

SAINT HELEN CATHOLIC ACADEMY



83-09 157th Avenue, Howard Beach, NY 11414

Telephone: 718-835-4155

www.sthelencatholicacademy.org

2019-2020 PARENT HANDBOOK

St. Helen Catholic Academy

Overview

St. Helen Catholic Academy is a pre-Kindergarten through 8th grade Catholic Elementary School under the Diocese of Brooklyn and Queens.

The curriculum stresses Catholic faith formation and academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the staff of the parish and school. United with each other in meaningful liturgy, prayer, and fellowship, the students can further come to an understanding of the Christian life for which we are called. While acknowledging our humanity, at St. Helen Catholic Academy, we truly strive to “teach as Jesus did”.

Our curriculum guidelines, which are consistent with the State of New York standards, are followed for the teaching of all secular subject areas. The curriculum is marked by current and standards-based content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving and critical thinking rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of technology tools and a differentiated approach to the content areas.



MISSION STATEMENT

Developed in an educational partnership by the staff, parents, pastor, principal

St. Helen Catholic Academy is committed to educating our students in the teaching of the Roman Catholic Church by understanding and following its values and traditions, while developing a strong foundation in academics. Our scholars will be taught the importance of community service and respecting each other. We strongly believe that each student is capable of reaching his/her full potential with a strong balance of spiritual, social, personal, educational and physical activities which will be embedded in our daily curriculum. Through the integration of Roman Catholic values in our daily curriculum, St. Helen Catholic Academy scholars will develop the necessary skills needed to be our future leaders of tomorrow! Our school, parents, community and church partnership will instill a love and respect for the Catholic religion and willingness for our students to live and breathe the word of God.

VISION STATEMENT

Our vision at St. Helen Catholic Academy is, "To educate our students for the future and provide them with a strong foundation in the Catholic faith for a lifetime!" We intend to accomplish this by engaging our students in a well developed curriculum aligned with the New York State standards and embedded in the values and beliefs of the Roman Catholic Church. This will be accomplished on a daily basis through a partnership between the school, parents, community and church.

SCHOOL GOALS/OBJECTIVES:

- To provide a holistic, educationally oriented approach to the spiritual, physical, intellectual, creative, and emotional growth of the students.
- To stimulate and challenge students to reach their maximum potential spiritually, physically, intellectually, creatively, and emotionally.
- To present, through word and example, the Gospel message of Catholic Christian morals and values with the ultimate goal of carryover of these principles into adult life.
- To impart in our students the knowledge and skills needed to respect and maintain a healthy body as a temple of the Holy Spirit and to respect themselves and others as unique gifts from God.
- To instill in our students a love of learning, including inquisitiveness toward new concepts and challenges, and an appreciation of education as a life-long learning process.
- To challenge students academically and help them realize the importance of giving back to their parishes and communities as they become vehicles of passing on their knowledge to a future generation.
- To prepare and equip our students with the knowledge they need to become both future world and religious leaders
- To foster and direct the creative and aesthetic potential of students, encouraging the appreciation of all the world God has created.
- To stimulate and nurture students emotionally to respecting all human life with dignity regardless of race, creed, color, gender or ethnic origin; and to respect all of the nations of the world as humanity struggles for international peace and justice.
- To form the Christian ideal of unity through prayer, service and community involvement. This includes the involvement of the family, parish, community, and world in the educational process.
- To teach all subjects thoroughly, modeling learning, especially learning of the Catholic faith, as a way of life. This includes instruction in virtues that foster respect for the dignity of the person, including development of physical and emotional fitness, and lifelong health and safety.
- To present a holistic curriculum, including but not limited to, fine arts and physical education that embodies the development of our individual God-given gifts. This includes curricular and extra-curricular activities that challenge students spiritually, physically, intellectually, creatively, and emotionally.
- To present opportunities for service and mission that encompass local, national, and global needs, including programs that help the needy, highlight a respect for life, and includes an international perspective.

INFORMATION/PHONE NUMBERS

Frederick M. Tudda, Principal: 718-835-4155
School Fax: 718-738-0580
Ms. Michele Carollo (Tuition Office): 718-738-1616
Website: sthelenacatholicacademy.org

Academy Board:

John Spagnuolo, Chairman
James Baglino James Gillespie
Frank Bifulco Steve Giusto
Maria Ford Vita Russo
Joseph Trotta

SCHOOL SCHEDULE

PRE-K 3 Year Olds

Mon./Wed./Fri.
8:30 AM – 12:30 PM
8:30 AM – 2:50 PM

Tues./Thurs.
8:30 AM – 12:30 PM
8:30 AM – 2:50 PM

Mon.-Fri.
8:30 AM – 12:30 PM
8:30 AM – 2:50 PM

Kindergarten
8:10 AM – 2:55 PM

SHCA PRE-K 4 Year Olds

Mon.-Fri.
8:30 AM – 12:30 PM
8:30 AM – 2:50 PM

PRE-K for ALL
Mon.-Fri.
8:15 AM – 2:35 PM

Grades 1-8
8:10 AM – 3:00 PM

Mom & Me

Mon./Wed.
9:00 AM – 10:30 AM

Doors will open at 8:00 AM for K-8 students; 8:05 AM for Pre-K for All students; and 8:20 AM for Pre-K 3 & 4 year old students.

Before and After-school Program - Registration forms available in school office.

Before-school Program: 7:00 AM to start of school day

After-school Program: Dismissal – 6:00 PM

School Closing Due to Inclement Weather

Announcements regarding school closing for the day will be made no later than one hour before school is expected to open. The classroom teacher will notify you by telephone and email. In addition, notice will be posted on our website www.sthelenacatholicacademy.org.

The 2019-2020 calendars allows for three snow days. Should more than three emergency school closing days be necessary, snow makeup days will be scheduled as follows: June 26th, June 29th, and June 30th. *Pre-K for All snow makeup days will be scheduled as follows: June 23rd, June 24th, and June 25th.* Additional modifications may be made to the calendar depending on the total number of lost days of instruction due to weather or emergency conditions.

ARRIVAL AND DISMISSAL PROCEDURES

Please observe the following procedures to ensure the safety of our children:

Arrival:

- Drop off students in front of Father Dooley Hall and/or 83rd Street.
- Please do not leave your car unattended. If need be, please park in the church parking lot.
- Teachers will be outside to help students exit vehicle and enter the building for September only.

Dismissal:

- Parking is available on 157th Avenue, in the lot across from school and the 83rd Street lot.
- Do NOT double park or make U-turns in front of the school.

Student safety is our primary concern. These procedures are for the safety and welfare of your children. Please follow all directions.

POLICIES

Building Security

All doors to the school are kept locked. Surveillance cameras monitor all the entrances to the school. Parents entering the building should sign-in and report directly to the office.

Lateness

Kindergarten to Grade 8 students who arrive to school after 8:10 AM, will receive a late pass and be marked late.

Attendance

A note stating the **reason for and dates of** for your child's absence is required upon the student's return to school. New York State law allows absence for health or family medical or emergency reasons. A doctor's note is required for an absence of three or more days. Doctor's appointments should be scheduled for after school hours.

If your child becomes ill during school hours, he/she will be released only to an approved parent/guardian who will have to sign the **Released Due to Illness** book.

New York State requires you to call the school by 8:00 AM if a student is to be absent. Please give the following information when you call:

- Name of Student
- Grade
- Reason for Absence

Good attendance and being on time strengthens character development. It also provides the necessary environment for the child to fulfill their potential.

To this end, St. Helen Catholic Academy's comprehensive attendance policy has been revised to comply with NYS Education Law, Sec. 3204. This includes the taking of attendance any time a student changes classrooms during the day, which ensures a record of the student's movements throughout the day. In the case of absence, lateness, or early departure that is not due to illness, family medical reason or emergency or severe weather, the parent, not the school, is responsible for any missed work. In addition, students absent for more than 20 days are in jeopardy of retention.

Uniform and Hair Code ~ Grades K-8*

All clothing is to be neat and clean. If a student arrives to school out of uniform in any way, the student's parent/guardian will be called immediately to come to school with the proper attire.

GIRLS:

- Grades K-6:** Plaid jumper & criss-cross tie
- Grades 7-8:** Plaid skirt & navy blue vest or navy blue v-neck sweater, criss-cross tie
- Lt. blue pointed-collar blouse or SHCA turtleneck
- Lt. blue golf shirts (Sept.-Oct. 31; April 1-June)
- Navy blue skirt (K-6: Sept.-Oct. 31; April 1-June)
- Shirt must be tucked in at all times**
- Skirt length must be 1 inch above the knee
- Solid navy blue/black knee socks or opaque tights – no prints or cut-off tights
- Navy blue pants
- Navy blue cardigan or pullover sweater, or St. Helen uniform sweatshirt
- Jewelry – Earrings only; only one stud/button in each lobe – no loop earrings, a wristwatch may be worn
- No tattoos
- No make-up, no nail tips, no polish, no fake nails
- Headbands may be either dark blue or school uniform plaid; hair must be natural color
- Shoes – solid blue/black, no more than one inch heel; Grades K-3 students may have buckled blue/black shoes; No light-up shoes may be worn, black sneakers are not acceptable except for gym
- Gym – White or black crew-length socks

BOYS:

- Navy blue trousers
- Lt. blue shirt with plaid tie or SHCA turtleneck
- Lt. blue golf shirt (Sept.-Oct. 31; April 1-June)
- Shirt must be tucked in at all times**
- Navy blue cardigan or pullover sweater, or St. Helen uniform sweatshirt
- White or dark-colored ankle-length socks
- Dark-colored belt
- No earrings or other jewelry, a wristwatch may be worn
- No tattoos
- APPROPRIATE HAIRCUTS/NATURAL COLOR – HAIR NOT PAST TOP OF COLLAR. NO DESIGNS, NO SPIKES, NO MOHAWK, NO TAILS, NO PARTIALLY SHAVED HEADS, NO FADDISH STYLES, NO MUSHROOM TOP.**
- Shoes – solid blue/black, no more than one inch heel; Grades K-3 students may have buckled blue/black shoes; No light-up shoes may be worn, black sneakers are not acceptable except for gym
- Gym – White or black crew-length socks

***St. Helen Catholic Academy has the sole discretion in determining if a student's attire or appearance conforms to school standards.**

Physical Education

A doctor's note is required if a child cannot participate or must have limited activity.

Gym Uniforms – On assigned gym days, students wear school gym uniforms and sneakers. No light-up, platform, slip-ons, retractable roller skates, or casual sneakers may be worn. Crew-length white or black socks must be worn.

Uniform Ordering

Flynn & O'Hara ~ www.flynnohara.com

The Shops at Atlas Park

8000 Cooper Avenue, Lower Level (accessible from North Garage)

Glendale, NY 11385

718-326-2704

Cafeteria

All students are responsible for maintaining good order and cleanliness in the cafeteria. Students who do not abide by the rules of good order will be disciplined and the privilege to eat in the cafeteria will be taken away.

Lunch for Grades K-8 will be 11:35 – 12:25 PM. Students participate in recess activities for 25 minutes.

Lunch bags/boxes that are brought to the school after the day begins **must** be left at the greeter's desk. All lunch must be labeled with the name of the student and grade.

NO glass bottles, NO soda, and NO fast food may be brought in for lunch.

N.U.T. Card Rules

A N.U.T. (No Uniform Today) card must be given at the beginning of the day for the school uniform not to be worn. No Uniform Today assumes appropriate dress. Jeans may be worn, but not jeans with holes in them. T-shirts must have acceptable logos and/or print. No short-shorts, bicycle shorts, cut-off midriff shirts, short tops, spaghetti straps, or low-cut or hip hugger jeans. Same jewelry policies apply whether in or out of uniform. Each student will be permitted no more than two N.U.T. booklets per year.

Student Conduct

All students attending St. Helen Catholic Academy are expected to behave in a courteous and respectful manner to teachers, staff, visitors, and each other during and after the school day and at all extra-curricular events. All students are a reflection of the school and the values we embrace, so each member of the St. Helen community is expected to do his/her part to maintain these standards. St. Helen Catholic Academy Positive Behavior Matrix expectations must be followed.

When a student fails to respect school rules and policies, appropriate consequences are used. A student may receive a time-out, either in the assigned class or another room. More serious situations may require a time-out in the principal's office, missing recess, a class party, or detention after school. Parents will be notified of repeated discipline problems, and a conference with the teacher or principal may be required.

Serious infractions may be punished with in-school suspension, formal legal suspension and, if necessary, expulsion. Any of these consequences will require a conference with parents, and an agreement as to how the behavior will be improved, with help at home and in school.

Threats or behavior involving alcohol, tobacco or other drugs, or weapons, are extremely serious and will be treated accordingly.

Bullying

Bullying refers to intentional, repeated, hurtful act (physical, verbal, written, or electronic) committed by one or more persons towards another person or persons. It usually involves an imbalance of power. These behaviors include, but are not limited to: physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to isolate or humiliate the target, taunts, teasing, derogatory language, derogatory jokes, name-calling, slurs, spreading rumors, graffiti, and comments or stereotypes transmitted in any electronic form. Our school participates in the Olweus Bullying Prevention program, and our entire school community is responsible for preventing and reporting such behaviors. Reports of bullying will be investigated, and appropriate consequences will result. A detailed copy of our policy is available on our website.

Suspension

The suspension of a student from school is a serious matter that requires a meeting with the student's parents and the principal. Any serious violation of school regulations including, but not limited to: disrespect, violence, fighting, theft, foul language, endangering others, vandalism, or repeated academic failure, may result in suspension.

The purpose of the meeting with the principal will detail the reason for the suspension and the corrective measures which must result in discernable improvement in the student's conduct. Repeated suspensions or failure to meet school standards may result in the expulsion of the offending student.

Drugs/Alcohol/Weapons

Drugs, cigarettes, alcohol or weapons of any kind are never permitted to be used by students of St. Helen Catholic Academy. Anyone found to be carrying or using them in school, or at any school related event, activity or function would face immediate suspension and/or expulsion.

Expulsion

The principal will make the final determination on expulsion of students. St. Helen Catholic Academy reserves the right to expel any student who in the judgment of the administration has committed a serious offense involving drugs, violence, alcohol, theft, weapons possession, abuse of a teacher/student, vandalism, failure to meet academic standards, or commits any combination of acts judged serious enough by the administration.

Electronic Devices

Students may not bring any type of electronic equipment to school. Cell phones may be brought to school if necessary, but they must be powered down and in the student's book bag during school hours. If a student uses a cell phone during school hours, it will be confiscated, and returned only to a parent. Repeated offenses may result in the phone being retained until June.

Student Photo Release

Only photographs of students who have a signed parental consent (see attached form) will be used for school purposes.

Bathrooms

Every effort is made to assure that bathrooms are clean and in good working order. All students are asked to cooperate in this effort. Students may not jam toilets, run water on floors, destroy equipment, draw graffiti, or throw garbage on the floors or through the windows. Violators are showing the height of disrespect to others, and are subject to disciplinary action, up to and including suspension/expulsion.

Parent Cooperation and Assistance

To promote a successful Catholic education, parents are required to follow the rules and policies set forth in this handbook. Be assured that our teachers are dedicated to providing an excellent education to all St. Helen students. In order for our faculty and staff to assist students in reaching their fullest potential, we need your help and assistance in the following ways:

1. It is essential in keeping with the Catholic character of St. Helen Catholic Academy that parents/guardians make every effort to have their child(ren) attend Mass on weekends (Saturday or Sunday).
2. It is essential to make sure your child attends school regularly. **Arriving promptly is important for your child's achievement.**
3. Check your child's homework for completeness and oversee that deadlines for reports and projects are met. Students have homework every day. Assignments may be checked on your child's class page at www.sthencatholicacademy.org.
4. Attend parent-teacher conferences.

5. Check academy calendar to keep informed about school events.
6. Support teachers' recommendations for improvement.
7. Make sure the school has your current address, phone number, work number, cell phone number, emergency contact information, and email address.

Non-Custodial Parents

The law states that non-custodial parents do not cease to be parents when they no longer have custody of their children. St. Helen Catholic Academy abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Report Cards

Report cards are distributed three times during the school year. Progress reports are issued around the middle of the trimester as well. Grades are formulated based on class work, homework, tests, written assignments, oral expression, projects, reports, and other assessments as determined by the teacher.

Throughout the year, you will be able to monitor your own child's progress on OptionC.com. You will be given a username and password.

Promotion Policy

Promotions are made annually. All children who complete the work of the grade satisfactorily are advanced to the next grade. A child who requires more time to find his/her place in the school program may require home tutoring, summer school, or retention in a grade. If a child is to be retained in a grade, conferences will be held with the parents, teachers, and principal. The final decision is made by the school administration.

Textbook Policy

The school provides both consumable and non-consumable textbooks for the student's use during the school year. All books should be handled with care. If any books are lost or damaged during the school year, the student/family will be responsible for the replacement of the textbook. In order to protect the textbooks and to extend their use for several years, all textbooks are to be covered at all times with book covers. Due to damaging the book covers, no adhesive book covers are allowed.

Grade Scale Policy

The grading scale used at St. Helen Catholic Academy is as follows:

A+	97-100
A	93-96
B+	89-92
B	85-88
C+	81-84
C	77-80
D+	74-76
D	70-73
F	Below 70

Parent-Teacher Conferences

Early in the school year, a general meeting will be held between the parents and the classroom teacher. Individual conferences will be arranged at the time of the first report card. However, parents may request a conference with a teacher at any time simply by writing a note to the teacher. Parents are asked **not** to speak to teachers about their children **while they are in class, the lunchroom, on yard duty, or dismissing students**. If you arranged a conference before or after school, parents **MUST** report to the school office before going to the classroom.

Withdrawing Student

The procedure for withdrawal will require written notification to the school office. Request for records must be made by the new school.

Homework

Homework can be viewed as a way to spend time with your child. Throughout the year all homework and projects are posted on the website (www.sthencatholicacademy.org). In general, homework is a preparation for or reinforcement of work done in class. It is helpful to keep in mind that homework includes both written work and study assignments and varies by grade level. All written homework should be done neatly by the student. Parents with students in Grades 1-5 should sign their child's school planner pad each night to show that the homework has been completed. In Grades 6-8, signatures are required at the teacher's discretion. **All** tests of students in Grades 1-8 must be signed by a parent.

All students are required to read for 20 minutes each day including weekends. Students in Grades 3-8 should increase reading time each month so that by February, students will have stamina to read for 45 minutes independently each day. For Pre-K, Kindergarten, and early-First Grade students who are not able to read independently, this requirement may be met by listening to an older person's reading to them.

Learning Materials

Students are responsible for all learning materials issued or made available to them—textbooks, library books, and supplies.

1. Books must be neatly covered at all times. No adhesive paper may be placed on textbooks.
2. Any marking of books, desks, and/or school property will call for disciplinary action and be subjected to a monetary fine.
3. Payment must be made for any lost or damaged items.

Library

Books may be borrowed for two weeks. This two-week period may be extended for an additional two weeks upon request. All books borrowed from the library must be returned on time in order to allow others to enjoy reading them. No other book may be borrowed until all books are returned. Loss or destruction of borrowed books is the direct responsibility of the student and must be paid for according to the value of the book.

Testing Program

Two essential means of evaluating student progress in a school are through teacher-made tests and standardized tests. The teacher-made tests are given frequently throughout the year to ensure that students are making satisfactory progress through the curriculum. They may take a variety of forms, and are used, along with classwork, homework, projects, and other assignments, to determine a student's level of learning and grade in the class.

The standardized tests provide a measurement of a student's achievements against those of larger groups of students.

Each year, our students participate in these standardized tests:

1. TerraNova Testing
2. New York State Assessment in English Language Arts (Grades 4, 6, & 7), Mathematics (Grades 4, 6, & 7), and Science (Grades 4 & 8).

Students with Individual Educational Plans that specify specific testing modifications will be tested accordingly.

Field Trips

Since learning goes on continuously in and outside the classroom, teachers are encouraged to arrange field trips. Trips can be an effective means of enhancing the curriculum, thus total participation is encouraged. These trips usually require the hiring of buses. Permission slips will be sent home stating the place to be visited, the times of departure and return, and the cost of the outing. These permission slips must be signed by a parent/guardian and returned to the school with the trip fee in order for the child to participate. Trips are prepaid and there can be no refunds.

- **Any adult chaperone MUST have completed the Diocesan Safe Environment Office Requirements.**
- No student will be permitted to attend a class trip without a signed permission slip from the parent/guardian. No verbal authorizations or notes from parents will be accepted as permission to attend the class trip.
- School trips are considered a school day. Students who do not participate in school trips are still required to attend school.
- A student can be denied participation if they fail to meet academic, behavior or financial requirements.
- Students who are denied participation due to academics, behavior or financial reasons will not have the trip money refunded.
- Any student with a delinquent financial account will be denied participation for class trips.

Emergency / Crisis Management Plans

1. Emergency drills are held all year long to practice evacuation procedures. Practices for emergencies, lockout, lockdown, and fire drills are discussed with students and practiced.
2. Crisis management procedures are reviewed with teachers and students.
3. An emergency kit (a sealed storage box) is kept in the parish rectory containing class lists, student health information, family phone numbers, and emergency supplies.
4. Parents will be called if students were moved to another location to insure safety after all students are safely moved.
5. The administration, teachers, and staff work to provide a safe and secure environment for the students on a daily basis.

Tuition Payments

1. Payments are to be made to *School Tuition Program*. The payments will be for ten consecutive months, beginning July 1st and ending April 1st.
2. There is a monthly payment plan fee of \$30.00 per family, to be included in the total tuition and divided over the ten payments.
3. All payments are due on or before the 1st day of each month.
4. Each tuition payment must include a payment coupon, the amount and the date.

5. There is a late fee of \$40.00 for any payment received **ON OR AFTER THE 15th DAY OF THE MONTH**. Please include this late fee when paying your tuition.
6. If there is going to be a late payment, or if there is a serious economic hardship, please contact the principal and arrange an appointment to discuss and resolve the matter fairly.
7. Any tuition payment in arrears for **2 months** will receive a **MANDATORY** meeting with the Tuition Review Board. There will be no exceptions to this procedure.
8. There is a \$30.00 service charge on all returned checks. If a check is returned more than once, only certified check, money order, or cash will be accepted for all further payments.
9. All tuition for the year is to be paid in full by **April 1st**.
10. If you have any questions or concerns about your account please write to us at the following address: School Tuition Program, P.O. Box 140170, Howard Beach, NY 11414 or call 718-738-1616.

Tuition Review Board

The Tuition Review Board consists of members appointed by the Academy Board. The purpose of the Tuition Review Board is to assist in all matters relating to the collection of school tuition payments, and will recommend changes and improvements regarding the School Tuition Program. The Tuition Review Board maintains procedures for dealing with all delinquent accounts.

School Fees

At the time of student registration/re-registration, you are required to pay fees per child for each school year. These fees help to cover the cost of religion books, workbooks, and materials not received under the NYS Textbook Law. They also cover student insurance, computer instruction, standardized tests, diocesan assessment per student, and classroom and teacher supplies. All registration/re-registration fees are **non-refundable**.

After School and Morning School Programs

After School and Morning School programs are available Monday-Friday for an additional cost. Students who attend these programs are expected to follow the directions of the program supervisors. Any student who disrupts the programs will not be permitted to return and it will be the parents' responsibility to make alternative arrangements for their child/children. Please contact the office for additional information about these programs.

Fundraising

All St. Helen Catholic Academy families are encouraged to participate in all of our fundraising endeavors. In order to avoid significant increases in tuition, we need to meet high fundraising goals. Your understanding, participation, and cooperation in contributing to our

fundraisers is expected and of the utmost importance. Participation in the following fundraisers is **MANDATORY**: Walk-a-thon (Grades PK-3 – 8), Candy Sale (2 boxes per family Grades PK-3 – 8), and Field Day (Grades K - 8).

Home-Academy Association

As members of the Home-Academy Association each family is required to give 20 hours of service to an approved school function and/or service area. A list of possibilities will be distributed early in the school year and must be completed and returned immediately. We invite parents to become Home-Academy Coordinators to organize and coordinate our events. Committees will be formed for each large fundraiser and volunteers are necessary to make each event successful.

Church Community

In choosing to send your child to St. Helen Catholic Academy, you indicate that you wish a strong religious and moral education. Therefore, we encourage you to be practicing registered members of our parish.

VIRTUS

Parents/guardians/grandparents may perform voluntary service **ONLY** if they have been certified in the Virtus Program. For Virtus training information visit: virtus.org.

Non-Discrimination Policy

The Catholic academies and parish schools within the Roman Catholic Diocese of Brooklyn welcome students of all backgrounds to share in the Catholic education experience. As parents of children who attend the Catholic academies and parish schools, you are encouraged to share in our Faith community. In accordance with the teachings of the Roman Catholic Faith, the Catholic academies and parish schools within the Diocese of Brooklyn admit students of any race, color, national origin, and ethnic origin. The Catholic academies and parish schools do not discriminate on the basis of race, color, national origin, and ethnic origin in admission, policies, scholarship and loan programs, and athletic and other school-administered programs.

Registration

St. Helen Catholic Academy has a revolving registration program whereby students who presently attend the school are automatically re-enrolled if they fulfill the requirements of the school and follow appropriate registration procedures with their payment.

Internet Acceptable Use Policy/Social Media

Students are expected to use the internet for school-related activities only. Personal use, accessing or sending e-mail, attempting to access objectionable sites are all strictly prohibited. Students may not use material printed from the internet as their own ideas and material. This is plagiarism and will result in a failing grade and parent conference. The misuse of computers and the internet at St. Helen Catholic Academy will result in students losing the privilege of using one or both, as well as those consequences otherwise outlined in this handbook. A detailed copy of our policy is available on our website.

Amending the Handbook

The enumeration in this handbook of certain regulations shall not be construed to deny others retained by the school. The administration reserves the right to make additional policy decisions as situations arise and in a manner consistent with the philosophy of St. Helen Catholic Academy.

Parent Agreement

All parents are required to read through this handbook. They are also required to sign an acknowledgement indicating they have read, understood, accept and will abide by the policies and procedures stated in the handbook.

