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CONTACT INFORMATION

PARISH STAFF

| | | |
|---------------------------------|------------------------|--------------|
| Pastor | Father Richard Villano | 612-729-7344 |
| Parish Administrator | Mark Wolf | 612-729-7344 |
| Pastoral Minister | Sister Joan Rutz | 612-729-7344 |
| Director of Religious Education | John Sondag | 612-729-7321 |
| Director of Music | David Bartlett | 612-600-4378 |
| Parish Secretary | Marge France | 612-729-7344 |

SCHOOL STAFF

| | | |
|-------------------------------|----------------------|----------------------------------|
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| Band | Melinda Langlie | melinda.langlie@schmittmusic.com |
| Nurse | Ann Lumbar | 612-729-9301 |

INTRODUCTION

MISSION STATEMENT

The mission of St. Helena Catholic School is to develop the spiritual, intellectual, emotional, and physical character of each child in partnership with parents and the parish community. Instruction, founded on the Catholic Faith, encourages a life of service, devotion, and the pursuit of social justice. All members are expected to be responsible, respectful, safe, and like Christ.

PHILOSOPHY STATEMENTS

The philosophy of St. Helena Catholic School is to foster a love of learning and to maximize the potential of each child by recognizing and valuing the uniqueness of the individual. Students are taught and expected to work to the best of their abilities, to be responsible for their actions, and to be respectful of their school and community. Each student entrusted to our care is expected to be an integral part of maintaining a safe environment. Students are encouraged to be active members of their faith community, to enter into the sacramental life of the parish, and to use their talents for the benefit and service of others. All are encouraged to live a life of faith, hope, and love of God and neighbor.

CATHOLIC IDENTITY

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

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

Visible evidence of St. Helena School's Catholic identity appears throughout the classrooms and the building. Prayer is an essential part of each day. Students are instructed in the Catholic faith on a daily basis, and teachers participate in professional development opportunities throughout the year to enhance their knowledge of the faith.

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

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

part of the rights and responsibilities of St. Helena students and a way to give dignity to hard work.

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

SCHOOL ACCREDITATION

St. Helena School is accredited by the Minnesota Nonpublic School Accrediting Association, and annual reports are submitted to this agency in order to meet the association's standards. Curriculum evaluation is an on-going process. Programs are selected after careful study and consultation on the part of the staff.

SCHOOL HISTORY

St. Helena Parish was established in 1913, and the school began in 1925. The school was originally staffed by the Sisters of St. Joseph of Carondolet who over the years were replaced by lay teachers. The last member of this community left the school in 1980. The school started with a population of less than one hundred students, and it peaked with a population of almost 800 students. During the last ten years, the enrollment has remained stable averaging 197 students.

FINANCE/FUNDRAISING

BUDGET PROCESS

The school's budget planning is a process that coincides with the parish's budgetary process. The budget preparation process includes direction from the school principal, along with the pastor and the school board. Budget planning considers annual goals and objectives as well as long range planning.

TUITION

The St. Helena School Board sets a yearly tuition rate during the budget process. The tuition charged represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising, and state and federal funds provide the remainder.

The following tuition policies have been set by the St. Helena School Board:

1. Registered members of St. Helena Parish who have completed stewardship of time, talent, and treasure will be charged the parish member rate. Non-parishioners will be charged the actual cost of educating a student.
2. To qualify for parish tuition, parish families must be on parish record as supporting the parish through regular Sunday stewardship by using parish envelopes. Parish members who do not support the parish will be charged the non-parishioner rate.
3. Tuition for the 2010-2011 school year will be as follows:

Parish Members:

Family with one child

\$275 per month

| | |
|------------------------------------|-----------------|
| Family with two children | \$520 per month |
| Family with three or more children | \$700 per month |

Non-Parishioners:

| | |
|------------------------------------|-------------------|
| Family with one child | \$385 per month |
| Family with two children | \$750 per month |
| Family with three or more children | \$1,010 per month |

4. Parents/guardians are expected to be current with tuition payments unless prior arrangements have been made. We reserve the right to suspend any student of any family who falls three months delinquent in tuition.
5. St. Helena School reserves the right to suspend the student indefinitely and not allow re-admission until such time as all past due accounts have been paid in full.
6. Tuition must be paid on a monthly basis beginning August 12. All tuition must be completed by May 16.
7. A late fee of \$15 will be charged if tuition is paid 10 days late. Accounts will be assessed a \$35 charge for any returned checks.
8. Families who are delinquent in their tuition payments will not be allowed to register for the following school year.

FEES

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

FUNDRAISING

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

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

STATE AND FEDERAL PROGRAMS

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

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

Transportation – Minneapolis Public School District must provide “equal transportation” within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline.

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

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

Title I - This program provides supplementary instruction in math, reading and language arts to students who have been identified as “at risk.” Catapult Learning provides small group and computer-aided instruction for these students.

Title II - This program provides funds for teacher education.

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

STUDENT CONDUCT

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

DISCIPLINE POLICY

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

CODE OF CONDUCT

Be responsible
Be respectful
Be safe
Be like Christ

MINOR MISCONDUCT

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

MAJOR MISCONDUCT

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

Major misconduct includes but is not limited to the following:

1. Theft, property destruction, or vandalism.
2. Leaving the school grounds without permission or a pass.
3. Fighting, aggressive behavior, or gang related references.
4. Any willful conduct which violates the rules of conduct, disrupts the ability of others to obtain an education, or endangers the students or faculty.
5. Other conduct or behavior on the part of the student which, in the opinion of the principal or appointed lead teacher, adversely affects the desirability of continued enrollment.

CONSEQUENCES

Removal from class: Removal from class is any action taken by a teacher and/or administrator, to prohibit a student from attending classroom or activity period for not more than one day. Work will be assigned and must be completed by the student.

Detention: Time spent in the school as a disciplinary consequence in addition to the regular school day. Detention is served in the morning from 8:00 a.m. to 9:00 a.m.

Suspension: Suspension is an action taken by the school to prohibit a student from attending school for a period of no more than 10 days. While at home, work will be assigned and must be completed by the student. The student will not be allowed to return to school until the student and a parent/guardian has had a conference with the principal.

Expulsion: Expulsion means action taken by the school to prohibit an enrolled pupil from further attendance at the school.

DRUG USE POLICY

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

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

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

The principal will:

1. Notify the parent/guardian of this student about the drug abuse.
2. Keep the student under supervision until the child is released to parent/guardian.
3. Schedule a conference with the parent/guardian and student to discuss the drug use before the student is allowed back at school.

Following the conference, the principal has the option of:

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

INTERNET POLICY

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

LOCKER INSPECTIONS

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

SCHOOL POLICIES

MANDATORY CRIMINAL BACKGROUND CHECK POLICY

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

The following positions are subject to a mandatory background check: teachers, substitute teachers, specialists, athletic coaches, paraprofessionals, food service coordinator, janitorial personnel, and volunteers who have unsupervised contact with minors.

GENERAL ADMISSION

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

The maximum enrollment in Kindergarten is 25 students. The maximum enrollment in all other grades is 30 students. The St. Helena School Board has established admission policies to determine placement and waiting lists. Current families who have paid all tuition and fees have first priority. After May 15, any families owing tuition or fees will not be guaranteed placement in the class for the following year. Students who have been dismissed from St. Helena School will not be readmitted.

Waiting lists will be kept for grades with over 30 students seeking admission. A waiting list for Kindergarten will be kept if over 25 students seek admission. Priority enrollment from the waiting lists is as follows:

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

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

TRANSFER STUDENTS

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

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

TRANSPORTATION

Bus arrangements are handled by the Minneapolis Public School District. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and is responsible for maintaining order to ensure the safety of all passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students to and from school. Teachers are not responsible for student behavior on the bus.

Classroom teachers are responsible for instruction and review of bus and pedestrian safety each year. Instruction and review materials appropriate to each grade level are provided to the teachers by the Minneapolis Public School District.

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

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

STUDENT RECORDS

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

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

ATHLETIC POLICY

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

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

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

EIGHTH GRADE GRADUATION POLICY

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

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

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

PROMOTION/RETENTION

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

Promotion will be based on a number of factors:

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

If the child has earned three failing grades in any subject, then he/she must attend summer school classes.

HONOR ROLL

The Honor Roll is published each quarter to recognize students in grades 4 through 8 for their academic achievements. Classes are averaged in the computation of the honor roll. **A student with an F, D, or more than one C in any subject does not qualify for the honor roll.** All graded classes are used to determine the mean score for individuals using the following point values:

A = 11, A- = 10, B+ = 9, B = 8, B- = 7, C+ = 6, C = 5, C- = 4

There are two honor rolls: "A" Honor Roll (11 - 10), "B" Honor Roll (9.9 - 7)

Grading Scale:

| | | | |
|--------------|--------------|-----------|----|
| 100% - 93% A | 82% - 80% B- | 69% - 68% | D+ |
| 92% - 91% A- | 79% - 78% C+ | 67% - 66% | D |
| 90% - 89% B+ | 77% - 72% C | 65% - 63% | D- |
| 88% - 83% B | 71% - 70% C- | Below 63% | F |

WELLNESS POLICY

St. Helena School promotes wellness in many ways. Students receive nutrition education in the classroom, in health classes, and in the cafeteria setting. Students receive consistent nutrition messages throughout the classrooms and school. Nutrition education is integrated into health education and other core curriculum areas.

Students are given opportunities for physical activity through physical education classes, daily recess, and athletic sports programs. St. Helena works with the community to create ways for students to walk or bicycle safely to and from school.

St. Helena provides a clean and safe cafeteria with minimum time spent waiting for meals. Water fountains are available on all floors so that students may drink water with their meals and throughout the day.

St. Helena encourages the participation in the free and reduced lunch program for all students who qualify while keeping their identities anonymous.

St. Helena will prohibit the use of food as a reward or punishment for students. Done Right Foods, the hot lunch caterer, sets guidelines for foods and beverages in its food service program. No pop or vending machines are allowed in the school.

St. Helena encourages parents/guardians, teachers, support staff, principal, and community members to serve as role models in practicing healthy habits and being physically active, both in school and at home.

WEAPONS/EXPLOSIVES/DANGEROUS ITEMS

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

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

1. Immediate out-of-school suspension.
2. Confiscation of the weapon.
3. Notification to the police if warranted.
4. Parent or guardian notification.
5. Recommendation of a dismissal for a period of time not to exceed one year.

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

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

SEXUAL HARASSMENT POLICY

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

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

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

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

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

1. The incident must be reported to the school principal or another staff member.
2. Valid claims will be documented and appropriate action taken. Authorities will be notified.
3. Involved parties will receive a written acknowledgment of the claim within three school days. Specific disciplinary action taken will remain confidential.
4. At the request of the school principal or at the request of a sexual harassment claimant, the school board will assist in providing the appropriate investigation and/or response.

BULLYING POLICY

All students have a right to a safe and healthy school environment that promotes mutual respect, tolerance, and acceptance. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name calling; and social isolation or manipulation.

Students or staff should report any bullying to the principal or to the homeroom teacher. Staff is expected to immediately intervene when they see a bullying incident occur. Each report of bullying should be promptly investigated.

To ensure that bullying does not occur, St. Helena will provide staff development in bullying prevention and cultivate an environment of acceptance and understanding in all students and staff. Students who bully are in violation of this policy and are subject to disciplinary action.

SOCIAL EVENT POLICY

Students attending St. Helena School are not of an age where boy-girl relationships beyond friendship should be encouraged. Dating is not appropriate at this age because students are not emotionally ready to accept the pressures and consequences of dating. For these reasons it is the policy of St. Helena School not to sponsor activities, including but not limited to, dances, all night lock-ins, and school sponsored evening parties. We also encourage parents/guardians to be cautious in extending invitations which may lead to such relationships.

GRIEVANCE POLICY

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

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

UNIFORM POLICY

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

Girls Grades K - 5

- Light blue plaid jumper, plaid #76, at knee length.
- Plain white blouse - long or short sleeved.
- Plain white turtleneck.
- Plain white knit collared long or short sleeved blouse.
- Plain navy blue v-neck or cardigan sweater or **uniform sweatshirt.**
- Navy blue or white knee-highs, anklets, full-footed tights - **no leggings, lace tights, windpants, or sweatpants.**

- Navy blue cords or dress pants, no flairs.
- Navy blue girls' uniform dress shorts may be worn instead of the jumper between the first day of school and October 1 and between May 1 and the last day of school in June.
- No dangling earrings permitted - **stud or post earrings are permitted in ears only.**
- Socks are required at all times, and **no flip-flops are allowed.**

Boys Grades K - 5

- Navy blue cord, twill, or dress slacks, no flairs. **No cargo pants permitted.** No jeans permitted, even for physical education class.
- Powder blue, long or short sleeved collared knit shirt.
- Plain powder blue turtleneck.
- Plain navy blue v-neck or cardigan sweater or **uniform sweatshirt.**
- Navy blue boys' uniform dress shorts may be worn between the first day of school and October 1 and between May 1 and the last day of school in June. **No cargo shorts permitted.**
- No earrings permitted.
- Hair must be trimmed above shirt collars.

Girls Grades 6 - 8

- Light blue plaid skirt, plaid #76, at knee length.
- Plain white blouse - long or short sleeved.
- Plain white knit collared long or short sleeved blouse.
- Plain white turtleneck.
- Plain navy blue v-neck or cardigan sweater or **uniform sweatshirt.**
- Navy blue cords or dress pants, no flairs. No jeans permitted even for physical education class.
- Navy blue or white knee-highs, anklets, full-footed tights - **no leggings, lace trimmed tights, windpants, or sweatpants.**
- Navy blue girls' uniform dress shorts may be worn between the first day of school and October 1 and between May 1 and the last day of school in June.
- No dangling earrings permitted - **stud or post earrings are permitted in ears only.**
- Socks are required at all times, and **no flip-flops are allowed.**

Boys Grades 6 - 8

- Same as the boys in lower grades including the policy on shorts, earrings, and hair.
- **All boys in grades 6-8 must wear a belt.**

Plain means no lace, ruffles, embroidery, colors, or decorations of any kind.

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

Physical Education Requirements

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

SCHOOL PROCEDURES

PARENTAL ROLES AND RESPONSIBILITIES

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

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

CONTACTING THE SCHOOL

The school's office hours are 8:15 a.m. to 4:30 p.m. Before or after these hours the answering machine is available for any messages. Calls will be returned promptly.

ATTENDANCE

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

1. Parent/guardian will call the school each morning of a student's absence by 10:00 a.m.
2. Parent/guardian will write an excuse giving name, date, days of absence, and reason for absence which the student will send to the office upon return.
3. Student will make immediate plans to do all make-up work due to absence upon returning to school.
4. All homework should be requested in the morning before classes begin and picked up after school.
5. If absence is due to work, travel, or some other reason, parent/guardian should notify the school prior to the absence. Teachers are not obliged to issue work ahead of time, and work should be made up in an expeditious fashion upon student's return.

Minnesota truancy law states that any elementary school child missing three full days without a valid excuse is considered "continually" truant. A "habitual" truant means a child under the age

of 16 years who is absent from attendance at school without lawful excuse for seven school days. The names of truant children must be referred to the designated public school official.

MAKE-UP WORK FOR ABSENCES

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

ILLNESS DURING THE SCHOOL DAY

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

TARDINESS

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

SCHOOL CLOSING

In case of an emergency or severe weather, please listen to WCCO 830 AM for school closings. No announcement means that school is in session. It is a rule that St. Helena School is closed if the Minneapolis School District is closed. Emergency forms, designating alternative care for your child(ren) in the event of an early dismissal, are completed at the beginning of the school year.

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

ARRIVAL/DISMISSAL PROCEDURES

All students begin school at 9:10 a.m. and are dismissed at 3:40 p.m. Students are asked not to come into the school building before 9:10 a.m. Students should not arrive before 8:50 a.m. when playground supervision begins. In case of inclement weather, the school cafeteria will be opened at 8:50 a.m. for students to wait in the cafeteria. **If a student is driven to school, the student should be dropped off in the front of the school building and proceed to the playground using the east sidewalk next to the school. Do not drop off students on 32nd and 33rd Avenues. No cars may drive on the playground before or during school.**

When the bell rings for afternoon dismissal, the students share an equal responsibility in leaving their classrooms and the school in an orderly manner under the supervision of the faculty. The classroom, desks, and chairs should be properly picked up. All students taking the bus proceed

out the front of the building in the bus lines. If students are being picked up, drivers should wait in the front of the building or on the playground. Do not block the entrance doors to the school.

RECESS

Recess provides an opportunity to relax with friends and have fun. When the weather permits, all students will play on the back parking lot. If a student must stay in for serious reasons, a written note from a parent explaining the reason is necessary.

BICYCLES

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

VISITORS

All parents/guardians or visitors must check in at the office before going to a classroom. All visitors must pick up a badge in the office when checking in. Parents/guardians and visitors are welcome for open houses, special programs, and/or observations. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher and check in at the school office before going to the classroom. Persons not reporting to the school office will be considered trespassers and will be reported to the local authorities.

TELEPHONE USAGE

Children may not use the school phone except in cases of an emergency. A child may not call home to make arrangements to go home with a friend or to have a parent/guardian bring forgotten articles. As a rule, neither teachers nor pupils are called to the phone during class. Messages may be left with the school secretary if it is necessary to contact either a student or a teacher.

CELL PHONES

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

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

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

VALUABLES

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

MONEY

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and the purpose of the money.

LOST AND FOUND

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

SCHOOL SUPPLIES

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

ACHIEVEMENT TESTING

Students are tested each year using a nationally norm-referenced test. St. Helena is currently using the Stanford Achievement Test Version 10 (SAT 10). The main purpose for testing is to help with curriculum planning and to identify students who are at risk of falling behind. Students in grades 1-8 are tested annually in the fall. Parents/guardians will be notified of the test results in December.

COMMUNICATION WITH PARENTS/GUARDIANS

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

1. The Parent/Student Handbook is issued upon admission of the family to St. Helena School.
2. The Communication Folder will contain monthly calendars, newsletters, classroom notes, and pertinent notices. The youngest student from each family will take home the Communications Folder.
3. Report Cards are issued at the end of each quarter. Progress Reports are sent at mid-quarter to parents/guardians whose children are performing on a less than satisfactory level. All students in grades 4-8 receive progress reports.
4. Parent/Teacher Conferences are held twice a year. A parent/guardian and/or teacher may request a special conference as the need arises.

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

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

3. If you are still not satisfied with the results of the meeting, then make an appointment with the pastor.
4. If still not satisfied, a written statement may be filed with the school board. The school board will decide whether to pursue the concern.

RELIGIOUS EDUCATION

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

The aim of the religion program at St. Helena School is to incorporate the Catholic faith into the minds and hearts of the students. This is the main reason that justifies the operation of St. Helena School. Religion is not just a thirty-five or forty minute class that meets every day. It is not just the accumulation of knowledge about the Catholic faith. Religion is incorporated into every aspect of the educational program. Knowledge must result in action. As St. Paul said, "Faith without love is useless." St. Helena gives the students both knowledge of their faith and the opportunity to put their faith into action.

CO-CURRICULAR AND STUDENT SERVICES

ATHLETIC PROGRAMS

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

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

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

SCHOOL PATROLS

The safety patrol program is operated under the supervision of the principal. The coordinator of the program is the fifth grade teacher, Miss Fetzer. Patrols assist students crossing the streets before and after school regardless of weather. Students in fifth grade who would like to be of service to the school as a safety patrol should see the coordinator.

SCHOOL LUNCH AND MILK PROGRAM

Nutritious lunches are served every school day. Done Right Food cooks and distributes healthy meals. Because the food service program is self-supporting, all meals are to be prepaid. Each student has their own meal account.

Any money sent for a student's meal will be deposited in the student's account. Change is not given back to the student. You may send money for one meal or for several meals. A full pay school lunch costs \$2.35. Milk may be purchased for \$0.50. **Checks should be made out to St. Helena School.** Money must be sent for "seconds."

Each year a new Application for Educational Benefits and Free or Reduced Priced Meals must be completed. Some students qualify for free meal service based on Direct Certification from Hennepin County. Reduced price lunches cost \$0.40. Applications for free or reduced price meals can be submitted at any time during the school year. Any cost incurred before the application is submitted is the responsibility of the parents/guardians to pay.

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

BEFORE AND AFTER SCHOOL PROGRAM

The before school program begins at 7:00 A.M. The after school program ends at 5:30 P.M. The cost is \$7.50 per session, per student. If a child attends both sessions, the fee is \$14 per day, per student. The program offers breakfast and snacks, homework tutoring, games, arts and crafts, and free time in the gymnasium or outside. Children picked up after 5:30 P.M. will be charged \$1 per minute.

RELEASE DAY PROGRAM

This program begins at 7:00 A.M. and runs until 4:00 P.M. on designated school release days only. Notices will be sent home with students regarding these dates throughout the year. The cost is \$30 per day, per student.

TITLE I

The purpose of Title I is to provide assistance to state and local educational agencies to meet the needs of at risk children in the areas of math, reading, and science. Working with the classroom teacher, the Title I teacher and educational assistant provide appropriate services for identified students.

SPECIAL EDUCATION

The special needs of students in the nonpublic school are addressed through the public school district in three ways:

1. Classroom teachers see the needs of their students and consult with the Special Education teacher assigned to St. Helena. Interventions may be suggested to meet the

needs of the students. The needs may be in the areas of academic, behavior, health, or motor skills.

2. If the interventions are not successful, the student may be referred for assessment by either the school or the parent/guardian. If the assessment is initiated by the school, written parental/guardian permission will be required. After the assessment is completed, a meeting is set up to report on the results and possibly develop an Individual Student Plan (ISP).
3. The ISP may be written with goals to help improve the areas of need. The services may be direct or indirect. Indirect service is done at the nonpublic site. Direct service is done off site, and transportation is provided by the public school.

SCHOOL PICTURES

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

YEARBOOK

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

FIELD TRIPS

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

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

No one will be denied field trip experiences due to money. Please call the office if financial assistance is needed.

GUEST SPEAKERS & ASSEMBLIES

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

HOMEWORK

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant must understand and be committed to carrying out his/her responsibility. If any of the three do not

fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

Homework Responsibilities of Teachers:

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

Homework Responsibilities of Students:

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

Homework Responsibilities of Parents/Guardians:

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.
4. Be patient with your child and praise him/her for any effort made.
5. If the child has trouble understanding directions, help him/her with explanations. **DO NOT DO THE HOMEWORK FOR THE CHILD.**
6. Look over the assignment to affirm completion and quality. Praise your child.
7. Support the teacher and the child. Get both sides of a story before making a judgment.

HEALTH/SAFETY

EMERGENCY INFORMATION

An emergency form for each family is sent home at the beginning of each year to be filled in and signed by the parent/guardian. If changes occur during the year, it is the responsibility of the parent/guardian to notify the school in writing or by phone.

HEALTH RECORDS

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

MEDICATION DURING A SCHOOL DAY

A medication consent form signed by the parent and physician must be on file in order for a student to receive medication of any kind at school. If at all possible, dosage times should be

arranged to avoid having to take a medication in school. Drugs or medicines must be in a container with a label prepared by a pharmacist. Administration of the medication during school hours shall be by qualified personnel and in a manner consistent with instructions on the label. Aspirin and similar over-the-counter medications are considered the same as prescription medication. A medication consent form is available in the school office.

HEALTH SCREENING

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

REPORTING OF CHILD ABUSE/NEGLECT

Staff and members of the clergy who come to their knowledge outside of the priest-penitent relationship are required to report a suspected case of child neglect/abuse to the local law enforcement agency or social service agency within 24 hours. This must be done if they know or have reason to believe there is abuse or neglect presently or has been within the past three years.

Neglect is defined as the failure to provide food, clothing, shelter, or medical care; failure to protect a child from conditions or actions which endanger the child's physical or mental health; failure to take steps to ensure that the child is educated in accordance with state law; or prenatal exposure to controlled substances.

Abuse can be physical, sexual, or emotional and includes threats of physical, sexual, or mental injury.

Anyone who reports child abuse or neglect in good faith is immune from any civil or criminal liability. Mandated reporters who fail to do so may be guilty of a misdemeanor.

SCHOOL EMERGENCY PROCEDURES

FIRE DRILLS

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

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

TORNADO DRILLS

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

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

LOCK DOWN

If there is an intruder in the building or in the nearby community threatening the safety of the children and staff, a lock down will be announced on the P.A. system. At that time teachers will lock their doors, and students are to place themselves out of sight of the intruder. Teacher and students are to remain out of sight until the all clear signal comes over the P. A. system. The school will conduct five lock down drills per year.

HAZARDOUS SPILLS & GAS LINE BREAKS

The custodian and the school office will be notified. The areas will be evacuated or cleared. Electrical switches will not be used. The gas company and the electric company will be called. If necessary, students will be taken across the street to Northrop School.

BOMB THREAT

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

ACCIDENTS

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

SCHOOL ORGANIZATIONS

VOLUNTEER NETWORK

This is St. Helena's parent volunteer organization. The Volunteer Network organizes many fundraisers and activities that help to keep St. Helena tuition affordable and to make it a welcoming place for families. We meet at school on the second Monday evening of the

month, and childcare is provided. Involvement of parents is vital for making fundraisers successful and St. Helena School feel like a community. All parents are encouraged to attend. New ideas and energy are always welcomed.

VOLUNTEER NETWORK CONTACTS

President: Stacy DuPont
Vice Presidents: Lori Davis & Melissa Lenzmeier
Historian: Patty Graham
Crusader Layout: Sheila Stone

SCHOOL BOARD

The school board serves in an advisory and consultative capacity to the pastor and the principal of the school. Its members are appointed. The school board meets seven times a year.

ST. HELENA SCHOOL BOARD

Father Villano
Jane Hileman
Krysta Niznick

Steve Scobee
Melissa Lenzmeier
Kathy Weston

André Thibault
Aaron Warwick