



St. Helen's School Parent Handbook 2024-2025

St. Helen's School

SCHOOL BELL SCHEDULE

8:55 a.m. Morning Bell

10:15 –
10:30 a.m. Primary Recess

10:30 –
10:45 a.m. Intermediate Recess

12:00 –
12:30 p.m. Primary M (r) 0.5 (y) 7 () - 0.6 (M (e) 1

SUPERVISION: 8:00 A.M. UNTIL 3:30 P.M.

The Staff of St. Helen's is responsible for the safety and conduct of the students at school. Therefore, we ask that students arrive shortly before the morning bell rings at 8:55 a.m. unless they are under the direct supervision of a teacher. At recess and lunch, all students are expected to remain outside unless they have a note from home. Supervision ends at 3:30 p.m. please ensure your child is picked up by then.

ATTENDANCE PROCEDURE

Be sure to e-mail the school at secretary@shschool.ca when your child will be absent or late! You can also do this on our St. Helen's APP! (This notification goes directly to both the teacher and the office).

Parents are asked to e-mail **before 9:00 a.m.** if their child(ren) will be absent or knowingly late. This is a safety program to help both parents and the school be assured that the child arrives at st

CONSEQUENCES

When a student fails to meet the general expectations of behaviour at St. Helen's, a discipline report may be issued by the administration or teacher. The completed report will be given to the student.

The student will be dealt with by the teacher in the following ways:

- discussion of the infraction with the teacher and others involved in it
- Student could serve a detention
- The report could be sent home and signed by the parents and then returned to school
- For major infractions and ones that are recurring, the student could be referred to the administration for further action
- All reports will be kept on file.

The following are considered serious infractions of the rules requiring special attention:

1. Deliberately causing physical harm to another*
2. Deliberate destruction of the school or another's property*
3. Stealing
4. Cheating
5. Smoking(including vapors)or using alcohol or drugs*
6. Taking dangerous weapons on to school property*
7. Showing or distributing pornographic material
8. Leaving school property during school hours without permission
9. Playing hooky
10. Speaking to someone in authority in an offensive manner, particularly if the use of offensive language is involved

GROSS MISCONDUCT

The following are considered gross misconduct and will result in automatic expulsion

- A) If the intent to injure is obvious and physical harm resulting is serious
- B) If the child/children are selling drugs, tobacco or alcohol
- C) If a dangerous weapon brought to school is used in a threatening manner and/or results in any kind of physical harm to another

BULLYING

Bullying is defined as repeated verbal or physical actions by someone intended to inflict injury or discomfort to another. Bullying will not be tolerated in the classroom or on the school grounds. We encourage all students to report all acts of bullying to an adult, teacher, parent or principal. ** See Discipline Policy

INTERNET PROCEDURES

Students are allowed to use the internet during school hours under the supervision of the teaching staff. With regards to issues of improper usage or social networking at home, parents will be informed and resources will be provided to both the student and the parent.

Girls:	St. Helen's kilt, navy blue knee socks or tights. Navy blue cotton twill pants (optional) Navy blue skort, navy blue (above ankle) socks, (Optional Summer Uniform)
Boys:	Navy blue cotton twill pants Navy blue walking shorts, navy blue (above ankle) socks, (Optional Summer uniform)
Girls & Boys:	Light yellow polo shirt Navy blue St. Helen's sweater Black or navy dress-type shoes or runners, preferably soft-soled (no stripes, logo's etc.)
P.E. Uniform	St. Helen's Gym shorts and T-shirt and running shoes.

Sweaters are worn daily at the discretion of the child, **BUT the child must bring it to school every day so that it is available to be put on for school gatherings, masses, field trips etc.** In the event of loss or damage to your child's uniform, you will have a **7-day grace period**, in which to replace the uniform. **Uniforms must be purchased at Neat Uniforms.**

Note: Full uniform must be worn on Mass days, students can change after Mass.

Girls: No extreme haircuts or styles, no colouring or bleaching of hair, no makeup, maximum one earring/earlobe—studs or sleepers only, no other body piercing or tattoos, no nail polish, skirts to be a modest length (e.g.: not higher than a palm width above the knee), shoe heel height not to exceed 1-1/2" or 3 centimetres.

Boys: No extreme haircuts or styles, no colouring or bleach

UNIFORM VIOLATION NOTICE

Forms are warnings that a child is missing part of the school uniform. After the 3rd notice, a meeting with the parents will occur.

LOST AND FOUND

Frequently, items such as gym strips or binders are mislaid. If these items are labelled with names, it greatly assists in their speedy return. A lost and found box is kept in the garage for mislaid items and we encourage students and parents to check this box if something has been misplaced. Smaller

PARENTAL PERMISSION

Written permission is required for all field

HOMEWORK POLICY

St. Helen's School believes that homework provides the opportunity to reinforce and enrich concepts previously taught in the classroom.

It is expected that by encouraging self-discipline in homework, the students will learn good study habits and research skills, which will prepare them for higher education.

St. Helen's School also believes that homework is a valuable means of communication between family and the school.

AREAS OF HOMEWORK

Unfinished Work—Having provided ample time in class for a particular task, those students who do not complete the task may be given the work as additional homework.

Reinforcement—Upon completion of a lesson taught in class, homework is assigned which provides reinforcement for the subject area or practice of a particular skill.

Projects—Projects are a good educational opportunity for students to learn organizational and research skills while at the same time providing enrichment of a particular subject area.

TEACHER RESPONSIBILITY

It is the responsibility of the teacher:

1. When issuing a project, to provide the students with a clear and concise outline of the project, his/her expectations, the due date, as well as mark expectations.
2. When issuing a project, to teach the necessary research skills and make sure that all students are able to acquire the research materials needed.
3. When issuing a project, to be aware of the homework being issued by all of the teachers of these students and in the case of a major project, to reduce the amount of everyday homework.

Note: During the school year teachers may issue one major project and three minor projects per term.

4. When issuing any homework, to be aware of extra-curricular events, club responsibilities (e)3.3.2 (1.6 (ay msf T
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GROUP PROJECTS

It is the policy of St. Helen's that "Out-Of-Class" group projects are unacceptable and may not be issued. It is, however, acceptable to issue individual parts of a group project as homework. "In-Class" group projects are an excellent opportunity to learn to work together and are a valuable learning experience for students.

AGENDA BOOKS

All students from Grades One through Seven have an agenda book. These books must be filled out in class on a daily basis with consideration given to the ability of the individual student. Homework is posted daily on the school website:

www.sthelensschool.ca

STUDENT REPORTING POLICY

1. During the school year, St. Helen's School will provide the parents of students with reports describing students' school progress. Three of the reports will be formal written reports and other informal reports will be as required.

2. Formal written reports must, fc1f74 (LI.5 (e)-4 (m)-e n)4.6 (tD[2]l 03.8 (o)10.m)-4 (u)0tudts2 (i)-3. (LI.5 (c8 (c

Library

The Library Program instills a love for books and literature within our students.

Science

Spelling Bee

St. Helen's participates in the CISVA Spelling Bee competition. Students from grades 4 to 7 participate in the program. Once the words have been assigned, a preliminary Written Bee is given. From there the top three students from each grade participate in an in-house Oral Bee in front of their peers. The winner of the Oral Bee is then sent to represent St. Helen's at the CISVA Spelling Bee where up to 25 schools compete.

Readers are Leaders

Readers Are Leaders is a club that is meant to promote the love of reading and provide an opportunity for students who have the gift of remembering details to shine. Each year six books are chosen by the teacher librarians of the CISVA from the Red Cedar Awards nominations list for students to read and know. Students can make their teams of six or seven students to compete. The competition consists of the zonal competition with up to 5 other schools; and the CISVA championships.

Student Council

St. Helen's offers a Student Council program and it aims to provide the students with knowledge on their respective roles and responsibilities within the council, to nurture leadership skills and to prepare them spiritually, mentally and physically to face the challenges and obstacles to promote community leadership in the future.

Student Council members demonstrate positive leadership and are elected to represent the student body, attend Student Council meetings, lead prayer before lunchtime and at monthly assemblies, and organize student-led fundraisers and Out-of-Uniform Days for the community of St. Helen's.

In February a few years ago, St. Helen's hosted the first-ever Student Council Leadership Conference with other Councils from CISVA Sch05 Tw [4b2()Tj-0.008up) 1.6 (hd.6 (IS.005 Tch05-2.6 (l) s)-3.7 5 (e

