



St. Helen Catholic School

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Parent-Student Handbook

Updated August 2021

School Website and Social Media

Website: www.sthelensg.net

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Welcome to the St. Helen School Parent Student Handbook. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

Introduction

Mission Statement and Philosophy

It is the mission of St. Helen School to provide opportunities for students to achieve mastery in a Common Core based curriculum and become contributing citizens to their community. This is accomplished by offering high-quality educational opportunities through a Core Instructional Model framework. The school provides a student-centered, Catholic-based, and safe learning environment.

Our Philosophy

St. Helen School operates based on the belief that students learn best when they are actively involved in their education and when they become responsible for their growth. St. Helen School expects its students to work at the highest level of which they are capable. Students, faculty and parents work together to evaluate each child's mastery of Common Core standards and to remediate any areas in which the child requires support.

St. Helen School incorporates all aspects of human development—intellectual, social, physical, spiritual, and moral—and integrates learning by guiding students to be curious about all that the world has to offer. St. Helen School students build skills in mathematics, reading, writing, and critical thinking, while developing an appreciation for the arts and sciences. Students develop a strong sense of themselves as individuals and as members of the church community.

St. Helen School is a small community, permitting students and faculty to know one another well. Frequent group work in classes enables students to teach and learn from one another. All students work individually, in small groups, and as a whole class. This close community allows teachers to create developmentally appropriate curricula.

St. Helen School is committed to developing and maintaining a peaceful and secure atmosphere, and to the non-violent resolution of problems and conflicts. Social development issues are addressed based on the Gospel message in Matthew 18:15-17. Students are encouraged to express their feelings and look for solutions amongst their peers prior to asking an adult to become involved in solving the conflict, always encouraging positive conflict resolution.

St. Helen School believes it is essential for students to develop a commitment to the larger community. Through the curriculum and St. Helen School community service program, it is our goal that students recognize the importance of their active participation in local and global issues. With a rich educational program as a foundation, students can contribute positively to the world in which they live.

The tradition of the Catholic faith is an integral component of the philosophy and goals of St. Helen School. The school was founded on the legacy of the Sisters of Notre Dame and their values continue to be integrated into the daily life of students at St. Helen School. The school prepares students to respect the sacred dignity of the person as an individual and as a responsible member of a community and also enables students to translate the Good News into action within a challenging and disciplined environment provided by caring and capable teachers. St. Helen School acknowledges that parents, who have the primary responsibility for the moral and religious development of their children, are partners with the parish and the entire Christian Community in the continuing education process. St. Helen School is committed to provide activities that allow students to experience prayer and liturgy, quality educational opportunities for students of varied academic abilities, financial aid programs to assist families, and opportunities for students to serve others.

Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools are different. All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.

Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

Code of Christian Conduct Covering Students and Parents/Guardians

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to [withdraw their child](#).

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to any policies or procedures set forth in the school's parent/student handbook.

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, and field trips).

The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

Schoolwide Learning Expectations

St. Helen School graduates are expected to be
(Elementary Grades PreK-3rd)

Committed Catholics who:

- ❖ Know their prayers and bible stories.
- ❖ Attend and listen attentively at Mass with family & school.
- ❖ Respect self and others.
- ❖ Practice values of honesty, caring and fairness to others.

Organized students who are able to:

- ❖ Solve problems
- ❖ Clean up after themselves and complete work neatly.
- ❖ Follow two and three step directions.

Academically prepared individuals who:

- ❖ Speak and write in complete sentences.
- ❖ Learn in class, home, and schoolyard.
- ❖ Observe, experiment with, and discover their world.

Globally aware citizens who:

- ❖ Contribute money to the missions.
- ❖ Are friendly to everyone.
- ❖ Respect nature.

Lifelong learners who:

- ❖ Apply current knowledge to new learning.
- ❖ have fun while learning.
- ❖ use imagination to solve problems.

St. Helen School graduates are expected to be
(Upper Grades 4th-8th)

Committed Catholics who live the faith sacramentally and witness the Gospel values and who...

- ❖ demonstrate knowledge of their faith and scripture.
- ❖ actively participate in the Sacramental life of the Church and school.
- ❖ model respect for self and others, patience, and thoughtfulness.
- ❖ initiate good Catholic leadership through: honesty, caring, fairness, and courage.

Organized students with the ability to succeed in various academic endeavors who use...

- ❖ critical thinking skills.
- ❖ organizational skills.
- ❖ analytical skills.

Academically prepared individuals who will actively apply acquired knowledge to their physical world...

- ❖ by effectively communicating orally and in writing.
- ❖ apply learning to real life situations.
- ❖ become a problem solver, who observes, experiments, discovers and reaches solutions.

Globally aware citizens, who carry the Gospel message to others...

- ❖ respond consciously and actively to meet social and economic needs.
- ❖ understand and respect the diversity of cultures and individuals.
- ❖ by respecting God's creation.

Life long learners who are motivated to extend learning beyond the formal classroom setting...

- ❖ by exhibiting an active inquiry of the world around them.
- ❖ by integrating and connecting prior knowledge with new experiences.
- ❖ by demonstrating a joy in learning.
- ❖ by actively engaging in imaginative solutions to problems.

General School Information

History of the School

St. Helen School was established in 1941. Due to the war conditions of the times, the construction of the school was stopped. Eight classrooms, a library, and office were completed at the time. The remaining structures of the school which included additional offices, classrooms, auditorium, and storage spaces were never built.

In September, 1941, 368 students were taught by the pioneer faculty of eight Sisters of Notre Dame in the original St. Helen Church located at the corner of Firestone Boulevard and Madison Avenue. It was not until December 9, 1941, that the eight-classroom school was ready for occupancy.

Even though the conditions of wartime made it impossible to include all that was planned when St. Helen School was first built, the passing years have made up for this lack. The present St. Helen School setting is a credit to the neighborhood and to the City of South Gate. The members of the parish and school communities take great pride in the school's accomplishments. During these many years more than 200 dedicated Sisters of Notre Dame, laywomen and men have educated over 8000 students. St. Helen School has made a very positive impact on the entire South Gate Community. Alumni from St. Helen School have contributed promising employees to the medical, business, political, and numerous other professional fields.

Relationship of Parish to School

The organization of St. Helen School follows the format as outlined by the Department of Catholic Schools. The Pastor is the chief administrator of the parish school. He oversees that the policies of the Department of Catholic Schools are implemented and appropriate to the needs of the school. The immediate direction and supervision of the school program is, however, delegated to the principal.

School Governance

St. Helen School is a Catholic, parochial school under the jurisdiction of the Archdiocese of Los Angeles Administrative

- The Pastor, Father Angel Castro: is ex-officio the Chief Administrative Officer of the school who carries out the Archdiocesan policies. He determines the policies appropriate to the needs of the school, in accordance with the Archdiocesan School Board.
- The Principal, Mrs. Guadalupe Castañon: As the delegate of the pastor, is the Administrative Officer of the school, and as such is responsible for the direction and supervision of the school program.
- The Vice Principals, Ms. Jennifer Brown and Mrs. Elizabeth Perea-Gomez: Support the Principal
Instructional
- The Faculty is an integral and important part of the faith community as full-fledged members of our teaching staff. Their loving dedication to the children and Catholic education is the hallmark of St. Helen School.
- Teacher/ Instructional Aides work to enrich the school program by taking care of some of the essential basic duties. They supplement and reinforce the work of the teachers by assisting in the classrooms and working with small groups of students.

Consultative School Board

The St. Helen School Consultative School Board is composed of school parents, parishioners of St. Helen Church, alumni and members of the local community. The purpose of the consultative school board is to meet once a trimester to consult with and assist the pastor and principal on the long-range strategic plan for St. Helen School. The

strategic plan includes curriculum and Catholic identity, facilities, advancement and marketing, finance, alumni, and technology.

*The parent-teacher organization (PTO) and the consultative school board have different functions. Parent, parent-teacher organizations, consultative school board and their members do not have any authority to act independently on behalf of the school or parish; they are consultative groups that advise the principal and pastor. They are not “agents” of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be. The membership of the consultative school board should include the pastor, principal, parents (no more than one-third of the total membership), alumni, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

Parent-Teacher Organization

The Parent Teacher Organization (PTO) is an organization composed of all the parents of St. Helen School and the teachers, who as a group, work to support the school and its mission. The Parent Teacher Organization plans activities throughout the year in conjunction with the pastor and principal to make our presence known in the parish and local community, plans out fun activities for students and families, organizes information nights for parents to help them with their children and conducts fundraising to support the curricular program.

The PTO will invite members of our school community to serve on the PTO Board which will meet once a month to consult with the pastor and the principal and will conduct general meetings four times a year to educate the school parents on events and topics that will support them in the life of St. Helen School and the growth of their children.

Zero Tolerance Policy:

The [Archdiocese of Los Angeles](#) will not knowingly assign or retain a priest, deacon, religious, lay person, or volunteer to serve in its parishes, schools, other pastoral ministries, or in any other assignment when such an individual has previously engaged in the sexual abuse of a minor.

Under the [Zero Tolerance Policy](#) of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- **May not** have any paid or volunteer assignment in any ministry in the archdiocese
- **May not** volunteer in any non-ministerial activity or event

Safe Environment Training:

The school and parish Religious Education programs annually offer the [Archdiocese of Los Angeles "Empowering God's Children and Young People Safety Program."](#) Each program provides home-based materials to all parents/guardians to help them understand and support their children's education regarding child sexual abuse prevention.

All junior high and high school students should recognize that while they are engaged in service or activities that involve children or youth, they are role models who are called to treat each child or youth with respect and care.

Student workers and volunteers:

- Are required to observe all rules and regulations established by their school and by the school or agency they are serving
- May not associate with or be present with children or youth or be party to activities that violate civil law and/or school rules
- Should exercise caution in all interactions with children, including verbal, written, and electronic communications
- Games or sports with children should be engaged in only in the presence of adults, or in a place openly accessible and visible to adults
- Should keep the door open or be visible through door windows while in a room with children or youth
- Should not discuss topics or use vocabulary with children or youth that could not be comfortably used in the presence of parents/guardians or the school principal
- Should never give gifts or mementos to individual children or youth unless this is authorized by the principal
- Must respect the physical boundaries of children and youth; children and youth must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate

Individuals who act as coaches in the [Catholic Youth Organization](#) or as part-time coaches in CIF-sanctioned school programs (but have no other assignment in the archdiocese) are required to participate in the [Play Like a Champion Today](#) program. As of August 26, 2019 all coaches MUST ALSO ATTEND the 3 hour [VIRTUS® Protecting God's Children for Adults](#) program.

Guidelines for Adults Interacting with Youth

Please see [Fingerprinting Policies and Guidelines](#), [Safe Environment: Initial Training](#), [Safe Environment: Training Recertification](#), and [Annual Review of Boundary Guidelines](#).

Adults who work or volunteer with children or youth are subject to archdiocesan guidelines and regulations; they must sign the [Archdiocese of Los Angeles Guidelines for Adults Interacting with Minors at Parish or Parish School Activities of Events](#).

Junior high and high school students who work or volunteer with children or youth must sign the Archdiocese of Los Angeles [Boundary Guidelines and Code of Conduct](#) for Middle and High School Youth Working or Volunteering with Children or Youth.

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off Parish or Parish school locations.

Please review the following guidelines and sign the “Acknowledgment of Receipt” for the file at the Parish or Parish school where you work or volunteer.

- Staff Members/Faculty/Volunteers will ensure that minors are always properly supervised, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If Staff Members/ Faculty/ Volunteers who are supervising minors observe a situation where civil law, Parish and/or school rules are being violated, they must take appropriate action immediately
- Staff Members/ Faculty/ Volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff Members/ Faculty/ Volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The Parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (e.g., notes, e-mail and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff Members/ Faculty/ Volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When Staff Members/ Faculty/ Volunteers are supervising minors or young adults at Parish/Parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a Staff Member/ Faculty/ Volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff Members/ Faculty/ Volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff Members/ Faculty/ Volunteers planning Parish/Parish school events in their homes with minors must have the permission of the Parish/school administration. In addition, Staff Members/ Faculty/Volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff Members/ Faculty/ Volunteers may not drive minors unless it is to or from a Parish/Parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The Parish/Parish school administration must approve any use of personal vehicles. Trips involving minors must have enough adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors
- Parent or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements

Parent/Student Complaint Review Process

Conflicts may occur among students, parents/guardians, and school staff, and all parties are encouraged to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting in good faith in the spirit of the Gospels. Legal representation is not permitted at any meeting or mediation of the complaint review process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form. The complaint review process must be included in the parent/student handbook.

1. Addressing Complaints at the Local Level: Schools

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school.

If the complaint is not resolved, the person bringing the complaint should discuss it with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

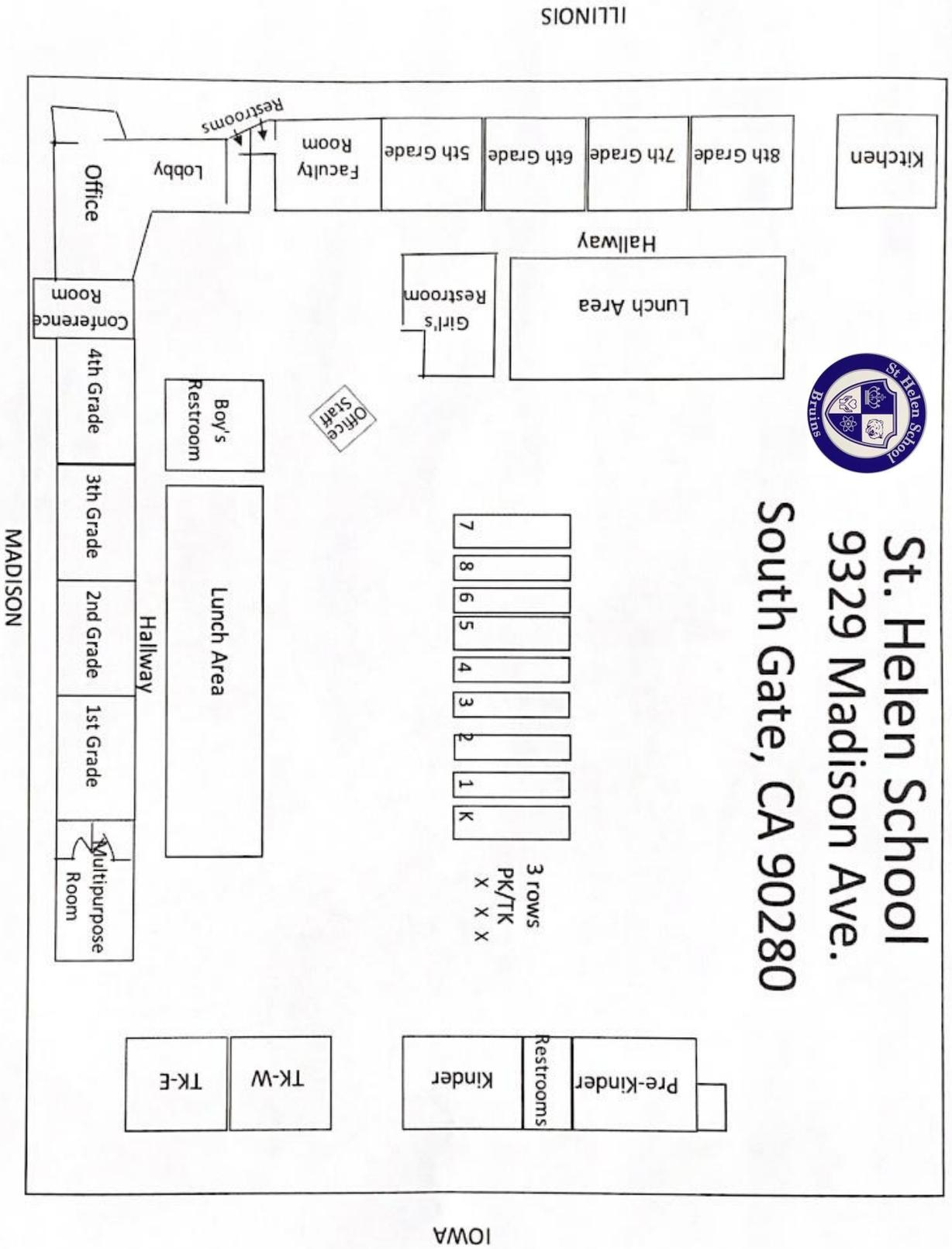
After reviewing the facts and facilitating discussion of the problem, the principal or pastor will respond to the person bringing the complaint.

2. Escalating Complaints to the Central Level: Department of Catholic Schools

If the complaint is not resolved at the local level, the complainant may request additional review in writing to the assistant superintendent at the Department of Catholic Schools.

The assistant superintendent will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to resolve the matter in keeping with the policies and/or regulations of the archdiocese and school. If an agreed-upon outcome is not possible, the assistant superintendent shall make a final and binding determination, and communicate that determination in writing to all parties.

School Map



School Personnel List 2021-2022 School Year

Pastor	Rev. Angel Castro
Associate Pastor	Fr. Michael Masteller
Principal	Mrs. Guadalupe Castañon
Administrative Assistant	Patricia Castro
Pre-Kindergarten	Claudia Sandoval
Transitional Kindergarten	Marlene Castañon
Kindergarten	Grace Zamudio
Grade 1	Jennifer Hernandez
Grade 2	Elizabeth Perea-Gomez
Grade 3	Alyssa Jimenez
Grade 4	Lorena Guzman
Grade 5	Jennifer Brown
Grade 6	Aimee Castro
Grade 7	Jorge Ponce
Grade 8	Veronica Orozco
Technology	Corene Parsons
Choir/Music	Patty Nelson / Eddie Mier
Physical Education	Sandra Gonzalez
Kinder Aide	Maria Elena Garcia
1st Gr. Aide	Aimee San Juan
2nd Gr. Aide	Tiana Rodriguez
3rd Gr. Aide	Edwina Mier
Office Assistants	Yolanda Montanez Ana Navarro Sandra Gonzalez
Extended Day	Carina Arriola Moreno
Kitchen	Hector Meza
Maintenance	Belinda Rodriguez

School Schedule

Daily Schedule

7:15 am	Yard is supervised
7:45 am	Bell rings for students to enter classrooms
7:50 am	Classes Begin
9:40 – 10:00 am	Recess for Grades 5-8
10:00 - 10:20 am	Recess for Grades 1-4
11:30 - 12:00	Lunch for Pre-K/TK & Kinder Students
12:00 - 12:30 pm	Lunch for Grades 1-4
12:15 - 12:45 pm	Lunch for Grades 5-8
2:45 p.m.	Dismissal for all grades
3:00-6:00 pm	Extended Day Care
12:45 pm	All Fridays and other Early Dismissal Days

12:45 pm dismissal each Friday. Teachers stay until 4:00pm each Friday for planning and evaluating student learning, curriculum, and progress. Our students will be the direct beneficiaries of this commitment of time on the part of teachers for positive student learning as we focus on Student Learning, Planning, and Assessment.

Academic Program

Curriculum

St. Helen School utilizes the Common Core standards for English Language Arts and Mathematics in grades Kindergarten through 8th grade. St. Helen School uses the California state standards for Social Studies and Science, however, we are transitioning into the Next Generation Science curriculum. St. Helen School uses the Archdiocese of Los Angeles Religion Standards.

Core Subjects	Supplemental Subjects
Religion Math English/Writing Reading/Literature Spelling/Vocabulary Science Social Studies	Handwriting Physical Education STEM Health/Family Life Music Art

Faith Formation

St. Helen School believes that the parents are the primary educators of their children and are the first and foremost teachers of our faith. The teachers and staff of St. Helen supports the parents' efforts to pass on their Catholic faith to their children. We teach students Scripture, doctrine and the history of the Catholic Church. We also prepare students for the Sacraments of Reconciliation and Holy Communion. We also involve students in prayer experiences and help them to understand their sacramental life. We encourage students to regularly attend Sunday Mass. The students have an opportunity to attend Mass during school hours, receive the Sacrament of Reconciliation and participate in monthly Prayer Services.

Religious Curriculum

Students in grades PreK through 8th grade receive Religion instruction daily based on the Archdiocese of Los Angeles Religion Standards.

Family Life

St. Helen School utilizes the Benziger Family Life Program at all grade levels. This program consists of five basic themes wherein our young people are helped to form specific values toward which the Christian person strives. The program includes the following themes: Family Living, Personal Growth and Self-Understanding, Respect for Life, Christian Sexuality, HIV/AIDS Education, and Christian Social Living. Parents not wishing their child to participate in the Family Life Program, should inform the school office in writing.

Parents have the primary right and responsibility to teach their children regarding family life and sexuality.

Sacramental Preparation

St. Helen School prepares students in 2nd grade for the Sacrament of Penance and students in 3rd grade for the Sacrament of Eucharist. We also offer sacrament preparation for new students in grades 4th-8th. All students who wish to participate in sacrament preparation must provide an original copy of their Baptismal Certificate.

Families of students receiving the sacrament of Penance or Eucharist are required to attend a parent meeting with the teacher in August and one parent retreat (which is valid for two years).

Community Service Project

St. Helen School encourages our students to become socially aware of the needs of others and to become actively involved in helping others. Each class completes a service project every year. This service project provides first hand service experience and integrates student volunteer service activity into the academic curriculum. Students will contribute to fundraising, collecting goods, organizing environmental efforts, publicity, etc. Teachers will distribute additional information for each project.

Assessments and Grading Policy

The purpose of assessment is to inform the teacher, student, and parent of the student's current level of mastery of grade level standards. Teachers consistently use formative assessments in the form of exit tickets to direct instruction and provide additional support, when necessary. Formative assessments are part of the learning process and therefore are not reflected on report cards. Summative assessments are given at the end of units of study and are reflected on progress reports and report cards.

Students are able to reassess on any standard they did not master on the summative assessments given within a trimester. Students must follow their teacher's guidelines for reassessment procedures.

St. Helen School is a part of the Archdiocese of Los Angeles **Standards Based Report Card** Program. The report card lists all standards that were covered within a subject each trimester.

- Grades for students PreK-8th grade will be based on mastery of each standard (M), approaching mastery (AM) or needs improvement (N).
- Each standard is graded based on a rubric which lists the skills needed to master the standard. If students have shown mastery of all skills on the rubric, they have shown mastery of the standard. Students who have shown mastery of 80% of the skills on the rubric, have earned approaching mastery for the standard. Students who show less than 80% of the skills on the rubric need more time to master the standard.
- More information and examples of rubrics will be given to parents at the back to school night.

SchoolSpeak

SchoolSpeak is a web-based school administration solution designed for elementary, middle and preschools. Parents and students can access grades and communicate with the teacher through SchoolSpeak. Teachers will update grades throughout each trimester. The office and teachers will use SchoolSpeak to send emails and communicate with parents. Parents should ensure that they have logged into their SchoolSpeak account and updated their email addresses so they receive school communications.

Academic Probation

Students may be put on probation for academics or conduct. The teacher, parent and student will develop a strategy/plan to help the student move off probation. If a student is on probation more than two trimesters in the year it may be determined by school personnel that the student may need to be retained or not be asked back. Conduct probation will follow the same guidelines. A student that is on academic probation or on probation due to conduct is ineligible to participate in extra-curricular sports and activities at the principal's discretion (this could include classroom/school activities such as field trips, free dress days, etc.).

The decision to retain a student in the present grade should be based upon a consideration of the overall welfare of the pupil, i.e. made by carefully weighing academic, emotional, and social factors. In the event that retention is under consideration, the following guidelines should be applied: identified by second trimester progress report; provided support for mastery of grade level standards; and communicated regularly with the parents and principal. Although the opinions of the teacher and parents are significant factors, the final decision to retain a pupil is the responsibility of the principal. The final decision of placement of students in the correct grade level is the responsibility of the principal.

Report Cards and Progress Reports

There are three grading trimesters. The first trimester is from August 24 - November 19. The second trimester is from November 22 - March 4. The third trimester is from March 7 - June 17. Grades are updated on SchoolSpeak throughout each trimester. Parents will receive a printed progress report half way through each trimester followed by a report card at the end of each trimester.

Parents are reminded that Progress Reports are not final report cards, but indicate students' current progress. Parents are encouraged to review their students' progress with them. Progress reports and report cards should be signed and returned to the teacher within a week.

Homework

The purpose of homework is to provide students with the practice necessary to master grade level standards. Generally, homework is given Monday-Thursday. Homework is to be done neatly and to the best of the student's abilities. The suggested periods of time for homework are as follows:

Grades PreK - 2	Approximately 30 minutes
Grades 3 - 5	Approximately one hour
Grades 6 - 8	Approximately two hours

STAR Testing

St. Helen School utilizes the STAR testing through Renaissance Learning. Students are given the test three times each year. Students in grades PreK-3rd grade (or once they reach the benchmark) take the Early Literacy test. Students in grades 2nd - 8th take both the Reading and Math tests. The results of these tests are shared with the parent/guardian at each Parent/Teacher Conference only on an individual basis. Archdiocesan policy prohibits giving out school-wide test results.

Tutoring

St. Helen School provides tutoring Monday-Thursday throughout the school year for students identified by the teacher. Teachers provide tutoring twice a week for students performing below grade level. The students in the tutoring program may change throughout the year based on testing results and teacher recommendations. The purpose of this program is to see that the academic needs of all our students are met. Tutoring will take place on the school grounds from 3:15pm-4:00pm. There is NO Extra Charge for tutoring.

If a student requires private tutoring or parents/guardians wish to have a student tutored in school subjects, the parents/guardians are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes, but with prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents/guardians.

Awards and Honors

Monthly Awards

Awards will be given the first Monday of each month unless otherwise stated in the monthly calendar and newsletter. Every month, awards will be given for a SLE, a virtue of the month, and a Student of the Month per grade level.

Trimester Awards

At the conclusion of each trimester, St. Helen School will honor students with exceptional achievements in academics and conduct. Students will be recognized for qualifying academic scores in the core subjects and in conduct. An Assembly will take place at the conclusion of the Friday Mass usually one week after the distribution of report cards.

Principal's Honors: 100% Mastery 1st Honors: At least 90% Mastery 2nd Honors: At least 80% Mastery

A St. Helen Honor Roll Student must display exceptional behavior in and out of the classroom. As a result, a student will be disqualified from Honor Roll for the following infractions:

- 2 detentions or 1 conduct referral in one trimester
- 5 or more missing or late assignments per trimester
- 5 or more absences in one trimester unless a medical absence signed by a doctor is provided.

St. Helen School will also recognize students who live out the Gospel message with the Catholic Youth Award. Students who qualify for this award receive all checks in behavior, actively participate in weekly Masses and Prayer Services.

Grade Level Promotion Requirements

All students are expected to achieve at least grade level proficiency to merit promotion to the next grade level. Teacher evaluation, STAR test results, and summative assessments will be considered for the basis of the decision.

Graduation Requirements

Students graduating from St. Helen School will have satisfactorily completed the course of instruction as required by the State of California and the Archdiocese of Los Angeles. Students will complete a set amount of service hours at St. Helen School, St. Helen Church and South Gate Community. Students are expected to produce an exit project that demonstrates they have an understanding of the Schoolwide Learning Expectations. Parents must have also met all of their financial obligations.

Discipline and Conduct

Discipline in a Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards class and school objectives. However, the legitimate interest of the school extends beyond the school day and school hours.

Maintenance of Effective Discipline

Effective discipline is maintained when there is

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Fair treatment of ALL students
- Consistent follow through

Disapproved Disciplinary Measures

The following disciplinary measures are disapproved:

- All corporal punishment, including shaking and slapping
- Language that belittles or ridicules a student, his or her parents/guardians, or his or her family background
- Using religious exercises as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

Behavior Log and Detention

Each teacher is to have his/her classroom rules posted in the classroom visible for students and parents to see. Each teacher is asked to submit a copy of his or her classroom rules to the principal for approval before the beginning of the school year. Each teacher will also go over the rules and the consequences for breaking the rules with the students at the beginning of the school year and with the parents at the Back-To-School Night in September.

Playground Rules

1. Be respectful toward the teachers, staff, and playground supervisors.
2. Stop and walk, no chase or tag games.
3. Play in your assigned area.
4. Play fair and share.
5. Be respectful of everyone, no put downs, name calling, or harassment.

Students in grades 5th through 8th will utilize a behavior log throughout the year. Each student will keep his/her log with them at all times. If they are not following classroom or school rules, a faculty or staff member will ask for their behavior log and mark a tally in the box that indicates the students' behavior. Logs will be turned into the teacher each Friday and the tallies will be counted. If a student has three or more tallies in the same box or has five or more tallies overall in a week then they will have an after school detention the following Tuesday. After the teacher counts the tallies and adds any necessary comments, logs will be sent home on Fridays and must be signed by a parent and returned the following Monday. At the discretion of the teacher, students in grades K through 4 may utilize the behavior log as well. See Appendix 1 for a sample log.

When needed, a detention notice will be sent to parents along with the behavior log. The notice should be signed and returned the following Monday. Failure to return a detention notice may result in another detention. Please make accommodations so your student stays for the full duration of their detention (2:45-4:00pm).

General Behavioral Guidelines

All school policies are established to maintain the safety of everyone on campus and to provide an optimal learning environment for the students. It is also essential that the normal course of business is not disrupted in the school office. In addition to the Schoolwide Learning Expectations, school policies outlined in the Parent-Student Handbook and individual classroom rules, the following policies are in effect:

School Property

- All students will be responsible for the protection and preservation of school property and for the good of others

Campus/Off-Campus Conduct

- Students are not allowed in the classroom at any time unless the teacher is present. (California Education Code).
- Students may not leave the school grounds at any time during the school day without permission and clearance from the office.
- Actions occurring off-campus but related to school shall be dealt with as if they occurred at school.

Birthdays

If you wish to celebrate your student's birthday at school, it is recommended to inform the teacher a week in advance. The snack will be handed out at the discretion of the teacher. We ask that the food items must be easy to eat and to distribute (no pizza parties and/or other similar types of food distributions). Items dropped off without teacher approval will not be handed out. Items should be dropped off in the front office.

Off-Campus Party Invitations

Invitations to parties at all grade levels are not to be passed out on school grounds unless every student in the class is receiving an invitation. If not all students are invited it can lead to hurt feelings, feelings of exclusion etc

Bicycles, Skateboards and Skates

Bicycles are to be walked on and off the school grounds. Students who violate this rule will not have the privilege of riding their bikes to school for a designated time. Students must have a lock and a helmet. The helmet must be worn when riding to and from home in compliance with California law. Skateboards, skates, scooters, etc., are not allowed on school grounds for any reason and will be immediately confiscated. A parent/guardian will be required to pick up confiscated equipment from the principal.

Closed Campus

To preserve the academic environment and school security, archdiocesan and parish schools are designated as closed campuses. No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they need information or have business to conduct with the school.

Visiting School Grounds

All visitors to the school during school hours - whether parents, regular/frequent volunteers or infrequent visitors -- must check in with the office prior to proceeding into the school grounds. No exceptions. Parents or visitors on school grounds without a proper visitor's badge will be referred to the office. Anyone wishing to visit the classroom will be required to make an appointment prior to the day of the visit.

Use of Electronic Devices

Cell phones may be brought to school with parental permission. However, all portable communication devices **must be turned "OFF"** and collected by the homeroom teacher. Cell phones will be held in the classroom until the end of the day when students may retrieve them. Cell phones must remain turned off during dismissal. Students may only use a cell phone in the presence of a teacher or authorized supervisor after school in designated areas (extended day care, after school sports, etc.). Cell phones should be clearly labeled with student name and grade. **Students are not allowed to wear a "Smartwatch" or any device that sends or receives messages and has internet access.**

Portable communication devices may **NOT** be turned on at any time during the regular school day for any reason, except to call 911 in emergencies, or with the express permission of a responsible adult in authority.

If a student uses a portable communication device or any of its functions for any reason during the school day without express adult permission, the following measures will be taken:

- The device will be confiscated from the student
- The device will be returned only to the student's parent or legal guardian
- Depending on the circumstances, the student may be denied the right to bring the device to school
- Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken

The school is NOT responsible for lost, misplaced, stolen, or broken portable communications devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced or stolen after they are confiscated and will NOT pay for any communications charges.

Office Telephone Use

Any student who needs to use the telephone during the school day must have permission from the teacher and present a permission pass written by the teacher to the office. To minimize disruptions in the classroom and office, students will not be permitted to call home for items such as homework, PE clothes, lunches, and/or personal business. Lunches, forgotten books and assignments, messages about after-school pickup arrangements will not be delivered to class. Students will be able to pick up any items or messages from the office during recess, lunch, or after school.

Suspensions and Expulsions

Suspension

Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student

- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

Expulsion

Reasons for Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying including cyberbullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

Procedure for Expulsion

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student
- Full credit will be given for all work accomplished by the student up to the moment of expulsion

Cases Involving Grave Offenses

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference. The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members. When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians.

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed with consultation with pastor
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents

Reporting of Expulsions

All expulsions, even if they occur at the end of the year, are reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions.

Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

Harassment, Bullying, and Hazing

The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary

action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs, websites or social communication networks
- Using someone else's username to spread rumors or lies about someone

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint, which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

At NO TIME is it appropriate for a parent to interview, speak or approach other students or parents that are said to be involved in discipline issues involving their student, this would include sending other parents or students to speak to or approach the student or parents. The incident or claim of incident will be carefully investigated by the proper school officials and the findings will be reported to all parties involved.

Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

- The student who has made the threat will be suspended until the investigation by the police and school has been completed.
- The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

Gangs and Graffiti

Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity is a grounds for expulsion.

Graffiti

To discourage the appearance of graffiti on campus and school property, the Principal will have it removed immediately whenever it appears. All penalties related to the willful defacing of school property pertain to graffiti as well, including restitution and the possibility of expulsion.

School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

Student Sexual Conduct and Pregnancy

A primary purpose of Catholic education in a school, religious education program, or another parish program, whether for youth, adults, staff, or clergy, is to guide all persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent, and mature commitment in marriage.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age-appropriate expressions of affection, friendship, and love. Parents/guardians are expected to love and respect each other and their children. To their children, they are to be the principal role models, examples, and educators of these teachings.

Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person, not only violates these moral teachings but also may be unlawful under civil law. Misconduct, whether it occurs in the school, church, home, or elsewhere, may be subject to [mandatory reporting laws](#) and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual, must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur involving a student or other minor, the entire school or parish community should offer Christian support to the mother and father to assure appropriate prenatal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God.

In such circumstances, the principal, pastor, youth minister, and other appropriate staff should meet with the pregnant couple and their parents/guardians to plan for the pregnancy, including discussing alternatives to school and religious education arrangements that are appropriate for the needs, health, and safety of the child in the womb, the pregnant couple, and the school or parish community.

In schools, the principal, in consultation with the [Department of Catholic Schools](#) and the pastor (for elementary schools and parish high schools), shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the father and mother of the child should be encouraged and assisted to obtain professional medical care and counseling consistent with Catholic teachings, including teachings on the immorality of abortion. The Department of Catholic Schools can assist in the process and serve as a resource for services and referrals.

Admissions and Attendance

Elementary School Admissions Guidelines

- Preferences are given to active members of the parish
- The age limit for PreKindergarten students is three (3), for Transitional Kindergarten is four (4), and for Kindergarten is five (5) years of age on or before the first of September
- The age limit for first grade students is six (6) years of age on or before the first of September
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- Class sizes are determined by the Principal and will vary according to circumstances
- The principal will review a student's continued eligibility for enrollment in the parish school
- All incoming students must provide a prior report card and will be tested. Test results will help determine appropriate grade level placement

After reviewing the report card, test results and contacting the previous school, a determination of acceptance will be made.

PreKindergarten, Transitional Kindergarten, Kindergarten

Admission to PreK/TK/ Kindergarten will be determined by three factors following the determination of priority status listed above:

- The applicant student needs to meet the age limits listed above by September 1st of the academic year for which admission is sought.
- The applicant must demonstrate that he/ she is developmentally ready as determined by data compiled because of readiness screening

It is of utmost importance that parents are cognizant of the fact that their support of the school, especially regarding prompt payment of tuition and willingness to volunteer in school and parish projects, is a prerequisite to registration and a condition for continued admission in school. The school may deny readmission to any family who is delinquent in tuition or has not met financial requirements. In addition, failure to support the philosophy, objectives, and policies of the school may also result in no re-enrollment.

All new students entering grades PreK - 8 are accepted on probation for one term. All possible support will be given to students to assure a satisfactory adjustment. In some cases, our school program is limited in providing what is required for academically challenged students. Should social or academic adjustment be unsatisfactory, parents will be asked to seek a different school setting. The principal after conferring with school personnel reserves the right to determine if the school has an educational program to meet the educational or emotional needs of the student.

Non-Traditional Families

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

School Student Non-Discrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

For more information, see [Inclusion Policies and Procedures for Schools](#).

Inclusion Procedures

Parents/guardians must be informed that they may request a minor adjustment for students with a disability and of the appropriate procedure to address any [complaints of disability discrimination](#). These procedures are located in the Resources and must be included in the parent/student handbook.

Uniform Code

St. Helen School believes that a dress code is necessary, not only in recognition of the economic necessities of families, but also to de-emphasize the material incentive placed on what one wears. Adhering to the uniform policy will foster humility and an appreciation of the beauty that each student possesses as a child of God and decrease unnecessary distractions about physical appearances.

In an emergency when your student cannot be in uniform, an explanatory note must be sent to the homeroom teacher. Tallies will be assessed for uniform violations. Flagrant or repeated violations (3 or more) of the dress code will result in a detention, and/ or disqualification from honor roll and other awards. Further violation may include a conduct referral or suspension. The uniform policy will be enforced from the first day of school to the last day.

Students are expected to wear uniforms that are neat, clean and reflective of pride in themselves and their membership in St. Helen School. Students who come to school inappropriately dressed will not be admitted to classes or school functions. When there is a question regarding the appropriateness of hair or attire, the principal will make the final decision.

All students are always required to be in School Uniform daily. The School Uniform consists of the blue/ grey plaid jumper/skirt (students in grades K-5 should wear the jumper and students in grades 6-8 the skirt) and uniform white blouses and/ or grey polo shirt with school logo for girls and the uniform navy-blue pants with black belt and uniform grey polo shirt with school logo or uniform white shirt for boys. Pants buckled below the waist are not permitted.

White, or navy blue knee-high socks, white or navy-blue tights and white crew cut socks that rise above the ankle are acceptable for girls and boys. No sports socks or emblems are permitted. Skirts and jumpers must be 2" above the knee in the front and the back. Shirts must always be tucked in for boys and girls.

The navy v-neck pull-over, cardigan or navy blue school sweater is considered part of the School Uniform when the weather is cold and is needed for added warmth. Students are always required to wear uniform shirts/ blouses under their sweatshirts. Students are not permitted to wear pullover sweatshirts other than St. Helen logo sweatshirts. Girls may wear navy blue twill pants on cold weather days. The optional "warm weather" uniform consists of navy-blue walking uniform shorts. Shorts must be 2" above the knee. Skirts, jumpers, and shorts must not be "rolled".

Shoes

Boys will wear all black tennis/ running shoes, white sole okay. No logo. Slip on shoes are not allowed. Shoes must have laces or a strap. No colored or designed shoe laces are permitted. No high tops, Vans, or Converse are allowed. Girls will wear all black tennis/running shoes, white sole okay. No logo. Black and White Oxford shoes or Navy Blue and White Oxford Keds are acceptable. Open toe or slip-on shoes are NOT acceptable. No colored or designed shoe laces are permitted. No high tops, Vans, or Converse are allowed.

PE Shoes will be all black OR a black and white tennis/ running shoes. The tennis/ running shoes will not display colored logos, laces, designs, stitching, sparkles, or additional colors of any kind.

Undershirts

Only plain white (no color) short sleeve T-shirts are allowed as undershirts. Long sleeve shirts may not be worn under the uniform.

School Jackets

Jackets are purchased through Michael's School Uniform. Students may wear the uniform sweater indoors on cold days only.

Non-Uniform Dress

On occasion, students may earn a non-uniform dress privilege. On those days, students must dress in accordance with the mission and philosophy of the Catholic Church and St.Helen School. Modesty should be followed, and students must be dressed appropriately by avoiding extreme trends, inappropriate logos/styles, etc. Skirts may be no shorter than 2 inches above the knee while standing. Shorts may be no shorter than 4 inches above the knee while standing.

No tank or spaghetti strap tops. Girls may use leggings if they are wearing tunic length tops. Torn, ripped jeans are not acceptable. All clothing must fit properly and cannot be too loose, too short or too tight. No open-toe shoes or sandals are allowed. No caps or hats are permitted. If there is a question regarding the appropriateness of the attire, the principal will make the final decision. Students not considered to be in proper attire will be required to change or will be sent home.

PE Uniforms

Our school Physical Education uniform consists of navy blue shorts with the school logo and white/grey/navy blue t-shirt with school logo. Athletic shoes must be worn on P.E. days. Shorts must be below mid-thigh and above the knee. Only white ankle socks (that rise above the ankle) may be worn for P.E. Navy blue sweat pants with a school logo are permitted on cold weather days. All students will come to school in their PE uniforms every Wednesday.

Jewelry and Accessories

Boys and girls may wear one simple, gold or silver chain (no longer than neck length) with a small religious medal only. One watch (no smart watches) may be worn. No bracelets or anklets may be worn. Simple religious bracelets are considered appropriate. Girls may wear one simple ring, and one pair of small stud earrings in the lower earlobe. No

hoops or dangling earrings are permitted. Boys may not wear earrings. Jewelry may be confiscated to avoid unnecessary distractions in the classroom. Tattoos, piercings, marks or drawings on the body are forbidden.

Make-up

Make-up of any kind is not permitted in school or at school functions, this includes lip-gloss. Long natural fingernails, acrylic fingernails, clear or colored nail polish is not permitted in school.

Hair

Hairstyles should be simple, neat and clean; and extreme and trendy cuts are to be avoided. The principal makes the decision as to the appropriateness of a hairstyle. Hair should remain in its natural state - must not be dyed, colored, bleached or permed. Designer hair cuts which include any sort of lines are not permitted.

- Boys' hair must be neatly cut, combed one length, above the ears and collar. A recommended length is no shorter than a level 2 trimmed length on the sides and a level 3 on the top. If desired, only small amounts of gel, mousse, or hairspray should be used before students come to school.
 - Junior High boys that develop facial hair will be required to shave
- Girls' hair should be well groomed and styled away from the face and eyes. If desired, only small amounts of gel, mousse, or hairspray should be used before students come to school.

The principal and/or the school with permission of the principal reserves the right to send students home who do not follow the uniform or dress code. When in doubt, bring extra clothes to change. As in all areas of discipline and curriculum the principal or pastor has the last say on what is acceptable or not.

Arrival and Dismissal Procedures

Before School

Students enter the schoolyard and go to their designated area at the lunch tables where they will be supervised. Students may not leave the yard once they have come inside the gates. Once a student has entered the yard before school he/she may not leave for any reason without permission. Students are to wait in their assigned area until invited to enter the classroom. Students may enter the classroom beginning at 7:30AM or when invited by the teacher. **PreK/TK and Kinder students are asked to go directly to their classroom in the AM beginning at 7:30AM.**

PreK must be accompanied by an adult to sign students in.

Regular Dismissal

Regular dismissal time Monday-Thursday is at 2:45pm. **Carline is from 2:45pm-3:15pm. Students being driven home must be picked up on the school grounds.** Students leaving by car will remain in their classrooms and be called out by walkie talkie. Students are not allowed to leave the schoolyard with a WALKING PASS and then walk to their cars parked on the street during the carline. Parents are to drive into the yard for safe pick up. The police department often patrols to ensure the safety of the children. Only the parents of the child or those designated on the emergency cards or in writing from the parent can pick up the child.

Students WALKING home with the written permission of their parents will receive a SPECIAL WALKING PASS and are to use the CROSSWALKS. Students can only walk home with a walking pass when accompanied by an older sibling or adult. Students will remain in their classroom until the accompanying adult arrives at the walking gate. Then, they will be called through walkie talkie to be dismissed.

Carline is from 2:45pm-3:15pm Monday-Thursday and 12:45pm – 1:15pm on Friday and minimum days. All students on campus after 3:15pm Monday-Thursday and 1:15pm on Friday will automatically be signed into our extended day care program and charged the appropriate amount.

Early Dismissal

Teacher planning meetings will be held each Friday afternoon. Dismissal on these days will be at 12:45pm. **Lunch is NOT PROVIDED on Fridays and early dismissal days, students staying for extended day care on Fridays and early dismissal days will need to bring lunch from home.**

Absences and Tardies

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register.

The St. Helen School Year has 180 pupil days for the 2021-2022 school year. Regular attendance is a must. Students that are habitually absent or tardy will not receive the full benefit of a Catholic school education and run the risk of retention. Please make every effort to be on time as late arrivals disrupt the office and the classroom. Students tardy more than five times in one trimester will be billed \$5.00, and may be billed \$5.00 for each successive tardy.

Parents and students must realize the importance of consistent attendance at school, especially by being punctual each day. Students who are absent or tardy are held responsible for any work they may have missed. Five or more absences will result in disqualification from Honor Roll or a reduction in grades because the student was not present at school during a lesson and non-promotion.

Students who are absent the day before a class field trip may not participate in the field trip. Parents are not allowed to drive to the field trip unless authorized by the office.

Absence with an Acceptable Excuse

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

STATE LAW REQUIRES A WRITTEN EXCUSE, GIVING THE REASON WHENEVER A STUDENT IS ABSENT. Without this note a student is marked **legally truant, which is a misdemeanor.** This note must be given to the teacher. Parents are to call the school by 9:00 am, if the student will not be in attendance that day. You may ask for the student's homework to be sent to the office for pick up after school or to be sent home with a sibling or other student. Requests for homework received after 9:00 AM will not be guaranteed to be ready for that day.

Extended Absences

When, for family reasons, parents wish to take their student out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (*e.g.*, 15 or more days), official grades may be withheld.

In the case of long-term absences, parents must apply for permission from the principal and notify the homeroom teacher at least two weeks prior to departure. Advance assignments will not be given, and all schoolwork will have to be made up when the student returns. At the discretion of the principal, summer school attendance/tutoring may be required. If for any reason, your student must leave school prior to the last day of school, an “incomplete” will be given on the transcript. Work must be completed during summer school for grades to be entered for the third trimester and for the year.

Home Study

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, etc... outside of school hours so that grades can be reported.

This may include placing the student under the supervision of another teacher or the principal for a period of time at school until the student finishes his/her work or the conduct of the student reflects that of a St. Helen School student.

Tardiness

A student is tardy if he or she arrives at the classroom after 7:50am. If the student arrives after 7:50am, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records. Students tardy more than five times in one trimester will be billed \$5.00, and may be billed \$5.00 for each successive tardy.

It is recommended that students arrive at school between 7:30AM and 7:45 AM to avoid tardiness and traffic congestion. It is the responsibility of the parents to see that the students arrive before 7:50 AM. **Students who are tardy are required to go immediately to the office to receive a tardy slip.** Teachers will not admit students to class without this slip. Parents should not walk their students directly to class or discuss tardiness in the classroom as it disrupts the normal classroom routine. This will also apply to the Monday assemblies. Attending the weekly assembly promptly should remain a priority, and not be an attendance option.

Persistent tardiness may result in a reduction in grades, disqualification from honor roll and, at the discretion of the principal, dismissal from school.

Leaving School Early

Students that have medical or other valid appointments where they will need to leave school before dismissal can only leave with a parent or with written permission of the parent with someone on their emergency card. We ask that, if possible, appointments be made for after school hours. Parents must come to the school office and fill out the early release form in the school office and the student will be paged to the office for pick up. A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal.

A child who re-enters school the same day must sign in at the office and receive an admittance slip to go back to class. The school assumes no liability in cases where students leave the premises in violation of the above policy. Students may not enter any business establishments on their way to or from school without the permission of their parents. If a child is absent or leaves campus during the school day, he/she may not return to take part in sports, extra-curricular activities or other school-sponsored activities.

If a child is absent for more than half the school day, he/she may not return to take part in sports or other extra-curricular activities that day.

Truancy

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

Communication Procedures

Effective communication between the teacher, parent and administration of St. Helen School is important to the academic success of the student. St. Helen School communicates with parents through SchoolSpeak emails.

St. Helen School will send out a monthly envelope packet of information including tuition statements, monthly calendar of events, menu and the Bruin News (monthly newsletter from the principal). The oldest or only in each family will receive the envelope during the last week of the month. It will require a parent signature and need to be returned the following day. You may include your fees in your envelope when returned.

Parents may make an appointment to meet with the teachers during the school year; before or after school are the best times for teachers to schedule conferences. To make an appointment to see a teacher or the principal call the school office at (323) 566-5491 or email the teacher directly.

ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS [“ARCHDIOCESAN AUP”]

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location.

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

Definitions

- **Electronic communications systems** include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.
- **Electronic communications devices** include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.
- **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

Electronic Communications Systems, Devices and Materials and Users Covered

- All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the “Premises”).
- All electronic communications devices and materials taken from the Premises for use at home or on the road.
- All personal devices and materials brought from home and used on the Premises during regular business hours.
- All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

Ownership and Control of Communications

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

Guidelines for Email Correspondence and Other Electronic Communications

- All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- Email and other electronic communications are not necessarily secure.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are "ON" and functioning.
- Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
- Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.

- Information systems hardware should be secured against unauthorized physical access.

Prohibited Practices

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

- Violate any federal, state or local laws or regulations.
- Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- Engage in improper fraternizing or socializing between adults and minors.
- Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.

- Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to ensure that active filtering of prohibited materials is enabled.
- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (“FCC”) or that would violate FCC rules or policies.
- Access or manipulate services, networks or hardware without express authority.

Consequences of Violations of Electronic Communications Policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

Google Accounts

Students in grades 4-8 will each receive a school google account. They are to use this account for school communications and logging into school applications and websites. Each student and parent must sign the G-Suite for Education Permission Form (see appendix 2).

iPads

Students in grades K-8 will each receive a school iPad. The iPad is intended for school use only and students are expected to follow all guidelines outlined in the Student iPad Contract in addition to iPad rules posted in each classroom.

Illness and Accident Procedures

Minor first aid will be administered through the office. Should a student become injured or ill during school hours, a parent will be notified. Students will not be allowed to go home without parental permission. The school does not take responsibility for the effects of delayed care upon your child. In cases of serious injury or illness when parents cannot be reached, the administration will call the paramedics.

Medications

The school will not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided.
- Medications administered at school must be in the original container and labeled. The day’s dosage must be sealed, labeled and have the student’s name attached. It shall be in an appropriate container, and kept in the school/nurse’s office.
- **All medications brought from home is to be safely stored in the school office and the student shall come to the office for medication**
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. All medications must be kept in the school office and appropriately

labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

Students taking medicine during school hours MUST know that the State of Education Code states that “no student may bring any medication (prescription or non-prescription) to school. **Only medication prescribed by a health care provider may be taken during school hours.** The note and medicine is to be kept in the school office.

Health and Safety

Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. Students will not be admitted to their classrooms on the first day of school unless an emergency card is on file in the office. The student’s parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians.

Examinations and Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

Immunization and Medical Records

Immunization

Students entering our school for the first time must bring a record of State of California required immunizations. State regulations demand that each Kindergarten student and/or any new student have a California Immunization Record on file.

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Immunization is not required for admission if a parent or guardian presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

First graders must have a Report of Diagnostic Examination (CHDP) on file. Forms are available in the office. Seventh graders must have Hepatitis B (3 doses) before school starts. All incoming seventh and eighth grade students must have Whooping Cough Vaccine (1 dose) before school starts.

Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

A note with the time and day of the medical appointment must be given to the teacher and the office for the student to be excused. Students are NOT PERMITTED to leave the school premises without an adult signed release from the office. Students need a doctor's verification to be MEDICALLY EXCUSED.

Communicable Diseases

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize a student's contact with allergens, the school does not promise an allergy-free environment.

School Security

To preserve the academic environment and school security, archdiocesan and parish schools are designated as “closed campuses.” No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

Parent/Guardian Right of Visitation

St. Helen School is a closed campus. During the normal school day (7:50 AM – 3:15 PM) no parents or visitors may enter any classroom. The principal, teachers, teacher aides, and employees of St. Helen School may enter classrooms while school is in session. Parents who come to school ON A REGULAR BASIS to complete volunteer hours may also be in the classroom with the principal’s approval and at the request of the teachers. These parents **must stop by the office to sign in** and receive a volunteer badge. This is for the safety of all students.

Rules for Non-Custodial Parent/Guardian Visits

Parents/guardians are responsible for providing any custody orders or other legal documents to the school that they wish the school to follow. Schools should take all reasonable steps to comply with these orders and are advised to ask the parents/guardians to provide the underlying agreements for these matters. The archdiocesan [Office of the Legal Counsel](#) is available to advise on how to handle these matters. The parent/guardian who has custody should be encouraged to present legal evidence to the school regarding the extent of the visitation rights of the other parent/guardian.

If a parent/guardian does not have legal custody of his or her child but has visitation rights, that parent/guardian may visit the child (subject to the school’s visitation policy and if the school does not have a legal order prohibiting such a visit). Prior to taking action, the principal must identify the parent/guardian and determine if he or she has visitation rights.

Visitation rights are usually limited by the court to specified days and hours. The principal must be aware of these restrictions. If a parent/guardian without visitation rights attempts to visit a student at school, the principal shall inform the custodial parent/guardian.

Schools may not provide legal analysis of custody orders or advise parents/guardians on the interpretation of custody orders. If parents/guardians disagree on the meaning of a custody order, the parents/guardians must consult legal counsel or come to an agreement on its meaning and provide the school with written documentation of their decision. Schools do not guarantee enforcement of custody orders. If a parent/guardian violates a custody order, schools should call the other parent/guardian, the police, or both for assistance.

Child Abuse Reporting Obligations

In accord with Diocesan policy and California law, school staff is obligated under penalty of a fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which is the procedure followed in most legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Work Permits

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website:

www.cde.ca.gov.

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date.

The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school. A copy of the signed work permit must be kept in the student's file.

For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may not view or use pupil records without direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records.

In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Directory Information

“Directory information” means one or more of the following items: pupil's name, address, telephone number, date and birthplace, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Parent Authorization to Use Child’s Personal Information

Whenever a student’s image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent’s Authorization to Use Child’s Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

See Appendix 3, Parent’s Authorization to Use Child’s Image, Name, Voice and/ or Work for NonCommercial Purposes

Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

Transfer of Records

Student Transfers, Withdrawals, and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer. Principals may be required by the County Board of Education to report the severance of attendance by any student.

Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

Cumulative Pupil Record

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

Permanent records cards include only the following information:

- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- Standardized test data
- Transcript of classes
- Attendance information
- Record of withdrawal or graduation and place to which any copy of the record is sent

Emergency Preparedness and Natural Disasters

A family emergency card is kept in the front office. Parents are notified immediately of serious injury or sudden illness that occurs during school hours. For this reason, you must notify the school office when there is a change of phone number or person to be contacted when you cannot be reached.

It is understood that enrollment at St. Helen confers upon the school the obligation to select emergency care providers in instances where we are unable to reach the parents and that no liability would attach to such a decision in the event that the parents cannot be reached.

Fire

Faculty and students practice fire drills monthly and cooperate with all safety and educational programs of the Los Angeles Fire Department

Natural Disaster

In case of a major disaster, St. Helen School will try to take the same actions as the Los Angeles Unified School District and/ or the Department of Catholic Schools. Turn your radio to KNX 1070 AM for the latest information from the Department of Catholic Schools or individual sites.

Children will be released to the parents, or those adults listed on the Earthquake Emergency Card only, from a designated evacuation through the Iowa drive through gate.

Please be aware that the children will remain calm if the adults around them are calm and assuring. If an event occurs out of school hours every effort will be made to contact room parents for phone trees. The administration will also attempt to leave a message on the office answering machine regarding school information.

Emergency Plan for Release of Children in case of disaster, riots and city violence

The goal of St. Helen School is to maintain a safe and secure environment at all times particularly during times of a disaster or when city violence may be evident.

Immediate Evacuation from school premises: Only parents and other authorized persons are asked to **pick up children first at school** and then at the following sites if the school is not safe:

2. Parish Hall across from St. Helen Church
8910 Madison Avenue, pay phone 323-566-9103.
3. St. Helen Church on Firestone and Madison.
Rectory address: 8912 South Gate Avenue, 323-563-3522.
4. Assemble in the parking lot at the shopping area on Firestone Blvd. across from the Parish Hall.

Closure of St. Helen School in Case of Emergency

1. Directives for the closure of school will be the same as the Los Angeles Unified School District in our area. Listen to the radio for closure announcements. LAUSD Superintendent Office 213-625-6251.
Area "J" Dale Vigil 213-599-5900.
2. Please check the St. Helen SchoolSpeak website and emails.

Removal of a Student During School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

Interview and Removal from School of Students by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
- By properly identified representatives of a Child Protective Agency when taking a child into custody

Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts. In the case of the release of the student to the officer, the reason for such an action
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student’s parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency’s duty to notify the parent or guardian.

Guidelines Related to Possession and Use of Alcohol and Controlled Substances

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription. The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

Procedures in the Case of Suspected Possession or Use

In cases of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation

In cases where sale or possession is verified, school administrators follow these procedures:

- Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
- Consult with the police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner

Tuition and Fees

Tuition and fees are the main sources of income for St. Helen School. Tuition is payable in ten (10) monthly payments from August – May. See Appendix 5 for Fees and Obligation Requirements.

St. Helen School will send out a statement in the monthly family envelope a week prior to the first of the month. Tuition is due on the first of every month and late after the tenth of each month. St. Helen School reserves the right to apply a late fee if tuition is not received by the tenth of each month. Tuition can also be paid in one payment due in August for the full amount or two payments due in August and January. If there is an outstanding balance at the end of the first or second trimester, parents will not be able to meet for Parent Conferences until they see the office.

Tuition Assistance

Tuition assistance is available through the Catholic Education Foundation (Archdiocese of Los Angeles) and the St. Helen Parish Tuition Assistance Program. Applications may be obtained from the school office. Tuition assistance is limited and families must meet the financial recommendations to qualify.

Mandatory Obligations

- Payment of all fees and fulfillment of all family commitment obligations
- Participate in each student's 1st Sunday Mass and food sales (\$20 for a food item and work a 2 hour shift or pay an additional \$20)
- Participate in the fundraising efforts of the school including the Fall Candy Drive, the Parish Fiesta Raffle, the Christmas raffle, the Pancake Breakfast, the St. Helen Church Dinner Dance
- Attendance at Back to School Night and General PTO meetings. Parents will receive 1 service hour per family for attendance at the mandatory parent meetings. An immediate penalty of \$20.00 will be imposed for those who do not attend.
- 20 service hours per family and 6 hours for each additional student attending St. Helen School

Families will be billed for any incomplete service hours or mandatory fundraisers by the May statement.

Service Hour Opportunities

- Volunteer in cafeteria
- Coaching / Athletics
- Morning Carline
- Book Fair
- Picture Day
- Halloween Carnival
- Special talent or service you can provide

All parents who volunteer where students are present must be VIRTUS Trained to be in compliance with St. Helen School and the Archdiocese of Los Angeles.

Lunch Program

The cafeteria serves hot lunch Monday-Thursday. Lunch will be purchased on a monthly basis. The monthly lunch menu will be provided in the monthly family envelope. Selected lunches and payment should be returned in the

envelope. Hot lunch will not be served on Friday or any 12:45pm dismissal day. Students will need to bring lunch from home if they are staying for extended day care or other after school activities.

It is possible for a student to request lunch because they forgot the lunch at home or for some other valid reason and the school will provide lunch for that day. In such cases an IOU will be placed on the student's account. Students must let their teacher or office staff know they do not have lunch for that day, the school is not responsible otherwise. **It is our policy that NO student be without lunch. If the student lets their teacher or the office or the principal know that they do not have lunch the school will provide something for the student's lunch and send home the appropriate IOU notice. If the student does not let their teacher or the office or the principal know that they are without lunch the school cannot be held responsible.**

Extended Day Care

Extended Day Care is available for St. Helen School families whose job requires it. Students attending extended day care will eat their snack (provided by the parent) and play outside from 3:15-4:00pm. Then, they will go inside the Kindergarten classroom until 6:00pm. The cost for the program is listed below:

- The cost will be \$4.00 per hour for the first student; \$2 for each additional student.

Extended Day Pick up: Parents must enter the school grounds through the office between 3:15 and 4:00pm. After 4:00pm, parents must enter through the electronic gate on Iowa and sign the student out.

- Students must be picked up by 6:00pm. Parents picking up students after 6:00pm will be charged \$5.00 for every 15 minutes they are late.
- Students will **ONLY BE RELEASED** to parents or those listed on the extended day care forms or emergency cards. Parents please carefully consider to whom you would allow the school to release your student to.
- All St. Helen School students not picked up by 3:15pm (Regular dismissal) or 1:15pm (Minimum day dismissal) will be automatically signed into Extended Day Care and will be charged.

Student Accident Insurance

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

Parent-Teacher Conferences

Parents can request a conference with the teacher at any time during the year. Parents requesting a conference with a teacher should email the teacher directly to set up a time. The teacher will respond within 24 hours. Conferences should not take place during class time or carline.

Mandatory Parent/Teacher Conferences will be set up by the school to discuss the progress of the student the week after Report Cards are sent home. Conferences will be from 2pm-6pm during a school day Monday-Friday.

ExtraCurricular Activities

Students are encouraged to participate in extracurricular programs if their grades permit. In addition to extra-curricular sports, students may participate in Choir, Student Council, and Academic Decathlon (grades 6-8). Where substantial interest among families exists, the school will gladly co-sponsor any worthwhile programs that

challenge student interest. A parent volunteer for coaching, etc. makes extra-curricular activities possible. All volunteers are expected to follow the guidelines present in school policy as well as C.Y.O League Handbook Policy.

Before participating in try-outs or practice, a permission slip will be signed by parents and teachers indicating that the student currently meets the following requirements:

- Eligibility is determined by the most recent progress report or report card. To participate in any extra-curricular activity, the student must maintain at least an “AM” average in all major core subjects and no more than 3 detentions in a trimester.
- If a student is deemed ineligible for extra-curricular activities, he/ she will be suspended from activities for a two-week probation period during which they are not allowed to participate in meetings, events, games or practices. If the student desires to continue with extra-curricular activities, he/ she must demonstrate significant improvement in conduct and/ or the deficient subject area. The student may request to be reinstated into an extra-curricular activity by completing a Grade Verification Form, which must be signed by his/ her teachers.
- At the discretion of faculty members and Administration, a student may be removed or reinstated temporarily or permanently from participation in extracurricular activities based on academic and/ or behavior performance.

Sports Program

The St. Helen School sports program promotes respect, sportsmanship, team spirit, responsibility and the acceptance of victory and defeat. Participating in sports should not interfere with the student’s studies and students must learn to keep within all sports rules/ regulations and practice self-control.

Students must maintain at least an “AM” average in academics, and no more than 3 detentions per trimester to participate in the sports program at St. Helen School.

When a student makes a team, the student’s parent must first sign an Athletics Permission Form prior to participating in team events. Additionally, \$40 per team member is required to defer the cost of the officials, CYO entry fee, and tournaments. This does not include the cost of uniforms.

Appendices

Appendix 1: Behavior Log

First Trimester Dates _____

Saint Helen School Behavior Log



Student Name _____

Grade _____

Student # _____

Weekly Report

Date															Parent/ Guardian Signature												
8/24-8/27																											
8/30-9/3																											
9/7-9/10																											
9/13-9/17																											
9/20-9/24																											
9/27-10/1																											
10/4-10/8																											
	Weekly Score	Citizenship	Caring	Fairness	Responsibility	Respect	Trustworthiness	Character Pillars	Failure to make-up work	Missing class materials	Incomplete or Missing Homework	Incomplete or Missing Classwork	Not working to potential	Minimal class participation	Inattentive in class	WORK HABITS POINTS	Out of Uniform	Aggressive behavior	Excessive Talking	Disruptive in class	Inappropriate language	Disrespectful toward others	Failure to follow classroom rules	Failure to follow school rules	School Planner not being used	Behavior Log not signed or returned	<p>Every week: each student begins with 10 points for behavior & work habits.</p> <p>1 Point Deduction for every tally</p> <p>3 Tallies in the same box = Detention after school Tuesday</p> <p>If student has 5 or more tallies in a week = Detention after school Tuesday</p> <p>If a student misplaces the behavior log = detention after school Tuesday and \$1 fee for a new log</p> <p>If two or more consecutive signatures are missing = detention after school Tuesday</p> <p>If a student has more than 3 detentions, will meet with Administration</p>
Comments: Week #1		Week #2			Week #3			Week #4																			
Week #5		Week #6			Week #7																						

Appendix 2: School Immunization Record



CALIFORNIA PRE-KINDERGARTEN AND SCHOOL IMMUNIZATION RECORD

Pre-kindergarten facility and school staff must record the required vaccine dose information and status of requirements for each pupil. See reverse side for guidance.

PUPIL NAME (LAST, FIRST, MIDDLE)	STATEWIDE STUDENT IDENTIFIER (SSID)	ETHNICITY <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Non-Latino	RACE <input type="checkbox"/> African-American/Black <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other
NAME OF PARENT/GUARDIAN (LAST, FIRST)	BIRTHDATE (MONTH/DAY/YEAR)	SEX	

REQUIRED VACCINE	DATE EACH DOSE WAS GIVEN (MM/DD/YY)					Permanent Medical Exemption	Notes for School Requirements
	1 ST	2 ND	3 RD	4 TH	5 TH		
IPV / OPV (Polio)			Age: _____ years			<input type="checkbox"/>	4 doses meet TK/K-12 requirement, as do: 3 doses, if ≥1 dose given at age ≥4 years.
DTaP / DTP – Age 0-6 years Tdap / Td – Age 7+ years (Diphtheria, Tetanus, Pertussis)			Age: _____ years			<input type="checkbox"/>	5 doses meet TK/K-12 requirement, as do: 4 doses, if ≥1 dose given at age ≥4 years; 3 doses, if ≥1 Tdap dose at age ≥7 years; Tdap dose may meet 7 th Grade requirement.
MMR (Measles, Mumps, Rubella)	Age: _____ months					<input type="checkbox"/>	2 doses meet TK/K-12 requirement. Doses must be given at age ≥1 year.
Hib (<i>Haemophilus influenzae</i> type b)						<input type="checkbox"/>	Required for pre-kindergarten only. At least 1 dose must be given at age ≥1 year.
Hep B (Hepatitis B)						<input type="checkbox"/>	3 doses meet TK/K-12 requirement.
VAR / VZV (Varicella or Chickenpox)						<input type="checkbox"/>	2 doses meet TK/K-12 requirement.
Tdap – 7 th Grade (Tetanus, Diphtheria, Pertussis)	Age: _____ years					<input type="checkbox"/>	1 dose given at age ≥7 years meets requirement for 7 th grade advancement and 7 th -12 th grade admission.

STATUS OF REQUIREMENTS	Staff Initials / reviewed pupil's immunization record	Has All Required Vaccine Doses	Requires Follow-up			Follow-up Date(s) (See conditional admission schedule or exemption end date)	Other See codes on reverse side	Date Requirements Met
			Temporary Medical Exemption	Missing Doses Not Currently Due—Conditional	Missing Doses Are Overdue—Needs Doses Now			
Pre-Kindergarten (Child care or preschool)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> IEP <input type="checkbox"/> PBE (pre-2016)		
TK/K-12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> IEP <input type="checkbox"/> IND <input type="checkbox"/> Home <input type="checkbox"/> PBE (pre-2016)		
7 th Grade (Advancement or admission)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> IEP <input type="checkbox"/> IND <input type="checkbox"/> Home		

The California Department of Public Health places strict controls on the gathering and use of personally identifiable data. Personal information is not disclosed, made available, or otherwise used for purposes other than those specified at the time of collection, except with consent or as authorized by law or regulation. The Department's information management practices are consistent with the Information Practices Act (Civil Code Section 1798 et seq.), the Public Records Act (Government Code Section 6250 et seq.), Government Code Sections 11015.5 and 11019.9, and with other applicable laws pertaining to information privacy.



Appendix 3: Google Suite Permission Form

To parents and guardians,

At St Helen School we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your student. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At St.Helen School, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

If you don't provide your consent, we will not create a Google Workspace for Education account for your student. Keep in mind that by not providing consent to use Google services, it will impact the educational experience for your student. Students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

I give permission for St. Helen School to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,

St. Helen School

Full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

Appendix 4: Parent Authorization for Publication of Student Work and Pictures

PARENT'S AUTHORIZATION TO USE CHILD'S IMAGE, NAME, VOICE AND/OR WORK FOR NON-COMMERCIAL PURPOSES

This section to be completed by Archdiocese/School/Parish

Archdiocese/School/Parish: St. Helen Catholic School

Class/Activity:

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:

This section to be completed by Parent/Legal Guardian:

I, _____ (name), am the parent or legal guardian of _____ (child's name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

Please initial the applicable boxes

Image/visual likeness:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	Voice:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
Name:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	Work:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the "Materials").

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature:

Date:

Print Name:

Relationship to Child:

Address:

Telephone:

Name of Child:

Age:

Appendix 5: Fees and Obligations

ST. HELEN SCHOOL
9329 MADISON AVENUE, SOUTH GATE, CA 90280 (323)566-5491
GRADES: KINDER THROUGH 8TH GRADE
2021-2022 Schedule of Fees, Tuition & Obligations

FEES: Per Child

\$85.00 Registration (Non-Refundable)
\$385.00 General Fee (Non-Refundable after August 1, 2021)
This fee includes: Book Rental, Insurance, Testing, Health Services, Workbooks, Materials used, library & computer lab, record keeping, parent notices, etc.

TUITION: Grades Kinder – 8th

Yearly	One Child	Two Children	Three Children	Four Children
	\$4,200.00	\$6,600.00	\$7,700.00	\$8,800.00

Tuition is divided into 10 payments with the first payment due on August 1, 2021

Monthly	\$420.00	\$660.00	\$770.00	\$880.00
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Tuition is **due on the 1st of every month**. A late fee of \$30.00 will be charged if not paid by the 10th. Any checks returned by the bank will also be charged a fee of \$30.00.

OBLIGATIONS:

Participate & sell Parish Fiesta Raffle; **PER FAMILY** *10 tickets or pay *\$30.00 (*amount subject to change)
Candy Drive requires **ALL STUDENTS** to sell one case or *pay \$60.00 (*amount subject to change)
Annual Christmas Raffle is **PER FAMILY**: Sell 40 Tickets or pay \$40.00
Pancake Breakfast Tickets is **PER FAMILY**: Sell 10 Tickets or pay \$60.00
Participate in Class Breakfast Fundraiser including money donation & working a shift (**ALL STUDENTS**)
Bake Sale: Participation is **ALL STUDENTS** or pay \$20.00
Parent Meetings: **All Parent meetings are mandatory or pay a \$20.00 fee**
Sacramental Obligations: Parents of students in Grades 2nd and 3rd must attend meetings and/or retreats.
St. Helen School Uniform & Dress Code: Students must follow the uniform code at all times; follow all school rules as stated in the St. Helen Parent Handbook.

SERVICE HOURS:

To be completed between April 1, 2021 through March 31, 2022
20 Hours for families with one child or pay \$200
6 Hours for each additional child or pay \$60

EXTENDED DAY CARE:

Extended Day Care is available Monday – Friday from dismissal time until 6:00pm at an additional cost; and at 6:45am upon request.

SCHOOL HOURS:

7:45AM TO 2:45PM Monday through Thursday; and early dismissal on Friday at 12:45pm

Appendix 6: Extended Day Care Program

**ST. HELEN SCHOOL EXTENDED DAYCARE PROGRAM
AND EMERGENCY FORM 2021-2022**

Extended Day Care is available for all St. Helen families who are in need of Day Care services. Students attending PM extended day will gather outside at a designated area for recess from 3-4pm, a light snack will be offered, but it is suggested that students bring a lunch or snack from home. Students who remain in the Day Care after 4pm will work on their homework from 4pm to 5pm. Students will have an opportunity to work with the Day Care teacher(s) on art projects or group games and/or watch age appropriate videos or play board games from 5-6pm. **The cost for the program is listed below:**

The cost will be **\$4.00** per hour for one student, with a \$12.00 maximum (Monday-Thursday) and a \$16.00 maximum on Friday or minimum day dismissal. For families with more than one student an additional fee of \$2.00 per hour will be applied per student.

AM Extended Day Drop off: Supervision is available each morning beginning at 7:15am. If a student needs supervision before 7:15am the parent must call the school office to make arrangements for proper supervision. No student is to be dropped off and left unsupervised before the gates open at 7:15am.

PM Extended Day Pick up: Parents must enter the school grounds through the **school office on Madison and Illinois between 3:15pm and 4pm** and sign the student out in the afternoon by writing the time signed out and signing their name to the Extended Day Care Sign-Out Ledger along with their student's name. **After 4pm you must enter the school grounds through the electronic gate on Iowa and sign your student out at the Day Care Center.**

- Students may **NOT** be dropped off prior to 7:15am (See AM Drop Off)
- Students must be picked up by 6:00pm. Parents picking up students after 6:00pm will be charged \$5.00 for every 15 minutes they are late.
- Students will **ONLY BE RELEASED** to parents or those listed on the extended day care forms or emergency cards. Parents please carefully consider to whom you would allow the school to release your student to.
- All St. Helen School students not picked up by 3:15pm (Regular dismissal) or 1:15pm (Minimum day dismissal) will be automatically signed into Extended Day Care.

Please fill out the Extended Day Care sheet below and return to the school office on Registration Day:

Student Name _____ Grade _____

Student Name _____ Grade _____

Mother's Name _____ Phone # _____

Father's Name _____ Phone # _____

I GIVE MY PERMISSION FOR THE FOLLOWING TO PICK UP MY STUDENT(S) FROM DAY CARE:

Name	Relationship	Phone #
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_____	_____	_____
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_____	_____	_____
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Appendix 7: Parent-Student Handbook Agreement



**St. Helen Catholic School
Parent/Student Policies Agreement Form
2020-2021**

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the St. Helen Catholic School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's Signature _____

Date _____

Mother's Signature _____

Date _____

Print student names and grades:

Student's First Name _____ Grade _____

**Please return this signed form promptly to the School Office.
This form will be placed in the students' permanent files.**

Appendix 8: Student & Youth Activity Permission Form

Click here for direct link to the PDF:

https://handbook.la-archdiocese.org/Handbook%20Resources/student_and_youth_activity_permission_form_en.pdf#search=Student%2520%2526%2520Youth%2520Activity%2520Permission%2520Form

Appendix 9: Archdiocese Medication Authorization & Permission Form

Click here for direct link to the PDF:

https://handbook.la-archdiocese.org/Handbook%20Resources/medication_authorization_and_permission_form.pdf

For All Archdiocese forms go to:

<https://handbook.la-archdiocese.org/>