St. Helen Catholic School

Parent and Student

HANDBOOK

2026-2027

MISSION STATEMENT

St. Helen Catholic School is a faith-filled community
which nurtures spiritual development,
promotes academic excellence
and fosters leadership skills.
Together parents, students, and staff
strive to reach their God-given potential
in an atmosphere that respects the dignity of each person.

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Daily Schedule

7:15	Students begin arriving to school and gather in the atrium
7:20	Students are released from atrium to their classrooms/gym
7:45	Bell: Morning announcements and classes begin Students arriving after 7:45 will be marked tardy
10:30 – 1:00	Lunch Periods
11:00 – 1:00	Recess Periods
2:28	End of the day announcements
2:30	Dismissal
2:30-5:30	Aftercare is available

Preschool Daily Schedule

8:00-12:00	Mon, Wed, Fri	Pre-K 3 Day, Half Day
8:00-12:00	Mon, Tues, Wed, Thurs, Fri	Pre-K 5 Day, Half Day
8:00-2:30	Mon, Tues, Wed, Thurs, Fri	Pre-K 5 Day, Full Day

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Belief Statements

Purpose of Catholic Education
We believe the purpose of Catholic education is to create a Catholic faith-based community where God provides purpose to daily learning. It nurtures Gospel values and forms social conscience through respect and service to others.

Student Learning and Achievement
We believe that student learning and achievement is the result of integrating academic excellence with a supportive environment which aids each individual child to reach their God given potential while holding strong to our values and morals as a Catholic school.

Instruction
We believe instruction should be derived from the guidelines of the core curriculum and incorporate various methods of teaching based on learning styles, multiple intelligences, and individual abilities.

Role of Curriculum
We believe the role of curriculum is a responsibility shared by our faith community (parents, teachers, staff, and students). It is a guide to follow and facilitate age appropriate instruction. It is a framework for all learning to take place as students work to fulfill their potential and develop as responsible citizens.

Assessment
We believe assessment is best as multifaceted and based upon a variety of assessment methods correlating to different learning styles.

Continuous Improvement
We believe continuous improvement requires commitment, willingness, and desire to make positive change to improve student learning. It occurs through collaboration, self-evaluation, professional growth, and lifelong learning.

Community-Building in the School
We believe community-building in the school involves students, parents, teachers, and staff working together through consistent communication to create a safe, loving, and nurturing environment.

Christian Service
We believe Christian service is a Gospel call to love and serve others and is demonstrated to others by our desire and action in helping others in their time of need.

Faith Formation
We believe faith formation is the ongoing responsibility of the family and the school. It is supported and nurtured by the religion curriculum as well as by participating in weekly liturgy, prayer, service, and preparation for the sacraments. Faith formation is woven into all areas of the curriculum.

PHILOSOPHY OF ST. HELEN SCHOOL

Rooted in the beliefs and traditions of the Catholic Church, St. Helen School, in conjunction with the parents of our students, strives to create a family spirit in a learning environment, which enables the students to grow in appreciation of life. St. Helen School strives to educate the whole person so that his/her individual life of faith will illuminate the knowledge, which the students gradually gain from the world. We endeavor to integrate religious truths and values as the core of the school program. We work to foster a spirit of inquiry and an acquisition of knowledge and understanding in all subjects accompanied by critical thinking and problem-solving skills.

ADMISSION POLICY

Non-Discrimination Policy
St. Helen School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered- programs.

St. Helen School will accept transfer students from Preschool through Eighth Grade. Students applying for acceptance as transfer students are required to present the most recent report card, and engage in an entrance assessment and interview with school administration. No transfer is finalized until all records are complete, received and approved by the Principal.

Admission Procedures
Enrollment in the school is renewed in late winter. Acceptance is contingent upon financial requirements being met, and evidence of acceptable effort and conduct in accord with school policies. The registration is confirmed through a nonrefundable registration/instructional fee per child.

Age Requirements

Preschool

St. Helen Preschool offers a Catholic tradition of academic excellence through a balanced curriculum that works to expand the minds, hearts, bodies, and spirit in a safe, family friendly environment. The curriculum provides experiences which help students grow in their relationship with God and his creation. Interest centers and activities promote social and motor skill development.

Four/Five Year Old Program

To enter preschool the child must be 4 years old by September 30th of the year of entrance. Classes are held Monday, Wednesday, and Friday in half day sessions. All children must be toilet trained before entering preschool.

Kindergarten

A child must be five years old on or before September 30 to be admitted to Kindergarten. It is preferred that a child has attended an accredited preschool for at least one year. Students entering the Kindergarten program are assessed for readiness through a screening.

Registration Requirements

Transcripts

Final report cards and student records are the property of St. Helen School. It is St. Helen School's policy that final report cards will not be issued, and student records will not be transferred to another school, until all financial accounts have been settled.

Transfers/Withdrawals

Once all financial accounts have been settled, parents withdrawing a student will be given a report card to present to the receiving school. A copy of the permanent record card and the health records will be sent directly to the receiving school upon receipt of a written request/release of the parents.

PARENT EXPECTATIONS

Parents are the primary educators of their children. Schools share in this ministry, but the involvement of parents is paramount and fundamental. Children's attitudes are formulated in the home at early stages and often reflect those of the parents. The example of parents is the single greatest factor in building children's religious, intellectual, moral, and cultural attitudes.
During the years of formal education of the children, parents support the school in the following ways:

1. By promoting religious development in their children's lives
2. By showing clear support to the school in word and action
3. By encouraging appropriate habits of self-discipline and conduct in children
4. By setting an atmosphere that promotes good study habits
5. By encouraging the children's development of interests and talents
6. By planning educational and cultural experiences for the family
7. By supporting the school in it's policies and expectations
8. Should parents change their place of residence, change their telephone numbers (home, cell, or work), email, or change their place of employment, they need to send this new information in writing to the school office and your child's teacher as soon as possible.

ACADEMICS

Curriculum

The curriculum at St. Helen School is based on the courses of study issued by the Diocese of Cleveland. The courses of study are in compliance with Ohio State Standards and the Ohio Revised Code. These courses of study are reviewed and updated at least once every five years. Copies of the courses of study are available in the school office upon specific request.

Religion

St. Helen School strives to provide students with an experience of living in a community of faith. The integration of Christian living throughout the entire school curriculum affords students the fullest and best opportunity to attain the knowledge and commitment to service of God and others, which is the goal of Catholic Education. The systematic religious instruction provided helps students grow and deepen their relationship with Christ through understanding, personal prayer, and liturgical worship.

Liturgical Participation

The student body has weekly opportunities to participate in the celebration of Eucharistic Liturgy. Weekly liturgy is celebrated on Fridays at 8:00 a.m. Each class has an opportunity to plan the celebration as well as participate more fully through reading, singing, processing or serving as altar servers.

Students are also provided with the opportunity to receive the Sacrament of Reconciliation during Advent and Lent. We encourage parents to take their children to this sacrament at other times throughout the year. Other liturgical celebrations are also held at various times

of the year. Parents are always welcome to attend school liturgies and prayer services. Non-Catholic students participate in religion lessons, prayer and liturgy to the extent that it is possible.

Sacramental Preparation
St. Helen School provides a program of religious instruction and of parental involvement in pre-sacramental programs before children share in the Sacraments of Reconciliation, Eucharist, and Confirmation.

Students in Grade 2 are prepared for the Sacraments of Reconciliation and Eucharist during their religion classes. Children are prepared for and receive the Sacrament of Reconciliation prior to instruction for and reception of Eucharist.
Students in Grade 8 are prepared for the Sacrament of Confirmation during religion classes.

Computer Education
All students in Grade K through 8 are scheduled at least once a week. Classrooms are provided with technology available for student use for remediation, enrichment, tutorial, drill and practice, problem solving and creative expression. Each student is issued an iPad (K-4) or a Chromebook (5-8) to use in the classroom. Every year acceptable use policy forms must be signed and returned to the school office.

Art, Physical Education, Music, Spanish, STEM
Art, Physical Education, Music, Spanish, and STEM classes are offered at least once a week to the students in Kindergarten through Grade 8. These classes are taught by licensed professionals and offer students an opportunity to grow in appreciation of other cultures and the fine arts.

Band
Students in Grades 4-8 may take private and group lessons in band instruments during the school day. Group lessons are one-half hour per week. Students who take lessons are expected to participate in the school band. Periodic performances are scheduled for parents and other students usually in December and the spring. The program is self-supporting financially, and a fee is required to cover the cost of instruction.

Classroom Library
St. Helen School has an abundance of books, and reference materials. Students are encouraged to select good literature and develop their background of leisure reading experiences. The teacher may arrange additional availability of resources for independent study and research.

Extra-curricular activities

CYO Sports
All CYO sports are sponsored by St. Helen Parish. All information and forms are available on the parish web site. A link to the parish website can be located on the school website.

Other Activities
St. Helen School sponsors activities based upon student interest and availability of moderators. Some activities offered are student leadership, Chess Club, D.A.R.E., Science Fair, and Power of the Pen. More activities will be added as interest arises.

School Staff
St. Helen School is staffed by a qualified staff of teachers and Sisters of Notre Dame. All are State certified and professionally competent. The staff includes Classroom Teachers (Preschool through Grade 8), Related Arts Teachers. They are supported by an Intervention Specialist, Counselor, Academic Tutor, Speech Language Pathologist, Nurse, Professional Aides, Secretary, and Custodial team all who share in the philosophy and objectives of the school.

Professional competency and growth are stimulated through staff retreats, monthly staff meetings, in-service workshops, conferences, professional reading, as well as supervision by the administration. The staff are committed to the philosophy and educational objectives of the Office of Catholic Education of the Cleveland Diocese and St. Helen School. They endeavor to make this spirit permeate their instruction of and interactions with the students, parents and each other.

Field Trips
Field Trips are educational learning experiences related to the curriculum of the grade level and followed by an evaluation. These trips enrich and extend the classroom learning. In some cases, fees may be charged to cover transportation, entrance fees and related expenses. Parents must sign a written permission form prior to each field trip excursion. A student will not be permitted to go on the field trip unless the signed parental permission is returned by the due date. Volunteer drivers must also sign a form. Where students on field trips travel by bus, students will be expected to follow the same rules of school bus conduct and school rules.
The Principal may exclude any students from field trips if it is determined that their participation would be detrimental to the group.

Homework Policies
Homework is designed to provide students with additional practice of basic skills and to provide opportunities for enrichment and extension of learning. A homework assignment may be one to enlarge the student's capacity for initiative and creativity. It also can be used to promote skill development and learning through research assignments. In this case, homework may extend over a period of days or weeks. One important aspect of homework is the objective of helping the student learn to study independently. Assignments that are given may not always entail writing. Many will require study or reading which require a

time of silence. Teachers determine the homework policy appropriate for the age and grade of their students. Parents are informed of the length and type of assignments in each class at the beginning of the year. Parents can aid their children with home assignments in the following ways:

1. Provide a quiet spot away from TV, music, cell phone, and other social situations
2. Check to see what has been accomplished during study time regarding completeness, neatness, and accuracy
3. Encourage your child
4. Do not do the assignment or project for the child, but be willing to listen and offer suggestions when requested
5. Listen to a child read or recite work
6. Question the teacher if your child uses the excuse of "no homework" too often or if the child seems unable to accomplish homework within a reasonable amount of time
7. Help your child recognize that studying for tests and quizzes is necessary preparation for school.
8. Help your child grow academically and develop strong study skills by helping them work toward independence

Homework for Excused Absences
If a student is absent and can manage some limited activity, parents may call in the morning (when giving the absentee report) and request work to be picked up after dismissal at the end of the school day. If a sibling is taking home another's homework, proper notification must still be given before the start of the school day. Otherwise, a student must see the teacher(s) upon returning to school to make up for missed class and homework.

Late Homework
A teacher's policy on late homework is done on an age appropriate system which is communicated to parents at the opening parent meeting. Please help your child view late penalties as an opportunity to learn and grow from the experience.

Student Records/Files

Permanency
Accuracy and complete individual, permanent, and cumulative records shall be maintained for each student enrolled at St. Helen School. These records will include students' attendance records, parent conference reports, report card, testing scores, and reports from professionals or other pertinent information which is relevant to the student's tenure at St. Helen School.

Availability of Review
It shall be the policy of the school to implement any and all requirements of the Family Educational Rights and Privacy Act (FERPA). Parents of any student who attends St. Helen

School has the right to inspect and review the educational records of their children. Access to educational records shall be made available to parents after a written request, within 45 days after the request has been made. All student records shall remain confidential.

Student Services

Intervention Specialist

When students are identified as needing special educational services, they are written an individual educational plan and work with the Intervention Specialist in the area of their disability.

Academic Tutor

Students who need additional support to supplement the teacher's classroom instruction, may work with the tutor on an as needed basis. The homeroom teacher works with the tutor in determining which skills are needed and which instructional method to use.

Speech Language Pathologist

During Kindergarten screening, students may be identified as needing the services of a speech and language pathologist. Once identified, an educational plan is written. Teachers may refer other students for speech and/or language remediation.

Nurse

The school nurse is responsible for these health areas:

1. keeping accurate and up to date student health records and emergency forms for teachers and students
2. dispensing prescription medications to those students who have a doctor's prescription as well as written permission from the parent
3. dispensing non-prescription medication to students who have written permission from the parent and doctor
4. providing first aid to minor injuries and documenting such
5. contacting emergency medical services when necessary and informing parent
6. contacting parents to inform them of any health problem or potential health problem (chicken pox, strep throat, lice, etc.)

ACADEMIC ASSESSMENT

Diocesan Grading Scale

The grading scale for **Preschool and Kindergarten** is developed according to developmental milestones and as determined by the classroom teachers in those grades.

Standards-Based Grading (Grades K-4)

Students **in grades K-4** will transition to a Standards-Based Grading system. Standards-Based Grading (SBG) is a set of teaching and reporting practices that communicate how a student is performing against a predetermined set of expectations. The purpose of the progress report is to give parents and students a clear picture of a child's academic progress and growth in relation to the Diocesan courses of study. Behaviors such as effort, attendance, participation, timeliness, cooperation, and attitude are removed so that the clearest picture of just student achievement can be shared.

<u>Principles of Standard-Based Grading:</u>

The primary purpose of grade cards is to communicate to the student and parent what a student knows and is able to do based on the Diocesan Course of Study.

- The primary purpose of assessment and evaluation is to improve student learning.
- Grades should be accurate, meaningful, consistent, and supportive of learning.
- Grading and reporting are systems to support student learning at high levels.
- Grading must include enough information so teachers and parents can provide the appropriate amount of support for the student.
- The most accurate reporting systems are those that separate academic achievement from behavior reporting.
- Students deserve multiple opportunities to demonstrate what they know and can do after learning.
- Good reporting is based on good evidence from a variety of sources.
- Learning is a process and where students finish is more important than where students start or how long it takes them to get there.

Traditional Grading Scale (Grades 5-8)

The grading scale used for **fourth through eighth grades** at St. Helen School is as follows:
O=Outstanding
S=Satisfactory
N=Needs Improvement
U=Unsatisfactory
This code may be expanded through the use of plus (+) and minus (-).

A = Superior (100-93%) Consistently does superior work in accomplishing goals, objectives and requirements; thoroughness in daily work and related assignments;

demonstrates ability to work independently and cooperatively. Consistently high test grades.

A+	100-98
A	97-95
A-	94-93

B = Above Average (92-85%) Usually does above average work in accomplishing goals, objectives, and requirements; good knowledge and use of skills in subject matter; thoroughness in daily work and related assignments; demonstrates ability to work independently and cooperatively; above average test grades.

B+	92-90
B	89-87
B-	86-85

C = Average (84-77%) Usually does average work in accomplishing goals, objectives, and requirements; adequate knowledge and use of skills in subject matter; completes daily work and related assignments; demonstrates ability to work independently and cooperatively; average test grades.

C+	84-82
C	81-79
C-	78-77

D = Below Average (76-70%) Usually does below average work in accomplishing goals, objectives, and requirements; insufficient knowledge and use of skills in subject matter; limited effort in daily work and related assignments; demonstrates limited ability to work independently and cooperatively; low average test grades.

D+	76-75
D	74-72
D-	71-70

F = Failing (69-0%) Usually does unsatisfactory work in accomplishing goals, objectives, and requirements; daily and related work below standard; limited ability to work independently and cooperatively; unsatisfactory test grades.

Academic Honors: Awarded *to grades 5 through 8.*
Students who achieve the following grades, in core subjects, are entitled to be listed on the St. Helen School Honor Roll:

1st Honors	All A's
2nd Honors	More A's than B's. (no C's)
3rd Honors	All B's or More B's than A's (no C's)

Recognition: Academic recognition is intended to be motivational. It is not included in the permanent academic record. Parents are reminded to keep these honors in perspective and to recognize their children's best efforts.

Student Achievement
Student achievement is monitored on the basis of objectives stated in the Graded Course of Study and incorporated into the teacher's plan for daily instruction. Areas considered in the evaluation of students' progress include

1. Teacher observation of student responses
2. Directed activities
3. Quizzes and tests
4. Student participation in discussions
5. Experiments
6. Projects
7. Oral and written reports
8. Home and class assignments and written work
9. Cooperation in class
10. Formal and informal assessments

Parent Conferences
During the school year, one mandatory parent conference is during the first semester. An optional conference can be scheduled during the second semester. These conference days promote a greater understanding of the needs and growth patterns of the student, and strengthen home-school communication. If additional conference time is desired or needed, appointments may be made with the teacher for a mutually convenient time. The first scheduled Parent Conference held in the first semester is mandatory for all parents. The second and optional conference is in the Spring and may be requested by any of the student's teachers or by the parents with any member of the faculty.

Report Cards
Report cards provide parents with tangible evidence of student growth and development, and they can provide a basis for mutual understanding and helpfulness between home and school. Report cards are issued quarterly, being distributed a week after the quarter's end. Report cards must be signed by a parent and returned to the school within a week after its receipt. Student grades may be seen by the parents on FACTS. A family account information for FACTS is distributed at the beginning of the school year.

Academic Awards
Students may receive First, Second or Third honors according to the Diocesan Grading scale. Students in Fifth through Eighth Grade are eligible for honors at the end of each quarter. The Principal’s Award is established for those students who have achieved honors all four quarters of the school year.

Non-Academic Awards
Awards may be given for some subjects at the discretion of the teacher. In the primary grades an effort award is given to those who have displayed outstanding effort throughout the year. The service award is given to students who go over and above what is expected in giving service to their classmates and school community.

Promotion, Retention, Acceleration Policies
Promotion and retention decisions will be determined on an individual basis. Each student is expected to achieve reasonable academic growth. A student is promoted when, in the judgment of the school administration, the student satisfactorily completes the respective grade level work.

For some students it may be deemed advisable for a grade to be repeated. If a student is being considered for retention, the parents will be notified prior to any final decision being made. By the end of the first semester, parents are made aware of continuing educational problems that may indicate the possibility of a student not successfully completing the requirements of the grade level. Retention may be considered for the following reasons:

1. Failure in three or more major subjects, i.e., Reading, Mathematics, English, Science, and Social Studies.
2. Failure to master fundamental skills of reading in the primary grades;
3. Other reasons determined by the school administration that would be in the best interests of the student.
4. Such reasons may include but are not limited to social immaturity and excessive absence.

Consistent with the Ohio Revised Code, the right to assign students to any particular grade level rests with the Principal. The right to retain a student at a certain level is dependent on the school's judgment. If the Principal allows placement due to parental request, the Principal will require that the parents request the placement in writing. In such a case, the movement to the next grade is regarded as a transfer and not a promotion, and that fact will be indicated in the student report card and records. Joint decisions for retention by the school and parents will be accepted in writing.

Academic Probation
Students will be placed on Academic Probation when they receive two failing grades, three or more D's, or any combination of these grades. A student receiving such grades is placed on Academic Probation for one full quarter. During this quarter, it will be the student's responsibility to monitor his/her progress in those subject areas where grades were below average. If, at the end of the quarter, the student has improved and no longer has two failing grades or three subject areas below average, he/she will automatically be removed from Academic Probation.
Academic Probation is a serious matter. Failure to improve a grade could possibly lead to a failure that must be made up in summer school. Students who continually fail to show improvement or increased effort may be asked to transfer from St. Helen School.

Summer School
Students failing a major subject must attend summer school in order to be promoted to the next grade. Summer school courses are usually offered by the students' local public school district.

Standardized Testing

Grades K-8	MAP Assessments	Fall, Winter, Spring
Grades 5, 8	ACRE Religion Test	Spring
Grade 8	Ohio State Test for Algebra	Spring
Grade 8	Ohio State Test for ELA	Spring

ATTENDANCE

Absenteeism

All children between the ages of five and eighteen are required to attend school regularly by State Law. It is a serious obligation for parents to have their children attend school regularly and on time.

According to State Law, students may be lawfully absent from school for the following reasons:

1. Personal illness
2. Critical illness in the family (confirmed by doctor's statement)
3. Death of parent, guardian, grandparent of other close relative
4. Quarantine at home
5. Observance of religious holidays
6. Discretion of Principal

Family emergency situations must be discussed with and approved by the Principal. Teachers shall keep careful, daily checks of all students' absences. Parents/guardians must notify the school regarding a student's absence by calling the school office before 8:00 a.m. each morning of the student's absence. If the parents fail to call, school personnel will confirm the student's absence by calling the parents/guardian. After an absence, a written excuse signed by the parent stating the dates of absence and the reason for the absence must be presented to the school office on the day the student returns to school. Absence occurs when a student is missing from school for a whole day or for a portion of the day.

Showing up for school has a huge impact on a student's academic success. Families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school.

Sometimes absences are unavoidable, however, when students miss too much school, regardless of the reason, it can cause them to fall behind academically. Children are less likely to succeed if they are chronically absent.

If your child(ren) misses more than 10 days of school, you will receive a letter from the Principal. At 15 days absent, a meeting will be held to discuss the situation.

The Principal will contact the attendance department of local public schools concerning cases of truancy or illegal detention. The Principal also shall follow the regulations of the health department concerning the readmission of pupils who have had a communicable disease.

Students are responsible for material missed due to absence. Teachers are not expected to provide work for students prior to absences, excused or otherwise.

Tardiness
Punctuality is essential for school progress and achievement. Tardiness is disruptive to the classroom and to the students educational plan. A student is tardy if he/she is not present in the school by 7:45 am. Late arrival of a bus is an exception. Any tardy student is to enter the school only through the atrium doors by the school office. Students who are tardy report directly to the school office to check in. Tardiness will be recorded and reported on the quarterly report cards as well as the permanent records. The school views excessive tardiness as a serious matter.

Prolonged Illness
The school shall be notified immediately in the case of prolonged illness. Parents are to provide to the school/teacher a note from the doctor advising the approximate amount of time the student will be absent and what type of activity the student is permitted to do. It is required that under such circumstances the parents contact the teachers twice weekly to receive/return work for the student.

Truancy and Notice
Ohio law (H.B. 410) categorizes all students with excessive absences as "habitually truant." Students are considered habitually truant when the student is absent for at least:

30 consecutive hours without a legitimate excuse (formerly 5 days);
42 hours in one month without a legitimate excuse (formerly 7 days)
72 hours in one school year without a legitimate excuse (formerly 12 days)
38 hours in one month regardless of excuse or
65 hours in one school year regardless of excuse.

St. Helen School must calculate absences by hours, rather than days, in conformance with the new definition of habitual truancy. The school must send written notification to the parent or legal custodian of any student who is absent, with or without legitimate excuse, for 38 hours in a month or for 65 hours in a year. The notice must be sent within seven school days of the absence that triggers the habitual truancy designation.

Early Release of Students
Students may not leave the school grounds during the school day without the written permission of the parents and the approval of the Principal. Appointments (medical, dental, and other) which require absence from the school are discouraged and may be marked against the student's attendance record. Such appointments should be made after school when possible. Students are to be picked up at the school office for all appointments. Their parents will sign them out indicating the reason for the early release and who is assuming responsibility for the student.

In case of illness or accident, and if the student needs to be sent home, the parents or guardians will be notified and come to the school to take the student. If the parents cannot come, they may designate an authorized person to pick up the student in the school office. St. Helen School keeps emergency information on which parents are to indicate the names of persons to contact should it be impossible for the school to reach the parents or guardians. No student will be sent home unless it is certain that there is a responsible

person at home to take care of him/her.

No student is allowed to leave school grounds during the school day without the permission of his/her parents and the approval of the Principal.

1. In the case of family difficulties (lawsuits, divorce, etc.) the student may be released only to the parent who is the legal guardian.
2. The Principal shall determine the validity of the claim made by any other person requesting the release of a student.
3. Students will not be excused from school to go with a stranger, nor may they be excused by an unidentified, unverifiable telephone message.
4. Students are not released from school to be interviewed by police or detectives unless the parents grant permission.
5. No student will be interviewed by the police at the school without the Principal or some staff member being present.
6. No student may leave the school building to go on errands for the staff or for personal reasons.

Vacations During the School Year

Family vacations should not be scheduled during school time. Prolonged absence interferes greatly with the academic program of the student. Teachers will not be required to assign work to be done while on vacation nor will they be required to prepare make-up work. Students are responsible for all material presented during their absence. Missed work is to be completed within a designated period of time determined by each teacher. Work that is not made up within the stipulated time will not be given credit. No school personnel may excuse a child for vacation; the responsibility for such a decision is with the parent.

STUDENT CODE OF CONDUCT

Teachers of Kindergarten through Grade 8 cooperatively develop Student Behavior Plans for their respective grade levels. This handbook contains some examples of behavior infractions which will warrant disciplinary measures. Parents must also sign and return the Handbook notification at the end of the Parent/Student Handbook, signifying their understanding of and support for the policies contained herein.

Parents will be kept informed of their children's cooperation and matters of behavior. This information may be conveyed through phone calls, conduct infractions, notes to parents, special conferences, mid-quarter reports, and report cards. Parents are urged to support the school's efforts through consistency in the home. Unless the students know that parents and teachers are working together in matters of behavior, there is little that can be accomplished.

St. Helen School is called to be a community based on the shared acceptance of the message and challenge of the Gospel. We believe that all choices involve consequences and reserve

the right to discipline students for conduct inside or outside the school detrimental to the reputation of St. Helen School. The following disciplinary measures may be used as a means to and method of maintaining a Christian atmosphere as well as a positive learning environment:

Personal interview/intervention with a student: Students will be asked to reconsider their actions, to search for alternative ways of handling problems, to make proper amends as is necessary, and to observe the proper code of conduct. This typically is the first step in assisting a student. The general procedure may include:

1. Verbal warning
2. Time out
3. Referral to teacher/principal/appropriate personnel
4. Issuing a discipline referral (conduct infraction) form to be (E-)signed by parents and returned to school where it is kept on file for the year.
5. Loss of privileges: Inappropriate behavior may result in being excluded from assemblies, field trips, and other school related activities. Loss of privileges may also include *temporary* removal from a class or play area to a supervised location.
6. Conferences with parents: Students who repeatedly disregard rules will attend a conference with the teacher and /or appropriate personnel with parents.
7. Detention: When students are kept after school, parents are informed at least one day prior to the detention.
8. Making restitution: Students who destroy property, mar or deface property, classrooms, lunchroom, lavatories, etc., will be required to clean, fix, repair, or replace damaged items.
9. Probation: When reasonable measures have been taken to correct a problem and no significant improvement is noted, a student may be placed on probation by the Principal. The terms of the probation will be stated in writing. Students who do not comply with the terms of probation may be asked to leave the school at the conclusion of the probationary period or before that time if the seriousness of the situation warrants such action.
10. Suspension: Suspension of a student is a serious remedy. The Principal may suspend a student after providing the parents with a formal written notice. In-school suspensions may be given whereby the student works in school (principal's office or other isolated room with supervision) but is excluded from any interaction with other students or school personnel. Suspension excludes the student from school altogether. Suspension may last from one day or two weeks. The student on suspension, not the teacher, is responsible for work missed. Any major tests missed during a suspension must be made up at discretion of the teacher.

Students may be suspended for the following:

1. Using vulgar and obscene language or actions
2. Defying a reasonable directive by a teacher or other authority
3. Interfering with a teacher's conducting a lesson
4. Physical violence or excessive verbal abuse toward another student, teacher, or another person on school premises
5. Threatening violence on any person or oneself
6. Theft of money or other items
7. Leaving the school grounds at any time during school hours without permission
8. Deliberate destruction or defacing of school property or another person's possessions
9. Possession, distribution, or use of alcohol, drugs, cigarettes, or weapons of any kind on the school property or school bus
10. Possession and/or distribution of pornographic materials.

Other situations may also result in suspension. Some of the above mentioned offenses may also warrant the contacting of police, and/or referral to Children's Services, notification of the Pupil Personnel Office of the local public school (truancy), immediate suspension, and/or mandatory conference with parents before the student may return to school. Intervention by trained professionals may be required as a condition for the student to remain at St. Helen School. Lack of cooperation on the part of either the student or the parents in this matter may result in the student's expulsion.

Expulsion

In cases of extreme offense, a student may be removed from school. The Principal makes this decision after consultation with the Pastor of St. Helen Church. The Principal will issue a written warning and notification to parents, hold a conference, and make the final decision.

The education of each child is a partnership between parents and St. Helen School. If, in the opinion of the administration, the partnership is irretrievably broken, St. Helen School reserves the right to require the parents to withdraw their child.

Playground Regulations

For the safety of all the children, parents are asked to assist by instructing their children to obey the following playground regulations:

1. Play in the area assigned
2. Show consideration and respect for others at all times
3. Speak with respect to and of others at all times
4. Avoid any type of play that tears or ruins clothes

DRESS CODE AND UNIFORM POLICY

St. Helen School believes the purpose of the uniform is to provide a means of identification and belonging to St. Helen School. It is also a way to provide for a neat and orderly appearance appropriate to the school and learning atmosphere.
Students in Kindergarten through Grade 8 shall adhere to the uniform policies. Uniforms also assist in avoiding competition in dress and control clothing costs for families. We believe there is a direct relationship between being well-groomed and properly dressed and having productive work habits for school. Clothing can have a bearing on students' external conduct as well as on their internal attitude. The school and parents support the dress code in a spirit of mutual cooperation. It is the right and duty of the parents to make sure the students are dressed according to code, and it is the right and duty of the administration, faculty, and staff to further support that by monitoring the dress code through the school hours.
To eliminate confusion and ensure high standards of dress, the uniform is to be purchased through Schoolbelles Uniform Company in Cleveland and NuThreadz in Chardon.

GIRLS IN GRADES K-8

Jumper K-8:	Hunter green and red plaid; 3 styles
Skirts K-8:	Pleated skirt, or skorts (khaki) with matching sweater vest or hunter green knit school monogrammed shirt with ribbed bottom All must be modest length (2 in. above knee- no shorter).
Slacks K-8:	Khaki- Schoolbelles specifications in style and color
Walking Shorts K-8:	Khaki twill (same specifications as Schoolbelles) in warmer months (August, September, and May. Both to be worn with blouse or hunter green monogrammed ribbed bottom knit shirt
Blouse K-4:	White (long or short-sleeved) Blouses are to be plain, with Peter Plan or tailored collars Hunter green knit school monogrammed shirt with ribbed bottom; solid white turtlenecks may be worn in the winter. Blouses and turtlenecks are worn tucked in fully.
Blouse 4-8:	White (long or short-sleeved with knit sweater vest only) Blouses are to be plain tailored or oxford style Blouses are to be buttoned up to the second button from the top Hunter green knit school monogrammed shirt with ribbed bottom; solid white turtlenecks may be worn under sweater vest or

	sweatshirts in colder months (October-April). Blouses and turtlenecks are worn tucked in fully.
Vests 4-8:	Sleeveless v-neck pullover sweater vests (Hunter Green) with St. Helen monogram must be worn with blouses.
Socks K-8:	White, hunter green, or black (solid colors only) Anklets (socks must cover ankles), knee high or solid colored tights
Sweaters K-8:	Solid navy blue, white or hunter green Cardigans or pullovers; no hoods, warm-ups, decorations, or oversized styles. St. Helen School green crewneck sweatshirts (monogram style or hornet logo) may be worn with the uniform. Other sweatshirts are not permitted with the uniform. St. Helen School green or gray quarter zip (monogram style or hornet logo) may be worn with the uniform. Students wearing the crewneck sweatshirt or quarter zip must wear their school polo or white button down shirt underneath.
Belt 4-8:	Brown or black belt must be worn with pants or shorts with belt loops.

BOYS IN GRADES K-8

Pants K-8:	Khaki dress pants (same specifications as Schoolbelles regarding color, style, and fit) No cargo pants, no contrasting stitching, or rivets/embellishments No oversized pants. Pants must be worn at the waist and fit.
Walking Shorts K-8:	Khaki twill (same specifications as Schoolbelles) (no cargo shorts) in warmer months (August, September, and May). Both to be worn with hunter green monogrammed shirt.
Shirts K-8:	Plain white dress shirt long or short sleeved or hunter green, long or short sleeved Knit sport shirts (2-3 buttons, pointed collar), hunter green, long or short sleeved (This must be from Schoolbelles or another St. Helen approved vendor). Plain white short-sleeved tee shirts must be worn under shirts. White turtlenecks may be worn in colder months. Shirts and turtlenecks must be worn tucked in fully.
Sweaters K-8:	Solid navy blue or hunter green Cardigans or pullovers; no hoods, warm-ups, decorations, or oversized styles.

	St. Helen School green crewneck sweatshirts (monogram style or hornet logo) may be worn with the uniform. Other sweatshirts are not permitted with the uniform. St. Helen School green or gray quarter zip (monogram style or hornet logo) may be worn with the uniform. Students wearing the crewneck sweatshirt or quarter zip must wear their school polo or white button down shirt underneath.
Belt 4-8:	Brown or black belts must be worn with pants or shorts with belt loops.

PHYSICAL EDUCATION UNIFORM, BOYS AND GIRLS IN GRADES K-8

T-Shirts	Gray St. Helen t-shirts with hunter green logo Shorts Hunter green or black (knit or jersey) Solid color
Sweatpants	Optional for winter months. Must be gray, green or black. Solid color only.
Shoes	A pair of quality, athletic, non-marking gym shoes for indoor use only. Must be fully laced and tied.
Jewelry	All jewelry (including post earrings and watches) must be removed for class participation. These items should remain in the classroom.
Students wearing their gym clothes to or from school, must wear sweatpants or athletic pants during the winter months. If a student is unable to participate in a physical education class due to medical reasons, a note from the student's physician must be presented on that day stating the reason. Students in grades K-4 can wear PE clothing to school and do not have to change into dress uniforms. Students in grades 5-8 must bring their dress uniform to change into after PE class.	

DRESS CODE FOR ALL STUDENTS, GRADES K THROUGH 8

Belts	Students in grades 4-8 must wear a black or brown belt with pants or shorts with belt loops.
Shoes	All students must wear appropriate school shoes. Dress shoes or athletic shoes are permitted. Shoes with laces or buckles and solid loafer style shoes are appropriate. Shoes must have closed heels and

	closed toes and provide good support for feet. Moccasins, clogs, boots or boot lookalikes, “crocs,” slippers, plastic shoes, platforms, fashion shoes, shoes with deeply ridged soles, or sandals are not appropriate school shoes.
Socks	Socks must be solid white, black, or hunter green ankle socks (cover the ankle). Girls may wear knee socks or tights in the same solid colors.
Jewelry & Make-Up	Students may not wear make-up. Wristwatches are permitted. No smartwatches. Girls with pierced ears may wear only small post earrings, (but not during Physical Education class.) Dangling earrings of any kind are not permitted for safety reasons.
Hair Styles	Hair is to be clean, well-groomed, and styled appropriately. Hairstyles that are distracting are to be avoided and will be handled on an individual basis. Boys' hair must be kept at or above the shirt collar. Hair must remain its natural color. Artificially colored, highlighted, bleached, lowlighted, ombré, two-tone, or multi-colored hair is not permitted. Judgment as to the appropriateness of hair styles is made solely at the Principal’s discretion.
Nails	Nails are to be clean, neatly maintained, and kept in a natural appearance. Clear nail polish is permitted. Colored nail polish, gel polish, acrylic nails, dip powder, artificial nails, nail wraps, decorative nail art, or any other cosmetic nail enhancements are not permitted. Judgment as to the appropriateness of nail appearance rests solely at the Principal’s discretion.
Shirts	Sweaters and colored tee shirts or printed tee shirts are not permitted to be worn under blouses or shirts. Blouses and shirts are worn tucked into slacks, shorts, or skirts. Slacks are to be worn at waist level and must be fitted. Oversized pants and shirts/blouses may not be worn.
Sweaters and Hoodies	Sweaters must comply with the guidance above to be worn during school hours. Hoodies are not permitted during normal school hours. Hoodies may be worn during dress down days.
Dress Up Days	Occasionally students are given days to dress up. On these days high-heeled shoes, jeans of any kind, play clothes or dress down attire may not be worn. Dress up clothing must still observe the jewelry, nail, and make-up policies as well as observing the “modest length” policy of no shorter than 2 inches above the knee. Clothing should be appropriate for a Catholic elementary school. No sandals or open toe shoes.

Dress Down Days	Dress Down Days are announced throughout the school year. Students may also dress down on their birthday. Clothing must be modest, appropriate for a Catholic school environment, and in good taste. Clothing with inappropriate language, images, or messages is not permitted. Tank tops, net or mesh tops, bare midriffs, spandex or excessively tight pants or leggings worn as pants, oversized or excessively baggy clothing, and clothing with rips or holes are not permitted. Sandals, flip-flops, open-toed shoes, and open-heeled shoes are not permitted. Students who are not dressed appropriately may be required to change into appropriate clothing before returning to class. Judgment as to the appropriateness of dress rests solely with the Principal.
Cold Weather	During the cold weather, hats that cover the ears, gloves and boots are to be worn. Boots must be worn on snowy days. Students should be prepared for outdoor recess during the winter months.

GENERAL SCHOOL INFORMATION

Supply Drop Off

The supply drop off date is scheduled prior to the opening of the school year. Students and their families may visit their classrooms, and meet their teachers. The format for this afternoon may vary from year to year. Details are included in the introductory letter sent to each family in August.

Meetings for parents are held at the beginning of the school year. During them, teachers explain the curriculum, class procedures and policies, expectations and other concerns particular to the grade level. Attendance at this parents meeting is expected for at least one parent from each family.

Arrival/Dismissal Procedures

Traffic Pattern

Morning

Buses drop students off at designated doors leading into the building. All car riders are to be dropped off in the east parking lot. Students are to walk down the steps to the main entrance of the school. Do not drop children off in front of the main entrance right on Route 87. Do not park in this area. Please do not drop off your child before 7:15 a.m. If it is necessary to come into the office, park your car in the east lot and then walk with your children to the school office.

Please do not go directly to the classroom with your children in the morning. All messages and appointments with teachers should be arranged for after school hours. Some exceptions may be made with the permission of the individual teacher and/or Principal.

Dismissal

Buses have designated pick-up areas that are monitored by staff members. Children who are car riders meet their parents in the east parking lot. Parents are not to go to the classroom to pick up their children. No children may be picked up at any other areas on the school grounds. Any children not picked up at this time will be sent to the Aftercare classroom. Promoting safety and avoiding accidents is a joint school and home responsibility. All school doors are locked from 7:45 am until 2:30 pm.

During School Hours

Because the parking lot is used by the students during recess, it is closed to all traffic during school hours. Please observe all parking lot signs and do not drive into areas partitioned off by the orange playground cones. If you are coming into the school to volunteer or to attend a meeting, please park in the North parking lot, enter the school through the main school entrance/atrium and sign in at the office. We want to assure the safety of our entire community.

BUS TRANSPORTATION

All rules given are local amplifications of regulations established by the State Department of Education with the advice and consent of the Director of Highway Safety under the authorization of Section 4511.76(a) of the Ohio Revised Code:

1. No student may ride a bus, which is not from the school district of residence. Students are to ride only the regularly assigned bus or vehicle and are to unload at the regular stop. If a student is to go home with a friend, a parent should provide transportation on this occasion. Written permission will be required by a parent in order for a student to travel by any other than their assigned route.
2. Students should load and unload the bus at the designated stop in an orderly manner.
3. Once aboard the bus, students are to remain seated.
4. Students are to obey and cooperate with the bus driver at all times.
5. Noise on the bus or vehicle is to be kept to a minimum. The same behavior is expected on the school vehicles as in the classroom. Students may talk quietly as the driver permits.
6. Students are required to be absolutely quiet at places of danger as specified by the driver.
7. Cyber-bullying, friendly fighting, pushing, teasing, and scuffling, lighting matches, and similar activities are not permitted.
8. Littering is not permitted on the school bus.
9. Throwing of objects on the bus or out of the window of the bus is not permitted.
10. No glass, knives, sharp objects, or animals are permitted on the bus. Seeing Eye dogs will be considered an exception. Large objects, projects etc., should be brought to school by a parent.
11. If waiting at another school to transfer buses, St. Helen School students are expected to be courteous, respectful and obedient at all times.
12. While waiting for the bus, students may not trespass on nearby property.
13. Students are to cross the street at least ten feet in front of the bus and at the signal of the driver.
14. After leaving the bus, students are to go directly to their homes.

Students must cooperate with the bus driver at all times. Failure to do so may warrant a student being deprived of bus transportation for a period of time or incur other disciplinary measures. St. Helen School supports any necessary disciplinary action taken in accord with specific district procedures in cases where a student's conduct, in the judgment of the driver, transportation director and/or school administration, is detrimental to the safety of himself or others on the bus.

Birthday Celebrations
Students who wish to celebrate their birthdays in school are welcome to do so, so long as the teacher has been given advanced notice. Healthy snacks or treats are encouraged. Consideration must be given to students who have allergies, especially to nuts. Classrooms are designated "Nut Free". Non-food treats such as stickers or bookmarks are most welcome.

Home School Communications/Emergency Closings
In severe weather, please listen to the local radio or television stations for school closing announcements. Parents are encouraged to sign up for weather alerts from television stations about school closings. Parents should listen and watch for St. Helen School specifically. Information regarding school closing will be broadcast through local television channels, as well as through email and text from St. Helen School.

In the event that a particular school district is closed and/or does not provide busing to St. Helen School, parents must make their own decision about bringing students to school. However, parents should make certain that there is school before leaving home.

Weekly Newsletter
The School Newsletter contains messages from the school, Parent Teacher Organization, Athletic Boosters, and other information are sent by email on Thursdays. On Thursdays, students will bring home a folder with hard copy information. These are given to the youngest and/or only child in the family, although on some occasions each student may receive them. Students are given folders for the purpose of carrying papers home. Parents are responsible for information and for checking book bags so that each family receives this important information.

Messages to Students
In an emergency, messages may be given to students through the school office. Parents are not to call students from the classroom nor interrupt the teacher during school hours. Please limit the messages you wish to deliver to emergencies and unanticipated changes in the dismissal procedures only.

Office Hours and Telephone Calls
The school office can be contacted at 440-564-7125 from 7:15 am until 3:00 pm on regular school days. Teachers ordinarily are available after school until 3:00 pm and can be reached by phone or by email. If a teacher is not available, the message will be taken and the call returned. If parents wish to confer with the teacher at length, an appointment

should be made with the respective teacher. During the teaching day, unless it is the case of an emergency, teachers will not accept phone calls. The office staff will take messages for teachers and students from parents/guardians. The office may not give out home or cell phone numbers of teachers, other personnel, or students.

Please limit the messages you wish to deliver to your children to emergencies and unanticipated changes in dismissal procedures only. Students may not use the phone to call for homework, assignments, projects, physical education clothing, lunches, musical instruments, permission slips or other materials. If students forget these items, do not bring them to the school, and do not fax homework or such items. Classes will not be interrupted to deliver forgotten items to students. Accepting the consequences of such possible forgetfulness is an important part of the educational process and can be a powerful learning experience. Students may ask permission from the office staff to make calls only for approved reasons.

Confidentiality
Teachers and staff are to maintain conversations concerning students to be held in confidence.

Contacting Teachers
Parents who wish to have a conversation with their child's teacher should make an appointment and not go to the classroom before school or during the school day.
Please be mindful and supportive of our teachers who work tirelessly to create meaningful and engaging lessons, to grade and assess students regularly, and who need to maintain their personal lives as well. Teachers have 24 hours to reply to messages and/or calls. If a teacher hasn't responded within 24 hours, please contact the Principal for assistance.

Aftercare
St. Helen School provides an after school program for our students that is safe, convenient and affordable. The program includes snack and homework time, supervised playtime, arts & crafts, and outside activities (weather permitting). The one-time registration fee enables us to make these purchases. After your child is registered, there is an hourly fee for the days your child attends. Please notify the director if your child has any food allergies. The Aftercare Program is held in the Kindergarten Classroom from 2:30 to 5:30pm.

Lost and Found
A container for lost items is located in the hall outside the gym. At the end of each quarter, the left over items will be cleaned and donated to a charity. Items that are specifically school uniforms are washed and donated to the used uniform sale.

School Lunch Program
We monitor our own food service program. Our Cafeteria Manager plans and prepares meals each day for our students and staff in accordance with all state guidelines. Cafeteria Manager publishes a monthly calendar with a variety of options. Parents can order and pay for lunches through FACTS.

HEALTH AND MEDICAL

The purpose of the school health program is to protect and assist in maintaining the health of the students. The nurse coordinator conducts examinations in the areas of vision, hearing, and posture. In the event a student becomes ill or has an accident, he or she will be sent to the school clinic where the nurse volunteer will administer first aid. Parents will be notified if the accident or illness is serious enough to warrant such notification. This care is not intended to be a substitute for total medical care. State law prohibits nurses from practicing medicine, which includes making medical diagnoses of illnesses and injuries, and prescribing medication. This is your physician's responsibility. The school nurse is a liaison between educational and medical personnel. It is essential that parents keep the nurse informed of their children's medical conditions.

If a student is suspected of having a contagious disease, the guidelines of the Geauga Health Department will be followed. When students have been exposed to a communicable disease at school, a notice will be sent home. To help control the spread of contagious illnesses, parents are asked to keep children home if they appear to be ill. Symptoms such as a persistent cough, sore throat, runny nose, swollen glands, red eyes vomiting, diarrhea, fever and unexplained rashes are some good reasons for keeping children home and taking them to a physician for a medical diagnosis.

Please report any communicable illness to the school. Illness such as chicken pox, measles, mumps, strep throat, conjunctivitis (pink eye), impetigo, scabies, etc., need to be reported and diagnosed in writing by a physician. Please do not send your children back to school until they are symptom free for twenty-four hours.

If children are too sick to go out for recess or noon play, they are too sick to attend school. Please do not send notes to the school requesting children to stay in for these activities. Reasonable exceptions to this would include children with severe asthma or broken bones.

Pediculosis (Head Lice)

The main symptom of head lice is unusual or repeated scratching around the back of the neck and ears. The best way to confirm a case of lice is to look for nits. Close examination of the scalp especially at the back of the neck and above the ears may reveal small, grayish-white eggs. These nits can sometimes be mistaken for dandruff, but they cannot be brushed easily away.

Parents need to contact the school if they suspect a problem. Precautionary measures include examining students' hair on a weekly basis, and reminding students to avoid sharing combs, brushes, hats, scarves, hair clips, and coats.

Once a case of head lice is reported, all the students in the class and all siblings will be checked by the school nurse. Students who have head lice are excluded from school until proper treatment is received. Treatment may include shampooing with special lice shampoo and the removal of all nits from the hair using a fine toothed comb made for this purpose. Students may not return to school until all the nits have been removed.

Administration of Medication
State Law requires that no drug, including any over the counter medications (such as Tylenol, antacids, and cough medicines) be taken at school without written permission from the physician and parent. The specific medication forms must be obtained from the school office/clinic and filled out by the physician and parent prior to bringing medication to school. These forms are kept on file in the school clinic. These requirements must be adhered to for each illness and for any change in prescription. These forms are required and must be updated each and every school year. The only exception is asthma inhalers, which may be carried and used by the student, with the form signed by the physician.

Medication must be in a prescription bottle or original container with the student's name, name of the medication, dosage, when administered, etc. The expiration date of the request and a listing of possible side effects should be filled out on the form supplied. The parents will bring the container to the school office or clinic before school starts. At the appropriate time, the student will return to the clinic and will be observed taking the medication. St. Helen School will not administer aspirin to children. Absolutely no medication may be kept on the person of the student nor stored in the classroom.

It is the parents' responsibility to notify the school of any change in the taking of medication. Medications are kept in the school clinic and are administered only by school clinic personnel or administrators who then administer, record, and store the medication. Please request the Medication Permission Form from the school office or clinic if needed. These forms are kept on file until the end of the current school year. The school nurse will keep a Medication Record and maintain it on file until the end of the current school year.

Epi Pens
In accordance with ORC 3313.718/3313.141 a completed form must be provided by the parent to the school nurse before the student may possess and use an epinephrine auto injector to treat anaphylaxis in school. This form is available from the school nurse.

Inhalers
In accordance with ORC 3313.718/3313.141 a completed form must be provided by the parent to the school nurse before the student may possess and use an asthma inhaler in school to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms. This form is available from the school nurse.

<u>Emergency Medical Authorization</u>
Prescription Medication
Prescription medication may be administered by medically untrained school personnel or the school nurse if the doctor’s written permission is in the clinic and the medication is in the original prescription package. This form is available from the school nurse and on the St. Helen website.

Non-Prescription Medication
Non-Prescription medication may be administered by medically untrained school personnel or the school nurse if the parent's written permission is in the clinic and the medication is in the original package. This form is available from the school nurse and on the St. Helen website.

Food Allergies
Parents must present a medical alert action plan to the school nurse for any allergies to food or any other type of allergies. These may be shared with teachers and staff.

Immunizations
Records of students' immunizations are kept on file as part of the students' health files.
Ohio
State Law requires that any child who does not meet minimum requirements cannot be admitted to school. Documentation of this fact must be provided. The required vaccines for students include:

- ✓ Four(4) immunizations against DTP (Diphtheria, Tetanus, Whooping Cough.) If received before the 4th birthday, a fifth dose is required.
- ✓ Three (3) immunizations against Polio. If a third dose was received before 4th birthday, a fourth dose is required.
- ✓ The rules for the new Hepatitis B school law require that all kindergarten students show evidence of having received three doses of Hepatitis B vaccine; the second dose must be given at least one month (28 days) after the first, and the last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
- ✓ Two (2) Measles (Rubeola) vaccine; first dose must be received after the first birthday and the second dose at least twenty-eight days later.
- ✓ Two (2) Rubella (German Measles) vaccine; first dose should be received after the first birthday, second dose at least twenty-eight days later.
- ✓ Two (2) Mumps vaccine; first dose must be received after the first birthday, and the second twenty-eight days later.
- ✓ OR two doses of MMR {(Measles, (Rubeola,) Mumps, and Rubella (German Measles)} vaccine are required. The first dose must have been received on or after the first birthday and the second dose at least 28 days after the first dose.
- ✓ Two (2) immunizations against Varicella prior to school entry.
- ✓ One (1) dose of Tdap prior to entry into the 7th grade
- ✓ One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine prior to entry into 7th grade

A tuberculin skin test to determine if your child has been exposed to tuberculosis is highly recommended but not required.

All students entering kindergarten must have had a physical exam within the last 12 months of the start of the school year. All parents are urged to have their children undergo a complete medical examination before entering school at any level.

Vision Screening
Vision screening is done on students in grades K,1,2,3,5, and 7. Students recommended for such screening by their teachers also will be included. The nurse will notify parents of children who do not pass the vision screening and need to be examined by an eye doctor. Records are kept of all referrals and follow up care.

Hearing Screening
Hearing tests are given to students in grades K,1,2,3,5, and 7. Standard audiometric tests are administered. Follow up and the Ohio Department of Health sets referral procedures.

SAFETY/CRISIS POLICY
"The mission of the Catholic school is to form students in the Catholic faith and to educate them academically and socially to be prepared to be responsible members of society. Vital to the effective accomplishment of that mission is the school as a safe, secure place to be on a daily basis." (Office of Catholic Education). Although we may not be able to protect our school children from every ill of society, we must act responsibly to provide as much of a safe and secure environment as we are able.

In conjunction with all Catholic Schools in the Diocese of Cleveland, St. Helen school has developed an "Emergency Operations Plan." The purpose of this plan is to provide information on how to respond to emergency incidents by outlining the responsibilities and duties of the school and its employees as well as all safety forces in Geauga County. The plan includes the necessary response of the school community to emergencies:

* natural disaster, e.g. tornado, fire, flood, storm
* violent behavior, e.g. bullying, fighting, harassment, shootings
* accidents resulting in injury or death
* presence of weapons, bombs or threats of such
* natural death expected or unexpected
* intruders on the property or in the building
* terrorist attacks
* declaration of war

Even if these events occur off school grounds they are a crisis for members of the school community and thus impact the atmosphere of the school. The plan must include responses to all of these and any other event that affects the emotional climate of the school.

FINANCIAL OBLIGATIONS

Tuition and a registration fee is set for each child every year in late winter for the coming school year. A non-refundable registration fee is due with the registration forms. Families may pay for the following year on a 12 month basis beginning in July or as follows:

Monthly (July-June)
Paid in Full over the summer

Checks need to be made payable to "St. Helen". Credit Card, Debit Card or ACH payments can be made through the Online Giving Platform at sthelen.com and/or FACTS. Please contact the Parish Office for instructions for online payments. Payments are expected to be made promptly and in accord with the family's agreement with St. Helen School/Church. Arrangements must be made personally each year with the Pastor and/or Principal if a financial problem arises and obligations cannot be met as agreed upon in the plan.

Tuition Assistance:
Applications for financial aid are available in February. St. Helen School/Church makes funds available (on a sliding scale) to parishioners who are unable to afford the rising cost of tuition.

Scholarships from the State of Ohio are available to those who qualify i.e.: EdChoice Expansion (for financial needs) and Jon Peterson (for academic needs). Call the school office for more information. Tuition Refund Policies: Tuition refunds are issued on a prorated basis.

Volunteers:
Volunteers are most welcome in many areas of the school day and beyond! It is a requirement that all volunteers be trained in the Virtus program through the Diocese of Cleveland. Contact the school for more information.

PRINCIPAL'S RIGHT TO AMEND

Circumstances may require that any policy or information in this handbook may be amended by the Principal for just cause. Parents will be notified if such an amendment occurs.

ST. HELEN SCHOOL
PARENT/STUDENT HANDBOOK SUPPORT STATEMENT
2026-2027

I have read the Parent/Student Handbook and understand that by sending my child/children to St. Helen School, I agree to support the policies and procedures as stated as well as those policies implemented by the Diocese of Cleveland.

_____
FAMILY NAME (Please print)

_____
SIGNATURE OF PARENT / GUARDIAN DATE

_____
SIGNATURE OF PARENT / GUARDIAN DATE

The signed form is to be returned to the school office within two weeks after receiving the handbook.