



# PEOPLE YOU SHOULD KNOW

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**Father  
Matthew DeGance**  
Pastor



**Deborah Irish**  
Principal



**Annie Kathman**  
Assistant to the  
Principal



**Kathlenia Carter**  
Business Manager



**Morgan Saucier**  
School Resource Officer



**Cindy Kapcar**  
Admin Assistant



**Serafina Ruggeri**  
Technology Coordinator



**Karen Santangelo**  
Compliance &  
Volunteer Screening



**Victoria Emanuele**  
Enrollment &  
Advancement



School Office (772)567-5457  
Hours 7:30am - 3:30pm

# PARENT STUDENT HANDBOOK

**Can be found  
under the Parents  
Tab on our  
website.**



[www.StHelenSchoolVero.com](http://www.StHelenSchoolVero.com)

**The purpose of  
the handbook is  
to serve as a  
guide and source  
of information for  
parents,  
students, and  
teachers of the  
school.**

**It can assist with  
answering some  
of the questions  
you may have  
concerning the  
school's policies  
and procedures.  
Please take the  
time to read it.**

# VISITING AND VOLUNTEERING

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1. Each family is required to contribute a minimum of 20 service hours per year.
2. All visitors are required to enter and exit through the front office only.
3. All visitors MUST present a valid Driver's License or State I.D.
4. All visitors are required to sign in and sign out in the front office before entering or leaving the campus and must wear a name tag at all times.
5. In order to volunteer or chaperone, you must:
  - Complete a "Protecting God's Children" workshop
  - Complete a fingerprint and background check
  - Read and sign the "Diocese of Palm Beach Code of Pastoral Conduct
  - Read and sign the "Family Service Plan Handbook Agreement"

Refer to the "[Family Service Plan Handbook](#)" or contact Karen Santangelo at 772-567-5457 for more information on how to become an approved volunteer.



# MAKE GOOD THINGS HAPPEN!

The school relies on YOUR support to help provide a quality Catholic education to our students. There are many ways in which you can support SHCS, from chairing events to liking SHCS on social media. Volunteers are one of our greatest assets.

School policy states that each family is required to give a minimum of 20 hours of service to the school annually.

All service hours **MUST** be recorded on FACTS. Refer to the "Family Service Plan Handbook" (pg. 4).

**Volunteer**

**Share or  
Tag Events  
on Social  
Media**

**Attend  
Events**

*Show  
Your  
Support*

**Show  
School  
Spirit**

**Support  
Fundraisers**

**Be  
Positive**

# What is FACTS?

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- Online student grade book and report card
- Online directory of students and parents
- Set up payment options for prepay accounts and aftercare
- Record of service hours



**The District Code for  
FACTS Family Portal  
Login is SHC-FL**

# **MASS DAYS**

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Boys must wear long pants and girls grades 5-8 must wear a "mass" skirt. Each child is asked to bring in \$1.00 to support missions. Parents are welcome to attend mass, however, students are required to remain with their class. Refer to the "Student Handbook" (uniform policy) for mass day dress code.

# **TAG DAYS**

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Tag days are non-uniform days. Refer to the "Student Handbook" (uniform policy) for dress code restrictions.

To participate, students must either bring \$1 donation or a non-perishable food item for the Food Pantry.

# **FIRST FRIDAYS**

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The first Friday of every month is a noon dismissal day. Aftercare is available. Hot lunches are not available, so aftercare students must bring a packed lunch.

# **SPIRIT DAYS**

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Students may wear spirit shirts purchased from the Falcon Shop with uniform bottoms on Spirit Days.

# BREAKFAST AND LUNCH PROGRAM

We have a new Breakfast & Lunch program this school year. Each family will have an account (separate from FACTS) where you can add funds for your child to purchase breakfast and/or lunch. Breakfast and Lunch Menus will be sent out monthly.

The Extended Day (or Aftercare) Program is available daily until 5:30 pm.

Billing and payment is completed through FACTS.

# EXTENDED DAY PROGRAM



# SCHOOL UNIFORMS

We believe that students learn best when they present themselves in a professional manner and are free from distraction of comparative dressing.



## APPROVED UNIFORM PROVIDERS

### SCHOOL UNIFORMS OF VERO BEACH

1094-12th Street  
Vero Beach, FL 32960  
772-563-0777 Store  
516-852-8979 Cell

Owner/Contact: Nancy Dahl  
The store will also accommodate appointments outside of regular business hours if needed.

### DAVE'S SPORTING GOODS

2720 US Hwy 1, Vero Beach  
772-567-3634

Dave's Sporting Goods now carries all SHCS uniform apparel.



## P.E. UNIFORMS 5-8TH GRADE

### DAVE'S SPORTING GOODS

2720 US Hwy 1, Vero Beach  
772-567-3634

Physical education uniforms for students in grades 5-8th grade can only be purchased at Dave's Sporting Goods.

# Girls

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VOLLEYBALL

CHEERLEADING

LACROSSE

FLAG FOOTBALL

# Boys

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BASKETBALL

FLAG FOOTBALL



# SPORTS

## Co-Ed

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CROSS COUNTRY

SOCCER

\*SPORT AVAILABILITY  
BY GRADE TBA

In order to participate  
in any sport, each  
student must:

- ✓ Complete a "Parent Consent and Release of Liability" form
- ✓ Provide an up to date physician's certificate.
- ✓ Sign Student Contract

Forms can be found on  
the school website.



# WHAT IS THE FALCON SHOP?

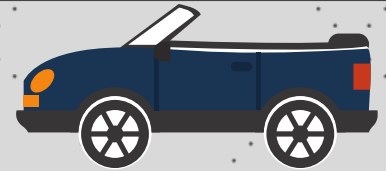
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The Falcon Shop is our online spirit store and can be accessed via the school website at [www.sthelenschoolvero.org](http://www.sthelenschoolvero.org)

Apparel purchased from the Falcon Shop can be worn on spirit days.



# DROP OFF AND PICK UP PROCEDURES



- Please observe the "No Cell Phone Zone."
- For the safety of all, parents/guardians are NOT permitted to park and walk up during drop off or pick up. Students must enter or leave their vehicle in the designated drop off/pick up area.
- Students, parents, and staff are prohibited from unloading items (backpacks, projects, etc...) from the trunk or back of vehicles during drop-off and pick-up.
- Drop off begins at 7:15 am and students are considered tardy after 8:00 am.
- Dismissal begins at 3:00 pm. DO NOT enter the pick up line before 2:30 pm (or 11:30 am on noon dismissal days).
- Vehicles MUST have a blue car tag hanging from the rear view mirror with your family number and last name visible until your child enters your vehicle.
- Students remaining after 3:30 pm will be signed into the extended day program. There is a charge for this service.
- Students will NOT be dismissed from the school office after 2:30 pm. Parents are not permitted to pick up any students via the school office after 2:30 pm. Students should be dismissed and picked up directly through their after program (i.e. extended day, tutor, study hall, sports).
- If your child is going home with someone other than those listed in FACTS, written permission and ID is required.
- The lane closest to the school (right lane) is reserved for those picking up younger kids in grades K-3.
- Please refer to the Drop-Off & Pick Up Procedures and Student Handbook for additional details.

# IMPORTANT

1. Enter the carpool line from 20th Street by turning north onto Tallahassee Avenue.
2. Please follow the signs and traffic pattern shown here.
3. **NO** unloading of items from the trunk or back of vehicles during drop-off and pick-up.
3. After dropping off or picking up your student(s), make a right turn **ONLY** onto Vero Beach Ave. and proceed to Victory Blvd.
4. There should not be vehicles travelling in the areas marked with an "X".

