



# St. Helena Catholic School

## **2018 / 2019 Parent/Student Handbook**

**[www.sainthelenaschool.us](http://www.sainthelenaschool.us)**



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## CONTACT INFORMATION

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### PRESCHOOL STAFF

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## INTRODUCTION

### MISSION STATEMENT

The mission of St. Helena Catholic School is to develop the spiritual, intellectual, emotional, and physical character of each unique student in partnership with parents and the Church community. Our instruction is founded on the Catholic faith, inspired by the Gospel life of Jesus, and rooted in the sacramental life of the Church. It encourages the pursuit of academic excellence, self-discipline, and charity for others while living the Catholic faith through action. In following the example of Jesus, all members are expected to be responsible and respectful to self and others in thought, word, and deed.

### PHILOSOPHY STATEMENT

The philosophy of St. Helena Catholic School is to foster lifelong learning and to maximize the potential of each student by recognizing and valuing the uniqueness of the individual. Students are taught and expected to work to the best of their abilities, to be responsible for their actions, and to be respectful of their school and community. Each student who is entrusted to our care is expected to be an integral part of maintaining a safe environment where the needs of others are considered before their own. Students are encouraged to be active members of their Church community, to participate in the sacramental life of the parish, and to use their talents to the benefit and service of others. Students are guided through instruction and by example toward understanding and participating in the Sacraments of Baptism, Reconciliation, Holy Eucharist, and Confirmation. All members are expected to be responsible, be respectful, be safe, and be like Jesus.

### CATHOLIC IDENTITY

The Mission and Philosophy Statements of St. Helena Catholic School guide the spiritual, intellectual, emotional, and physical formation of each student. The school is integrated into the life of the parish in order to accomplish these goals. The parent community of St. Helena is actively involved in the formation of its students and dedicated to service through the parent organization, the Volunteer Network. The Code of Conduct for student behavior is directly taken from the Mission and Philosophy Statements and is centered in Jesus. The students and staff are expected to live out this mission.

The Mission and Philosophy Statements guide the school's tuition fee. The St. Helena Parish provides instructional subsidy and full physical plant subsidy to the school. The school offers tuition discounts to families with more than one child and to staff members. St. Helena offers tuition assistance through TADS to those who can prove a need. No one has been denied a Catholic education because of money.

Visible evidence of St. Helena School's Catholic identity appears throughout the campus. Prayer is an essential part of each day. Students are instructed in the Catholic faith on a daily basis, and

teachers participate in professional development opportunities throughout the year that enhance their knowledge of the faith.

St. Helena serves a diverse population of students. Children come from a wide variety of cultural, socioeconomic, religious, and core family backgrounds. St. Helena reflects and celebrates the diversity of the world through its students, curriculum, and community.

St. Helena School's Mission and Philosophy Statements recognize the importance of service and the pursuit of social justice in the community and in the world at large. Service and social justice issues are addressed in a variety of ways through classroom curriculum and instruction and through extra-curricular activities. Students are challenged to respond to the call of family and community and to participate in both the parish community and the community at large. This is part of the rights and responsibilities of St. Helena students.

The St. Helena Parent/Student Handbook reflects the Mission and Philosophy Statements of the school. It also reflects the partnership between parents/guardians, students, teachers, and the parish community in raising and educating the whole child and in governing its members.

### RELIGIOUS EDUCATION

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and traditions, is an integral part of our total education. It is St. Helena School's policy that all students, including those of other faiths, attend Liturgy, Stations of the Cross, and other religious activities. All students participate in religion classes.

The aim of the religion program at St. Helena School is to incorporate the Catholic faith into the minds and hearts of the students. This is the main reason that justifies the operation of St. Helena Catholic School. Religion is not just a thirty-five or forty minute class that meets every day. It is not just the accumulation of knowledge about the Catholic faith. Religion is incorporated into every aspect of the educational program. St. Helena gives the students both knowledge of their faith and the opportunity to put their faith into action.

### SCHOOL ACCREDITATION

On May 16, 2016, the Minnesota Nonpublic School Accrediting Association (MNSAA) renewed the seven-year accreditation eligibility status for St. Helena Catholic School. Their board commended our school on the excellence demonstrated throughout the accreditation process and on our commitment to ongoing improvement and educational excellence.

Being accredited by MNSAA means students are taught by qualified teachers, the curriculum is rigorous and integrated with best professional practices, St. Helena complies with the State of Minnesota guidelines for safety and well-being, and oversight is provided by a concerned governing body in our School Advisory Council. It means that the quality of our educational program is nationally recognized and that St. Helena goes beyond state requirements and is accountable for meeting nationally recognized standards of excellence.



## SCHOOL HISTORY

St. Helena Parish was established in 1913 and given its name by Archbishop John Ireland. Groundbreaking for the school began in 1925, and the school's doors were opened for the first time in September of 1926. The school was originally staffed by the Sisters of St. Joseph of Carondelet, and the school's population peaked at 600 students during the 1960s.

After the Second Vatican Council, the school's enrollment dropped as did the number of Sisters of St. Joseph. Due to the decline St. Helena Catholic School consolidated with Holy Name Catholic School and became South Parks Consolidated Catholic School. In 1984 Fr. Villano, our current pastor, deconsolidated the school, and St. Helena Catholic School reopened its doors with 223 students.

Over the years much cleaning and painting has been done to keep the school building looking fresh. The exterior windows were painted, and a new roof was put on the building. During the summer of 2001 the Media Center was built. During the fall of 2010 the gymnasium floor was sanded, lined, and refinished. During the 2012-2013 school year the office was painted, and new carpet squares were installed. Eight new doors were installed on the north side of the school building along with a security system. During the summer of 2013 a three-compartment sink, hand-washing sink, and a new cooler and freezer were installed in the school's kitchen to bring it up to code. During the summer of 2015 the entire building was tuck-pointed. Every effort is made to keep the building clean, orderly, and conducive to learning.

St. Helena opened a preschool in partnership with Lakes Area Discovery Center in the fall of 2016. As part of the preschool requirement the building had to be handicap accessible. Work began during the summer of 2016 to install an elevator. The school's kitchen was also remodeled as part of the project and was ready for the beginning of school. The elevator was completed in November. In 2016 the school added an outdoor volleyball court which can also be used for tetherball. In 2017 we received a grant and added two outdoor basketball hoops and painted new game lines in the play area.

Major technology advancements have been accomplished during the past years. An anonymous donor gave \$32,000 to have Aruba Wireless installed throughout the building and to purchase 50 iPads for students. A new iMac computer lab with 24 computers was given to St. Helena as part of the Archdiocesan Legacy Grant and is upgraded each year. In 2016 a donation was received for technology and with it St. Helena launched a 1:1 program with Chromebooks for all students in grades 6-8. This year the chromebook program is extending to include grades 4 & 5 as well. All wireless was upgraded this past summer using e-rate funds. Every effort is made to incorporate technology as a tool to enhance student learning.

## **FINANCE/FUNDRAISING**

### BUDGET PROCESS

The school's budget planning is a process that coincides with the parish's budgetary process. The budget preparation process includes direction from the school principal, pastor, business manager, School Advisory Council and the Parish Finance Council. Budget planning considers annual strategic plan goals and objectives.

## TUITION

The St. Helena Advisory Council sets yearly tuition rates as part of the budget process. The tuition charged represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising, grants, donations, and state and federal funds provide the remainder. The following tuition policies have been set by the St. Helena School Advisory Council:

1. Registered members of St. Helena Parish who have completed stewardship of time, talent, and treasure will be charged the parish member rate. Non-parishioners will be charged a rate closer to the actual cost of educating a student.
2. To qualify for parish tuition, parish families must be on parish record as supporting the parish through regular Sunday stewardship by using parish envelopes or electronic giving. Parish members who do not support the parish will be charged the non-parishioner rate.
3. Tuition for the 2018-2019 school year will be as follows:

<u>Parish Members:</u>	
Family with one child	\$360 per month
Family with two children	\$672 per month
Family with three or more children	\$930 per month
 <u>Non-Parishioners:</u>	
Family with one child	\$472 per month
Family with two children	\$915 per month
Family with three children	\$1,520 per month
4. Parents/guardians are expected to be current with tuition payments unless prior arrangements have been made. We reserve the right to suspend any student of any family who falls three months delinquent in tuition and not allow re-admission until such time as all past due accounts have been paid in full.
5. Tuition must be paid on a monthly basis beginning August 15. All tuition payments must be completed by May 15.
6. A late fee of \$35 will be charged if tuition is paid 5 days late. Accounts will be assessed a \$35 charge for any returned checks.
7. Families who are delinquent in their tuition payments will not be allowed to register for the following school year until they reach an agreement with the finance committee.

## FEES

In addition to tuition, some programs/activities require an additional participation fee. These programs may include but are not limited to registration, science, technology, field trip, and athletic fees.

## SERVICE REQUIREMENT

Volunteering to help at school events is an expectation and a great way to meet other families. Each student's tuition is subsidized by the parish and school. It is essential that each and every family work at fundraising and community building events that help keep tuition affordable for all. To accomplish this, each family is asked to provide 20 hours of service per year. Fifteen of these hours are dedicated to the school and five to the parish. Service to others is part of being a Catholic school, and we teach this to our students.

## FUNDRAISING

All fundraising efforts require prior approval by the administration. This process eliminates scheduling conflicts and ensures compliance with the school's mission statement and philosophy. Archdiocesan and legal regulations must be considered when planning fundraising programs and events.

All St. Helena School families, parishioners, and non-parishioners are expected to participate in fundraising activities during the year. Major fundraising projects include the Marathon for Nonpublic Education in the fall, the Alumni and Friends Campaign in the winter, and the Spring Extravaganza in the spring.

## STATE AND FEDERAL PROGRAMS

There are several state and federal programs that nonpublic students may participate in on an equal basis with public school children. These programs are administered through the Minneapolis Public School District. St. Helena receives state and federal entitlements allocated on a per pupil basis.

Education Aids for Nonpublic School Children - This aid provides textbooks and related individualized instructional materials, health services, and secondary guidance and counseling services.

Transportation – Minneapolis Public School District must provide “equal transportation” within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline. St. Helena's busing boundaries are Lake Street to the north, Mississippi River to the east, 54<sup>th</sup> Street to the south and Cedar Avenue to the west.

School Lunch Program - State funds are matched with federal funds to assist families who qualify for free or reduced lunch.

Special Education - Districts shall identify students and make available special education to all who are disabled whether they attend a nonpublic or public school. The district must provide assessment, periodic observation, review of progress, and establish an IEP (Individual Education Plan) which generally involves instruction by a special education teacher. Instruction is provided offsite.



Title I - This program provides supplemental instruction in math, reading, and language arts to students who have been identified as "at risk."

Title II - This program provides funds for teacher education.

Title III - This program provides funds for English language learners.

## **STUDENT BEHAVIOR**

In order to maintain a Catholic learning environment, it is necessary to have a Code of Behavior that provides a safe and secure setting for students and staff. Students are given clear and specific expectations as they are led toward becoming self-disciplined individuals. Students are held responsible and accountable for their behavior and must accept the consequences of their actions.

### **BEHAVIOR POLICY**

Each student is responsible for behavior that maintains an atmosphere of respect for our Catholic identity. The goal of St. Helena's behavior code is to promote self-discipline. Respect for oneself, others, authority, and property is at the heart of St. Helena Catholic School's philosophy of discipline. Students are to behave in a manner that is morally responsible and brings credit to themselves, their families, and the St. Helena community and to maintain a safe and healthy learning environment. Community and parental support is paramount to the school's behavior policy. Through the cooperation of students, parents, teachers, and administration, behaviors interfering with the educational process will be dealt with expeditiously so that learning may continue.

### **CODE OF BEHAVIOR**

Be responsible  
Be respectful  
Be safe  
Be like Jesus

### **MINOR MISCONDUCT**

Consequences for minor misconduct or infractions of these rules will be managed by the classroom teachers. Consequences for minor misconduct may include verbal warning, written warning, and/or detention but are not limited to these.

### **MAJOR MISCONDUCT**

Student behavior that in the opinion of the principal or appointed lead teacher constitutes major misconduct may result in restitution, removal from class, detention, suspension, and/or expulsion of the student.

Major misconduct includes but is not limited to the following:

1. Theft, property destruction, or vandalism.
2. Leaving the school grounds without permission or a pass.

3. Fighting, aggressive behavior, or gang related references.
4. Any willful conduct that violates the rules of conduct, disrupts the ability of others to obtain an education, or endangers the students or faculty.
5. Other conduct or behavior on the part of the student which, in the opinion of the principal or appointed lead teacher, adversely affects the desirability of continued enrollment.

### CONSEQUENCES

- Restitution: Written apology, doing service during recess, or some other task that helps to amend and restore the damage done by the act of misconduct.
- Removal from class: Removal from class is any action taken by a teacher and/or administrator to prohibit a student from attending a class for not more than one day. Work will be assigned and must be completed by the student.
- Detention: Time spent in the school as a behavior consequence in addition to the regular school day. Detention is served in the morning from 8:00 a.m. to 9:00 a.m.
- Suspension: Suspension is an action taken by the school to prohibit a student from attending classes for a period of no more than 3 days. Suspension will be served in school unless deemed appropriate that it is held outside. Work will be assigned and must be completed by the student. The student will not be allowed to return to class until the student and a parent/guardian has had a conference with the principal.
- Expulsion: Expulsion means action taken by the school to prohibit an enrolled pupil from further attendance at the school.

### DRUG USE POLICY

The use of tobacco, alcohol, mood altering chemicals, or any other drug in any form by St. Helena Catholic School students during school hours or while attending any school sponsored events is prohibited. Drug use includes any student found buying, selling, or giving away drugs, under the influence of drugs, or in possession of drugs.

If the principal receives a substantiated report that any student attending St. Helena Catholic School is:

1. In possession of any type of drug.
2. Buying, selling, or giving away any type of drugs.
3. Under the influence of any drug.

The principal will:

1. Notify the parent/guardian of this student about the drug abuse.
2. Keep the student under supervision until the child is released to parent/guardian.



3. Schedule a conference with the parent/guardian and student to discuss the drug use before the student is allowed back at school.

Following the conference, the principal has the option of:

1. Taking no further action.
2. Suspending the student until he/she receives a professional evaluation from an appropriate counseling agency.
3. Placing the student on six month probation after drug counseling has been received.
4. Expelling the student from St. Helena Catholic School if circumstances warrant expulsion and/or parent/guardian or student refuse to cooperate with the rules of the above policy.

### BULLYING POLICY

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly with the goal that good choices become good habits, the virtues. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you." As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and retaliation are not tolerated.

Bullying is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a Target, and that:

1. Causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Target or places the Target in reasonable fear of such harm.
2. Causes damage to the Target's property.
3. Places the Target in reasonable fear of harm to him/herself or of damage to his/her property.
4. Creates a hostile environment at school for the Target.
5. Infringes on the rights of the Target at school, including defamation and invasion of privacy.
6. Materially and substantially disrupts the education process or the orderly operation of a school.

Bullying including cyber-bullying is prohibited:

1. On school grounds.
2. At any school-sponsored or school-related activity, function or program whether on or off school-grounds.
3. At a school bus stop or on a school bus.
4. Through the use of technology.

The use of technology or an electronic device that is not owned, leased or used by a school to commit an act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of a school is also prohibited.

Any staff or volunteer who has witnessed or become aware of any instance of bullying or retaliation must report that act to the principal. Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying. Reports can be made to the student's teacher, who must then report it to the principal. Retaliation against a Target, witness of bullying, a person who makes a good faith reporting of the bullying, or a person who provides information during an investigation of bullying is prohibited. False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the discipline policy.

The school takes seriously all reports of bullying. Upon receipt of a report of bullying, the teacher or principal will conduct an investigation that will begin within three school days of the report when possible. The school reserves the sole discretion to determine the scope and adequacy of the investigation. Anyone with questions should contact the principal. Students who violate this policy shall be subject to discipline in accordance with St. Helena's discipline policy.

Depending on the circumstances, the school's response could include:

1. Taking appropriate disciplinary and remedial action.
2. Notifying the parents/guardians of the Aggressor of the determination.
3. Notify the parents/guardians of the Target, Aggressor, and any other affected persons about available community resources.

Training on this policy shall be provided for staff at least once every three years.

## **SCHOOL POLICIES**

### **MANDATORY CRIMINAL BACKGROUND CHECK POLICY**

All employees as well as all school volunteers who have regular or unsupervised contact with minors are subjected to criminal background checks. A school may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors.

The following positions are subject to a mandatory background check: teachers, substitute teachers, specialists, athletic coaches, paraprofessionals, food service personnel, janitorial personnel, and volunteers who have unsupervised contact with minors. These employees and volunteers need to be up-to-date on Virtus training and sign the Archdiocesan Code of Conduct.

### **GENERAL ADMISSION**

St. Helena Catholic School's non-discrimination policy complies with state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance, or disability.

The maximum enrollment in Kindergarten is 25 students. The maximum enrollment in all other grades is 30 students. The St. Helena School Advisory Council has established admission policies to determine placement and waiting lists. Current families who have paid all tuition and fees have first priority. After May 15, any families owing tuition or fees will not be guaranteed placement in the class for the following year. Waiting lists will be kept for grades with over 30 students seeking admission. A waiting list for Kindergarten will be kept if over 25 students seek admission. Priority enrollment from waiting lists is as follows:

1. Current students.
2. Siblings of current students.
3. Other parish families.
4. Non-parish families.

Only parents and legal guardians may register students. Any student who is 5 years old by September 1 may register for Kindergarten.

### UNIFORM POLICY

#### **Girls Grades PreK-5**

St. Helena logo shirt-white, short-sleeved polo shirt. Additional shirts are available for purchase.

Light blue plaid jumper, plaid #76, at knee length.

Navy blue dress pants, no flairs or cargo pants permitted.

St. Helena logo uniform sweatshirt

Navy blue or white knee-highs, anklets, sport socks - no leggings, lace tights, windpants, or sweatpants permitted.

Navy blue uniform dress shorts may be worn between the first day of school and October 1 and between May 1 and the last day of school. No cargo shorts permitted.

No dangling earrings permitted-stud or post earrings are permitted in ears only.

Dress shoes or athletic shoes are required at all times - no flip-flops or boots are allowed.

All shirts must be tucked in at all times and no sagging of uniform pants is allowed.

#### **Girls Grades 6-8**

St. Helena logo shirt-white, short-sleeved polo shirt. Additional shirts are available for purchase.

Light blue plaid skirt, plaid #76, at knee length.

Navy blue dress pants, no flairs or cargo pants permitted.

St. Helena logo uniform sweatshirt

Navy blue or white knee-highs, anklets, sport socks - no leggings, lace tights, windpants, or sweatpants permitted.

Navy blue uniform dress shorts may be worn between the first day of school and October 1 and between May 1 and the last day of school. No cargo shorts permitted.

No dangling earrings permitted-stud or post earrings are permitted in ears only.

Dress shoes or athletic shoes are required at all times - no flip-flops or boots are allowed.

All shirts must be tucked in at all times and no sagging of uniform pants is allowed.



## **Boys Grades PreK-8**

St. Helena logo shirt-white, short-sleeved polo shirt. Additional shirts are available for purchase.

Only plain white T-shirts may be worn under uniform shirts.

Navy blue dress slacks, no flairs or cargo pants permitted.

St. Helena logo uniform sweatshirt

Navy blue uniform dress shorts may be worn between the first day of school and October 1 and between May 1 and the last day of school. No cargo shorts permitted.

Navy blue or white socks.

Dress shoes or athletic shoes are required at all times - no flip-flops or boots are allowed.

No earrings permitted.

Hair must be trimmed above shirt collars.

**All boys in grades 6-8 must wear a belt.**

All shirts must be tucked in at all times and no sagging of uniform pants is allowed.

The following are not acceptable: unnaturally colored hair, excessive makeup, face paint or face decals, glitter, caps or hats worn in school, excessive jewelry or bracelets, high heels, bizarre finger nail polish, and no "sayings" or numbers on T-shirts or undershirts.

## **Physical Education Requirements**

Students may change for physical education classes. Students may not wear jeans or clothing that may injure others such as zippers and rivets. Athletic shoes are required for participation.

## **Spirit Wear Days**

Students may wear St. Helena spirit wear attire on the designated days selected by the principal each month. On these days students may wear St. Helena school t-shirts, sweatshirts, and/or sweatpants in place of their uniform tops and bottoms. In order to qualify for spirit wear days, students must be wearing St. Helena spirit wear in place of their uniform.

## **TRANSFER STUDENTS**

In general, students will not be accepted after the beginning of the school year unless there has been a change of residence or other extenuating circumstances. Admission to the school is contingent upon having met all financial obligations at a previous private school. Prior to admission, the school and the parent/guardian of the student(s) should agree on the tuition, other expense obligations, and expectations concerning the completion of the school year.

All students transferring to St. Helena Catholic School will be on a probationary period of three months. After three months determination will be made as to whether the student is able to abide by the rules of the school and whether the student's academic needs can be met by the school. The probationary period may be extended in some circumstances.

## TRANSPORTATION

Bus arrangements are handled by the Minneapolis Public School District. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and is responsible for maintaining order to ensure the safety of all passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students to and from school.

Teachers are not responsible for student behavior on the bus. Classroom teachers are responsible for instruction and review of bus and pedestrian safety each year. Instruction and review materials appropriate to each grade level are provided to the teachers by the Minneapolis Public School Transportation Department.

Bus transportation is a privilege. Denial to ride the bus may be given for misconduct on the bus. Parents/guardians are notified when such action is necessary.

Only bus students are to ride the bus. Students are to go home on their assigned bus and get off at their assigned stops. A student must have a bus pass if the student is going to be allowed to ride a bus that has not been assigned to the child. A request for a bus pass must be given in writing to the office at the beginning of the day.

## STUDENT RECORDS

The school shall collect and maintain the records of students while they attend the school. To transfer records, a parent/guardian is asked to inform the school office as soon as possible when transferring a child to another school. A parent/guardian must sign a release form authorizing the transfer of records to the student's new school.

No one except appropriate school personnel, parents/guardians, and students who have reached legal age shall have access to individual pupil records without either a subpoena or appropriate written authorization.

## ATHLETIC POLICY

St. Helena Catholic School's athletic program gives students the opportunity to develop physical coordination, gain knowledge of the applicable sport, form friendships through athletic participation, and celebrate sportsmanship and school spirit. Students and coaches shall represent themselves, their team, and the St. Helena community in a manner consistent with Catholic teachings and fair play. As representatives of the school, students shall adhere to established policies and philosophies. Each year a student athlete and a parent have to sign the Sports Agreement adhering to the rules.

The athletic director will inform the parents and participants of fees, rules, and regulations applicable to each sport. The planning and implementation of the athletic program, including volunteers and other coaches, shall come under this policy and will be the responsibility of the athletic director. In addition to the provisions of this policy, students, instructors, coaches, volunteers, and administrative personnel shall comply with existing state laws applicable to this area.

Each student on each team will be given an opportunity to participate in the sport. Only members of the school or parish may participate.

#### EIGHTH GRADE GRADUATION POLICY

Eighth grade graduation is a culmination of a strong academic program. The eighth grade graduation requirements must be met by all students at St. Helena Catholic School. The policy is as follows:

1. During the winter all parents who have children who are in danger of failing eighth grade will be informed of this. After the second report card, there will be a follow-up conference. A plan will be implemented with parent, teacher, and student input so that the student's academic problems may be supported and resolved.
2. All school work must be completed for each marking period. No incomplete grades will be allowed. If a student has failed to complete the necessary work for a marking period, time may be extended at the principal's discretion. If the student fails to complete the work, the result will be a failing grade.
3. Students will be notified during the final quarter if they will not be allowed to participate in graduation activities. All eighth graders will be expected to complete all of their work in the final quarter. If a student has failed to complete all final quarter work but is not failing for the year, the student will not be allowed to participate in the class trip.
4. All financial responsibilities must be taken care of before graduation.

Those failing to meet the academic and financial requirements will receive a certificate of attendance rather than a certificate of graduation during the graduation ceremony.

#### PROMOTION/RETENTION

Promotion or retention will be based on academic achievement and physical, emotional, psychological, and developmental maturity. In the case of retention, parents/guardians will be notified of their child's situation as soon as possible. If a recommendation is made to retain a child, and parents/guardians reject it; the parents/guardians must sign a written acknowledgment of the school's recommendation. This acknowledgment shall serve to release the school from any responsibility for parents' failure to follow the school's recommendation.

Promotion will be based on a number of factors:

1. The child's scores on achievement tests.
2. The teachers' observations of daily work.
3. The physical, social, and emotional readiness of the child.
4. Whether or not the student has received three 59% or lower in the same subject or thirteen 59% or lower overall.



## HONOR ROLL

The Honor Roll is published each quarter to recognize students in grades 4-8 for their academic achievements. Classes are averaged in the computation of the honor roll. **A student with a D or more than one C in any subject does not qualify for the honor roll.** All classes are factored into the grade point average.

There are two honor rolls: "A" Honor Roll (4.0 – 3.7), "B" Honor Roll (3.69 – 3.0). The honor roll is electronically calculated as part of the report card.

Grading Scale:

100% - 93% A	82% - 80% B-	69% - 67% D+
92% - 90% A-	79% - 77% C+	66% - 63% D
89% - 87% B+	76% - 73% C	62% - 60% D-
86% - 83% B	72% - 70% C-	Below 60% D- No Credit

## HOMEWORK

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant must understand and be committed to carrying out his/her responsibility. If any of the three do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning. Students who do not have their homework ready to hand in on time will have to complete the work during recess time if necessary.

Homework Responsibilities of Teachers:

1. Communicate to students and parents/guardians homework goals and expectations.
2. Set clear and concise expectations concerning assigning, returning, and evaluating homework.
3. Coordinate homework assignments with other teachers with whom students work.
4. Assign appropriate homework according to students' needs.

Homework Responsibilities of Students:

1. Know and understand the purpose of the homework assignment.
2. Copy assignments into daily planner, understand directions, and know what is required for completion of the assignment.
3. Complete and return assignments on time.
4. Understand when assignments are to be completed independently or as a group.
5. Complete assignments neatly and do quality work.

Homework Responsibilities of Parents/Guardians:

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.

4. Be patient with your child and praise him/her for effort made.
5. If the child has trouble understanding directions, help him/her with explanations.  
**Do not do the homework for the child.**
6. Look over the assignment to affirm completion and quality.
7. Support the teacher and the child. Get both sides of a story before making a judgment.

### WELLNESS POLICY

St. Helena Catholic School promotes wellness in many ways. Students receive consistent nutrition education in the classroom, in health classes, and in the cafeteria setting. Nutrition education is integrated into health education and other core curriculum areas. Students are given opportunities for physical activity through physical education classes, daily recess, and the athletic sports program. St. Helena works with the community to create ways for students to walk or bicycle safely to and from school. We partner with Northrop Public School for Minnehaha Mondays where bus students are dropped off a half mile from school by Minnehaha Creek and walk to school promoting morning exercise for our students.

St. Helena provides a clean and safe cafeteria with minimum time spent waiting for meals. Water fountains are available on all floors so that students may drink water with their meals and throughout the day. St. Helena encourages the participation in the free and reduced lunch program for all students who qualify while protecting their anonymity.

Done Right Food, the hot lunch caterer, sets healthy guidelines for foods and beverages in its food service program and serves nutritious lunches to the children. No pop or vending machines are allowed in the school. St. Helena encourages parents/guardians, teachers, support staff, principal, and community members to serve as role models in practicing healthy habits and being physically active both in school and at home.

St. Helena's Wellness Policy and Implementation Plan is brought before the School Advisory Council and Parent Volunteer Network at the beginning of each school year and throughout the school year as needed for reflection and evaluation. At any time, members of the St. Helena community can request a copy of the Wellness Policy and Implementation Plan.

### WEAPONS/EXPLOSIVES/DANGEROUS ITEMS

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transport, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses, on school vehicles or school-contracted vehicles, or entering upon or departing from school premises, property, or events.

St. Helena Catholic School has a position of "Zero Tolerance" in regard to the possession, use, or distribution of weapons by students. The minimum consequence for students possessing, using, or distributing weapons shall include:

1. Confiscation of the weapon.
2. Notification to the police if warranted.
3. Parent or guardian notification.



4. Immediate out-of-school suspension.
5. Recommendation of a dismissal for a period of time not to exceed one year.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The School Advisory Council may modify this requirement on a case-by-case basis.

While St. Helena Catholic School takes a "Zero Tolerance" position on the possession, use, or distribution of weapons by students, the principal may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

### SEXUAL HARASSMENT POLICY

Sexual harassment is against the law and will not be tolerated at St. Helena Catholic School, on school grounds, in transportation to and from school, or at school sponsored events. Males and females, students, staff, and faculty can be victims of sexual harassment. Sexual harassment includes but is not limited to the following behavior:

1. Unwanted physical contact or intimidation of a sexual nature, either directly or indirectly.
2. Unwanted and/or unwelcomed verbal comments, including the telling of sexual jokes or stories.
3. Any conduct of a sexual nature which contributes to an overall offensive or intimidating environment.

Sexual harassment must be reported to the proper authority. If a student is sexually harassed by another student or if a student witnesses an incident of sexual harassment, the following steps should be taken:

1. The student must immediately report the incident to the classroom teacher or the principal for investigation.
2. The incident will be documented; and if the facts support the allegation, the school principal, the parents of the victim, and the parents of the perpetrator will be notified.
3. Sexual harassment, sexual violence, or indecent exposure may result in suspension depending upon the offense. This may involve a parent conference, involvement of school support staff, psychological evaluation, and/or police referral.
4. Involved parties will receive a written acknowledgment of the claim from the teacher or the principal within three school days. Specific disciplinary actions taken will remain confidential.

If a student is sexually harassed by a faculty or staff member, the following steps will be taken:

1. The incident must be reported to the school principal or another staff member.
2. Valid claims will be documented and appropriate action taken. Authorities will be notified.

3. Involved parties will receive a written acknowledgment of the claim within three school days. Specific disciplinary action taken will remain confidential.
4. At the request of the school principal or at the request of a sexual harassment claimant, the School Advisory Council will assist in providing the appropriate investigation and/or response.

#### SOCIAL EVENT POLICY

Students attending St. Helena Catholic School are not of an age where boy-girl relationships beyond friendship are encouraged. Dating is not appropriate at this age because students are not emotionally ready to accept the pressures and consequences of dating. For these reasons it is the policy of St. Helena Catholic School not to sponsor activities, including but not limited to, dances, all night lock-ins, and school sponsored evening parties.

#### GRIEVANCE POLICY

If a grievance between parent/guardian or a student and a teacher should arise, the following grievance procedure shall apply:

1. The parent/guardian or student will meet with the teacher to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the school administrator.
3. If the grievance is still not resolved, the pastor will then decide the grievance.
4. The grievance procedure should be completed within 30 days.
5. If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made.

#### INTERNET POLICY

Students will be allowed to use the Internet under supervised situations after obtaining permission from a faculty member. The student must agree to be governed by the school's Internet Policy. Both the student and a parent must sign the agreement. Failure to sign or to follow the rules of the agreement will result in the loss of Internet privileges and possible disciplinary action. The agreement is to be signed every year.

#### LOCKER INSPECTIONS

School lockers are school property. The school may inspect locker interiors at any time, for any reason, without notice, and without student consent.

## **SCHOOL PROCEDURES**

### **PARENTAL ROLES AND RESPONSIBILITIES**

Parents/guardians are informed of the programs, regulations, and policies of the school. The following are required to assist your child:

1. Read information contained in the Parent/Student Handbook, Communication Folders, e-mails, and other newsletters from the school.
2. Inform the school in writing of:
  - a. Student illness /absence or call first thing in the morning.
  - b. Parental status and custodial constraints.
  - c. Change in transportation routine.
  - d. Change in address, phone number, emergency contact, child care, etc.
  - e. Arrangements that might affect communication with the school.
3. Meet financial obligation of tuition, fees, lunch accounts, and other accounts that apply.
4. Meet admissions regulations.
5. Comply with:
  - a. Policies and regulations.
  - b. Goals and objectives of St. Helena Catholic School as identified in this Parent/Student Handbook.
6. Provide a written request for students to leave the school premises for any reason.

### **CONTACTING THE SCHOOL**

The school's office hours are 8:00 a.m. to 4:30 p.m. Before or after these hours, the answering machine is available for any messages. Calls will be returned promptly.

### **ATTENDANCE**

St. Helena Catholic School will adhere to all State of Minnesota regulations concerning school attendance. All work missed by students who were absent must be made up as soon as possible after returning to school. Excessive absences often result in poor school work. When an absence is necessary, these steps are to be followed:

1. Parent/guardian will call the school each morning of a student's absence by 9:30 a.m.
2. Student will make immediate plans to do all make-up work due to their absence.
3. All absent homework should be requested in the morning before classes begin and picked up after school.
4. If absence is due to work, travel, or some other reason, parent/guardian should notify the school prior to the absence. Teachers are not obliged to issue work ahead of time, and work should be made up in an expeditious fashion upon student's return.

Minnesota truancy law states that any elementary school child missing three full days without a valid excuse is considered "continually" truant. A "habitual" truant means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days. The names of truant children must be referred to the designated public school official.

### MAKE-UP WORK FOR ABSENCES

Each student is to have a designated Homework Person who is responsible for recording missed assignments due to absences. If a student is absent, three days' grace will be given on course work missed. **It is the responsibility of the student to check with the teacher to see if all work is made up.**

### ILLNESS DURING THE SCHOOL DAY

The principal, secretary, or school nurse, may approve the dismissal of a student who becomes ill or hurt during the school day. A parent/guardian is notified when the illness is reported. If a parent/guardian is unable to come for the student, arrangements for a relative or other authorized person must be made to pick up the student. No student will be sent home due to illness if no one is at home to be with the student.

### TARDINESS

Students who arrive after the 9:10 a.m. morning bell are considered tardy and will be expected to report to the school office for an admission slip to class. Excessive tardiness (more than three times per month) will result in parent/guardian being called, and the student must make up the time missed.

### SCHOOL CLOSING

In case of an emergency or severe weather, please check your phone for an alert message from the school. No alert means that school is in session. Make sure that your alert number is current with the school. You may also watch WCCO Channel 4, KSTP Channel 5, KMSP Channel 9, or KARE 11 for school closings and emergencies. We may not necessarily rely solely on the Minneapolis Public School District for every school closings/emergencies. As a school, we will make that decision, and our school name, St. Helena School and/or Church, will be posted on the named channels.

The decision to send children to school in severe weather is the responsibility of the parents/guardians. Judgment should be based on distance, clothing, and health. During extreme cold or rainy weather, students will remain in the building during recess times. The administration and playground monitors will use their judgment in determining inclement weather.

### ARRIVAL PROCEDURES

All students begin school at 9:10 a.m. and are dismissed at 3:40 p.m. Students should not arrive on the playground before 8:50 a.m. when supervision begins. In case of inclement weather, the school cafeteria will be opened at 8:50 a.m. for students. Students are not to come into the school building before 9:10 a.m. unless they have prior permission from a teacher. If a student is driven to school, the student should be dropped off in the front of the school building and proceed to the playground using the east sidewalk next to the school. Do not drop off students on 32<sup>nd</sup> or 33<sup>rd</sup> Avenues.



No cars may drive or park on the playground during school hours of 8:30 a.m. to 4:00 p.m. Students in grades K-4 enter at Door 3, and students in PreK and 5-8 enter at Door 5.

### DISMISSAL PROCEDURE

When the bell rings at 3:40 p.m. for afternoon dismissal, the students share an equal responsibility with the teachers to leave classrooms and the school in an orderly manner. The classroom, desks, and chairs should be properly picked up.

All students taking the bus proceed out of Door 1 and walk to Northrop School with two teachers. Walkers and car line students will exit through Door 2. Parents may pick up their children if they are walkers at Door 2. If you want to pick up your child or come into the school for any reason, park in the church parking lot. Do not park on the school lot, 32<sup>nd</sup> or 33<sup>rd</sup> Avenues, or on 44th Street. This interferes with the car line pickup procedure and creates safety concerns.

For all other students being picked up, cars should line up in the front of the building starting at the first cement walkway for students outside Door 1. From there the car line will go around the corner of 33<sup>rd</sup> Avenue. Students will be called as their ride comes forward. Parents are asked to keep the line moving and never get out of their cars.

If you would rather not get in the car line, you may wait for your child in the church parking lot. Students in grades 5-8 may walk to the church parking lot using the sidewalk on 33<sup>rd</sup> Avenue. Any student who has not been picked up in the car line will be taken into the school office. Please do not park in any other area except the church parking lot or the car line because it risks the safety of others. **It is everyone's responsibility to get our children to and from school safely.**

### RECESS

Recess provides an opportunity to relax with friends and have fun. When the weather permits, students will have recess on the playground. If the weather is inclement, recess will be held indoors.

### BICYCLES

Children in grades 4-8 may ride bicycles to school. Children should park their bicycles in the bike rack and lock them. No one younger than fourth grade may ride his/her bicycle to school as recommended by the safety patrol officer. No skateboards, rollerblades, or roller shoes are allowed.

### VISITORS

All parents/guardians or visitors may enter the building through Door 5 on the north side of the building. You must ring the bell and be buzzed into the building. **Proceed to the office, check in, and pick up a visitor's badge.** Parents/guardians and visitors are welcome for open houses, special programs, and/or observations. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher and to check in at the school office before

going to the classroom. Persons not reporting to the school office will be considered trespassers and will be reported to the local authorities.

### TELEPHONE USAGE

Children may not use the school phone except in cases of an emergency. A child may not call home to make arrangements to go home with a friend or to have a parent/guardian bring forgotten articles. As a rule, neither teachers nor pupils are called to the phone during class. Messages may be left with the school secretary if it is necessary to contact either a student or a teacher. Call the office for any important, timely messages and do not e-mail assuring an appropriate response within the proper time frame.

### CELL PHONES

Cell phones may be brought to school under the following conditions:

1. Phones must be kept off during the school day.
2. No cell phones may be used for picture taking.
3. No harassment or threatening of a person via the cell phone is permitted.
4. Cell phones may not be used for game playing, Internet or e-mail access, gambling, text messaging, sexting (sending of sexually explicit texts or nude or partially nude images of minors by minors), or making purchases of any kind.
5. Cell phones must be put safely out of sight during the school day and kept in lockers.

Any student violating these rules will have the cell phone confiscated, and disciplinary action may result.

### LOST AND FOUND

Lost items will be kept in the office. Encourage students to check for lost items in the Lost and Found area when something is missing. **Put names on all clothing and personal items so that they may be returned if they are found especially uniforms and school sweatshirts.**

### ACHIEVEMENT TESTING

Students are tested each year using a nationally norm-referenced test. The main purpose for testing is to help with curriculum planning and to identify students who are at risk of falling behind and those who demonstrate high potential. These results are used to determine Title I eligibility and Presidential Award candidates.

NWEA Map Tests will be administered to all students in math and reading in grades K-8. The WIDA will be administered to all new students who are English language learners in the fall. All English language learners will be tested in the spring to monitor growth. Other achievement tests may be used throughout the year.

## VALUABLES

School insurance does not cover loss of personal possessions; therefore, students are to refrain from bringing to school CD players, cameras, video games, iPods, tablets, or anything else of personal or sentimental value.

## MONEY

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and the purpose of the money on the envelope. The envelope should be turned into the homeroom teacher to be sent to the office. No other money should be brought to school.

## SCHOOL SUPPLIES

Parents/guardians will provide school supplies for their child(ren). A list of needed supplies will be provided each year. School supplies are available for families who cannot afford them.

## COMMUNICATION WITH PARENTS/GUARDIANS

The school has established ways of communicating with the parents/guardians and students in order to increase the understanding of the school's mission, programs, and goals. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

1. The Parent/Student Handbook is issued yearly to all St. Helena Catholic School families.
2. The Communication Folder contains The Crusader, monthly calendar, newsletters, classroom notes, and pertinent notices. The youngest student from each family will take home the Communications Folder.
3. Report Cards are issued one week after the quarter ends. Progress Reports are sent at midterm to parents/guardians whose children are in grades 4-8. Report cards slips and midterms need to be signed off on by a parent/guardian and returned to school.
4. Parent/Teacher Conferences are held twice a year. A parent/guardian and/or teacher may request additional conferences as needed.

To help with the lines of communication between teachers and parents/guardians, the following actions should be taken:

1. If a parent/guardian has a concern about what is happening in the classroom, make an appointment with the teacher.
2. If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal, and parents/guardians may be called.
3. If you are still not satisfied with the results of the meeting, then make an appointment with the pastor.



## **CO-CURRICULAR AND STUDENT SERVICES**

### **ATHLETIC PROGRAMS**

Opportunities are available for students to participate in soccer, volleyball, basketball, baseball, and softball. The mission of the sports program is to reflect the mission and philosophy of the school as well as the following values:

1. Fair play.
2. Team work.
3. Responsibility.
4. Respect for one another.
5. Accountability.
6. Improved skills.

The two areas that qualify a student as a member of a team are academics and behavior. Academically, a student must maintain a “C” average throughout the playing season to remain eligible. Some modifications for students with educational disabilities may be made at the principal’s discretion. Behaviorally, detentions may result in denial of athletic privileges. A suspension may result in the student being removed from the team.

### **EDUCATE BY TADS PARENT PORTAL**

Parents and students are able to access Educate by TADS to view their child’s assignments and grades for students in grades 4-8. This will allow for monitoring student’s progress at any time throughout the quarter and track any missing homework assignments. Grades for daily work will be posted within a week of the due date. Grades for projects, papers, and other major assignments will be posted within two weeks of the due date. Attendance, cafeteria, directory, events, and many other things are available in Educate by TADS for all families.

Educate by TADS will be available beginning on the first day of school. Parents and students will both receive an Educate by TADS username and password and are encouraged to regularly check student grades on Educate by TADS. If you are new to the school, you will receive an email with your log-in information the week that school begins. In the email, you will find your username and temporary password. Both are case-sensitive. If you are returning and cannot access your account, contact Sheila Stone for assistance.

### **CITY CONNECTS PROGRAM**

To support learning at St. Helena we have developed a comprehensive student support system to ensure that each and every student receives the services and resources that she/he needs to be academically successful and healthy. Our student support program is facilitated by City Connects, which is a partnership among schools, Boston College, and community agencies. The site coordinator, whom St. Helena shares equally with Community of Saints School, coordinates the City Connects Program at St. Helena Catholic School. St. Helena students may meet occasionally with the City Connects Coordinator.



## SCHOOL PATROLS

The safety patrol program is operated under the supervision of the principal. The coordinator of the program is the fifth grade teacher. Patrols assist students crossing the streets before and after school regardless of the weather. Students in fifth grade are eligible to be school patrols.

## SCHOOL LUNCH AND MILK PROGRAM

Nutritious lunches are served every school day. Done Right Food prepares and delivers healthy meals. Because the food service program is self-supporting, all meals are to be preordered and prepaid. Each student has a meal account that is accessible through Educate by TADS Parent Portal.

Any money for a student's meal will be deposited in the Primary Billing Holder's account in Educate by TADS. Change is not given back to the student. You may send money for one meal or for several meals. A full pay school lunch costs \$4.05. Milk may be purchased for 50 cents. Checks should be made out to St. Helena School. Money must be sent for "seconds."

Each year a new Application for Educational Benefits and Free or Reduced Priced Meals must be completed and given to school for verification. Some students qualify for free meal service based on Direct Certification from Hennepin County. Applications for free or reduced price meals can be submitted at any time throughout the school year. Any cost incurred before the application is submitted and approved is the responsibility of the parents/guardians to pay.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint, write USDA, Director, Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 or (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## BEFORE AND AFTER SCHOOL PROGRAM

The Before School Program begins at 7:00 a.m. The After School Program ends at 5:30 p.m. The cost is \$8.25 per session, per student. If a child attends both sessions, the fee is \$14.25 per day, per student. The program offers breakfast and snacks, time for homework, games, arts and crafts, and free time in the gymnasium or outside. Children picked up after 5:30 p.m. will be charged \$1 per minute for the length of the delay.

## TITLE I

The purpose of Title I is to provide assistance to state and local educational agencies to meet the needs of "at risk" children in the areas of math, reading, and language arts. Working with the classroom teacher, the Title I teachers provide appropriate services for those who qualify. Title I is held before the start of the regular school day with St. Helena teachers as instructors.

## SPECIAL EDUCATION

The special needs of students in the nonpublic school are addressed through the Minneapolis Public School District in three ways:

1. Classroom teachers see the needs of their students and consult with the Special Education teacher assigned to St. Helena. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academics, behavior, health, or motor skills.
2. If the interventions are not successful, students may be referred for assessment by either the school or the parent/guardian. If the assessment is initiated by the school, written parental/guardian permission will be required. After the assessment is completed, a meeting is set up to report the results and to develop an Individual Education Plan (IEP) if the student qualifies for special education services.
3. The IEP is written with goals to help improve the areas of need. Direct service is done offsite, and transportation is provided by the Minneapolis Public School District.

## YEARBOOK

The school publishes a yearbook annually. Individual student pictures are featured in the yearbook as well as other photographs portraying the many activities and events from the year. Notification regarding the sale and cost of the yearbook is sent to the parents/guardians and students.

## SCHOOL PICTURES

Individual pictures are taken twice a year, and classroom pictures are taken once each year. Notification of this will be given well in advance of the photography session.

## FIELD TRIPS

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips. Parents/guardians will be notified of these scheduled field trips. Insurance regulations require the use of the parent/guardian authorization form to participate in a field trip. **Failure to return the form means that the student may not go on the field trip and must stay at school.** A phone call from a parent/guardian does not fulfill the authorization requirement to participate.

Whenever possible, field trip participants travel by bus or light rail. Should it be necessary to use transportation provided by parents in private vehicles, parent/guardian will be notified. All private vehicles used to transport students must have documented current registration and proof of insurance.

Please call the office if financial assistance is needed.

## GUEST SPEAKERS & ASSEMBLIES

Throughout the year assemblies are held to enhance and differentiate learning opportunities for the students.

## **HEALTH/SAFETY**

### EMERGENCY INFORMATION

An emergency form for each family is included in the Back to School Night folder. It needs to be completely filled out, signed by a parent/guardian, and returned to school during the first week. If changes occur during the year, it is the responsibility of a parent/guardian to notify the school in writing or by phone.

### HEALTH RECORDS

Health records are required for each student. It is mandatory that students have a physical before entering kindergarten and seventh grade and immunizations are up-to-date. All immunization dates are to be submitted to the school prior to the fall start date. A parent/guardian is responsible for providing this information in writing to the school office and including additional immunizations each year as they are administered to the student.

### MEDICATION DURING A SCHOOL DAY

Medications should be taken at home if at all possible. Except as otherwise covered by law, when a student under age 18 is required to take medication during the school day, the administration and storage of the medication must be in accordance with the following stipulations. A medication consent form signed by the parent and physician must be on file with the student's health records. This form must be updated for each school year.

Unexpired drugs or medicines must be in a container with a label prepared by a pharmacist with student's name, name of medication, dosage, time to be given, and the pharmacist's date of dispensing. Medications are stored in a locked drawer. Students who wish to carry and administer their own inhaler or epipen must have on file in their health record written consent from the parent, physician, and the school nurse to carry the medication.

Administration of the medication during school hours shall be by qualified personnel and in a manner consistent with instructions on the label. Tylenol and similar over-the-counter medications are considered the same as prescription medication.

A medication consent form is available in the school office or on the school's website.

### HEALTH SCREENING

Annual vision, hearing, and color blindness examinations are conducted by nonpublic school nurses and volunteers each school year.



## REPORTING OF CHILD ABUSE/NEGLECT

Staff and members of the clergy who come to their knowledge outside of the priest-penitent relationship are required to report a suspected case of child neglect/abuse to the local law enforcement agency or social service agency within 24 hours. This must be done if they know or have reason to believe there is abuse or neglect presently or has been within the past three years. Neglect is defined as the failure to provide food, clothing, shelter, or medical care; failure to protect a child from conditions or actions which endanger the child's physical or mental health; failure to take steps to ensure that the child is educated in accordance with state law; or prenatal exposure to controlled substances. Abuse can be physical, sexual, or emotional and includes threats of physical, sexual, or mental injury. Anyone who reports child abuse or neglect in good faith is immune from any civil or criminal liability. Mandated reporters who fail to do so may be guilty of a misdemeanor.

## **SCHOOL EMERGENCY PROCEDURES**

### FIRE DRILLS

This procedure is to be used whenever students and staff need to evacuate the building because of safety issues. Fire drills are held five times throughout the year. The following rules must be strictly adhered to for all fire drills:

1. When the fire bell is sounded, all students immediately walk silently out of the room and follow the prescribed route to the safe area.
2. Strict silence is to be observed leaving and entering the building.
3. The teacher leaves the classroom last and closes the classroom door but does not lock it.
4. The teacher takes a class list so that he/she can account for each child.
5. The fifth grade homeroom teacher checks the second floor bathrooms. The second grade teacher checks the first floor bathrooms. The physical education teacher checks the basement bathrooms.
6. Students and teachers are to remain outside the building until the all-clear signal sounds.

### TORNADO DRILLS

This procedure is to be used whenever students and staff should remain in the building and seek shelter. A minimum of one tornado drill will be held each year.

1. The Civil Defense Siren will indicate a drill or an actual tornado warning.
2. Bring all students, staff, and visitors inside the building and close the windows. Students from each class will line up and silently follow the teacher to the basement.
3. Students in grades PreK-4 will be on the stage. Students in grades 4-8 will be in the hallway between the cafeteria and the gym.
4. Students are to sit as closely together as possible and remain in a tucked position with their hands covering their heads.
5. Everyone is to stay in the tornado safe area until the all-clear announcement is made.

### SHELTER IN PLACE DRILLS

If there is a reason the school would need students to remain in their classrooms but not go into full lockdown the school will go into a shelter in place procedure. At that time teachers will shut and lock their doors. Teachers can continue to teach their students as normal with doors shut and locked. If a student needs to leave the room, the teacher will inform the office via cell phone or email to request assistance for their student. Teacher and students are to remain in the room until the all clear is given. The school will conduct three shelter in place drills per year.

### LOCKDOWN DRILLS

If there is an intruder in the building or in the nearby community threatening the safety of the children and staff, a lock down will be announced on the P.A. system. At that time teachers will lock their doors, place a cover over the window in the door, and place a red card under the door if a child is missing from the room and a green card if all students are inside the room and accounted for. Students are to place themselves out of sight of the intruder. Teacher and students are to remain out of sight until the all-clear signal comes over the P.A. system. The school will conduct five lockdown drills per year.

### HAZARDOUS SPILLS & GAS LINE BREAKS

The school will be notified if a hazardous spill or gas line breaks. The school will be evacuated immediately. Do not use a telephone or electrical switches or do anything that may create a spark. From a safe location call 911, and they will call the gas company and the electric company. If necessary, students will be taken across the street to Northrop School.

### BOMB THREAT

In the event of a bomb threat, the school will be evacuated immediately. Students will be taken across the street to Northrop School. Teachers and students are not to touch anything leaving the building but should make mental notes of anything out of the ordinary. The fire alarm or any electronic devices should not be used as they may activate a bomb.

### ACCIDENTS

When an accident occurs, it is to be reported to the teacher on playground duty, to the homeroom teacher, and to the principal. If serious accidents occur anywhere, a parent/guardian is contacted to make necessary decisions. In cases of unexpected illness or accidents, a parent/guardian may call for their child in the school office or in the nurse's room.

## **SCHOOL ORGANIZATIONS**

### VOLUNTEER NETWORK

Volunteer Network is St. Helena Catholic School's parent volunteer organization. The Volunteer Network organizes many fundraisers that help to keep tuition affordable and

activities that make St. Helena a welcoming place. Meetings are held once a month on Mondays, and childcare is provided. Involvement of parents is vital for making fundraisers successful and St. Helena Catholic School feel like a community. All parents are encouraged to attend, and new ideas and energy are always welcomed. Kearney Burns is the chair of the Volunteer Network.

### SERVICE REQUIREMENT

The actual cost to educate a child at St. Helena Catholic School last year was \$5,474. The parish and school subsidized every student's tuition. It is essential that every family volunteers for fundraising and community building events that help to keep tuition affordable for all. To accomplish this each family is required to provide 20 hours of service per year. Fifteen of these hours are dedicated to service for the school and five to the parish.

Each family is asked to sign this Volunteer Policy Agreement and abide by the requirements. The Volunteer Network will provide a sign in/sign out sheet at each school event and will provide a tracking sheet for non-event related volunteer activities in the school office. It is the responsibility of the each family to record their hours. Volunteer hours will be tallied and an update will be provided to families quarterly.

Many service opportunities are available during and after the school day. Visit [www.sainthelenaschool.us](http://www.sainthelenaschool.us) under Volunteer Opportunities to see a list of areas that require parental involvement, and use the Sign Up Genius to volunteer.

<b>Actual Cost to Educate a Student at St Helena</b>	<b>\$5,474 Based upon one child</b>
Non-Parishioner Tuition	\$4,720
School & Parish Subsidy to Non-Parishioner	\$754

<b>Actual Cost to Educate a Student at St Helena</b>	<b>\$5,474 Based upon one child</b>
Parishioner Tuition	\$3,600
School & Parish Subsidy to Parishioners	\$1,874

### SCHOOL ADVISORY COUNCIL

The School Advisory Council serves in an advisory and consultative capacity to the pastor and the principal. Its members are appointed. The School Advisory Council meets eight times a year. Current members of the council are: Lisa Janusz, Carolyn Reinhardt, Rudy Held, Kearney Burns, Jerry Johnson, Fr. Villano, Paul Dieltz and two positions that are still to be determined.