



St. Helen School Family Handbook 2022-2023

St. Helen Catholic School
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www.sthelenchicago.org

St. Helen Catholic School strives to educate the whole child. In doing so, a spiritual, academic, and social foundation is created. This formation, rooted in Gospel values, enables the graduate to develop as a responsible Christian citizen.

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ST. HELEN SCHOOL

School Mission

Based on Gospel values, St. Helen Catholic School is committed to the holistic education of all children.

We believe in fostering creativity, motivation, and acceptance in a nurturing and safe environment.

We embrace our multicultural student body and strive to develop a globally aware and responsible school community committed to excellence.

We unite to promote service to the school, parish, and community in the vision of Christ.

We encourage education opportunities that enable children to develop positive self-esteem toward becoming exemplary citizens.

Admissions

Age requirements:

In compliance with state law, the following age requirements will be followed without exception.

- 3 yr old Preschool: 3rd birthday on or before September 1.
- 4 yr old Preschool: 4th birthday on or before September 1.
- Kindergarten: 5th birthday on or before September 1.
- Grade 1: 6th birthday on or before September 1.

The following documentation is required at the time of registration:

Official Copy of Birth Certificate

Baptismal Certificate for Catholics

Health and Immunization records signed by a physician

Dental Records

Transfer Students: Parents shall present all transfer records from the previous school including a report card, Standardized Test Report, and health records.

Registration for the following year begins in January. The priority registration day for current families is January 6th.

Arrival and Dismissal

Hours

Office Hours	6:30 a.m. - 6 p.m.
School Day	7:45 a.m. – 2:50 p.m.

Arrival Times

Tardy Bell for all classes rings at 8:00 a.m.

Half-Day 7:45 a.m. – 11:30 a.m.

Professional Development 7:45 a.m. - 1:30 p.m.

Arrival – Motorists are to either park at the curb or enter the alley from Walton Ave. and proceed down the alley to the sidewalk at the entrance to the school. Children exit the car at the sidewalk, and parents proceed to turn right on Augusta Blvd. It is the responsibility of the parent to inform the caregivers of their child to follow the procedure for arrival.

Lunch Schedule

Preschool	11:45 a.m. – Classroom
Kindergarten	11:30 a.m. – Classroom
Grades 1-2	Noon – 12:25 p.m.
Grades 3-5	11 a.m. – 11:45 a.m. (Lunch and recess)
Grades 6-8	11:45 a.m. – 12:25 p.m. (Lunch and recess)

Lunch is not served on a half day of school. Lunch is served on Professional Development Days. On Professional Development days students can stay, free of charge, until 3 p.m.

Dismissal Times

Preschool	2:45 p.m.	Gym
Kindergarten	2:45 p.m.	Main Entrance
Grades 1 and 3	2:50 p.m.	Main Entrance
Grades 2, 4 and 5	2:50 p.m.	Courtyard
Grades 6-8	2:55 p.m.	Main Side Entrance

In the interest of safety for the children, parents must be at the school on time at dismissal. Children may not exit school grounds to purchase snacks, etc., and then return to school while waiting for a ride. Motorists are to either park at the curb or enter the parking lot between the school and the church.

Extended Day Care

Morning Care 7 – 7:45 a.m.
After Care 3 – 6 p.m.

The Extended Day Care is offered as a service to families who register and are up to date in their payments. It is expected that children will follow the rules during the time they are present and will not leave the area. Failure to cooperate with the Extended Day Care staff will jeopardize continued attendance in the program. Parents must be on time to pick up their children at 6 p.m. There is a fee of \$1.00 per minute if a parent is late. Disregarding the 6 p.m. pick-up time or non-payment of the late fee will result in the suspension of service for the child. A child will not be allowed to attend if a registration form is not on file with the Extended Day Care staff. If there is a family emergency and your child needs to attend the program, please call the office so that the staff is aware of their attendance for that day. The Extended Day Care phone number is 773-486-1055. This phone is in operation between 3 - 6 p.m. Children who are not picked up following a club activity will be directed to the Extended Day Care program at a rate of \$3 per half hour.

Absences and Tardiness

Parents are required to call the school (773-486-1055) before 9 a.m. each day that their child is absent. If you call before 6:30 a.m. please leave a message in the general voicemail. At 8 a.m. students in grades K-8 will be marked tardy by the homeroom teacher. At times, an appointment during school hours is unavoidable, but this should not be a common practice. When informing the teacher of an appointment, please indicate the date and time. If a child misses school due to a vacation, a schedule of make-up work should be coordinated with the teacher upon the student's return. A teacher is not expected to provide work for your child prior to a vacation. Tuition is not discounted if the child is absent due to vacation or illness. The cost of educating your child is based on an annual rate, not daily attendance.

Emergency Closing

In the event of an emergency, a notice of the closing of the school will be announced on television and radio. There will be a message on the St. Helen Catholic Facebook page. Parents will receive an email regarding a closure. A complete listing of closings will be available at www.emergencyclosingcenter.com. At the emergency closing website, you may also request that an email be sent to you when the school is closed. Teachers will arrange e-learning during school closing. A copy of the emergency/evacuation handbook can be viewed in the Office.

Hot Lunch Program

St. Helen School participates in the Hot Lunch Program of the Chicago Archdiocese. Menus are available and the lunch fee is paid online. Eligibility for Free and Reduced rates is determined by government guidelines and the parent report must be completed each year for continued participation in the program. Ordering is from the first to the fifteenth of the month for the following month. Orders must be made online. Milk is

included in the price of the lunch. Milk may be purchased separately if your child brings lunch from home. White or chocolate milk is available.

All students are required to observe the following lunchroom rules.

1. Stay seated
2. No yelling or loud talking
3. Clean your area
4. Treat classmates and supervisors with respect
5. No throwing or tossing of food or garbage
6. All leftover milk must be emptied into the designated container
7. Milk is not to be poured into a garbage can

Students who consistently make the choice to not follow the rules will be removed from the lunchroom for a determined amount of time. The length of time will be determined by the teacher, supervisors, and principal. Students involved in any type of food or garbage “fights” will lose lunchroom privileges and will be expected to clean the area. Students are expected to keep the lunchroom orderly and free of debris on the tables, chairs, and floor.

Academic Program

All students study the following academic subjects in Preschool–Grade 8.

Religion

Language Arts

Mathematics

Science

Social Studies

The following are offered as integrated classes that support and enhance the core academic subjects.

Physical Education – Health

Technology

STEM

Music

Art

Spanish

i-Ready Program

i-Ready is the only assessment used by the Archdiocese. It empowers students by connecting rich assessment data to personalized digital learning and powerful classroom instruction. With *i-Ready*, students can sharpen their insight into their needs with actionable data and access rigorous and engaging instruction to help them succeed. Students are encouraged to spend the required time recommended to show academic growth. Please encourage your child to spend time doing assignments on *i-Ready*.

The curriculum can be viewed according to the subject at www.archchicago.org.

Differentiation in the implementation of the curriculum is ongoing and includes teachers who will allocate time for small group instruction on an as-needed basis. Title I services are available for those who qualify. i-Ready diagnostic testing services are available to help determine individual learning needs or challenges.

Progress Reports & Report Cards

- Preschool sends out a second-trimester and third-trimester Report Card.
- K-8 Report Cards are sent out at the end of the 1st, 2nd, and 3rd trimesters.
- Grades 4-8 will receive a Progress Report the 7th week of each trimester.

Tuition/Fees

All parents sign a tuition contract that stipulates the volunteer requirement as well as the intent to pay tuition on a timely basis. Parents may select a monthly payment plan for tuition or pay in full from August – June. Failure to make arrangements for past-due tuition will result in the account being sent to a collection agency. The tuition is an annual amount that can be divided based on time schedules listed in FACTS. The monthly payment plan does not infer that tuition is only paid for the months that your child attends school. The monthly plan is a convenience for the parent which allows for an affordable alternative to making an annual payment. By signing the contract, you agree that the payments are expected on the first or fifteenth of each month. Parents do not receive monthly statements. All families must enroll in the FACTS Tuition Plan.

Tuition and fees are determined on an annual basis before registration. This information is sent home to the parents along with registration materials in January. Aftercare fees are due on the first of each month.

Tuition Assistance

Scholarships are available for families who qualify depending on income and need. Please contact the Principal for additional information.

Transfers

Transfer papers and student records will not be sent if any tuition or fees are outstanding at the time of the request. Families are requested to inform the school office of an upcoming transfer as well as a new address if applicable.

Fundraisers

All parents are encouraged to support the fundraisers of the school. Parents are required to purchase two Carnival Mega passes at \$50 each (\$100). In addition to one Christmas Fair raffle ticket at \$100. The total fundraiser requirement is \$200 yearly.

Homework

Homework is the responsibility of the child and may require parental involvement. Homework provides students the opportunity to practice and apply skills learned in class. Homework may include written assignments, projects, note-taking, studying, reading, iReady, STEM, and many other assignments. Depending on the assignment, listed below are *suggested* guidelines for daily homework.

Jr. High	60-90 minutes per night
Grades 4-6	40-50 minutes per night
Grade 3	30 minutes per night
Grades K-2	15-20 minutes per night

Homework or class work assignments may not be given as a class punishment. Students may not be given assignments that involve writing an item several times as a punishment or a consequence.

Assessment

Assessment of a student’s achievement and progress is based upon several factors which include class participation, class work, homework, portfolio assessment, reflective self-assessment, quizzes, tests, observations, and i-Ready. Report cards are received at the parent conferences in October and March. A final report card is distributed on the last day of school.

Grading Scales

The PreSchool Grading Scale

The St. Helen standards-based report card records what a student knows, can do, and needs to achieve. This report card is aligned with the Archdiocesan Early Childhood curricula, which reflects state, national, and international learning standards. You are encouraged to review your child’s report card along with other performance information, which may include progress reports, projects, daily work, teacher notes, etc. General descriptions of the levels of achievement are provided below to help you better understand how your child is performing on specific standards.

Please Note: PowerSchool requires percentage cutoffs to be specified as placeholders in order to calculate grades for all grade scales including **Developmental Grades and Scales**. Best practices in **early childhood education** do not follow any percent cutoffs. Teachers should override the PowerSchool grade calculations based on the professional judgment concerning the development of their students.

Developmental Grading Scale		
Level	Descriptor	Description
4	Advanced	Independently and consistently exceeds expectations
3	Proficient	Frequently meets expectations
2	Progressing	Occasionally meets expectations
1	Beginning	Rarely meets expectations
>	Evaluate Later	Evaluate later
*	Not Evaluated	Evaluate when developmentally appropriate

The Kindergarten Grading Scale

Achievement Symbols

- 3 Outstanding Work
- 2 Satisfactory Progress
- 1 Needs Improvement
- N Not covered at this time
- M Skill has been mastered

Grades 1 through 2 Grading Scale

- M-Mastered-Consistently demonstrates
- S- Successful-Frequently demonstrates
- E-Emerging-Occasionally demonstrates/goal to work towards

3rd Grade Grading Scale

- M - Mastery (85%-100%)
- S - Satisfactory (77%-84%)
- E - Emerging (69%-76%)
- P - PASS (65%-68%)
- I - Improvement Needed (0%-64%)

Students in grades 4th through 8th receive grades on the following scale:

99 - 100	A+	79 - 82	C
95 - 98	A	77 - 78	C-
93 - 94	A-	75 - 76	D+
91 - 92	B+	71 - 74	D
87 - 90	B	69 - 70	D-
85 - 86	B-	65 - 68	F
83 - 84	C+		I Incomplete
			NG Not graded

Students in grades 4th through 8th who fail two or more quarters of a core subject must make up the work in summer school or through private tutoring. Documentation will be required before the next academic year.

Graduation/Academic Requirement

A diploma is issued to an eighth-grade student who achieves a passing grade point average for the entire school year. A Certificate of Attendance will be issued in lieu of a diploma for any student who does not meet the requirements. All academic and disciplinary assignments must be completed before a student participates in the graduation ceremony. All eighth-grade students must pass the U.S. and State Constitution tests and perform twenty hours of community service prior to graduation. All tuition and fees must be paid by the last day of class.

Field Trips

Field trips are learning experiences that enhance or extend the curriculum. Attendance is required on a field trip. A form for parental permission will be sent home in advance of the trip and must be returned to the school. A child will not be allowed to attend a field trip if a permission slip is not returned. Last-minute phone permission is not acceptable; however, an email is acceptable. Prior to a trip, all chaperones must complete an online criminal background check and attend a VIRTUS training class mandated by the Chicago Archdiocese. Younger siblings are not allowed to attend a field trip. Students will not ride in cars driven by parents or chaperones on a field trip. Field trip fees are incorporated into the cost of tuition.

Athletics

The Athletic Program of St. Helen School is an extension of the academic program and philosophy. It exists to instruct children in the fundamentals of various sports and to teach them the value of teamwork and sportsmanship. The program's main goal is to teach the children that participating in athletics is enjoyable and a way to learn teamwork and about one's ability. Students, coaches, parents, and spectators are to maintain a Christian standard of conduct and respect for others. If the standard of conduct is not respected, then the Coach or spectator will be asked to remove themselves from the gym. While winning is important, the object of the competition is to do one's best regardless of the outcome. The teams are all-inclusive; therefore, there may be quite a number of players on a team. It is the policy of St. Helen School that no child should be denied participation due to the lack of financial ability to pay fees. If the family is experiencing financial challenges, they should contact the principal. All coaches must submit an online criminal background check and VIRTUS training as mandated by the Archdiocese of Chicago. All families must volunteer at a game day for a total of three hours per year in order to guarantee their child's participation in the program.

Communication

The Principal maintains an open door. However, if you have a question regarding a classroom activity, procedure, or concern, please contact the teacher. If you find that additional discussion is needed to resolve a situation, the Principal may be contacted to arrange a meeting.

Appointments

SHS staff is available to work with parents to provide the best educational services to all children; however, activities and schedules make it difficult to meet a teacher without a pre-arranged appointment. Teachers are with children beginning at 7:45 a.m. They are unable to meet with you between the hours of 7:45 a.m. - 3 p.m. unless the teachers have arranged a conference time. The teachers will do their best to accommodate parents' schedules. Mandatory conferences are held in October. Optional conferences are held in March.

Phone Calls/Email

It is very possible that a teacher may not be able to return your phone call or respond to an email until after dismissal. Please be aware that all calls and or emails will be returned within 24 hours. In the case of an emergency or schedule change, please call the Main Office.

Newsletters

Every Thursday the Principal sends out a school newsletter via email. Weekly newsletters are also sent to parents by the teachers. These newsletters and other school information can be viewed at www.sthelenchicago.org.

Invitations

When sending invitations to a party for your child, you must send them through the mail or use email. A child is not allowed to bring invitations to school to distribute unless the entire class has recipes and invitations. Parents must discuss the invitation with the teacher prior to distributing them to students.

Uniforms

At St. Helen School, we promote that grooming makes a statement about a person. The staff of St. Helen School relies on parents to be the first monitors of the student dress code. If your child does not cooperate with the dress code, parents will be called to bring a replacement item of clothing. In the case of an emergency, a child must have a note from a parent stating the reason why he/she is out of uniform.

Uniform items can be purchased on landsend.com uniform shop using our school code 900182544

Children in preschool do not wear school uniforms.

Girls K - 3rd

- Polo shirt with St. Helen logo
- St. Helen plaid jumper
- Navy blue pants
- Knee High Uniform Shorts (During May, June, August, September)

Girls 4th - 8th

- Polo shirt with St. Helen logo
- St. Helen skirt
- Navy blue pants
- Knee high uniform shorts (During May, June, August, September)

Optional Uniform Items – Girls K - 8th

- Navy blue cardigan
- Navy blue V-neck sweater

Grooming

Necklaces and chains are limited to one worn near the neck. Bracelets are limited to one per wrist. Earrings are limited to two per earlobe. All earrings must be studs or not dangle beyond the earlobe. Hoop earrings are not allowed that dangle beyond the earlobe. Students will be asked to remove any earrings that are not in keeping with the dress code. Cosmetics and grooming materials are not to be used or shared while in class, lunchroom, or hallways.

Boys K - 8th

- Polo shirt with St. Helen logo
- Navy blue pants

Knee high uniform shorts (During May, June, August, September)

Optional Uniform Items – Boys K - 8th

- Navy blue cardigan
- Navy blue v-neck sweater

Grooming

Boys' hair must not exceed the shirt collar and facial hair must be trimmed neatly, only moderate hairstyles and natural-looking hair color will be accepted. Hair must not be in the eyes. Jewelry is limited to one bracelet per wrist, watch, or small religious medal. All other jewelry is unacceptable. Earrings on boys are not to be worn.

Shoes – All Students K - 8th

Black, brown, white, or gray leather or athletic shoes in the same above colors may be worn. Athletic shoes must either be solid or may have one contrasting trim color. Soles must be the type that does not create black marks on floors. All shoes must be secured at the back. Flip-flops, clogs, mules, open toes, and heels higher than 1 ½ inches are not allowed. Socks must be worn at all times.

Gym Wear

Students in grades K-8 must wear a St. Helen gym uniform when they attend Physical Education (PE) classes. The uniform consists of either a t-shirt and shorts or a sweatshirt and

sweatpants. All gym wear can be purchased through the school. The items can be mixed or matched depending on the comfort level of your child. Students in grades K-8 may wear their gym uniforms on days that they have PE class.

Non-Uniform Days

In order to participate in non-uniform days, everyone is asked to be appropriately dressed. Clothing may include jeans, sweats, and shorts. Skirts and shorts must be kept at a modest length and messages on shirts must not be offensive. Hats are not worn in the building. Midriff and tank tops are not allowed. Sleeveless tops may be worn but the shoulder must be covered, spaghetti straps are not acceptable. Shoes must be secured at the back and closed at the toe. Socks must be worn at all times. Colored crocs may be worn on non-uniform days; however, back straps must be worn as well as socks. If the clothing worn is not acceptable, a call will be made to the home for a replacement. If the parent is unable to bring a replacement, the student will wear a t-shirt and/or sweatpants available in the Main Office. The dress code is well-defined in content. Sometimes, “judgment calls” must be made. If your child is not in compliance with the dress code, you will receive a call that a replacement must be brought to school. Decisions and/or “judgment calls” rest with the administration.

Security

Please have your child wait in the car until a staff member is at the door at drop-off times. All visitors, including parents, must report to the Office upon entering the building. You will be given a visitor’s pass which must be worn while you are in the building. Students have been instructed to never open the doors, even if they know the individual. If you are ringing the bell for entry, please understand that a child is not expected to open the door. In the case of a divorce or separation, a child may not be withheld from a parent unless there is a court order on file in the Office. Parents wishing to observe a class must make arrangements with the teacher at least 24 hours in advance. Parents must understand that to “stop in” and check on their child or visit the classroom is disruptive to the classroom environment unless arrangements have been made with the teacher. The school assumes no responsibility for bikes or other means of student transportation. If children are biking or skateboarding to school, bikes must be walked and boards must be held while on Augusta Blvd. near the school property. As required by the Chicago Archdiocese, all employees, class and field trip volunteers, coaches, and chaperones must complete an online criminal background check and VIRTUS training. Please check with the Main Office for further instructions.

St. Helen School staff are committed to maintaining professional relationships with school families. In the event that a parent threatens a staff member, another child, or another school parent, the police may be called. Continued verbally abusive or threatening language will not be tolerated by a parent and their child’s continued attendance at St. Helen will be determined by the Pastor and Principal.

Technology Guidelines for Parents

St. Helen School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside of school hours. Thus, inappropriate use of technology (for example on a home computer), may subject the student to

consequences. Inappropriate use includes harassment, use of school names, remarks directed to or about teachers or staff, offensive communications, and safety threats. The school, however, does not actively monitor student use of technology (Internet blogs, chat rooms, etc). While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home. St. Helen School does not seek to enforce the following guidelines for families, we take seriously our responsibility to keep children safe from situations that may prove injurious to their emotional or physical well-being. All adults must take seriously the risks posed by children who are not appropriately supervised while they are using the Internet. We must all work to protect children.

Children should only use computers that are in a common area of the home. This will provide an easy avenue for parents to properly supervise the sites which are being visited. Parents must speak to their children about the risks of using the internet and instruct them how to immediately turn off the computer in the event something is perceived to be dangerous.

Parents should regularly check the “history” of their child’s internet usage as well as their “phone history” in the event the child has a cell phone. Children should be instructed to never arrange to meet someone they have met on the internet unless it is first approved by a parent and the parent agrees to accompany the child.

A “Family Internet Contract” should be established by each family. This contract should clearly establish guidelines for usage and be signed by each member of the family. Filtering programs should be used on every computer to which a child has access. Children must be instructed to never upload images or send personal information over the internet unless they first receive their parents’ permission. Cell phones should be given to parents prior to the child going to bed at night.

Medication Procedures

No school personnel shall administer any prescription or nonprescription medicine unless St. Helen Catholic School has the student’s current and complete Medication Authorization Form on file.

Head Lice

Head lice are not a disease but a nuisance. Head lice are directly transmitted through a person who is infested or indirectly transmitted by contact with an object that has been contaminated with the lice (hairbrushes, combs, shared clothing, or towels). The symptoms of infestation include an itchy scalp as well as evidence of nits that adhere to the scalp.

Those who have become infested with head lice are to be excluded from school. Parents are advised to seek treatment for their child/ren from either their family physician or through over-the-counter medicated shampoo recommended by a pharmacist or physician. The student may return to school when the parent/guardian

presents either a box label or note from the physician indicating that the child/ren has been treated. Students are re-checked for head lice before readmission to the classroom. ‘

Families will receive a notification when an outbreak occurs, parent/guardian permission is not required for screening. If more than 10% of the children are infested with lice all the students in the room will be screened.

Mental Health Protocol and Assessments

St. Helen School takes all indications of self-harm, suicidal thoughts, and other significant mental health concerns seriously. When we have concerns about a student’s emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist, or licensed psychiatrist) prior to the continuation of academics and co-curricular activities at St. Helen School.

Below are the steps parents/guardians follow when a student displays a threat of harm to themselves or others:

1. Require the child to undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals, and services who may be able to assess the student.
2. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.
3. Parents/guardians are expected to sign a consent for the release of information and arrange for the clinician to share the recommended treatment plan with the school to determine the student’s reentry.
 - a. All information received from the student/family/treating medical provider is confidential.
 - b. All documentation should be faxed or emailed to the attention of the principal or school designee.

Post-Assessment Follow-Up

1. If the assessment and recommended treatment plan result in an immediate return to school, please see **step 3**.
2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the

preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.

3. Reentry back to St. Helen School academics and co-curricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:
 - a. Evaluation date and crisis mental health assessment results
 - b. Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to St. Helen School.
4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.
5. If the school determines it has sufficient resources to support students, schedule a meeting to discuss the student's potential return.
 - a. The purpose of this meeting is to review the recommendations from the assessment and treatment plan and to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with the family. If necessary, this plan will include a plan to make up missing homework, tests, and other academic supports. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/guardians must indicate their approval with the plan by signing it and committing to implementing the plan (e.g., ongoing therapy, etc.) as a condition of continued enrollment. If the parents/guardians agree with the school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such reasons.
 - b. Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and co-curricular activities.

- Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary.

CODE OF CONDUCT

A positive, respectful approach to discipline is the hallmark of a Catholic school. Discipline techniques that respect the dignity and self-esteem of the individual students are essential to the mission of St. Helen Catholic School. **Some characteristics of positive discipline include as follows:**

- Students learn decision-making skills related to their own behavior and choices
- Discipline techniques are based on teaching appropriate behavior and effective consequences rather than power and punishment
- Student self-esteem is maintained and enhanced.
- Students share in the classroom, lunchroom, gym and playground responsibilities
- The environment encourages self-discipline and self-control

It is the expectation of the student that the following are followed:

- Attendance – daily and punctual
- Adherence to dress code and personal hygiene expectations
- Preparation for learning (supplies, homework)
- Courtesy and respect for self, adults, peers, and the environment
- Appropriate language
- Respect for school property and the property of others
- Work completed on time including class assignments, homework, and projects
- Expected behavior in school, at school-sponsored events, and traveling to and from school

Inappropriate behavior on the part of the student may occur and may call for a corrective response. Justice and fairness must be tempered with respectful kindness when dealing with a response. Conduct that is detrimental to or negatively affects the mission and reputation of St. Helen Catholic School, whether inside or outside of the school, may result in corrective disciplinary measures.

Code Of Conduct Violations Examples:

Fighting	Disrespect Teacher	Disrespect Student
Biting	Bullying	Profanity
Stealing	Disruptive behavior	Technology Abuse
Threatening Student	Threatening Teacher	Kicking Teacher
Kicking Student	Forging Signature	Hitting
Cheating/Plagiarism	Throwing Food/Things	Refused to Follow Instructions
Weapon Violation	Teasing	Pulling Another Student's Hair
Arguing	Drugs Violation	Destroying School Property

Cyber Bullying	Gang Activity	Plastic Weapon
Dress Code	Disrespect Administrator	Pushing, shoving
Leaving Classroom	Leaving School	Bullying Off Campus
Sexual Communication	Other	

Grades are subject to protection by the 14th Amendment. Grades cannot be lowered as means of punishment. Student grades should reflect academic performance level only. Conduct and effort evaluations are reported separately on the report card.

Students may receive a Conduct Referral for the following

All students who violate the Codes of Conduct may receive a referral for behavior that does not support our mission, interferes with the learning environment, and displays a lack of respect for school guidelines. When students violate the Code of Conduct, an email or phone call will be made by the teacher. Misbehavior will result in a loss of privilege imposed by the teacher or Vice Principal. If the misbehavior continues, the parent or guardian will be called in for a meeting with the teacher, student, parent, and Vice Principal. The parent will sign a Conduct of Referral form. When three conduct referrals are given, the student will be placed on probation. This action may result in the loss of privileges including club or athletic participation. The student and parent will also sign a contract during the probation period. If the terms of the contract are not followed, the student may be asked to leave. The decision will be made by the Pastor and Principal.

Bullying in any form is unacceptable. The following will not be tolerated and may result in out-of-school suspension and or expulsion imposed by the principal.

- Electronic, face-to-face, or Nonverbal body language that implies threatening behavior or meant to demean an individual
- Inappropriate use of social media to bully a student
- Electronic posting of pictures or opinions that identify a student as a member of St. Helen Catholic School
- Fighting
- Injury to another person
- Gang Activity
- Disrespectful behavior toward a staff member including inappropriate language, arguing with a staff member and/or leaving the classroom
- The possession of weapons, drugs, harmful materials and illegal substances

School authorities have the right to inspect and search lockers, desks, and school property. School officials are required to report weapon violations to the local police.

Bullying is any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically, occurring on campus or off campus during non-school time. When this behavior is directed toward another student that has or can be reasonably predicted to place the student or students in an unreasonable fear of harm to the student or student’s person or property, it is also labeled as bullying.

Bullying may cause a substantially detrimental effect on the student or student's physical or mental health; and interfere substantially with the student or student's academic performance and substantially with the student's ability to participate in our benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyberstalking, theft, public humiliation, and retaliation for asserting or alleging an act of bullying.

Cyberbullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs, and websites to harm a student or students with electronic text, photos, or videos

Bullying by a student or students may result in suspension and/or expulsion from the school.

All St. Helen students are expected to follow classroom rules and to conduct themselves in a manner that helps to create a positive learning environment.

Biting Policy for Preschoolers and K

Biting is a serious offense that may cause harm to a student. If a child bites the parent/guardian is called and informed. If the child bites a second time the parent/guardian must come into the school to get the child and the child may return in two days. If the child bites a third time, he/she will need to withdraw from the program.

Biting Policy for Grades 1 through 8

If an older child bites, they may be suspended.

Cell Phones

Cell phones may be brought to the school office for safekeeping or kept with the student as long as it is turned off. Any phones that are on or being used will be confiscated by the staff and kept in the office. A parent will need to claim the phone in the Office.

Electronics and Personal Games/Cards

All electronic games, audio electronics, headphones, CDs, MP3 Players, iPods, cameras, recording devices, DVDs, etc. are not allowed on the playground or within the school building. Preschoolers may be allowed to bring a toy to school. If a parent allows a child to bring any of the above to school, it may be confiscated, lost, or damaged. School Staff and Administration will not be held responsible for lost, missing, or damaged items brought from home that are not allowed in the school.

The school administration has the right to make the final decision in all disciplinary matters.

Parent/Guardian Conduct

As partners in the education of children, the parent/guardian of students with the community of St. Helen Catholic School is expected to demonstrate respectful behavior at all times with the faculty, support staff, administration, students, and volunteers whether on or off school grounds or at school-related events. If in the opinion of the Principal, the partnership is no longer viable, St. Helen Catholic School reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of, or threats to the faculty, administration, staff, students, and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff, or students on social media can be required to remove the offensive material or withdraw their child/ren from the school.

When in the judgment of the principal, as confirmed by the pastor or juridic person, the behavior of a parent/guardian seriously interferes with teaching, learning, or a positive school environment, the administrator may

- Inform the parent/guardians of their right to be present on school grounds and is temporarily or permanently suspended;
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from St. Helen Catholic School.

Sacramental Preparation

Students in second grade are prepared for the reception of First Reconciliation and First Communion. Parents are expected to attend one preparatory session for the Sacraments. Students in grades seven and eight will be prepared to receive Confirmation bi-annually. Transfer students wishing to receive Reconciliation or Communion or those that need to be baptized, need to make arrangements in the fall of the school year with the Pastor.

OPCY (Office for the Protection of Children and Youth)

All parents are encouraged to volunteer. For more information, please click on the Archdiocese's website. <https://protect.archchicago.org/>

Abuse/Neglect to Children

School personnel is mandated by law to report to the State of Illinois Department of Children and Family Services (DCFS) all allegations and or suspicion of child abuse and neglect. Calls are confidential.

NOTICE OF NONDISCRIMINATION

St. Helen School operates under the auspices of the Catholic Bishop of Chicago, a sole corporation, in the Archdiocese of Chicago. St. Helen School admits students of any race, color, sex, national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students in this school.

St. Helen School does not discriminate based on race, color, sex, or national or ethnic origin in the administration of educational policies, admission policies, athletic, or other school-administered programs. St. Helen School embraces the racial and cultural diversity of the family population evident within the school.

It is the policy of St. Helen School to provide equal opportunity in employment to all employees and all applicants. No person shall be discriminated against in employment because of such individual's race, color, sex, national origin, age, military discharge, marital status, or mental or physical handicap unrelated to the ability to perform the duties of the position, except when one of these characteristics is a necessary qualification of a position.

St. Helen School Family Handbook

SIGNATURE PAGE

I have read the 2022-2023 St. Helen School Family Handbook and agree to follow the school policies and procedures as stated.

FAMILY NAME

Parent Signature

Date

Student Signature

Date

Grade

Please return signed form to Ms. Martha Torres-Santiago or email to mtorressantiago@sthelenchicago.org