



St. Helena-Incarnation CATHOLIC SCHOOL

An Independence Mission School

Parent-Student Handbook

2019-20

6101 N. 5th St., Philadelphia, PA 19120

Main Office Phone Number: 215-549-2947

School Fax Number: 215-405-3743

Web Site Address: www.sthelenaphila.org

School Hours:

School Day 7:45-2:50 p.m.

Main Office 7:30-4:00 p.m.

We have staff members available who speak and translate Spanish and Vietnamese.

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St. Helena-Incarnation Catholic School
an Independence Mission School
Member of MSA-CESS

Right to Amend

Every effort has been made to provide you with correct information. The administration reserves the right to change, amend, add or delete any or all of the policies, procedures or guidelines contained in this student handbook for just cause and in the best interest of students and the school community. Implementation of these policies and procedures is ultimately at the discretion of the school administration.

INTRODUCTION

This Student and Parent Handbook is provided to inform you of rules, policies, procedures, guidelines, and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein and we encourage you to carefully review the handbook and to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, you are encouraged to contact the teachers or administrators at Saint Helena-Incarnation.

Mission Statement

The mission of St. Helena-Incarnation Catholic School, IMS is to provide a faith-based education that empowers students to be high school, college and career ready, while instilling the moral foundation they need to become honorable and active community members.

Belief Statements

- We believe that St. Helena-Incarnation Catholic School, IMS is a Community of Faith whose primary mission is to transmit the Gospel message, the teachings of the Catholic Church and instill a sense of service in our students.
- We believe in providing our students and staff with a safe, orderly and culturally responsive environment where all can thrive and succeed.
- We believe that the religious nature and purpose of our school must be reflected through academic programs that strive for excellence and balance in students' intellectual, social, personal, and physical growth. We believe our goal is best achieved in an atmosphere that is faith-filled, aesthetic, orderly, permeated with Christian values, and enhanced by the living witness we provide as Catholic educators and role models.
- We believe that we are responsible to be just, fair, kind and compassionate in our relations with students while maintaining a well-ordered, disciplined atmosphere, tempered with understanding and permeated with Gospel Love.
- We are committed to grow as a Community of Faith and desire to incorporate parents, students and all co-workers into an open, cooperative and mutually supportive Faith Community.
- We believe that the needs of our students are the primary consideration in determining the methods and materials of instruction which will enable our students to achieve their potential of becoming Lifelong Learners.

Core Values

At Saint Helena-Incarnation, we are a community of lifelong learners whose actions reflect accountability and show: Love, Faith, Unity, Scholarship, and Perseverance.

HISTORY

The Life of St. Helena

Born in Helenopolis, Helena was the mother of the Emperor Constantine the Great. Constantine was passionate about finding the actual cross on which Jesus was crucified. While on a pilgrimage to Palestine, Helena discovered the true cross. She is an important figure in the life of the church and holds responsibility in spreading Christianity to the Western world. She was known for her hospitality. Helena died around 330 ad and was buried outside of Rome. Her feast day in the Roman Catholic Church is celebrated on August 18th.

History of St. Helena Church

St. Helena parish is located at the corner of 5th Street and Godfrey Avenue. In 1924 the parish was born under the founding pastor Father James F. McCloy. In 1927 St. Helena School, administered and staffed by the Sisters of St. Joseph, opened its doors to welcome 438 students. For the past 91 years, the mission begun by Father McCloy of bringing Catholic education to the people of Olney, has flourished under the leadership of each succeeding pastor. Under the direction of the present pastor, Msgr. Joseph Trinh, the mission of Catholic education continues to be available to the culturally diverse Olney community.

History of Incarnation of Our Lord Parish

In 1900, Incarnation of Our Lord Parish was born with Father Patrick J. Fogarty as its first Pastor. Father Fogarty always dreamed of starting a parish school where children in the neighborhood could learn about Christ and receive a quality education at the same time. Though Father Fogarty was responsible for the initial plans, his successor, Father Michael Brady, was pastor when Incarnation School was finally completed in 1913. The Sisters, Servants of the Immaculate Heart of Mary, came to staff the school and continued their loving ministry at Incarnation School, along with many devoted lay teachers for 99 years.

History of St. Helena-Incarnation Catholic School, IMS

Beginning with the 2012–2013 school year, St. Helena and Incarnation of Our Lord Parish Schools merged to form St. Helena-Incarnation Regional Catholic School. Beginning with the 2013-2014 school year, St. Helena-Incarnation become an Independence Mission School, a network of 15 schools with the following shared mission: The formation of the Independence Mission Schools system enables the schools to build on their longstanding histories while innovating and adapting their academic and other student offerings in an atmosphere of continual improvement.

FAITH FORMATION AND SACRAMENTS

St Helena-Incarnation is dedicated to the following purpose as stated by the United States Conference of Catholic Bishops:

To provide an atmosphere in which

- The Gospel message is proclaimed;
- The community of Christ is experienced;
- Service to our sisters and brothers is the norm;
- The thanksgiving and worship of our God is cultivated.

Our religion program includes religious education classes, sacramental preparation, liturgical and prayer experiences, and opportunities for Christian witness and service. We hope to further each child's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents.

According to the guidelines of the Archdiocese of Philadelphia, all sacraments are received through the child's parish and attendance at sacrament retreats and parent meetings are required.

The sacraments Penance and Holy Eucharist are usually received in grade two. Confirmation is administered by the Bishop in the upper grades. Parents are required to attend special meetings for sacramental preparation. All parents and guardians are invited to participate in the prayer services and weekly liturgies to support their child as they learn about the Catholic faith.

Mass

Students in grades four through eight attend weekly mass at 8 am. Students are required to be on time to school and to attend mass on their assigned day. Students who are chronically late to school and miss mass will require a meeting with the school administration. The entire school community, from grades PreK-3 through grade eight attends First Friday and holy day masses, as well as prayer services.

All students are expected to model our core values while attending mass, regardless of their personal faith.

Parents' Role in Education

At St Helena-Incarnation, we consider parent involvement fundamental in the education of children because we believe parents are the primary educators of their children. During these formative years your child needs constant support from both parents and faculty in order to develop his or her moral, intellectual, social, cultural and physical endowment.

Evidence of mutual respect between parents and teachers will model positive, mature behavior and relationships. When concerns arise, please work to first resolve the issue with your child's teacher. Parents are expected to support the policies of the school as a condition of enrollment. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the

partnership is irreparably broken. All communication with members of the school must be respectful and represent our school values. The relationship must be a partnership that advances the child's learning.



ADMISSIONS, ENROLLMENT, FINANCIAL AID & TUITION

Admissions

Parents who wish to have their children attend St. Helena-Incarnation may submit an application via our website, www.sthelenaphila.org. We accept applications for grades PK to 8 throughout the year if there are openings. The application fee is \$10 per family. Limited space is available in most classes.

We have computers and staff to help you complete the online application process. Please call the main office if you require assistance.

In addition to the online application, the parent must provide the following to complete the application: a birth certificate; full student immunization record from doctor; most recent report card and previous year's report card (for students entering grades 1-8); parent's photo ID; any court documents outlining custody agreements, if applicable; student's IEP or other relevant evaluations, if applicable. Once the application is complete, prospective students will be scheduled for a placement test, a tour of the school, and a parent/student interview. Additional steps may be required to gain a better understanding of the student. Acceptance decisions are based, in part, on a student and family's demonstrated commitment to our core values.

September 1st is the City of Philadelphia mandated age requirement cutoff date for admission to all grades, e.g. your child must be five before September 1st to register for kindergarten. We do not consider four-year-olds for early admission to kindergarten.

Enrollment

Once you complete your application, school visit, and interview, you will be notified if you have been accepted. You will receive an email with a link to our online enrollment system, myTADS.com to complete the process. Your child is not guaranteed a seat until this step is completed. To secure your seat after acceptance, you must complete the online enrollment form and pay the \$150/family enrollment fee.

Financial Aid

Financial aid is available for students K-8. Pre-K students are not eligible. Once you have completed your enrollment online, you will receive a waiver code to apply for financial aid. During your meeting with a school representative, you will be given a good-faith estimate of your tuition payments based upon your family income and number of household members. Unless there is a change in those numbers you provide at that time or you fail to complete the financial aid information online, you can expect your monthly tuition payments to be as stated. In order to credit any scholarships or financial aid, including Children's Scholarship Fund, we require all families to complete a financial aid application online. Failure to do so will produce a bill for full tuition; if you subsequently apply for financial aid, the months that were billed as full tuition months will not be retroactively reduced. You will have ten days to complete your

financial aid application once accepted. Your first bill will arrive in June and your first tuition payment is due July 25th. Tuition bills for July and August must be paid prior to starting school.

Families who are eligible for Children's Scholarship Fund of Philadelphia are strongly encouraged to apply for the lottery prior to March 1st. Information can be found at csfphiladelphia.org.

Re-Enrollment

Re-enrollment is required by the deadline for all children currently enrolled. Families who indicate they will not re-enroll their child, either via the re-enrollment form or verbally with office staff, will not be allowed to return the following year; a one year waiting period must be completed to provide time to reflect on whether St. Helena-Incarnation is the right fit for your family.

A non-refundable re-enrollment fee will be charged to the account of families who indicate they will return to St. Helena-Incarnation the following school year. At the principal's discretion, a hold on re-enrollment may be placed for students who present academic or conduct concerns.

Tuition

August and September tuition payments must be made on time. Failure to make these payments on time will result in being dropped from roll. Past due October-May tuition payments may result in the student not being able to attend school and/or a hold on re-enrollment.

Tuition in Arrears

The Tuition Coordinator will notify administration when tuition is past due. Tuition in arrears may result in a student being asked to stay home until payment has been made. After 10 days the student will be dropped from roll and must enroll in another school or will be considered truant. If a child is asked to stay home for non-payment of tuition, the parent will be notified the preceding school day via email, letter or phone call. Regardless of parent confirmation of receipt of the notice, we will uphold the decision to not allow the child to attend classes. If the child comes to school when they have been asked to stay home for non-payment, they will be sent to the office and the parent and/or emergency contacts will be contacted to pick up the child.

If there are extenuating circumstances that prevent a family from following the tuition schedules, these circumstances must be discussed with the principal before the scheduled due date of the tuition payment. Failure to uphold a payment plan may result in the child being sent home.

Report cards and progress reports will not be sent home and records for high school applications will not be sent if there is a past due balance on the account, even if a repayment plan is in place; however, you may contact your child's teacher for updates on academic progress. School work will not be provided during the time the child is not allowed to attend classes due to non-payment; however, once the balance is paid and the child returns to school, make-up work will be provided.

Releasing final report cards, transferring records, or registering for the following school year will not be permitted until all accounts with the school are settled.

Transfer of Students

The parent/legal guardian, in writing, should make notice of withdrawal of a student to the administration in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records may be forwarded to another school until tuition accounts have been settled.

Student records, aside from the report card, will not be released directly to the parents; they will be sent to the receiving school once a release of records form is signed.

Non-Discrimination Policy

St. Helena-Incarnation does not discriminate on the basis of sex, race, color, nationality, or ethnic origin in administration of their educational policies, admission policies, scholarships, and loan programs, athletic or other administered programs.

Students and Guardianship

All students attending our school must live with parents or legal guardian(s), or those persons who have, in writing, been delegated to act as parents or legal guardians. The principal shall have the authority to ask a student to withdraw from school if he/she is residing in a home where natural or foster parents, legal guardians, or those persons who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances, are not in attendance.

Unless there is a custody agreement on file that states otherwise, both of the child's natural parents will be included in contact information and will be allowed to pick up the child from school. However, that does not mean both parents will be called or emailed regarding behavioral or academic concerns; if one parent is reached, it is expected that the parents will communicate with each other.

ACADEMICS

Student Records

St. Helena-Incarnation adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. The Buckley Amendment requires that non-custodial parents be given information about the student's progress in school as well as unofficial copies of report cards unless there is a court order to the contrary.

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. The school will not discuss student information, including but not limited to academic progress, with non-guardians, including grandparents, aunts, uncles, and other relatives.

Report Card Grading Codes & Policies

The following marking codes indicate the progress of the student according to his/her own performance. Report cards will be issued at the end of each trimester.

Grade codes for K-3

O = Outstanding

VG = Very Good

G = Good

S = Satisfactory

I = Provides Work of Inconsistent Quality

U = Unsatisfactory

1 Unsatisfactory

2 Needs Improvement

3 Developing Appropriately

4 Exceeding Goals

Grade Codes for 4-8:

93-100 A - Superior

85-92 B - Very Good

77-84 C - Average

70-76 D - Below Average

Below a 70 - F Failing

Conduct

1 Unsatisfactory

2 Needs Improvement

3 Developing Appropriately

4 Exceeding Goals

Honors

First and second honors are awarded each trimester, as well as effort awards. To earn first honors, students must have a general average of 90 and must not have received an 84 or below in any class. To earn second honors, students must have a general average of 85 and must not have received a 77 or below in any class. To receive honors, students must also have conduct scores of "3" or higher and cannot have been suspended that trimester.

Homework

Homework and study reinforce the concepts and lessons taught in class and help assure that students have mastered the skills and content of the lessons presented. Supervision of home assignments is a parental responsibility.

The suggested time required for written assignments and studying:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

Progress Reports

Progress reports are issued at the midpoint of each trimester for all students. Teachers may request a parent conference for students who are not making adequate academic progress.

Exams & Testing

Benchmark exams will be given in math and ELA for students in grades 1-8, and in science for students starting in grade 3. Final assessments are administered at the end of the year. These final assessments are performance in nature.

Standardized tests are administered each year at the time designated in the school calendar. Test results are communicated to the parents. All students in grades K-8 participate in Measures of Academic Progress (MAP) testing three times a year and will receive a growth goal. Beginning in grade 3, students take the TerraNova exam annually.

Promotion Policy

Students are promoted if they have completed their grade level work satisfactorily. If the academic requirements are not completed, the student may be required to attend summer sessions or obtain private tutoring, they may be retained in the present grade, or they may opt to transfer to another school. Parents are notified before the end of the school year if the child is not successfully meeting the academic requirements for promotion.

St. Helena-Incarnation does not allow students to “skip” grades.

Retention

Grade level retentions may be considered for developmental and academic concerns. The administration ultimately makes retention decisions. Failure in two core subjects for the academic year (reading, language, math, science, social studies, and religion) or other indicators that the child is unable to complete grade-level work may result in retention.

A student whose academic performance indicates serious deficiencies or who receive a “D” or “F” for the academic year in any core subject may be required to attend tutoring or summer school at the parents’ expense, in order to be promoted and/or remain enrolled. Documentation of attendance must be provided to SHI administration.

Referrals

For continued or serious academic, behavioral, or socioemotional difficulties, a family may be asked to seek outside help in the form of evaluations and to follow doctor/professional recommendations.

Academic Dishonesty

Academic dishonesty is defined as any cooperative or solitary attempt to represent the work of any other person as one's own. Examples include but are not limited to:

- Copying any portion of another student's assignment or test;
- Looking at any material not provided or directed by the teacher during a test;
- Giving answers to others on a test;
- Informing others of test items before they take the test;
- Reporting inaccurate grades;
- Use of any electronic device (cell phone, etc.) to give or obtain answers on a test.

Both the student who copies and the student who offered materials for copying will receive consequences. Students who are found to be academically dishonest may receive a zero on that assignment/test as well as additional disciplinary consequences.

Academic Materials

With the exception of Religion books, textbooks are provided by the Commonwealth of Pennsylvania (Acts 195 and 90) and are the property of the Commonwealth. Proper care of all books is essential. Books must be covered and carried in a durable school bag. If a book is defaced, destroyed or lost, a replacement fee will be issued.

ATHLETICS

St. Helena-Incarnation participates in CYO for track (spring). Each season, the decision to offer either sport is based on the availability of coaching volunteers and on the number of eligible students.

Eligibility

To participate in track, students must not be failing any class and must demonstrate behavior that indicates they will responsibly represent our school while engaged in the sport.

The decision to allow students to participate in sports is made at the school level.

Spectator Code of Conduct

St. Helena-Incarnation understands that in the heat of competition, emotions may cause fans to do or say things that are regrettable. However, we should be aware that improper sportsmanship or decorum could trigger an official warning from the School Administration and that persistence in such behavior could ultimately result in revoking a fan's right to attend athletic events.

Some of the more obvious violations of the Spectator Code of Conduct that can lead to a revocation of the right to attend St. Helena-Incarnation athletic events are as follows:

- Foul or abusive language
- Threatening or abusive behavior towards players, coaches, officials or other spectators
- Repeated taunting of opposing players, coaches, fans, officials or other spectators

- Artificial noisemakers
- Entering the field of play during a game without permission
- Disregard of or ignoring warnings by game umpires, or officials
- Ejection from an event by an umpire, official, or referee
- Destruction or theft of school facilities or equipment

In addition, spectators - including St. Helena-Incarnation students - are not allowed at practice, as coaches cannot supervise their players and spectators at the same time.

ATTENDANCE

Children are expected to attend school daily, in accordance with state laws. The educational program is predicated upon the presence of students and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Our families are aware of the strong relationship between school success and a good record of attendance. Families are asked to schedule trips and vacations around the school calendar. Parents should encourage good habits of attendance and punctuality in their children.

Students who are too ill or otherwise incapacitated to attend classes and participate fully in class activities may not participate in activities scheduled for the afternoon or evening of that day.

All children in grades PK through 8 must be in their respective school building (upper or lower) by 7:40 AM and in their classroom at 7:45 AM. If a child is absent from school, a written excuse stating the dates and reason for the absence is required upon return to school, or the absence will be marked as unexcused. Parents of students in all grades must report absences to the school office by 9:00 AM. Absentee notes are still required upon return to school.

At St. Helena-Incarnation, we consider 10 absences in a school year to be “excessive.” In addition, we regard 3 latenesses as an absence, in keeping with the School District of Philadelphia attendance guidelines. If a child accrues 3 absences or 9 latenesses, the school will contact you by letter or phone. Continued latenesses and absences may require a meeting with school administration.

All absences of three or more consecutive school days **MUST** be supported by a physician's statement verifying the illness. Absence without parental knowledge constitutes truancy and is a serious offense. St. Helena-Incarnation shall report to appropriate authorities' infractions of the law regarding the attendance of students below the age of seventeen. Notices will be issued to those parents who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.

If medical and dental appointments are necessary during school hours, written notification must be sent to the school office. Parents must report to the school office to pick up children with early dismissals. Students will be marked absent for half a day when picked up prior to 12 pm. **There are no early dismissals after 2:30 pm.**

Excused Absences

An excused absence includes the child's illness, injury, or death in the family. All appointments should be made outside School hours when possible. The student is responsible for completing all assignments or tests missed during an excused absence. An absence will be marked as excused when a doctor's note or other equivalent document is submitted to the school.

All absences, including excused, are reflected on the report card.

Absence for Other Reasons

Families are asked to schedule trips/vacations around the school calendar. When parents must take their student out of school for special reasons during the school year, the procedure required is:

- Notify the principal in writing of the trip and the days to be missed.
- The principal will review the student's record and the impact of the absence on the academic progress of the student.
- The final decision is the responsibility of the parent or guardian.
- The school is under no obligation to provide assignments ahead of time, make-up work, special testing arrangements or tutoring.
- The student is responsible for all missed work the same as any absence; that is, for every day missed, the student has one day to make up the work.

Releasing Students During School Hours

If a student is to be excused during the day for any reason, a written note from the parent is required. A parent is required to sign out their child through the main office . To minimize learning time lost in the classroom, we will only pull a student from class when a parent is physically on campus to sign them out.

If the child returns to school during the same school day, he/she, along with their parent, must report to the office and sign in to be admitted back into class.

A student will only be released into the custody of those persons listed on the Emergency Contact List unless the school is notified in writing. Identification verification may be requested.

Parents/guardians will be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason.

Students will not be released to speak with anyone during school hours except Child Protective Services unless the parent/guardian is first notified.

Students should not be dismissed for early dismissal after 2:30 PM.

ARRIVAL & DISMISSAL

School Hours

School hours for Pre-K are 7:45 AM am to 2:45 pm.

School hours for K-8th grades are 7:45 AM to 3:00 PM. On the occasion of half-day events, dismissal will be at noon for all grades unless otherwise notified.

Morning Arrival

Students in grades PreK to 8 are expected to arrive at school by 7:40 AM to their designated entrances and be in classes by 7:45 AM; school starts promptly at 7:45 AM. Parents are NOT permitted in the building during drop-off unless going to the main office.

For parents who drive their child to school, we have a carline for your convenience. Please enter the parking lot on Lawrence Street after 7:30am and move directly down to the drop-off area where your child will be helped from the car. Kindly continue to exit the parking lot following designated directional signs and arrows. Please do NOT park or double park on Lawrence or Spencer Streets. Please use 5th Street if you choose not to utilize the carline.

Late Arrivals

Students in grades PreK through 8th grade who arrive after 7:45 AM MUST be escorted by their parent to the main office on the second floor in the Upper Building to receive a late pass. Lower School students may NOT be dropped off at the Upper School main entrance for a late pass. Once a late pass is obtained, parents MUST walk their child to the Lower School main entrance where they should ring the bell. For the safety of students and staff, parents are NOT permitted in the lower building once a late pass is received. Students in grades 4 through 8 are not required to be escorted by a parent to the main office for a late pass because they will be remaining in the same building. Students may not enter a classroom late without a pass.

Student lateness is tracked daily and is reported to the School District Truancy Office when excessive. Lateness is also indicated on official school records. Excessive lateness will require a meeting with the parent and school team.

Afternoon Dismissal

Regular dismissal for students in grades 1 through 8 is 3:00 PM. The Upper Building is dismissed on the 5th Street side of the School and the Lower School is using both the Lawrence Street and 5th street sides of the School. Pre-K and Kindergarten children are dismissed at 2:45 PM.

All bus students will exit between buildings and will be escorted to the bus by a teacher. Buses drop off and pick up on Spencer Street. Cars parked in the bus zones during School hours will be towed. Please do NOT park in the bus zone.

Parents may NOT come into the school building at dismissal. Children are dismissed in their

assigned lines and parents are asked to meet their children accordingly.

Notifications of early dismissals are listed in the monthly calendar or by special parent memo. Arrangements for emergency contacts must be on file in the school office and parents are responsible to communicate them to their children.

Children who are driven to/from school are assigned to the Car Line. The school side of 5th Street is the designated drop-off and pick-up area for Upper Building car riders. Double parking is NOT permitted and drivers risk being towed. Parents of Lower Building car riders must park and pick up their children at the designated Lower Building door.

Parents are responsible for picking up their children promptly at 3 PM. Teachers will wait outside with their students until 3:10. After 3:10, remaining students that are not picked up will be escorted to the office to wait for their parents. Parents must call the main office if he or she will be late for dismissal. Each late pick-up will be recorded. A report will be sent to the principal after 3 late pick-ups. Administration will require a meeting with the parent(s) who have demonstrated chronic lateness in picking up his or her child. If a student has not been picked up, and the parent has not notified the school of his or her late arrival, the police will be contacted!

AFTERCARE

STARS and Challengers, extended day programs, provide a safe, scheduled, and supervised afterschool programs for students in PreK through 8th grade at the conclusion of the school day until 6:00pm. Families must be registered for these programs and information may be obtained in the main office.

-B-

BREAKFAST, LUNCH & SNACKS

St. Helena–Incarnation is proud to contribute to the educational process by providing free, healthy meals to students daily from Nutritional Development Services. The NDS breakfast and lunch service prepare students for a quality education by providing the fuel necessary for learning. NDS prepares menus on a monthly basis. Menus are designed to meet the United States Department of Agriculture (USDA) guidelines.

Breakfast is served from 7:10 AM to 7:30 AM in the gym. Lunch is served between 10:45 am and 12:45 pm.

Proper behavior and manners are expected in the lunchroom and school yard. Students are expected to clean up after themselves and treat the cafeteria in the same manner they would treat their home kitchen. Improper behavior will result in consequences. Lunch monitors have delegated authority and should be respected as an adult and member of our school community.

Leaving the school grounds at lunchtime without permission is not permitted and is considered a serious offense resulting in a suspension.

Lunches from Home

If you choose to bring lunch, please have your child bring it with him or her to class at morning arrival. Please refrain from including peanut products in your child's lunch! Forgotten lunches should be brought to the School office by 10 am with the child's name and grade attached. Students are not allowed to call home for a forgotten lunch, as the school lunch is available to them. Please, ***we discourage fast food!*** While we will try our best to deliver food dropped off after 10 am, we cannot guarantee its delivery.

Snacks and Classroom Parties

The delivery of snacks or food for classroom parties, such as cupcakes, can be extremely disruptive to the learning environment. Parents/guardians must request the classroom teacher's permission to bring in outside food for the class. The teacher may use his or her discretion in allowing outside food or drink for the class. In classrooms where food allergies are a concern, the school reserves the right to limit any outside food.

Snacks must be brought in first thing in the morning by the student; office staff will not deliver any snacks or cupcakes that are brought into school after 7:45 am. **Pizza and other outside "hot" food will not be delivered to the classroom in the middle of the day.** If there is any attempt to deliver pizza or hot food to a classroom or to the lunchroom without the approval of administration, a meeting with the administration will be required.

-C-

CELL PHONES, CAMERAS AND ELECTRONIC DEVICES

Student use of personal cell phones, ipods, or any electronic device is forbidden upon arriving at school in the morning until the dismissal of school that afternoon without the express consent of administration or staff. Devices should not be in use at anytime that a student is in the building; that includes while waiting in bus line or during dismissal. Teachers and administration have the right to confiscate any cell phone seen in the school building. Students are expected to turn in their cell phones to the teacher in the morning. Failure to do so will result in consequences, per our discipline policy.

Photos and Videos

For legal and privacy reasons, students are prohibited from taking photographs or video of any school employees or students during School and using it in an unauthorized manner. This includes sharing pictures electronically by phone, email, or posting to websites such as Facebook, YouTube, Instagram, etc. Any violations of this rule may result in school-issued consequences.

COMMUNICATION

E-mail is used as the primary means of communication between St Helena-Incarnation and parents/families regarding current issues, programs and other correspondences. Please notify the school office of any email address changes throughout the school year. If you do not have email capabilities, please inform the school office in writing.

Monthly school calendars will be emailed and printed copies made available in the main office. Written or telephone contact is made with parents of individual students when necessary. Parents wishing a conference with a teacher should request the conference in writing or indicate the need for a conference in the space provided on the report card for this purpose when reports are issued. Parents should not confer with teachers during arrival or dismissal when the teacher's responsibility is with the children. Parents may NOT go to classrooms during school hours for the safety of all children.

Concerns about individual students must be addressed first to the classroom teacher through email, a written note, or communicated through the office. A response will be communicated within 24 hours. Appointments are necessary.

Children may not receive telephone calls during school hours except in the case of an emergency. If messages are necessary, they should be given to the secretary in the main office. Student cell phone use is NOT permitted during the school day. Students are required to turn off and hand their cell phones in to their homeroom teacher upon arrival. Confiscated cell phones must be picked up by a parent. Forgotten items are the child's responsibility. Permission will not be given to children to call home for forgotten items or to communicate social plans. The secretary will only make calls on a student's behalf if it is urgent (i.e., relating to how a child goes home that day), but not to request a lunch, homework or for any other non-urgent reason.

Office staff will do its best to relay messages to students received throughout the school day; however, messages given after 2:30 PM. cannot be guaranteed to be delivered to the student.

Teachers may not be called to the phone during the school day. Messages for teachers must be left with the secretary. Please allow at least 24-48 hours for a timely response.

Emergency Communication

In the event of an emergency parents will be contacted via the phone number indicated through their TADS account. If the parents are unable to be contacted, the school will call the emergency contacts indicated by the Emergency Contact list submitted by the parents.

Contact Information

Parents/Guardians are requested to notify the school through email or in writing to the school office of any change of home telephone numbers and/or address, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete,

and up to date.

COMPLAINT/GRIEVANCE PROCEDURE

The Independence Mission Schools desires that problems be solved at the most direct level. Parents or students should first attempt to resolve conflicts, concerns or complaints regarding classroom issues or other students with the teacher or other staff person involved. If the issue is not resolved, the parent or student should attempt to resolve the issue with the principal.

If the issue remains unresolved, the parent or student may file a complaint through the contact form on the Independence Mission Schools website: www.independencemissionschools.org.

Students will not be switched to a different homeroom at the parent's request.

Parent-to-parent meetings will not be facilitated by the school.

CULTURE

Culture of Core Values – Love Unity, Faith, Scholarship, Perseverance

Saint Helena-Incarnation exists to create a positive, structured, and loving atmosphere in which each student can learn and thrive, while exhibiting proper behavior and self-control. Students are expected to exemplify positive behaviors on school grounds and anywhere students represent Saint Helena-Incarnation, including in hallways, bathrooms, in the lunchroom, on the school bus, at arrival and dismissal, and on school trips. Students should be aware that there are consequences for failure to observe behavior expectations; all consequences should be logical and natural and all adults, especially the classroom teacher, share in the responsibility of consistently responding with logical and natural consequences. Corporal punishment is not permitted by anyone on school property.

Saint Helena-Incarnation teachers and staff members will teach, model, and reward behaviors that positively reflect our school's core values: Love, Unity, Faith, Scholarship and Perseverance. Using our values as a base, we will teach students three school rules. The teaching matrix illustrates how these rules are best followed by students in church, the classroom, lavatory, hallway, lunchroom, gym, outside the building, and on the bus.

To create a culture of love, unity, faith, scholarship and perseverance, we have three school rules, which apply across our campus:

1. Be safe: Cooperate with your teacher and classmates
2. Be respectful: Respect the rights and property of others
3. Be responsible: Carry out your student responsibilities
 - Keep track of books and assignments
 - Start your work on time and allow enough time to finish

- Ask for help when you need it
- Do your own work
- Turn your work in on time
- Accept responsibility for grades and consequences

Student Support Team (SST)

The Student Support Team provides support and resources to teachers and parents so students may receive interventions and accommodations they need to succeed academically and socially.

The Student Support Team is led by the Learning Support Coordinator and may include the school counselor, school psychologist, learning support teacher, classroom teachers, administrators, and parents.

Code of Conduct

A Code of Conduct for our students includes, but is not limited to, the following concepts:

1. Students should treat each other, school employees, and visitors with the concern and respect that is a sign of Gospel virtues and in a way that upholds our core values.
2. Students should always conduct themselves in a courteous and Catholic/Christian manner.
3. Students should respect the learning environment and harmony of the school.
4. Disruption is considered an infringement on the rights of others and handled according to the discipline policies of the school.
5. Students should use material items with care and respect that shows they understand what it means to live in a world in which our resources are limited and need to be shared.
6. Students should report to classes on time with all designated materials and dressed according to the uniform guidelines set by the school.

Violations of Our Code of Conduct

Personal development and behavior are integral to the Christian formation of the child. Fostering of Christian attitudes, reverence for self and others, responsibility and self-control are essential elements of a Catholic, God-centered education.

Negative behaviors, lateness, minor infractions, and misbehavior are generally cause for students to receive classroom consequences, including log marks. Parents are expected to look at behavior logs each night.

Offenses of a more serious nature may result in suspension or expulsion from school. Some infractions which may be considered serious are:

- Obscene gestures or behavior
- Profane or offensive language
- Disrespect to faculty, staff or other adults

- Fighting, hitting, being involved in any physical altercation
- Vandalism or destruction of school or parish property
- Injury or deliberate harm to another
- Leaving school grounds without permission, including going out in the wrong dismissal line
- Smoking, drugs, alcohol
- Theft
- Bringing dangerous articles to school
- Internet abuse or bullying online
- Truancy

Because we promote Gospel Values, we believe that students are responsible for their involvement in any physical altercation, even if they did not initiate it. If they return violence, they will receive a consequence.

Academic Dishonesty

Academic dishonesty is defined as any cooperative or solitary attempt to represent the work of any other person as one's own. Examples include but are not limited to:

- Copying any portion of another student's assignment or test
- Looking at any material not provided or directed by the teacher during a test.
- Giving answers to others on a test.
- Informing others of test items before they take the test.
- Reporting inaccurate grades.
- Use of any electronic device (cell phone, etc.) to give or obtain answers on a test.

Both the student who copies and the student who offered materials for copying will receive consequences. Students who are found to be academically dishonest may receive a zero on that assignment/test as well as additional disciplinary consequences.

Bullying

Students are expected to respect and protect the dignity and worth of each individual without regard to race, gender, color, national or ethnic origin, disability or religious persuasion. Bullying, including cyber-bullying, discrimination, harassment or hazing of students is strictly prohibited. We recite the anti-bullying pledge once daily, during morning prayers:

Anti-bullying Pledge

We will not bully others.

We will try to help students who are bullied.

We will try to include students who are left out.

If someone is being bullied, we will tell an adult at school and an adult at home.

At St. Helena-Incarnation, we define bullying as the following: "Bullying happens when someone with more power unfairly hurts someone with less power over and over again. Power may be physical strength, social skill, verbal ability or any other resource." Instances of

bullying that go unreported cannot be dealt with in an appropriate manner. At Saint Helena-Incarnation, we ask that parents notify their child's teacher when the first mention of bullying behavior is reported by their child. Confidentiality of the report will be maintained to the maximum extent permitted within the context of an appropriate investigation and response by the school.

Bullying takes many forms and can include a variety of behaviors. Bullying refers to direct or indirect action, which may include but is not limited to:

- Physical – touching, hitting, kicking, pushing, shoving, getting another person to hurt someone.
- Verbal –name-calling, teasing, taunting, gossiping, and spreading rumors.
- Nonverbal – threatening, intimidation, obscene gestures, isolation, exclusion, cyber bullying (bullying that occurs by use of electronic or communication devices through means of social networking, e-mail, instant messaging, text messages, tweets, blogs, photo and video sharing, chat rooms, bash boards, or web sites).

Serious infractions may warrant police intervention as well as probation and/or dismissal from the school. Our children give witness to their faith and religious training and therefore are accountable for their behavior when they travel to and from school, or whenever they are in School uniform.

Cyberbullying (Social Networking Policy)

Students are required to refrain from participating in any malicious or derogatory exchanges in texts, e-mails, or on social networking sites (Facebook, Twitter, Instagram, etc.) that involve the school name, its employees or other SHI students and families. All incidents reported to a teacher or staff member must be immediately brought to the attention of the administration.

Such situations violate school policy and may result in subsequent disciplinary action regardless of whether the post occurs during school hours, on school campus, or at school functions.

Drug and Alcohol Policy

All students are required to comply with state and local laws regarding the use of illegal drugs and alcoholic beverages. Any student found using, possessing, or aiding in the distribution of drugs or alcoholic beverages on campus, or at school-sponsored activities, is subject to severe disciplinary action, up to and including expulsion. Students and visitors to campus, as well as their lockers, backpacks and other such devices are subject to search upon reasonable suspicion that prohibited items may be present on campus. Any search will be conducted by the administration.

Misbehavior on the School Bus

While the school bus service is provided as a resource for our families, it is ultimately a privilege. All St. Helena-Incarnation rules apply on the bus and the bus driver has authority to enforce rules and report misconduct to the school, as any school staff member does. Students

whose behaviors on the bus show a disregard for St. Helena-Incarnation's core values and for the safety of others may be restricted from riding the school bus. Parents will be responsible for arranging an alternate mode of transportation for their child to get to and from school. Transpasses will not be issued to children who lose school bus privileges.

Off-Campus Behavior

A student is a St Helena-Incarnation student at all times. A student who engages in conduct on or off campus that is detrimental to the reputation of the school or to the school community may be disciplined by school officials.

Weapons/Dangerous Instruments

Student possession of any weapon or dangerous instrument that could be used as a weapon on school property or at school related functions is prohibited. The possession of a weapon or weapons will be reported to the proper law enforcement agencies and will result in a suspension and possible expulsion.

All student incidents involving dangerous instruments must be recorded in the student's permanent record.

School Response to Violations of Student

Code of Conduct

The School's main objective is to create a positive, structured and loving atmosphere in which each student can learn and thrive, while exhibiting proper behavior and self-control. Saint Helena-Incarnation's goal is to provide a successful learning experience for every student and peacefully resolve conflict.

Each teacher will have behavioral expectations for his/her classroom which will be explained during the first weeks of school. Corporal punishment is not permitted by anyone on school property.

Offenses of a more serious nature may result in administrative involvement and may result in suspension or expulsion from school. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Schoolwide Behavior Management Plan

There are three levels of logical consequences in relationship to Saint Helena-Incarnation's school wide behavior management plan.

Level I: Classroom Behavior Management

Teachers and staff members are expected to resolve Level I behavioral infractions at the classroom level. This stage relies on daily routines and systems such as documenting behavior

infractions in the behavior log. Strategies for behavior compliance may include a warning, change of seat, apology, written reflection, time out, loss of privilege, or a lunch/after school detention.

LEVEL II: Classroom Level with Necessary Reinforcement / Administrative Involvement (When Needed)

This stage is still a classroom-level response. Concerning behaviors at this stage may include disrespect, disruption, fighting, aggression, or concerns related to student safety. Consequences may include a two-step time out, loss of privilege, lunch/after school detention, recommended counseling, and/or parent meeting.

Level II behavior infractions may involve more severe behaviors that cannot be handled by the teacher alone, or that cannot be handled without principal notification and involvement. An Office Discipline Referral (ODR) should be initiated for persistent Level I and Level II behaviors and may result in suspension or other disciplinary consequence.

Level III: Immediate Office Referral

Level III violations involve actions that are serious violations of our student code of conduct and core values, and/or are criminal violations. Level III behaviors may include fighting, assault, indecent exposure, obscene materials, sexual harassment, racial/ethnic intimidation, possession of weapons/drugs/alcohol, threats against school or outside community members, vandalism, theft, and leaving school property. Consequences may include mandatory counseling, suspension, dismissal, and/or involvement of law enforcement.

Level III violations may become part of a child's permanent record.

Detention

Students who accumulate multiple negative log marks or violate the school's code of conduct may be required to serve detention. Parental notification via detention slip will be issued and must be signed and returned.

Students who do not serve detention on the assigned day will be required to serve it the following week.

Refusal by a parent or student to honor the consequence of detention may warrant administrative involvement and may result in more serious disciplinary action including suspension or expulsion.

Discipline Team

- Members of the leadership team will meet to facilitate an in-house meeting to address students with the following infractions:

- Excessive absences/tardies
- Excessive Level I violations (after receiving ODR)
- Excessive Level II violations
- Level III violations

Outside Support Services

For continued or serious behavioral difficulties a family may be asked to:

- Receive individual child counseling using child psychology/therapy/counseling services that both parent and school mutually agree upon.
- Enroll in an intervention program that is qualified to assist in support positive and productive behaviors/attitudes/skills.

Dismissal / Expulsion

If the administration and faculty have worked to remedy behavioral/academic difficulties and determine that the school can no longer continue to benefit the student or harm is befalling other members of the school community, then a student may be dismissed from the school. Certain behaviors are considered so egregious that a single incident may merit immediate dismissal.

If a parent or guardian behaves in a way that endangers the safety of the school community or in a way that violates the core values of St. Helena-Incarnation, his or her child may be dismissed from school.

Searches and Inspections

Students have no expectation of privacy in any school property, including but not limited to lockers and desks, or in electronic devices or backpacks, book bags or other containers brought onto school property or to school events.

Coat closets and desks provided for student use are the property of the school and are subject to search or inspection at any time. Routine patrols of school grounds by school officials may occur at any time. School administrators or their designees may search students' personal possessions, including but not limited to backpacks, bookbags, purses and electronic devices if needed to investigate a potential violation of law or School rule.

A student may be subjected to physical search when necessary to preserve the order, discipline, safety, supervision or education of students. Such searches shall be conducted in private by a school administrator or administrator's designee who is of the same gender and with an adult witness present unless an emergency circumstance prevents compliance with this requirement

If illegal or contraband materials are found, they will be turned over to appropriate legal authorities.

Probation: Academic & Social Probation

All new students are placed on social and academic probation. Their probationary status is reviewed after the first trimester, or sooner if administration determines there is a need. In accordance with St. Helena-Incarnation Catholic School, IMS policy and procedure, every new student will automatically be placed on a social and academic probation status for the first academic trimester the student is enrolled at the school. St. Helena-Incarnation Catholic School administration and staff reserve the right to determine whether or not the student will be allowed to continue as a member of the St. Helena-Incarnation community.

Students who are unable to comply with SHI school rules and codes of conduct may be placed on probation. Any student may be placed on a probationary status for recurrent behaviors that disrupt the learning environment or that place him/her or any other member of the school community in danger. This may require a meeting with the Student Support Team, administrative, and teaching teams.

-F-

FACULTY PROFESSIONAL DEVELOPMENT

Full & half-day faculty professional development training sessions are held throughout the year. Children are dismissed at noon for half-day faculty professional development. Please arrange to pick up your child on time when there is a scheduled early dismissal.

FIELD TRIPS

Field trips are educational activities that are an outgrowth of class instruction and are designed to enhance the classroom or developmental learning experience. The teacher in charge of the trip issues permission slips. These must be signed by a parent or legal guardian and returned to school prior to the event. ***A child must have a signed permission slip and any important medical information in order to attend any field trip.*** We reserve the right to exclude from field trips any student whose conduct in school or on previous trips has been unsatisfactory.

We often rely on parent chaperones. **All volunteers must have the required clearances on file in the main office.**

FUNDRAISERS

All fundraisers must be approved by the principal. No outside sales of merchandise may take place without approval from the principal.

-H-

HEALTH REQUIREMENTS

The School District of Philadelphia provides the services of a nurse according to current School District policy. Services include: caring for routine problems, optical and aural examinations,

weight and height checks and maintenance of health records. The School Nurse is not permitted to dispense medication or diagnose illnesses or injuries.

Proof of a health examination and immunization is mandatory for the students to be enrolled in our school in accordance with the regulation of the Pennsylvania Department of Education. The necessary form is available from the student's personal physician.

If it is necessary for a child to leave school in case of illness, parents or the designated emergency contact person will be called. Children must be picked up at the school office. Special health problems must be brought to the attention of the School Nurse. Parents must share information regarding their child's allergies with teachers, the School Nurse, and the Administration to ensure your child's safety and well-being.

Students with chronic health conditions, such as asthma, must notify the teacher of the condition, and turn in any necessary health forms. Depending on the nature of the condition, these health forms can include: Student Health Status, Request For Administration of Medication, and Medical Plan of Care for School Food Service. If you questions regarding which documents are required for you, please address your questions to your teacher or the main office. Please notify the teacher you child develops new health conditions during the school year.

All students that acquire a head injury while in school must be sent home with a letter explaining the incident. This letter is available in the Red Binder. Please make a copy of the letter and submit it to the main office.

Medication

Parents of children with ongoing medical needs, including those that require the daily administration of medicine, should provide documentation to the school. In some cases, a meeting with the school nurse to develop a nursing plan will be required. If you questions regarding which documents are required for you, please address your questions to your teacher or the main office.

Teachers will bring all medications and related equipment (including inhalers) to the main office where they will be kept in a lock box. Your child will be sent to the main office when they need to take medication. Medication will only be administered when parents have provided all relevant documentation regarding its use.

Health/Student Illness

Please do not send a child to school who shows signs of illness. A student who becomes ill at school must request permission from his/her teacher to report to the office and the parent/guardian will be contacted. No student will be released from school with anyone other than the parent, guardian, or parent-designated responsible person. The responsible adult will be asked to provide identification before signing the student out at the appropriate school office.

Please remember:

- Students with a fever of 100° or higher, vomiting or diarrhea will be sent home.

- Students are required to remain at home until fever and symptom free for 24 hours.
- Students recovering from pink eye (conjunctivitis) must be on medication for at least 24 hours before returning to School.
- Students suspected of having communicable diseases, such as ringworm, lice, etc. will be sent home and cannot return until proof of treatment/proof of visiting a physician is provided.
- Parents of students with chronic medical problems must report their illness to the administration, school nurse and the classroom teacher(s).

Medical Emergencies, Accidents & Injuries

Accidents reported on school property shall be reported immediately to the Principal. A report shall be written describing the accident and follow up care. A copy of the report shall be kept permanently in the school. If professional medical services are required, a copy of the report shall be sent to the IMS Central Office.

Food Allergies

Students with food allergies will be accommodated to the extent practical. The parent/guardian should notify the school in writing of the student's condition.

HIGH SCHOOL VISITS

In April, our local Catholic high schools have open houses for interested 7th grade students. Invitations are sent directly to the student's home from each high School. Students attending the high school visit days for should provide their own transportation to the school and an adult must sign them in at the front office upon their return. This is an excused absence, if documentation is provided.

-L-

LIBRARY

The school library is available to all students on a regularly scheduled basis. Students are responsible for all books which they borrow. Lost or damaged books must be paid for by the student.

LOST AND FOUND

Lost and Found items may be claimed in the school office. After a reasonable amount of time, unclaimed items are disposed of. Parents must mark clothing, school bags, lunch cans, etc. with their child's name. While we make a best effort to help children keep track of their things throughout the day, the school is not responsible for any lost or stolen items.

-M-

MANDATED REPORTING

As required by state law, school officials, personnel, employees or board members who have

knowledge or reasonable suspicion of child sexual abuse, child abuse or child neglect will report such knowledge or suspicion to the Department of Children's Services and/or to appropriate law enforcement officials. Such reports involving child sexual abuse that is known or suspected to have occurred on school grounds or while the child was under the supervision or care of the school will also be reported to the parent(s) or guardian(s) of the student.

The Principal shall immediately inform the President of IMS and Director of Human Resources who shall initiate the investigation procedure. Visits from the Department of Human Services are to be expected. Full cooperation should be afforded to the Department representative after proper credentials are presented.

Students are encouraged to discuss with their school counselors and/or Principal any knowledge or suspicion of such abuse or neglect.

-P-

PARTIES & BIRTHDAYS

Invitations for parties should not be sent to school unless an invitation is being given to every student in the class. Parties or dances sponsored by parents off campus are not sanctioned by the school and the school's name may not be used.

PHOTOGRAPHY

As part of our public relations efforts, we routinely photograph faculty, staff and students involved in school-related activities. Your (non)consent to have your child photographed was indicated in TADS at the time of registration.

-R-

RECESS

The school yard is supervised by faculty members. Running, rough games and ball playing are not permitted in the school yard for safety and space limitation reasons. Children assemble and play in the areas designated for their grade.

-S-

SAFETY

Emergency Drills

State Law requires that emergency drills be held periodically throughout the school year. Fire Drills are required by the fire department. Failure of a child to observe the rules of a fire drill or lock down drill is a serious offense. Fire drill routes are displayed in each classroom and in all general areas of the school. Any adult who is present in the school buildings when the fire alarm sounds must participate in the fire drill.

Fire Emergencies

Students should follow these instructions:

1. Rise in silence when the alarm sounds.
2. Walk to the assigned place briskly, in single file at all times, and in silence.
3. Stand in a column of two's facing away from the building.
4. Return to the building when the signal is given.

Lock Down Emergencies

These procedures must be followed in the event of a Lock Down:

1. Listen for the code.
2. Stay in the room, lower blinds, lock the door and silently sit on the floor away from the door.
3. All doors are locked and will remain locked until an all-clear announcement is made.

Emergency Plan

The Independence Mission Schools and Pennsylvania state law requires that school be adequately prepared to respond to emergencies. Saint Helena-Incarnation has adopted the *Safe School Plan* for use in the preparation of emergency procedures. This plan is managed by school administration and reviewed yearly with our faculty and staff. This plan is available for review by our parents. In the event of actual fire or other emergency, parents should expect to pick up their children from the church.

Emergency Telephone Numbers

An emergency telephone number must be on file for every child. These numbers must be updated each year since they are used if children become ill or in case of an emergency when parents cannot be reached

Inspections

Quarterly safety inspections will be conducted by school personnel. The insurance company will conduct yearly inspections of the facilities and grounds. Annual asbestos inspections shall be conducted in schools that contain asbestos.

OSHA Regulations

Catholic Schools shall comply with the OSHA standards on bloodborne pathogens and hazard communication and any other standards issued which apply to the school.

Inclement Weather

City schools have no snow numbers; we follow the Philadelphia Archdiocese in its recommendations for school closures. School closing announcements usually begin at 5:30 AM and are repeated throughout the morning. Please do not call the school. An email will be sent to the email addresses obtained from TADS.com and an update will be posted on the school website.

Should inclement weather occur during the school day, listen to KYW for the announcement for Philadelphia Archdiocesan Schools.

SCHOOL CALENDAR

We follow the school calendar for the Independence Mission Schools. This determines the opening and closing dates for the school year, holidays, teacher in-service day, etc.

SMOKING

For health and safety reasons, smoking on campus is not permitted at any time nor is smoking permitted at any school sponsored activity or function.

SPECIAL EVENTS

Please see our school calendar and website for details on all special events. All parents, guardians, and friends of Saint Helena-Incarnation are welcome.

- First Friday Mass
- Welcome Back Night
- Thanksgiving Pageant
- Christmas Pageant
- Catholic Schools Week
- May Procession
- Spring Concert & Art Show
- Pre-K and Kindergarten Move Up Day
- 8th Grade Graduation

-T-

TECHNOLOGY

All members of the School community are expected to abide by the Technology Acceptable Use Policy provided to families in TADS during the registration process and to teachers and staff at the outset of the School year.

-U-

UNIFORM POLICY

The Saint Helena-Incarnation uniform policy is strictly enforced. Students in “out of uniform attire” that is deemed inappropriate based on the school’s policy nature may be asked to phone a parent in order to have other clothing brought to school or to be taken home in order to change clothes. Students will not be permitted to attend class while waiting for a change of clothes. Determination as to what is inappropriate will be made by the school administration.

Boys (Grades 1-8)

Pants - Navy blue with belt loops and dark dress belt. Pants must be pulled up to the waist.

Shirt - Solid white, long or short sleeve banded golf shirt with school logo. Long-sleeve shirts under short-sleeve shirts are not permitted.

Sweater - Navy blue V-neck **with school logo** or zip up fleece **with school logo**. Students will be required to remove sweaters or fleece that do not have the school logo. **Hoodies will be confiscated.**

Shoes - Black dress shoes (not sneakers!).

Hair - Length must be above the collar, out of eyes and well-groomed. All upper school young men should be clean shaven.

Jewelry - Boys may NOT wear earrings, rings or neck chains. No body piercings or tattoos.

Boys Gym Uniform

-Navy blue sweatpants and sweatshirt or blue T-shirt with logo. Students will be required to remove sweatshirts without the school logo.

-White athletic socks

-White, blue or black sneakers are to be worn. Light up, wheeled, or novelty sneakers, or sneakers with colorful laces, neon accents, etc. are not permitted.

Girls Uniform (Grades 1-8)

Jumper - Knee-length blue plaid jumper. If shorts are worn under the jumper, only navy blue gym shorts are permitted. Sweatpants or leggings are not permitted to be worn under the uniform in cold weather. Only knee socks or navy blue tights are permitted.

Blouse - White long or short sleeves blouse, with “Peter Pan” or rounded collar.

Sweater - Navy blue sweater with school logo. Students will be required to remove sweaters that do not have the school logo. Hoodies will be confiscated.

Socks - Navy blue knee sock or navy blue tights.

Shoes - Black Eastlands or Mary Janes. Boots are not permitted.

Hair - Clean and well-groomed. Pink, green, purple, orange, blue or any other “novelty” hair color is not permitted, even in plaits. Hair accessories should be in school uniform colors (blue, black, white or clear). Crowns and flowers are not permitted.

Jewelry and Accessories - Only small post earrings, one per ear may be worn. Hoops and dangle earrings **are not permitted**. Necklaces should not be worn, or should be tucked inside the uniform. Bangles and other bracelets are not permitted. Nail polish, including gel nails and acrylic nails, and make-up are not permitted. Students will be required to remove nail polish

and make up and will receive a consequence. No body piercing or tattoos.

Girls Gym Uniform

- Navy blue sweat pants
- Sweatshirt or T-shirt with logo
- White athletic socks
- White, blue or black sneakers are to be worn. Light up, wheeled, or novelty sneakers, or sneakers with colorful laces, neon accents, etc. are not permitted.

Spring Uniform

The spring uniform may be worn from September until October, and again after Easter. The spring uniform consists of navy blue shorts instead of dress pants for boys, and a navy blue skort with a banded golf shirt for girls. Girls must still wear knee socks. Navy blue gym shorts may be worn with the gym uniform, in place of sweatpants.

Pre-K and Kindergarten Uniform

- Navy blue sweat pants and shirt with school logo
- Navy blue gym shorts are optional for warm weather
- White, blue or black sneakers (light up, wheeled, or novelty sneakers, or sneakers with colorful laces, neon accents, etc. are not permitted). Boots are not permitted.

Children are taught to take pride in their personal appearance. Uniform infraction slips are issued for violations of the school dress code.

Gym uniforms are worn to school on the day scheduled for gym and on other specified occasions.

Students who do not have proper gym uniforms may NOT participate actively in Physical Education class and will be issued a dress code violation.

Guidelines for Dress Down Days

Throughout the school year, we will have special occasions for which our students may dress out of uniform. All clothing is expected to be modest and in keeping with our Catholic values.

- Suggestive slogans on shirts will not be permitted and will result in a consequence.
- Hats and hoodies are never permitted.
- Our Upper School girls are expected to dress modestly, with all skirts or shorts coming to the knee.
- No tank tops are permitted for boys or girls.

If a student's dress down outfit is deemed inappropriate by a teacher or administration, the student will be required to call home for a change of clothes. If no parent is available to bring clothes to the school, the student will not be permitted to return to class. Students who egregiously or repeatedly violate these guidelines will lose dress down privileges.

Students who do not participate in the out of uniform day will be expected to have their

complete uniform on throughout the school day.

All make-up and jewelry guidelines apply for these days.

USE & PROTECTION OF SCHOOL FACILITIES/PROPERTY

Students are expected to care for and protect all school property and to compensate the school for damages resulting from the loss, destruction or defacement, whether willful or accidental, of school property. Willful destruction or defacement of school property will also subject a student to appropriate disciplinary procedures. Scheduling for the use of any school facility must be requested and coordinated with the school Principal. School facilities shall not be used by individuals or groups holding views contrary to the teachings of the Catholic Church.

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VISITORS

Visitors must report to the Main Office located on the second floor of the Upper Building. Arrangements for visits must be made through the main office.

Parents bringing lunches or forgotten items to school should leave them with the secretary.

Parents and visitors MAY NOT go to classrooms during school hours.

VOLUNTEERS

All volunteers, including trip chaperones, must acquire the following clearances:

1. Pennsylvania State Police Clearance: Please fill out the form on the following website, and print out the result. <https://epatch.state.pa.us/TandCVolunteerAction.do>
2. Pennsylvania Child Abuse History Clearance: Please fill out the form on the following website, and print out the result. <https://www.compass.state.pa.us/cwis/public/home>
3. Federal Bureau of Investigation Fingerprint Clearance (for volunteers living in PA for less than 10 years): Please visit the following website to schedule an appointment at a fingerprint location. Volunteers who have lived in PA continuously for 10 years are exempt from this clearance. https://www.pa.cogentid.com/index_pdeNew.htm
4. Disclosure Statement application for volunteers to be filed at the place of service (for volunteers living in PA continuously for 10 years): Please fill out and print the form on the following website. <http://childyouthprotection.org/docs/disclosure%20statement%20volunteers.pdf>

All clearances are valid for 60 months only.

Clearances for volunteers are free of charge with the exception of the FBI Fingerprint Clearance

Training for Volunteers with Regular Contact with Children

Volunteers who have **regular contact** with children (at least one time per week) are required to complete parts one and two of the Safe Environment training within 90 days of beginning their volunteer work.

Part I: Protecting God's Children, is offered regularly at sites throughout the Archdiocese of Philadelphia. The training provides basic facts about child sexual abuse and adults' roles in prevention.

Register at the following website.

https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18461&theme=0

Part II: The Mandatory Reporting of Suspected Child Abuse, is available online at the Archdiocese of Philadelphia a Training Institute in English and Spanish. This training provides an overview of Archdiocesan reporting procedures for suspected child abuse and Pennsylvania Child Welfare Laws. The training should take approximately one hour to complete.

Register at the following website.

<https://learning.childyouthprotection.org/login/index.php>

VIRTUS training sessions are part of the Catholic Church's commitment to keeping children safe from sexual abuse. We recommend that ALL of our parents take the VIRTUS training since during their children's school years at Saint Helena-Incarnation if they will most likely have contact with our students in a volunteer capacity.

Law enforcement officials are not exempt from these requirements and must present the same clearances as all other parents/volunteers.

St. Helena-Incarnation Catholic School, IMS

PARENT/STUDENT
HANDBOOK ACKNOWLEDGMENT

The Parent/Student Handbook is a document which outlines the mission, vision, and policies of Saint Helena-Incarnation and includes expectations for student behavior.

By signing below, you acknowledge you have read, understand, and will adhere to the standards as outlined in the Parent/Student Handbook.

These standards include:

- Catholic Mission and Education
- Culture of Core Values
- Schoolwide Positive Behavior Intervention Supports
- Code of Conduct
- Violations to Code of Conduct

Print Student's Name:

Print Parent Name:

Parent's Signature:

Date:

Please return to classroom teacher by:
