

St. Helen Catholic School

Parent/Student Handbook 2025-2026



Welcome

Welcome to St. Helen Catholic School! We are grateful you have chosen St. Helen for your educational needs and look forward to partnering with you in this regard. A hallmark of our school is that we educate the whole child – spiritually, intellectually, socially, and physically.

Our success is due in part to the high standards held by our families and the school. This handbook outlines the standards of the school. It includes information about our academics and curriculum, behavior expectations and disciplinary procedures, student athletics and activities, and more.

It is a privilege to attend St. Helen Catholic School. Families choose Catholic education for a variety of reasons, many of which are reflected in this handbook. Students and their families represent the school in the greater community. With these considerations in mind, we appreciate your respect of our standards.

Peace and blessings,



Deborah Irish
Principal

Disclaimer

*The purpose of this handbook is to serve as a guide and source of information for parents, students, and teachers of the school.
St. Helen Catholic School reserves the right to update the handbook as necessary.*

INTRODUCTION

INTRODUCTION

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

TABLE OF CONTENTS

Section	Page
Welcome	2
<i>Introduction</i>	
<i>Table of Contents</i>	
Business Information	8
<i>School Administrative Personnel</i>	
<i>Addresses and Phone Numbers</i>	
<i>Office Hours</i>	
<i>School Hours</i>	
School Background	9
<i>Mission Statement</i>	
<i>Vision Statement</i>	
<i>Spiritual Philosophy</i>	
<i>Educational Philosophy</i>	
<i>Profile of a St. Helen Graduate</i>	
<i>Patron/Mascot/Colors</i>	
<i>Accreditation</i>	
<i>Harassment and Discrimination</i>	
Catholic Identity	11
<i>Prayer</i>	
<i>Liturgy</i>	
<i>Sacramental Preparation</i>	
<i>Altar Servers</i>	
<i>Religion Class</i>	

Retreats
St. Helen Catholic Parish Mass Schedule, etc.

Admission Policies

12

Open Admission Policy
Tuition and Fees
Age Requirements
Documentation Requirements
Undocumented Students
Health Examination Requirements
Immunizations
Probationary Acceptance
Transfer of Student Records between Schools
Confidentiality Statement
Withdrawal

Academic Standards

15

Grading System
Progress Reports
Honor Roll
Standardized Testing
Make up Work
Parent Conferences
Private Tutoring, Coaching or Lessons
Special Educational Needs for Students
Section 504: Policy Statement
Promotion/Retention Policy
Graduation
Records Reviewed by Parents

Parents as Partners

19

Parental Support and Cooperation
Parent Communication
Text Messaging/Telephone Calls
Parental Cooperation
Conduct

Parent Responsibilities

21

Financial Obligations
Volunteer Hours
Change of Address, Email, Phone
Fundraising
Emergency Information
Requirements to Volunteer with Student Contact
Visiting the School
Messages from Parents
School Sponsored Events
Replacement of School Owned Textbooks, ETC.
Breakfast/Lunch Program
Water Bottles

Birthday Treats
First Fridays of the Month
School Communications
Supervision Before and After School Hours
Physical Education/Elective Excused Non-Participation
Home School Association
Lost and Found
Accidents and School Insurance
Notification of Rights Under FERPA
Custody Issues/Rights
Child Protective Investigations
Testifying in Divorce or Custody Proceedings

Attendance and Punctuality

27

Tardy Policy
Morning Drop Off/End of Day Pick
Dismissal Procedures
Parking Lot/Traffic Pattern
Late Arrival and Sign-In Procedure
Transportation Arrangements
Absentee Policy
Trips, Vacations, and Appointments
Picking Up a Child for an Appointment
Truancy
Excessive Absences
Absences and After School Activities
Absences and Examinations (Grades 6-8)
Perfect Attendance Awards

Student Activities

31

Participation in School Athletics and Organizations
Field Trips
Community Service Activities
Aftercare Program
Office Telephone/Student Use
Lockers

Student Health

32

Accident or Illness at School
Return to School After Accident or Illness
Medical Guidelines
Immunizations
EpiPens
Head Lice
School Counselor and Psychological Services
Emergency Procedures
Hazardous Weather Conditions
Asbestos Management Plan
Communicable Disease and Related Items

Uniform Policy	36
<i>School Uniform</i>	
<i>Cold Weather</i>	
<i>P.E. Dress Code</i>	
<i>Mass Day Dress Code</i>	
<i>TAG Day Dress Code</i>	
<i>Sweaters/Sweatshirts and Hoodies</i>	
<i>Haircuts</i>	
<i>Jewelry</i>	
<i>Other</i>	
<i>Dress Code for Field Days</i>	
<i>Uniform/Dress Code Violations</i>	
Code of Conduct and Consequences	40
<i>Student Conduct</i>	
<i>Consequences</i>	
<i>Suspension</i>	
<i>Expulsion</i>	
<i>Demerits/Detention</i>	
<i>Code of Conduct for Parents and Students</i>	
<i>Attending Athletic and Co-Curricular Events</i>	
<i>Anti-Bullying Policy</i>	
<i>Drug and Alcohol Policy</i>	
<i>Safety in Private Spaces</i>	
<i>Search and Seizure Policy</i>	
<i>Weapons</i>	
<i>Threats of Violence</i>	
<i>Public Display of Affection</i>	
<i>Bringing Toys to School</i>	
<i>Use of Photos</i>	
<i>Sexting</i>	
<i>Smoking/Vaping</i>	
Technology	48
<i>Computer Use Policy</i>	
<i>Electronic Acknowledgements</i>	
<i>Electronic Devices Including Cell Phones</i>	
<i>iPad Acceptable Use Policy</i>	
Parent Student Handbook Acknowledgment Form	56



BUSINESS INFORMATION

SCHOOL ADMINISTRATIVE INFORMATION

Pastor	Fr. Matthew DeGance
Principal	Deborah Irish
Assistant Principal	Annie Kathman
Administrative Asst./Communications	Cindy Kapcar
Technology Coordinator	Serafina Ruggeri
Business Manager	Kathlenia Carter
Director of Enrollment	Nora Berry
Resource Officer	Patrick Ayers

ADDRESSES AND PHONE NUMBERS

St. Helen Catholic School
2025 20th Avenue
Vero Beach, FL 32960

Tel: 772-567-5457
Fax: 772-567-4823

Web: www.StHelenSchoolVero.com
Email: SHFalcon@StHelenSchoolVero.org
Email addresses for specific faculty and staff can be found on the website.

OFFICE HOURS

Monday - Friday 7:30 a.m. - 3:30 p.m.

SCHOOL HOURS

Doors Open	7:15 a.m.
Teacher Pick up	7:35 a.m.
Homeroom begins	7:40 a.m.
Tardy	7:46 a.m.
School Ends	3:15 p.m. *

* First Fridays and Half Days

School Ends at 12:00 p.m.

No hot lunch available on these days

VPK ONLY Hours 7:45 a.m. - 10:45 a.m.

Aftercare Program 3:30 - 5:30 pm/ Half days 12:20-5:30 pm

SCHOOL BACKGROUND

Since 1940, St. Helen Catholic School has a strong tradition of providing an education in a Catholic Christian environment. St. Helen Catholic School (SHCS) is a ministry of St. Helen Catholic Church and a member of the Diocese of Palm Beach. Offering grades Pre-K through 8, SHCS serves the families of Indian River County. The student body has approximately 275 students. The average class size is 22.

MISSION STATEMENT

The mission of St. Helen Catholic School is to provide a quality Catholic education that incorporates faith, academics, service and leadership. Students are encouraged to be confident and productive learners who are “making good things happen.”

VISION STATEMENT

Building on our core strengths – faith development, reading, writing, and mathematics, St. Helen Catholic School will forge a new and powerful model of education with an emphasis on creativity, critical thinking, communication, collaboration, and a focus on STREAM (science, technology, religion, engineering, art, and math) education. A St. Helen Catholic School student will be inspired to reach his or her highest potential.

SPIRITUAL PHILOSOPHY

Vatican II reminded us of our baptismal call to become “people of God,” a people who share responsibility and mission in the name of Jesus Christ. The parochial school is both a process and an institution that responds to that baptismal call by educating and preparing young people to accept and share more fully the task of continuing the Church’s work.

EDUCATIONAL PHILOSOPHY

St. Helen Catholic School is dedicated to the education of the whole child as a Catholic and global citizen. With the support of home, church, and community, St. Helen is committed to providing an exemplary education that is academically challenging and empowers students to reach their full potential spiritually, intellectually, physically, and socially.

PROFILE OF A ST. HELEN GRADUATE

Graduates of St. Helen Catholic School will strive to become models of their faith, excel academically, serve the community, and lead with exemplary character. In doing so, they will:

FAITH:

- Model Catholic Christian values
- Share the teachings of Jesus Christ

ACADEMICS:

- Be well-prepared for high school
- Think creatively and independently

SERVICE:

- Contribute to the well-being of others
- Place the needs of others before self

LEADERSHIP:

- Exhibit integrity, honesty, and confidence
- Lead by doing

PATRON SAINT

St. Helen – St. Helen is the mother of St. Constantine the Great. She is known for her selflessness and generosity and for her dedication to the Church. In particular, she is recognized for building many Catholic Churches throughout the Roman Empire and for her successful search of the actual cross upon which Jesus was crucified.

Her feast day is August 18.

MASCOT

Falcon – The Falcon is considered the fastest creature on the planet. It is also known for agility and acuity. Our athletic competition should be nervous!

COLORS

Blue and Gold – Blue symbolizes youth, spirituality, truth, peace, and inspiration. It represents the Virgin Mary. Gold symbolizes wisdom, prosperity, wealth, success and good health. What a combination!

ACCREDITATION

St. Helen Catholic School is fully accredited by the Florida Catholic Conference (FCC). The FCC is considered one of the finest accreditation organizations in the nation and is seen as a model for other such organizations. Representatives from the Florida Department of Education and the Southern Association of Colleges and Schools sit on the FCC Accreditation Committee.

HARASSMENT AND DISCRIMINATION

St. Helen Catholic School is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Palm Beach. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

CATHOLIC IDENTITY

The Catholic Church identifies five essential marks of a Catholic School. A Catholic school should be inspired by a supernatural vision, founded on Christian anthropology, animated by communion and community, imbued with a Catholic worldview throughout its curriculum, and sustained by gospel witness. St. Helen Catholic School embodies these characteristics. Catholicity permeates the life of the school and informs our conversations and decisions from the mundane to the substantial. St. Helen is a Catholic school in conformity with the Roman Catholic Church and its teachings.

PRAYER

Our school day begins and ends with prayer. Class prayer happens many times throughout the day, often at the beginning of a class. Students also say grace before lunch as a class. Students are asked to be active participants in prayer often leading the class or school.

LITURGY

Our school community gathers DAILY to celebrate Mass. We celebrate Mass with the parish community on Holy Days of Obligation if school is in session. All students are required to attend DAILY Mass regardless of their own faith or convictions.

Parents are invited to attend our school DAILY Mass. If you do so, you are welcome to sit anywhere behind the entire student body. Students are required to stay with their class during Mass. Please remember as adults we are role models for proper behavior in church. Participation is encouraged!

SACRAMENTAL PREPARATION

The Sacraments are said to be the “fount of God’s Love.” In the Diocese of Palm Beach, children enjoy the Sacraments of Baptism as an infant, First Reconciliation, and First Holy Communion during second grade. They are confirmed in ninth grade. St. Helen Catholic School, a ministry of St. Helen Catholic Church, partners with the Office of Religious Education to prepare our children for these sacred privileges. Preparation for the Sacraments of First Reconciliation and First Holy Communion takes place throughout the year during second grade. Preparation for the Sacrament of Confirmation begins at the start of eighth grade. Students must meet the 90% Mass Participation requirements set forth by the Parish to receive their sacraments. Please see the Church website for more information on the Mass Participation Program.

For Catholic children that attend St. Helen School and are not current with their holy sacraments, as per the standards of the Diocese of Palm Beach, contact the Religious Education Office of the Parish for special arrangements and sacramental preparation and fulfillment. For those interested in becoming Catholic, also contact the Religious Education Office to begin the process. The Director of Religious Education is Paige Fies. The Religious Education Office phone number is 772-562-5954.

ALTAR SERVERS

The opportunity to become an altar server begins in 3rd grade. Altar servers support our daily Mass, weekend Masses, as well as funerals when needed. Students will attend training courses as needed.

RELIGION CLASS

Religion instruction in the Christian faith, as lived out in the Catholic tradition, forms the basis for the total development of the child. Every grade has religion class as a part of its daily schedule. Every student, regardless of their personal religion or faith convictions, is required to take Religion class and is obligated to meet all requirements set forth by the teacher.

RETREATS

Students participate in age-appropriate retreats. These retreats are designed to enrich their spiritual experiences, their knowledge and understanding of God, and their practice of our Catholic Christian faith.

ST. HELEN CATHOLIC PARISH MASS SCHEDULE, ETC.

Daily Mass: 7:30am, 8:40am
Sunday Mass: Saturday Vigil 4:00 p.m.
Sunday 7:15 a.m., 8:45, 10:30, 12:15 p.m. (Spanish), 5:00 p.m.
Confessions: Friday 6pm, Saturday 11:00am and 3:00pm and
by appointment 567-5129
Adoration Perpetual in the Chapel

ADMISSION POLICIES

OPEN ADMISSION POLICY

St. Helen Catholic School has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

TUITION AND FEES

St. Helen Catholic School current tuition and fee schedule is available on the school's website or by contacting the school office. Application fees are non-refundable and must accompany the registration form. Upon acceptance to the school, a registration and new student fee are applied to the tuition.

To qualify for the subsidized rate, Catholic families must be registered, active, practicing Catholics that support a local parish – St. Helen, John of the Cross, Holy Cross, or St. Sebastian. Each pastor is asked annually to verify a family's active parishioner status. All local parishes participate in the Parish Participation program. Parish Subsidy is determined once a year. Those not meeting the requirements must wait until the following year to reapply. This is done through the Parish office. Parish Affiliation forms are due no later than **April 1st**.

Additional information regarding registration, tuition, and possible tuition financial assistance is available through the school office (772-567-5457).

Payment options for tuition are as follows:

- Option 1 – Full payment of tuition, paid in FACTS for the current school year.
- Option 2 – Two payments plan, paid in FACTS, 50% due July 15th, and 50% due January 15th.
- Option 3 – 10-month payment plan paid in FACTS on the 15th of the month.

Late fees will be assessed, and penalty charges will occur for all insufficient checks with insufficient funds. Tuition covers only a portion of the cost of education for each student. Additional school funds are generated from fundraising activities, parish tuition assistance and donations.

Other expenses and fees, which parents can expect, are as follows: uniform costs (varies). Other fees which may apply include but are not limited to athletic fees-\$150.00 per sport, club fees-\$40.00, HSA fees - \$25.00; graduation fee- \$150.00 and field trips-varies upon destination, lost or damaged textbook fees, broken/lost technology fees, and library late or lost book fees.

AGE REQUIREMENTS

St. Helen Catholic School follows state guidelines regarding the age of a child wishing to enter Kindergarten and Grade One. In the State of Florida, to apply to kindergarten, a child must be five years old on or before September 1. Consequently, to apply to Grade One, a child must be six years old on or before September 1. The only exception to this requirement may be transfers from another state.

DOCUMENTATION REQUIREMENTS

As part of the registration requirements, the following must be supplied for each applicant:

- Birth Certificate
- Baptismal Certificate (if Baptized)
- DCP immunization forms (Florida State Law requires a child entering a school for the first time to present the school with these forms before they attend class.)
- Health examination forms
- Most recent report card
- National standardized test scores (preferably 2 years)
- Custody Papers (if applicable)

A candidate will not be considered for acceptance until all the required documentation is in the file.

UNDOCUMENTED STUDENTS

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Diocese of Palm Beach may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status. Parents are responsible for any fees.

HEALTH EXAMINATION REQUIREMENTS

All schools in the State of Florida must require and maintain student health records in accordance with the Florida Department of Health and in compliance with Florida statutes. All directives issued annually by the Florida Department of Health concerning immunizations and other health matters must be implemented.

Prior to registration, each student must present a school entry Health Examination form (Form 3040) based upon an examination performed within one year prior to enrollment. New students are required to have a medical examination before entering the school. The school is required to participate in annual screenings for weight, height, vision, hearing, and BMI for certain grade levels. These occur on school campus in the Fall.

IMMUNIZATIONS

The Diocese of Palm Beach requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider participating in Florida Shots is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

PROBATIONARY ACCEPTANCE

All students will be accepted on a 90-day probationary basis. This is to ascertain a student's ability to adjust to the school's philosophy, disciplinary expectations, and academic programs.

TRANSFER OF STUDENT RECORDS BETWEEN SCHOOLS

Recommendation letters from other schools will not be completed. When a student transfers from one school to another, a school official forwards the student's cumulative record to the receiving school upon request.

1. The records which may be transferred between schools are:
 - a. the Florida cumulative folder, including the student's health record
 - b. a copy of the transcript card
 - c. behavioral/psychological records
 - d. disciplinary records
 - e. Student Support Plan/IEP/504
2. Student's new school should make a records request for records to be transferred.
3. The school records of students transferring from St. Helen Catholic School will be mailed only to the new school where the child/children will be attending. No official school records will be given directly to the parents. No records will be sent out unless all financial accounts have been paid in full. Families with outstanding debts will have the records held until payment has been made.

****In the event St. Helen Catholic School permanently closes, student records may be obtained through the Diocese of Palm Beach.**

STUDENT RECOMMENDATION AND RECORDS POLICY

St. Helen Catholic School staff will NOT provide student recommendations for students transferring to other schools. The only exception to this policy is for 8th grade students transitioning to high school who are applying for scholarships. This policy ensures consistency and fairness for all students.

CONFIDENTIALITY STATEMENT

School officials, including teachers, administrators and other paraprofessionals in the performance of their duties will have access to student educational records. **PARENTS/GUARDIANS, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE AND CONSENT** to the disclosure of such records including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information.

WITHDRAWAL

We hope that families will choose to keep their child at St. Helen Catholic School when there is a good fit between the student and the school. However, in some cases, a family may decide to withdraw their child. Should this be the case, please note that a student will not be officially withdrawn—nor will any Step Up for Students funds be released—until the parent completes the official withdrawal form, available through FACTS. Additionally, all financial accounts must be settled before a transfer will be processed. No student records will be forwarded unless all accounts are current. All library books must be returned immediately, and any school-issued items (such as textbooks, iPads, chargers, etc.) must be returned by the student's last day. Families will be charged for any unreturned school property.

ACADEMIC STANDARDS

GRADING SYSTEM

Teachers observe and evaluate student academic achievement, conduct, effort, and work habits daily. Teachers use this information to guide instruction and to address individual student needs. Evaluations are formally conducted on a quarterly basis, with a report card issued at the end of each quarter. A quarter is approximately nine weeks in length.

Grades Kindergarten and 1st use a word/number of descriptors grading system as follows:

S Satisfactory	CONDUCT/EFFORT
U Unsatisfactory	1 Exceeds Expectations
E Excellent	2 Meets Expectations
P Progressing	3 Needs Improvement
N Needs Improvement	4 Unsatisfactory
X Not Yet Introduced	

In grades two through five students are given a letter grade. Students in grades 6 through 8 are given a number grade. The letter and equivalent number grades, and conduct/effort grades are as follows.

ACADEMIC ACHIEVEMENT		CONDUCT/EFFORT
A+ 98-100	D 62-67	1 Exceeds Expectations
A 92-97	D- 60-61	2 Meets Expectations
A- 90-91	F- 59-0	3 Needs Improvement
B+ 88-89		4 Unsatisfactory

B 82-87
B- 80-81
C+ 78-79
C 72-77
C- 70-71
D+ 68-69

PROGRESS REPORTS

About five weeks into each quarter, progress reports are issued for all students. It is possible for a student to receive a passing grade at progress report time and still fail at the quarter end. Sometimes a student has an acceptable start to the quarter, but then decides not to study or complete work as the quarter nears the end. However, ongoing communication between students, parents, and teachers should prevent unpleasant surprises regarding grades. Parents should be sure to check the FACTS Family Portal often to keep track of grades. After the first semester, students performing below grade level are issued a Semester Academic Summary Letter. This must be signed and returned to school and will be kept on file as part of your child's permanent academic record.

HONOR ROLL

The purpose of Honor Roll is to recognize and honor students who have attained outstanding academic success and to inspire all students to perform at their highest level in all subjects. Honor Roll status is recognized in grades 4 through 8 at the end of each quarter. The following is how students are recognized grades 6 through 8 – Principal's List, First Honors and Honors, and grades 4 and 5 – First Honors and Second Honors. The criteria to achieve Honor Roll in each level is as follows:

Grades 6 – 8

PRINCIPAL'S LIST

- Grades no lower than a 94
All Conduct and Effort marks are 1 and 2

FIRST HONORS

- Grades no lower than a 90
All Conduct and Effort marks are 1 or 2

HONORS

- Grades no lower than an 82
All Conduct and Effort marks are 1 or 2

Grades 4 – 5

FIRST HONORS

- Grades are a minimum of an A-
All Conduct and Effort marks are 1 or 2

SECOND HONORS

- Grades are at least a B or higher. A grade of a (B-) or lower will exclude a student from 2nd honors.
All Conduct and Effort marks are 1 or 2

Honor Roll accomplishments will be celebrated and recognized at the end of the quarter.

STANDARDIZED TESTING

Basic skills standardized testing is used as one of several means to assess appropriate student progression and to inform curriculum and instructional planning. St. Helen follows diocesan guidelines with regards to standardized testing. In accordance with diocesan standards, we use the Terra Nova Next Testing and STAR Reading and Math for standardized testing purposes. STAR progress monitoring occurs in the Fall, Winter, and Spring.

St. Helen Catholic School administers the Terra Nova Next Testing in Feb – March for grades 2 through 8. Performance reports are expected sometime in May and will be shared with parents immediately thereafter. The results will be analyzed to continue to develop the academic excellence for which St. Helen Catholic School strives.

MAKE UP WORK

When a student is absent from school, it is the student's and/or parent's responsibility to make arrangements with their teachers regarding make up work. If a parent is going to pick up that day's assignments, the request should be made by 9:00 a.m. and the work be available after 2:00 p.m. All students will be given one day for each day's absence to make up work. Requesting daily work should be reserved for extended absences. **Teachers are not required to prepare work in advance.** Teachers are not required to communicate with parents/guardians regarding class/homework during an unexcused extended leave.

PARENT CONFERENCES

Parents are encouraged to attend the scheduled Parent/Teacher conferences at the end of the first quarter. In addition, parents are welcome to request conferences throughout the year with the teachers of their child. Appointments should be requested in advance either by emailing the teacher or by sending a note to the teacher. Please do not try to have a conference with a teacher at school functions, as teachers have other assigned duties during these times and cannot devote to you the time necessary for a thorough, productive conference. If you have a concern regarding a teacher, please discuss the matter with the teacher first before scheduling a conference with the administration. Communication cures much.

PRIVATE TUTORING, COACHING OR LESSONS

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or**

liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.

SPECIAL EDUCATION NEEDS FOR STUDENTS

St. Helen Catholic School respects that all children have different learning needs. To the extent possible, we will make reasonable accommodations. The justification for accommodations must be in writing and in conjunction with a doctor or learning specialist after a diagnosis has been made. Parents wishing to request an accommodation meeting should contact Laura D'Alexis, School Counselor.

SECTION 504: POLICY STATEMENT

School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, St. Helen Catholic School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Katie Kervi, (561) 775-9567. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Gary Gelo
Diocese of Palm Beach
Superintendent of Schools
9995 North Military Trail
Palm Beach Gardens, FL 33410

The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

PROMOTION/RETENTION POLICY

The faculty at St. Helen Catholic School anticipate that each child is capable of learning on grade level and is expected to be promoted to the next academic grade level. We do feel it is important to identify students who are struggling at an early age and/or early in the school year so that the learning challenges can be addressed.

At any time during the school year, when a student is identified as being unsuccessful in the core subject areas, the following steps will be taken to pursue academic success for that child:

1. Parent will be notified by the child's teacher.
A Student Support Team meeting will take place. The team will be composed of the Principal, Assistant to the Principal, Resource Teacher, the core classroom teacher(s), and the School Counselor.
2. The team will gather pertinent information regarding the students' performance in the classroom and at home.
3. The team will review all psycho-educational or other testing when appropriate
4. An Intervention Plan may be developed by the Team (including parents) and implemented at school and at home as necessary.

5. Student's progress will be monitored and revisited by the Team as needed.
6. All alternatives to grade-level retention will be explored.

Promotion to the next grade level may be contingent upon a student completing required coursework through a summer remediation plan. Retention will be recommended and implemented only after careful consideration and evaluation by teachers and parents. The decision to retain a student rests with the school principal.

GRADUATION

Graduation from elementary school is the completion of a formalized course of studies, where readiness for high school is assured. A diploma is granted to students who have successfully completed the course of studies.

Students cannot fail more than two core subjects to graduate. Students who fail a subject must complete and pass a summer program approved by the principal for the subject(s) before the student is awarded a diploma.

The principal will advise the high school principal any time a student, who has been provisionally accepted by the secondary school, does not earn a diploma or is not expected to be awarded a diploma until the end of the summer.

SUMMER SCHOOL

Students who do not pass two or more core subjects are required to make up credits through our summer school program. This applies to students in grades 6th – 8th. The school currently uses an online program through FLVS (Florida Virtual School) to complete the required credits. Students in danger of completing summer school will be sent a letter.

RECORDS REVIEWED BY PARENTS

St. Helen Catholic School follows the regulations as stated in the Family Education Rights and Privacy Act. If a parent wishes to review their child's official file, the request must be made in writing prior to the review. The school will honor all requests so long as proper procedures are followed.

PARENTS AS PARTNERS

PARENTAL SUPPORT AND COOPERATION

God entrusts parents as the primary care givers and educators of their children. Your selection of St. Helen Catholic School as partners in this regard is evidence of your commitment to our mission to develop the whole person – spirit, mind, and body.

The best teacher is a good example. Your personal relationship with God, your family values, the principles you hold high, and the way you carry yourself daily affect the way your child relates to God and others. Ideals taught at St. Helen cannot become well rooted in the child unless they are nurtured by a faith-based environment in the home as well.

Parents/guardians will be held to the same standards of respect and behavior as students on school grounds and at school functions. We expect that your interactions with administrators, teachers, staff, coaches,

other students, other teams, and the like, will reflect the Christian spirit. This pertains to social media sites as well when discussing matters pertaining to St. Helen Catholic School.

To promote accurate communication, safeguard student privacy, and maintain a respectful school community, St. Helen Catholic School does not support or permit the creation of unofficial parent group chats or mass messaging threads related to school matters. While we understand the intent behind such groups is often positive, unregulated chats can unintentionally spread misinformation, compromise privacy, and create unnecessary conflict among parents.

All school-related communication should take place through official channels such as school newsletters, FACTS, email, or scheduled meetings with staff. For classroom-specific concerns, families are encouraged to reach out to the teacher or front office for guidance. We appreciate your partnership in ensuring communication remains clear, professional, and aligned with our school values.

As partners in your child's education, St. Helen Catholic Schools asks parents to:

- Ensure that your child . . .
 - Gets a good night's sleep on school nights
 - Arrives to school on time
 - Is picked up on time
 - Is dressed according to the school's dress code
 - Completes class assignments on time
 - Has funds available for lunch if necessary
 - Has all the needed materials and is prepared to learn
- In addition, we ask that you...
 - Actively participate in school activities such as Parent Teacher Conferences, the Home and School Association, and fundraising activities
 - Complete the required Volunteer Service hours
 - Notify the School office if a child will be absent from school
 - Maintain up-to-date contact information with the school office
 - Meet all financial obligations to the school in a timely and responsible manner
 - Inform the school of any special situation regarding the student's well-being, safety, and health
 - Promptly complete and return to school any information requested by the office or a teacher
 - Read school notes emailed, sent home, posted on the website, or posted on the Facts Family Portal
 - Support the religious and educational goals of the school
 - Support and cooperate with the discipline policy of the school
 - Treat teachers and staff with respect and courtesy when discussing student problems
 - Treat other students and families with respect and courtesy

The partnership between parents and the school is critical to the success of the healthy development of your child spiritually, intellectually, socially, and physically. It is also important for the atmosphere and spirit of the school community.

PARENT COMMUNICATION

Communication between home and school is a vital part of the educational process. Teachers share with parents/guardians the privilege and obligation of educating their children. Therefore, parents/guardians should make every effort to keep informed of the programs of the school. Faculty members are available to discuss your child's progress with you. Please contact the teacher to schedule a conference. Parents/

guardians should not present themselves to a teacher before, during or after school without an appointment. Phone calls should not be made to a teacher's personal phone or home for any reason. If a problem should arise concerning your child in the classroom, please contact the individual teacher first via email.

TEXT MESSAGING/TELEPHONE CALLS

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

PARENTAL COOPERATION

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

CONDUCT

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Palm Beach. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

PARENT RESPONSIBILITIES

FINANCIAL OBLIGATIONS

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to be responsible for the full balance of tuition and any related fees regardless of any scholarship that may be available. Should such scholarship awards not cover the entire balance due or otherwise not become available, Parents/Guardians agree that they remain responsible for the full tuition amount and fees. Additionally, with respect to these scholarships, any student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.

VOLUNTEER HOURS (Family Service Plan)

Each family of the school must participate with a minimum of 20 hours of service to the school yearly. This is monitored by the school. Please track your own hours on the FACTS Family Portal. Consider giving at least three of those hours to the Fall Festival. This event is a wonderful parish and school event that results in community building, and it is a significant fundraiser of the Church that helps the school. There are many other opportunities to give your time. Additionally, you may choose the opportunity to provide goods for an event in lieu of service hours. Generally, \$20.00 is equivalent to 1 hour of service. Stay abreast of school activities for other ideas. Also, consider becoming an active member of the Home and School Association. Please download and review the Family Service Handbook located on our website under the parent sections for additional details about our volunteer programs.

CHANGE OF ADDRESS, EMAIL, PHONE

As partners in education, ongoing communication with parents/guardians is valuable. Please keep FACTS Family Portal current on all your contact information including mailing addresses, phone numbers, email addresses, etc.

EMERGENCY INFORMATION

It is very important to keep the school office informed and FACTS Family Portal updated on any changes regarding emergency contact information and instructions. This is vital information needed so we can adequately care for your child in case of an emergency, accident, or illness.

FUNDRAISING

To keep tuition costs at a minimum, we host various fundraising events throughout the school year. Our current fundraisers may include:

Read a Thon	Dances	Fun Run
Fall Festival	Movie Nights	Ice Cream Sales
Annual Fund Drive	Trunk or Treat	1 st Day School Supplies
Annual Gala	Corporate Giving	Falcon Shop
Golf Tournament	Book Fair	

Students raise money for class, clubs, and sports needs. We encourage parent participation as much as possible.

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

REQUIREMENTS TO VOLUNTEER WITH STUDENT CONTACT

Volunteers are greatly appreciated for giving your time and talent and for being a vital part of our school. The following guidelines have been established to give volunteers a clear understanding of what is required to volunteer at the school.

1. The Diocese of Palm Beach requires all volunteers working with children to be fingerprinted and to complete a "Protecting God's Children" online course.
2. Volunteers must sign in at the school office and wear a name tag at all times while on school premises.

3. Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative, and confidential working environment. Many opportunities exist for volunteers to observe student behaviors and educational abilities as well as interactions among students, staff, and faculty. These observations and any information garnered while performing volunteer duties are confidential in nature and should not be shared with anyone other than the appropriate personnel in the school.
4. Volunteers may NOT bring other their own children while volunteering.
5. Volunteers must speak to students in a loving, Christian manner.
6. Volunteers must wear clothing appropriate to a Catholic learning environment.

VISITING THE SCHOOL

Any parent visiting the school (classroom duties, meetings, etc.) is required to report directly to the school office immediately upon arrival. A name tag will be issued and must always be on your person and visible while at the school. Formal identification may be required for verification purposes. Upon leaving the school, parents and visitors are asked to return to the school office to sign out. This system allows the school to track our visitors and to know who is on campus and where in case of a school emergency.

MESSAGES FROM PARENTS

Only those messages of vital importance will be relayed to students during the school day. Urgent messages must be delivered through the school office. Parents/guardians should not relay messages to their children on electronic devices during school hours.

SCHOOL SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

REPLACEMENT OF SCHOOL-OWNED TEXTBOOKS, ETC.

Property – textbooks and the like, which are owned by the school but used by students, are subject to review by school authorities at any time. Any item damaged or lost will be replaced at cost by the student's parent/guardian.

BREAKFAST/LUNCH PROGRAM

Our school partners with the School District of Indian River County to provide meals to our students. Through this program, both breakfast and lunch will be available daily. Parents will complete a meal application to determine whether your child will be eligible to receive the free or reduced meal prices. Breakfast will be available between 7:15 – 7:35 daily. Lunch will be available during the scheduled lunch

time. Students staying for the Aftercare Program will be provided a FREE snack daily. Parents will be responsible for loading the SDIRC student account with the funds needed for meals. The program also offers an option for snacks to be purchased for a separate charge. A monthly menu will be available on our website. Meals DO NOT have to be ordered in advance, but students must have money in the pre-paid account to purchase breakfast, lunch, or a snack.

In the event a child forgets their lunch and the parent/guardian plans to bring it to school, it must be brought to the school Office by the assigned lunch time, or the student will be sent to the cafeteria to pick out a meal and the parent will be charged for that meal. The Office will ensure that the lunch gets to your child. Please label the lunch with your child's name and grade. Please be sure to bring only non-caffeinated drinks to school.

No food or drinks will be consumed in the GYM/Parish Center before school or at dismissal time. Students needing to eat breakfast or lunch, will eat at the assigned picnic tables outside. Only water is permitted at school with the exception of a juice box or milk at lunch. Drinks should be non-caffeinated and non-carbonated drinks. Do not send your child with aluminum cans or glass containers in their lunch box.

WATER BOTTLES/DRINKS

Reusable water bottles brought to school must be spill proof when tipped over. The student's name should be clearly marked on the water bottle to identify it. Reusable water bottles should ONLY contain water. No other type of drink is allowed in these bottles. Water bottles should not have a straw top, chug top squirt top, or pour top. All of these styles spill causing damage to furniture and carpets of the school.

Students should not bring coffee or soda drinks to school regardless of the age of the child. Drinks should be non-caffeinated and non-carbonated drinks. Do not send your child with aluminum cans or glass containers.

BIRTHDAYS

Birthday treats must be sent to the office by 10:30am. To minimize disruption, parents are asked to drop off birthday treats at the school office. Staff will distribute during lunch. Please be sure you have enough treats for the entire class. Please take into consideration the ease of serving when picking a birthday treat. Birthday treats are passed out the last 10 minutes of the lunch block.

FIRST FRIDAYS OF THE MONTH

Noon dismissal is scheduled for the First Friday of each month. Faculty meetings are scheduled immediately following dismissal. Parents are asked to be prompt when picking up their children. No Hot Lunch is available on these days. Children remaining after 12:20 p.m. will be sent to the Aftercare Program. Parents should pack a lunch if the student is remaining after school. The Aftercare program ends at 5:30 on First Fridays.

SCHOOL COMMUNICATIONS

The FACTS Family Portal is the student information system used by St. Helen Catholic School. This comprehensive system allows parents to maintain personal information, access student grades, class assignments, communicate with teachers, and more.

Announcements and general information will be forwarded via the FACTS Family Portal Parent Alert text messaging and email modules, Facebook, or a hard copy will send home with your child. Please read these notices carefully and, when requested, sign and return them to school promptly.

SUPERVISION: BEFORE AND AFTER SCHOOL HOURS

St. Helen Catholic School provides supervision of students from 7:15 a.m. - 5:30 p.m. No student is allowed to play on school property before or after school unless they are participating in a school supervised activity or attending the Aftercare Program. Coaches and activity moderators are only responsible for those students officially enrolled in their activity. Parents are responsible if an accident occurs, and this policy has not been heeded.

PHYSICAL EDUCATION/ELECTIVE EXCUSED NON-PARTICIPATION

If a child is not able to take physical education or elective classes for a day, or for an extended period, the child should have a written excuse from his/her parent and/or doctor. It should state the reason and length of time he/she will be required to refrain from physical activity. This note must be given to the physical education or elective teacher.

HOME SCHOOL ASSOCIATION

The Home School Association works in partnership with the school and others to enhance the life and success of the school community. The Home School Association is dedicated to promoting healthy development and growth of the whole child and every child. Through strong parent, family, school, church, and community involvement, the HSA strives to enrich all children's educational experience at SHCS.

The primary functions of the Home School Association are:

- To organize events that brings members of the St. Helen Catholic School family together
- To assist with special classroom activities
- To facilitate parent/guardian participation
- To raise funds
- To keep lines of communication open between our families and our school-on-school related issues

The HSA is comprised of board members and volunteers. Every parent/guardian, faculty, and staff member at St. Helen Catholic School is a member of the Home School Association. Meetings are held regularly. All parents/guardians, faculty, and staff are invited and encouraged to attend. Specific dates and locations of the meetings will be posted on the school calendar which can be found on the school website. Participation in the HSA is an excellent avenue through which someone can share their time, talent, and treasure with the school.

LOST AND FOUND

Lost and found items are maintained by the school office. If an article is found, please either return the article to the owner or bring it to the lost and found in the Gym. Lost articles in good condition, which are not claimed within two weeks, are given away to the Samaritan Center. All other items are disposed of.

Please **label all student articles with a complete name** so if found, the articles can be returned to their owner. Please check the Lost and Found immediately upon noticing the item has not come home.

ACCIDENTS AND SCHOOL INSURANCE

All St. Helen Catholic School students are automatically enrolled in a school accident insurance program provided by the Diocese. It must be noted that this is EXCESS insurance. This means that payment of all bills incurred is made only in EXCESS of all other family or employer group insurance, and these plans must contribute their maximum before the school coverage has any liability. This is a program of supplemental coverage designated to pick up any shortage, or if no other insurance plan exists, to pay the medical bills in full to the limit stated by the insurance company.

Every Student is covered during the regular school day, and when traveling **directly and uninterruptedly** to and from the student's home premises and school for regular school sessions. When away from the school premises, coverage is in effect while a student is participating in an activity solely sponsored and supervised by the school authorities. **All accidents are to be reported promptly to the office. An Accident report is completed on all accidents reported to the office.**

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights 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 or eligible students should complete the Request for Release of Student Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures 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 interests. 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 or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education

records without consent to officials of another 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
400 Maryland Avenue, SW
Washington, DC 20202-5920

CUSTODY ISSUES/RIGHTS

In the case of divorced parents, it is with the parent who has legal custody of the child that the school will interact. The school ordinarily will deal with the parent having legal custody in matters of absence, lateness, truancy, early dismissal, disciplinary issues, school records, etc. In accordance with Florida Statue 61.13(3), the school will make school records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school. It is the parents' responsibility to inform the school of the addresses where the student's records should be sent.

CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

ATTENDANCE AND PUNCTUALITY

A student's attendance not only impacts his/her own learning experience, but also the learning experience of their classmates. Additionally, the teacher's instructional plans may be negatively affected as a result of student attendance. Punctuality is important to teach a child as we desire for them the development of good personal habits.

At St. Helen Catholic School, students may begin arriving at 7:15 a.m. Teacher will pick up students from the Gym at 7:35 promptly to begin morning routines. Instruction begins at 7:45 a.m. and ends at 3:15 p.m.

TARDY AND EARLY PICK UP POLICY

A student is considered tardy after 7:45 a.m. If a student arrives after 7:45 a.m. they must report to the School office to receive a late pass for admission to class. All tardies are unexcused unless a doctor's note is presented at the time the student arrives after having visited the doctor. If a student leaves school for the day before 11:00 a.m., he/she is absent a full day. If a student leaves for the day after 11:00 a.m., he/she will be given credit for a full day, no child is to be released to a parent at the classroom. All children are to be released through the school office.

It is the parents' obligation to have students at school on time each day. Tardiness and early dismissals remain a part of your child's permanent record. The first three tardies and/or early dismissals for the school year are free. Upon receiving the 4th tardy and/or early dismissal, a \$10 charge will be added to the child's FACTS incidental billing account. All following tardies and/or early dismissals will be charged \$10 for each event throughout the remainder of the year due to the disruption caused to the classroom. Continued tardies and/or early dismissals will follow the behavioral matrix found in the handbook for the appropriate sanction. If the behavior is not corrected, the parent will be called in to meet with administration to come up with a resolution.

MORNING DROP OFF/END OF DAY PICK UP

For security purposes, **parents/guests are not permitted in the Parish Center/Gym.** Please note: Dismissal is at 3:15 p.m. Unless academic/athletic events warrant, students will not be dismissed after 2:45 p.m. Please schedule appointments accordingly.

DISMISSAL PROCEDURES

Students are dismissed from school at 3:15 p.m. Pick up time is from 3:15 p.m. – 3:30 p.m. Parents are asked to please be prompt. Any student remaining after 3:30 p.m. will join the Aftercare Program. A \$10 daily fee will be charged for this service. If your child is going home with someone other than those listed in the FACTS Family Portal, written permission is required.

PARKING LOT/TRAFFIC PATTERN

For the safety of our students, families, and staff, we have drop off and pick up procedures in place. These procedures were created in cooperation with the City of Vero Beach and the Vero Beach Police Department. They are intended to create a drop-off and pick up process that is safe for everyone and does not significantly impact the road travel of the surrounding neighborhood.

Drop off and pick up procedures are not voluntary. They are required as part of your Parent Cooperation to create a safe, organized environment. These procedures were not designed for the convenience of parents, but to ensure a safe and orderly environment that benefits all and can be well managed by school personnel. Please review the following traffic pattern for drop off and pick up of students.

- Please have your assigned car tag visible every time you pick up your child.
- Dismissal begins at 3:15 p.m. and ends at 3:30 p.m. **DO NOT enter the pick-up line before 3:00 p.m. (or 11:45 a.m. on noon dismissal days).** Please be advised that the School Resource Officer will be enforcing this policy and early arrivals will be asked to move and/or be ticketed.
- **NO WALK UPS.** Parents may not walk up to drop off or pick up students from Parish Center.
- **NO CELL PHONE USE.** Drivers are not to be on a cell phone in any parking lot at school.
- Enter the main parking lot from Tallahassee Ave. to Vero Beach Ave. ONLY. DO NOT enter Vero Beach Ave. from Route 60 or Victory Blvd. There is an additional line of traffic in the field as needed for overflow.
- Exit the main parking lot on the north side with a **RIGHT TURN ONLY** onto Vero Beach Ave. and preferably a right turn onto Victory Blvd.
- Cars in the drop off/pick up area should put the car in “park” so as not to accidentally move forward and hit a child, staff member or another car.
- Children should be dropped off and picked up in the marked zone only.
- Students in grades 3rd-8th should be dropped off and picked up in front of the building in the left lane. The older children have more experience of crossing the street and will hopefully be more watchful when crossing the inside lane. Students in grade Pre K-2nd and siblings should be dropped off in the right lane.
- DO NOT park on Tallahassee Ave, Vero Beach Ave. or Victory Blvd. to walk your children into the school building or to pick your children up.
- DO NOT drop your children off on Vero Beach Ave, Tallahassee Ave. or Victory Blvd. to avoid the line. Children must be dropped off directly in front of the school building.
- Do not park in or pass through the Parish Office parking lot.
- Do not drop off in the back parking lot. Families/students will not be “buzzed” in from the back parking lot.
- Please be patient as children get in and out of cars, and parents buckle children into car seats.
- Students still at school at 3:30 will be sent to aftercare and will be charged accordingly.

LATE ARRIVAL AND SIGN IN PROCEDURE

Students that arrive late to school, after 7:45 a.m., must be accompanied to the school office by a parent to be signed in. Students cannot be “dropped off” at the gate to sign themselves in.

TRANSPORTATION ARRANGEMENTS

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

ABSENTEE POLICY

A parent/guardian must call the school office by 8:45 a.m. each day their child is absent and notify by email your child's teacher. It is expected that a child will only be absent in the case of a personal illness, death in the family, court appearance, or family emergency. In these cases, the child's file will reflect an excused absence. All other circumstances will reflect an unexcused absence.

If a student has had at least three unexcused absences, or absences for which the reasons are unknown, within a semester, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the administrative team to discuss the early patterns of truancy are developing. If the administrative team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies, and the principal shall notify the Palm Beach Diocese superintendent.

If a child is absent three or more days in a row, a doctor's note is required for readmission to school. All absences become a part of your child's permanent record.

TRIPS, VACATIONS, AND APPOINTMENTS

Trips, vacations, and the like, taken outside of regularly scheduled school holidays, a school suspension, "take your child to work day", and absences for which the school received no note are all considered unexcused absences. In these cases, the child's file will reflect an unexcused absence.

Parents should notify the teacher and school office in advance if a student is going to be absent for a reason other than a personal illness, a family death, or a family emergency. Please keep in mind that extended absences due to travel and vacation create an undue burden on teachers and students. Teachers will not be required to provide assignments in advance and are not required to maintain communication with parents/guardians regarding class/homework during an unexcused extended leave. For students in grades Pre K-5 it is the parents/guardians responsibility upon returning to school to get the makeup work for missed days. For students in grades 6-8, it is the student's responsibility for getting the makeup work. One make up day is given for each day absent.

PICKING UP A CHILD FOR AN APPOINTMENT

When picking up a child for appointments, parents are to report directly to the school office not the classroom. After signing the student out, the child will be called from class. No student is to leave the school grounds without permission from the office. If the child returns after an appointment, the parent must sign the child back in at the school office.

TRUANCY

Truancy is when a student is absent from school without permission. Immediate suspension will take place for the first infraction. A second infraction may result in a student being asked to withdraw from the school.

EXCESSIVE ABSENCES

If any student is absent more than ten (10) days in one semester, or more than twenty (20) days per school year, the student will not be promoted to the next grade unless the principal grants an exception and

determines a way in which the student may receive additional instruction. A letter will be sent home each semester for excessive absences and be filed as part of the student's permanent record.

ABSENCES AND AFTER SCHOOL ACTIVITIES

To participate in afterschool activities (practice, games, clubs, dances, and the like), a student must be present at school that given day, all day, unless otherwise approved in advance by Administration.

ABSENCES AND EXAMINATIONS (Grades 6-8)

Mid-term and final exams will not be administered earlier than scheduled. Report cards cannot be issued without these grades, so please plan your trips and vacations according to the school calendar.

PERFECT ATTENDANCE AWARDS

Each student that has been in attendance every day for the entire school year and has no more than two tardies and/or early dismissals for the entire school year will be honored with a "Perfect Attendance Award" at the end of the school year. Perfect attendance is encouraged!

STUDENT ACTIVITIES

PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS

The school recognizes the following sports, activities and clubs:

School Clubs: Student Council, Art Club, Chess Club, Lego Club, Falcon Guard,

Wednesday Warrior and National Junior Honor Society for those that qualify

Major School Activities: Field Trips, Field Days, Christmas Pageant, Sports Banquets, Award Ceremonies, Variety/Talent Show

Dances: Generally 2-3 per year for middle school students; 1-2 for elementary grades

Athletics: Soccer (Co-ed), Girls Volleyball, Boys and Girls Flag Football, Cross Country (Co-ed) Boys Basketball, Cheerleading, Lacrosse

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

FIELD TRIPS

Field trips offer valuable, active, hands-on, learning opportunities for students. Our field trips will have defined objectives that enhance each child's educational experience. Instruction and preparation may precede or follow a field trip. Parents will be called upon to act as chaperones. Proper documentation, including Fingerprinting and Protecting God's Children course, for adult chaperones must be on file and updated in the school office. ONLY pre-approved chaperones may attend the field trip. No last-minute chaperone changes can be made. Siblings are not allowed on field trips.

A permission slip explaining the particular field trip will be sent home to parents and must be signed and returned in order for a child to participate in the field trip. No child is permitted to go on a field trip without a signed permission slip. Parents do have the right to refuse to allow their child to participate in a field trip. In this case, the student is expected to be present for the regular school day. Upon arriving to school, the student should report to the school office. The teacher will provide a full day's work for students not participating in the field trip experience.

Students who exhibit a pattern of inappropriate behavior may be prohibited from participating in field trips. **Field trips are a privilege and only those students who meet the academic and behavioral requirements will be afforded the privilege. No student has an absolute right to go on a field trip. The final decision to allow a student to participate in a field trip rests with the school principal.**

COMMUNITY SERVICE ACTIVITIES

Community service activities are not school activities and St. Helen Catholic School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. St. Helen Catholic School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

AFTERCARE PROGRAM

St. Helen offers aftercare for St. Helen Catholic School students from Pre-kindergarten through 8th grade. The program will provide students with homework time, organized play time, and arts and craft time. Through the program, students will have the opportunity to further develop their social, physical, and intellectual skills and talents. Our mission is to provide this service in a safe, secure, loving environment.

The supervised care goes from 3:30 p.m. – 5:30 p.m. On First Fridays and noon dismissals, care is provided from 12:20 p.m. – 5:30 p.m. A snack will be provided to students in the program. Please see the website for more details regarding requirements, rules, and rates. Aftercare limited use phone number is 772-269-5926. This number is to be used to contact the personnel of Aftercare to notify them of extenuating circumstances regarding your child(ren) during the Aftercare hours such as difficulty picking up your child(ren) on time.

Please note that there are NO pro-rated or partial fees. It is a daily fee only. It is \$10.00 per day (per child) for regular school days and \$25.00 per day (per child) for extended school days – this includes lunch.

There is a \$1.00 per minute per child late fee. If the child is picked up late excessively, it is the right of the program to discontinue service.

Please note that the expectation for student behavior is the same for aftercare that it is for the regular school day. Administration reserves the right to dismiss a child from Aftercare for unacceptable behavior.

OFFICE TELEPHONE/STUDENT USE

Students are allowed to call home for a forgotten lunch or a change involving afterschool activities. iPad and PE calls will be made to parent/guardian but will warrant a demerit to the student. Students cannot use their personal cell phones to call parents at any time to request such materials.

LOCKERS

Each student in grades 6 through 8 is issued a locker with combination lock. Students are required to maintain these in an orderly fashion. For safety reasons, they **MUST** be locked at all times. Failure to do so may result in disciplinary action. At year end, school issued locks will be collected. Replacement for lost locks is \$25.00. Students may not purchase replacement locks on their own. Lockers are to remain free of stickers and personalization.

Student Health

St. Helen Catholic School will follow guidelines regarding health records and immunization policies as set forth by the Florida Department of Health and related Florida Statutes. Before a student can attend St. Helen Catholic School, all health requirements must be met.

ACCIDENT OR ILLNESS AT SCHOOL

If a student has an accident or medical problem during school hours, the student should notify his/her classroom teacher or appropriate school personnel. The student will be sent to the School office. Office personnel will decide on a suitable course of action. If simple first aid is appropriate, as in the case of a scraped knee, it will be provided. If a child does not feel well or requires further medical attention, a parent/guardian will be notified. If a serious situation occurs that requires major medical attention, a staff member will call 911 and parents will be contacted immediately thereafter.

If a student has an accident or medical problem during a school activity or event after school hours, the student should immediately notify any school personnel present such as a coach or Aftercare Program supervisor. The school representative will decide on the appropriate course of action similar to the three scenarios discussed in the previous paragraph. An injury report will be completed each time and sent to the Diocese and to the parent.

Whether the accident or illness occurs at school or at a school function, the student should not use a personal device to notify a parent of the situation. This is the responsibility of the school personnel present.

If it is necessary for a sick child to go home, it is expected that the parent/guardian will make immediate arrangements to pick the child up from school. This is for the health and safety of all of the children in the school's care.

RETURN TO SCHOOL AFTER ACCIDENT OR ILLNESS

The safety of all our students is our number one priority. Please follow these guidelines to know when it is safe to send your child back to school following an accident or illness.

- Accidents such as falls, stitches, broken bones, sprains, etc... should have a doctor's note to return to school with/without any limitations or restrictions.
- Students with fevers should not come back to school until they have been fever/symptom free (and medication free which may mask a fever) for 24 hours.
- Students with vomiting should not come back to school until they have been vomiting free for 24 hours.
- Students with diarrhea should not come back to school until they have 2 or less stools in a 24 hour period.
- Students with rashes, impetigo, or any contagious skin condition should not return to school without a doctor's note clearing them that they are no longer contagious.
- Students with strep throat should not come back to school until they are fever free and on antibiotics for at least 24 hours.
- Students with pink eye should not come back to school until they have been treated by medication for 24 hour.
- Students with lice should not come back to school until they are lice and nit free. A check in the front office is needed to return to school.
- Students with a common cold, runny nose, or cough should be watched closely for other symptoms that might require them to stay home.

MEDICAL GUIDELINES

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

IMMUNIZATIONS

The Diocese of Palm Beach requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) completed by a health care provider participating in Florida Shots is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

EPIPENS

St. Helen Catholic School maintains a supply of epinephrine auto-injectors for use in the event a student is having an anaphylactic reaction. Designated staff members have been trained to administer injections if a student is having an anaphylactic reaction.

HEAD LICE (Pediculosis)

Head lice are a particular communicable disease that can be easily transmitted from one person to another. For the safety of all of the children placed in the school's care, please notify the School office immediately upon learning of the situation. After having learned of a single case of lice, all of the students in the class with a confirmed case will be checked for active lice and nits as soon as possible within 24 hours. Parents will be notified of the situation so precautions can be taken to prevent spreading of the lice.

Students with a confirmed case of lice must be checked for active lice and nits by designated school personnel before returning to school.

Fall is generally the season for head lice. It is the responsibility of the parents to continually check their children for lice during this peak season.

SCHOOL COUNSELOR AND PSYCHOLOGICAL SERVICES

Our school counselor is Mrs. Laura D'Alexis. Mrs. D'Alexis will be on campus 5 days per week. Mrs. D'Alexis will provide counseling services, both individual and group. She will assist as a resource for teachers, staff and parents, including conferences when needed. Additionally, she will be working hand in hand with the Student Support Team to provide services for our students. The Student Support Team will work closely with teachers to assist in the development of behavior management plans, follow up with students and parents in regards to these plans, and assist with crisis management.

As a diocesan school we also have the services of a licensed school psychologist for a specified number of hours per year. These hours are used for resource purposes to school staff and for additional assistance to our families.

EMERGENCY PROCEDURES

Emergency drills for fire, severe weather conditions, and unauthorized visitors on the property will be held periodically throughout the year and in accordance with Federal and State law and guidelines. These drills are to ensure safety during real emergencies.

Students are to remain silent throughout all emergency drills to ensure instructions can be heard and followed promptly. Parents who are on campus during a drill must follow the directions of the nearest

school staff member. ***Everyone—students, staff, and visitors—must evacuate the building during fire drills or any drill that requires evacuation.*** Under no circumstances may anyone remain inside the building during an evacuation drill. In addition, phone calls and school visits are strictly prohibited during drills. Please do not call the school or attempt to enter the building during an emergency drill, as it may interfere with school safety protocols. Due to the seriousness of these drills and the need to prepare for real emergency situations, any student who fails to comply with drill procedures will receive a demerit.

HAZARDOUS WEATHER CONDITIONS

St. Helen Catholic School follows the action of the Indian River County public schools in regard to closing during hazardous weather conditions such as hurricanes, flooding, etc. Please listen to the local radio station on the reopening of St. Helen Catholic School as this may differ from the public school.

ASBESTOS MANAGEMENT PLAN

In accordance with Federal Guidelines, a Management Plan for asbestos containing building materials has been filed with the appropriate Governmental Agencies. Under Federal Guidelines, we are required to notify you that a copy of this Management Plan is on file in the principal's office. Should you so desire, the asbestos Management Plan is available for your review during normal school hours.

COMMUNICABLE DISEASE AND RELATED ITEMS

Attendance at school and participation in school activities poses some risks including the transmission of communicable disease. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus- based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

UNIFORM POLICY

St. Helen Catholic School, like most Catholic schools, requires students to wear a school uniform as a part of our school policy. Uniforms are attractive and beneficial for a variety of reasons including, but not limited to:

- Uniforms increase unity, a sense of belonging, and school pride
- Uniforms allow students to focus on academics rather than dress
- Uniforms help to eliminate pressure to buy expensive or fad clothing
- Uniforms make getting ready for school in the morning easier for students
- Uniforms encourage discipline, structure, and respect for personal appearance

The St. Helen Catholic School code, in its entirety, reflects Christian modesty and values, and encourages neatness and appropriateness.

SCHOOL UNIFORM

Students are expected to come to school in the proper uniform of their grade level every day unless otherwise specified. Students are expected to remain in proper uniform throughout the day. All clothing is expected to be clean, free of stains and holes, properly fitted, and properly worn. **It is the parents' responsibility to ensure that their child comes to school in the correct uniform.**

Official School uniforms are available through our suppliers:

Risse Brothers School Uniforms

You can purchase school uniforms one of three ways:

1. Online at www.rissebrothers.com
2. Pop up Shop on SHCS Campus during the summer
3. In store at 775 Northlake Blvd North Palm Beach, FL 33408

The dress code policy according to grade level is as follows:

Pre K

Tops: Navy t-shirt with crest, *from designated uniform supplier*

Bottoms: Hunter green athletic short with crest, *from designated uniform supplier*

Girls K – 4

Bottoms: Plaid skort *from designated uniform supplier*

Length of the skort should be no shorter than three inches above the knee both in the front and back.

Tops: Navy polo shirt with school crest, *from designated uniform supplier*

Girls 5 – 8

Bottoms: Khaki skort *from designated uniform supplier*

Length of the skort should be no shorter than three inches above the knee both in the front and back.

Tops: Navy polo shirts with school crest, *from designated uniform supplier*

*8th grade only – hunter green polo shirt with school crest, *from uniform supplier*

Boys K - 8

Bottoms: Khaki shorts or pants, *all from designated uniform supplier*

Tops: Navy polo shirts with school crest, *from designated uniform supplier*

*8th grade only – hunter green polo shirt with school crest, *from uniform supplier*

The following applies to all students:

Shoes: Students will wear ALL WHITE or ALL BLACK low top athletic shoes. The entire shoe must be either solid white or solid black, including logos, laces, and soles. Velcro shoes may be worn. The following styles are NOT ALLOWED: slip-ons, Mary Janes, boat shoes, dress shoes, mid , ¾ or high tops, light up, canvas, or Hey Dude style shoes. When selecting a shoe, safety and good walking shoes should be significant considerations.

Socks: All students will wear solid WHITE or solid BLACK crew socks. No ankle socks, low cut, or no-show socks are acceptable. No logos or designs are allowed on the socks.

No ankle socks, no show or low-cut socks that are stretched to cover the ankle are not regulation

Misc. No nail polish or artificial nails
No make up

Undershirts No matter the color of the polo, only a solid white undershirt can be worn

Polos All shirts must be tucked in

Belts Kindergarten – 1st grade: khaki adjustable belt from *uniform supplier*
2nd – 8th grade – black leather belt *from uniform supplier*

COLD WEATHER

When the weather drops below 50 degrees:

Girls: May wear footed navy or white tights

Girls and Boys: Khaki pants *from uniform supplier*

Outerwear: St. Helen Catholic School zip up performance jacket, *from uniform supplier*

If temperatures fall BELOW 50 degrees Fahrenheit, additional outerwear may be permitted over St. Helen approved outerwear.

P.E. DRESS CODE

Girls and Boys K – 4

- Socks and laced/Velcro sneakers must be worn (moccasin style, i.e. Hey Dude, is not permitted)
- The school uniform is worn during P.E. class.

Girls and Boys 5 – 8

- Official P.E. grey uniform shirt with crest and navy shorts with crest must be worn
- Socks and laced sneakers must be worn (moccasin style, i.e. Hey Dude, is not permitted)
- Middle School PE occurs 3 days a week.

TAG DAY DRESS CODE (NON-DRESS CODE DAY)

Occasionally students are permitted to dress out of dress code to raise funds or supplies for local charities. A monetary fee or canned food will be collected to participate in a Tag Day. Colors and/or themes will be announced. A rule of thumb for appropriate attire on free dress days is that clothing be clean, neat and modest. Clothes must not be excessively tight or oversized. Pants, jeans, and capris are allowed and must be free of tears or holes. Bermuda shorts, skirts, and dresses may not be shorter than 3” above the top of the knee. Girls may not wear leggings or spandex style pants/shorts. Girls’ shoes with heels higher than 2 inches are not permitted. No boots, crocs, flip flops, or cleats. All students must wear socks. Halter, midriff, spaghetti strap, sleeveless or muscle shirts of any kind are not permitted. Any shirts with inappropriate pictures or sayings are also unacceptable. Unless approved, hats may not be worn at St. Helen Catholic School. **Parents will be called to bring an extra set of clothes and students may lose the opportunity to participate in future dress down days if guidelines are not adhered.**

SPIRIT DAY

On assigned spirit days, students will be permitted to wear a school spirit shirt with uniform bottoms to school. Students must follow all other dress code requirements.

OUTERWEAR

Students may wear the official St. Helen Catholic School performance zip up school jacket ONLY as an outer garment during the school day.

HAIRCUTS

Hair should be neat and combed at all times. In accordance with Diocesan regulations, the following apply to boys and girls:

- No extreme hairstyles or unconventional haircuts (mohawks, faux hawks, long buzz cuts, and induction cuts, etc.)
- No coloring, highlighting, or bleaching – natural color only
- No lines, numbers, or designs of any kind may be cut into the hair
- No artificial accessories (fairy hair, wraps, or beads)
- No hats, head scarfs, tiaras, headbands with ears, etc.
- Headbands should be SOLID navy, white, or school plaid and should not exceed 1 ½ inch
- Scrunchies and bows should be SOLID navy, white, or school plaid

Boys: Length of the hair should be above the eyebrow, above the ears, and above the collar.

Girls: Bangs should be above the eyebrow

JEWELRY

Students may wear no more than one ring, one necklace, one bracelet, and one set of earrings

Simple religious necklaces or small personal necklaces can be worn

Earing must be posts or hoops, no larger than the size of a dime. No dangle earrings.

Earrings cannot be worn in more than one hole in one ear

Boys cannot wear earrings

No electronic watches with the capabilities to connect via Wi-Fi to any device may be worn. These include devices used to monitor steps, heart rate, etc..

OTHER

By sixth grade, deodorant should be worn by all students. If the parent/guardian sees fit, a child may begin wearing deodorant at an earlier age.

Boys must be clean shaven. If significant facial hair develops at an early age, male students are expected to begin shaving and come to school with a clean shaven face.

Permanent or temporary tattoos are not permitted to be visible during the school day or school functions unless permission is granted by the principal. Students are not permitted to write on self or others while at school. Students will be required to immediately remove visible tattoos or writings.

Backpacks cannot have wheels and must be the carry type.

The principal reserves the right to final recourse in determining if something is or is not acceptable under the school's dress code policy. If something is determined unacceptable, the student may be kept from class until a correction is made or may be sent home for the rest of the day. Demerits, detentions, and suspensions will be assigned at the discretion of the principal.

DRESS CODE FOR SCHOOL EVENTS

All students are expected to dress appropriately and modestly for school-sponsored events. Attire should reflect the values of St. Helen Catholic School and support a respectful, safe, and distraction-free environment. Clothing must be properly fitting—neither excessively tight nor oversized. Pants, jeans, and capris are permitted but must be free of rips, tears, or holes.

Dresses or skirts must not be shorter than three inches above the top of the knee. Halter tops, midriff tops, low-cut necklines, and spaghetti straps are not allowed. Girls' heels must be no higher than two inches. Students who do not comply with the dress code will not be permitted to attend or remain at the event. Please review these expectations carefully in advance to ensure a positive experience for all.

DRESS CODE FOR FIELD DAYS

PreK students will wear school uniform top and bottoms.

Grades K – 4 may wear a spirit t-shirt and shorts. Unless otherwise approved by the principal, students in grades 5 – 8 must wear their PE uniform (or current year athletic/spirit tee).

UNIFORM/DRESS CODE VIOLATIONS

Students are responsible for observing the school uniform policy and parents are responsible for enforcing it. The school's responsibility is to reinforce the parent's choice of Catholic school by maintaining our high standards. Parents should always check what their child is wearing before they leave the house to determine if it follows uniform policy. Uniforms are a hallmark of Catholic education. It is your choice to send your children to St. Helen Catholic School. We anticipate your cooperation in ensuring your children come to school dressed in accordance with the school's uniform policy. See the matrix for demerits and dress code sanctions.

CODE OF CONDUCT AND CONSEQUENCES

STUDENT CONDUCT

Self-discipline is a Christian ideal which all students are encouraged to achieve. *Students and Parents are expected to behave consistent with the mission, philosophy, and spirit of the school and the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Palm Beach. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.*

The disciplinary policies and procedures set forth in this handbook provide guidelines that the school may, in its discretion, employ in regulating student conduct. They do not however limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school. The disciplinary action taken is at the sole discretion of the school administration. Students engaged in conduct that is contrary to the mission and philosophy of St. Helen Catholic School will be subject to disciplinary action regardless of whether the conduct occurred at a non-school sanctioned function or not.

Please keep the following in mind – Disapproval of the child’s actions is not the absence of love; it is the strengthening of love. School discipline can be undermined when parents criticize school authority. Therefore, parents should consult the teacher about all the facts before making any hasty decisions or commenting on a discipline problem in the presence of their children.

VIOLATIONS

The following infractions are considered violations of the code of conduct at St. Helen Catholic School:
(This list is not exhaustive.)

1. Insubordination, lack of respect for authority
2. Academic dishonesty – cheating, plagiarism, copying another’s homework, and the like
3. Disruptive classroom behavior
4. Neglect of responsibility
5. Fighting
6. Stealing
7. Using profane or vulgar language or actions
8. Improper dress
9. Unreasonable talking, shouting or noise during class, at lunch or on school property
10. Damaging school property or the personal property of others
11. Chewing gum or eating outside lunch time without permission from a teacher
12. Use of cell phone during school day and afterschool activities unless granted permission
13. Misuse of technology
14. Lockers improperly locked (“dummy locked”)
15. Threat and intimidation
16. Inappropriate display of affection
17. Teasing, taunting, harassment
18. Alcohol use or possession
19. Contraband use or possession
20. Tobacco use or possession
21. Vaping use or possession of contraband
22. Weapon use or possession

CONSEQUENCES

The intent of consequences to improper behavior is to instill a sense of moral responsibility within each of our students. It is the expectation of St. Helen Catholic School that each member of the community will assume responsibility for his/her own actions and develop intrinsic values of personal integrity. Students need correction as they are growing and maturing. When they behave in an unbecoming manner, children benefit and learn from discipline and consequences. Students who witness a violation of expected behavior are to report such violations to a teacher.

St. Helen Catholic School expects each person in the school to display the highest standards of integrity and character at all times. Any activity that conflicts with high standards and undermines the integrity of the community cannot be tolerated. The consequences of inappropriate behavior may include the following:

Consequences will be determined based on the level of the offence on the Matrix. The Matrix is divided into three levels.

Level 1 Infractions include:	Level 2 Infractions include:	Level 3 Infractions include:
Chewing gum	Academic Dishonesty	Bullying
Disruptive Classroom Behavior	Horseplay	Fighting
Dress Code Violation	Altercation	Major Misuse of Technology
Eating/Drinking in Class	In off limits areas of campus	Major Property Damage
Inappropriate Behavior	Inappropriate display of affection	Physical Aggression Toward Staff
Insubordination	Lying	Possession of Drugs, Alcohol, or Prescription Drugs
Lack of Respect	Minor property damage	Possession of Contraband
Minor misuse of Technology	Threatening or Intimidating behavior	Possession of Obscene or Inappropriate Materials
Neglect of Responsibility	Truancy/Skipping Class	Possession or use of Weapons
Tardy	Unsafe use of hands and Feet	Sexting
Teasing	Use of cell phone without permission	Sexual Harassment
Unauthorized food or drink	Using profane or vulgar actions	Stealing
Unprepared for Class	Repeated Level 1 Offenses	Taunting or Harassment
		Under the Influence of Drugs or Alcohol
		Vaping
		Repeated Level 1 and Level 2 Offenses

Offenses accumulate in the aggregate. For example: one cheating offense plus one lying offense plus one stealing offense means the last offense constitutes the third offense.

SUSPENSION

Suspension from school is imposed for serious infractions or in the case of continual uncorrected behavior. The principal may determine that a student should be suspended from classes or school for a specified period of time. This is done when it is necessary to signal to the student and parent/guardian that the actions of the student, either for a single or repeated offense are very serious and will warrant dismissal from the school if steps are not taken to prevent a re-occurrence. The decision to suspend a student rests with the principal. Make-up work may be permitted for partial credit.

EXPULSION

Expulsion is generally resorted to only when all other means of discipline have proven to be ineffectual and the student's conduct is a definite hindrance to the welfare and progress of the school community. The measures taken to implement the decision and notification of parents are the same as those for suspension. In certain cases, a student who has refused to conform to the standards of good moral and social conduct in a given school setting may, if the parents choose, and with local administrative approval, withdraw from the school. The parent or student may appeal this decision of expulsion to the Pastor, whose decision will

be the final decision. Before a student is expelled or asked to withdraw from St. Helen Catholic School, the Superintendent of Catholic Schools or his/her delegate will be consulted.

CODE OF CONDUCT FOR PARENTS AND STUDENTS ATTENDING ATHLETIC AND CO-CURRICULAR EVENTS

St. Helen Catholic School athletic programs are intended to complement and support the mission of St. Helen Catholic School while promoting the growth of the student spiritually, academically, emotionally, and physically. The school is committed through these programs to provide opportunities for personal growth, experience in teamwork, faith and leadership development, and good sportsmanship.

St. Helen Catholic School encourages a spirit of athletic competition that is guided by the highest standards of fair play and good sportsmanship set in a Catholic atmosphere. To this end, we expect parents/guardians (and their guests) and students attending athletic and co-curricular events to adhere the following:

- Be a positive role model through their own actions to make sure that the student participant has the best experience possible.
- Recognize and show appreciation for outstanding play by other teams or participants.
- Show respect for opposing players, coaches, and spectators.
- Demonstrate positive support for officials and be respectful of all officials' decisions.
- Support student participants in their efforts to play by the rules and to resolve conflicts without resorting to hostility or violence.
- Discourage any language or behavior that would incite violence or would endanger the health or well-being of student participants.
- Refrain from unsportsmanlike conduct with any official, coach, student participant or parent such as booing and taunting, or using profane language or gestures.
- Refrain from ridiculing or yelling at a student participant for making a mistake or bad decision.
- Refrain from coaching student participants during the games, events, or practices unless you are one of the official coaches of the team.
- Respect the authority of the coach/moderator during games or events and refrain from questioning, challenging or confronting coaches/moderators at the game site. Take time to talk with the coaches/moderators in an appropriate manner, with an appointment and agreed upon location.
Approaching a coach or moderator immediately after a game or event is not an appropriate time to discuss such matters.

Parents/Guardians (and their guests) or others who engage in behavior that violates the expected behavior at St. Helen Catholic School may be subject to sanctions or removal by officials or administration from competitions that involve student-athletes associated with St. Helen Catholic School.

DEMERITS/DETENTION

Demerits will be given to a student for an infraction of the rules. A **Confidential Behavior Notice** will be emailed to parent. Demerits accumulate during each quarter. The first 3 demerits will not result in a penalty. For each demerit after the 3rd one, a sanction will be assigned. The accumulation of sanctions will reset after each quarter. The demerits will remain on the child's record and will not be removed.

Lunch Detentions occur on Tuesdays and Thursdays. During a lunch detention the student will sit in assigned area away from peers. Student will not be allowed to talk, use the restroom except for emergencies, or purchase snacks from the snack room. Students on lunch detention are responsible for helping to clean the lunch area by sweeping and picking up trash. Students arriving late to lunch detention will serve an additional lunch.

After School Detentions can occur any day of the week. The detention will be served on the assigned day from 3:15- 4:15 from the front office. At 4:15 a mandatory student/parent/administration meeting will occur. Afterschool detentions are working detentions. Students in detention will be required to complete light duties on campus.

Saturday Detentions will occur on the Saturday assigned by the Principal. Detention will run from 9:00 a.m. – 1:00 p.m. Saturday detentions will be a working detention. Students will be required to complete light duties on campus. There will be a \$75 fee deducted from FACTS for Saturday detentions to compensate staff to supervise the student.

A sanction will be given based upon the level of the infraction. This is not an exhaustive list.

Possible Level 1 sanctions include:	Possible Level 2 sanctions include:	Possible Level 3 Sanctions include:
Demerit with email to parent	1-4 demerits based on the degree of the severity in addition to the following:	Saturday Detention
Lunch Detention		Bullying report initiated – if bullying related
Loss of Technology	Zero on assignment or test (if cheating)	Confiscation of item
Loss of Recess	Restitution of damaged property	Loss of cell phone privilege
Change of Clothes (dress code related infraction)	Loss of cell phone (1 st offense – sent to office, 2 nd offense – lose all privileges)	After 2 Saturday Detentions = Suspension
Apology Letter	Physical altercation = automatic detention	Loss of I-Pad
Student Self-Reflection	In school suspension	Law Enforcement Involvement = Suspension
Conference with Teacher	Conference with Administration	Out of School Suspension(OSS)
Parent Contact	Loss of privilege	Expulsion
Loss of Privilege		
Tardy = \$10 charge	After 4 lunch detentions = 1 after school detention Referral to SST (Student Support Team) and/or development of a behavior contract	

ANTI BULLYING POLICY

Environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;

- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

- a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

- a. This policy prohibits bullying that occurs either:
 - i. on school premises before, during, or after school hours;
 - ii. on any bus or vehicle as part of any school activity; or
 - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

- a. Each student and parent have a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

Bullying/Harassment Investigation Disclosures. While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

DRUG AND ALCOHOL POLICY

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

A school may conduct random searches as set forth in this handbook.

SAFETY IN PRIVATE SPACES

St. Helen Catholic School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.

SEARCH AND SEIZURE POLICY

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

WEAPONS

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

THREATS OF VIOLENCE

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school;
2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
3. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
4. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

PUBLIC DISPLAY OF AFFECTION

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

BRINGING TOYS TO SCHOOL

Students are not permitted to bring toys of any kind, including trading cards, to school unless they are bringing something in with permission from their teacher for a class activity such as "Show and Tell". This rule also extends to Aftercare. The school supplies balls and more for play time at recess and Aftercare. Bringing in your own supplies for these times is not allowed. Toys may also include electronic games.

USE OF PHOTOS

The school reserves the right to use student or parent photos in any school or Diocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter, Instagram, and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By**

executing this acknowledgement of receipt of this Handbook, Parents **HEREBY CONSENT**, authorize and grant permission to the school, the Diocese of Palm Beach, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and **CONSENT** to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, **HEREBY RELEASE** the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

SEXTING

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

SMOKING/VAPING

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

T **TECHNOLOGY** _____

COMPUTER USE POLICY

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
 - a. Use only assigned accounts and passwords;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
 - a. Observe all network security practices;
 - b. Report security risks or violations to the school principal;

- c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:
- a. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
- a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomforting materials to the school principal;
 - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
 - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
 - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;
 - g. Do not send spam, chain letters or other mass unsolicited mailings;
 - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
 - i. Do not engage in any form of cyberbullying.

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks. In addition, this rule applies to communications both during the school year and while

students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

ELECTRONIC ACKNOWLEDGEMENTS

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

ELECTRONIC DEVICES INCLUDING CELL PHONES AND SMART WATCHES

Students are permitted to use school-owned electronic devices on school premises. Students are prohibited from wearing smart watches during the school day, which includes aftercare hours. Included is any watch that has the capability of syncing to a phone, computer, iPad, or any device with internet capabilities. Other personal electronics, which include, but are not limited to cell phones, video games, portable electronic e-readers, etc. are not permitted to be used on school premises or during after-school activities.

Students in K-5 are prohibited from bringing a cell phone to school. Middle school students are required to turn in their cell phone to their homeroom teacher. If a child fails to turn in a cell phone during homeroom, the phone will be confiscated by the teacher. The parent/guardian will collect the phone from the principal at the end of the school day. The school is not responsible for any electronic device which may be lost, stolen, or broken while on school premises.

The following actions will be taken if a student is caught using an electronic device inappropriately or without permission during the school day or during an afterschool activity, practice or game:

- **First Offense:** The electronic device will be taken and given to the Principal. The student should reclaim the device from the Principal at the end of the day. The student will receive a demerit.
- **Second Offense:** The electronic device will be taken and given to the Principal. A parent/guardian will have to claim the device from the Principal. The student will lose the privilege of having a cell phone at school.

The school is not responsible for any electronic device which may be lost, stolen, or broken while on school premises.

Parents/guardians should not relay messages to their children on electronic devices during school hours.

iPad ACCEPTABLE USE POLICY

Technology resources at SHCS are provided for the purpose of supporting the educational mission of the school. Providing our students with an iPad will promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity and mobile learning. Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies including, but not limited to, those stated in this Parent/Student Handbook. It is understood that members of the SHCS community will use all types of computing devices and the school's network in a responsible, ethical, and legal manner at all times.

SHCS retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. SHCS retains the right to collect and/or inspect the iPad at any time; and to alter, add, or delete installed software, hardware or other content.

1. iPads (charger and case inclusive)

1.1 Receiving the iPad

iPads will be distributed at the beginning of the school year. Students will be issued iPads with predetermined applications (Apps) installed. Parents and students must sign and return the iPad Acceptable Use Policy and Pledge documents at enrollment or re-enrollment, before the iPad will be issued to their child.

1.2 iPad Check-in

iPads will be returned to SHCS during the final week of school. This includes case and charger. If a replacement charger is required, the parent/guardian must purchase an original Apple charger for \$50 from the school (not one from Target, Walmart...). Students who transfer, withdraw, or are expelled from SHCS during the school year must surrender the iPad upon termination of enrollment. If the student does not return the iPad, records and transcripts will be held until it is returned.

1.3 Check-in Fines

If a student fails to return the iPad at the end of the school year or upon termination of enrollment at SHCS, that student may be subject to criminal prosecution or civil liability at the sole discretion of the Administration. The student and/or his or her Parent/Guardian will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Furthermore, the student/parent will be responsible for any damage to the iPad consistent with the School's iPad Protection plan. The student/parent will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad up to \$500.

2. iPad Care

Students are responsible for the general care of the iPad they have been issued by the school. The cost for miscellaneous repairs such as a cracked or chipped screen will be \$50.00 and will be the responsibility of the parents. iPad that fail to work properly must be taken to the School office for an evaluation of the equipment. SHCS will be responsible for repairing iPads that malfunction.

2.1 General Precautions

The iPad is school property and all users will follow this policy and the SHCS acceptable use policy for technology.

- Cords and cables must be inserted carefully into the iPad to prevent damage
- iPads must remain free of any writing, drawing, stickers, or labels
- iPads must never be left in an unlocked locker, unlocked car, school cubby, or any unsupervised area or it will result in a demerit for minor misuse of technology
- Students may not use “skins” to “personalize” their iPads

2.2 Carrying iPads

The protective cases provided with the iPads are sufficient to protect the iPad from normal (reasonable) treatment and provide a suitable means for carrying the device within the school. The replacement cost per cover will be \$50.00. The guidelines below should be followed:

- iPads should always be within the protective iPad case at all times
- Avoid placing too much pressure and/or weight (such as textbooks and workbooks) on the iPad screen

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed
- Do not place anything near the iPad that could put pressure on the screen
- Do not place anything in the carrying case that will press against the cover. Clean the screen with a soft, dry cloth or anti-static cloth; **no cleaners of any type**
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as that will eventually break the screen

3. iPad Use

iPad are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars, and schedules may be accessed using the iPad. Students must be responsible for bringing their iPad fully charged, to all classes, unless specifically instructed not to do so by their teacher. Students who repeatedly fail to bring to iPad to school or fail to maintain a fully charged battery may lose points on missed assignments.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Loaner iPads will not be available to students who forget to bring their iPad or fail to charge their iPad.

3.2 iPad Undergoing Repair

If available, loaner iPads will be issued to students when their assigned iPad has been sent for repair due to malfunction.

3.3 Charging your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Plug them into the charger before going to sleep at night. This should provide ample time for properly charging the iPad.

3.4 Screensavers/Background photos

A standard screensaver will be created by the student and may not be changed throughout the school year. This screensaver will help to identify the user of the iPad.

3.5 Photos

Photo/Image storage on the iPad will be for school projects only. Storage of personal photos or downloaded images are not allowed.

3.6 Sound, Music, Games or Programs

Students may not download music from iTunes or any other music sharing site. Music is only allowed on the iPad if provided by the teacher for educational use. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Internet games are not allowed on the iPads. All software/Apps must be school approved.

3.7 Lost iPads

Lost iPads will result in a demerit.

4. Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

4.1 Network Connectivity

SHCS makes no guarantee that the school wireless network will be up and running 100% of the time.

5. iPad Software

5.1 Originally Installed software

SHCS will synchronize the iPads to contain the necessary Apps for school work. Students will not synchronize iPads or add Apps through a home iTunes account. The software/Apps originally installed by SHCS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required Apps and/or installed non-SHCS approved Apps.

5.2 Additional Software/iTunes

Students are not allowed to load extra software/Apps on their iPads, unless instructed to do so by a teacher or administrator. **Any app downloaded by the student without consent from a teacher or school authority will result in a \$25.00 fee per app.**

5.3 Inspection

Students may be selected at random at any time to provide their iPads for inspection.

5.4 Procedure for re-loading software

If technical difficulties occur or illegal software (non SHCS installed Apps) is discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In the event of illegal software, the student may lose the privilege of iPad use.

5.5 Software upgrades

Upgraded versions of licensed software/Apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing with the Technical Support department.

6. Acceptable Use

The use of the SHCS technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school, and terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and appropriate disciplinary action shall be applied. The SHCS Code of Student Conduct shall be applied for student infractions. Violations may result in disciplinary action up to and including suspension / expulsion. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the Internet, just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities are to:

- Provide Internet access to the students
- Use reasonable efforts to block inappropriate content through the use of available industry standard firewalls and/or other technology. It is understood that SHCS's undertaking to attempt to block such content does not constitute a guarantee of results
- Provide the school faculty with technology training to enhance the learning process

6.3 Student's/Parent's Responsibilities are to:

- Use computers /iPads in a responsible and ethical manner
- Obey general school rules concerning behavior and communication that apply to iPad/computer use
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Help SHCS protect our computer system/device by contacting a teacher or administrator about any security problems that may be encountered
- Monitor all activity on students account(s)
- Turn off and secure their iPad after they are finished working to protect their work and information
- Print a copy of any email containing inappropriate or abusive language or questionable subject matter, and turn in to school administrators, guidance counselor or any teacher
- Return their iPad at the end of each school year. Students who transfer, withdraw, are expelled, or terminate enrollment at SHCS for any other reason must return their individual school iPad on the date of termination
- Students are responsible for the content on their iPad
- If a student loses the iPad on campus during that day, it must be reported **immediately** to school personnel. Efforts will be made to locate the iPad which may include a search of all student lockers and backpacks. **It is imperative that school personnel be notified as soon as the student is aware of loss.** If the iPad is not found, the student is responsible for replacement. Lost iPads will result in a demerit.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials

- Taking pictures, video or audio recordings on school grounds without the consent of school personnel
- Posting of pictures, video or audio recordings to any social media site
- Any action that violates existing SHCS policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of inappropriate chat rooms or sites selling term papers, book reports, and other forms of student work
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad settings established by school
- Downloading Apps – specifically, but not limited to, any App that results in the “Jailbreak” of your iPad. **Any app downloaded by student without consent of teacher or school authority will result in a \$25.00 fee per app.**
- Spamming – Sending mass or inappropriate emails
- Gaining access to other student’s accounts, files, and/or data
- Use of the school’s internet/Email accounts for financial or commercial gain or for any illegal activity
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts, including those necessary for chat rooms, eBay, Facebook, email, etc.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients
- Bypassing the SHCS web filter through a web proxy
- Students are not allowed to use another student’s iPad
- Personal email accounts are prohibited

6.5 iPad Care

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order
- iPad batteries must be charged and ready for school each day
- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee
- iPads that are damaged should be taken to the School office. iPads that have been damaged from student misuse, neglect, or accidental damage will be repaired at a cost of \$50.00. This cost will be paid by the student or family. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally
- iPads that are stolen must be reported immediately to the School office

6.6 Legal Propriety

Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of the SHCS Rule of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited, and violators will be subject to the stated policies SHCS Student/Parent Handbook.

6.7 Student Discipline

In circumstances involving a violation of the SHCS Acceptable Use Policy, teachers and administrators of SHCS reserve the right to implement any and all disciplinary measures provided for in the Parent/Student Handbook. Students are expected to follow classroom rules and expectations for appropriate iPad usage. Any students who do not follow the rules and expectations may lose the privilege of using an iPad.

7. iPad Protection, Storage and Identification

7.1 iPad Identification

Students' iPads will be identified in the following ways:

- Serial number
- Student created screen saver

7.2 Storing your iPad

When students are not using their iPads, (grades 6-8) they should be kept in their locker. Nothing should be placed on top of the iPad when placed on desks. Students are encouraged to take their iPads home every day after school (grades 6 – 8), regardless of whether or not they are needed. iPads should not be stored in a vehicle.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, unlocked classrooms, and hallways. If an iPad is found in an unsupervised area, it will be taken to the school office.

8. Cost of Repairs

Students/Parents will be responsible for any damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability due to damage, etc. The cost of most minor repairs is \$50.00. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement up to \$500. Lost items such as cases (\$50) and chargers (\$50) will be charged the actual replacement cost.

St. Helen Catholic School
Parent-Student Handbook Acknowledgement Form

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School-Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

_____ (Print Parent/Legal Guardian Name)	_____ (Date)
---	-----------------

_____ (Signature Parent/Legal Guardian)	
--	--

_____ (Print Student Name)	_____ (Grade)
-------------------------------	------------------