

St. Helen Catholic School
Student/Parent Policy Handbook
2007 – 2008

Pastor
Reverend Monsignor
Reginald R. Nesvadba

Principal
Elaina Satsky, M.Ed.



2213 Old Alvin Road
Pearland, Texas 77581

281-485-2845

281-485-7607 (fax)

MISSION STATEMENT

The mission of St. Helen Catholic School is to provide a well-rounded education emphasizing Catholic ideals of academic excellence, personal integrity, Christian service, and enduring faith.

PHILOSOPHY

St. Helen Catholic School is a culturally diverse community composed of the clergy, parishioners, parents, students, school personnel, and all who help to fulfill the school's mission. St. Helen Catholic School promotes high academic standards within a Christ-centered, spiritual environment. Members of the St. Helen community seek to teach Catholic values, strengthen students in the Catholic faith, focus on the education of the whole person, and witness to the presence of Jesus Christ in the world.

GOALS

- Educate and form the total person spiritually, intellectually, personally, socially, and physically while recognizing the dignity of each student as a member of the Catholic educational community.
- Celebrate Catholic traditions through daily prayer, regular liturgical and sacramental experiences, a solid program of Catholic religious studies, and the teaching of Catholic moral standards.
- Promote traditional Catholic educational values by emphasizing high academic standards and achievement.

ACADEMICS

St. Helen Catholic School (SHCS) is accredited by Texas Catholic Conference under the auspices of Texas Education Agency (T.E.A.). Our school strives to provide an exemplary learning environment to educate the whole child: body, mind, and spirit. We attempt to provide students with opportunities for success by fostering a positive learning atmosphere, providing a supportive atmosphere from all members of the school community, nurturing a Christ-like community, and celebrating our Catholic traditions through a solid program of religious studies. Curriculum is enhanced with fine arts, foreign language, and other extra-curricular activities, as well as, offering multi-dimensional experiences in physical education, self-esteem building activities, and culturally diverse programs.

CURRICULUM

Core curriculum at SHCS is an Archdiocesan curriculum based on Texas Education Agency (TEA) essential elements as part of the Texas Essential Knowledge Skills (TEKS). It is our philosophy and belief that our curriculum demonstrates "excellence" rather than merely "essential" since curriculum is based on national standards. Our curriculum includes English/Language Arts (reading, grammar, phonics, spelling, creative expression, and writing), math, science, social studies (history and geography), and religion. These subjects are taught in a self-contained classroom setting with departmentalized settings for special programs such as physical education and Spanish.

STUDENT SUCCESS

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent.

School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal will request withdrawal of the student or deny admission for the following year.

ACADEMIC MASTERY

In many instances, accommodations can be made for students with special needs. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies can be referred for special assistance with the SHCS Academic Mastery Center (AMC) teacher(s) once the administration has verification of the student's recommended individualized education plan (I.E.P.). The number of sessions per week, length of sessions, and goals will be determined by the Academic Mastery tutor, counselor, principal, and teacher after reviewing all available information. Students who meet any of the following criteria must be enrolled in the Academic Mastery program:

*IEPs from public, private, or local services.

*Scores below the 50th percentile in reading, language, or math on the Stanford Achievement Test or other national achievement test.

*Failing grades on report card at the end of the quarter.

ENRICHMENT

SHCS students have many opportunities for enrichment including the following:

- Accelerated Reader
- Archdiocesan Spelling Bee
- Camp Kappe School for Environmental Education
- Science Fair and Invention Convention
- Student Council
- Academic Electives
- Cheerleading
- Athletics
- After school classes (With contract teachers)

GRADING/REPORT CARDS

Students receive Report Cards quarterly (every nine weeks). A conference is scheduled for parents of students in Kindergarten where a verbal explanation of the student's progress is discussed instead of a formal report card at the first nine-week reporting time. A formal report is issued for the remaining quarters. A parent or parents are required to attend scheduled report

card conferences. Report Cards are to be reviewed and signed by the parent with the classroom teacher during scheduled conference times. Progress Reports are to be signed by the parent and returned to the classroom teacher within three school days after receiving the Progress Report.

The marking code on the Report Cards for grades 1st – 8th is as follows:

Academics

100 – 93	A	Outstanding
92 – 86	B	Above Average
85 – 78	C	Average
77 – 70	D	Below Average
Below 70	F	Failing

Kindergarten Academics

S	Satisfactory
NA	Needs Attention: Child is not able to complete goal.
T	Transition: Child is in the process of learning.

Conduct Grades K – 8th

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

HOMEWORK

Homework assignments are given to reinforce the material taught to the students during the day and to foster a habit of independent study. The student is responsible for written and study assignments. Parents cooperate by providing the necessary quiet time and a designated location for homework. It is especially important for parents to encourage their children to put forth their best effort and together examine assignments.

Assignment/student planner notebooks are used in grades 3– 8 to record class work and homework assignments. These notebooks encourage students to learn responsibility and organizational skills. They are to be signed by the parents. It is essential that parents allow students to be responsible for their own homework assignments and consider the consequences when assignments are not done. Grades K-2 use “Peek of the Week” to inform parents of upcoming assignments, events, and projects.

Five points will be deducted from the quarterly homework grade in each subject area for each instance of un-submitted or missing homework. Homework is to be submitted on time. The following times reflect the average time frame for homework at each grade level.

Homework Time Allotment

Grades 1-2	30 minutes
Grades 3-4	45 minutes
Grades 5	60 minutes
Grades 6-8	90 minutes

HONOR ROLL

Honor roll categories for each nine-week period are as follows:

Highest Honor Roll	All A's and All E's
High Honor Roll	All A's and B's with a minimum of a 93 average

A student receiving an “N” or “U” conduct grade in any class, including extracurricular classes, is not be eligible for any Honor Roll at any time of the year.

Each nine-weeks, St. Helen School uses tangible positive reinforcement for students on the honor roll and for students who achieve perfect attendance.

End of year certificates are awarded to students. Guidelines for these yearly awards are as follows:

- Highest Honor Roll certificates Straight A's and All E's for the year. **No “S”, “N” or “U”** on the report card.
- High Honor Roll certificates All A's and B's for the year **and** have a minimum of a 93 average. **No “N” or “U”s.**

COMMUNICATION

Open, honest, and constructive communication is essential in creating a positive school environment. Various methods of communication exist to communicate school business with families including school newsletters, administrative letters, schedules, and the school website. Yellow folders are sent home with each student to inform parents of school news. Parents are expected to read and to be aware of the enclosed information from the principal, teachers, and school/parish groups. Communications are usually sent home on Mondays; however, please check daily for memos in the folders and/or your child's backpack.

If you wish to communicate a question, problem, or concern with another individual, you should go directly to that person before going to that person's superior. If parents have a complaint about a teacher, they must discuss the difficulty first with the teacher. Parents or teachers may request the principal to be present at a conference.

CONFERENCES

Appointments with administration and/or with teachers need to be requested in writing and scheduled in advance. Teachers will attempt to return phone calls within 48 hours of receipt of the message. Messages left for teachers may not be retrieved until the close of the school day. Your child's progress is important to us. Teachers are available to discuss issues during the regular school day by appointment only. Contact the school office to request a conference, a phone call, or send a note with your child. Please respect the personal life of all staff members and do not call a staff member at home.

Report card conferences are held twice a year with the homeroom teacher. These conferences are meant to be positive in nature and constructive toward a child's education. A student who does not attend the Conference Day is counted absent.

ACADEMIC PROGRESS

Any student who does not maintain a 78% average or above may be placed on academic probation for a period of time designated by the principal.

PROMOTION – RETENTION – PLACEMENT

School Board Policy Effective April 14, 2004

“Student-to-class placement decisions are made by the administrator/principal of the school. In the case of special needs students, the principal may consult with the parents or guardian before placing the student with a particular teacher who has proficiency in the area of the student's needs. The principal reserves the right to change any student from class to class, also according to the student's needs, if necessary during the course of the school year.”

SHCS administration and teachers reserve the right to “place” any student in the appropriate grade. In addition, if a student is “placed” in a grade, a probationary period in a particular grade level will be in effect for 5 weeks at which time a final placement decision will be made. A student is promoted to the next grade pending satisfactory completion of the work of the current grade. Promotion shall be based upon accomplishing the required essential curriculum elements as well as progress made in social, emotional, and physical growth. Just as the principal reserves the right to “place” a student, the principal also reserves the right to recommend retaining a student who does not show developmentally appropriate social skills for promotion to the next grade.

If a student receives a grade below 70 for the year, the student fails the subject. If two major subjects are failed, the child is recommended for retention. The major subjects are religion, reading, English/Language Arts, mathematics, science, and social studies.

If a returning student fails one academic subject for the year, he/she must attend summer school or tutoring in the area failed and complete the remediation/summer school with a passing grade.

If parents of a child, recommended for retention, do not agree with the recommendation of the teacher(s) and administrator(s), they have the option of withdrawing their child and placing them in another education environment.

RELIGION PROGRAM

Central to SHCS's curricular goals, and to the mission of the school, is the teaching of religion. The religion curriculum stresses the catechetical and moral dimensions consistent with the developmental stages of students.

Religion is taught on a daily basis to all students regardless of religious affiliation.

Other methods of integrating religion into the curriculum that give religion added importance in the lives of our students include the following:

- Participation in weekly Mass for all students regardless of religious affiliation.
- Participation in classroom or grade level paraliturgies.
- Regularly scheduled opportunities for Sacramental Reconciliation for Catholic students.
- Reflection and/or retreat for students.
- Service field trips.

All school Masses are celebrated in the Church. **Students are tardy at 7:50 A.M. on Mass days since Mass begins at 8:00 A.M. Students must be in full dress uniform for Mass.** Shorts are not allowed in the Church or Chapel. Students not properly attired are in violation of the dress code.

Sacramental preparation for First Reconciliation/First Eucharist is provided for students in second grade with parental assistance. Mandatory parent formation/information meetings are provided to assist parents in these sacraments. To be eligible, students must be attending the day school regularly. For additional information, contact the C.C.E. office: 281-485-5457.

Fifth Grade and Junior High students (grades 5 – 8) are required to attend retreats and/or days of prayer.

As part of our Religion curriculum, students are taught about human sexuality by an Archdiocesan approved curriculum program. Parents are encouraged to preview this program and talk with their child's teacher if there are any questions about the program.

SERVICE HOURS

In keeping with the mission of St. Helen Catholic School: **"to provide a well-rounded education emphasizing Catholic ideals of academic excellence, personal integrity, Christian service and enduring faith"**, the guidelines below must be followed:

- 6th – 8th Graders must complete 10 hours of service within the school or community
- Of these 10 hours, at least 5 must be performed outside of the school
- 4th - 5th Graders must complete 6 hours of service within the school or community
- Hours accrued during the summer months prior to the beginning of school will be accepted.
- At least one-half of the hours are due at the end of the 1st semester.
- Altar serving for funerals/weddings outside the school day will be accepted as service hours. If a student takes a financial blessing, he cannot "double dip" and take the gratuity and call it "service hours."
- The signature of the person supervising the work/service being done is required.
- Service opportunities will be posted in *The Happenings* as they arise.

- Service hours will be counted as a major test grade in Religion at the end of each semester.
- All hours earned and verified should be turned in to the student's Religion teacher as soon as they are completed

A few acceptable examples of service:

- Altar serving/choir (outside of the school day)
- St. Vincent de Paul (helping stock/organize shelves)
- Helping with the set-up/clean-up of the Dinner Dance or other school functions
- Helping in any aspect of a church bazaar
- Helping with Vacation Bible School
- Helping as an aide in any of the CCE classes

STANDARDIZED TESTING

Standardized tests, the Stanford Achievement Test, and the Otis-Lennon School Ability Test, adopted by the Archdiocese of Galveston-Houston, are administered to students each year. The tests are a means to give teachers and the administrator a certain amount of information regarding the educational growth of the students. A majority of all SHCS students score in the high average or above average range of the testing.

TEXTBOOKS

Textbooks are selected from the State of Texas Adopted Textbook List or from other publishers with Archdiocesan approval. Textbooks are provided on a rental basis and are distributed to students at the beginning of the school year. Students will be fined for damages beyond the normal wear or asked to pay full replacement cost for lost books. Supplementary material is used to enrich and expand the curriculum.

BUCKLEY AMENDMENT

St. Helen Catholic School abides by Buckley Amendment provisions with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order and/or copy of the custody section of the divorce decree.

CHRISTIAN CODE OF CONDUCT

Christian behavior and respect shall be observed during any verbal and nonverbal communication at all levels within the school community. The following actions will be termed in violation of Christian charity and may result in dismissal from the school:

- Public criticism of school personnel, policies, or procedures
- Threats of any nature toward personnel or families
- Verbal/nonverbal acts of aggression including yelling, screaming, pushing, etc.
- Public discussion/generation of rumors about students, family matters, staff, faculty, or procedures.
- Blatant disregard to follow and support the requirements and expectations of all handbook policies.

We acknowledge that we are not the school for all families, and we will exercise the right to ask families to leave.

School Board Policy dated April 13, 2000

“St. Helen Catholic School reserves the right to enact withdrawal of any student and/or students who they, themselves, or their parents, create situations considered to be detrimental to the welfare and/or learning process of the other students within the school.”

PROBLEM RESOLUTION

Every effort shall be made to resolve situations so that the education process can continue. Before differences become formalized grievances, both parties shall make every effort to resolve problems through open communication. If a parent seeks resolution of a situation relating to a student, the following steps should be taken:

- The matter should conference with the teacher to check their understanding and resolve the problem.
- If the matter cannot be satisfactorily resolved with the teacher, the parent may then discuss the issue with the teacher and principal.
- After discussion with the teacher and principal, if the case is still unresolved, the complainant may then present the grievance in accordance with the Archdiocesan Appeals Process.

ADDRESSING THE SCHOOL BOARD

Persons may wish to address the St. Helen School Board at regularly held board meetings. Persons may address the Board on an issue or policy of the school. Grievances are handled through the Archdiocesan Grievance Procedure discussed below.

Persons who desire to address the School Board should contact the president of the school board or the principal in writing at least 10 days prior to the next meeting. The board president and the principal shall decide if the issue is appropriate for consideration and at which meeting of the Board the issue will be presented. Persons who attend a meeting of the School Board without first having been placed on the agenda will be allowed to address the School Board only if the president determines there is time to hear the issue.

During and following the presentation, questions of clarification can be asked. The Board will give no response during the board meeting. In executive session board members discuss the presentation and assist in formulating the response that the board president will send in writing to the person making the presentation.

APPEALS PROCESS/GRIEVANCE POLICY

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance. A formal grievance must be in writing and must be received in five (5) working days following the occurrence of the event on which the grievance is based. Contact the principal for a copy of the Archdiocese's current appeals process/grievance procedure for further details. Also note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within Archdiocesan schools.

STATEMENT OF NON-DISCRIMINATION

No person shall be discriminated against, and no reprisals of any kind shall be taken against any person solely because of participation in the conflict resolution process.

ADMISSIONS

The Catholic schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate based on race, color, age, national, or ethnic origin in the administration of its admission, financial, athletic, or scholarship programs.

Children must meet the age requirements as outlined by the Archdiocese. Typically, students must be five years old by September 1 to enter Kindergarten and six years old by September 1 to enter first grade. The child's birth certificate must be presented for proof of age.

The principal reserves the right to contact any former schools. It is SHCS policy that the principal has the authority to accept or refuse admittance of any individual as a student at this school. This decision is based on the State and Archdiocesan policies for admittance and on all information received from the applicant at the time the application for admittance is made. All new students are accepted on a probationary basis.

A complete immunization record indicating that requirements are met with a physician's signature is required at the time of registration. Archdiocesan policy requires that any new student present written evidence of TB testing and the results.

All new students are required to take an entrance test and have an interview with the principal.

At the time of pre-registration, a packet is provided to each family. This packet contains a registration form, tuition schedules, payment plans, health record, information sheet, etc. These papers should be filled out completely, signed, and returned by the appropriate date.

Re-enrollment is not automatic.

Families with outstanding financial obligations will not be issued registration packets until all accounts are clear.

SHCS considers the following priorities when setting timelines for accepting admission applications:

1. Students currently enrolled in SHCS and their siblings.
2. Early Childhood Center (E.C.C.).
3. Parishioners
4. Open.

As part of new student registration, all new students are required to take an entrance test and have an interview with the principal. Test dates and times are announced before Catholic Schools' Week held the last week of January.

PARISHIONER TUITION STATUS

Parishioner tuition status is offered to contributing and tithing members of St. Helen Catholic Church and we wish to offer this rate to as many families as possible. Active membership in St. Helen Catholic Church is defined as a stewardship commitment of "time, talent, and treasure." A calendar year must show a consistent stewardship contribution to qualify for the parishioner tuition rate. In addition, qualifying parishioners must be registered for at least six months and show active participation in service to the ministries of St. Helen Catholic School. Parishioner tuition status is granted annually.

Tithing statements are prepared and issued by the parish, evaluated annually, and used to determine "parishioner tuition status" for tuition purposes. Parishioner tuition status is granted annually by the pastor to those families who meet and/or exceed stewardship requirement for the school year. **One must make verifiable contributions by check or envelopes.** Loose cash is not verifiable by the Church office.

Those families not meeting the contribution requirements are classified by the Catholic tuition rate for the school year. All families are eligible for sibling discounts.

Because parishioner tuition status is evaluated every year at registration, a change in parishioner tuition status may result in a change in registration priority and tuition rate.

REGISTRATION AND FEES

Registration is complete when the principal has approved the applicant, all forms have been returned, and the registration, books, lab, and other fees have been paid. All previous school records must be on file for the registration process to be considered complete.

School Board Policy dated June 14, 2001

“All fees, including but not limited to registration and book fees, are non-refundable and non-transferable to any other accounts or fees due. The principal reserves the right to refund or withhold any fees according to his/her discretion as the particular situation warrants. If the principal sends a letter of non-admission, funds are refunded.”

RELEASE OF REPORT CARD/SCHOOL RECORDS

Students and parents need to reconcile all obligations before the end of each nine weeks, as well as the end of the school year; i.e., discipline, financial, make-up work, library fines, return of all library books, textbooks, equipment and/or media materials. The report card is not issued to parents, nor is it forwarded to another school until all obligations are fulfilled including, but not limited to, discipline and/or financial obligations. Students' records are not released before all tuition, fees, and fines owed to the school are paid in full. Parents are obligated through their signed contracts for the fulfillment of the year's tuition.

The school's budget is based on the commitment of each child completing his/her attendance for the entire school year.

TUITION

Tuition payments can be paid annually or in 10 equal installments. Tuition is due on the 10th of each month beginning July 10 and ending April 10. Payment is to be received and posted by the SMART program by the 10th day of each month. There are no exceptions if the late date falls on a weekend or holiday. The SMART program allows monthly billing or monthly bank draft. Checks are made payable to SMART. The accounting office does not accept tuition payments except to clear delinquencies.

Invoices are only sent for Extended Day Drop Ins.

Tuition payments not posted by SMART on or before the 20th of the month is assessed a \$25.00 late charge by the SHCS accounting office.

Re-admission for the following school year is not allowed for the children of families who are not current with any obligations and fees.

School records of students who have any unpaid balances are not released.

Students are placed on financial suspension if tuition is 60 days delinquent. It is the parent's responsibility to contact the principal and/or accounting office for acceptable payment arrangements. Progress Reports and Report Cards are held until accounts are current.

Checks for tuition/fees that are returned for insufficient funds are subject to a penalty charge of \$25.00. Issuance of three insufficient checks requires that all future payments be made in cash or by money order.

New students enrolling during the current school year will pay full month tuition if they enroll from the 1st through the 15th. If they enroll from the 16th through the end of the month, a half-month tuition payment will apply.

School Board Policy dated May 9, 2002

“If a family’s tuition and/or any fees are ten days, or more, late three times during the school year, the family must agree to prepay the year’s balance of said tuition and/or fees. If a student’s/students’ family does not agree to prepay the balance of the tuition and/or fees, the child/children will be immediately withdrawn.”

ATTENDANCE POLICY

In compliance with the Texas Catholic Conference Education Department and the State of Texas Family Code, schools of the Archdiocese of Galveston-Houston follow compulsory attendance laws.

Daily school attendance is the only effective way to assure continued academic progress. SHCS recognizes the following as valid reasons for an absence:

- Student illness
- Family emergency such as death or serious illness

If a student has been absent for three days or more or is under a doctor's care, the school needs a Student Return to School form from the doctor.

Requests for homework are honored for a 3:15 P.M. pickup **only** if the request is received before 9:00 A.M. on the day of an absence. Teachers must have time to assimilate the papers necessary due to variances in daily schedules. **Unless a child is absent for two or more days or has a difficult time with make up work, request for homework for one day's absence is not necessary.**

When a student is absent from school for any reason other than illness or family emergency, parents are contacted and the consequences discussed. The school staff is not obligated to provide special services when a parent opts to schedule activities that warrant student's absence on compulsory attendance days as indicated on the school calendar.

When a student is absent, the parent/guardian is expected to call the school office by 9:00 A.M. and send a written note upon the student's return to school.

School Board Policy dated May 9, 2002

"Students are required to be in attendance. If a student has 10% or more absences, excused or unexcused, in a semester, the principal and/or the SHCS Attendance Committee may retain the student in his/her grade for another year."

CAMP KAPPE

Camp Kappe, School for Environmental Education, is located in Plantersville, Texas is required as part of the fifth grade curriculum. Camp Kappe offers an intriguing experience for fifth graders. The students, their teachers, and chaperones learn about food chains and life cycles. They study botany, wild-life, farm animals and gardening. Students are introduced to environmental issues and concerns. In addition, they learn about the effects of the environment on mankind and the effects that humans have on the environment. Stewardship principles of God's creation is taught, which encourages the students to protect our God-given resources and to use them wisely. All students are required to participate in this overnight experience, and absences from camp are unexcused and students who miss the experience are given zeroes.

In order for a student's absence from Camp Kappe to be considered excused, the following must occur

1. The student's doctor must call Camp Kappe personally and speak directly to the camps director Sr. Thomas Ann LaCour to express his/her objections for the student attending camp. If after the dialogue with Sr. Thomas Ann and the doctor believes a waiver should be given to said student, the doctor must write a letter to the principal stating the conditions that prohibit the student from attending Camp Kappe from said Tuesday through Friday. Once the doctor has spoken with Sr. Thomas Ann and the school is presented with the doctor's written letter or recommendation to waive the Camp Kappe requirement, the principal gives the student an excused absence for four days.
2. If the principal approves the waiver, the student is given makeup work and is required to pass a comprehensive major test.

Any other absences are considered unexcused and student receives zeroes in the content areas.

TARDINESS POLICY

Tardiness has a direct impact on self-discipline and the overall discipline of the school. To ensure an orderly, disciplined environment, school starts at **8:00 A.M. sharp, Monday – Thursday and 7:50 A.M. on Friday**. A student is tardy if he/she arrives after the designated time set by the school schedule. A student who is late is required to report to the school office before being admitted to class. Habitual tardiness seriously affects school performance.

In addition, accreditation depends on adhering to a "Bell to Bell" schedule and requires a specific number of minutes per day for instruction. Please be supportive of the 8:00 A.M. (Mon. – Thurs.)/7:50 A.M. (Fri.) start of school so that we may provide your child with an exemplary education. If your child is not in the classroom at 8:00 A.M. (Mon. – Thurs.)/7:50 A.M. (Fri.), he/she is tardy and must have a tardy pass from the Receptionist's office to enter the classroom. Students may not be in the halls, at lockers, etc. when the bell rings. **Tardiness is neither excused nor unexcused.**

Students must be in their classroom when the bell rings. If the student is still in the hallway, he/she is considered tardy.

Parents must walk tardy students to church on Fridays.

On the fifth and subsequent tardies in a nine-week period, a student's parents may select **one** of the following:

- One hour detention
- or
- \$10.00 administrative fee

Parents make the decision on whether the tardy is the child's fault or the parents.

A parent-principal conference is required each nine weeks for excessive tardies of ten or more.

Junior High Tardies

If a student is tardy during the school day, during the change of classes, the student's homeroom teacher is responsible for tallying tardies and assigning consequences.

ARRIVAL

Students enrolled in Extended Day are not to arrive before 6:30 A.M. Students arriving between 6:30 A.M. – 7:30 A.M. must be enrolled in the morning Extended Day Program. Teachers are not on door duty until 7:30 A.M.; therefore, please park your car and walk your child to the computer room/library.

Students not enrolled in Extended Day may not arrive before 7:30 A.M. Beginning at 7:30 A.M., a teacher is on door duty. Parents may drop his/her child off at the porte cochere. The students go directly to the computer/library where there is faculty supervision.

DISMISSAL

Regular dismissal is at 3:00 P.M. for all students in Kindergarten – 8th. Parents: In order to help us maintain a safe and orderly dismissal, please schedule your business with the school between 7:30 A.M. – 2:30 P.M or 3:15 P.M. – 4:00 P.M.

All students sit according to grades in the hallway before they are dismissed to their rides. Please place your family's name card in the bottom right section of the windshield. Students are dismissed and escorted to the car by a teacher on duty. If you are at the front of the line, and your child is not outside, you may be asked to pull around the circle to prevent traffic build up. Remain in your vehicle. If you need to pick your child up early, you may pick up your child in the office before 2:50. Students picked up after 2:50 must be picked up through the regular carpool line. Elementary students walking or riding bikes will be crossed over to the nearest sidewalk. Students will not be allowed to leave with anyone other than their assigned carpool without written permission from a parent or guardian. In order to keep calls to the school office to a minimum, carpool changes must be of an emergency nature only. Requests for early dismissal should be made in writing and submitted to your child's teacher in advance. A late charge of \$1 per minute will be billed to parents when students are not picked up within the 15 minute window of time which begins with the dismissal bell. This policy also applies to dismissal from detention, athletic events, and after school classes.

We respectfully request your cooperation with the teachers on duty. Because safety of our students at SHCS is of utmost concern to us, please do not use this time to engage the teachers in a parent-teacher conference. If you need to talk with a teacher, call the office to request a conference.

At the beginning of the school year, walkers badges will be issued only to those students who reside near the school and who regularly walk home. Students will be released at 3:15 and will be escorted to the nearest sidewalk. All other students are to use the carpool line. All walkers and bicycle riders must have a carpool number and alternate plans for inclement weather days.

EXTENDED DAY PROGRAM

The Extended Day Program is held in the computer, library, and other rooms as needed.

All students attending the Extended Day Program must be registered in the Day School. **This is not a drop-in program.** If parents know they will use the services of the Extended Day

program, a student is challenged to acknowledge and to take responsibility for the wrong behavior, learn from this mistake, and make amends by consistently trying to avoid this behavior in the future.

RESPECT FOR GOD

Students are encouraged to practice the Catholic-Christian faith through:

- Active participation in liturgies
- Sharing of oneself through community activities
- Reverence to God through their actions

RESPECT FOR SELF

Each individual is a child of God. Each student's behavior reflects this self-respect through:

- Propriety in dress
- Use of proper body language, including posture and facial expressions
- Fulfillment of all student responsibilities

RESPECT FOR OTHERS

Each student, parent, teacher, staff member, and visitor are treated as a child of God. Each student's behavior reflects this respect for others through:

- Cooperation with students, parents, teachers, staff members, and visitors
- Treatment of others with kindness in word and actions
- Modulation of one's voice
- Promptness
- Preservation of the privacy of others
- Preservation of other's personal space, that is a "hands-off requirement."

RESPECT FOR PROPERTY

Students are expected to use facilities and materials properly through:

- Use of school property and equipment in the manner for which they were intended
- Preservation of all areas of the church and school campus by keeping them clean, neat, and tidy (including, but not limited to the cafeteria, restrooms, hallways, pavilion, chapel, church, etc.)
- Compliance with "hands off" requirement that extends to the personal property of others (including, but not limited to purses, lockers, backpacks, lunches, supplies, books, zipper bags, etc.)

When a student chooses not to follow the prescribed rules, teachers assist the student in identifying the behavior, discuss the inherent problems the behavior causes, and focus on what the student can do to prevent a reoccurrence.

RESPONSIBILITIES

St. Helen School has high expectations of appropriate behavior for its students. To facilitate an orderly and productive atmosphere, it is necessary to provide guidelines and present responsibilities for all those involved in achieving a positive learning environment. It is through the combined efforts of the educational trinity: student, parent, and teacher, that a student can become truly successful. By reviewing the guidelines for conduct and listed responsibilities, parents and teachers can assist and guide the student's efforts toward behavioral and academic success.

Christian principles of respect for the rights of others govern the actions of all. Students are expected to follow all the explicit and implicit rules of good order. An important key for developing responsibility in children is by allowing them to experience logical and natural consequences.

Teachers communicate with parents by note discipline form, or telephone call when the student's behavior does not meet these standards. The parents' cooperation is essential for effective resolution.

POSITIVE REINFORCEMENT

While recognizing that students first learn appropriate behavior at home, it is understood that parents, teachers, and students are all responsible for creating and maintaining an environment that encourages growth and learning. Each teacher will display a discipline plan that includes positive recognition for appropriate behavior. Positive reinforcement plays a key role in maintaining discipline each day and can take many forms from verbal praise to more tangible rewards.

DISCIPLINARY NOTICE

Specific breaches of discipline in the classroom are under the authority of the supervising teacher. However, all teachers have jurisdiction over all students, regardless of age or grade. Parents will be notified when their child has seriously misbehaved within the classroom or during extracurricular activities. Disciplinary notices are issued to students who do not follow class or school rules. These notify both the student and his/her parent of a need for improved behavior. These notices must be signed by the parent and returned to the teacher. A visit to the principal will result if a student does not respond to repeated efforts by the teacher to encourage appropriate behavior or when a major offense occurs.

SUSPENSION

Suspension is a serious punishment that shall be used when a student is in serious violation of the Discipline Code or commits a major offense. Should it be necessary to suspend, both oral and written notice will be given to the student and parents. The suspension may be either "in-school" or "out of school" suspension. This is at the discretion of the principal.

In-school suspension: means that the student will not be allowed to attend classes with fellow students and is required to complete all regular class work in another setting. A substitute teacher will be hired at the parents' expense. An in-school suspension may last up to five days.

Out of school suspension: requires that the student remain away from the school under the parents' supervision. Schoolwork will be assigned and completion required.

Major offenses include but are not limited to:

1. Destruction of property, vandalism of any kind
2. Smoking or use of tobacco, alcohol or other harmful substances, or possession thereof (See Diocesan Policy below)
3. Theft/cheating
4. Fighting
5. Harassment (including sexual harassment)
6. Intimidation or defiance
7. Leaving school grounds without authorization
8. Repeated acts of incorrigible behavior
9. Possession of weapons and/or other potentially dangerous item
10. Other acts of behavior unbefitting a St. Helen student

All student lockers are the property of the school. Students will abide by the school's rules regarding usage and care. Students are advised that lockers can be searched for just cause and without prior notice.

EXPULSION

Expulsion is an extremely serious matter and generally every other possible solution will have been explored with the student and his/her parents prior to taking this action.

A student's continued enrollment at the school will be subject to his meeting the scholastic and behavioral standards set by the school's administration. If any student fails to meet these standards, and if the principal believes that continued enrollment of the student is not in the best interest of the student or the school, the principal shall so advise the pastor. A written notification of the expulsion, stating the circumstances and dates of the matter shall be sent to the Diocesan Superintendent of Schools. Parents may appeal the expulsion to the School Board. Immediate expulsion can take place when a student:

- Participates in disruptive activities by a group, including but not limited to gangs
- Possesses, uses or delivers narcotics, dangerous drugs, harmful substances, or alcohol on school campus or school sponsored activities
- Smokes or uses any tobacco product on school property or at school-related activity
- Possesses, uses or conceals a weapon or any item construed to be a weapon on school property or at a school-related activity (a weapon is any instrument which may produce bodily harm or death)
- Threatens bodily injury or harm to a student/school personnel
- Assaults a student or any school personnel that results in serious physical injury
- Vandalizes school property or the property of others
- Commits persistent acts of incorrigible behavior

Disruptive, threatening or illegal behavior of a parent/guardian may result in the expulsion of that student.

The authorities will be immediately notified if parents disrupt, threaten or engage in illegal behavior including but not limited to assaulting a student or school personnel.

Assault is a crime that occurs when one person tries to physically harm another in a way that makes the person under attack feel immediately threatened. Actual physical contact is not

necessary; threatening gestures that would alarm any reasonable person can constitute an assault.

ARCHDIOCESAN POLICY REGARDING USE OF CONTROLLED SUBSTANCES

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. A student is subject to removal from class which may result in suspension, expulsion, or referral for prosecution.

This policy is in effect whether the student is on school property or attending a school-sponsored or school-related activity on or off school property, in the event there is a question of one of the following situations:

- Chemical substance use, possession for consumption, sale or dispensing of illegal drugs and narcotics.
- Acting under the influence of an illegal drug alcohol, narcotic, marijuana, or a controlled substance.
- Medication misuse or over-dosage.

GUNS AND WEAPONS

We are a weapons-free campus. Guns and other weapons are clearly a hazard to the welfare of human beings and a safe learning environment. They will not be permitted nor tolerated on our campus. Possession of such results in immediate notification of the appropriate authorities.

This disciplinary program supersedes all previous plans. By no means is it all-inclusive. Administration and staff will exercise professional judgement and discretion so as to address each situation fairly and consistently.

SEXUAL HARASSMENT

It is the policy of the Archdiocese of Galveston-Houston that all students should attend school in an environment free of gender discrimination that encompasses freedom from sexual harassment. Sexual harassment is immoral and reprehensible and will not be tolerated in the Catholic school. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individuals and to the Church/School community as a whole.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education;
- Submission to or rejection of such conduct is used as the basis for academic decision affecting the student;
- Such conduct has the effect of substantially interfering with the student's academic performance or creating an intimidating, hostile, or demeaning educational environment; or
- Such conduct directly impacts the student's physical or mental health or welfare.

Sexual harassment includes, but is not limited to the following behaviors:

- Unwelcome sexual advances
- Physical contact such as attempted or actual assault, unwanted touching, including pinching or brushing against another's body; blocking normal movements or interfering with work, study, or play because of sex;
- Verbal conduct such as: sexually-oriented kidding, teasing, joking or flirting;
- Verbal abuse of sexual nature;
- Leering, whistling, sexually suggestive gestures or sounds; or
- Displaying pictures that are sexual in nature

In addition, retaliation against students who report sexual harassment or who assist the Archdiocese of Galveston-Houston in an investigation of sexual harassment complaint is strictly prohibited. Acts of retaliation will result in disciplinary action.

ACADEMIC AND BEHAVIORAL PROBATION

All newly enrolled students are automatically accepted with a status of academic and behavioral probation for the first nine-weeks quarter. At the end of the first quarter, the administration will send a parent letter indicating the conclusion or extension of the probationary period. This procedure is followed for students enrolling mid-year. A student can be put on probation at any time during the school year for academic or behavioral reasons. The principal reserves the right to put the student on probation or home study or to suspend or expel as deemed appropriate to the circumstances. The pastor will be consulted in cases of expulsion. The pastor's decision in these cases will be final.

In as much as it is true that loopholes may be found in any code, it is the expectation of SHCS that parents/guardians and students will use good judgment in complying with the behavior code, dress code, and/or policies. The finding of a loophole and the exploitation of that loophole to avoid compliance with the spirit of the code will not be considered valid; rather, such incidents will be treated as violations of the code. To avoid such a misunderstanding, use the following rule: ***If you are not sure that it is allowed, do not do it!***

UNIFORM DRESS CODE

Parker Uniform is the exclusive supplier for uniform items. All students must wear the required uniform from the first day of school until the close of the school year. Notice of exceptions to this rule is sent home in advance.

The SHCS emblem must be on the left side of all shirts for the boys and on the girl's middie shirt, Oxford jumper, V-neck jumper, and sweater.

Shirrtails and blouses must be tucked into pants so the belt loops are visible. The exception to tucking in blouses is girls' middie blouse that is worn with culottes and slacks. Belts must be worn on clothing that have belt loops. Belts are to be black, dark brown, or navy blue.

All buttons on blouses or shirts (except the collar button) must be buttoned. Collar buttons must be buttoned with a tie. Blouses or shirts are not allowed with missing buttons. Girls' hemlines must not be shorter than 2 ½" above the knee for culottes, skorts, jumpers, or skirts.

All Kindergarten – 5th grade girls can wear Parker navy blue slacks with middy blouse, and 6th – 8th grade girls can wear Parker khaki slacks with white over blouse or tucked in navy polo with emblem from November 1 st– March 1st; however not on Mass days. A black, dark brown, or navy blue belt is required if pants are designed with belt loops. The Mass uniform is the navy jumper with the SHCS emblem and the white blouse with Peter Pan collar. This is required for Friday Mass and Holy Days of Obligation.

Girls K & 1st grades:

- Plaid or navy pleated jumper with SHCS emblem with white blouse with navy trim and Peter Pan collar. This blouse may only be worn with the jumper, not the culottes. Navy blue shorts must be worn under the jumper.
- Plaid or navy culottes with white middy blouse with buttons and navy tie. The middy blouse is only to be worn with culottes, and slacks. Navy tie must be worn with middy blouse.
- White or navy socks (socks must be worn 1 inch above the ankle bone.)
- White or navy tights

Girls 2nd – 5th grades:

- V-neck jumper with SHCS emblem with white blouse with navy trim and Peter Pan collar. This blouse may only be worn with the jumper, not the culottes. Navy blue shorts must be worn under the jumper.
- Navy or plaid culottes with white middy blouse with buttons and navy tie. The middy blouse is only to be worn with culottes and slacks. Navy tie must be worn with middy blouse.
- White or navy socks (socks must be worn 1 inch above the ankle bone.)
- White or navy tights

Girls 6th – 8th grades:

Daily uniform is a tan or navy skort with the required white blouse or navy blue polo. The navy polo must be tucked in; however, the white blouse is designed to be out. Both tops must have SHCS emblem on the left side.

The Mass uniform is a white blouse, plaid continental tie, navy blue vest with emblem, and a navy skirt. Navy blue shorts are worn under the jumper.

White opaque knee-highs, white or navy bobby socks, or white or navy opaque tights can be worn. Socks must be worn 1 inch above the ankle bone.

Girls hemlines must not be shorter than 2 ½” above the knee for culottes, skorts, jumpers, or skirts.

Boys K – 8th grades:

- Navy pleated pants.
- Navy walking shorts (optional).
- Navy or white crew socks. (socks must be worn 1 inch above the ankle bone.)
- A black, dark brown, or navy belt is required on pants or shorts designed with belt loops.

- Hunter green polo short sleeve knit shirt with the SHCS emblem.
- White button down Oxford, either long or short sleeve, with the SHCS emblem. Long sleeves must be buttoned and not rolled.
- Navy adjustable blue tie for grades K – 5 only.
- Navy/green/yellow plaid tie for grades 6 - 8 only.

A sweater vest is required from November 1 – March 1st.

The Mass uniform is navy slacks, white button down Oxford shirt, tie, and belt. **This is required for Friday Mass and Holy Days of Obligation.**

Sweaters, Jackets, and Coats

A navy blue cardigan with the SHCS emblem sewn on left side can be worn in the classroom. This is required for cold weather when a sweater is needed inside the school. The sweater can be worn at Mass. The following items with an emblem may be worn with a navy polar fleece vest, jacket, hoodie, or other designated SHCS outerwear can be worn during cold weather. **These are the acceptable outerwear in the classroom, other campus buildings, and church.** Students may wear any color or styled outerwear to school in cold and wet weather as long as it is not worn in the classroom.

Shoes/Socks

When purchasing shoes for school, please make sure they are “non-skid soles.” **For safety reasons, thongs, open toed, open back, or high-heeled shoes are not permitted. Heels must be two (2) inches or less.** Shoes with characters or lights are **not** permitted. Socks must be worn 1 inch above the ankle. **Boots are not allowed.**

Acceptable girls shoes:

- Solid black, solid brown, or solid navy blue Mary Jane.
- Saddle Oxford styled shoes (white and blue).
- Solid black, solid brown, solid navy blue loafers.

Acceptable boys shoes:

- Solid black, solid brown, or solid navy blue loafers.
- Lace-up shoes (not tennis shoes) in solid black, solid brown, or solid navy blue.

P.E. uniforms for students in K-3

P.E. uniforms and shoes for students in grades K-3 are **NOT** required. Girls should wear modest shorts under their jumpers. Sweat pants (gray, black or navy) with middie blouse are optional for girls in grades K-3 from November 1st to March 31st.

P.E. uniforms for boys grades 4-8

Gym shorts are required for grades 4-8. Students change into shorts and a t-shirt. Students may wear St. Helen t-shirt, Parker gray t-shirt, Christian t-shirt or solid color t-shirt. Sweat pants approved by the coaches are allowed during cold weather.

P.E. shoes are **required** for grades 4 – 8. Shoes with characters or lights are **not** permitted. Socks are to be above the ankles.

P.E. uniforms for girls grades 4-8

Gym shorts are to be navy blue, black or gray. Shorts must be fingertip length (approx.4 inches above the knee). T-shirts are to be solid color. White t-shirts are not allowed. Sweat pants approved by the coaches are allowed during cold weather. Cargo pants and pants with large pockets are not allowed.

P.E. shoes are required with socks worn above the ankles.

No jewelry during P.E. Class.

P.E. uniforms need to be complete. Not wearing appropriate shoes, socks, or dress will be a dress code violation.

Spirit Shirts/Spirit Day

Spirit Day is on Wednesday unless it is a Holy Day or special occasion and Spirit shirts and tennis shoes are preempted. Spirit shirts are St. Helen Catholic School t-shirts, a Christian t-shirt such as one that may have a scripture on it, or a t-shirt from a high school in the Archdiocese of Galveston-Houston.

Shirts from other Catholic schools are not allowed unless the Principal gives special permission. During Catholic Schools' Week, only St. Helen Catholic School Spirit Shirts are allowed (no high school t-shirts). We are to promote St. Helen Catholic School specifically that week. Tennis shoes are allowed on Wednesday Spirit Days.

Scout Uniforms

Students participating in scouts are allowed to wear scout uniforms on meeting days.

GROOMING

The way a student dresses affects the way the student behaves. To maintain an atmosphere that is conducive to learning, we expect our students to be neat, clean, tidy, and modest in appearance.

Hairstyles for boys and girls should meet the standards of good taste for the classroom. Boys hair length must be above the collar and must not cover the ears. All students' bangs must be above the eyes. Severe haircuts and styles that are disruptive to the learning environment are not allowed. Hair color must be of a natural color. The teacher and/or principal will contact parents regarding their child's hairstyle when not approved. Students may be sent home to remedy the situation.

Girls with pierced ears may wear single stud, small ball earrings, or small religious earrings. Boys are not allowed to wear earrings. Earrings may only be worn in the ear lobe. One earring per lobe is allowed. Body piercing and tattoos of any type are not allowed.

Jewelry should be minimal and religious in nature. Students may be asked to remove any jewelry that might be disruptive to the learning environment.

Makeup, nail polish, or artificial nails are not allowed; however, minimal makeup in good taste is allowed with parent and staff approval for girls in grades 6 - 8. **The principal is the final authority of what is appropriate.**

Free Dress Days

Free Dress days are announced in advance in *The Happenings* or separate handouts sent home. These particular days are reserved for Spring Pictures Day or rewards determined by the Principal.

Expectations are as follows:

- Blue jeans (pants or shorts) are not allowed unless authorized.
- Tank tops, t-shirts with distasteful slogan/pictures, see through tops, crop tops, halter tops, and mini skirts are not allowed. Skirts are to be 2 ½ inches above the knee.
- Shoes and socks must be worn (i.e., bobby socks and knee socks but not socks below the ankle. Sandals are acceptable only on free dress days.
- Clothes are to be in good taste. This includes no tight blouses, tight fitting pants, etc.

DRESS CODE VIOLATIONS

Parents are responsible for compliance with the dress code of SHCS. Faculty members share the responsibility for enforcement. The school reserves the right to decide whether a student's grooming is in accordance with the school's high standards.

Those students in violation of the uniform and personal appearance code are given notice of violation.

The consequences of a violation to the dress code are as follows:

1 st offense	Written warning and/or telephone call to parent.
2 nd offense	Written notice of violation. If parent can be reached, the parent may opt to bring the appropriate uniform and/or clothing by 8:20 A.M. otherwise parent/student pays a \$10.00 fee. The student will wear a designated uniform.
3 rd & subsequent offenses	Written notice of violation. Parent/student pays required \$10.00 fee. The student will wear a designated school uniform.

HEALTH ISSUES

As Christian parents, we are responsible for the health and welfare of our children. Please assist us in keeping a healthy environment by not sending children to school with any symptoms of illness.

HEALTH SCREENING

Vision, hearing, and spinal screenings are conducted each year on students per State of Texas Health Department requirements. Students who do not pass the screenings are referred to your family doctor or specialist.

ILLNESS

When the school determines that your child is ill, we expect you or a representative to arrive within 30 minutes to one hour maximum. It is paramount that you give us current telephone numbers as well as emergency contacts' names and telephone numbers. If the parents cannot be reached, then the emergency contacts will be called to pick up your child.

Any child with a temperature of 100° or above or vomiting is sent home. **A student should be fever free without the aid of medication for 24 hours before returning to school following an illness.**

Students are to be kept home when they have a cold, sore throat, temperature, eye infection, skin eruptions, swollen glands, nausea, vomiting, or diarrhea. Any child exhibiting such symptoms is sent home. Parents are required to notify the office if a student is ill.

Please notify the school if your child has a communicable disease. When a child returns to school after having a communicable disease, he/she must present himself/herself to the office with a written note from a doctor saying he/she can be readmitted to class.

Any child sent home with lice may not return until all signs of lice are gone. The Archdiocese of Galveston-Houston follows a nit-free policy. The school nurse must check the student before he/she is allowed to return to class. A student sent home with lice may not return to school until all signs of lice are gone, approximately 48 hours.

MEDICATION

If possible, all medication should be given outside of school hours. "Three times a day" medications should be given before school, after school, and at bedtime. Only medication, which is necessary for the child to remain in school, will be given during school hours. Stock medications are not kept in the clinic.

The parents are responsible for bringing all medications for their child to the clinic and to pick up unused medicine or it will be destroyed.

Prescription Medications

Law prohibits the school faculty from administering any kind of medication to the students without authorization. **The student will need a "Request for Medication Administration" signed by the physician and parent.** Please obtain this form from the school office.

The medication is to be brought to the school nurse in the **original container**. Prescription medication must be properly identified with the prescription label from a pharmacy. The school will not be held responsible for any medication that is taken by the child.

The use of nebulizer treatments in schools, for the treatment of asthma should be done with extreme caution. Non-medical personnel should not be responsible for the administration of the nebulizer treatment. **The parent is ultimately responsible for the care of their asthmatic child.**

Non-Prescription Medications

All fever reducers or over-the-counter pain relievers, cough drops, ointment, vitamins, and other over the counter medications are considered “medication” and may not be given to your child unless a permission slip signed by your physician and a note giving your consent is on file. **A parent’s signature alone is not sufficient.** Non-prescription medications must be labeled with the child’s name.

IMMUNIZATIONS

Each child entering SHCS must have received the basic series of immunizations against whooping cough, diphtheria, typhoid, polio, measles, mumps, and all other diseases as required by state law and Archdiocesan policy. The state requires that all students entering public or non-public schools have at least 5 doses of DPT, DT, and or TD vaccine, provided that at least one dose of DPT/OPV has been received on or after the fourth birthday.

For the health and safety of the entire student body, the required documentation of immunizations, including the doctor’s signature must be on file for a student’s registration to be complete. All new students entering the Archdiocese of Galveston-Houston school district are required to present written evidence of T.B. testing and results.

Students with incomplete immunization records are not admitted to class until their record is current. It is the parent’s responsibility to keep their child’s immunization record current.

SUSPECTED ABUSE

SHCS abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect is reported to Child Protective Services.

FIRST FRIDAY BREAKFAST CLUB

It has been a tradition that all students receive a breakfast snack and milk in the school’s First Friday Breakfast Club. The students receive this breakfast after the First Friday Mass each month.

HOT LUNCH PROGRAM

The school provides a nutritious hot lunch every day. The Cafeteria Manager and her staff cook meals on Mondays, Tuesdays, and Thursdays. The school has contracts with local restaurants for Wednesdays and Fridays. Students may not bring glass containers or any carbonated beverages.

Please provide your child a nutritious meal for lunch. If a student forgets his/her lunch, the school will immediately provide a sack lunch to your child and a lunch voucher will be sent home. Once a lunch is handed to your child, parents are obligated to pay the voucher.

Lunch menus are sent home monthly with the student. Lunches are ordered and paid in advance by the predetermined deadline. **Late orders are not accepted.**

Refunds cannot be given because menu items are ordered and purchased in advance. If a student is absent for a minimum of five days and misses at least five days of hot lunch, a credit is issued; however, a request must be made in writing. Each student in the family must turn in an order form to the classroom teacher with the exact change or separate checks.

For accounting purposes, please do not add other funds into lunch checks. Because of separate accounts, checks should be separate from other purchases such as book orders, t-shirts, etc.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school in writing when there is a change of address and/or a change in telephone numbers (home or business). It is important to keep this information current for the student's safety in case of emergencies.

CONFIDENTIALITY

Each school year a Student Directory is published. Parents must contact the office if they choose not to have their phone numbers and address listed. Please do not call the school to request any phone numbers or addresses for any SHCS family or employee.

DELIVERIES

SHCS will not accept delivery of restaurant food, flowers, balloons, etc. for students.

EMERGENCIES

Lock Down Drills

We have periodic lock down drills or other crisis management drills to ensure safe and orderly procedures in case of a crisis.

Fire & Tornado

Fire drills are held in accordance with the Pearland Fire Department regulations. These drills are worked out with the faculty and the Fire Department to ensure safe and orderly evacuation and precautionary measures. Tornado drills are also held periodically.

Severe Weather

In case of severe weather, SHCS will follow Pearland Independent School District closings. Parents should listen to local news stations for any school closings.

FIELD DAY

Field Day events incorporate team-building skills for all students. All students participate in this fun-filled day. **Because safety is the utmost concern of all students and due to the physical activities of Field Day events, we ask parents not to bring younger siblings.** Volunteers are welcome to work the concession stand.

FIELD TRIPS

Field trips are taken to enrich the instructional program by taking advantage of the educational resources of the community and supplement classroom work. No student has an absolute right to a field trip. A child who is not allowed to attend the field trip must attend school that day; supervision will be provided. Parents will be requested to sign a field trip permission slip to indicate their willingness for their child to participate in class trips. According to state law, children are not allowed to attend a field trip without the completed field trip permission form from the parents or guardians. No exceptions will be made. Permission cannot be given over the telephone. Middle school students may be given an opportunity to participate in extended and/or overnight field trips.

Some field trips may require payment of an additional fee. Financial restraints should not keep a child from attending a field trip and should be discussed with the administration. Teachers shall coordinate field trip plans and arrange for additional parent chaperones. Student attire will be specified for each trip.

Parents/Chaperones who participate on field trips must have attended a Virtus Workshop.

FUNDRAISING

To provide a quality Catholic education for your children, the school must have the necessary funds to provide the best-qualified teachers possible as well as current technology and textbooks. Tuition does not cover the cost per pupil to educate our students.

SHCS respectfully requests positive parental participation in required school fundraising activities and in serving the school. The school holds minimum major fundraisers each school year: the cookie dough sale, magazine drive, and the Dinner-Dance. Parents are expected to contribute by buying, selling, or contributing at least \$200.00 net for one child or \$300.00 net per family per school year.

One half of this net obligation is due on or before December 31 and the other one half is due on or before April 15. Parents may opt to a buy out.

Since St. Helen Catholic Church has been generous in investing in our school, we ask that prior to April 15, each family buy or sell \$50.00 of raffle tickets per family for the St. Helen Bazaar in June. This is **not** in addition to the tickets the parish mails each family. This \$50.00 does not count towards the fundraising obligation.

HOME AND SCHOOL ASSOCIATION

When a student's registration is accepted, parents become members of the Home and School Association (HSA). This organization consists of parents, teachers, clergy, and any

parishioners interested in SHCS and the enhancement of student potential. We encourage all parents to become active participants in the HSA to provide the necessary link between home and school.

INVITATIONS

St. Helen Catholic School strictly adheres to the policy that unless everyone in a classroom grade level is invited to a party, invitations may not be distributed at school.

PARKING

No child is to be left in an unattended car. Children are unsafe left in a parked car running. Park your car in designated spaces, not under the porte cochere. When it is raining, you may drive under the patio to pick up or drop off students. Unattended cars are a serious safety concern. Please park in designated parking areas when you come into the school.

PARTIES

Class Parties

Classroom parties are allowed for All Saints Day, Christmas, Valentine's Day, and the year end party. The Principal will announce any other parties in advance. Parties are for the students only.

BIRTHDAY CLUB

To ensure that all students are treated special and fairly, individual parties are not held at the school. Instead, all students participate in a **Birthday Club** party held monthly with the Principal during his/her birthday month. July and August birthdays are celebrated in late August and May and June birthdays are celebrated in May. The *guests of honor* are seated with the Principal at a specially decorated table in the Family Life Center. Celebrants receive pizza, cupcake with a candle, ice cream, drink, and a special remembrance. All other individual parties for students must be conducted off campus. Snacks, favors, gifts, will not be distributed. If a child is absent on the date of the Birthday Club celebration, the child may join the next month's celebration.

PARTY INVITATIONS

Party invitations may not be given out at school unless all students in the class or all students of the same gender in the class are included. If that is impossible, then invitations must be mailed or handed out off campus. This includes not handing out invitations before or after school when everyone is not invited.

It may be impossible to include all classmates in outside parties. Christian behavior and proper etiquette as well as good manners require that those hosting or attending the party refrain from discussing those parties at school. Not only is it hurtful to those who were not included, it is considered unchristian and ill mannered.

ROOM PARENTS

The Room Parents are volunteers whose duties are to assist the Principal, teachers, and students in various ways. Please contact the classroom teacher to volunteer as a Room Parent.

SCHOOL PICTURES

Individual school pictures are taken in the fall and spring. Mass uniforms are required for fall individual pictures. Students have a free dress day (school uniform may be worn) for spring pictures.

TELEPHONE USE AND MESSAGES

Students may not use the school's telephones unless it is an emergency. Forgetting one's homework, P.E. uniform, lunch, etc. is not considered an emergency. Students and parents must arrange after school rides ahead of time.

The office staff is available to serve you in an emergency, but is not responsible for non-emergency messages. Please limit your requests for messages to be delivered to your child unless it is an emergency.

TRANSFER

When a student transfers to another school, the parents notify the front office. All textbooks are returned to the teacher. Transcripts and other school records are sent to the child's new school by post office mail as requested by the new school. Records are released to the new school's registrar after all previously required SHCS tuition and fees are paid. Parents wishing to view student records must submit a written request twenty-four hours in advance.

VISITORS

To insure the safety of all children, staff, visitors, and volunteers of SHCS, all visitors must sign the logbook at the Receptionist's desk. A visitor's pass must be worn at all times while on campus. The staff has been instructed to send anyone without a visitor's pass to the Receptionist's office. This is a safety issue that must be observed for the sake of our students and staff.

CLASSROOM VISITS

We strive to minimize classroom distractions and to increase attentiveness of the child towards a positive, child-centered learning environment. All requests for classroom visits must be arranged with the principal. Siblings are not permitted in the classrooms during visits. Visitors should refrain from conversation with the teacher or students. Visits will be restricted to Mondays and will not exceed 30 minutes.

LUNCH AND RECESS

After obtaining a visitor's pass, parents are welcome to have lunch with their child (not more than once per week.) Siblings are welcome to come to lunch as long as their parent is not volunteering in some capacity.

Please support our Hot Lunch program or bring a lunch from home to share with your child. If you wish to bring fast food to your child, please do so on Wednesday or Friday. The school contracts with outside vendors on these days.

VOLUNTEERING

Each family's goal is a minimum of 25 service hours. All junior high students have a 10 hour yearly service hour commitment. This can be done easily in a variety of ways, such as assisting in the office, classrooms, cafeteria, library, etc. Another way to serve is to volunteer on committees. This includes, but is not limited to, the Dinner-Dance Committee and its subcommittees, Home and School Committees, Board of Education Committees, and making phone calls or assisting from your home. Other ways of volunteering are to chaperone field trips, work at the church bazaar, or the school's Fall Festival. **Service hours must be school related except for participation in the church bazaar.**

Anyone in the family including students, siblings, grandparents, aunts, and uncles may assist in earning the family's hours. Hours must be completed before April 15. Any hours not completed will be assessed a rate of \$7.00 per hour which is due before final report cards and/or the transfer of records. Our parent volunteer coordinator records service hours, assists teachers in finding volunteers, and finds volunteer areas of service.

All SHCS volunteers must sign the Volunteer Handbook Acknowledgment sheet, pass a criminal background check, and attend VIRTUS training.

School Board Policy dated June 2002

"All new volunteers must attend a volunteer orientation session, sign an ethics policy and confidentiality agreement, and pass a criminal background check. All returning volunteers must sign an ethics policy and confidentiality agreement at the beginning of each school year. If a volunteer returns after a year or more break in his/her service, he/she must repeat the initial requirements as a new volunteer. SHCS would appreciate each volunteer paying for his/her own criminal background check. In return, SHCS will be happy to provide the necessary form for tax deduction."

Volunteers may not take younger siblings along on field trips or other school sponsored activities. Due to liability and supervision concerns, siblings are never allowed to accompany a parent who is volunteering service to the school.

All SHCS volunteers are expected to be dressed appropriately. No shorts are allowed unless you are working in the garden, landscaping, or helping at P.E. classes. Volunteers are expected to have the same standard dress code as teachers and staff.

ST. HELEN CATHOLIC SCHOOL

Communities are successful to the degree to which the members are knowledgeable and in accord with the rules, regulations, and policies that govern them. Parents assist and support the teachers and administration in the implementation and enforcement of the student code of conduct, school policies, and regulations.