



# St. Helen School

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Living Virtue • Building Character

## Student and Parent Handbook Preschool – Grade 8

2024-2025



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Dear St Helen Catholic School Parents, Guardians, and Students,

Welcome to St Helen Catholic School. In choosing St Helen Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

Please read the handbook in its entirety and become acquainted with the policies and procedures of St Helen and the Archdiocese of Cincinnati, of which we are a member.

After reviewing the handbook, you and your child, if in grade three or higher, are asked to sign the signature sheet per diocesan policy. By signing this form, you and your child agree to comply with the school policy as stated in the handbook. This signed and dated form must be turned in to your child's homeroom teacher or to the office by the deadline indicated. If you need further clarification, please do not hesitate to contact us.

This handbook will be in effect as of August 2024. The official handbook is posted on our school website: <https://www.sainthelenschool.org/> for convenient reference. Revisions may be issued throughout the school year and will be effective as soon as the revision is posted to the official handbook on the website. Please visit our [current family webpage](#) on a regular basis to keep up with the latest activities and information about the school.

The faculty and staff of St Helen School continue to be extremely grateful for the blessings that have been bestowed upon our school and our parish for this gift of Catholic education. Our goal is to strive to build character by living virtuously. Our focus is on Catholic Faith formation, academic excellence, service and virtue. We are grateful for the sacrifice and hard work of all those involved in helping our school.

Blessings-  
*Principal Walters*

### **MISSION STATEMENT**

Every day we strive to build character by living virtuously.

### **BELIEF STATEMENTS**

Following the Catholic educational tradition, the school

- believes the foundation of our school is based on faith formation
- believes the involvement of our school families, parish, and community at large is a vital component to each child's spiritual growth
- believes that providing children service opportunities is essential to developing life-long Christian values
- believes that cultural diversity is central to student learning and will increase our students' understanding and acceptance of different cultures

- believes that each student is unique and capable of learning

## **ACCREDITATION**

St Helen School is accredited by the Ohio Catholic Schools Accrediting Association (OCSAA)

## **ADMISSION POLICIES**

### **Admission**

1. No student may be excluded from St Helen School solely because of race, color, national/ethnic origin, or ancestry.
2. The final decision for allowing students to enroll at St Helen School is the responsibility of the Principal and Pastor. Students at St Helen are subject to reconsideration of admission on a year-to-year basis. The Administration reserves the right to accept or deny admission to any student. The Principal and Pastor's decision is final with respect to student admission or readmission.
3. Inclusion of Students with Special Needs
  - a. St Helen will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.
4. Families having children in the school in grades preschool-7 the previous year will have first priority on admission the following year.
5. Students new to the school will be accepted for admission based upon the following priorities:
  - a. Students currently enrolled at St Helen who re enroll by the specified annual enrollment dates.
  - b. Siblings of students currently enrolled, who enroll by the specified annual enrollment dates.
  - c. Students who are current parishioners of St Helen Parish who apply for enrollment after the specified annual enrollment dates.
  - d. Students who are new parishioners of St Helen Parish who apply for enrollment after the specified annual enrollment dates.
  - e. Students who are not active parishioners who are applying for enrollment as private students.

New students who wish to be considered for enrollment may need to complete an assessment, academic screening, review of records, and interviews.
6. If space is not available, parents may place their children on a waiting list. Priority on the waiting list will follow the same criteria listed above. The date of registration in the parish and the date of registration on the list will be used to place students if necessary.
7. In no case will students already enrolled in grade Preschool-7 be excluded from the school in order to make room for new students in the parish. However, continued non-payment of school tuition and school fees and/or previous

discipline warnings will be a deterrent to re-admittance. All admissions/readmissions are for one year only.

8. St. Helen Elementary School exists primarily to offer quality Catholic education to its students. Therefore, all students are required to participate in formal Catholic religious education classes.
9. In accordance with Section 3321.01 of the Ohio Revised Code, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are "of age" for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.
10. All new students registering for St. Helen Elementary School must meet the minimum state academic competencies for the grade level for which he/she is seeking entrance.
11. All new students will be accepted to the school on a probation period. During this time, any concerns or issues will be communicated with the parents/guardians by the teacher.
12. All NEW students (any student not attending the prior year) will be screened as part of the admissions process.
13. Accurate Information - Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion

### Registration

Registrations are taken annually in the spring for the following school year. A \$120 non-refundable registration fee per family is required at the time of registration. All fees must be paid in full by the end of the school year to guarantee a registration for the upcoming year.

St Helen School abides by the teachings and rules of the Catholic Church, and Faith is integrated into all aspects of the school's activities. According to the Catholic Father, a person's sexual identity is rooted in one's biological identity as male or female. St Helen School considers the gender of all students as being consistent with their biological sex, including participation in school athletics and teams, school sponsored dances, dress and uniform policies, the use of changing facilities, showers, locker rooms, names and pronouns, and school records. As an application for admission, you understand and agree to this policy.

State law mandates that every child admitted to school must show evidence of required immunizations. Noncompliance is a reason for exclusion from school. If you have any



questions regarding immunizations, please call the school nurse. At the time of registration, the following information is required:

1. Birth certificate (in compliance with Section 3313.672 of Senate Bill 321)
2. Copy of Baptismal & Confirmation certificate (if the student is Catholic and was not baptized at St. Helen)
3. Immunization records
4. Legal custody papers (if applicable)
5. Copy of previous year's report card
6. Copy of IEP/504 Plan (if applicable)
7. Completed registration packet

### Tuition and Fees

The following tuition policies apply:

1. Any family who does not have their first tuition payment paid by the August deadline will lose their registration fee and their child(ren)'s name will be removed from class lists to accommodate new registrations. To have their child(ren) put back on class lists, they must pay \$100 to re-register their children.
2. New families, who register after the August deadline for the first payment, must pay both the \$100 registration fee and the first tuition payment at time of registration.
3. Registration fees are non-refundable. Families who withdraw their child(ren) after having paid the first tuition payment will forfeit the first month's tuition payment. Exception: families who move out of the Miami Valley
4. Dates when tuition payments are due are listed on the Tuition Payment Plan form that every family signs and returns with their registration fee. If a family is delinquent with tuition, and has not notified the office **in writing**, indicating when payment will be made, an additional \$25 charge will be added to the tuition due. A grace period of five calendar days from tuition due date will be given. Failure to make payment on the date indicated when extension is requested in writing, will result in the \$25 charge. **ALL families are required to enroll in the FACTS Tuition Management Program. Payments need to be made online through the family account.**

Please note there is an additional charge that will apply if checks are returned from the bank indicating insufficient funds. Families who have not kept current on tuition payments will receive a letter to communicate with the school by a given date, or children will be excluded from school.

It is not the intent of the Administration to exclude children from school, but to emphasize to parents the need for them to contact the school office to make other arrangements when they cannot make their tuition payments on time. Year-end report cards will not be released until tuition is brought up to date.

An active parishioner is defined as:

1. Be registered members of St. Helen Parish.
2. Participate in weekly Mass.
3. Volunteer annually either at school or Parish.

4. Contribute annually to the parish.

#### Tuition Assistance

Assistance is available to parishioners who would otherwise be unable to send their children to St. Helen School. Parish financial assistance is available to families who complete an application through the FACTS Program. Parishioners may be eligible if they celebrate mass weekly, volunteer annually and contribute annually to the parish.

#### Withdrawals

Families withdrawing from school should notify the school office at least five school days before the child/children's last day. Parents must sign a school release form before records can be transferred to the new school. All records are mailed to the receiving school. Tuition must be current. If it has been overpaid, it will be refunded. No academic records will be forwarded unless past due tuition payments and/or other financial responsibilities are discharged. Any school property, including, but not limited to, library books, novels, non-consumable textbooks, school-owned Chromebook, etc. must be returned. Additionally, any and all outstanding financial obligations including, but not limited to, lunch fees and tuition must be met.

### **Withdrawal/Disenrollment for Academic Reasons**

A student may be asked to withdraw for academic reasons from St Helen School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. St Helen School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

### **Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians**

St Helen may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.

4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

### **Records Review**

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **SCHOOL DAY PROCEDURES**

#### **Arrival**

The school hours are: 7:55 AM-2:50 PM

YMCA Extended Care hours are: 2:50-6:00 PM

Students may not arrive earlier than 7:35 AM unless the bus schedule dictates otherwise. Students arriving between 7:35 and 7:55 AM will go to their classrooms. Classes begin at 8:00 AM. Students not present in their room by 8:00 AM are tardy.

\*\* Information about the YMCA's before and after school program is available in the school office.

#### **Busing**

Bus transportation is provided for those eligible by the Fairborn, Dayton and Beavercreek School Districts. All bus schedules, regulations, and routes are determined by these school districts.

Withdrawals, new enrollments, or change of address, should be given to the school office. Questions regarding bus schedules should be directed to transportation supervisors at the district level.

Bus rider expectations: Children are requested to talk quietly and to behave in a Christian manner. Children may ride only on their assigned bus unless they have a permit authorized by the principal to use another bus. To obtain this, parents must make the request by written communication. A child from one school district is not permitted to ride a bus from another school district.

Any child who causes a disturbance will be given a warning and parents will be notified. Continued misbehavior will result in denying the child the privilege of riding the bus.

Children who walk to and from school must cross at the designated places and follow directions of the Safety Patrol.

Bike riders must walk their bikes on the school grounds.

### Dismissal

Parents arriving by car should enter the parking lot at the Northwest entrance (closest to Smith Building and school office) and park in the first open space. All cars must wait for the whistle and for the flags to be down before moving through the lot. Cars may exit at the light to Burkhardt. Do not enter by the light on Burkhardt in the afternoon. Parents who pick up their children are to park in the area designated for them. If parents arrive after the flags are up, park in the first open space closest to the Smith Building. You may **NOT** park on Burkhardt or block the driveways of Granville!

**If during the day, you need to change the way your child is being dismissed, call the school office before 2:15. Please do not email the classroom teacher.**

## **ATTENDANCE**

[Section 3301-69-02](#) of the Ohio Administrative Code states that an absence is considered excused for the following reasons. These absences require the appropriate documentation from a medical professional or a note from the parent/guardian.

- Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Death of a relative
- Medical or dental appointment
- College visit
- Quarantine of the home
- Emergency or other set of circumstances
- Observance of religious holidays

### Tardiness

Students who are not present in homeroom at the 8:00 AM bell will be marked tardy. Students arriving late to school must report to the school office.

### Vacations

It is essential to teach our students that school is a major priority in their lives. Through regular school attendance, students learn personal responsibility with emphasis on the importance of education as a lifelong foundation. While it is recognized that certain family outings may be of an educational nature, students SHOULD NOT be out of school for such things as family vacations or other activities that occur within the regular school calendar. If a parent believes that a student should miss school for a reason other than illness or a family emergency (such as a death in the family) the parent MUST contact the teacher in advance. Depending upon the circumstances, the absence may be deemed unexcused. The student, ultimately, will be responsible for making up

the work and will receive no credit for work missed if it is not made up. Parents should be aware that missing in-class instruction generally has a detrimental effect on the student's ability to grasp concepts, many times resulting in falling behind in the academic curriculum and lower grades. Teachers are not required to give assignments in anticipation of the vacation.

### Absences and Truancy

If your child is absent, please call the school office using the voicemail before 8:00 AM. The number is 937-254-4789 extension 400. If the student will be absent for a prolonged illness, please indicate the date when the student is expected to return. Daily phone calls are unnecessary in the case of an extended absence. In the case of an unreported absence, school personnel will phone the parent.

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

We strongly discourage medical appointments during school hours, but with a doctor's note they will be excused. Parents should send a note, dated, and signed by the parent to the school office stating the appointment times, departure time, and the name of the adult responsible for the student.

The responsible adult signs out the student in the office and signs in the student upon their return. Unexcused absences are all other absences including vacations. Consistent or excessive absenteeism will be monitored. **If excessive absence occurs, a doctor's note will be required.**

The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

Chronic Absenteeism is defined as being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.

Excessive Absences is defined as being absent 38 hours in a month, excused or unexcused, unless the absences are medically excused by a health professional.

Habitual Truancy is defined as being absent 30 consecutive hours without a legitimate excuse for the consecutive absences; or 42 hours in a month, or 72 hours within an academic year.

### Truancy Invention:

#### Attendance Procedure Stages

Truancy is declared when a student is absent from school without authorization. Leaving the school during the school day will be treated as truancy. A pattern of truancy will be

reported to the appropriate authority. A student who is truant is subject to disciplinary action, which may include suspension.

Stage 1- Parent will receive an Excessive Absence letter

- Excessive absence: 13 hours of absence (any) OR 4 tardies or more of at least 10 minutes

Stage 2- Parent will receive an invitation for an Intervention Meeting for an Absence Intervention Plan

- 33 hours of absence (any) OR 5 tardies or more of at least 10 minutes

Stage 3- Parent will attend Absence Intervention Team Meeting to develop a plan

- After the plan is created, a student/family must make progress on the plan within 61 days or if the student/family continues to be excessively absent, the school will file a complaint in the juvenile court.

Stage 4- Parent will be informed of Progress for Improvement or a Court Referral will be made

- Documentation of Attendance stages will be kept in an attendance folder.
- Attendance includes tardies, absences (excused or unexcused) and early dismissals.
  - The time for tardies and early dismissals will be rounded to nearest hour and is accumulative.

In the case of an extended, arranged absence (i.e. vacation or out-of-town funeral, etc.) the parent/guardian is to notify the homeroom teacher. The note should state the dates the student will be absent and the reason for the absence. Students who are absent are required to make up missed assignments. A student who is absent due to illness will not be expected to complete school work while ill. The student will be permitted the same number of days to make up assignments as he/she was absent unless the absence is unexcused: i.e. vacation. Teachers are not required to prepare work in advance for students who will be absent due to family vacations or emergencies. Teachers are not responsible for re-teaching material covered while a student is gone. All work that has been missed is to be made up within one week after the student's return. For unexcused absences: any tests, projects or long term assignments are due the day the student returns.

## **ATTENDANCE UNDER SPECIAL CIRCUMSTANCES**

St Helen's is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by St Helen School when determining whether to admit or retain a student.

## Student Pregnancy

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

## GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine.

Catholic schools should:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

### Temporary Home Instruction

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

### School Activities

Students represent St Helen in a variety of athletic and academic activities. When a student serves as an authorized representative of his/her school, the student is not considered absent (except in summer school). Students who choose to participate in extra-curricular activities are to make-up all assignments missed when classes are missed. Students **must attend school** on the day of an extracurricular activity in order to be eligible for participation.

### Closings/Delays

In inclement weather (snow, ice, etc.), St. Helen School will be announced on TV if school will be on delay or closed. Families may also receive a phone call from Education Connection and an email. If St. Helen School is not announced, then the school will operate on regular school hours. We serve students from many school districts.

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

Half-day Preschool classes will be canceled if school is on a two hour delay. Preschool days missed due to delays will try to be rescheduled as make-up days.

Parents fill out an Emergency Dismissal Form for each child. This form gives the procedure determined by the parent for each student to follow in the case that school dismisses early. Please contact the office if you need to update this form.

## **STUDENT SAFETY**

Students moving between buildings will not travel alone. All outside doors are locked.

### Fire Drills

Monthly fire drills are held to help insure the child's safety in the event of a fire. Procedures are posted in all classrooms. Rapid dismissals are also held. During the fire drills, students and staff should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Close windows and doors.
3. Walk to the assigned place briskly, in single file at all times, and in silence.
4. Stand in a column of two's away from the building.
5. Return to the building when the signal is given.



### Tornado Drills

Tornado drills are conducted periodically.

The procedures are:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in a single file.
3. Kneel, face wall, and put hands over head.
4. Return to the classroom when a signal is given.

### Lockdown Drills

In the case of a safety lockdown procedures are:

1. Listen for the announcement.
2. Stay in the room and sit on the floor away from the door.
3. All doors are locked and will remain locked.

### Evacuation

In the case of an evacuation procedures are:

1. Listen to the directions given over the PA
2. Grab the Emergency Packet.
3. Teachers will get students' attention.
4. Explain that:
  - a. We are evacuating the building.
  - b. We are going to our location.
  - c. Close the room's doors upon leaving after students exit.
5. Proceed to your room's assigned location.
6. Have students line up quietly at your designated area.
7. Take attendance; communicate using the procedure/app

### Emergency Drills

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

### Visitors and Volunteers

The school welcomes visitors, but state laws do regulate visits to school for the safety of the children. All visitors including parents, guardians, and relatives must enter the main entrance doors and report to the office when entering the building during the day. Each visitor is to sign in and obtain a visitor's pass. **You will be required to bring a photo ID to generate your visitor badge using our IdentaKid Sign-In System. Unscheduled parent and guardian visits to the classroom, cafeteria, and playground during the school day are not permitted.** This year we will not be allowing visitors to join students during lunch. Unruly or disruptive conduct by visitors which interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions. Video/audio recording of students is prohibited to preserve the privacy of all students unless special permission has been expressly granted in advance.

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

the children of volunteers. All volunteers are required to take the Archdiocesan Child Protection Workshop prior to involvement with children (this is called SafeParish) and complete a background check. Volunteers need to be aware of the liability they accept when volunteering. Because volunteers are not employees of the archdiocese, they are not covered under benefit plans, health and life insurance, etc.

### Custodial Parent Policy

All communications generated by the school will be distributed to the custodial parent. Non-custodial parents may request copies of school communications. Similarly, parents (as well as step-parents) will be granted permission to visit the student on school grounds or during school sponsored events. However, given the unique legal situations of each family, the school may make exceptions to this policy. **It is the responsibility of each family to provide to St. Helen School, upon registration, a copy of its current custodial agreement or other court orders so that we may be in compliance.** It is the responsibility of the parents to notify the school of any changes in family status, custody agreements and/or contact numbers. Please notify administration of any changes. Unless otherwise notified in writing, we assume that both parents maintain their rights and are legally permitted to enroll, transport, and give/receive information, including attendance records, regarding child(ren) participating in St. Helen School.

The following guidelines should be followed in terms of pets on Campus during school hours:

Pets are not allowed on school grounds when students are on campus due to allergies and the unpredictability of animals.

Dogs are only allowed on the school site under the following implementation conditions:

1. While participating as part of a formal school activity or event.
2. While serving as a certified service or guide dog under ADA guidelines.
3. While assisting a peace officer engaged in law enforcement duties.

## **ACADEMIC POLICIES**

### Curriculum

St. Helen School strives to offer a Christ-centered program, which includes teaching the message of Christ, the building of community, and Christian service. We follow the Graded Course of Study for Elementary Schools which is provided by the Archdiocesan Office of Education. The areas of study are religion, language arts, math, science, social studies, music, technology, physical education, health, and art.

### Cursive Writing

Cursive writing is a skill that aids the fine motor and sensory development and is an important cognitive exercise. St. Helen School will follow this instructional path in regards to cursive writing:

- Grade 2-introduction to cursive writing
- Grade 3-mastery of cursive writing
- Grade 4-strengthening of skills

Grade 5-8-maintenance of skills; students will be able to read and write cursive writing

### Testing

The Diocese requires standardized tests to be administered in the spring trimester for grades 2-8 as a diagnostic tool. The classroom teacher is better able to address the needs of the individual student, and the class as a whole, when testing results are used for both diagnostic and achievement measurements. Students in grades 3-8 are also given the Mandated State Test. The Assessment of Catholic Religion Education (ACRE) is administered to fifth and eighth graders in February.

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

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

### Third Grade Reading Guarantee

Grades K-3: Students are assigned to take a screening at the beginning, middle, and end of each school year in Reading. This screening determines if the student is “OnTarget” or not. If the student is not on target, they will be placed on a RIMP (Reading Improvement Monitoring Plan) with conferences and communication with the parents throughout the year.

Specific info can be found on ODE’s website referencing the Third Grade Guarantee.

### Textbooks

All textbooks are approved by the Archdiocese. Books are to be covered at all times. Covers must be provided by the student. A book bag must be used whenever books are taken home. Students who lose their books will be assessed the value of the book. Students will be charged for books which are defaced or destroyed while in their possession.

### Report Cards

Report cards are issued three times a year for students in K-8. All tuition, fees, and fines must be paid before the final report is issued.

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

### Progress Codes Grades 3-8

A+	100-99
A	98-95

A-	94-93
B+	92-90
B	89-87
B-	86-85
C+	84-82
C	81-79
C-	78-77
D+	76-74 (below average)
D	73-72 (below average)
D-	71-70 (below average)
F	Failing (below 70)
I	Incomplete—Insufficient amount of work to determine grade, incomplete work must be made up within two weeks.

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

#### Honor Roll/Scholastic Award

The scholastic award is an award given at the end of each trimester and at the end of the year to students in grades 4, 5, 6, 7, and 8 who show excellence in their scholastic work.

First Honors: trimester/year-end average of 3.5-4.0 in core subjects and no less than a B in specials.

Second Honors: trimester/year-end average of 3.0-3.49 in core subjects with nothing less than a B in specials.

#### St. Helen Award

This award is given to students in grades 4, 5, 6, 7, and 8 who have no checks in the personal development and work/study area on the report card for all trimesters.

#### Effort Grade (Grades 1-8)

- 1 Satisfactory
- 2 Needs Improvement

The effort grade includes the following general criteria:

- Completion of assigned work on time
- Attention to task
- Participation in class
- Neatness of work

#### Progress Code Kindergarten - 2

- 4 – Consistently Demonstrates/Exceeds Proficiency
- 3 – Frequently Demonstrates Proficiency
- 2 – Progressing Toward Proficiency
- 1 – Demonstrates Limited Progress toward Proficiency
- N/A – Not Assessed This Grading Period

### Homework

Homework is an outgrowth of class work. The amount of time a student spends on homework will vary from student to student, but the following serves as an approximate guide:

Kindergarten	10 minutes per night
Grade 1	20 minutes per night
Grades 2 and 3	30 minutes per night
Grades 4, 5, and 6	45-60 minutes per night
Grades 7 and 8	60-90 minutes per night

### Promotion Policy

In order to be promoted to the next grade level, the student must demonstrate competency in the subject objectives as stated in the Archdiocesan Graded Course of Study. Decisions addressing academic achievement will be made on an individual basis. Parents/Guardians will be included in the discussion throughout the school year. The final decision rests with the principal in consultation with the academic support team. Parents/guardians' input will be considered.

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

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

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

### Retention Policy

To retain a student is never an easy decision. Many factors must be considered before a student is retained. The age and maturity of the student, the student's innate ability, student effort, student attendance record, a student's strength in basic skills of writing, reading, and math, a student's success in mastering the performance standards for each grade level, and the student's social development.

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

1. **Retention**-a student will repeat the grade level just completed due to the fact that he/she has failed more than two major subjects for the entire year. Any student retained or being considered for retention will have a parent meeting to discuss the child's placement.

2. **Place**-a student placement to the next grade level occurs when a child fails a subjects for the year, but has either completed a summer school program or has completed a school approved tutorial program with a tutor over the summer. Parent conference will occur to discuss the child's placement and what **must** occur to move forward to the next grade and/or to continue at St. Helen School.
3. **Pass** (Promoted)-a student is passed to the next grade when he/she has received passing grades (D- or above) in all subjects

\* Ability Adapted Curriculum-This mark is used sparingly. There is a difference in differentiating the instruction and recreating the curriculum to adapt to one's ability. For example, shortening a student's vocabulary list or spelling list is not ability adapted curriculum, it is an accommodation in instruction. Having a fifth grader reading out of a second grade literature book is an ability adapted curriculum. If you have a question or concern in this area, please contact the principal.

## **EDUCATIONAL OPTIONS**

### **Speech and Language Therapy**

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

### **Counseling**

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

Occasionally the need may arise where the counselor meets with students individually or in a group setting to assist students with problems as well as help create a positive atmosphere in the school. The counselor may contact parent/guardian if the need arises to see a student on a regular basis. The counselor has permission to meet with students unless the parent or guardian **notifies the principal in writing**.

### **Intervention Specialists/Title 1**

Intervention specialists and Title 1 instructors are available for students who qualify.

### **Carroll Math**

Students will be given the opportunity to test for placement in an algebra class at Carroll High School. Carroll High School will set additional criteria for acceptance into their math program. Students who are accepted into the Carroll High School math program will maintain at least a "C" average in all subjects taken at St. Helen School. Failure to maintain the required grade average will result in removal from Carroll math.

### **Liturgical and Para-Liturgical Celebrations**

Students in grades K-8 attend Mass weekly and have the opportunity of actively participating in these celebrations. Children also participate in prayer services during the liturgical year.

### Sacramental Preparation

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

- First Reconciliation and First Communion      Grade 2
- Confirmation      Grade 8

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

Rite of Christian Initiation: If you are not Catholic but are interested in learning more about the Catholic faith, please notify the school office and we will assist you in contacting the parish for more information.

### Field Trips

Trips are scheduled by the teachers with an educational purpose in mind. Parents will be advised of the activity by letter. The permission form used by the school must be returned. Students who have not returned their permission slips will not be permitted to go. Phone calls from the parents will not be accepted in place of the signed slip. Field trips are privileges afforded to students. Students may be denied participation if they fail to meet academic or behavior requirements.

### Library/Media Center (LMC)

The LMC provides a wide variety of materials that support the school curriculum and student interests. The LMC is staffed with a part-time media specialist and parent volunteers. Students visit on a regular basis to learn information skills and to check out books. There are no fines for late materials, but items that are lost or damaged must be paid for so that replacements can be purchased. Students who have not taken care of overdue books/fines at the end of the school year will not participate in year-end field trips and events. Final records will be held if the issue has not been resolved.

### Movie Policy

Since media provides a visual snapshot of events and actions that can enhance the learning of our students, it is a viable instructional tool. How movies are utilized is tempered with good judgment, especially when deciding on the appropriateness of the material.

The following guidelines/principles are used when utilizing the media for instruction:

- How does the movie enhance the classroom instruction?
- Does the movie assist in meeting the instructional goals of a lesson or unit?
- View the movie ratings from the US Congress of Catholic Bishops-([www.usccb.org/movies/](http://www.usccb.org/movies/)).
- Notify parents prior to showing a movie with a rating higher than G, explaining the content of the movie and its instructional purpose

### Technology

Living in a media age requires the use of technologies to enable students and teachers to become life-long learners, proficient in the skills necessary to succeed in an ever-changing world. We continually implement and support innovative media to

enhance the curriculum. The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

### Cell Phones/Electronic Devices

The Faculty & Staff realize that cell phones/electronic devices have become a tool for communication; however, they can also become a distraction to the learning environment. We ask that you allow your child to carry a cell phone/electronic devices **only if absolutely necessary**. St Helen School **is not** responsible for lost, damaged, or stolen phones or electronic devices.

**Phones/electronic devices must be labeled with child's name, turned off and turned into the teacher during school hours.** Phones/electronic devices may not be used to talk, take pictures, play games, record or text during school hours, including recesses, before or after school without permission from a teacher or administrator.

*Any staff member has the right to confiscate a cell phone/electronic devices if a student is in violation of this policy.*

Violations to any of the above will result in:

**First Offense:** A parent/guardian will be contacted by the child's homeroom teacher and the cell phone / electronic device will be returned to the student at the end of the day.

**Second Offense:** A parent/guardian will be contacted by the child's homeroom teacher, the cell phone/electronic device will be confiscated and a parent/guardian will be required to come in to the school office to pick up the cell phone / electronic device.

**Third Offense:** The third offense constitutes "defiance of authority" and will result in a detention and/or conference with the child's teacher and parent. The student will no longer be allowed to bring a cell phone/electronic devices to school.

## **ST HELEN SCHOOL CHROMEBOOK USAGE, CARE AND RESPONSIBILITIES**

### What is a Chromebook?

A Google Chromebook is a web based ultra-sleek and lightweight laptop that runs on the Chrome browser. It boots up and connects to the internet in less than 10 seconds. There are thousands of apps that can be added at any time.

Students are responsible for the general care of the Chromebook they have been issued. Each student will be issued a specific, numbered Chromebook. This is the



Chromebook they are responsible for during the school year. Chromebooks that are broken or fail to work properly must be immediately taken to the technology teacher/principal and logged for repair.

**General Precautions:**

- Chromebooks must be charged for school each day.
- Never carry the Chromebook while the screen is open.
- Avoid food and drink near the Chromebook.
- Do not set your Chromebook on the floor.
- Chromebooks must remain free of any writing, drawing, stickers, decals, etc.
- Vents cannot be covered.
- Chromebooks should never be left in any unsupervised area.
- Chromebooks should not be lent to another person.
- Chromebooks should be shut down when not in use to conserve battery life.
- Students are responsible for their charging cable.

**Charging:** Chromebooks must remain at school each day in fully charged condition. Each Chromebook will include an AC adapter. This adapter should be used to charge the Chromebooks at school. Students are responsible for plugging Chromebook in at the end of each day to charge. For any lost or stolen charger a replacement fee will be assessed.

**Screen Care:** The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure. Any broken screen may result in a replacement fee.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Some cleaning solutions may damage the screen

**Photo Library/Screensavers/Background Photos and Passwords:**

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Presence of guns, weapons, provocative materials, inappropriate language, alcohol, drug, inappropriate symbols, pictures or material will result in disciplinary actions and may also result in a loss of Chromebooks privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for educational purposes should be saved to the device. All other photos/videos should not be taken or stored.

**Sound:** Sound must be muted at all times unless permission is obtained from the teacher.

**Printing:** Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. A printer will be on top of the cart to use when it is necessary to print and permission has been given by the teacher!

**Managing and Saving Your Digital Work:**

- Google Docs is a suite of products (Docs, Presentation, Drawing, Spreadsheets, Forms) that let you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files – all online.
- Students may save work to their Google Drive accounts via the Chromebook. The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Offline edits to work in Google Drive will be saved and synced to the cloud when the Chromebook reconnects to a Wi-Fi signal
- St Helen's is not responsible for the loss of any student work.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

**Damage:** If a student's Chromebook is damaged more than once in a school year, he or she will be charged for the repairs for each subsequent repair in that year.

**Liability:** Students are responsible for all material sent by and/or stored on the device loaned to them. Students accept responsibility for keeping his or her device free of inappropriate material text files, or files that may compromise the integrity of St Helen School's network, equipment, or software. St Helen School is not liable for any material sent by and/or stored on the device.

**MONITORING:** All Chromebooks are monitored by an internet tracking program, Second Site which monitors device usage and student activity on Chromebooks. Administration will be notified of any inappropriate device usage and a meeting will be held with the student. Any disciplinary action as it relates to device usage is at the discretion of the principal.

The Chromebooks are the property of St Helen School. School-issued Chromebooks should be used for educational purposes and students must adhere to the Acceptable Use Policy as well as related policies and procedures at all times when using Chromebooks.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- Respect Yourself – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
- Protect Yourself – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online.

- Protect your passwords, accounts, and resources. Never share this information with others.
- Respect Others – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.
- Protect Others – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations. Respect Intellectual Property – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
- Remember you are leaving a digital footprint.

*Additional Responsibilities and Expectations 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.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and /or what apps are being used and how they work.
- Whenever participating in remote learning through the use of video communication, it is important that you continue to respect the privacy/confidentiality and intellectual property rights of our school community for both students and teachers. By participating, you as students agree that you may not save, record, share, or post a session or any photos/screenshots from a session. Remember that all school rules and acceptable use policies apply during these remote learning sessions. Any violation of this may result in expulsion.

As Saint Isidore is considered the patron saint of the Internet and before your next search on Google, we offer to you, the following prayer:

*Almighty and eternal God, who created us in Thy image and bade us to seek after all that is good, true and beautiful, especially in the divine person of Thy only begotten Son, our Lord Jesus Christ, grant we beseech Thee, that, through the intercession of Saint Isidore, bishop and doctor, during our journeys through the Internet we will direct our hands and eyes only to that which is pleasing to Thee and treat with charity and patience all those souls whom we encounter. Through Christ our Lord. Amen.*

\*\* Chromebook information from Chaminade Julianne and Carroll High School Acceptable Use Policy was used to create this Chromebook Usage, Care and Responsibilities Handbook.

## **CONDUCT POLICIES**

St Helen School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and

parents/guardians agree that they will provide whatever authorization is necessary for St Helen school to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, St Helen School reserves final judgment in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion.

#### *Cooperation as Condition of Enrollment:*

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that St Helen School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's/parish's mission, programs, and activities.
- Lack of respect for school/parish employees; hindering them from discharging their duties.
- Lack of respect for school/parish property.

#### Disciplinary Code

All actions should reflect respect for God, self, others, and property. Learning cannot occur where discipline is lacking. St. Helen is a school dedicated to nurturing and developing each individual student's ideas. We require academic honesty. Addressing misbehavior is necessary to help each child grow. We try to help each child:

- Understand the harm that misbehavior causes
- Find ways to make up for any harm done
- Grow in self-control and virtue

In order to help in this process we are using an approach called Virtue Based Restorative Discipline. In Virtue Based Restorative Discipline teachers use scheduled class meetings to:

- Build community, respect, and trust in the classroom.
- Understand the meaning of the monthly virtue, find examples of people practicing that virtue and develop ways to share the virtue with others.
- Anticipate possible problems and find solutions before they become serious.
- Discuss ways to address problems that allow all students to accept responsibility for their part in any problem.

We use the Virtue/Vice card. There are two sections on the monthly card. There is a vice section which will be filled in as a staff member sees inappropriate behavior. There is also a virtue section which will be filled in as a staff member sees an exemplary behavior. If the individual student earns 3 or fewer vices, that student will be eligible for

the monthly reward. If the student has 4 or more, that student will be ineligible for the reward. Three virtue signatures makeup for a vice signature, so it is possible to earn back the reward. The list of vices differs for the primary and main buildings because of the difference in ages and maturity of the students (see attachments C and D). It is the parent/guardian's responsibility to check their student's card each day, so they will be aware of how the child is progressing. Kindergarten will send home notification for vice signatures.

### Harassment, Intimidation, & Bullying (406.05 Archdiocese of Cincinnati)

#### General

- a. It is the policy of St Helen School that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- b. The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.
- c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

#### Definition of Terms

- "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- "Harassment, intimidation, or bullying" means either of the following:
  - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - Violence within a dating relationship.
- "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation,

or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

#### Types of Conduct

- a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
- b. Engaging in unsolicited and offensive or insulting behavior;
- c. Physical violence and/or attacks;
- d. Threats, taunts, and intimidation through words and/or gestures;
- e. Extortion, damage, or stealing of money and/or possessions;
- f. Exclusion from the peer group or spreading rumors; and
- g. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
  1. Posting slurs on the Internet, websites, blogs, or social media/networks;
  2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
  3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
  4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

**Reporting Events to School - Archdiocesan Policy Manual 406.05** Parents have the right, ability, and obligation to report what they interpret as bullying to the teacher and administration. You should maintain a record of your communication with the school; the school will do the same. The school administration and affected family will work together to develop action steps to address the problem. Any student may also ask their parents to contact the school or contact a teacher, staff member or the Administration to report bullying. Many times a student is a witness to bullying behaviors and can be a force for change.

#### **School Staff Reporting**

All school employees, faculty, and staff are required to report, in writing, any allegations of bullying or violations of this Policy involving students to the principal. Failure to report will result in disciplinary action.

#### **Parent Notification**

If and when the school suspects or receives a report of bullying, the administration will contact the affected families. It is the school’s objective to have a united effort; school and home, staff and students to address and resolve incidents of suspected bullying in

school. The administration's intent is to have a clear line of communication so as to develop strategies that work towards solving incidents of bullying and a Christian culture.

### **Responding and Investigating**

When an incident of suspected bullying is presented to the administration, the following will occur.

- Use of the previously stated definition to determine if bullying is occurring.
- Protect the child/victim's anonymity.
- If it is found to be bullying, the administration and/or appointed designee will conduct an investigation. The strategies of the investigation may include, but not limited to parent/school discussions, supervised interviews with victims, collection of anecdotal data (stories, interviews, etc.).
- Develop strategies to protect the child from additional bullying and/or retaliation.

### **Protecting Anonymity**

When an incident of suspected bullying has been shared with the administration, the school will implement strong measures to maintain confidentiality of the victim's identity. Despite the odds that this may cause challenges for an investigation, it is of the utmost importance to the administration, staff and general school community. The goal of anonymity is to protect all children from further bullying and/or retaliation.

### **Discipline**

If at the conclusion of a given investigation, the suspected child is found guilty of bullying, appropriate measures will be taken. This will be done through a collection of: behavior contracts, school/pastoral/outside counseling, school and service projects and frequent and regular check-ins with student, family, administration. If in the event the bully relapses into negative behaviors the administration has the authority to choose to re-initiate the above strategies, implement school suspension or expulsion.

### **Sexual Harassment**

St Helen School does not tolerate harassment of students or adults, including sexual harassment. If a complaint is registered, the school will follow the guidelines listed in the Archdiocesan Decree on Child Protection and its own policies and discipline procedures after investigating the incident. Consequences are in proportion to the seriousness of the offense. False complaints will also be subject to disciplinary action. Harassment includes, but is not limited to, language and gestures of an offensive sexual nature, inappropriate touching, and the possession of, or the creation of, offensive printed material.

### **Miscellaneous**

- No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any

form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

### Student Violations

#### **GROUP 1 Offenses:**

1.1 Assault on School Personnel/Student or Threatened Assault: A student shall not cause or attempt to cause physical harm to a teacher, administrator, school employee or other students or visitors.

1.2 Possession, Use, Transmission and/or Concealment of Narcotics, Alcoholic Beverages, Drugs, Drug-like Substance and/or Drug Paraphernalia: Students shall not possess, sell, use, transmit or be under the influence of any prescription drug, non-prescription drug, inhalant, counterfeit, unknown powder or pills, or mood altering chemical or drug-related tool, paraphernalia, and alcoholic beverages on school grounds.

1.3 Transmission, Concealment, Creation, Handling and/or Use of Firearms: A student shall not possess, transmit or conceal any type of firearm or facsimile of a firearm.

1.4 Arson: A student shall not cause the willful burning of or attempt to burn any property upon the school grounds.

1.5 False Alarms/Bomb Threats: Students shall not cause a false fire alarm or cause a false warning of fire or impending bombing or other catastrophe.

1.6 Violation of the Law: No student shall violate any law or ordinance when under the authority of school personnel.

1.7 Dangerous Weapons: A student shall not possess, handle, transmit or conceal any object which might be considered a dangerous weapon.

1.8 Sexual Misconduct: No student shall intimidate or be a party to the intimidation of another student for the purpose of sexual interests, engage in any form of exhibitionism, or engage in any act of sexual misconduct.

Penalty for Group 1 Offenses: Students may be suspended (in-school/out of school), asked to withdraw or be expelled from St. Helen School.

#### **GROUP 2 Offenses:**

2.1 Obtain by threat: Students shall not extort money or things of value from a person in the school.

2.2 Vandalism: A student shall not misuse, damage or destroy school or private property either on school grounds or during a function or school event off the school property.

2.3 Stealing: A student shall not take or acquire the property of others without the consent of the owner.

2.4 Possession/Use of Tobacco: The school prohibits the smoking, use or possession of tobacco in any form by any student.



2.5 Fighting: Disciplinary action will be taken if fighting occurs on school property or while in attendance at any school sponsored activity. Upon investigation, self-defense shall not be considered an act of fighting.

2.6 Student Protest: A student shall not participate or encourage any other student to participate in any protest or similar activities, which cause or result in the disruption of school.

2.7 Misuse of School Equipment/Materials: A student shall not use the equipment, materials, or building of St. Helen School for any illegal or unauthorized purpose.

2.8 PDA-Public Display of Affection: PDA does not have a place in school. Students should use discretion at all times.

2.9 Forgery/Plagiarism/Cheating/Enabling: A student will not forge, plagiarize, cheat, or enable. Taking and using the thoughts, writings, etc., of another person as one's own. This includes using the words or ideas of a published source without the proper citation. There is a specific discipline policy for plagiarism (see Attachment B), which can result in suspension or expulsion. Looking at, borrowing, or copying another student's work on a test, quiz, homework, or any other assignment; using a book or "cheat sheet" on a test when it is not authorized. Falsifying a parent/guardian signature or allowing your homework, test, or any other assignment to be copied.

Penalty for Group 2 Offenses: Student may be disciplined by verbal correction, teacher-student conference, parent conference, counseling, detention, removal or suspension from a school field trip, ineligibility for extracurricular activities, in-school or out of school suspension, withdrawal notification, expulsion.

### **GROUP 3 Offenses:**

3.1 Disobedience: A student shall not disregard or refuse to obey directions.

3.2 Disruptive Behavior: No student shall cause a disruption or obstruction of any class or school sponsored event.

3.3 Not on task/No Materials: Students are expected to come to class with proper materials to do their assigned work.

3.4 Gum/Candy: No gum or candy is permitted without permission from the teacher.

3.5 Profane Language/Obscene Gestures/Materials: No students shall make rude remarks to others or use language which is considered to be profane. Obscene gestures shall not be made. No material which may be considered obscene is to be brought to school.

3.6 Lying/Dishonesty: No student shall be dishonest in dealing with their teachers, administrators, or peers.

Penalty for Group 3 offenses: Group 3 offenses will be handled through the Virtue Card but some may result in an automatic detention or referral to the principal.

### 1-3 Discipline

- A vice will be given for unacceptable behavior
  - If a child receives a vice for behavior, one of the two recesses will be missed. They will fill out a reflection sheet which must be signed by a parent and returned the following day.

- For every 4 vices per month for behavior the student will receive a conduct detention which means missing both recesses and missing the monthly reward.
- A conduct detention will be given immediately for severe offenses bypassing vices.
- 4 conduct detentions in a trimester = an in-school suspension.

### Search and Seizure

Administration may inspect any student's property at any time for any reason without prior notice as a condition to bringing them onto or taking them from school premises. This property includes, but is not limited to: desk, computers, packages, lunch container, backpacks, duffel bags, book bags, purses, and pockets. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance of the school.

Refusal to consent may result in disciplinary action up to and including expulsion, even for a first refusal.

Guidelines for these procedures are:

1. Another staff member should be present in any search of property.
2. The student will be required to unlock any electronic device including passcodes.
3. The confiscated item would be put into a separate container or bag. The student would sign a statement that states where the item(s) were found. The item(s) will then be taken to the office and parents will be notified

### Detentions

In many cases, the consequence of inappropriate behavior will be a conduct detention. When detentions are issued, the parent is required to sign the form and students are to return it the following day. This guarantees parents are notified and students are never detained without parental knowledge. In the event a student fails to return the signed detention form, the length of time stated on the original detention will double. If negative behavior is extreme the student may go straight to in-school suspension. A conference with teachers, principal, parents, and student will be held.

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

For Grades 1-3: A missing assignment in any one subject (per trimester) will result in the student missing one of their two recesses and a vice will be given. Three missing assignments (per trimester) in any one subject will result in an after-school academic detention.

For Grades 4-5: Three missing assignments (per trimester) in any one subject may result in an after-school academic detention.

For Grades 6-8: Three missing assignments (per trimester) in any one subject will result in an after-school academic detention.

Three academic detentions will result in a conference with teacher, parent, student; purpose of conference will be to alert parent of problem and notify them of the next step, in-school suspension. The next infraction following the in-school suspension will result in a conference with the parent, student, teacher, and principal, during which a behavior contract will be developed. The contract will include steps for further infractions (a second ISS, out-of-school suspension, or expulsion are possible next steps).

**All in-school suspensions carry a \$60.00 fee to pay the person hired to supervise him/her for the day.**

The administration reserves the right to carry out disciplinary measures for any offense of misconduct related to school nature, even though not mentioned specifically in the list above. The principal is the final recourse in all disciplinary matters, and can waive any and all regulations for just cause at his/her discretion. Any student may be dismissed or expelled for just cause, which shall include, but not be limited to, delinquency and immorality that could result in commitment to a correctional institution, or would constitute a definite menace to the morale of the school. Incurability, and persistent irregular attendance and actions contrary to the philosophy and objectives of the school are other reasons for such dismissal or expulsion. (507.04-Archdiocesan Policies)

**Conduct Prohibited on School Property (Applies to students, staff, parent/guardians, visitors)**

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities including verbal harassment, use of profanity, or threats against staff, other parents or students.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Refuse to comply with any reasonable order of identifiable school officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.

- Violate any federal or state statute or local ordinance while on school property or while at a school function.

**Persons in violation of the Code of Conduct:** The authorization of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection. The school reserves its right to pursue a civil or criminal legal action against any person violating the code.

Uniform Dress Code

A uniform dress code is used to aid in maintaining an atmosphere in the school that is conducive to study and learning. The dress code policy is posted in each classroom. **PLEASE MARK ALL SCHOOL CLOTHES WITH STUDENT'S NAME.**

**Girls**

Grades K-3	Plaid jumpers from Education Apparel Education Apparel #17257.
Grades 4-8	Skirt from Educational Apparel, must touch the ground when kneeling. Education Apparel #13257
<i>***Shorts worn under skirts and/or jumpers must not be visible.***</i>	
Slacks Grades K-8	Navy blue, uniform style, straight-leg dress pants worn at waist level. No washed-out, low-cut, flared, skin tight or designer styles. No cargo pants (no additional zippers, pockets, or loops on the legs). Trousers may be purchased from the uniform company (Educational Apparel). They may also be purchased from the <b>uniform section</b> of a department store or catalog, provided they match those from the uniform company in style, fabric and color No denim jeans. STRETCH pants/leggings are not permitted unless under shorts!
Blouses/Shirts Grade K-8	White or light blue round or pointed collar blouse, long or short sleeves, or shirt or light blue "golf" shirt. Shirts must be tucked in. No colored garments may be worn under uniform blouse, shirt, or tee shirt.

**Boys Grade K-8**

Trousers	Navy blue, uniform style, straight-leg dress pants worn at waist level. No washed-out, low-cut, flared, skin tight, excessively loose or designer styles. No cargo pants (no additional zippers, pockets, or loops on the legs). Trousers may be purchased from the uniform company (Educational Apparel). They may also be purchased from the uniform section of a department store or catalog, provided they match those from the uniform company in style, fabric and color. No denim jeans. Stretch pants/leggings are not permitted unless under shorts!
Shirts	Solid colors, white or light blue. Shirts must have a collar. They may be knit or dress shirt style, long or short sleeve. Shirts must be tucked in. No colored garments may be worn under uniform shirt.

**Girls and Boys Grades K-8**

Sweater	Plain navy blue or white, cardigan or pullover. No excessively tight or loose sweaters are permitted.
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Sweatshirt	Official St. Helen School approved sweatshirt, crew neck or ¼ zip or sweatshirt with the plaid lettering on the front may be worn. Spirit wear is reserved for pride events and out-of-uniform days. A St Helen shirt must be worn under sweatshirts. (The previously purchased hooded sweatshirts will be grandfathered in for the 24-25, 25-26, & 26-27 school year)
Tee Shirts	Should be plain white with no writing or pictures showing through. Sleeves may not be longer than the outer shirt. No colored tee shirts may be worn under uniform blouse or shirt.
Socks	Must be worn. Socks must not reflect unchristian attitudes, alcohol, tobacco, drugs, sex, violence, inappropriate or derogatory messages. Plain white, black, or navy tights or leggings may be worn with uniform skirts and jumpers. Leggings must extend to the ankle and no skin may be showing.
Shoes	Athletic shoes are preferred for wear with the uniform because they are safer. Any gym shoes or other shoes worn with <u>black soles must be non-marking</u> . Flip-flops, clogs, thongs, sandals, Heelys (skate shoes), crocs, house slippers, booties, as well as shoes higher than normal heels, are not permitted. Boots may be worn to school but students must change into shoes upon arrival.
Shorts	Plain solid navy blue, cotton-poly waist-level shorts are permitted year round (no shorter than 2 inches above knee). Shorts are not to be skin tight or excessively loose and can be purchased from the uniform company (Educational Apparel). They may also be purchased from the uniform section of a department store or catalogue, provided they match those from the uniform company in style and color.
Gym Clothes	This uniform must be purchased from St Helen's. No alterations of the uniform are permitted. Students must wear their PE uniform on the day their class is scheduled for PE.
Jewelry	No jewelry is permitted except one small ring, one wrist watch, one bracelet, and one religious necklace (cross, dove, scapular, saint medal, or other acceptable Christian symbol). No pocket chains. <i>Earrings, if worn, are to be very small and non-dangling</i> . Piercing, other than of the ear lobes, is not permitted.
Make-up	No face make-up, body make-up, tattoos, or lipstick permitted; this includes nail polish. No artificial fingernails are permitted. <ul style="list-style-type: none"> <li>• In the event a student chooses to violate the makeup and/or hair policies that will require salon time, they will have one week to fix or will not be able to come back to school until it is rectified.</li> </ul>
Hair	Hairstyles and color should be moderate with hair out of the eyes, so they do not cause distractions. Boys' hair length will be shoulder length or shorter. Hair dyeing in unnatural colors, false hairpieces, or other fads is not permitted. No hoods or hats inside the building unless it's a specific theme day. Headbands and bows should be small and not distracting (i.e. cat ears, unicorn horns, etc are prohibited). <ul style="list-style-type: none"> <li>• In the event a student chooses to violate the makeup and/or hair policies that will require salon time, they will have one week to fix or will not be able to come back to school until it is rectified.</li> </ul>
Scents	No perfume, cologne, or scented hand or body lotion may be worn out of consideration for all of those with allergies and asthma. In addition, aerosol deodorants may not be used in school.
Belt	If worn must be black, brown or navy blue.

Backpack	Wheels are not permitted.
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**\*\*\*All students are expected to come to school clean, neat and well-groomed with garments in good repair.\*\*\***

Oversized or skin tight clothing of any kind is not in compliance with the School Dress Code. Any student who is not in compliance with the St. Helen School Dress Code will be issued a Notification Slip (Attachment A) stating the details of the violation. This will be signed by the parent and returned to school. Any extreme violation will be sent home until corrected. Time missed from school will be an unexcused absence or absences.

### Dress Code Violation Consequences

1<sup>st</sup> offense: Vice card signature, School Dress Code Notification Slip sent home to be signed by parent/guardian and returned

2<sup>nd</sup> offense: Vice card signature, School Dress Code Notification Slip sent home to be signed by parent/guardian and returned

3<sup>rd</sup> offense: Vice card signature, School Dress Code Notification Slip sent home to be signed by parent/guardian and returned and loss of out of uniform privilege on next out of uniform day

4<sup>th</sup> offense: Vice card signature, School Dress Code Notification Slip sent home to be signed by parent/guardian and returned and Conduct Detention issued

If a student receives 3 conduct detentions for dress code violations, a conference will be held and in-school suspension (ISS) will be assigned. The next infraction following ISS will result in a conference with the parent, student, teacher, and principal, during which a behavior contract will be developed. The contract will include steps that will follow for further infractions (a second ISS, out-of-school suspension, or expulsion are possible next steps).

**SPIRIT WEAR DAYS-** The last day of the week (typically Friday), students may wear a **St. Helen** t-shirt, sweatshirt or jersey showcasing school pride with his/her uniform bottoms. **The spirit wear MUST be St. Helen specific.**

### Out of Uniform Dress Code

School out of uniform days are announced in advance with guidelines. On these days, students may wear street clothes, including jeans. Extreme styles of clothing are not to be worn. This includes extremely short clothes, spaghetti-strap garments, baggy or over-sized clothes, too tight clothing, midriff-baring or see-through clothes, tank tops with nothing underneath them, clothing that reveals undergarments or clothing with holes or tears. Shoes with socks must be worn. Conservative dress is encouraged. Clothing must not reflect unchristian attitudes, alcohol, tobacco, drugs, sex, violence, inappropriate or derogatory messages. The administration reserves the right to make the final decision on appropriate attire. Students who choose inappropriate clothing on out of uniform days will call home for a change of clothes. If no change is available, a clean uniform will be supplied.

If for some reason there is a necessity for a student to be out of uniform on a day other than announced out of uniform days, a note from the parent is required. A student showing up out of uniform on a non-scheduled day will need to call home and have clothes brought to them unless it is an item that can be removed.

## **COMMUNICATION POLICIES**

School home communications will be shared in the following ways: newsletter, Education Connection calls, teacher e-mails, school website, Option C, and teacher phone calls.

### **Parent-teacher conferences**

Parent-teacher conferences are scheduled in the fall. Parents are strongly encouraged to attend these conferences in order to better understand the academic achievement and social growth of each student.

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

### **Parent Chain of Communication**

The greatest number of concerns encountered at St. Helen School revolves around the issues of homework, inappropriate behaviors and services for students. Many times, parents are unsure of the best method to tackle these concerns. In resolving concerns, the following protocols should be followed as a means to resolve the problem or difficult situation. Though some problems have simple solutions, others can be complex. Direct and honest communication can provide a win-win situation for both sides.

Steps to take to resolve any issues/concerns:

1<sup>st</sup> step: This should be with the individual that is most knowledgeable and most directly involved with the area of concern. This is typically the classroom teacher. Communication can be through e-mail, phone conversation or conference.

2<sup>nd</sup> step: If there is dissatisfaction at this level an administrator should next be contacted. A phone conversation, email, or conference will be initiated.

3<sup>rd</sup> step: The final step is contacting the pastor of the parish.

### **School Newsletters**

Newsletters will be sent out electronically and posted on our school website.

### **Publication**

We may use student photos or information unless the parent or guardian **notifies the principal in writing.**

## **FOOD PROGRAMS**

### Breakfast

Breakfast is offered free of charge to all students. Breakfast begins at 7:35 AM.

### Lunch

St. Helen School has a closed school lunch program. All students must remain on the campus grounds for lunch. The Mad River School Food Service provides hot lunches daily. Mad River School Food Service uses an electronic lunch card that can be paid for weekly, monthly or whatever is convenient for the parent. If paid by check, make payable to Mad River Local Food Service or money can be added to the account online. **Cash is no longer accepted for lunch money.** Detailed explanation of the lunch program can be found in the initial Family Envelope. Reduced and free lunch rates are available to families who qualify. Applications can be obtained upon request from the school office.

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

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

Students are expected to leave their eating area clean and orderly. All food and beverages must be consumed in the cafeteria. **Students are asked to take a turn wiping table(s) where his/her grade sits.**

## **BIRTHDAY POLICIES**

### Invitations

Invitations may be passed out during school provided the entire class is invited. Exclusive invitations must be mailed.

### Treats

**We will NOT be allowing edible birthday treats** (cupcakes, cake, candy, cookies, pizza, etc) to be brought to school. Please be assured that your student will still get recognized on their special day in the classroom.

Some of the reasons for the change include:

- Students with severe, life threatening food allergies
- Loss of teaching time - If there are 20 birthday parties and each takes approximately 30 minutes that equals 10 full hours of lost teaching time.
- Nutritional impacts
- Economic challenges

As a school, we would like to honor your child on his/her special day in a different way that does not involve food. Some ideas to help celebrate your child's day may include things like bringing a favorite book from home to share with the class, bringing in an



item that classmates can sign, or bring pencils/erasers/stickers for classmates, etc. There are numerous other creative ideas out there so please talk to your child's teacher.

## **SCHOOL HEALTH SERVICES**

### **Clinic Hours**

The school nurse is available Monday-Friday from 9:30 AM-1:30 PM.

### **Health Records**

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

### **Emergency Medical Authorization**

An Emergency Medical Authorization Form must be completed for each student by the parent/guardian and returned to school during the first week of a new school year. The information on this form is used to contact the parent/guardian in the case of an emergency.

Should the information on this form change during the school year, please call the office so that accurate information may be added to your child's form.

### **Medication**

Every effort should be made to administer medication before or after school hours. When it is deemed necessary for a student to receive medication during the school day, the Ohio

Revised Code mandates the following procedure:

1. The principal shall appoint a responsible person or persons to supervise the storing and assisting with administration of medication in the absence of the school nurse.
2. Medication, whether prescription or over-the-counter, will be administered only if accompanied by a properly completed "Request for Administering Medication During the School Day" form signed by the physician and custodial parent /guardian.
3. Prescription medication must be in the original container and have an affixed label including the student's name, name of medication, dosage, route of administration and time of administration. Over-the-counter medication must be in its original container with all labeling visible.
4. New request forms must be submitted each school year, and as necessary, for changes in medication order.

5. Medications and the signed permission forms must be turned into the school nurse or school personnel in the office by the parent/guardian.
6. Students may **not** keep any medication (prescription or over-the-counter) in their possession. State law does allow a student to carry medication, such as an inhaler or epipen with the written consent of the student's licensed medical provider.

## **DIABETIC CARE POLICY**

St Helen School complies with [Section 3313.7112](#) of the Ohio Revised Code regarding diabetes care.

St Helen School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

### School Administration of Diabetes Medications

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under [Section 3313.7112\(E\)](#) of the Ohio Revised Code and so long as all of the following are satisfied:

- 1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
- 2) The school receives a statement, signed by the prescriber, that includes all of the following information:
  - a) The name and address of the student;
  - b) The school and class in which the student is enrolled;
  - c) The name of the drug and the dosage to be administered;
  - d) The times or intervals at which each dosage of the drug is to be administered;
  - e) The date the administration of the drug is to begin;
  - f) The date the administration of the drug is to cease;
  - g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
  - h) Any special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
- 4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
- 5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
- 6) Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

#### Student Administration of Diabetes Medications

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be

permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

#### Non-Restriction Disclaimer

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

#### Accidents and First Aid

School personnel will take every precaution to avoid accident or injury to the students. The principal will be notified immediately when any serious accident occurs. Custodial parent/guardians will be notified of any serious accident especially blows to the head.

An injured student will be taken to the clinic if the school nurse is on duty. If the clinic is not staffed, the injured student will be taken to the school office. If a seriously injured student cannot be moved, the emergency squad will be called. Parents will be notified immediately if such action is taken. If the custodial parent/guardian cannot be contacted, school officials will follow the instructions listed on the student's Emergency Medical Authorization Form.

#### Illness

If your child becomes ill during the school day, the parent/guardian may be contacted. Students are not normally sent home unless they have a temperature of 100, vomiting or diarrhea related to illness, or experiencing significant pain. A child should be kept home from school when:

- Temperature is 100 or higher. Fever must be absent for 24 hours without the use of medication to return to school.
- Vomiting or diarrhea related to illness. Both must be absent for 24 hours to return to school.
- Strep throat or pink eye: Child can return to school after 24 hours of antibiotics or antibiotic eye drops.

- Chicken pox: Child can return once all pox have scabbed or 7 days past the last pustule.
- Head lice: Student can return after treatment and no live lice are present.

### Communicable Diseases

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

St. Helen School will adhere to a policy established by the Archdiocese of Cincinnati concerning any student known to have AIDS. Each instance of AIDS/HIV infection involving a student shall be treated as a strictly confidential matter. Health information concerning HIV-infected students will be divulged only with written consent of the parent/guardian, expressly designating the names of persons with whom the information can be disclosed.

St. Helen School recognizes the potential danger of tuberculosis in the school community. Upon the recommendation of the Ohio Dept. of Health, our policy requires that all foreign exchange students or foreign born students from high risk countries present proof a negative Mantoux skin test, negative chest x-ray, or negative Quantiferon blood assay that has been performed within the preceding 30 days prior to attending school. The student will not be able to attend school until this documentation has been presented to the school office or school nurse.

### Special Health Concerns

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

### Students with Disabilities/Students with Special Needs

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

### Pregnancy

In accordance with the Archdiocesan policy, the decision of the girl's future status at school will be made by the principal after meeting with the pastor, school nurse, counselor, and interested parties, and a decision regarding the best educational program for the student will be made.

### Children's Services

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

### Child Abuse and Neglect Reporting

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

### Review of Records

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
  - Parents should submit to the school principal a written request that identifies the record(s) they wish to inspect. Those wishing to see them must give the school 24 hour notice. They may inspect and review
  - Records and data directly related to their children. This material is contained in the cumulative record folder and consists of academic work completed, level of achievement/grades, standardized test scores, attendance data, intelligence aptitude, and health data. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.
  - In such cases where a divorce or separation has occurred in a family, it is presumed that either parent (custodial and non-custodial) of the student has the authority to inspect and review educational records of the student unless the school office has been provided with evidence that there is a legally binding instrument to the contrary.
  - If a divorce or separation occurs in a family, the school office should receive a certified copy of the court order stating which parent has custody of the child.
  - The parent with custody has the right to receive all status reports and report cards for the child. If the non-custodial parent also requests such reports, copies will be sent provided the non-custodial parent makes the request in writing.
2. The right to request the amendment of the student's education records that the

parent believes is inaccurate or misleading.

- Parents may ask St. Helen School to amend a record that they believe is inaccurate or misleading. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - If the school decides not to amend the record as requested by the parent, the school will notify the parent of the decision and advise them of the right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedure will be provided to the parent when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school commission or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); a person serving on a special committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.
  - Section 3319.321 of Senate Bill 321 authorizes school officials who handle records to provide law enforcement officers with access to students' records when the officer indicates he/she is conducting an investigation and that the student is or may be a missing child.
  - A school official has legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
  - Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
- Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

## **ACTIVITIES**

### **Fundraisers:**

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

### Cantors/Instrumentalists

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

### Band

The Carroll High School Music Department is in charge of the total administration of the instrumental music program in our school. This includes the supervision, teaching and collection of fees. Band membership is open to students in grades 5-8.

There are separate sessions for beginners, intermediate and advanced students. Band instruments are not covered by Archdiocesan insurance. St. Helen will not be responsible for lost or stolen band instruments.

### Eucharistic Ministers

Students in grade 8 may become Eucharistic Ministers.

### Servers

Students in grades 5-8 may become altar servers.

### Clubs

Some clubs will still meet on a monthly basis, including but not limited to Spirit and Joy, choir, band.

### Safety Patrol

5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders serve as school crossing guards. They are on rotating duty each day from 2:45 PM until 2:55 PM.

### Parent Teacher Organization (PTO)

The purpose of the St. Helen PTO shall be to enhance the parents'/guardians', and teachers' roles by increasing their knowledge of education and its purposes, by increasing their mutual understanding of children, and by providing an opportunity for parents/guardians and teachers to work together for the good of the child. All parents/guardians who wish to be involved are welcome to join. Further information regarding PTO sponsored activities are available at "Meet the Teacher" and are sent home via the family envelope throughout the year. The PTO is responsible for coordinating a wide variety of activities and events for the school including celebrations, teacher appreciation luncheons, grandparent's day events, fundraising efforts and more. Parental involvement is necessary to continue these wonderful and rewarding events.

### Booster Club

Students may participate in a wide range of programs sponsored by the St. Helen Booster Club-scouts, soccer, volleyball, basketball, and track.  
<https://www.sthelensports.org/>

### Sports Behavior

The by-laws of the Booster Club state: *"Players should always keep athletics in the proper perspective and should never allow sports to contribute to problems in the classroom. Players may be suspended from the team or from a game(s) for misbehavior*



*in class or poor grades.”*

Both students and parents should be aware they represent the school on the playing field and in the stands. Their actions and attitudes directly reflect upon the school and the parish. Anger, improper language, and disrespect for authorities and other players have no place in our athletic programs. The athletic policies set forth by the Booster Club shall be followed.

## **St. Helen Preschool Handbook**

### **Welcome**

Welcome to St. Helen Preschool. The Preschool years are a time for children to explore and be actively involved in their environment. Through play, children work hard to learn about themselves and the world around them.

This handbook is your introduction to our philosophy, long-range curriculum goals, program schedules and policies.

### **Philosophy**

Early childhood is the most critical period of human growth and development. Education is a shared process between parent, teacher and child—with the parent as the main educator. At St. Helen School we provide a warm, loving, faith-filled atmosphere for your child to grow and develop spiritually, socially, emotionally, mentally and physically. Our program is diverse, which offers an inclusive and unique experience for all. Our preschool celebrates diversity through adding cultural learning in our curriculum. We expect families to encourage these celebrations as we believe strongly in home support.

Our classroom is structured within a Christian setting. We foster knowledge and love of God by instilling and developing attitudes and actions of neighborly love and kindness toward others while embracing differences.

Your child is recognized as a unique individual who grows at a different rate and learns in different ways through his/her senses. The teacher's role is to act as a guide or facilitator who "sets the stage" for learning by providing stimulating materials and activities. We strive to help your child develop to his/her fullest potential at his/her own rate. By receiving personalized attention and instruction, your child will develop his/her own interests, talents, needs and desires. We provide the foundation that instills a love of learning that will last a lifetime.

The preschool curriculum is based on play, which is actually a child's work. We believe that through play, children gain strength and grow in all areas of development. As part of our curriculum, language development is stressed through communication and verbal interactions.

### **STEP UP TO QUALITY**

Step Up To Quality is Ohio's voluntary quality rating system for licensed child care programs in Ohio. Step Up To Quality recognizes early care and education programs that exceed quality benchmarks over and above Ohio's licensing standards. St Helen's has been a star rated program since 2016. Some of the criteria our program had to meet included:

- Low child/staff ratios;
- Qualified staff members who receive ongoing specialized training;
- Solid administrative practices;
- Standardized curriculum and assessments.

More information about the Step Up to Quality program can be found at [www.stepuptoquality.org](http://www.stepuptoquality.org)

### Tuition Policies

TUITION SCALE: Tuition is based on a sliding fee scale for families qualifying for the ECE Grant. Families must submit income verification for all adults in the household. In the case that two parents are separated, the income will be taken from both parents until court documents are submitted to provide documentation of alimony and/or child support payments. This may include the last two current pay stubs, retirement payments, social security, social security disability, alimony, and/or child support. W-2 forms or quarterly tax returns will only be accepted for business owners. Payment is due even when your child is not in attendance.

### Records Transfer Policy

Parents and/or guardians may request records be transferred to a new school at any time as long as:

- The request is made by the parent/guardian
- Written consent is given on the Records Transfer Consent form.

### Transitioning Your Child into the Program

1. Marketing Director/Administrator gives a tour of the facility with explanation of the program. Child visits classroom with parent (informal)
2. Administrator reviews handbook and policies with families clarifying issues and answering questions.
3. Transitions take place in May (at the end of the current academic year) and Aug (beginning of a new academic year).
4. One month prior to transition the team of teachers meet to discuss transition children and placements.
5. In early August a meeting with each family is held to get their input and address any concerns for the upcoming school year.
6. A parent orientation is held two weeks prior to the start of the school year.
7. Meet the teacher/preconference is held.
8. Child attends preschool.

### Transitioning a Family out of our Preschool

1. Final conference for family and teachers is held to discuss the change and how families and staff will help the child accept the transition.
2. Teachers and classmates acknowledge/celebrate the move.
3. Vital information such as developmental levels, academic progress reports, and child's portfolio are given to the family to take to the new setting.

### Transitioning to Kindergarten

1. Parents will receive a packet with information about school registration and important dates late February/early March.
2. The kindergarten transition process will begin in spring with the mandatory kindergarten screening of all registered students.
3. Potential kindergarteners will visit our kindergarten classrooms.

4. The child's preschool teacher will share the child's file which contains formative and summative assessments with the kindergarten teacher.

### Preschool Goals

#### Social Studies

By the end of preschool the children:

- will be able to understand that they live in a home that is part of a larger community
- will be able to recite the Pledge of Allegiance
- will be able to find where he/she lives on a map of the United States
- will develop an understanding of and appreciation for our individual differences and multicultural heritages

#### Language Arts

By the end of preschool the children:

- will be able to verbally express personal experiences and ideas
- will be able to listen to a storybook
- will be able to print their first name
- will be able to recognize their first name visually

#### Mathematics

By the end of preschool the children:

- will be able to count to ten
- will be able to recognize numerals zero to ten
- will be able to identify the four basic shapes (circle, square, triangle, rectangle)
- will be able to recognize and complete AB, ABBA, AABB patterns
- will be able to complete simple sequencing tasks

#### Science

By the end of preschool the children:

- will have developed basic logical reasoning skills
- will have developed the ability to hypothesize
- will have actively participated in a variety of science experiments

#### Religion

By the end of preschool the children:

- will be able to make the sign of the cross and recite simple prayer
- will have developed an awareness of basic Christian beliefs
- will have developed an awareness of God's love for them

#### Fine Arts

By the end of preschool the children:

##### Music

- will be able to sing simple songs
- will be able to repeat simple rhythm patterns
- will be able to repeat simple tonal patterns

- will be able to play an instrument (rhythm sticks, egg shakers, sand blocks, bells)

### Art

- will have used a variety of mediums (markers, crayons, watercolor paints, tempera paints, playdough, clay, silly putty)
- will have actively participated in basic tracing, cutting and gluing techniques

### Technology

- will have had the opportunity to work with a computer keyboard
- will know the vocabulary terms monitor, keyboard and mouse

### Long-Range Curriculum Goals

The preschool program will focus on the following areas of development: social, emotional, cognitive, physical and religious.

Our research based curriculum, Creative Curriculum, supports St Helen's philosophy and focuses on the role of the teacher in the environment as well as the importance of partnering with families and the community. The Creative Curriculum guides teachers to focus on observation and assessment to facilitate each child's interactions to maximize learning and development

Listed are specific skills in each of the areas that are to be taught throughout the school year.

### Social

- To help develop problem solving skills
- To help encourage natural curiosity in the classroom setting
- To help develop the child's participation as part of a social group
- To help develop the skills of cooperation, sharing supporting others and caring for others

### Emotional

- To help form a positive self-image and build self-esteem
- To know emergency information
- To give a feeling of security as a member of a group
- To help develop self-control
- To encourage the child's sense of creativity

### Cognitive

- To encourage active learning
- To encourage verbal language
- To help develop logical reasoning, classification and seriation skills
- To encourage the understanding of number concepts
- To encourage the understanding of spatial and time relationships
- To help the children verbally express personal experiences and ideas

### Physical

- To encourage large and small muscle development and coordination
- To encourage self-reliance, e.g. dressing, zipping, tying, etc...

### Religious

- To bring awareness of Christian beliefs
- To encourage charity toward others
- To encourage a sense of community

### The Preschool Programs

- 5 Day-ALL Program is 7:55am-2:50pm
- 5 Day-HALF Program is 7:55am-11:00am
- 3 Day- ALL Program is 7:55 am-2:50 pm

Below is an outline of the program's schedule. It is important to note that the schedule is subject to change due to gym, music, library, computer, and Spanish.

### Daily Schedule

(All Day & Half Day) \*Specials are not listed in schedule\*

- Arrival
- Breakfast
- Independent/ partner reading
- Circle time
- Recess
- Small group
- Centers
- Music/Movement
- Lunch
- Nap
- Snack

### Newsletter and Parent Information

The St. Helen Preschool Staff believes is important to work closely with parents. One way we communicate is by sending home a newsletter each week. In each newsletter, there is information on upcoming events, activities, weekly themes, the daily and subject breakdowns as well as religious focus concepts. In addition to the weekly newsletter, we will send home weekly Class Dojo summaries on your child and classroom updates

### Clothing

There is no uniform requirement for the preschool. Dress your child in clothing that is comfortable and can get soiled from art and other messy activities. Children should also wear gym shoes and socks in which they are able to run and play. No open toe sandals or heels.

Each child will need an extra set of clothes that will be kept at school. This should include a pair of shorts/pants, shirt, socks and underwear. All of these items should be labeled with your child's name and placed in a zip-loc bag.

### Rest Bags

Please make sure your child's pillow, blanket and stuffed animal (optional) will all fit comfortably into the rest bag for proper storage.

### Program Change

At any time throughout the school year you may request a program change.

1. Inform the teacher to ask if it would be possible
2. Complete the Request Program Change Form
3. Teacher and parent sign form
4. Forward to the school office for tuition adjustment

### Health and Safety Policies

#### First Aid and CPR Administration

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC.

In the case the injury/illness is assessed as being more severe, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action.

In the case an injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records, given the parent has given permission to transport the child to the hospital. In the case that a parent has not given permission to transport the child, EMS will still be contacted to provide treatment to the child until the parent arrives at the center and determines the course of action. Under no circumstance will staff transport children in their vehicles.

#### Abuse Report Requirement

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they must make a report to the local children's services agency.

#### Incident Reporting

In the event of any of the following occurring you will be contacted that same day:

- The child has an illness, accident, or injury which requires first aid;
- The child receives a bump or blow to the head;
- The child has to be transported by EMS; or
- An unusual or unexpected event occurs which jeopardizes the safety of the child.

The person picking your child up will receive a copy of the incident report and asked to sign the report.

If a child requires emergency transportation, the report shall be available twenty-four hours after the incident occurs.

### Children's Comprehensive Medical Screening

Preventative care is the key to keeping children healthy. In addition when you have an established medical provider it is easier to access care when your child becomes sick.

The comprehensive screening must include vision, dental health, height/weight (BMI), hearing, blood lead, and hemoglobin levels. Your child will not be able to attend if they do not have a current medical on file.

### Immunizations

Children, six weeks through Kindergarten age, must have an up-to-date immunization record to be enrolled and provide documentation of immunizations throughout the year (as scheduled). If the parent has religious, philosophical, or moral beliefs that are opposed to such immunization, the parent must submit written documentation stating the reason why they oppose immunizations. If it is for a medical reason a letter from the doctor stating why the child is unable to be immunized. If a child is exempt from immunizations and there is a confirmed communicable disease breakout at the center for which the child would have been immunized against, the parent must remove the child from care for double the recommended time frame including incubation period.

### Developmental Screening

Screening young children is an effective, efficient way for professionals to catch problems and start treatment when it does the most good—during the crucial early years when the child’s brain and body are developing so rapidly.

Developmental screening is the practice of systematically looking for and monitoring signs that a young child may be delayed in one or more areas of development. Screening is not meant to establish a diagnosis for the child but rather to help professionals determine whether more in-depth assessment is called for. In most cases, screening rules out the likelihood that further assessment is needed.

All children enrolled will be screened by Easter Seals. Parents will be provided with the results. In the case the results indicate further evaluation needs to be conducted a meeting will be scheduled to discuss the results and next steps.

### Children Sent Home due to Illness

A child with any of the symptoms listed below will be immediately isolated and discharged to the parent or emergency contact; children that are sent home for any of the following will need to be symptom free for at least 24 hours, without fever reducing medication, before returning to school. Medication for such illnesses must be given for 24 hours prior to returning to school.

1. Temperature of at least 100 Degrees Fahrenheit when in combination with any other sign or symptoms of illness;
2. Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
7. Untreated infected skin patches, unusual spots or rashes
8. Unusually dark urine and/or gray or white stool
9. Stiff neck with an elevated temperature



10. Evidence of untreated lice, scabies, or other parasitic infestations
11. Sore throat or difficulty in swallowing
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The family will be notified. If a child does not feel well enough to participate in center activities the parent will be informed that the child needs to be sent home.

### Potty Training

All students who are accepted into the St. Helen Preschool program are REQUIRED to be completely potty-trained. A potty trained child is one who:

- No longer wear diapers (disposable or cloth) or disposable underwear (pull-ups)
- Has the ability to communicate to the teacher when they need to use the restroom
- Has the ability to use the restroom independently and can attend to their personal hygiene.

If any child after admission to the program appears to not be fully potty trained the following policy will apply:

- 1<sup>st</sup> occurrence: a note from the lead teacher will be sent home to the parent
- 2<sup>nd</sup> occurrence: a conference will be held with the lead teacher and parents/guardian
- 3<sup>rd</sup> occurrence: a note will be sent home to the parents and a probationary period of 15 days will begin. Day one will be the day after the 3<sup>rd</sup> occurrence.

After the probationary period is complete, in consultation with the lead teacher, principal, and parents/guardians, a determination will be made as to whether the child can continue in the program.

While we understand situations may vary, and accidents happen St. Helen does not have the facilities, supplies or staff required to accommodate children not fully potty-trained. We do our best to work with families during difficult times and the occasional accident at this age is understandable. However, we have to be mindful of the time this takes away from the academic, social and spiritual goals of the program.

### Screening Process

1. The child's medical statement will be reviewed by the nurse and administrator to see if a vision, dental, hearing, and other pertinent health screenings have been completed.
2. The school nurse completes a vision and hearing screening to all preschoolers.
  - a. The Ohio Dental Outreach is a voluntary program that visits St. Helen annually for families to take advantage of the opportunity to ensure good oral hygiene.

- b. If health screenings have not been completed, information will be provided to families on the importance of these screenings, and information on where they can have their child(ren) screened.

### Health Screening and Referral Process

Early detection and screening are one of the best ways to help children succeed in life.

- Each preschooler's medical form will be assessed to determine whether the basic health screenings have been completed or not.
- If screenings have not been completed by a physician, information will be given to the parent/guardian on where to have the screenings completed.
- The school nurse completes a hearing and vision screening for each enrolled child.
- Each new student registration packet contains information on the required screenings/documentation.

Preschoolers are required to have a "Child Medical Statement for Child Care (JFS01305)" completed by a medical professional before the child can enroll and updated annually thereafter as outlined in the Ohio Department of Job and Family Services Child Care Licensing Rules. This medical statement lists vaccinations that the child has received as recommended by the Ohio Department of Health.

### Emergency Information

Each child must have an emergency form and student pick-up sheet on file.

The emergency form lists:

- the parents' work numbers and cell phone numbers
- the name and phone number of a relative or child care provider who have agreed to assume responsibility of the child if parents cannot be reached
- names and numbers of the family doctor and dentist and any known health difficulties or allergies

The emergency form must be kept up-to-date and contain a parent's signature. In case of a serious accident where no one can be reached, the school will call the paramedics and put the matter into their hands UNLESS parents have signed the "REFUSAL TO CONSENT" section on the emergency form.

The pick-up sheet lists:

- the names, phone numbers and relationships of all people who have permission to pick up your child during the school year

### Medication

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

1. The principal shall appoint a responsible person or persons to supervise the storing and assisting with administration of medication in the absence of the school nurse.

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

### Illness

If a child has a sore throat, earache, nasal discharge, skin rash, eye infection or elevated temperature, he/she should be at home. If your child has vomited during the night he/she should not be at school the next day. If your child is sent home from school due to illness, he/she should not be at school the next day. Your child must be **symptom-free for 24 hours before returning to school.** Phone the school office on the day of absence **254-4789 extension 400** and send a note explaining the absence upon return.

### Additional Fees

Throughout the year the preschool will have expenses in addition to the tuition fee. There are additional fees for hot lunch, school pictures and yearbook (optional). No refunds are issued for scheduled fees in the event of absence or withdrawal.

### Money

All monies sent to school should be enclosed in a sealed envelope clearly marked with the child’s name, room number and purpose of the money. Any large amount of money should be sent in the form of a check or money order. **Mad River Lunch Program only accepts checks or money added to student account online.**

### Appointment with Teachers

Appointments may be made at any time throughout the school year. Appointments with the teacher should be set in advance. Please reach the teacher through Class Dojo or call the school office, (937-256-1761) and ask to leave a message on the teacher’s voicemail and the teacher will contact you at her earliest convenience.

### Age Requirements

To participate in the preschool program, your child must be **three (or four) years old by September 30th of that school year to enter the program.**

## Discipline

### Code of Conduct and Discipline

As mentioned in the St. Helen School Student/Parent Handbook:

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

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

### Expectations for Preschool

At the preschool level children are learning social skills that guide their behavior. We believe it is children's intrinsic nature to be good. Our discipline methods are based on the Conscious Discipline approach for long term effects of positive behavior. We are not rewards and punishments based. We work to solve and expect parents to work together to create solutions.

If there is an ongoing behavior concern, teachers will contact the child's parent/guardian. Communication may be in the form of informal or formal conferences or written behavioral reports. If a conference is scheduled, the parent/guardian and teacher will discuss strategies to promote appropriate behavior, and develop a plan for change. If the behavior concern continues after implementation of the plan, a child may be asked to leave the program for a short period of time (1-2 days). If the problem is not resolved, the child may be removed from the program. It is our intent to work together with families to promote a positive experience for their child. However, we do realize that there may be circumstances that keep a child from being capable of fully participating in a group program, and recognize that the program may not be equipped to deal with all circumstances underlying certain behavioral issues.

### Ohio Department of Education

St. Helen Preschool classrooms are licensed by the Ohio Department of Education. Inspections are conducted yearly to ensure compliance with preschool rules. A copy of the compliance report is posted in the classrooms and is available at all times.

Parents may contact the Ohio Department of Education Office of Early Learning and School Readiness if they have questions and/or concerns. The contact information is as follows: 1-877-644-6338 or to reach them via email at [ELSR@education.ohio.gov](mailto:ELSR@education.ohio.gov).



**Attachment A: School Dress Code Notification Slip**

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

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Please refer to School Dress Code section of the school handbook. This is only a notification. Should the student fail to comply with the School Dress Code again, a loss of out of uniform privilege will occur.

Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Comments:

## **Attachment B: St. Helen Elementary and Middle School Plagiarism**

Dear Parents/Guardians,

St. Helen School is dedicated to nurturing both creativity and academic honesty in all students. We expect any work turned in to be each student's own work. When a student researches for schoolwork, all information acquired from any source must be accompanied by proper citations (which will be taught by the student's teacher). Otherwise the student has committed plagiarism, which can cause serious consequences, especially in high school and in adulthood.

Because technology has made it easier than ever to plagiarize, it is important for both students and parents/guardians to understand what is considered plagiarism.

### **Forms of plagiarism:**

- Direct copy and paste of words/pictures/videos from any source without permission and/or proper citations (even a single sentence)
- Direct copy and paste with a few words changed
- Hiring someone to complete an assignment
- Copying, buying, stealing, or borrowing someone else's work and turning it in under your own name
- Using someone else's ideas without citing where they came from, even if all the words are your own
- Using a direct quotation without proper format or citation

St. Helen teachers work from kindergarten through eighth grade to make sure students all understand the importance of academic honesty and how to paraphrase and cite materials as required. However, should a student choose to plagiarize any material, the discipline procedure is as follows:

- **First Incident:** a student-teacher conference will take place in which the teacher will ensure the student understands what plagiarism is and will discuss the severity of the infraction. The student may receive an academic detention and/or a zero for the assignment (along with a vice signature and notation in Option C). However, at the teacher's discretion, the student may be given the opportunity to correct the mistake or do an alternative assignment.
- **Second Incident:** the student will receive a zero for the assignment and an academic detention (along with a vice signature and notation in Option C). A conference involving the student, all middle or elementary teachers, the principal, and the parents/guardians will be held. After the team assesses the severity of the infraction, the student may also receive an in-school suspension.
- **Third Incident:** the student will be expelled and the documentation will be a part of the student's permanent record

In the event that plagiarism has been detected, all the student's teachers will be notified and a record of incidents will be kept and monitored through all subjects for the year.

Please review this information with your student several times over the school year. We truly appreciate you being our partner in giving your child the best education possible.

## **APPENDICES**

- Appendix A [Accident Injury Form](#)
- Appendix B [Archdiocesan Policy for Youth Activities/Permission Form](#)
- Appendix C [Asthma Inhaler Form for Self-administration](#)
- Appendix D [Decree on Child Protection](#)
- Appendix E [Emergency Medical Authorization Form](#)
- Appendix F [Parent/Guardian Authorization for Student Possession and Use of an Epinephrine Autoinjector](#)
- Appendix G [Parent/Guardian Request for Administration of Medication](#)
- Appendix H [Physician Request for Administration of Medication](#)
- Appendix I [Prescriber Authorization for Student Possession and Use of an Epinephrine Autoinjector](#)
- Appendix J [Responsible Use of Technology](#)
- Appendix K [Social Media Policy and Media Release Form](#)
- Appendix L [Volunteer Confidentiality Form](#)

### **RIGHT TO AMEND**

Administration has the right to amend the handbook for just cause. Families will be given prompt notification if changes are made.



**PARENT/GUARDIAN AND STUDENT SIGNATURE PAGE**

I/We hereby affirm that I/we have read the Family Handbook. I/we certify that I/we consent to and will follow all policies and procedures of the school, including everything contained in the St Helen School Family Handbook.

\_\_\_\_\_  
Parent/Guardian Signature and Date

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Parent/Guardian Signature and Date

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Student Signature and Date

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Student Grade

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Student Signature and Date

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