

ST HELEN SCHOOL
5086 Burkhardt Rd
Riverside OH 45431
937-256-1761

Chrissy Walters
Principal

Heather Ayers
Assistant Principal

Lisa Saunders
Administrative Assistant

Important Information for Trojan Families

<p>Attendance-</p> <ul style="list-style-type: none"> ● Absence line 937-254-4789 ● Students are tardy if they're not in homeroom by 8 a.m. ● Any Absences over 3 days may require a doctor's note ● Excused Absences may include <ul style="list-style-type: none"> ○ Documented Illness ○ Death in immediate family ○ Subpoenaed to court 	<p>Morning Drop Off</p> <ul style="list-style-type: none"> ● Stay in your vehicle and follow the traffic pattern in the parking lot- please pull all the way up to the unloading areas ● Cars should exit at the light where they may turn left or right ● All students must report directly to the classroom ● Supervision begins at 7:35
<p>Afternoon Pick-up</p> <ul style="list-style-type: none"> ● Any changes in transportation should be called into the Main Office by 2:15 p.m. ● We start dismissing grades PK-3 around 2:47. All car riders should be picked up at 2:50 in the front parking lot ● Students in PK-3 must be escorted to the car by an adult or older sibling ● Cars may not move until the whistles are blown ● Cars may turn left or right at the light. If exiting by the former credit union, cars may only turn right! 	<p>Buses</p> <ul style="list-style-type: none"> ● DPS, Beavercreek and Fairborn bus to St. Helen's ● Concerns or issues with transportation need to be handled directly with the public school district providing transportation. ● Students misbehaving on the bus may face suspension from the bus or be completely removed from riding the bus
<p>Closings & Delays</p> <ul style="list-style-type: none"> ● If illness or weather makes it impossible for school to be in session the announcement will be sent out via a text through Education Connection, email, and announcements on local tv stations ● If school is delayed, half day preschoolers do not report 	<p>Leaving Early</p> <ul style="list-style-type: none"> ● Adults listed on the student pick-up list must have a State Photo ID to sign students out ● Students must be signed out in the office using photo ID ● Dismissal changes after 2:35 can't be guaranteed because of movement taking place in the parking lot

ST HELEN SCHOOL
5086 Burkhardt Rd
Riverside OH 45431
937-256-1761

Chrissy Walters
Principal

Heather Ayers
Assistant Principal

Lisa Saunders
Administrative Assistant

Important Information for Trojan Families

<p>Breakfast and Lunch</p> <ul style="list-style-type: none">● Breakfast and Lunch are served through Mad River Food Services● Breakfast is free for all students. Lunch may be purchased by putting money on the student's account at k12paymentcenter.com● Students may bring a lunch from home	<p>Athletics</p> <ul style="list-style-type: none">● All athletes must register through the Booster Club Website● Students participating in athletic events must attend at least half on the day of the event● Concerns involving athletics should be addressed with the Athletic Director not school administration
<p>Uniforms</p> <ul style="list-style-type: none">● PE Uniforms ordered through Tuffy Brooks● Educational Apparel is our uniform provider● Please refer to the Student Handbook for specifics involving uniform policies	<p>Communication</p> <ul style="list-style-type: none">● Teachers and administrators can be reached via email through the staff directory on the school website● Our office is open Monday- Friday 7:30-3:30
<p>Safety Info</p> <ul style="list-style-type: none">● All visitors to campus must check in the front office and wear a visitor's badge while in the building. A state issued ID will be required.● All exterior doors are locked and secured at all times. No exceptions.. Please do not prop doors open or let anyone in if you are on campus during the school day	<p>Social Media</p> <p>You can find updates at:</p> <p>@livingvirtuebuildingcharacter on Facebook https://www.sainthelenschool.org/ School Website, especially under CURRENT FAMILIES section</p>