St. Helen Catholic School

Parent/Student Handbook

School Year 2026 – 2027

(Revised 07/15/2026)

St. Helen Catholic School
2700 East University Avenue
Georgetown, Texas 78626-7300

Telephone Number: (512) 868-0744
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ST. HELEN CATHOLIC SCHOOL is a Parochial School in the Diocese of Austin dedicated to the Catholic education of children.

Pastor	Fr. Jonathan Raia
Associate Pastor	Fr. Isaiah Minke
Principal	Mary Kay Sims
Office Administrator	Bertha Zavala
Development Director	Maranda Nemec
Business Manager	Brenda Raby
Learning Support	Jennifer Marquis

School Office Hours
Monday – Friday
7:30 am – 4:00 pm

School Hours
All Grades
8:00 am- 3:30 pm
Monday – Friday

School Motto: Wisdom Instructs Her Children – Sirach 4:11

School Colors: Burgundy, Gray, Black and White

School Mascot: Lion
SHCS logos may not be used in any form on any materials without permission from the principal.

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Mission Statement - Catholic Schools of Texas

The ministry of Catholic Education in general is the fulfillment of the educational mission of the Catholic Church and has as its primary goal the continuous formation of the Christian person.

As a pastoral instrument of the Church, the strength of the Catholic School is its ability to respond to the needs of the whole person, to serve the Church in time of transition, and to demonstrate to the world a global perspective for a peaceful and sustainable future.

The Catholic School is a unique environment in which pupils can experience the presence of the Holy Spirit. The School's focus is on the individual's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic School, pupils and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, pupils are challenged to work to the best of their abilities. In a world of diversity and absolutes, pupils need to be free to appreciate and understand the planet Earth, the people and cultures that inhabit it, and to develop global perspectives by which lives and consciences are formed. Pupils are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic School must call its pupils to the conviction that people are more important than material gain, that justice is more important than success, that love is more important than esteem, and that collaboration unites while competition divides. The truly successful Catholic School student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

About St. Helen Catholic School

Mission Statement

St. Helen Catholic School is committed to educating the whole person to see with Christ's eyes.

Vision Statement

St. Helen Catholic School is a place where God permeates all that we do while we foster joyful disciples who know, love, and serve Christ and one another.

Philosophy

St. Helen Catholic School believes that all who minister to our students should work to develop them in Spirit, Mind, and Body by nurturing a commitment to know, love, and serve Christ and one another, by encouraging each child to attain their fullest potential, and by promoting and modeling a positive attitude towards a healthy lifestyle.

Accreditation

St. Helen Catholic School obtained Accreditation status through the Texas Catholic Conference Education Department (TCCED) on December 7, 2011, December 4, 2018, and again on December 12, 2025. This step toward Standard Accreditation means that the school met the requirements of TCCED and functions as an accredited school.

Admissions

According to Diocesan Policy #300 and the State of Texas requirement, in order to enroll, a child must satisfy the following age requirements on or before September 1st of the enrolling year:

- A PreK student must be 4 years old
- A Kindergarten student must be 5 years old
- A First Grade student must be 6 years old

The following items are required for admission of a new student to St. Helen Catholic School:

- Application Form
- Official Birth Certificate (not one given by hospital)
- Baptismal and First Communion certificate (for Catholic students only)
- Record of Immunization – shots must be current to attend school
- Current achievement test scores and report card
- Record of IEP or 504 Plan

Applicants will be given consideration in the following order:

- Continuing students and children of St. Helen staff
- Siblings of current students
- Children registered at St. Helen Parish
- Children registered at other Catholic parishes
- Non-Catholics

Prospective students enrolling in grades PK – 7 will be required to take an assessment test. Any student seeking admission from a non-accredited institution or from home schooling may be required to have achievement testing (at the family's expense) prior to entrance. Test results and assembled information will be used for placement purposes. Students and parents/guardians will be notified of their child's acceptance or non-acceptance.

Catholic educators recognize and attempt to address the needs of all those who seek a Catholic education. Although not legally bound to provide services for all students, St. Helen Catholic School will examine their ability to meet the needs of students who request entrance.

Students new to St. Helen Catholic School are on probation for the first semester of the enrolling year. The period of probation will enable both the family and school to determine if the new student is able to succeed academically and behaviorally at St. Helen Catholic School.
The Principal shall decide whether to accept the child, to deny acceptance, or to conditionally accept the child. If the child is conditionally accepted, the Parent/Guardian must sign the Conditional Acceptance Form. The School shall monitor and periodically review the progress of the Student and shall provide a progress report to the Parent/Guardian. At the end of the time period specified in the Conditional Acceptance Form, the Principal shall then determine whether enrollment shall be continued or termination shall be required.

Continuing Enrollment

The Handbook of School Policies for the Diocese of Austin states: "Attending a Catholic school is a privilege, not a right. The Principal can, at any time, withdraw any student when such is in the best interest of the local school and/or the student."

A student who leaves St. Helen Catholic School or any Diocesan school, under unfavorable terms, or who is requested to leave, will not be re-admitted to the school or another Catholic school in the Diocese of Austin without the receiving principal consulting with the former school. (Diocesan Policy 300)
Unfavorable terms include, but are not limited to:

- Academic performance
- Emotional or behavioral concerns
- Unpaid financial balances

Notice of a student transfer from St. Helen Catholic School should be made by the parent in writing to the School Office three weeks in advance of the withdrawal date. This will enable the school to prepare necessary information and settle accounts. According to Diocesan Policy #317 no student records will be released until accounts have been settled.

Tuition, Fees, and Materials

Tuition
Families must have an account set up in FACTS for the purpose of paying tuition. In the event that a student is enrolled for a part of the school year (late admission or early withdrawal), tuition costs are prorated by the day.

Tuition Assistance
To qualify for tuition assistance a family must be enrolled in the school and demonstrate evidence of financial need. Applicants are asked to submit all necessary paperwork directly to FACTS (www.factstuitionaid.com). Based on this information, discounted tuition may be granted. Notification of dates open for applying will be sent from the office.

Textbooks
Standard textbooks, workbooks, and materials are provided by the school. Some courses may require students to purchase their own book(s) at minimal prices; however, these books will remain as property of the student, which allows students to write in and put these books in their personal library. Books and workbooks purchased by the school remain the property of St. Helen Catholic School and are loaned to students for use in courses in which they are enrolled. Students are responsible for proper care of books at all times. Costs of replacement for lost, stolen, damaged, or defaced books are incurred by the student and will carry a minimum charge of the cost of the book.

Delinquent Accounts
If the tuition or other fees (i.e. after school care, extra-curricular activities, etc.) are not paid by the 20th of the month, the account is considered past due. A late notice will be sent for any late tuition or other fees and a $30 late pay fee will be added to the account. Tuition payments cannot be made using a credit card.
If payment of late tuition or other fees is not made within 30 days of the late notice, the principal or an SHCS delegate will personally contact the student's parents or responsible party.
Should payment of tuition or other fees still not be received within 60 days of the original late notice, a pending withdrawal notice will be sent by certified mail to the student's parents or responsible party.
If after all efforts noted above have been exercised and a period of 90 days has elapsed from the original late notice without prior notice or written arrangements, the school administration will inform the parents or responsible party that their student(s) is withdrawn for non-payment of tuition or other fees.

Emergency/Evacuation Procedures

Evacuation
In some circumstances, it may be necessary to evacuate all or part of the school. The level of the crisis and emergency personnel involved will determine the evacuation process. If emergency services (police, fire, EMS, etc.) are called to the scene, they will decide the level of evacuation needed. Their main concern will be to contain the emergency; if necessary, they will evacuate students and personnel to the closest safe area available. School officials' responsibility will be to cooperate with these authorities.

Once the situation is under control, it may be necessary to have secondary locations to regroup. Parents will be notified of the locations to be used, which will depend on the type of emergency and the level of evacuation. In the case of an evacuation, a student will be released to his/her parent or the individual named as the alternate emergency contact on the emergency card on file in the office, but to no one else. If unplanned early release for reasons other than weather occurs, parents will be notified via text from ParentAlert.

Safety Drills and Procedures
Fire drills (Evacuate) are conducted quarterly. Other drills (Lockdown, Secure, Shelter) are conducted twice during the year.

Academics

Curriculum

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as teachers. Our theology is in compliance with the United States Conference of Catholic Bishops. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Helen Catholic School, we are attempting to "teach as Jesus did".

The basic curriculum in place at St. Helen Catholic School is the Diocese of Austin curriculum for Religion and the TEKS (State of Texas standards) for the other core subjects (Language Arts, Math, Science, Social Studies).

It is our goal to design and implement a curriculum that

- Allows students a continuous progression of learning
- Uses children's literature
- Offers a multitude of resources and choices for students
- Emphasizes all communication skills
- Includes self-pacing programs for continuous and individual progress
- Accommodates the varying learning styles and intelligence of the students
- Emphasizes higher order thinking
- Focuses on concepts, processes, and facts
- Provides enrichment and opportunities for accelerated learning
- Gives students the chance to create their own learning opportunities
- Expands basic curriculum areas to integrate technology

Human Family Life Education

St. Helen Catholic School recognizes that parents/guardians are the primary educators in their children's spiritual, physical, sexual, and moral development. Because of the rapidly changing social milieu and the special needs of contemporary students, St. Helen Catholic School supplements the parent's task by providing a comprehensive, developmentally and age-appropriate course for all students as required by the Diocese of Austin. Using an interdisciplinary approach in religion, science, and social studies classes, students are taught facts, figures, and especially values in areas such as human development, relationships, personal skills, responsibility, consequences, health, and social-cultural perspectives.

Called to Protect for Children is the safety education piece of our Diocesan Ethics and Integrity in Ministry program designed specifically for elementary grade students. CTPC sequentially builds on developmentally appropriate topics each year from Kindergarten through Fifth Grade. It has been approved by the Catholic Church and promotes our teachings regarding respect for all human life. Religious education and Catholic school teachers will facilitate these simple lesson plans with their students.

Called to Protect for Youth is an interactive program for middle school and high school students that helps young people understand their sacredness and how to prevent others from violating their emotional, physical and behavioral boundaries. CTPY is an education program for youth; it does not fulfill the EIM requirement for serving in ministry to minors.

Preparation for Reconciliation and First Communion

Second grade students **baptized in the Roman Catholic Church** will prepare for and receive the Sacraments of Reconciliation and Eucharist. Parents and the child preparing for the Sacraments are to participate in the workshops provided by the school, as well as complete any sacramental preparation homework sent by the teacher.

Students not baptized in the Roman Catholic Church will not be prepared for or receive Sacraments.

Students who are **baptized in the Roman Catholic Church** and in grades beyond Second grade will need to contact the Faith Formation Department of their home parish to arrange for preparation and reception of these Sacraments.

School-Sponsored Field Trips

- Students are required to submit the school-issued Field Trip Permission Form, which must be signed by the student's parent/guardian acknowledging that St. Helen Catholic School will not be held liable for any accident beyond the control of reasonable adult supervision. No phone calls will be accepted in lieu of signed permission slips.
- Participants in school-sanctioned field trips are under the supervision of their teacher(s) and chaperones.
- The privilege of attending field trips may be revoked for those students who have excessive absences or disciplinary referrals.
- All school rules apply on field trips. The administration of St. Helen Catholic School reserves the right to discipline its students for off-campus behavior.
- Student cell phones or any electronic devices are not permitted on field trips.
- Siblings of a student going on a field trip are not allowed to accompany a class even if the parent is a chaperone.
- Chaperones will be designated by the teacher and chosen in regard to transportation and supervision needs. All chaperones must be in full compliance with the Ethics and Integrity in Ministry policies set by the Diocese of Austin. All chaperones/drivers must provide the school office with a copy of their Texas Driver's License and current proof of insurance (copies are destroyed at the end of the school year).
- Non-compliant adults (parent, grandparents, aunts/uncles, etc.) are not allowed to attend school-sponsored field trips nor can they join the class at the Field Trip location.

Grading System

PreK through Second Grade

Age appropriate skill sets in content areas are used for assessing progress of students in PreK through Second Grade. Students will receive a report card that assesses whether a student has achieved the appropriate skills for each content area. This form of assessment will give parents more information on the skills and concepts that their child has attained for their particular grade level.

The grading System is as follows:

- **PreK**
  Teacher will maintain a portfolio-type gradebook which tracks progress for each student in relation to the PreK Guidelines.
- **Kindergarten – Grade 2**
  3 = Met Standard
  2 = Approaching Standard
  1 = Developing Standard
  X = Not Assessed
- **Grade 3 – Grade 8**
  A = 90 - 100
  B = 80 – 89
  C = 70 – 79
  F = 69 or below
- **ALL Grades - Elective classes:**
  Marking Code
  S - Satisfactory
  I - Improvement Needed

Conduct (3rd – 8th)

Marking Code - Description
S - Satisfactory (Follows all school policies and obeys all handbook rules.)
I - Improvement required (Improvement is needed in this area.)
U - Unsatisfactory

Report Cards

Progress for students in PreK will be monitored and reported through the use of EGSI (Educational Software for Guiding Instruction) given three times a year. EGSI is a tool created by Riverside Assessments to specifically track student progress in relation to the PreK Guidelines.

Report Cards are issued at the end of each 6-week term via email for Grades K-8. Parents/Guardians of students who have areas of concern should make it a point to meet with the proper teacher(s) to determine a course of action for improvement. Final Report Cards will be emailed when all accounts have been settled. The final school year grade for a course is determined by averaging the six term grades. Credit is given if this average is 70 or above.

Note: A grade of I (incomplete) on the report card for a core class indicates that the student's work for the course is incomplete and has not yet received any credit. All missing work must be made up within two (2) weeks from the end of the quarter in which he/she received the I. If all work is not completed within this time, a failing grade will be given.

Remediation

When a student fails to meet the standards for promotion, arrangements for the remediation of missing credits may be made if it is deemed in the best interest of the student. This will be done on a case-by-case basis with the principal in consultation with the teacher. Parents will incur any costs associated with remediation.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation.

Homework

Students are expected to put effort into their studies outside of school according to guidelines established by the classroom teachers in conjunction with the principal.

Middle School Math

Grade 6 math students will complete the 6th grade general math curriculum.
Grade 7 math students will complete the 7th grade general math curriculum.
Grade 8 students will be placed in Pre-Algebra (8th grade general math curriculum) OR Algebra I. The placement will be made at the conclusion of the 7th grade year as a result of reviewing the following:

- Final average in Mathematics;
- Standardized test scores in Mathematics;
- Algebra Screening;
- Teacher recommendation based on observation of student skills, effort, and ability.

(Note: A student earning below 90% in Mathematics in the 7th grade year is ineligible for the Pre-Algebra/Algebra course, regardless of the other criteria.)

Academic Recognition

First Honor Roll (Grades 5 – 8)
93.0% or higher in each core subject (Religion, Language Arts, Math, Science, Social Studies) on the report card.

Second Honor Roll (Grades 5 – 8)
93.0% or higher average of the core subjects (Religion, Language Arts, Math, Science, Social Studies) on the report card.

Scholastic Recognition
95.0% or higher in each core subject (Religion, Language Arts, Math, Science, Social Studies) as the yearly average for the Eighth Grade final report card.

Graduation Ceremony
Students may participate in the graduation ceremony if the following have been addressed:

- Students must meet all academic standards for graduation.
- Students must be in compliance with the school uniform policy beginning one week prior to the time of the ceremony.
- Students must be current with all tuition/fines/fees.

Student Work
Any work students produce as part of an assignment is joint property of the student and the school. Claiming credit for another's work – either an unknown source, a classmates, or Artificial Intelligence - is strictly forbidden and will result in consequences deemed appropriate by administration.

Transcripts
All records and transcripts of academic work will be kept in confidence. Official transcripts, by request, will be sent directly to schools and/or employers. Allow at least three (3) working days for an official transcript to be processed. All accounts must be settled before any transcripts are released.

Promotion and Retention
Note: It is possible for a student who has been passing subjects for most of the year to do so poorly towards the end of the year that teachers are unable to provide written notification to parents in time for intervention to be effective.

Pre-Kindergarten
To be promoted from one grade level to the next, a student in PreK will perform at a level of proficiency which will indicate a successful transition to Kindergarten.

Kindergarten through Second Grade
To be promoted from one grade level to the next, a student in Kindergarten through Second Grade will master the content standards in Language Arts, Mathematics, Social Studies, Science, and Religion. A consistent developmental approach is used by all faculty assigned to PreK through Second Grade. In consultation with the classroom teacher, the school principal shall make the final decision regarding promotion or retention.

Third through Fifth Grade
To be promoted from one grade level to the next, a student shall attain for the year an overall average of a 70 or above which is derived by averaging the final numerical grade for Language Arts, Mathematics, Social Studies, Science, and Religion. In addition, a student must attain a yearly average of a 70 or above in both Language Arts and in Mathematics.

Sixth through Eighth Grade
To be promoted from one grade level to the next, a student must attain a yearly average of a 70 or above in each of the following classes: Religion, Language Arts, Mathematics, Social Studies, and Science.

Testing

- PreK: ESGI (Educational Software for Guiding Instruction) by Riverside
- Kindergarten and 1st Grade: Dibels
- 1st Grade – 8th Grade NWEA Map Growth
- Assessment of Religious Knowledge (ARK): Grades 2, 5 and 8
- Classroom Tests: Periodic classroom tests are used to assess subject mastery. The purpose of these tests is to provide a measure of progress toward objectives and positive feedback and to allow the teacher to gauge the success of instructional goals.
- Student Information Pages containing NWEA Map Growth, Dibels, and ARK

Parent/Teacher/Student Conferences

Parent/Teacher conferences are an excellent way for home and school to work as a partnership in the education of our students. At any time during the year parents or teachers should reach out and set up a conference if there are questions/concerns.

Extra-Curricular Activities

St. Helen Catholic School encourages students to be involved in extra-curricular activities where time, abilities and interests allow. While St. Helen Catholic School believes in developing the whole person, a higher priority must be given to academics over extra-curricular activities. Students participating in any school-sponsored extra-curricular activity must maintain at least a passing average (70) in all classes and Conduct marks must be an S. Any school activity that requires student participation, outside of normal academic classes or outside the normal school day, will require a student to have parent/guardian written consent and consent of the advisor of the program.

Extra-Curricular Eligibility Standards

- Students will be reviewed for eligibility status at each Report Card.
- The first time an academic grade below 70 is earned in a class the student will be placed on probation.
- The first time an I or U in Conduct is earned in any area the student will be placed on probation
- On probation students will continue to participate while making every effort to meet and maintain academic and Conduct standards.
- A student working on probation who earns an academic grade below 70 in a class for the following Report Card will be ineligible for extra-curricular activities.
- A student working on probation who earns an I or U in any area for the following Report Card will be ineligible for extra-curricular activities.

Parent Responsibilities

We, at St. Helen Catholic School, consider it a privilege to work with parents because we believe parents are the primary educators of their children. Therefore, it is a parent's right and duty to become the primary role models for the development of your child's spirit, mind, and body. Your choice of St. Helen Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. As partners in the educational process at St. Helen Catholic School, we ask parents to

- Be a positive factor in your child's education
- Actively participate in school activities such as Parent/Teacher Conferences
- Notify the school when their child(ren) are absent or tardy
- Notify the school office of any changes of address or important phone numbers/contact information
- Meet all financial obligations to the school
- Inform the school of any special situation regarding the student's well-being, safety, or health
- Complete and promptly return to school any requested information
- Read school notes and newsletters and show interest in the student's total education
- Support the religious and educational goals of the school
- Support and cooperate with the discipline policy of the school
- Treat teachers/staff with respect and courtesy in discussing student issues.

School/Home Relationship

At St. Helen Catholic School, we believe that education is a partnership between home and school. Parental cooperation is essential for the welfare of students. Adults (home/school) should not engage in the use of defamatory remarks in verbal or written form. If, in the opinion of the principal, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school. A student who leaves St. Helen Catholic School or any Diocesan school, under unfavorable terms, or who is requested to leave, will not be re-admitted to the school.

Standards of Behavior for Adults

Staff, parents and other members of the school community are called upon to model good standards of behavior as well. Adults in the Catholic community should be good listeners, remain mutually supportive and inclusive of one another, maintain appropriate confidentiality, and handle disagreements in a spirit of conciliation.
In the course of a school year, there may be a time when a parent hears or observes something related to your child's experience at school that causes concern. We encourage you to follow up on the concern by approaching the staff member in the best position to work with you on the situation. In most cases, this first contact will involve a note or a phone call to the classroom teacher or the departmental teacher so that you may learn that person's professional perspective on the situation. The tone of both parties should be one of mutual respect and Christian conciliation.

Office Records

Parents/Guardians are requested to notify the school office in writing of any change of the following:

- home telephone
- cell phone
- business phone
- emergency contact phone/information
- email address
- home address

Parent Volunteers

The Diocese of Austin is committed to providing a safe, positive learning and working environment for staff and students. Sexual harassment, sexual exploitation and other conduct in violation of the Ethics and Integrity in Ministry Policies will not be tolerated.

All school volunteers are required to complete the following:

- An online background check.
- Attend an EIM Workshop every three years. A list of upcoming workshops in your area can be found on the Diocese of Austin website.
- Volunteers should wear appropriate school-issued identification obtained in the school office.

In addition, all school volunteers are required to observe and support school rules and discipline procedures.

Parent/Teacher Organization

The Parent/Teacher Organization (PTO) exists for the purpose of service to the school. The Executive Committee meets regularly during the academic year, and minutes are published on the school's website. Committee chairs carry out a variety of activities throughout the year.

Visitors

St. Helen Catholic School is a closed campus. Parents/Guardians wishing to visit the school should report directly to the school office and secure a visitor's pass from the administrative office. Visitors are not permitted to go directly to a classroom, or to loiter on campus or in the parking lot. Visitors are to wait in the office for the person they wish to see unless taken to the classroom by an office staff member.

Class Parties

Only EIM certified parents may assist the classroom teacher. Siblings or other guests may not attend

Student/Family Directory

The School Directory lists students' and parents' names, addresses, and telephone numbers. Parents may choose to "opt out" by indicating this choice in the FACTS SIS Family Portal. The School Directory is available only to parents with a password protected FACT SIS Family Portal account.

The Student Directory should be used to acquaint parents with the names of their child's classmates and parents. These directories may not be used or sold for other purposes. The Student Directory is not to be used to solicit teachers after hours for any reason.

Communication

Forms of Communication

The main forms of communication to parents are text messages via ParentAlert, electronic mail, FACTS Family App, website updates, weekly newsletter and the Thursday Folder. FACTS SIS is the primary communication for academics and conduct. Daily emails are issued by the office noting uniform violations and conduct demerits. Some communication is sent home from the office in the Thursday Folder with each family's youngest child. A parent signature on the folder is required for all grades every Friday. In special cases notes may be sent home on other days, so parents should be watchful.

When possible, school officials cooperate with families in completing reference forms or letters for high school admissions and special programs. With parent permission, school officials will also fill out forms and checklists if requested by a doctor, psychologist or learning specialist.

Expectations

Faculty/Staff should not be contacted at home. Faculty/Staff should be given a **2-school day window of time** to respond to parent communication.

Each teacher is responsible for his/her classroom management, discipline, record keeping, testing, projects, correcting, filing, classroom environment, and curriculum. In order to ensure each child and teacher the safety and confidentiality necessary, parents are not to be present in classrooms during the instructional day. Each child's learning style, behavior, and academic information is a confidential matter between teacher, parent, child, and principal. In communication with the principal, a teacher may invite a parent to read to a class, help with a project or party, or chaperone a field trip. This involves a specified period of time. Parents are to check in and out through the front office during those times. Parents are asked to respect the learning process for all students by refraining from automatically going to classrooms after entering the building. St. Helen Catholic School is to provide a safe learning environment for all children and adherence to policy is necessary.

School Closing and Inclement Weather

St. Helen Catholic School uses ParentAlert which is a program that notifies parents/guardians of school closings or other important announcements via text message. St. Helen Catholic School follows the Georgetown School District for weather related matters.

Traffic Pattern and Drop-off/Pick-up Points

CELL PHONES MAY NOT BE USED BY DRIVERS DURING CARLINE.

Morning Drop-off

- All parents/guardians dropping off students should line their cars up single file along the curb starting from the main entrance (middle doors of the school building) to the church.
- For the safety of all persons, please observe speed limits when on church and school grounds.

- Students in grades 6 - 8 are to enter the main building and walk to the SRAC. Parents are not to drop off or pick up their children in front of the church office building.
- Students being dropped off after 8:00 A.M. must be escorted to the front office by a parent/adult.

Afternoon Pick-up

- Park in main/front parking lot of the school
- Park in SRAC main parking lot only if you are staying for a game
- **NO PARKING** in Parish Office parking lot (see map)
- Enter the building through the door between the St. Cecilia room and the Library (in breezeway)
- Pick up student at the inside door of the cafeteria
- Exit the building down the main hallway and out the front door of the school

- If students are leaving early, they must be picked up prior to 3:00pm OR they will be released through the regular dismissal line.
- Parents must notify the office and teacher(s) in the event someone else is to pick up the student. Drivers must be prepared to convey to the carline staff the information needed to pick up students other than their own.
- IN THE INTEREST OF SAFETY, THERE MAY BE NO LOITERING AFTER DISMISSAL

Attendance

School Day

The school day begins promptly at 8:00 am. and ends at 3:30 pm.
Students may arrive as early as 7:30am. St. Helen Catholic School will not accept responsibility for supervision of students before 7:30 am or after 4:00 pm, except in conjunction with a school sponsored activity or the After School Care Program.

School Calendar

The school calendar is posted on the school website. Please check the calendar for exact dates of holidays and early dismissal days. Parents/Guardians will be notified in advance of any changes that would alter the school calendar throughout the year.

Missed Work

Teachers are not required to gather homework assignments and books during the day for absent students. Missed homework assignments may be picked up in each homeroom by the students when returning to class. Students will be given a reasonable amount of time to make up work.

Medical and Dental Appointments

When possible, medical and dental appointments should be scheduled during non-school hours so as not to interfere with the educational process. If this is not possible, parents/guardians must notify the school using "Report Attendance" found on the school website. In addition, the student must present a slip to the office from

the doctor or dentist when returning to school. **The best time for appointments is at the beginning of the school day as it will generally result in less instruction time missed.**

Attendance – Reporting & Regulations

Student attendance is recorded daily on FACTS SIS.

Parents/Guardians must notify the school of **Late Arrivals, Early Departures, and Absences**. All of these attendance events must be reported through the "Report Attendance" form found on the main page of the school website. The Office will notify all Faculty/Staff necessary. If a student is absent five or more consecutive days due to illness a note from a physician is required. These notes are kept on file for one year.

Students are considered **TARDY** for **ANY** missed time between 8:00 and 3:30 pm and must check in or out through the main office.

- **Tardies of 15 minutes or less** will be marked **TE** (tardy excused) and will be converted on the Report Card. **Every Tenth (10th) TARDY** is converted to one day of absence.
- **Tardies of more than 15 minutes** will be marked **TMI** (tardy missed instruction) and will be converted on the Report Card. **Every Third (3rd) TARDY** is converted to one day of absence.

Important Note:
According to the directives of the State of Texas, a student must attend 90% of the required days of instruction in order to have promotion to the next grade occur without question.

High School Visits for 8th Graders

Students will be granted three excused absences to attend to their plans for High School. This applies to all 8th Graders regardless of the school they are attending next year and will include visits, shadowing, and testing, all of which are done at the individual schools. Parents must notify the Office when their child is going to be out for these purposes. Arrangements will be made for Lunch and Learn style presentations by representatives from St. Dominic Savio Catholic High School, San Juan Diego Catholic High School, and St. Mary's Catholic High School. These will be done at SHCS during the lunch/brain break period.

Medical

Student Illness

St. Helen Catholic School does not maintain a health clinic. We will provide basic required school health services as described below, and we will ensure that at least two staff members are trained and certified in First Aid and CPR.

A child should not be sent to school with a fever (100 or higher). A child who has been ill is not to return to school until free of fever (without the aid of fever reducers) for at least 24 hours. Communicable illnesses, i.e. chicken pox, colds/flues, conjunctivitis (pink eye), measles, mumps, strep, head lice, etc. should be reported to the school as soon as possible.

A student who becomes ill or injured at school should inform his/her immediate teacher, who will then determine if the student should be referred to the office. If the Office Administrator or principal determines that the student is not well enough to attend class, a parent/guardian will be notified and the student will be released into the care of the parent/guardian.

Immunizations and Health Screenings

Students must be up-to-date on required immunizations and must provide written proof to the school. If your child needs an immunization, it is important to follow up as soon as possible.

Texas law and Texas Department of Health Regulations give the school the responsibility of screening students in certain grades to find issues with vision, hearing, Acanthosis Nigricans (AN) and formation of the spine. These screenings are conducted by persons who are certified. You will be contacted about required follow-up if a concern is found. A speech/language screening is also conducted for students in Pre-kindergarten and Kindergarten.

The school may also choose to screen for pediculosis (head lice). If notified of a problem, it is very important that you follow required procedures all the way through and provide follow-up proof to the school.

Medication

Parents must notify the school office of any known allergies (peanuts, milk, etc.).

If a student must take medication during the school day, the parent must complete and sign the Diocese of Austin Form #310 (see Appendix). Once completed, this form must be delivered to the office. The office staff cannot dispense any kind of medication until this form is completed correctly and on file in our office. If an injury requires immediate medical attention, the school office will call 911 for treatment and parents/guardians will be contacted as soon as possible.

A student may take medication at school ONLY if:

- a license physician, nurse practitioner, physician assistant or dentist has prescribed the medication, or a parent requests the administration of non-prescription/ over-the-counter mediation (pain relievers, vitamins, cough drops, etc.);
- the parent/guardian delivers the medication to the school office or nurse;
- the medication is delivered in its prescription container with a current pharmacy prescription label or, if the medication is over-the-counter medication, in the original labeled and sealed container (unopened),;
- the school office personnel or nurse administers the medication to the student; and
- the parent/guardian completes and returns this form to the school office or nurse.

- Item 4 above does not apply if a parent authorizes a student to self-carry and self-administer medication through an epi-pen, inhaler, insulin pump, or glucose meter and completes and delivers this form to the School.

The school may NOT:

- accept any medication that is not in the proper container as described above;
- accept any medication from the student or any person other than the parent/guardian;
- administer experimental medication or dosages;
- administer any herbal medication, dietary supplements, or other nutritional aids which are not approved as medication by the Federal Drug Administration (FDA);
- administer any medication with an expiration date that has passed;
- administer any medication via a central line at school; or
- administer any medication for which the school personnel, in its sole discretion, is not qualified or licensed to administer.

A student may NOT:

- carry any medication on their person or in their belongings, unless permission granted below for an inhaler, epi-pen, insulin pump, or glucose meter; or
- give any medication to other students.

The school WILL destroy or dispose of any medication:

- that a parent/guardian does not timely retrieve after the school has requested the parent/guardian to retrieve;
- that is in a vial (for example, insulin) once started (opened) and not used in 30 days; or
- that has an expiration date that has passed.

Student Services, Expectations/Behaviors, Discipline

Services

Lunch Program

All students will gather in Frizelle Hall for lunch. Students may bring their lunch from home or participate in the hot lunch program.

Sodas may not be included in student's lunch. If a lunch is delivered for a student, NO drink other than milk, water, or juice may be included.

Library

The library is available for use by all St. Helen Catholic School students. Books may be borrowed following usual library procedures. Borrowed books must be returned on the designated date. A lost book must be

reported at once to avoid extra fines. Reference materials and periodical literature may not be taken out of the library.

Storage Areas

St. Helen Catholic School shall not be held liable for the loss of any articles from storage areas (i.e. cubbies, desks). Storage areas are the property of the school, and the principal or principal's designee reserves the right to inspect desks, storage bins, cubbies, backpacks or lockers at any time.

Telephone Use

The office telephone is a business telephone and students will be permitted to use it only in case of an emergency. Forgotten homework, forgotten lunches or athletic equipment, etc. do not constitute an emergency. School personnel will not call a parent or guardian to arrange after school visits between students. These should be made at home prior to drop off.

Internet Service and Computer Use

St. Helen Catholic School has the ability to enhance students' educational endeavors with technology. With this educational opportunity comes responsibility. It is important that parents/guardians and their child(ren) read the ethics code and pledge for on-line safety distributed and discuss it together. The school has site-monitoring software to filter the Internet, but it is the student's responsibility not to seek out unauthorized sites. Internet sites which are deemed pornographic or which advocate violence, prejudice, bigotry, or discrimination are considered unauthorized.

Rules for computer use include the following:

- Students log on and log off.
- Students may not log into any accounts other than their own.
- Students must have a teacher's permission before using any computer for any reason and must be under supervision.
- No program should be loaded onto any hard drive or downloaded from the Internet, unless authorized by the classroom teacher or the principal.
- Playing games on the computer is not permitted, unless expressly authorized by the teacher.
- Any Internet sites, games, programs, or other computer applications that deal with war, battle, killing, violence, or with sexual connotations or overtones are categorically unauthorized. Exceptions may be made for research purposes, under the guidance of a teacher.
- No student will change the system configurations without permission of a St. Helen Catholic School staff person.
- Engagement in online blogs such as, but not limited to, MySpace®, Xanga®, Friendster®, Facebook®, Instagram®, Twitter®, Tumblr®, etc. may result in disciplinary actions if the content of the student's/parent's blog includes defamatory comments regarding the school, the faculty, or other students in the parish or neighborhood.

Violation of any rules will result in disciplinary action.

Expectations/Behaviors

St. Helen Catholic School wants each student to develop into a responsible Christian adult, based upon free will and a well-formed conscience. Class and school policies are designed to offer increasing expectations of self-discipline as the child matures. The purpose of discipline is to enable students to move from externally imposed discipline to self-discipline, which is an indication that one is capable of accepting responsibilities and privileges.

Expectations

The following expectations are in force at all times at school (including lunch, recess, before and after school, between classes, etc.)

All students, at their appropriate developmental level, should:

- be polite and kind to others, both adults and students, in speech, action and manner.
- display respect and prayerful participation during worship times.
- work in cooperation with others.
- obey all school and classroom rules and procedures.
- respect school and personal property (destruction and/or defacing school property is not permitted).
- properly greet adults and use mannered language ("please", "thank-you", "yes, ma'am", "no, sir").
- include and help others whenever possible.
- be prepared for class with materials and assignments.
- work conscientiously and use time wisely.
- display good grooming.
- observe quiet when appropriate.

Behaviors

- Aggressive use of hands, feet, objects and comments is prohibited.
- Classrooms and campus areas must be left orderly and clean.
- Profane, obscene, sexist and racist language and gestures are prohibited.
- Public displays of affection are not permitted.
- Students are not permitted to interrupt a class for any reason nor are they permitted to leave the classroom or school grounds for any reason, except with the permission of the teacher.
- No forms of weapons are permitted on the school grounds or school functions.
- Students are not permitted to make or receive telephone calls without staff permission. An office staff member or administrator will place the call in the case of an emergency.
- Students are not permitted to carry cash (with the exception of payment for school use. Said cash must be placed in a sealed envelope with student's name and purpose.)
- Floral and other gift deliveries for students will not be accepted at the school office.
- Students are required to abide by the School Uniform Policy set forth under Other Rules and Regulations.
- Students must not bring any form of toys or games to school. These items will be confiscated.
- Computer software of any kind may not be brought to school. These items will be confiscated.
- Bringing personal sporting equipment to school is not allowed without teacher permission. Neither the school nor the teacher will be responsible for personal sporting equipment lost, damaged, or stolen.

- Cell phones for students are permitted; however, they must be OFF and in the student's backpack. If a student is caught with a cell phone/texting device while under the supervision of school personnel and without permission, the device will be confiscated. Parents may be required to pick up the device from the principal and a fine may be issued.
- Items such as, but not limited to, e-cigarettes, questionable books and pictures, White-out®, knives, matches, cigarettes, toys, trading cards, laser lights, CDs, cameras, or anything that will distract from a learning situation are not allowed at school without permission from the administration.
- Students may not exchange individual gifts at school.
  Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade or all girls or all boys, in which case they can be handed out in class. The teacher will not give out the invitation. Do not pick up students for a party which has a limited number of girls or boys from the school parking lot.

Discipline

Detention
Detention may be held in response to misbehavior and/or violation of school and/or classroom rules. Detention may be held during the school day or after school hours for a single day or multiple days and takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

Suspension
Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension and a maximum of 70% will be recorded for this work.

Safe Environment
St. Helen Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online, via email, written notes and/or via cell phone) face detention, suspension and/or expulsion.

Bullying and Cyberbullying
Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (seriously or in jest or online) face detention, suspension and/or expulsion.

Participation in online social networks and user-driven sites may result in disciplinary actions if the content of the student's/parent's entries include pictures without permission and/or defamatory comments regarding the school, the faculty/staff, other students, parents, or parish members.

Administrative Conference
Repeated violations or violations of a severe nature, at the teacher's/principal's discretion, may result in a parent/teacher/principal conference.
Severe infractions, at the teacher's discretion, will be sent directly to the administration for disciplinary action.

Should a student clearly violate specific behavioral (including damaging or defacing school property), academic or attendance expectations of the school, or seriously discredit the reputation of St. Helen Catholic School, the school principal in consultation with the pastor will hold a conference with the student and his/her parents/guardian, to discuss further fair and proper steps that need to be taken. Students can be disciplined for conduct, whether inside or outside the school, that is detrimental to the reputation of the school or the Roman Catholic Church. While every effort will be taken to keep the student enrolled at St. Helen Catholic School, suspension or expulsion may be a consequence. Expulsion of a student is a grave matter, and the severity of infractions will be dealt with on a case-by case basis.

Drug-Free Campus
St. Helen Catholic School is a non-smoking campus (both indoors and outdoors) as well as a drug-free campus. Any controlled substances such as alcohol, marijuana, methamphetamines (ice), barbiturates, amphetamines, narcotics, mind-altering substances, cigarettes and tobacco, any other illegal substances or any substances deemed unfit for our campus by the principal are strictly forbidden. Any violation of this policy will be dealt with on an individual basis, however, an immediate conference with the principal will be held and expulsion is the likely result.

The principal, or person designated by the principal, reserves the right to search a student's belongings, including, but not limited to the student's desk, backpack, locker, cubbies, and storage bins.

Professional Counseling
The principal reserves the right to require professional counseling for students. Parents/Guardians who do not support the administration may be required to withdraw their students from St. Helen Catholic School. Each case will be handled individually by the principal.

Professional confidentiality is respected at St. Helen Catholic School. In some cases the principal may consult with agencies or qualified persons outside of St. Helen Catholic School, and/or the principal may refer students for further counseling outside of St. Helen Catholic School. In special cases, the principal reserves the right to require professional counseling for students.

Problem Solving
Students, parents/guardians who feel that they have a legitimate grievance related to school practices, policies or relationships shall be expected to adhere to the following procedure. The purpose of this procedure is to produce, at the lowest possible administrative level, equitable solutions to grievances in the spirit of justice and charity.

- Discussion with concerned parties: Discuss the grievance or complaint with the parties concerned at the informal meeting as soon as possible after the incident. If this must be done during school hours, an

appointment may be made through the office for a time that will not interfere with the normal school routine.

- Administrative Meeting: If the matter cannot be settled informally by the parties concerned, they must request a meeting with the principal. A meeting will be arranged at which time the aggrieved will be given an opportunity to present his/her explanation. A parent/guardian may intercede to appeal a disciplinary action.
- Appeal to the Pastor of St. Helen Catholic School: If the aggrieved continues to feel that the matter is not resolved, she/he may submit the grievance in writing within five (5) working days to the Pastor of St. Helen Catholic School. The Pastor will render a decision in writing. The Pastor's decision is final.

Uniform Policy

St. Helen Catholic School students are required to wear the appropriate uniform for the school day. Notification of violations of uniform policy will be issued from the school office. Every fourth uniform violation will be converted to a demerit.

Uniform Supplier

Lands' End is our uniform supplier, and all required uniform pieces must be purchased from Lands' End.

Uniform Schedule

The schedule for P.E. uniforms and informal uniforms will be issued during parent orientation.

Regular Uniform Requirements

P.E. Uniform for All Students

Gray T-Shirt with Lion Logo
(available in long sleeve)

Athletic Shorts with Lion Logo

Optional: Black sweatpants
with Lion logo.

Sneakers
Solid white, black, gray
or combination of these colors
With white, gray, or black socks

Optional Uniform Items with School Logo

Burgundy Fleece Jacket
with Zipper

Burgundy Fleece Jacket
with Quarter Zipper

Burgundy Cardigan
with Zipper

Burgundy Cardigan
with Buttons

Non-Uniform Jackets and Coats

*All SHCS spirit wear jackets are allowed.

*Other Jackets worn throughout the school day must be school colors (burgundy, black, gray, or white) with no logos.

*Coats worn to school and while traveling between buildings are exempt uniform regulations.

Girls

Informal ~ All

Burgundy Polo with Logo
(available in long sleeve)

Skort

Sneakers
Solid white, black, gray
or combination of these colors
With socks, knee hi's, tights or leggings
(white, black, or gray)

Formal

PreK—2nd

Skort
(same as informal)

Short Sleeve Peter Pan Polo
with School Logo
(long sleeve optional)

3rd—8th

White Blouse with Logo
(long sleeve optional)

Pleated Skirt

Black Cross Tie

All Girls

Black Dress Shoes with White Dress Socks

Optional: white knee hi's, white tights, or black leggings

Hair and Accessories:

General
- No unusual colors
- No unusual haircuts (mohawks, buzz cut patterns, etc.)
- No unusual/distracting hairstyles

Girls
- Cut above brow-line
- Bows and ribbons acceptable
- Accessories not to exceed size of a 3x5 index card
- Accessories must be school colors (burgundy, gray, black, white)

Jewelry (limited to the following):

Earrings
- Girls – no larger than a dime
- Boys - prohibited

Necklaces
- Appropriate for Catholic school
- Length that can be tucked into shirt

Watches
- May not beep or make other noises
- No wearable devices with active communication abilities (i.e. email, messaging, internet)

Bracelets

Rings

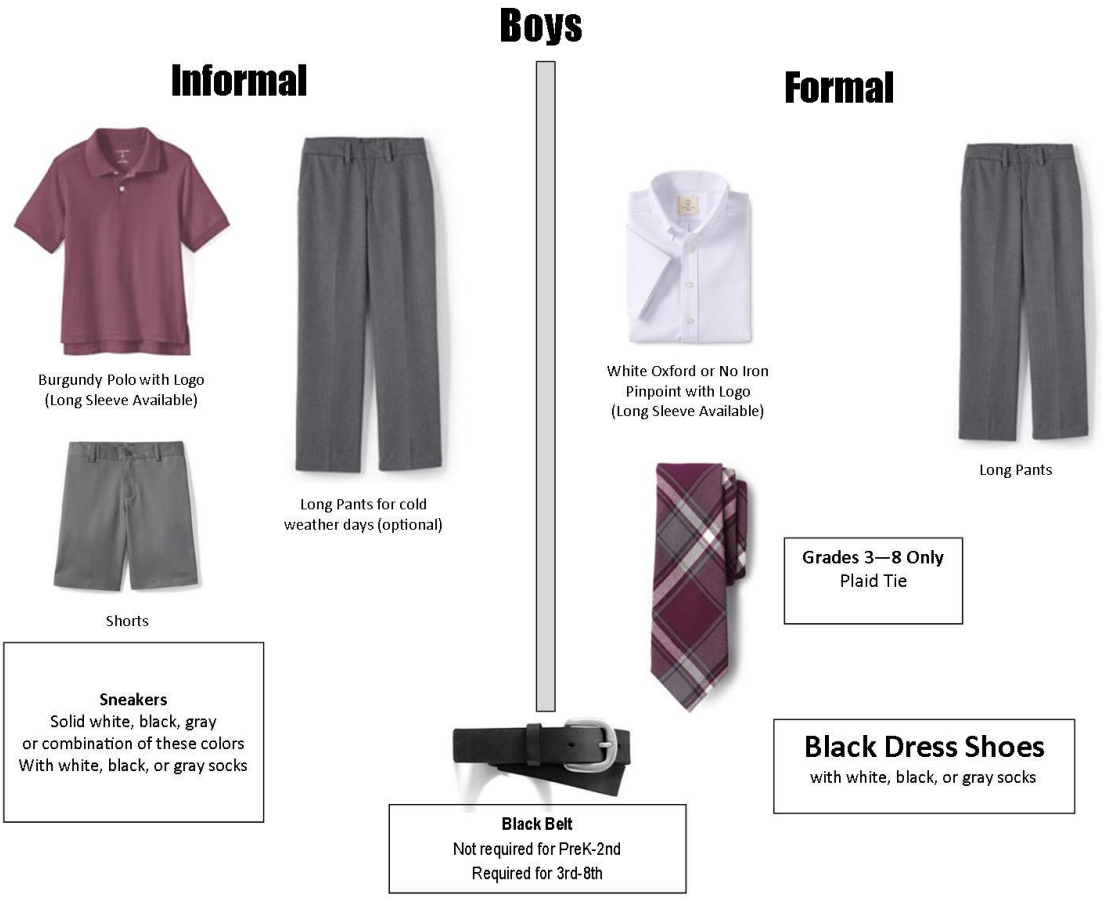
Appearance:
- All students should be well groomed
- No makeup
- No colored nail polish
- No body piercings
- No drawing on self (skin, nails, etc.)

Free Dress Days:

Pants/Jeans – appropriate fit, free of rips and tears, no low rise, no baggy
Tops – No skin showing at waist – No transparent fabric
Shorts/Skirts – Mid-thigh or longer
Footwear – appropriate for day's activities

Spirit Days:

Spirit wear shirts OR sports jerseys (in season, with undershirt if sleeveless)
P.E. shorts or jeans (appropriate fit, free of rips and tears, no low rise, no baggy)
Footwear – appropriate for day's activities



Hair and Accessories:

General

- No unusual colors
- No unusual haircuts (mohawks, buzz cut patterns, etc.)
- No unusual/distracting hairstyles

Boys

- Cut above the brow-line
- Cut above the ears
- Cut above the shirt collar

Jewelry (limited to the following):

Earrings

- Girls – no larger than a dime
- Boys - prohibited

Necklaces

- Appropriate for Catholic school
- Length that can be tucked into shirt

Watches

- May not beep or make other noises
- No wearable devices with active communication abilities (i.e. email, messaging, internet)

Bracelets

Rings

Appearance:

- All students should be well groomed
- No makeup
- No colored nail polish
- No body piercings
- No drawing on self (skin, nails, etc.)

Free Dress Days:

Pants/Jeans – appropriate fit, free of rips and tears, no low rise, no baggy

Tops – No skin showing at waist – No transparent fabric

Shorts/Skirts – Mid-thigh or longer

Footwear – appropriate for day's activities

Spirit Days:

Spirit wear shirts OR sports jerseys (in season, with undershirt if sleeveless)

P.E. shorts or jeans (appropriate fit, free of rips and tears, no low rise, no baggy)

Footwear – appropriate for day's activities

Appendix A – After School Care

Enrollment:

Any student currently enrolled at St. Helen Catholic School is eligible for the After School Care Program.

Forms:

Parents/Guardians must complete a registration form and provide information on adults authorized to pick-up their children.

Program Hours:

School Days (full day) from 3:30pm to 6pm

Not available on Early Dismissal Days

General Rules for all After Care Students in the room and outside

- All St. Helen Catholic School rules as outlined in the Parent/Student Handbook apply to students enrolled in St. Helen Catholic School After Care Program
- Keep hands, feet, and objects to yourself
- Be respectful to adults and fellow students
- Move to lines and in lines appropriately
- Observe quiet times
- Clean up after yourself
- Return equipment to the proper place

Snacks

St. Helen Catholic School will provide one snack for each child. Parents may provide an "extra" snack daily with their child's lunch to be used for an additional after care snack. Students are not permitted to give their snack to other St. Helen students.

Bullying and Cyberbullying

St. Helen Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Cell Phones, iPads and other Electronic Devices

Students participating in the After School Care Program should at no time be making calls, texting, taking photographs, playing games, listening to music, or watching videos on their electronic devices. This includes, but is not limited to: cell phones, iPads, iPods, MP3 players, DVD players, E-readers, etc. **Parents will be required to pick up confiscated devices from the principal and a fine will be issued.**

The After Care staff in collaboration with the Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Appendix B - Athletics

"I consider sports as an instrument of education when it fosters high human and spiritual ideals; when it forms youth in an integral way in values such as loyalty, perseverance, friendship, solidarity and peace. Surmounting differences of cultures and ideologies, sports offer an ideal occasion for dialogue and understanding among peoples, for building the desired civilization of love. To put into practice these values, based on the dignity of the human person, in face of possible interests that might darken the nobility of sports itself.

(Pope John Paul II (Sept. 16, 2002)

League Affiliation

St. Helen Catholic School participates in the Austin Christian Athletic Association (ACAA), a league comprised of area Christian Schools. St. Helen Catholic School plays under the bylaws of the ACAA league. In addition to playing conference games, St. Helen teams often play other schools in the area giving Student Athletes the opportunity to play students from diverse backgrounds with varied skill levels.

Registration Information

St. Helen Catholic School admits students of any race, color, and national or ethnic origin with all the rights, privileges, programs, and activities generally accorded or made available to students of the school. Thereby, it does not discriminate on the basis of race, color, national or ethnic origin in the administration of its participatory policies regarding athletic programs. Students who attend St. Helen Catholic School may play on SHCS sports teams. Home-school students who previously attended SHCS may be considered on a case-by-case basis.

Athletic Contract Waiver Form

Students wishing to participate in a sport must fill out a St. Helen Catholic School Athletic Contract Waiver Form. This form is accessible at the end of this handbook and in the main office of the school. (You may give the form to your coach who will give the form to the school office.) Permission forms must be completed and returned on or before the deadline set before the first tryout/practice date. Any student who decides to participate on a team after the deadline should see the Athletic Director before attending practice. Deadlines are not intended to prevent a student from participating on a sports team, but they are necessary to make sure that team sizes do not become too large to allow for proper instruction of participants. A permission form need only be completed one time during the school year. Please indicate in the spaces provided at the top of the form which sports the student may be interested in playing.

Preseason Orientation Meeting

Prior to beginning each season, coaches will hold a **mandatory** meeting for all potential Student Athletes and their parents. During this meeting the Athletic Handbook will be reviewed. The coaches will also facilitate a sport-specific discussion group during this meeting to introduce themselves and share their expectations specific to their sport.

Fees

Parents are responsible for payment of the Athletics fees. Athletic fees are non-refundable. Fees cover ACAA league fees, referee fees, uniform usage, and sports recognition. Additional fees may be assessed to replace uniforms damaged by the student.

Transportation Policy
In accordance with the policies of the Diocese of Austin, St. Helen Catholic School does not provide any transportation to or from athletic events. All transportation is privately arranged by parents/guardians. St. Helen Catholic and the Diocese of Austin assume no liability for accidents that may occur en route to any sporting practice or activity. Please ensure that your Student Athlete arrives and is picked up promptly for practices/games. **Faculty and staff members are not permitted to drive students to/from a school-sponsored sports event.**

Placements
At the beginning of each season, Placement Practices (NOT CUTS) are held for all student-athletes interested in joining that respective sport. After a set number of practices, each individual is then placed on a certain squad based upon, but not limited to, skill level, positional needs, commitment, and leadership. The position and playtime for each athlete will be greatly determined by which squad the athlete is placed on. Each student athlete is guaranteed SOME playing time during each game or contest.

Transfer students or students injured at the beginning of a sport season will have every opportunity to come out and participate in a sport and will be placed on a respective team based upon the criteria listed above.

Awards and Recognition
The St. Helen Athletics Program hosts an annual Sports Recognition Night at the conclusion of the spring season.

Student Athlete Expectations and Requirements
Students and parents should recognize that participation in the athletic program is not a right of all students, but rather a privilege to those selected individuals who possess the ability, attitude, disposition, cooperative spirit, and desire to represent St. Helen Catholic School in a favorable way. By joining the school's athletic program, a student becomes a representative of his/her team and of St. Helen Catholic School.
A Student Athlete's behavior is governed by the same rules, regulations, and procedures that apply to all students as set forth in the St. Helen Catholic School Parent/Student Handbook. Each student is expected to demonstrate and encourage in others behaviors that reflect good sportsmanship.

Eligibility and Probation
We expect Student Athletes in Grades 5 – 8 to maintain academic and behavioral standards in keeping with the St. Helen Catholic School Parent/Student Handbook and the teachings of the Catholic Church. These regulations and procedures apply while on school premises, during practices and competitions, and in the public arena. A student will be considered ELIGIBLE to participate in sports at St. Helen Catholic School if their most recent academic report reflects both:

- A passing grade (70 or higher) in all classes
- A satisfactory grade (S) in conduct for all classes

A Student Athlete will be considered ON PROBATION should their most recent academic report reflect any one or a combination of the following academic grades or conduct:

1. One failing grade in any subject
2. One incomplete in any subject
3. Below satisfactory conduct in any subject
4. Suspension

Probation is for a **six week period** during which a Student Athlete works to improve his/her grades and/or conduct. During this six week period, a student is still considered a full, participating member of the athletic team, but time should be spent improving one's grades or behavior. Student Athletes are encouraged to seek extra help from those teachers in courses where he/she is struggling either before school or after school. St. Helen Catholic School faculty and staff are always willing to assist students in their academic studies.

The only exception to the six week probationary period is the **Incomplete.** As soon as the student-athlete makes up the work that caused the incomplete AND the work is to the satisfaction of the appropriate teacher, the Student Athlete is no longer on probation.

Evaluating Probationary Improvement

A Student Athlete moves out of Probationary Status if his/her grades at the end of the probationary six week period reflect a passing average or better in every class, and the Student Athlete maintained behavior/effort in keeping with the St. Helen Catholic School Parent/Student Handbook and the teachings of the Catholic Church.

Ineligibility

A Student Athlete will be considered ineligible for sports at St. Helen Catholic School should the standards for passing still not be met after the six week probationary period. **Ineligibility means that the Student Athlete may NOT PARTICIPATE in sports at St. Helen Catholic School.**

Attendance

All students involved in sports must be marked as present in school on the day of practice or a game in order to participate.

All students must recognize the time commitment made to a team. One is expected to attend all practices and games. If one cannot attend a practice or game, please make sure the **Coach and Athletic Director** have been notified **in advance**. Consequences for a missed practice or game will be informed by the team rules as outlined by the coach/team at the beginning of the season in addition to the natural consequences that result from missing practice instruction or game experience.

Dress Code/Uniforms

Student Athletes are highly visible representatives of the school and, as such, are responsible for using good judgment in their overall appearance. All teams, regardless of level, have a responsibility to ensure that their game attire speaks favorably of themselves, their team, their school, and their God.

Student Athletes will wear an **SHCS spirit wear shirt OR P.E. shirt with SHCS P.E. shorts for ALL practices**. **All game shirts will be tucked in.** No player should make modifications to his or her uniform. Athletes are to wear a school issued uniform and treat their uniform with respect.

Uniforms must be returned to the athletic director within seven (7) days of the last game. Progress reports and/or report cards may be withheld until the uniform is returned. If a uniform is not returned, parents are responsible for the cost of replacing the uniform.

Expectations of Parents

"It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem."

(Code of Canon Law, 796)

St. Helen Catholic School coaches and administrators respect the primacy of the parents as the first teachers of their Student Athletes, and will partner with parents in the formation of Student Athletes. Parents and other members of the community play a vital role in the holistic education of children including students' participation in school-sponsored athletics. Together, all stakeholders should actively work to ensure that the Catholic mission and identity of St. Helen Catholic School permeates the athletics program.

Top Five Ways to Support your Student-Athlete

1. **Be present** – Show up to games, cheer, and support our teams!
2. **Be positive** – Children learn from modeling. When talking about the game, season, performances and decisions-making, please share the gift of a positive outlook on life! Make sure that your child knows that win or lose, he/she is loved and supported.
3. **Encourage independence** – Encourage student-athletes to be responsible for the care of their athletic gear and to be prepared for practices and games. In addition, student-athletes should speak directly with their coach about any questions and/or concerns.
4. **Observe the "24 Hour Cushion"** – As do all good educators, St. Helen Catholic School coaches will naturally and deliberately reflect on game situations and decisions. Please allow coaches the time they need to process their decisions before approaching them with any questions. Coaches need not discuss playing time, coaching strategies and specific plays, or information pertaining to other athletes.
5. **Model St. Helen Catholic School's behavior expectations for visiting spectators –** Take pride in our athletic program and model for visitors how we…
    i. cheer for our team rather than against our opponents.
    ii. respect the integrity and authority of game officials.
    iii. allow coaches to coach without criticism from the spectators.
    iv. help clean up at the end of athletic events.

Sportsmanship

All parents of Student Athletes are expected to represent St. Helen Catholic School in an exemplary manner. This behavior is expected both at practices and games. Parents of Student Athletes are expected to display the best of Christian courtesy and manners to all officials, coaches, opposing coaches, players, and spectators. At all times good sportsmanship is the rule, not the exception. The penalty for unsportsmanlike behavior during a practice or game will be left to the discretion of the coaches for each sport along with input from the Athletic Director and the principal. This can range from a parent being asked to not attend some games to a parent being banned from attending any games. In extreme cases, the Student Athlete may also be dismissed from the team. The Athletic Director and principal will make the final decision following a meeting with the Student Athlete, Coach, and Parent.

Removal from Team – Parent Decision

The principal, Athletic Director, and Coaches will respect and support the decision of a parent to remove his or her child from a team for any reason; however, once the child is removed, he or she may not return to that team for the remainder of the sport season.

Revisions/Modifications to Policy

The principal may make changes to any policies outlined in this handbook as needed, and has the final decision with regards to any policy. Changes will be made public in communications sent home to the Student Athletes involved in sports.

Ethics and Integrity in Ministry Approval

Parents/guardians must be EIM approved to be involved with the St. Helen Catholic School Athletics Program or provide transportation to practice or games. They must also provide the school office with a current insurance card and a copy of their driver's license prior to any practice or game.

Appendix C
National Junior Honor Soc
Holy Cross Chapter

Selection Process

The Holy Cross Chapter of the National Junior Honor Society is a duly chartered and affiliated chapter of the prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: **scholarship, leadership, service, citizenship, and character**. Standards for selection are established by the national office of NJHS and have been amended to meet the needs of our local chapter. Students in the second semester of sixth grade or seventh grade are considered for membership. Selection is made by a 5-member Faculty Council which is appointed by the principal.

Scholastic eligibility is considered first. Grades reviewed for 6th graders include Terms 1, 2, 3 and 4 of the current year. Grades reviewed for 7th graders include all Terms of 6th grade and Terms 1, 2, 3 and 4 of the current year. A student must have a cumulative percentage of 85.0% in the five core subjects (Religion, Language Arts, Math, Science, Social Studies).

The second area considered by the Faculty Council is **service**. A candidate must have obtained 20 hours of documented service by a date (TBA) near the end of Term 4 of the current year.

Students meeting both the scholastic and service requirements above will be invited to complete a Student Activity Form. This form provides the Faculty Council with information regarding **leadership** positions, school and community activities, awards, recognition, and a more detailed description of service activities.

To evaluate a candidate's **character** and **citizenship,** student behavior records will be reviewed. Professional reflections on the candidate from faculty members who have worked with them may also be used.

A file with all papers concerning candidates will be carefully reviewed by each member of the Faculty Council. During a closed meeting the Council will review files and vote on selections. A majority vote (3 of 5) is necessary for selection. All candidates are notified regarding selection or non-selection. **Note: Parent faculty members will not hold a voting position on the Faculty Council.**

Following notification, a formal induction ceremony will be held at the school to recognize all newly selected members. Once inducted, members are required to maintain the same level of performance (or better) in all five areas that led to their selection. Grades (85.0% in core subjects), behavior & effort standards, meeting attendance, and participation in service projects (**30** hours) will be monitored.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

Appendix D - Forms

NEW Each Year

- Parent/Student Handbook Acknowledgements
- Medication Permission Form
- After School Care Registration
- Athletic Contract Waiver Form & Athletics Contract

One-time for Duration of Enrollment

- Technology and Internet Safety Acceptable Use Policy, User (Student) Technology Contract, Parent/Guardian Technology Contract
- Publicity Release Form

Occasional

- Family Vacation and Absence Form

Parent/Student Handbook Acknowledgement

PARENT/GUARDIAN ACKNOWLEDGEMENT

I/We _____ and _____, the parent(s)/guardian(s)

of_____, a St. Helen Catholic School student, do hereby certify that I/we have read the St. Helen Catholic School Parent/School Handbook and agree to abide by, support, and be governed by the philosophy, principles, rules and regulations enunciated herein. I/We pledge our support as parent(s)/guardian(s), and will fulfill my/our obligations and responsibilities to St. Helen Catholic School. I/We shall endeavor to participate actively in the spiritual and social functions of the school as scheduled in the school's calendar of events and by other special announcements.

I/We recognize that our daughter/son/ward must conduct her/him both on and off campus and at all times while attending St. Helen Catholic School in a manner consistent with the philosophy, principles, rules and regulations of the school.

I/We further acknowledge and accept that St. Helen Catholic School may suspend, expel, or terminate my child's/ward's enrollment and/or impose any appropriate sanction that St. Helen Catholic School so desires against my child/ward because of his/her failure to adhere to and abide by the philosophy, principles, rules and regulations of St. Helen Catholic School.

Further, I/We grant permission to have the name of our daughter/son/ward published in the event of exemplary academic, athletic accomplishments, and/or as the administration deems necessary.

_____	_____	_____
Print Name (Mother)	Signature	Date
_____	_____	_____
Print Name (Father)	Signature	Date

STUDENT ACKNOWLEDGEMENT (Grades 3 – 8 ONLY)

I, _____, do hereby certify that I have read the St. Helen Catholic School Parent/Student Handbook, and hereby agree to abide by, support and be governed by the philosophy, principles, rules and regulations enunciated therein.

I recognize that my conduct both on and off campus and at all times while I am attending St. Helen Catholic School must be in a manner consistent with the philosophy, principles, rules and regulations stated therein.

I further acknowledge and accept that St. Helen Catholic School may suspend, expel, or terminate my enrollment and/or impose any appropriate sanction the St. Helen Catholic School so desires against me because of my failure to adhere to and abide by the philosophy, principles, rules and regulation of St. Helen Catholic School.

_____	_____	_____	_____
Student Name (please print)	Grade	Student Signature (Grades 3 through 8th only)	Date:

Diocese of Austin Form 310

Diocese of Austin **Medication Permission Form** Form 310

A student may take medication at school ONLY if:

1. a license physician, nurse practitioner, physician assistant or dentist has prescribed the medication, or a parent requests the administration of non-prescription mediation (over-the-counter);
2. the parent/guardian delivers the medication to the school office or nurse;
3. the medication is delivered in its prescription container with a current pharmacy prescription label or, if the medication is over-the-counter medication, in the original labeled and sealed container (unopened),;
4. the school office personnel or nurse administers the medication to the student; and
5. the parent/guardian completes and returns this form to the school office or nurse.

Item 4 above does not apply if a parent authorizes a student to self-carry and self-administer medication through an epi-pen, inhaler, insulin pump, or glucose meter and completes and delivers this form to the School.

The school may NOT:

1. accept any medication that is not in the proper container as described above;
2. accept any medication from the student or any person other than the parent/guardian;
3. administer experimental medication or dosages;
4. administer any herbal medication, dietary supplements, or other nutritional aids which are not approved as medication by the Federal Drug Administration (FDA);
5. administer any medication with an expiration date that has passed;
6. administer any medication via a central line at school; or
7. administer any medication for which the school personnel, in its sole discretion, is not qualified or licensed to administer.

A student may NOT:

1. carry any medication on their person or in their belongings, unless permission granted below for an inhaler, epi-pen, insulin pump, or glucose meter; or
2. give any medication to other students.

The school WILL destroy or dispose of any medication:

1. that a parent/guardian does not timely retrieve after the school has requested the parent/guardian to retrieve;
2. that is in a vial (for example, insulin) once started (opened) and not used in 30 days; or
3. that has an expiration date that has passed.

REQUEST

To the Nurse or Health Representative of St. Helen Catholic School:

Print Student Name:_____ Grade: _____ DOB:_____

Medication Name:_____ Beginning Date:_____ Ending Date:_____

Dosage and Directions: _____

Medication Name:_____ Beginning Date:_____ Ending Date:_____

Dosage and Directions: _____

PERMISSION TO SELF- CARRY & SELF ADMINISTER: I authorize my child name above to carry the following medications at School and to self-administer the medication(s) according to the care plan signed by a physician: ☐EPI-PEN ☐INSULIN PUMP ☐ INHALER ☐GLUCOSE METER

1. I request that the School administer the medication specified above to the named student, beginning and ending on the dates specified.
2. I understand that the medication may be given by someone other than a medically trained person.
3. I make this request for the benefit of my child (the named student) and myself.
4. **I agree to indemnify and hold harmless the School (named above), the Parish with which the School is affiliated, and the Catholic Diocese of Austin, as well as their agents, contractors, volunteers, employees, and the individuals administering the medication (the Indemnified Parties), of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student.**
5. **I, on my own behalf and on behalf of any other parent of the student, release and waive any and all claims, demands, or causes of action against any of the Indemnified Parties for giving or failing to give the medication, either entirely or in the appropriate dosage or manner.**

Print Parent Name: _____ Parent's Signature: _____Date:_____

Name of Physician:_____ Telephone #:_____

After School Care Program Registration

Enrollment:
Any student currently enrolled at St. Helen Catholic School is eligible for the After School Care Program.

Forms:
Parents/Guardians must complete a registration form for students attending ASC on a regular basis.

Program Hours:

- School Days (full day) from 3:30pm to 6pm
- Not available on Early Dismissal Days

Fees:
Monthly Rates and Drop in Rates vary from year to year. Please see Fee Structure for current year.

Please check one of the following:

_____ My child/ren will not be attending After School Care.

_____ My child/ren may be attending After School Care on some days during the year (Drop in Rate).

_____ My child/ren will be attending After School Care on a regular basis (Monthly Rate).

Family Last Name: _____

Child #1: _____ Grade: _____

Child #2: _____ Grade: _____

Child #3: _____ Grade: _____

Child#4: _____ Grade: _____

Child#5: _____ Grade: _____

Athletic Contract Waiver Form - St. Helen Catholic School

Name of Athlete: _____Grade: _____ Birthday: _____

The following information must be completed and signed by the appropriate parent or guardian and turned in to the Athletic Director before participation in student athletic activities will be allowed. If the following information is not complete, this form will be returned to you.

Contact Information

Name of Father: _____Email: _____

Home Phone: _____Work Phone: _____ Cell Phone: _____

Name of Mother: _____Email: _____

Home Phone: _____Work Phone: _____ Cell Phone: _____

If the persons listed above are not available in the event of an emergency, please contact:

Name: _____Relationship: _____

Home Phone: _____Work Phone: _____ Cell Phone: _____

Insurance

Insurance Company Name: _____

Policy Holder: _____Effective Date of Policy: _____

Policy Number: _____Group Number: _____

Address: _____ Phone Number: _____

Waiver of Liability

I/We the undersigned hereby certify that I am the parent or legal guardian of the student. I/we hereby give permission to the staff of St. Helen Catholic School and/or Austin Christian Athletic Association (ACAA) officials to seek during the period of school athletic activities, appropriate medical attention and for the student to receive medical attention and treatment to be covered under the student's insurance policy detailed below on this form. I/we agree that is case of an emergency when time or circumstances make it impractical to secure our approval, St. Helen Catholic School and/or ACAA officials are authorized to take whatever actions are deemed necessary in their best judgment to protect the health and welfare of our child. This includes, but is not limited to, securing emergency services, anesthetics, medical specialists, and hospital admissions. I/we, the undersigned, for ourselves, our heirs, our executor and administrator, waiver, release, and forever discharge St. Helen Catholic School and/or ACAA officials, its staff, officers, agents, employees, representatives, successors and assigns from any and all liability claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, personal injury or property damage that may be sustained or occur during participation in student athletic activities or while at school.

Signature or Parent or Guardian: _____ Date: _____

Signature or Parent or Guardian: _____ Date: _____

Athletics Contract - St. Helen Catholic School

Please initial each statement below to acknowledge your agreement to this contract. Then sign the form at the bottom and return to the Coordinator of Sports to be eligible for participation.

As a St. Helen Catholic School Student-Athlete…

_____ I will strive to give my best to the team in every practice and every game.

_____ I will be on time for all practices and games.

_____ I will not miss a practice or game because of another outside sport or extra-curricular activity unless approved by the coach or coordinator of sports.

_____ This experience is an opportunity to learn not only this sport but also teamwork with all its inherent responsibilities. There will be times when I will follow someone's lead and there will be times when I must assume that lead – I always have a contribution to make to my team.

_____ I will take my coaches' directions and comments as constructive suggestions, which make me a better athlete and my team a successful unit.

_____ Practice is where I learn the concepts of the game. How I apply those concepts in mind and body in practice will carry over into the game situation.

_____ I will always play hard, but always will be a fair sport whether we are winning or losing the games realizing that everyone on my team and my opponent's team is playing for fun and the competitive experience.

_____ I will carry these principles to my schoolwork and my family life with the realization that these are of greatest importance and take precedence to any sport.

_____ I will be an example of Christ in all my actions on and off the field/court of competition.

Student Athlete Signature: _____ Date: _____

I have read the expectations for my child to participate in the sports program at St. Helen Catholic School.

Parent Signature: _____ Date: _____

Technology, Artificial Intelligence, and Internet Safety Acceptable Use Policy (AUP)

St. Helen Catholic School believes in the educational value of electronic devices to support our curriculum and student learning. We strive to use technology and Artificial Intelligence (AI) in an ethical, transparent, and responsible manner. This policy ensures compliance with the Children's Internet Protection Act (CIPA) and maintains an environment of academic integrity and safety.

Policy Guidelines & Responsibilities

1. **Educational Purpose & Privilege:** I recognize that the use of school technology is a privilege, not a right. Resources must be used solely for educational purposes to enhance the designated curriculum.
2. **Infrastructure & Filtering:** While on campus, students must only access the Internet via the school's provided infrastructure and CIPA-compliant filtering system. Use of personal 3G/4G/5G data plans or unauthorized hotspots is strictly prohibited.
3. **Academic Integrity & AI:** Students must use AI technologies ethically. Claiming AI-generated work as one's own or "over-using" AI for assignments is considered plagiarism and academic dishonesty. AI should be a tool for personalized learning, not a replacement for original thought.
4. **Hardware Responsibility:** Students are responsible for the care of school-provided devices and any approved personal devices (BYOD). Vandalism, intentional modification of settings, or physical damage may result in financial responsibility for the student/family and revocation of privileges.
5. **Security & Privacy:** Students must safeguard logins and passwords. Unauthorized access ("hacking"), attempting to log into others' accounts, or spreading viruses is strictly prohibited. The school reserves the right to audit or monitor any system, data, or network activity at any time.
6. **Prohibited Content:** Students will not access, store, or display inappropriate material, including obscene, vulgar, violent, or discriminatory content. This includes a prohibition on gambling and illegal activities.
7. **Communication Safety:** Personal email, instant messaging, and chat rooms are prohibited unless specifically assigned by a teacher. Students must never share personal contact information (addresses, photos, phone numbers) or meet anyone in person whom they met online.
8. **Cyberbullying:** Harassment, threatening, or humiliating others via digital technology is strictly prohibited, whether it occurs on or off campus. Students should print copies of any bullying material and report it to a teacher immediately.
9. **Reporting Obligation:** Students must promptly disclose to a teacher or school authority any inappropriate message, file, or website they accidentally encounter or receive.
10. **Respect for Resources:** Students will respect campus bandwidth by using it only for assigned activities and will adhere to copyright laws, avoiding the unauthorized downloading of music, software, or copyrighted media.
11. **Individual Accountability:** School leadership will judge the gravity of each incident on an individual basis, considering the specific circumstances, age, and development of the student.

Summary of Responsibilities

- **School Responsibility:** To provide a safe, filtered environment; to offer guidance on AI and plagiarism; and to monitor systems to protect the student body.
- **Parent Responsibility:** To support their child's ethical use of technology and AI resources at home and in compliance with this school policy.
- **Student Responsibility:** To use technology for learning, protect their own credentials, respect others online, and ensure all work submitted is their own authentic effort.

Acknowledgment and Agreement

My signature below indicates that I have read, understand, and agree to comply with the **Technology, Artificial Intelligence, and Internet Safety Acceptable Use Policy (AUP).**

Student Name (Print): _____

Student Signature (Grades 3-8): _____ **Date:** _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ **Date:** _____

Publicity Release Form

St. Helen Catholic School

(Rev.5/2021)

Date:_____ Family Last Name:_____

Student_____ Student_____

Student_____ Student_____

Publications and Materials: St. Helen Catholic School ("SHCS") develops or arranges for the development of brochures, videos, educational materials, books, reports, newsletters, correspondence, lists, compilations, surveys, websites, advertisements, and promotional materials, all made for the purpose of promoting SHCS, reporting information about SHCS, or documenting SHCS events (the "Materials"). The same information and images contained in the Materials may also be placed in other publications or advertisements that promote SHCS, including but not limited to, other organizations' websites or newspapers.

Authorization: The undersigned ❑ authorize ❑ do not authorize SHCS, its employees, and contractors to:

(1) take photographs and videos of the undersigned and the Students named above; and

(2) place or permit others to place the photographs and videos authorized by this document in: (a) the Materials; (b) the *Catholic Spirit*; (c) SHCS's websites; (d) the websites of the Catholic Diocese of Austin; (e) any advertisement featuring SHCS; and (f) in any other media that promotes SHCS, reports information about SHCS, or reports SHCS events (including but not limited to, television, newsletters, signs, and Internet websites or applications).

This authorization remains in effect until revoked by a written revocation delivered to SHCS by the undersigned.

Assignment and Release: The undersigned perpetually convey, assign, and release all rights, copyrights, and property interests to SHCS that each of the undersigned may now or later claim in the photographs or videos authorized by this document. The undersigned release and agree to hold SHCS, its employees, and its contractors harmless from all claims with respect to the use of the photographs and videos as authorized by this document.

_____ _____

Parent/Guardian Signature Parent/Guardian Signature

Printed Name:_____ Printed Name:_____

~ BOTH PARENTS MUST SIGN THIS RELEASE ~