the playground. For this reason, flip-flops, clogs, thongs, sandals, heelys (skate shoes), crocs, as well as shoes or boots with higher than normal heels, are not permitted.

Walking Shorts and or Skorts:

Grades K-8 Plain solid navy blue, cotton-poly waist-level shorts or skorts are required (no shorter than 3 inches above knee). Shorts or skorts may be purchased from the uniform company (Educational Apparel). They may also be purchased from the uniform section of a department store or catalogue, provided they match those from the uniform company in style and color. During the months of August through October and April through May, walking shorts or skorts will be allowed as part of the dress code.

Gym Clothes

Students must bring a crew neck, solid color short or long-sleeved tee shirt. Shorts must be the same length as the uniform shorts.

Jewelry:

Grades K-8 No jewelry is permitted except one small ring, one wrist watch, and one religious necklace (cross, dove, scapular, saint medal, or some other

acceptable Christian symbol). No pocket chains. Earrings, if worn, are to be very small and non-dangling. Piercing, other than of the ear lobes, is not permitted.

Make-up:

Grades K-8 No face make-up, body make-up, tattoos, or lipstick permitted; this includes wearing of nail polish. No false or artificial fingernails are permitted.

Hair:

Grades K-8 Hair styles and color should be moderate with hair out of the eyes, so they do not cause distractions or interfere with learning during the school day. Boys' hair length will be shoulder length or shorter. Hair dyeing in unnatural colors and false hairpieces are not permitted.

Perfume/Cologne:

Grades K-8 No perfume, cologne, or strongly-scented hand or body lotion may be worn out of consideration for all of those who suffer from allergies and asthma. In addition, aerosol deodorants may not be used in school because of air-borne particles which will agitate some allergies and asthmatic problems.

All students are expected to come to school clean, neat and well-groomed.

Oversized clothing of any kind is not in compliance with the School Dress Code. Any student who is not in compliance with the St. Helen School Dress Code will be issued a Notification Slip (Attachment A p. 32) stating the details of the violation. This will be signed by the parent and returned to school. Subsequent violations will result in a detention being given and a notation will be made in the appropriate area on the student's report card. Repeated noncompliance will result in referral to the principal and parent notification.

Dress Code Violation/Consequences (of any sort or combination).

1st offense: verbal warning

2nd offense: School Dress Code Notification Slip sent home to be signed by parent and returned

3rd offense: Conduct Detention issued

If a student receives 3 Conduct Detention for Dress Code violations, a conference will be held and In-School Suspension (ISS) will be assigned. The next infraction following ISS will result in a conference with the parent, student, teacher, and principal, during which a Behavior Contract will be developed. The Contract will include next steps that will follow for further infractions (a second ISS, Out-of-school suspension, or expulsion are possible next steps).

All detention/consequences are erased at the end of each quarter.

Any extreme violation will be sent home until corrected. Time missed from school will be an unexcused absence or absences.

OUT OF UNIFORM

1. School out of uniform days are announced in advance and guidelines given by the staff. On these days, students may wear street clothes, including jeans. Shorts may only be worn according to established guidelines August through October and April through May. Extreme styles of clothing are not to be worn. This includes extremely short clothes, spaghetti-strap garments, baggy or over-sized clothes, midriff-baring or see-through clothes, tank tops with nothing underneath them, or clothing that reveals undergarments. Shoes with socks or hosiery must be worn. Conservative dress is encouraged and extremes in dress will not be permitted. Clothing must not reflect un-Christian attitudes, alcohol, tobacco, drugs, sex, violence, inappropriate or derogatory messages. The administration reserves the right to make the final decision on appropriate attire. Students who choose inappropriate clothing on out of uniform days will call home for a change of clothes. If no change is available, a clean uniform will be supplied.
2. If for some reason there is a necessity for a student to be out of uniform on a day other than announced out of uniform days, a note from the parent is requested.

DISCIPLINARY CODE

All actions should reflect respect for God, self, others, and property. Learning cannot occur where discipline is lacking.

In order to foster attitudes, activities, and an atmosphere conducive to scholastic and behavioral growth, the development of self-discipline is a high priority. The discipline plan advocates that teachers utilize a systematic approach which enables them to set firm consistent limits for the students while at the same time remaining cognizant of the reality of the student's need for warmth and positive support. Simply put, the children are given "expected behaviors", the consequences, and positive rewards. In most classrooms, pupil input and suggestions are considered in drawing up a list of expected behaviors. The rationale behind a good discipline plan is that teachers have the right to establish a classroom structure and routine that provides the optimal learning environment, encourages appropriate behavior from students, and supports positive social and educational development of the child.

Please read and discuss with your children the following guidelines that apply to all:

The Educational Environment

Students must always remember that their behavior in the school building cannot interfere with, or conflict with, their education and/or the education of any other student(s).

Respect for Self and Others

Students are expected to show respect for God, self and others.

Respect and Liability for Property

Respect for school and other property must be maintained. Lockers are school property and are under the jurisdiction of the school. The school personnel reserves the right to inspect any locker at any time.

CAFETERIA

Respect and obey cafeteria workers
Take all necessary items
Stand in proper line—no cuts
Buy lunch/milk before going to table
Talk in moderate tone; use proper manners
Walk
Clean up eating area and dispose of trash properly

PLAYGROUND

Respect and obey playground supervisors
Respect fellow students
No food/drink may be taken outside the cafeteria
No pushing, shoving, kicking, fighting, throwing snowballs or inappropriate objects, etc.
Use appropriate language and actions
Use equipment properly
Play cooperatively in assigned areas
Stop play when bell rings and walk to line

NO GUM, ELECTRONIC DEVICES (i.e. cell phones, beepers, pagers, portable CD players or headsets, etc.), WHITE OUT, BREATH SPRAY, OR SPRAYS OF ANY TYPE, ARE PERMITTED ON SCHOOL PREMISES.

The following acts of misconduct by a student on school premises, or off school premises at any school sponsored activity, shall constitute sufficient cause for disciplinary action.

- Disruption of the school environment or school-related or school sponsored activities
- Repeated acts of misconduct
- Failure to accept corrective action or discipline
- Insubordination
- Harassing conduct includes, but is not limited to:
 1. Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that related to race, color, religion, gender, national origin, age, or disability
 2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability, and is circulated within or placed on walls, bulletin boards, or elsewhere on premises
- Violence/Threatened violence
- Assault
- Abusive language toward school personnel, volunteers, students, and/or visitors
- Vulgarity or Profanity
- Possession of a weapon or look-alike weapon

- Tobacco and/or alcohol or any look-alike substance (use, attempted use, possession, sale, attempted sale and/or transmission)
- Drugs, hallucinogens, controlled substances or look-alikes (use, attempted use, possession, sale, attempted sale and/or transmission)
- The possession of, or setting off or ignition of fused devices or incendiary devices such as fireworks, stink bombs, etc. or look-alikes
- Theft or Vandalism— Property to be restored in kind
- Truancy
- Belonging to a gang, identified as a gang member, displaying gang activity, or displaying gang hand symbols or markings on their books, belongings, or person
- Leaving school premises without permission of the principal or designated person in authority

Disciplinary action includes, but is not limited to, written or verbal warning, detention, suspension, and/or expulsion.

DETENTION

In the majority of cases, the consequence of inappropriate behavior will be a detention. When detentions are issued, the parent is required to sign the form and students are to return it the following day. This guarantees parents are notified and those students are never detained without parental knowledge. The date and time the student is to serve his/her detention will be marked on the detention form. In the event a student fails to return the signed detention form, the length of time stated on the original detention will double.

If a child serving detention is not picked up at the specified time, he/she will be sent to Extended Care and appropriate fees will be assessed. Because no supervision of other siblings is permitted or should be expected while a brother or sister is serving detention, they will be sent to Extended Care and charged the appropriate fees.

Academic detentions are issued to students for irresponsibility regarding such matters as non-submission of homework, lack of class materials, or inattention to due dates for assignments.

Academic Disciplinary Code

For Grades 4-6: 5 missing assignments in any combination of subjects will result in an After-school Academic detention.

For Grades 7-8: 3 missing assignments in any one subject or 5 missing assignments in any combination of subjects will result in an After-school Academic Detention.

3 Academic Detentions will result in a conference with teacher, parent, student; purpose of conference will be to alert parent of problem and notify them of the next step which will be In-School Suspension.

Subsequent infractions following the conference will result in the student being assigned to In-School Suspension, with a fee of \$50.00 charged to pay the person hired to supervise him/her for the day.

The next infraction following the In-School Suspension will result in a conference with the parent, student, teacher, and principal, during which a Behavior Contract will be developed. The Contract will include next steps that will follow for further infractions (a second ISS, Out-of-school suspension, or expulsion are possible next steps).

All detention/consequences are erased at the end of each quarter.

Conduct detentions apply to various behaviors related situations with consequences as follows:

Conduct Consequences:

First offense: verbal warning

Second offense: Conduct Detention will be issued

After 2 Conduct Detentions, **conference with teacher, parent, and student** will be held. The purpose of conference will be to alert parent of next step which will be In-School-Suspension.

3 Conduct Detentions = In-School Suspension

Subsequent infractions following the conference will result in the student being assigned to In-School Suspension, with a fee of \$50.00 charged to pay the person hired to supervise him/her for the day.

The next infraction following In-School Suspension will result in a conference with the parent, student, teacher, and principal, during which a Behavior Contract will be developed. The Contract will include next steps that will follow for further infractions (a second In-School-Suspension, Out-of-school suspension, or expulsion are possible next steps).

All detentions/consequences are erased at the end of each quarter.

If negative behavior is extreme (verbal abuse, physical abuse, destruction of property, endangering others), the detention step will be skipped and the student will go straight to ISS. A conference with teachers, principal, parents, and student will be held to discuss the next step.

Suspension will occur under certain circumstances. At times an in-school suspension may be required. Students serving an in-school suspension will pay \$50 to pay the person hired to supervise them.

The Administration reserves the right to carry out disciplinary measures for any offense of misconduct related to school nature, even though not mentioned specifically in the list above. The principal is the final recourse in all disciplinary matters, and can waive any and all regulations for just cause at his/her discretion.

ACADEMIC INTEGRITY

St. Helen is a school dedicated to nurturing and developing each individual student's ideas. As such, we encourage individuality and require academic honesty. No plagiarism, cheating, forgery, or enabling, as defined below, will be tolerated.

Plagiarism

Taking and using the thoughts, writings, inventions, etc., of another person as one's own. This includes using the words or ideas of a published source without the proper citation. There is a specific discipline policy for plagiarism (see Attachment B), which can result in suspension or expulsion.

Cheating

Looking at, borrowing, or copying another student's work on a test, quiz, homework, or any other assignment; using a textbook, notebook, or "cheat sheet" on a test when it is not authorized.

Forgery

Falsifying a parent/guardian signature on any notice, form, report, etc.

Enabling

Allowing your homework, test, or any other assignment to be copied and/or turned in by another student; knowing cheating is going on and not reporting it.

SCHOOL HOURS

First Bell	7:55 A.M.
Tardy Bell	8:00 A.M.
Lunch Period	30 minutes
Dismissal	2:15 P.M.



Late pick-up **After 2:30 P.M. students will be sent to Extended Care and appropriate fees will be assessed.**

Students who are dropped off before 7:35 A.M. will be sent to Extended Care and appropriate fees will be assessed. We are concerned about the safety and well-being of your children and ask your cooperation in this matter.

All students are to vacate the premises at 2:15 P.M. with the exception of students who are directly under the supervision of a teacher. Students need to have prior permission of parent and teacher to remain after school, otherwise students will be sent to Extended Care and assessed the appropriate fees.

STUDENT SECURITY

Students moving between buildings will not travel alone.

BUILDING ACCESS

All visitors, including parents, guardians, presenters, will report to, sign in, and receive a visitor pass at the office.

ATTENDANCE

Under the guidelines set down by the State of Ohio, no student is to be excused from attending school unless sick, exposed to a contagious disease, or, upon request, excused for a limited amount of time for medical examination, emergency, or a bonafide situation which enhances the educational or cultural growth of that student.

Excused Absences

Excused absences from school are those due to illness, medical appointments, death of a family member, or attendance at a funeral. We *strongly* discourage medical appointments during school hours, but with a doctor's note will be excused.

Unexcused Absences

Unexcused absences are all other absences. Any student that accrues more than ten (10) unexcused absences during a year may receive a detention, community service, in-school suspension, or possible retention. Vacations are considered unexcused absences.

Students are not permitted to leave the school grounds without approval from the school office. Students who leave without permission are subject to disciplinary action, which may include suspension.

ABSENCE AND TARDINESS

If your child is absent or will arrive late to school, please call the school office using the voice mail before 9:00 A.M. The number to call the school is 254-4789 extension 400. If the student will be absent for a prolonged illness, please indicate the date when the student is expected to return. Daily phone calls are unnecessary in the case of an extended absence.

Upon returning to school, the student must submit to the homeroom teacher a written explanation of the absence which has been signed by the parent/guardian. The note should state the day(s) absent and the cause of the absence.

Unreported Absences

In the case of an unreported absence, school personnel will phone the parent or guardian at the numbers listed on the emergency form on file in the school office. If no contact is made (by personal conversation or voice message) by the end of the day the child is absent, a postcard will be mailed to the student's home notifying the parent/guardian of the absence.

Excessive Absences

Consistent or excessive absenteeism will be monitored. If excessive absence occurs, a doctor's note will be required. Students who accrue twenty (20) days absence or miss 15% of any subject during an academic year may receive an automatic "F" or "U" in applicable subjects, a detention, community service, in-school suspension, or retention.

Extended/Arranged Absences

In the case of an extended, arranged absence (i.e. out-of-town funeral, etc.) the parent/guardian is to notify the school through a note to the homeroom teacher at least one day in advance, when possible. The note should state the dates the student will be absent, the reason for the absence and the date the student will return to school. If a note is not possible, please communicate the information to the absentee voice mail extension.

Late Arrivals

Students who are not present in homeroom at the 8:00 A. M. bell, **except** for those riding a late bus, will be marked tardy. Students arriving late to school **must bring a note of explanation**, signed by the parent/guardian, and report to the school office. Admit slips will then be issued to the tardy student. Students who arrive after 10:00 A.M. will be counted absent for a half day rather than tardy.

Excessive Tardiness

Consistent and excessive tardiness will be monitored by the school office, and parents contacted. It is the parent's responsibility to get children to school on time.

EARLY DISMISSAL

When a student is to be dismissed early from school, the parent/guardian is to notify the school through a note to the homeroom teacher. The note, signed by the parent/guardian, should state the time of early dismissal and the reason for the absence.

The student will be dismissed from the school office. Under no circumstances will students be dismissed directly from the classroom.

TRUANCY

Truancy is declared when a student is absent from school without school authorization and parental consent. Leaving the school during the school day, without the approval of the principal, will be treated as truancy. A pattern of truancy will be reported to the appropriate authority. A student who is truant is subject to disciplinary action, which may include suspension.

CURRICULUM

St. Helen School follows the Graded Course of Study for Elementary Schools which is provided by the Archdiocesan Office of Educational Services. This document contains the Philosophy of Education approved by the Archdiocesan Commission on Education and proceeds to the broad Program Philosophies, Program Goals, Program Objectives and Subject Objectives for each of the following areas of study: **Religion, Language**

Arts, Mathematics, Science, Social Studies, Music, Technology, Physical Education, Health, and Art. A copy of this document is on file in the office and is available for review by any parent/guardian.

St. Helen School meets or exceeds the Minimum Standards set by the Ohio State Department of Education.

TESTING PROGRAM

St. Helen School participates in the testing programs specified by the Archdiocesan Superintendent and the State of Ohio. Assessments results will be communicated to parents, students, and appropriate stakeholders.

Assessment results will be reviewed instructional purposes, as well as for intervention, guidance, grade-promotion decisions and evaluation. In addition to standardized testing, multiple and appropriate assessments aligned with the student curriculum will be utilized to measure student progress.

TEXTBOOKS

All textbooks are approved by the Archdiocese for use in parochial schools. At least every five years, textbooks for each subject area are review by the school curriculum team. The curriculum team is composed of subject area teachers and the principal.

A list of students and the texts they have been assigned is maintained for each class. Students who lose their books will be assessed the value of the book. Students will also be charged for books which are defaced, marred or destroyed while in their possession.

Books are to be covered at all times. Covers must be provided by the student. A book bag must be used whenever books are taken home.

BOOKBAGS OR BACKPACKS

Backpacks with wheels are not permitted for use by students in grades K-4. Backpacks (not suitcases) with wheels are permissible for use by students in grades 5-8. However, they must be able to fit in the student's locker (28" H x 14" W x 13 1/2" D). When students in grades 5-8 change class, use of backpacks is not necessary or permitted.

HOMEWORK

Homework is an outgrowth of class work. It should not contain new material that has not been covered in class except when the student's ability level warrants experimentation into new areas. Students can expect to have some type of homework each week night. If specific work has not been assigned, students should review notes, practice basic skills, or prepare for a long-term assignment/project.

Parents/guardians can assist their children with homework in several ways:

1. Provide a study area for your child that is free of distraction.
2. Set aside a specific time during which homework is to be done, preferably the same time each day.
3. Insist that book bags are packed and ready for the school the night before.

4. Provide your child with an assignment notebook and the necessary supplies that will help your child become organized.
5. Allow your child the opportunity to do his or her own homework. Remember that homework is the responsibility of your child. However, do communicate with your child regarding daily assignments, long range assignments and various other projects that may be required of them. Some students require stronger supervision than others.



6. Contact the teacher if your child spends an excessive amount of time, on a consistent basis, doing homework.

Homework Time Guidelines

The amount of time a student spends on homework will vary from student to student, but the following serves as an approximate guide:

Grade 1	20 minutes per night
Grades 2 and 3	30 minutes per night
Grades 4, 5 and 6	45-60 minutes per night
Grades 7 and 8	60-90 minutes per night

ASSIGNMENTS DURING ABSENCES

Students who are absent are required to make up missed assignments. A student who is absent due to illness will not be expected to complete school work while ill. Upon returning to school, **the student is responsible for taking the initiative to find out what work must be made up. The student will be permitted the same number of days to make up assignments as he/she was absent unless the absence is unexcused: i.e. vacation.** Teachers will discuss the assignments with the students upon their return and decide upon a completion deadline, relative to the length of absence and the nature of assignments missed. Assignments not completed by the deadline will be treated as missing assignments. Students may be held responsible for tests which are given on the day of return if the assignment was made prior to the absence.

A student out of school for **three consecutive days or longer** may request homework assignments by having parents/guardians call the office. Assignments will be **available for pick-up 24 hours after the request has been made.** If absent less than three days, the student should contact another student in the class for assignments. For unexcused absences: any tests, projects or long term assignments are due the day the student returns.

Teachers are not required to prepare work in advance for students who will be absent due to family vacations or emergencies. Teachers are not responsible for reteaching material covered while a student is gone. This becomes the responsibility of the parent/guardian.

Students who leave or are taken out of class for personal or school-related reasons (i.e. band, servers, cantors, LAE, medical appointments, etc.) are responsible for making up work missed while out of class. It is the student's responsibility to find out what material has been covered and what assignments have been given.

PROMOTION POLICY

In order to be promoted to the next grade level, the student must demonstrate competency in meeting the subject area objectives as stated in the Archdiocesan Graded Course of Study.

In addition, for promotion from the eighth grade, students must have successfully completed one year of American History and one-half year of Ohio studies.

The teachers and principal will consider the following factors in making promotion decisions:

1. The student's cumulative average in each of the following subject areas: Religion, Reading, Language Arts, Math, Science and Social Studies.
2. The Student's basic skill development in reading, written expression, and math computation.
3. The student's work habits and organizational skills.
4. The student's physical and social development.

If a student is failing to make normal progress, the teacher will be in communication with parents so that the school and home may cooperate in helping him/her achieve greater success. Parents of students in grades 4-8 will be able to access grades through a program on our website entitled "Progress Book." If there is the possibility of retention, parents will be notified by the end of the third quarter.

SUMMER TUTORING

Students whose year end average is "D-" or below in any academic subject will be required to receive tutoring by a certified teacher during the summer. The minimum amount of summer tutoring is 10 (ten) hours per subject. Academic assessment must be provided by the tutor before the start of the next school year. Parents will receive communication if their child/children are in this situation.

REPORT CARDS

In grades 1-8, report cards are issued four times a year. In kindergarten, report cards are issued three times a year. Parents, as well as children, should study the code used in reporting and evaluate the student's progress. Space is provided on the card to request an appointment if a conference is desired.

All tuition, fees, and fines must be paid before the final report is issued. If a student is withdrawn from school, no records or report cards will be released until all fees and fines are paid.

Interim Reports will be issued at the mid-point in each quarter if a student is doing less than satisfactory work (C- or N). They will also be given if there is a radical change in a child's performance.

SPORTS/ACADEMICS/BEHAVIOR

The by-laws of the Booster Club state:

“Players should always keep athletics in the proper perspective and should never allow sports to contribute to problems in the classroom. Players may be suspended from the team or from a game(s) for misbehavior in class or poor grades.”

MARKING CODE FOR REPORT CARDS

Grades 4-8				
A+ 100-99	B+	92-90	C+ 84-82	D+ 76-74 (below average)
A 98-95	B	89-87	C 81-79	D 73-72 (below average)
A- 94-93	B-	86-85	C- 78-77	D- 71-70 (below average)

F Failing (below 70)

I Incomplete—Insufficient amount of work to determine grade Incomplete work must be made up within two weeks.

*Ability Adjusted Curriculum — Curriculum adjusted to meet special needs of students.

Effort Grade (Grades 1-8)

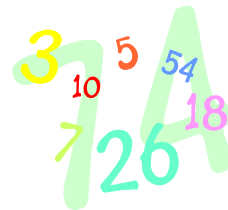
- 1 Satisfactory
- 2 Needs Improvement

General criteria for effort grade reflect consideration of the Personal Development section of the report card, and include the following general criteria:

1. Completion of assigned work on time
2. Attention to task
3. Participation in class
4. Neatness of work

Progress Code (Grades 1-3)

- S+ Strong Progress (93-100)
- S Satisfactory Progress (85-92)
- S- Slightly Below Satisfactory Progress (77-84)
- N Needs Time/Experience/Improvement (70-76)
- U Unsatisfactory Progress (below 69)



* Ability Adjusted Curriculum

Kindergarten

M Mastery
S+ Strong Progress
S Satisfactory Progress
S- Slightly Below Satisfactory Progress
D Developing
NP Needs Practice

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled after the first report cards. Parents are strongly encouraged to attend these conferences in order to better communicate the academic achievement and social growth of each student.

The faculty is always available for conferences. If you wish to arrange for a conference or speak to a teacher over the phone, please call the school office, send a note directly to the teacher, or leave a message on the teacher's voice mail and arrangements will be made. Please do not contact the teachers at their homes unless they request you to do this.

SCHOOL NEWSLETTER

Newsletters will be sent home with the youngest child attending our school. Newsletters will also be published twice a month online. The newsletter and all other communications are sent in a large brown envelope. A parent/guardian is to sign the envelope and return it to school the next day.

SCHOOL VOICE MAIL

Parents may leave a message for a teacher on the school voice mail (254-4789). If you wish to request a teacher call you, or request a conference time, use this voice mail opportunity. This is for parent use only. When you call the voice mail line you will be asked to identify your party's extension. The teacher's extension is his/her **room** number in the main building (113,115, etc.). However, if you are calling a teacher in Grades K-4 in the Primary Building, you will need to identify the extension by using a 2 at the beginning of the room number. For example: 020 becomes 220, 018 becomes 218, 09 becomes 209, 07 becomes 207, 01 becomes 201, etc. The extension for the school secretary is 300; 301 for the school principal.

Please note that messages regarding absenteeism or tardiness should be left on extension 400, not on the homeroom teacher's extension.

REVIEW OF RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
 - Parents should submit to the school principal a written request that identifies the record(s) they wish to inspect. Those wishing to see them must give the school 24 hours notice. They may inspect and review

records and data directly related to their children. This material is contained in the cumulative record folder and consists of academic work completed, level of achievement/grades, standardized test scores, attendance data, intelligence aptitude, and health data. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.

- In such cases where a divorce or separation has occurred in a family, it is presumed that either parent (custodial and non-custodial) of the student has the authority to inspect and review educational records of the student unless the school office has been provided with evidence that there is a legally binding instrument to the contrary.
 - If a divorce or separation occurs in a family, the school office should receive a certified copy of the court order stating which parent has custody of the child.
 - The parent with custody has the right to receive all status reports and report cards for the child. If the non-custodial parent also requests such reports, copies will be sent provided the non-custodial parent makes the request in writing.
2. The right to request the amendment of the student's education records that the parent believes is inaccurate or misleading.
- Parents may ask St. Helen School to amend a record that they believe is inaccurate or misleading. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - If the school decides not to amend the record as requested by the parent, the school will notify the parent of the decision and advise them of the right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedure will be provided to the parent when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school commission or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); a person serving on a special committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.
 - Section 3319.321 of Senate Bill 321 authorizes school officials who handle records to provide law enforcement officers with access to

students' records when the officer indicates he/she is conducting an investigation and that the student is or may be a missing child.

- A school official has legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
- Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

CHILDREN'S SERVICES

We cooperate with law enforcement; if there is a referral made to Children's Services, we will permit children to meet with appropriate personnel in the presence of a member of the school personnel.

SCHOOL HEALTH SERVICES

Clinic Hours

The school nurse is available Monday through Friday from 9:00 A.M.—1:00 P.M.
The school nurse may be reached at 254-4789, ext. 109.

Health Records

In compliance with the Ohio Department of Health, accurate medical records are kept on every student. A complete record of immunizations or exemptions is kept on file in the clinic. A physical exam is required and a dental exam is recommended at the time of enrollment in St. Helen School. The school nurse will conduct vision and hearing screenings, as required by the Ohio Revised Code, and document these results and follow-up in the student health records. Other health screenings such as dental and postural screenings may be conducted by the school nurse. All students with a chronic health condition will have an Individualized Health Plan on file. Emergency Action Plans are on file for all students with emergency health needs. The school nurse is responsible for maintenance of the student health records.

Emergency Medical Authorization

An Emergency Medical Authorization Form must be completed on each student by the parent/guardian and returned to school during the first week of a new school year. The information on this form is used to contact the parent/guardian in the case of an emergency while the child is at school. Should the information on this form change during the school year, please call the school office so that accurate information may be added to your child's form.

Medication

When it is necessary for school personnel to assist with the administration of medication (prescription or over-the-counter) the following procedure is mandated by the Ohio Revised Code:

1. The principal shall appoint a responsible person or persons to supervise the storing and assisting with administration of medication in the absence of the school nurse.
2. Medication, whether prescription or over-the-counter, will be administered **only** if accompanied by the “Request for Administering Medication During the School Day” form, properly completed by the physician and parent/guardian/custodial parent.
3. Medication must be in the original container and have an affixed label including the student’s name, name of medication, dosage, route of administration and time of administration.
4. New request forms must be submitted each school year, and as necessary, for changes in medication order.
5. Medications and the signed permission forms must be turned into the school nurse or school personnel in the school office by the parent/guardian.
6. Students may not keep any medication (prescription or over-the-counter) in their possession. State law does allow a student to carry emergency medication, such as an inhaler, on themselves **only if a physician has ordered such and this order is on file in the clinic.**
7. Students are permitted to keep cough drops in the clinic if accompanied by a note from the parent.

Accidents and First Aid

School personnel will take every precaution to avoid accident or injury to the students. The principal will be notified immediately when any serious accident occurs. Parent/custodial parent/guardians will be notified of any serious accident especially blows to the head. Students with minor blows/bumps to the head will take a note and information regarding head injury home to the parent/guardians.

An injured student will be taken to the clinic if the school nurse or clinic volunteer is on duty. If the clinic is not staffed, the injured student will be taken to the school office. If a seriously injured student cannot be moved, the student will be made as comfortable as possible and the emergency squad will be called. If for any reason the principal deems it necessary, he will call an ambulance and have the student removed to the hospital. Parents will be notified immediately if such action is taken. If the parent/custodial parent/guardian cannot be contacted, school officials will follow the instructions listed on the student’s Emergency Medical Authorization Form.

Illness

In case of illness, the student will be sent to the clinic or office. The parent/custodial parent/guardian will be notified if the child is too ill to remain in school. Using the Emergency Medical Form submitted at the beginning of the school year, we will call the home phone number, then the work numbers, then the relatives or neighbors

listed. If no one can be reached, we will keep the child at school as comfortably as possible. It may be necessary to return the child to the classroom. Students to be sent home will receive a pass from the Clinic to present to their teacher. They will collect their homework and books and return to the Clinic to await the adult who will take them home.

Release of Ill and Injured Students

No students will be sent directly home by any teacher at anytime. Likewise, teachers will not, at any time, release students to parents/custodial parents/guardians directly from the classroom or playground. All ill students will be signed out at the office and picked up at the clinic when proper verification of the adult is made. Before or after clinic hours, children will be picked up at the Office.

Communicable Diseases

The Ohio Department of Health guidelines will be followed when a child comes in contact with a communicable disease. Please notify the school nurse if your child is exposed to and/or contracts a contagious disease, so that necessary precautions can be taken. Do not return your child to school without physician permission. In some cases, the school nurse may need to decide whether the student may return school.

SPECIAL HEALTH CONCERNS

In order to ensure your child's safety and appropriate participation in school-related activities, it is necessary for the school to know of any health issues, medical diagnoses or allergies that might affect the student while at school. This information is to be written on the Emergency Medical Authorization Form in the health history section. If these health issues limit the student's participation in school activities in any way, please note this on the form. The school nurse may follow-up with additional required forms that the parent/guardian and/or h\physician need to complete. Medical information concerning students with special health needs will be divulged only with written consent of the parent/guardian.

Child Abuse and Neglect Reporting

St. Helen School adheres to all guidelines for identifying and reporting suspected child abuse and/or neglect as specified by the State of Ohio Board of Education in its Resolution Relative to Child Abuse and/or Neglect. In addition, the school adheres to the Ohio Revised Codes as they relate to child abuse and/or neglect and reporting. Information regarding these procedures is available from the school principal or school counselor upon request.

Students with Disabilities/Students with Special Needs

Students' specific needs will be decided on an individual basis and appropriate educational alternatives considered. As stated in the Archdiocesan policies (540.03), provision shall be made for the identification of children with special needs, including but not limited to, the deaf, hard of hearing, visually handicapped, physically disabled, neurologically handicapped, emotionally disturbed, cognitively disabled and learning disabled. In many cases, the programs and services that best meet these students' specific needs are available and can be obtained through the local public school district.

Acquired Immune Deficiency Syndrome (AIDS)

St. Helen School will adhere to a policy established by the Archdiocese of Cincinnati concerning any student known to have AIDS. Each instance of AIDS/HIV infection involving a student shall be treated as a strictly confidential and individual matter. Decisions regarding the student shall take into account Christian concern and compassion, community health and well-being, and individual privacy needs. Health information concerning HIV-infected students will be divulged only with written consent of the parent/guardian, expressly designating the names of persons with whom the information can be disclosed.

Pregnancy

In accordance with the Archdiocesan policy, a student who becomes pregnant during the school year will be treated with kindness and understanding. It is important for them to feel supported and cared for. It is our call to support and our challenge to make every effort to provide a positive atmosphere for learning. Since we are an elementary school, the decision of the girl's future status at school will be made by the principal after meeting with the pastor, school nurse, counselor, and interested parties, and a decision regarding the best educational program for the student will be made. Each situation will call for an individual decision, taking into account the common good and welfare of all students.

PHONE CALLS

Normally, children will not be called to the telephone. All messages should be called to the office and the person in charge will see that the child gets the message.

Children are not permitted to use the telephone in the office without permission from school authority, and then it will be given only in case of emergency. (Forgetting books, homework, permission slips, lunch, etc. does not constitute an emergency.)

EMERGENCY PROCEDURES

Closings/Delays

In inclement weather (snow, ice, etc.), St. Helen School will be announced on WHIO radio/TV if school will be on delay or closed. If St. Helen School is not announced, then the school will operate according to regular school hours.

We serve students from four school districts. It is the parents' responsibility to get the students to school to follow whatever schedule St. Helen will be on, regardless of the schedule of your bus district.

Fire Drills

Monthly fire drills are held to help insure the child's safety in the event of a fire. Procedures are posted in all classrooms. Rapid dismissals are also held.

Tornado

Tornado drills are conducted in the Spring

School Emergency Drills

School Emergency Drills are conducted quarterly. Each teacher has a pamphlet outlining safety procedures to follow dependent on the situation

LUNCH PROGRAM

St. Helen School has a closed school lunch program. All students must remain on the campus grounds for lunch. Hot lunches are provided daily by the Mad River School Food Service. The cost is announced at the beginning of each school year. The Mad River School Food Service uses an electronic lunch card that can be paid for weekly, monthly or whatever is convenient for the parent. If paid by check, make payable to Mad River Local Food Service.

Detailed explanation of the lunch program can be found in the initial Brown Envelope.

Reduced and free lunch rates are available to families who qualify. Applications can be obtained upon request from the school office.

If someone forgets a lunch, classmates may share, they may be provided a peanut butter sandwich, or, if extra hot lunch is available, a student may charge and pay the next day. Charging may be done only twice a year and must be paid in full the following day. This is a Mad River School District policy.

Children may choose to bring a lunch from home. These lunches should be marked with the child's name. For safety purposes, we encourage the use of soft lunch boxes rather than metal or plastic.

Milk is sold each day.

While in the cafeteria, proper behavior is expected. Such actions as shouting, moving about, running, throwing food, and other disruptive conduct will not be tolerated. Disciplinary action will be taken. Those who are repeatedly troublesome in the cafeteria may be denied the use of the cafeteria.

Students are expected to leave their eating area clean and orderly. All trash and milk containers are to be deposited in the proper containers. All food and beverages must be consumed in the cafeteria.

BIRTHDAY POLICY

Invitations: Invitations may be passed out during school provided the entire class is invited, or all of the same gender are included by the person passing out the invitations. Exclusive invitations must be mailed and refrained from discussion at school to be considerate of those not invited.

Treats: Treats may be brought to school, one item per student at the discretion of the teacher.

LIBRARY

The goal of the Library/Media Center (LMC) is to provide a wide variety of materials that support the school curriculum and student interests.

The LMC is staffed with a full time media specialist and parent volunteers. It is open during school hours on a regular basis. Extended hours are available periodically throughout the year and on certain special occasions such as our annual Book Fair.

Guidelines regarding student use of the LMC are reviewed at the beginning of the school year, and are posted in the Center throughout the year.

Fines are levied on materials that are returned after a predetermined loan period. Materials that are lost or damaged must be paid for so that replacements can be purchased. Final report cards and records are withheld from students who have outstanding fines or fees.

K-8 Birthday Book Club

Children may celebrate by donating a book to the library. A Birthday Book Plate will be put in the front of the book stating that it is a gift in honor of the child's (name used) birthday. The child will be the first to take it home and read it. When it is returned, it will become part of the library collection. Information is sent home about this in September.



EDUCATIONAL OPTIONS

Speech/Language and Therapy

All kindergarten and first grade students, as well as new students to the school, are screened by the speech/language pathologist. Student's names may also be submitted by teachers or parents. Those who qualify are given therapy during school hours.

Counseling

The role of the school counselor is to counsel and assist students with educational, personal, social, and related problems in planning and adjustment.

Intervention Specialists

The intervention specialists are available for students who qualify.

Carroll Math

At the end of the seventh grade, students will be given the opportunity to test for placement in an algebra class at Carroll High School during their eighth grade year. Carroll High School will set additional criteria for acceptance into their math program.

Students who are accepted into the Carroll High School math program will maintain at least a "C" average in all subjects taken at St. Helen School. Failure to maintain the required grade average will result in removal from the Carroll High School math program.

TRANSPORTATION

Bus transportation is provided by Mad River, Beavercreek, Fairborn, Huber Heights, and the City of Dayton for all children in their districts who are eligible for free bus service. All schedules, regulations, and routes are determined by the respective school district. This information is available at St. Helen School on “Meet Your Teacher(s)” day.

Many students ride the bus. Please discuss the following regulations with your child.

1. While being transported, children are to remain seated, to talk quietly, and to obey the regulations of the bus driver.
2. Students must be at the bus stop on time. The bus will not wait for tardy students.
3. The state mandates that no student will be permitted to ride a bus other than his/her home bus, even with a note from the parent.
4. Drivers are instructed not to release any student to anyone after the student has boarded the bus before they arrive at school or the student’s home stop.



The Discipline Procedure administered by the various Bus Transportation Systems is:
All notices require parent/guardian signature.

First Notice

Parents are notified in writing of the offense. The form is signed and returned to school.

Second Notice

Suspension of bus privileges for designated period and/or other school disciplinary action.

Third Notice

Suspension of bus privileges for remainder of semester and/or other school disciplinary action.

Children who walk to and from school are to obey the regulations for their safety. Children must cross at the designated places and follow directions of the School Patrol.

Bike riders must walk their bikes on the school grounds and follow the other regulations given to them. Parents who pick up their children by car are to park in the area designated for them, near Burkhardt, in the northeast part of the lot.

ACTIVITIES AND SPECIAL SERVICES

Booster Club

Students may participate in a wide range of programs which are sponsored by the St. Helen Booster Club—scouts, soccer, football, volleyball, basketball, and track.

Both students and parents should be aware they represent the school on the playing field. Their actions and attitudes directly reflect upon the school and the parish.

Anger, improper language, and disrespect for proper authorities and other players have no place in our athletic programs. The athletic policies set forth by the Booster Club shall be followed.



Fundraisers

Students are expected to participate in school-sponsored fundraisers. No solicitation of non-school-sponsored fundraisers is permitted. All solicitations must be approved by the principal.

Scholastic Award

The scholastic award is an award given at the end of the year to students in grades 5, 6, 7 and 8 who show excellence in their scholastic work. First Honors: year end average of all A's in core subjects and no less than a C in any grading period and not less than a C in special areas. Second Honors: year end average of all A's and B's in core subjects with nothing less than a C in any grading period and not less than a C in special areas.

St Helen Award

This award is given to students in grades 5, 6, 7 and 8 who have no checks in the Personal Development Area on the report card for all four quarters.

Band

The Carroll High School Music Department is in charge of the total administration of the instrumental music program in our school. This includes the supervision, teaching and collection of fees. Band membership is open to students from grades 5 through 8. There are separate sessions for Beginners, Intermediate and Advanced students selected by audition.

Band instruments are not covered by Archdiocesan insurance. St. Helen will not be responsible for lost or stolen band instruments.

Music Opportunities

The following opportunity is coordinated by the parish minister of music and school music teacher:

Cantors

This group of students selected from grades 5-8 will be leaders of the assembly's music for the school Masses.

Instrumentalists

Instrumental opportunities will be announced throughout the year.

Field Trips

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavior requirements.

Trips are scheduled by the teachers with an educational purpose in mind. Parents will be advised of the activity by means of a letter. The permission form used by the school must be returned. Students who have not returned their permission slips will not be permitted to go. Phone calls from the parents will not be accepted in place of the signed slip.

Liturgical and Para-Liturgical Celebrations

Students in grades K-8 attend Mass one day per week and have the opportunity of planning and actively participating in these celebrations.

Children also have the opportunity to participate in prayer services during the liturgical year.

Sacramental Preparation

Preparation is done jointly by the parents and school. Parents are expected to attend an evening preparation session for each sacrament. The usual schedule for the reception of the sacraments is:

Reconciliation	Grade 2
First Eucharist	Grade 2
Confirmation	Grade 8



Parents of students who have not received the sacrament at the scheduled time should notify the school office. Arrangements will be made to prepare the students.

Eucharistic Ministers

Students in Grade 8 may become Eucharistic Ministers. Training times are announced during the school year for those interested.

Servers

Students in grades 5-8 may become altar servers. Training times are announced during the year for those interested.

Safety Patrol

Sixth, seventh, and eighth graders serve as school crossing guards. They are on duty each day from 7:40a.m. to 8:00a.m. and from 2:10p.m. until 2:20p.m. Children must cross at the designated places and follow the directions of the School Patrol.

Education Commission

The Education Commission is a committee of the Parish Council. It is composed of nine elected members. Members are elected for a three-year term. Elections are held in the spring of the year.

The purpose of the commission is to formulate and propose, under the leadership and guidance of the Pastor, the policies for the administration of the educational programs conducted by St. Helen Parish. The specific parish educational programs the Commission concerns itself with are:

1. The Adult Education Programs

2. The Parish School
3. The Sunday Religious Education Program
4. RCIA/RCIC
5. Youth Ministry

Parent Teacher Organization (PTO)

The purpose of the St. Helen PTO shall be to enhance the parents' and teachers' roles in the education of the child by increasing their knowledge of education and its purposes, by increasing their mutual understanding of children, and by providing an opportunity for parents and teachers to work together for the good of the child.

All parents who wish to be involved have the opportunity by joining their child's/children's homeroom representative team. Information regarding the details of this are sent home by the PTO.

The PTO coordinates the celebration of birthdays. Once a month the children who celebrate birthdays that month are provided with cookies and ice cream. Summer birthdays are celebrated also.

Volunteers

Parent volunteers are welcome in the school. Involvement in your child(ren)'s education is very important and has been proven to have a healthy effect on the children of volunteers.

All volunteers are required to take the Archdiocesan Child Protection Workshop prior to involvement with children in the parish/school and be fingerprinted to comply with Archdiocesan policies. Volunteers need to be aware of the liability they accept when volunteering. Because volunteers are not employees of the Archdiocese, they are not covered under benefit plans, health and life insurance, etc. The Archdiocesan liability insurance does provide some coverage for volunteers if they are sued for unintentional negligence while engaging in the volunteer activity.

RIGHT TO AMEND

The Education Commission or Principal has the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

AGREEMENT SIGNED BY PARENTS AND STUDENTS

All parents and students are required to sign a copy of the following agreement: "We have read and agree to be governed by the St. Helen School Handbook for Parents and Students." Copies of this agreement are kept on file in the school office. The agreement sheet is provided at the beginning of the school year along with other forms needing completion by parents/guardians.

Attachment A

School Dress Code Notification Slip (Sample)

_____ is not in compliance with the St. Helen School Dress Code for the following reason:

Please refer to School Dress Code section of the school handbook. This is only a notification. Should the student fail to comply with the School Dress Code again, a detention will be issued.

Date: _____

Teacher Signature: _____

Parent Signature: _____

Comments:

Attachment B

ST. HELEN SCHOOL PLAGIARISM POLICY (Sample)

Dear Parents/Guardians,

St. Helen is a school dedicated to nurturing and developing each individual student's ideas. As such, we encourage individuality and require academic honesty. A teacher can help a student mature academically only if the student is honest about his/her own abilities. Therefore, it is very important that students complete work individually unless instructed to work on an assignment with another student. Technology being what it is, students have a vast array of information at their disposal. While students are encouraged to actively pursue this information, credit must be given to the individual who put the time and effort into the original research.

The Oxford Dictionary states that to plagiarize is to, "take and use (the thoughts, writing inventions, etc., of another person) as one's own," or to "pass off the thoughts, etc., of another person as one's own."¹ As a community of the faithful, students must understand that using the work of another individual without giving proper credit to the author is morally reprehensible. When a student uses the words or ideas of a published source, the student is required to cite that information correctly. Students will be taught proper citation rules in class. Students will not be permitted to use the ideas or words of another student or any unpublished document or to copy from another student.

The discipline procedure for plagiarism is uniform among all teachers of intermediate and junior high students. Should a student choose to plagiarize material, the discipline procedure will be as follows:

- **First Incident of Plagiarism**—The student will conference with the teacher concerning the severity of the incident. The student will receive a zero on the assignment and a letter will be mailed to the parents or guardians concerning the incident.
- **Second Incident of Plagiarism**—The student will receive a zero for the assignment and an academic detention, and a Parent-Teacher-Student

Conference among the parents, student, all intermediate and junior high teachers, and the principal will be held. After assessing the severity of the plagiarism, the student could receive an In-School Suspension.

- Third Incident of Plagiarism—The student will be expelled.

In the event that plagiarism has been detected, all teachers of intermediate and junior high students will be notified and a record of incidents for the student will be kept and monitored through all subjects that year. A record of plagiarism is kept, but it does not follow the student from year to year.

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Please post this information concerning plagiarism where you can review it with our child periodically. Also, please sign and return the attached form. We truly appreciate your help in being certain that we are giving your child the best education possible.

¹ *Oxford Desk Dictionary and Thesaurus: American Edition (1997)*, s.v. "Plagiarize."

Parental Permission to Publish on the Internet:

**On the Internet, in the *Catholic Telegraph*,
and other local papers/publications.**

I do hereby give St. Helen Catholic School the right to use my child's first name, photograph, and class projects for reproduction on the World Wide Web. I further agree to allowing my child's full name, photograph, and class projects to be published in the *Catholic Telegraph* and other local publications.

All use of materials will only be used for activities related to St. Helen School.

Student's Name: _____

Grade: _____ **Home Room Teacher:** _____

Parent/Guardian signature: _____ **Date:** _____

**Permission Denied to Publish on the Internet,
Catholic Telegraph, or other local publications.**

I do not give St. Helen Catholic School the right to use:

Student's Name: _____

Name, photograph, class projects for reproduction on the World Wide Web, The *Catholic Telegraph*, or other local publications. I understand this material will only be used for activities related to St. Helen Catholic School website, Catholic Telegraph and other local publications.

Grade: _____ Homeroom Teacher: _____

Parent/Guardian signature: _____ Date: _____



St. Helen
School

