

Fourteen Holy Helpers School Parent/Student Handbook



HOME OF THE TIGERS

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OUR SCHOOL SEAL
by Father Dennis J. J. Mancuso

In 1871, the clergy and parishioners of Fourteen Holy Helpers parish rejoiced at the opening of their parish school. In the years since that momentous day, our school has provided quality Catholic education to the children of West Seneca and the surrounding areas.

THE MOTTO

Below the shield is found the motto, *Veritas et Virtus* – truth and virtue, which proclaims that our mission as a school is to teach our students not only the “three R’s”, but also to instruct them in the values of the Gospel and the truths of our Catholic faith and tradition.

THE SHIELD

In the center of the seal is a shield divided horizontally. On the lower portion of the shield is a white equal-armed Roman cross on a blue field. The choice of colors was dictated by the fact that our school colors are blue and white. The lower portion of the shield proclaims that Christ the crucified and risen Lord is and should be the center of lives and of the process of learning. The upper portion of the shield is a book on a white field, symbolizing knowledge.

THE LAMP

Above the shield is the lamp of truth with its flame burning brightly. This symbolizes our fervent prayer that the Holy Spirit will open and illumine the minds of our young people, so that they may come to know the truth and that they may live it out in their daily lives.

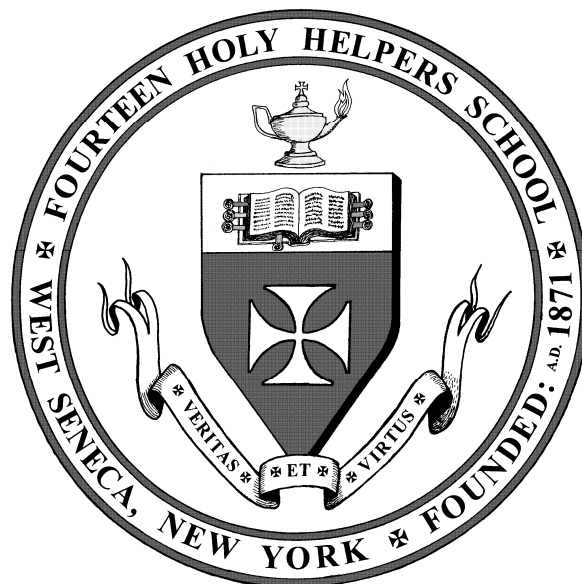


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FOURTEEN HOLY HELPERS SCHOOL

Fourteen Holy Helpers School is a non-profit, non-discriminatory school in the Diocese of Buffalo, providing Catholic education according to the standards established by the Diocese and certified by the Middle States Association of Colleges and Schools.

Individual needs not addressed in this handbook should be discussed with our school Principal.

MISSION STATEMENT

The Fourteen Holy Helps School, founded in 1871, embraces as its mission to provide a quality educational environment grounded in a Catholic/Christian tradition where educators, families and students actively share and engage in learning.

We strive to provide a learning environment that supports the diverse individual needs of each child in the context of our Catholic/Christian community. Academic and spiritual development are simultaneously pursued. All our children are encouraged to reach their highest potential as human beings, as American citizens, and as children of God.

Daily, we promote spiritual development through Christ's teachings. The school and the parish community strive to provide opportunities for further intellectual, social and physical growth and development through daily instruction, use of technology and extracurricular activities in a committed and energized learning community.

CORE VALUES

Our educational goal at Fourteen Holy Helpers School is to facilitate the success and personal growth of each student in such a way that he/she will be recognized by the following core values:

- **Faith Embodied** – as a follower of Jesus Christ, reflecting His love for all;
- **Family Embraced** – recognizing one's integral role as a family member, community member and global citizen;
- **Learning Inspired** - through an active spirit of inquiry, discovery and joy in every classroom;
- **Achievement Celebrated** – dedicating one's God-given gifts and talents to the glory of God;
- **Tradition Instilled** – honoring the dignity and heritage of all;

* * *

Because Fourteen Holy Helpers School is a Christ-centered school, we are committed to hiring teachers, assistants and staff members who practice their Catholic or other Christian faith as defined by the *Apostle's Creed*, and who invite and fully support the presence of the Father, Son and Holy Spirit in each classroom and throughout the halls of 14HH.

ABOUT OUR SCHOOL

Fourteen Holy Helpers School (14HH) is a part of the Diocese of Buffalo Catholic Elementary School system, fully licensed by the State of New York, and accredited by the Middle States Association of Colleges and Schools.

The purpose of this handbook is to set forth the mission, goals and objectives of Fourteen Holy Helpers School, and to provide an overview of policies, procedures and reference information to aid in assuring open and positive relationships among students, teachers and parents.

ADMISSION

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

PROMOTION

The following factors are considered in the promotion of a student:

- Class performance according to grade level requirements
- Student age and ability
- Student achievement on examinations, class work and standardized tests
- In grades 3-8, an overall average of 70% or higher

Our Program and Curriculum

The curriculum of Fourteen Holy Helpers School follows the guidelines of the Department of Education of New York State and the Catholic Diocese of Buffalo. The curriculum is designed to meet the individual needs of the student. Students in Pre-Kindergarten through 8th grade, are guided in Religion, Language Arts, Mathematics, Science, Social Studies, Foreign Language, Art, Music and Physical Education. Our computer learning lab hosts software for reinforcement and self-pacing in Language Arts, Science and Mathematics skills. Cross-curricular activities in each of these areas facilitate an integration of arts and crafts, science, music, drama and literature, music and dance, and our Christian and multi-cultural heritages into each and every classroom setting.

All students, regardless of religious affiliation, participate in religion classes, masses and religious celebrations.

We strive to help all students develop skills in written and spoken communication; reading and comprehension; listening, observing, discovering; memorization; logical reasoning; critical thinking; active learning; research and information gathering.

We honor and promote the Christian conscience that engenders respect among all, honesty, integrity, self-discipline, dedication, loyalty, cooperation, community spirit, global citizenship and appreciation of cultural diversity, patriotism, social justice, service and stewardship.

We endeavor to help our students respect their bodies as temples of the Holy Spirit and their lives as gifts from our Creator through educational experiences presented in a Christian context that emphasizes the development of positive and safe health habits, universal precautions, physical fitness and sportsmanship, understanding of physical and biological functions and the sanctity of life.

We practice *respect for self, respect for others, respect for the environment*, and help our students develop a positive self-image that assures a healthy sense of self-esteem and self-worth; the courage to make mistakes and the dedication to persevere in the process of developing personal strengths and talents; the ability to know and form healthy relationships; the ability to discern right from wrong, and the confidence to make choices that enhance dignity.

Additional Programs at 14HH

- **Sacramental Preparation:** Our 2nd Grade Catholic students and their families participate in preparation for the sacrament of Reconciliation. Our 3rd Grade Catholic students and their families participate in preparation for the sacrament of First Eucharist. Students prepare in the classroom, as a part of their Religion curriculum; parents attend special sessions scheduled throughout the school year. Our students celebrate these sacraments for the first time in Spring.
- **Weekly Mass:** Students from each grade year (K-8) attend weekly Mass together, providing a sense of connection across the grade levels. Students practice and model grace and courtesy, care for one another, and build self confidence and esteem in their multi-age relationships.
- **Altar Servers:** Students in grades 4 - 8 may train to become altar servers at Wednesday and Sunday Mass.
- **Student Store:** Our 7th and 8th Grade classes manage a student store providing “essential” pencil/pen/paper supplies to their schoolmates!
- **Time for Tigers:** Students from all classes are encouraged to submit articles for review and publication in our student newsletter. See it on the web at www.14HolyHelpersSchoolNews.com
- **Student Council:** 8th Grade Student Council officers are elected at the end of the prior school year, and lead the school and elected room representatives in service, school spirit and special projects throughout the year.
- **Musical Productions:** Christmas and Spring provide two of our many opportunities for school-wide musical performances. The annual musical is a tradition that celebrates the talent and community spirit of 14HH!
- **EDP:** Our Extended Day Program for students in PreK-4 through 8th grade is available at an additional cost. The EDP provides an opportunity for students to exercise, read and complete homework or study. EDP morning hours are from 7:15 – 8:15 a.m. Afternoon hours are from 3:00 - 6:00 p.m., Monday through Friday, and 12:30 – 6:00 p.m. on half-days. Weekly sign-up forms are sent home in the family pack.
- **After-School Fine Arts:** Art lessons and other activities may be made available throughout the school year. Please watch for notices of planned activities.
- **Band:** Students in grade 3 through 8 may participate in the after-school performance program.

Additional Programs at 14HH (cont'd)

- **After-School Sports:** The purpose of the athletic program at the elementary level is to complement the development of the “whole person”. Our after-school sports program provides opportunities to develop skills in sports and sportsmanship, beginning with seasonal sports for boys and girls. Fall sports include girls’ volleyball, cheerleading, boys’ JV and varsity baseball, soccer, basketball and bowling. Winter sports include cheerleading, bowling and basketball. Spring sports include track and girls’ softball. Watch for sports sign-up opportunities through our school newsletter or our website!
- **Academic Teams:** Our upper elementary 14HH Quiz Bowl and other teams compete annually in academics, logic skills and more!

Participation in after-school programs and activities at 14HH requires that students maintain appropriate behavior and academic standards by assuring work completion and diligence in studies. Students whose academic achievement is compromised by incomplete work or who are not making steady progress will be exempt from participation in after school activities and electives.

Safeguard the Children

Our commitment to protect the children of Fourteen Holy Helpers School is manifest in every aspect of our work with the students. Teachers, administrators, staff and volunteers are screened and trained to remain vigilant in assuring that every child is safe in every school setting. Our doors are locked during school hours; visitors must sign in and are accompanied when there is a need to be in the school; children are never left alone or unattended; safety training and awareness are incorporated into every aspect of our curriculum, empowering the children to say “no” to uncomfortable circumstances, to identify unsafe behaviors, and to feel secure in expressing their feelings.

Virtus training is required for all teachers, coaches and individuals who interact with our school children on a regular basis, or as trip or event chaperones. Sessions are offered throughout the diocese. Scheduled workshops may be found by accessing the www.buffalodiocese.org website and selecting ***Protecting God’s Children*** in the lower left portion of the screen, then being directed to ***Workshop Registration***. Thank you for helping us to protect the children!

THE FOURTEEN HOLY HELPERS SCHOOL ADVISORY BOARD

The Fourteen Holy Helpers School Advisory Board is a consultative board that meets at the behest of the Pastor and Principal at least bi-monthly throughout the year to provide advice and counsel specifically in the review of the vision and mission of the school, strategic planning, policy formulation in areas determined by the Pastor and Principal, financial planning/management, institutional advancement, fundraising and development, communication, and mission review and enhancement. The advisory board consists of parent and (non-parent) community volunteers selected by the Pastor and Principal, working to lend their unique expertise and advice. Members serve three-year terms and are governed as a consultative body by the *Constitution and By-Laws for an Educational Advisory Council and Home School Association for a Parish School*. The Advisory Board has no authority for formulating policies separate from the Pastor and Principal. The board does not have responsibility for determining the amount of parish funds designated for the support of the school and has no responsibility with regard to school curriculum, staff, personnel or students. The president of the Home School Association (HSA) is an invited member of the 14HH Advisory Board, by virtue of the HSA's essential service to the fundraising and spirit programs for the school.

Advisory Board Meetings

The 14HH Advisory Board meets at least bi-monthly on a regular day and time to be announced at the start of each school year and published in newsletters and mailings. Parents/guardians and other interested parties are encouraged to attend scheduled open sessions of the Board, and may speak to a particular issue if prior arrangements have been made. The following guidelines have been established to promote open communication while protecting privacy and assuring order at Board meetings:

- Matters involving individual students and personnel will be discussed in closed session.
- Individuals who wish to address the Board in either open or closed session must make arrangements in advance with either the President or other officer of the Board.
- The Board President will welcome opportunities for comments by observers during designated open sessions.

FOURTEEN HOLY HELPERS HOME SCHOOL ASSOCIATION (HSA)

Every parent of 14HH is a member of this essential association! HSA is dedicated to facilitating so many of the fundraising and spirit-filled events that sustain and define Fourteen Holy Helpers School! ***Room Parents*** help to coordinate the volunteer and service activities at the classroom level to facilitate such events as our annual Halloween parties, Sports Day (a day of games, competitions, team- and spirit-building), hospitality, socials, and more!

The ***Cookie Dough/Gift Wrap, Entertainment Books, The Snowball, Raffles, Bingo, Vegas Night and more*** fundraisers are also managed by 14HH's wonderful HSA volunteers. As with other non-profit schools, tuition alone cannot fully cover the cost of expenses at 14HH. To help meet the actual cost of educating your child, we rely on a variety of fundraising activities for operating, capital and extraordinary expenses, and for special acquisitions that will enhance the children's educational experiences at 14HH. Our fundraising events throughout the year are important sources of revenue. We need your help and full support in assuring their continued success!

HSA also coordinates many of our volunteer services to meet the daily needs of the school and its families and children, including office and library/reading volunteers and uniform recycling.

Parent Participation

Parental involvement is essential to the mission and the success of the school. Our Home School Association (HSA) coordinates all fundraising and social activities associated with the school. Volunteers are needed. There are innumerable opportunities to share your time and talents, so don't wait to be asked! Without your special gifts we cannot flourish. God bless you!

DONATIONS AND GIFTS

Because 14HH is a non-profit organization, your gifts of money and materials are tax deductible and greatly appreciated! An appropriate receipt for charitable contributions will be provided for tax purposes. Consult your tax advisor for details about donations to nonprofit organizations.

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GENERAL SCHOOL INFORMATION

Admission Standards and Requirements

14HH is a nondiscriminatory school open to all children aged 3 through 14. Although our school is neither equipped nor staffed to offer certain special education services, we have access to the special needs programs available through the West Seneca School District. Special testing for learning or behavioral problems is also available through the local school districts. Where special needs are identified and programs/procedures are prescribed, the faculty and administration will evaluate our ability to provide an optimal learning environment **for all children in the classroom**.

Because there are limited openings at each grade level, the following criteria will strongly influence a student's eligibility for admission:

Relationship to currently enrolled students (sibling preference)

- Family membership in Fourteen Holy Helpers Parish
- Other Catholic/Christian affiliation
- Commitment to Catholic education through the elementary years

Admission Interview

All applicants will be interviewed by an administrator and/or classroom teacher prior to admission.

Final admission is based upon the following submissions to 14HH:

- Completed application for admission
- Interview and academic evaluation of grade-level readiness
- Approval for release of prior academic records
- Completed medical report
- Registration fee (non-refundable)

The Administration reserves the right to withhold admission or grade placement to any child pending the results of placement tests, visits with counselors, or the consideration of further information that may aid the Administration in considering the best interests of the child and the classroom.

School Hours

Full-day classes begin at 8:35 a.m. and end at 2:45 p.m. Half-day classes end at 12:15 p.m.

Morning EDP:	7:15 a.m. – 8:15 a.m.
Regular Student drop-off time:	8:10 a.m. – 8:30 a.m.
Classroom Hours:	8:35 a.m. – 2:40 p.m.
Student dismissal time:	2:45 p.m. – 3:15 p.m. (12:15 – 12:30 on half-days)
Afternoon EDP:	3:00 p.m. – 6:00 p.m. (Monday – Friday)

We request your cooperation in adhering to these drop-off/pickup times. We cannot be responsible for the safety of your child before the doors are opened at 7:15 a.m. The doors into school will be closed at the 8:30 bell, after which students must be escorted by parents into school. Please note also that it is disruptive to the classroom and the child when late arrivals occur. We ask your continued help in assuring timeliness and punctuality.

How We Measure Success

At Fourteen Holy Helpers School, we measure success in ways that go well beyond test scores, because “success” for each and every student is more than a grade-point-average. By modeling, encouraging, and assessing the development and mastery of ***learning behaviors*** -- including self-motivation, neatness and order, responsibility, respect for the property and space of others, work for enjoyment, attentiveness in group lessons, completion of a work cycle, purposeful movement, the ability to work independently and to follow directions, sensitivity to the feelings of others, choice of challenging work, positive response to requests, and more – we help to establish those habits that will enable each child to fulfill his/her unique potential, and develop a life-long love of learning. By caring for self, caring for others, and caring for the environment, we underscore the fact that our gifts are diverse, unique, valuable, and worthy of recognition and honor. Report cards and interim progress reports reflect both numeric measures of academic performance and commentary related to each student’s mastery level, thus providing a fuller picture of the student’s effort and success.

Testing

Testing and student assessment of projects, presentations and other work are an integral part of the teaching and learning process. In addition to a variety of classroom assessments, the following standardized tests are administered in the grades noted:

- Kindergarten: Dial R Screening Test
- Grade 3: NYS English Language Arts (ELA) and Math tests / Diocesan Religion Test
- Grade 4: NYS ELA and Math tests
- Grade 5: NYS ELA and Math tests
- Grade 6: NYS ELA and Math tests
- Grade 7: NYS ELA and Math tests / Diocesan Religion Test
- Grade 8: NYS ELA and Math and Science tests
NYS Integrated Regents Exam (Advanced Math students)

Conferences and Progress Reports

Classroom performance is assessed daily by teachers with respect to behavior (appropriate/inappropriate) and work effort (complete/incomplete) and may be noted in each student’s agenda or by way of a weekly summary. The academic year is divided into three reporting units, or trimesters, with interim reports of performance in grades 3 – 8 also provided. The six performance updates throughout the year (three interim reports and three trimester reports) provide an opportunity for parents, students and teachers to work together to maximize the classroom experience for each student of 14HH. Our school-wide parent/teacher conferences are scheduled as noted on the school calendar. Additional conferences and updates to meet specific concerns may be scheduled at mutually convenient times. Parents are invited to contact our teachers at any time throughout the year to schedule meetings as required.

Honors and Awards

Each trimester, recognition for behavior, effort and performance is awarded by our classroom teachers. Based upon trimester averages, students receive academic honors as follows:

- First honors: 95% and above
- Second honors: 90% and above
- Merit honors: 85% and above

Homework

Homework is intended to reflect the daily work and themes of the classroom, and to be **interesting, reinforcing and do-able!** Parents/guardians should be aware of assignments to help guide their children in the development of good work habits. Additional projects and long-term assignments may be given and are to be integrated with daily work in such a way that last-minute “overloads” are prevented.

Guidelines for **written** daily homework are as follows:

K – not to exceed 15 minutes	5 – not to exceed 60 minutes
1 - not to exceed 30 minutes	6 – not to exceed 90 minutes
2 - not to exceed 30 minutes	7 – not to exceed 90 minutes
3 – not to exceed 40 minutes	8 – not to exceed 90 minutes
4 – not to exceed 50 minutes	

Reading is always encouraged, and classroom teachers may assign reasonable reading goals for completion at home. **Please be sure to provide a quiet study space, free from distractions. If your child is experiencing difficulty understanding or completing homework within a reasonable time period, please contact his/her classroom teacher as soon as possible for review, remediation or modification.**

Field Trips

Field trips to supplement themes and classroom experiences are integral to the curriculum. Our staff will organize and guide cultural and nature trips throughout the school year.

Community Service

Community service is a key aspect of our Christian ministry at 14HH. Throughout the year, each classroom will participate in events that support local and global community needs. Guidelines will be established and communicated by the homeroom teacher.

School Lunch Program

Students may pack a nutritious lunch, or select in advance from our catered options. Fourteen Holy Helpers School participates in the National School Lunch Program. Free and reduced-price lunches are available for students whose family income falls within the eligible criteria established through federal guidelines. Applications for free and reduced lunches are distributed to all students during the first week of school.

When packing a lunch, please remember that red (staining) juices, soda pop, fast food lunches and glass containers are not permitted.

Birthdays and Special Treats

Birthday celebrations are fun for everyone, and we invite you to contact your child’s homeroom teacher if you would like to bring a **healthy** treat (such as a fruit or vegetable tray – no cake/candy/sugar treats) for your child to share with his/her class on the special day designated by the classroom teacher. Please also remember that party invitations may only be given out in school if **all** children in the classroom are invited.

Recess and Lunch Supervision

Only designated lunch and recess supervisors may be in the cafeteria or on the school yard during lunch and recess times.

Family Envelope and Website

Important home/school correspondence and our weekly newsletter are included in the Family Envelope, sent home with the youngest child in the family each week. Weekly newsletters are also posted at our 14HH website: <http://www.fourteenholyhelpers.org/school/>

School Calendar

Our school calendar is compiled each summer and distributed/updated throughout the year.

Attendance

New York law requires regular attendance at school for children aged 5 through 16. In order that your child receives the best education possible, we require the cooperation of parents/guardians in assuring that children attend 14HH with regularity and timeliness, thus enabling our students to progress consistently.

Tardiness and Absences

Please remember that tardiness is disruptive to the learning process for all the children. Tardiness and absenteeism are noted on all school records.

When a student is tardy, which means the student is not in his/her designated place by the commencement of morning prayers, we require that ***parents/guardians accompany the child into school and check in through the office*** to assure that we note his/her arrival for our records. All tardiness must be documented.

In the event of an absence the parent/guardian must ***contact the school office as soon as possible*** to report the child's name, class and the approximate or anticipated duration of the absence. We are required to maintain documentation in the form of a ***written excuse*** whenever a child returns to the classroom. Written excuses will be collected by the homeroom teacher and maintained in the office. Parents will be contacted if an excuse is not provided upon a child's return to school.

A student returning after having a contagious disease or an illness of one week or more must have a doctor's release form stating that the student may return to school.

Students who are absent from school due to illness are not allowed to participate in school-sponsored activities held that same day.

Student Release During School Hours

So that we may account for all children during the regular school day, we require that early dismissals be authorized in writing by the parent/guardian. Parents/guardians who wish to pick up their child(ren) early are required to check in at the school office. ***Because mornings are concentrated core curriculum times, we urge parents to make doctors' and other appointments after school or in the late afternoon.***

Vacations

Continuity in the school year affects each child's educational success. It is expected that students will be in class during all regular sessions. Please plan your vacations to coincide with our school calendar. Completion of curricula and assignments missed as a result of voluntary absences is the sole responsibility of the student. Teachers are not required to provide work in advance of a vacation while school is in session.

Visits

Parents/guardians are always welcome to visit and observe our classrooms. We encourage you to visit or view not only your child's current classroom, but also the classrooms to which he/she will advance over the coming years. Please contact the office to schedule a time that will not conflict with planned activities. On the day of your visit, please check in at the office prior to visiting the classroom. At all levels, we ask that you become a silent observer in the room so as not to interrupt the flow of the classroom.

Medical

The Department of Health requires exclusion from school for the following communicable conditions:

- ◆ Chicken Pox
- ◆ Head Lice
- ◆ Pinkeye/Conjunctivitis
- ◆ Polio
- ◆ Diphtheria
- ◆ Scarlet Fever
- ◆ Measles
- ◆ Other Strep Infections
- ◆ Mumps
- ◆ Whooping Cough (pertussis)
- ◆ German Measles

Please report these conditions to the school immediately. Because they are communicable, notification to all other potentially exposed students and their families is required by law for the purpose of containment and prevention.

Medical Report

A medical examination report signed by a physician is required for all students entering 14HH for the first time. Medical examination report forms are included in the registration packet and are available at the school. Physical examinations are required for all new students immediately prior to entrance to school and within 12 months of entry into Kindergarten and grades 2, 4, and 7.

Immunization Requirements

All required immunizations must be up-to-date and documented by your family doctor. Complete immunization records or waivers* will be required before entering school. Required immunizations are as follows:

- ◆ 3 DPT (or DT/TD/DTaP)
- ◆ 1 Tdap (Adacel or Boostrix) for those entering 6th grade who are 11 years of age or older
- ◆ 3 OPV (Polio)
- ◆ 2 MMR (measles/Mumps/Rubella)
- ◆ Hepatitis B series (3 doses) – Now required for all new school entrants
- ◆ Varicella (chickenpox) – unless immunity is documented (by a notation on the immunization form).
- ◆ 3 Hib (Haemophilus Influenza Type B)

*Where medical waivers are in use, an outbreak of one of the above conditions may require temporary removal of the unprotected child from school.

Fever

Fever is a warning that the body is fighting illness. If your child is running a fever, he/she should be kept at home and at rest until he/she has been fever-free for 24 hours. In the event that a student runs a fever while at school, we will contact his/her parent/guardian for pick-up as soon as possible. Children who are running a fever **will not be allowed to participate in school events or after-school activities**.

Medication

When prescription or over-the-counter medicine must be administered during school hours the following procedures must be followed:

- ◆ A copy of the doctor's orders or prescription information must be provided to the school administration and to the classroom teacher. The type and purpose of the medication must be clearly stated on the original container or box.
- ◆ Directions for administration (time/frequency/dose) are to be clearly stated and understood. A form will be provided for this purpose.
- ◆ All medications are to be kept in a designated area. Rescue medications (inhalers/epi-pens/etc.) may be held by the student (age dependent) or the classroom or supervising teacher.
- ◆ The teacher, nurse or administrator must dispense and record the appropriate administration of the medication.
- ◆ All medication must be brought to school and picked up at the end of the year by the parent/guardian.

PROCEDURES

Dismissal

At dismissal time children are expected to leave the building by the parking lot doors and go directly home. Parking lot supervision is provided until 3:15 p.m., Monday through Friday. Only those children authorized and under supervision may remain in the school building or yard. Any unsupervised students who remain at school after 3:15 p.m. will be sent to the EDP and charged accordingly. Parents are requested to wait for their children OUTSIDE of the school building, or in the drive-thru line.

Bus Transportation

Bus transportation to and from school is provided by West Seneca Public Schools and other public school districts within a fifteen mile radius of the school. Students who are eligible for bus transportation are not allowed to walk to/from school due to safety and liability.

Bicycles

Bicycles are not permitted.

Drive Circle and Parking

Regular student dismissal begins at 2:45 p.m. Drive-through is a **NO CELL PHONE ZONE!** For the safety of all, please be sure that your attention is completely on the activity of the drive-through area. Please put your car in **PARK** when the children are entering or exiting the vehicle. **CHILDREN EXIT ON THE RIGHT (PASSENGER) SIDE OF THE CAR AND WHEN INSTRUCTED BY CAR LINE AIDES.**

Leaving the School Yard

No child is to leave the schoolyard for any reason during or after school hours unless given permission and accompanied by an authorized adult.

After School Pick-Up

Whenever a child is to be picked up from EDP or after-school activities, parents must park and enter through the back door of the school to receive their children.

Emergency and School Closing Procedures

When weather conditions prevent a regular school session, please listen to the radio or watch local television stations for school closing updates. **Fourteen Holy Helpers School will close whenever the West Seneca Public Schools close for inclement weather.** All after school and evening activities will also be cancelled when a weather emergency closes the school.

For weather-related (or other) early closings, please prepare your child with a plan for going home early. Students who use the bus may need house keys. EDP students' parents will be contacted.

Fire Drills and Emergency Drills

Twelve fire drills will be held during the year to instruct our students in the proper evacuation of the building in the event of an emergency. Other drills involving use of the AED, lockdown procedure and weather emergencies may also take place.

Lost and Found

All personal items including clothing and lunch boxes should be labeled with the student's name. If an article is left at school it will be put in the lost and found in the storage room. Items not labeled or claimed within a week will be given away.

Telephone Use/ Cell Phones/Electronics/Personal Items

Toys, games and other personal belongings such as money (in excess of \$5) do not belong at school. It is understood that cell phones are an important communication link between children and their families, especially in times of emergency. Students' cell phones **must** be turned off during the school day, and stowed in the student's back pack. They are not to be used without permission from the office or a teacher. Failure to comply will result in confiscation and a call home. iPods and other electronic games should be left at home, unless specifically approved by the classroom teacher. If unauthorized devices are found in use during the school day, they will be confiscated. 14HH will not assume responsibility for any lost or stolen electronic devices.

Care of Personal Property

Students are responsible for the care of school and personal property. Teachers may require certain books to be covered at all times. Folders and notebooks should be cared for, with name and class designation. If damage should occur to school property because of student negligence, the student and his/her family will be held financially responsible. The choice of repair or replacement will be at the school's discretion.

Student Insurance

The student insurance program is provided for all full time students in Diocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. School insurance covers only those costs, up to a designated limit, not covered by personal health insurance.

Receipts/Expense Report/Reimbursement

All expenditures must be pre-approved by the principal. All receipts must be accompanied by an expense report form and submitted to the office for reimbursement no later than 30 days after the event.

EXPECTATIONS AND STANDARDS

Dress Code

At school, being “in uniform” means more than simply wearing the designated 14HH clothing and shoes. Emphasis is placed upon neatness, cleanliness, appropriateness and comfort for work at school. Clothing should be sized right to fit, without holes, neither faded, graying nor frayed, nor worn inside out.

Fourteen Holy Helpers students are expected to adhere to the uniform and grooming code at all times. Notes must be submitted to explain exceptions. Fads, and other current philosophical statements made through clothing, jewelry, hair styles etc. are not allowed at 14HH.

The 14HH uniform is required on all regular school days. It includes the uniform clothing provided by ***Flynn O’Hara Uniforms***. Acceptable uniform dress includes wearing:

- Regular uniforms on regular school days
- PE uniforms on the first scheduled PE day of the week, only

Hair, Nails and Jewelry

All hair must be clean, neatly styled and secured in such a manner that it will not fall in the eyes and face. Make-up and colored nail polish may not be worn. Jewelry, if worn, must be simple and not excessive in amount.

All boys must have a boy’s regular haircut, and present a clean-cut and neat appearance. Hair must be above the collar in the back and above the top of the ear. Hair must be out of the eyes and clean. Boys are not to wear earrings or body piercing ornamentation at any time. The administration of 14HH reserves the right to determine the appropriateness of clothing, hair cut, hair style and jewelry, and to restrict anything that is deemed to be distracting or inappropriate.

Girls may only wear stud earrings, one in each ear lobe. All jewelry must blend with the uniform and be appropriate for school. Body piercing ornamentation other than studs in single-pierced ear lobes is not allowed. Skirt length may not be shorter than two inches above the knee. The administration of 14HH reserves the right to determine the appropriateness of clothing, hair cut, hair style and jewelry, and to restrict anything that is deemed to be distracting or inappropriate.

Uniform Code

Students are to wear only Flynn & O'Hara uniforms and approved uniform shoes. Similar clothing items from other manufacturers MAY NOT be worn. Please be sure to print your child's name on all pieces of clothing!

BOYS

Flynn & O'Hara Uniforms Only

Navy twill pants (**Must be the correct size and may not be baggy**)

Solid black or navy belts must be worn with pants

Navy twill walking shorts in September, October, May and June

White short or long sleeve oxford shirt (grades 6-8), **tucked in!**

Polo short/long sleeve shirt (grades 1-5), **tucked in!**

Navy blue sweater; grey school sweatshirt or sport sweatshirt with school name

Solid colored white, blue or black socks must be worn with all footwear. Ankles must be covered.

Conservative **dark** solid colored dress shoes. Clean sneakers may be worn with shorts.

PE Uniform from Flynn & O'Hara

All boys must have a boy's regular haircut, and present a clean-cut and neat appearance. Hair must be above the collar in the back and above the top of the ear. Hair must be out of the eyes and clean. Boys are not to wear earrings or body piercing ornamentation at any time. The administration of 14HH reserves the right to determine the appropriateness of clothing, hair cut, hair style and jewelry, and to restrict any manifestation thereof deemed to be distracting or inappropriate.

GIRLS

Flynn & O'Hara Uniforms Only

Navy plaid jumper (Gr. 1-5)

White Peter Pan blouse (Gr. 1-5) (no polo shirts)

Navy twill pants (**Must be the correct size and may not be baggy**)

Navy plaid skirt (Gr. 6-8)

White short or long sleeve oxford shirt (grades 6-8), **tucked in!**

Navy twill walking shorts in September, October, May and June

Navy blue sweater, grey school sweatshirt or sport sweatshirt with school name

White or navy knee or short socks that cover the ankle, or white or navy tights must be worn with all footwear.

Plain dark shoes (no pattern, no backless, no open-toed). Clean sneakers may be worn with shorts.

PE Uniform from Flynn & O'Hara

All hair must be clean, neatly styled and secured in such a manner that it will not fall in the eyes and face. Make-up and colored nail polish may not be worn. Jewelry, if worn, must be simple and not excessive in amount. **Girls may only wear stud earrings, one in each ear lobe.** All jewelry must blend with the uniform and be appropriate for school. Body piercing ornamentation other than studs in single-pierced ear lobes is not allowed. Skirt length may not be shorter than two inches above the knee. The administration of 14HH reserves the right to determine the appropriateness of clothing, hair cut, hair style and jewelry, and to restrict any manifestation thereof deemed to be distracting or inappropriate.

P.E. UNIFORM **(BOYS & GIRLS)**

Flynn & O'Hara Uniforms Only

Navy or white crewneck T-shirt with logo

Navy P.E. shorts

Navy school uniform shorts during spring and fall

Navy sweat pant or wind pant with logo

Navy sweatshirt with logo (optional)

Sneakers

Outer Wear and Change of Clothing

Please ensure that during cold and rainy weather, your child wears appropriate clothing, including coat, hat, boots and gloves. All students go outdoors for recess (weather permitting) and should be dressed accordingly. Girls may wear pants (including pajama pants) under the uniform to and from school, but must remove them in school.

Only navy sweaters and approved school gray sweatshirts may be worn on top of uniforms inside the school.

Please send a complete change of clothing in a labeled plastic bag for Pre-K, Kindergarten and Lower Elementary children – just in case!

Dress Up/ Dress Down/PE Days

At various times throughout the school year our HSA designates a “dress-up” or “dress-down” day. Additionally, 14HH provides “Free Dress” days to celebrate or promote special events. Once again, emphasis is placed upon neatness, cleanliness, appropriateness and comfort for work at school. As a general guide, non-uniform attire should provide the same body coverage as that provided by uniforms! ***If it doesn't show on a uniform day, it shouldn't show on a dress day!*** Clothing should be sized right to fit, without holes, neither faded nor frayed, nor worn inside out. Inappropriate logos/graphics/sayings are not allowed. Please be sure that socks come above the ankle and closed-toe athletic shoes are worn. Shoes worn on free dress days must be appropriate for play yard activities. Socks or tights must be worn. As always, the administration of 14HH reserves the right to determine the appropriateness of clothing, and will contact parents if a student's dress does not meet these guidelines.

Students in grades 1 – 8 will need to bring sneakers and gym clothes in a gym bag on their second scheduled PE day each week. Please be sure that names are on all clothing items.

While students in PreK and Kindergarten do not wear uniforms, they should follow the guidelines above for dress-up /dress-down days.

<p>14HH reserves the right to determine the appropriateness of clothing, hair cut, hair style and jewelry, and to restrict any manifestation thereof deemed to be distracting or inappropriate both inside and outside the school building.</p>
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CODE OF CONDUCT

Our Code of Conduct is based upon *respect for self, respect for others, respect for the environment*. By establishing high expectations for appropriate behavior, we help our students develop a positive self-image that assures a healthy sense of self-esteem and self-worth; the courage to make mistakes and the dedication to persevere in the process of developing personal strengths and talents; the ability to know and form healthy relationships; the ability to discern right from wrong, and the confidence to make choices that enhance dignity

Parent/Guardian Responsibilities

Each 14HH parent/guardian is expected to:

- ◆ support and maintain the Christian and educational standards of 14HH.
- ◆ communicate and work in cooperation with the faculty, staff and administration of the school.
- ◆ participate actively in achieving the mission and promoting the ongoing vision of the school.
- ◆ attend 14HH all-school meetings and parent-teacher conferences.
- ◆ support and promote the rules of the classroom and the rules of the school.
- ◆ support classroom programs, trips, activities and assignments.
- ◆ communicate with teachers when questions arise concerning classroom activities.

Parent-Teacher Communications

Clear and frequent communication between teachers and parents/guardians is the best formula for educational success, and we strongly encourage our parents/guardians to communicate with your child's teacher often.

When addressing specific concerns the following steps should be taken in this order:

- 1) **Contact the teacher.** Schedule a time when you and your child's teacher can sit down and give the issue your undivided attention. Working in a spirit of cooperation will enable all parties to more fully support the student. Define the circumstances that will constitute a satisfactory resolution. Please schedule follow-up meetings, periodic written feedback or phone contact through the school. Each teacher has a 14HH e-mail address for use by parents.
- 2) **Contact the Principal.** If necessary, contact the principal to discuss the history of a problem, or extraordinary needs that require the principal's attention.

Student Responsibilities

Each student of 14HH is expected to:

- ◆ support and maintain the standards of the school outlined in this handbook
- ◆ work to his/her best ability
- ◆ follow classroom expectations and rules
- ◆ respect others
- ◆ respect our school including its classrooms and grounds
- ◆ respect the environment and our natural resources

The administration reserves the right to deny continued access to a classroom based upon ongoing disruption or disturbance.

Conduct on School Buses

When riding on the school bus, the student is responsible to comply with all of the rules and regulations established by the public school district providing the transportation. In addition, the school may impose a penalty on a student after receiving a report of misbehavior from a representative of the public school district's transportation department.

When riding in vehicles owned or rented by the school, all students must follow Fourteen Holy Helpers' discipline policies and Code of Conduct.

Conduct on Class Trips, Field Trips and School-Related Events Off School Property

While participating in class trips, field trips and school-related events off school property, all students must follow Fourteen Holy Helpers' discipline policies and Code of Conduct. Students may be disciplined for misconduct that is not committed on school property or at a school function if, in the professional opinion of the school administration, such a misconduct 1) is a violation of civil or criminal law, 2) reflects poorly upon or discredits the reputation of Fourteen Holy Helpers School, 3) threatens the health, safety or welfare of a student, teacher or any other member of the school, 4) is contrary to the moral, religious or orthodox principles of the Roman Catholic Church or the philosophy, policies, goals and commitments of Fourteen Holy Helpers School, 5) is likely to interfere with a positive educational environment, or 6) constitutes sexual or other forms of harassment.

DISCIPLINE

Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Disciplinary Policy

Fourteen Holy Helpers School follows a principle-based approach to discipline. Behavioral expectations are made clear to students and their parents through verbal and written communication. In some instances specific rules exist, as in the case of our dress code. Where a detailed rule in support of a recognized code or principle of acceptable conduct does not exist, Fourteen Holy Helpers School and its representatives reserve the right to determine the appropriateness of a student's behavior and consequences thereof. Any circumstance disruptive to the educational process or which presents a hazard to the health or safety of staff or students will not be tolerated and will result in disciplinary action. Disciplinary actions may include suspension and/or expulsion. 14HH fully supports the rules set forth in the State of New York licensing rules for school and childcare centers.

Classroom Disciplinary Procedures: Conflict Resolution

14HH believes in a positive approach to discipline in the classrooms, emphasizing the reinforcement of good behavior and the redirection of unacceptable behavior. When students disagree, conflict resolution techniques are used. All conflict resolution begins in prayer.

Correcting Student Behavior

It is our goal as educators to guide our students in self-control, responsibility and accountability.

In most instances, a visual reminder or word is sufficient to redirect a student to appropriate behavior and choices with no further follow-up. When teachers perceive lack of self-governance, a note in the daily student planner may designate behavior as "inappropriate". If reminders are insufficient, physical relocation of the student may be warranted to prevent disruption of the learning process. A "think slip" requiring student introspection, amends and parental notification may also be required at the discretion of the classroom teacher. Multiple "think slips" will precipitate a meeting with parents to discuss the nature of the problem and how best to address it. In the case of an egregious infraction, as determined by faculty members in consultation with administration, the student may receive a "pink slip" and be removed from the classroom with an immediate call to parents. In all instances, faculty and administration endeavor to deal and accommodate the uniqueness of individual student's circumstances.

Our policy for dealing with discipline problems not readily handled at the classroom level is as follows:

- ◆ Communicate with parents/guardians to enlist their involvement, obtain relevant information, or update them on specific issues.
- ◆ Commit to follow through in establishing and assuring achievement of goals for improvement,
- ◆ When needed, recommend or refer the student/family to an appropriate professional organization for continuing evaluation.
- ◆ Review and evaluate the progress of the student and determine the most appropriate placement for the student.

The administration reserves the right to deny continued access to a classroom based upon ongoing disruption or disturbance.

Conditions of Suspension

Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student.

- No student shall be suspended from an elementary school for more than two consecutive weeks.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.
- In no case will a teacher on his/her own authority suspend a student.

Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery or any threat of force or violence directed toward any school personnel or student.
- Bullying or harassing school personnel or other students.
- Open, persistent defiance of the authority of the teacher.
- Continued willful disobedience.
- Use, sale or possession of alcohol, narcotics, drugs or any other controlled substance.
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
- Smoking or having tobacco.
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school.
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons.
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
- Actions in or out of school which are detrimental to the school's reputation.
- Violation of the Electronic Communications Policy policies and guidelines.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

Procedure for Expulsion

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. The

pastor will be notified of the conference, given an opportunity to attend and provided a report of the discussion.

- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent.
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

Reporting of Expulsions

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the superintendent at the Department of Catholic Schools within twenty-four hours.
- The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

HARASSMENT, BULLYING AND HAZING POLICY

Fourteen Holy Helpers School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents, guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Cyber Bullying occurs when students bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As deemed appropriate, complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic Schools immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated.

The police may be notified and these actions may result in suspension or removal of a student from school.

School Searches

Students' legitimate expectations of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule

is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness shall be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents shall be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the diocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal shall document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

Abuse of Teacher or Administrator

The school philosophy supports the school and home as a unit working together for the good of every child.

- Any parent, guardian, or other person who upbraids, insults, or abuses any teacher/administrator of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor.
- Any parent, guardian, or other person who insults or abuses any teacher/administrator in the presence of other school personnel or pupils and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such place in connection with assigned school activities is guilty of a misdemeanor.

Recommended Transfer of Child

Under normal circumstances, a pupil is not to be deprived of a Catholic education on grounds relating to the attitude or actions of parents/guardians. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of a parent/guardian might so diminish the effectiveness of the educational process that continued matriculation in the school may be impossible. Where parental/guardian interactions with the faculty, staff, students or administration are deemed inappropriate or detrimental to the work of the school, 14HH reserves the right to deny continued matriculation.

PARENT/STUDENT COMPLAINT REVIEW PROCESS

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved. If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint). For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate. After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process. The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter. However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of diocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

FINANCIAL

Tuition and Fees

Our tuition and fee schedule is updated annually and available with each application/re-registration packet. Sibling discounts are also included. Tuition payments may be made annually or through monthly invoicing.

Your cooperation in making prompt payments will help to assure financial stability for 14HH. In fairness to all, the following policies are in effect:

- Payment of all past-due balances is required at the time of re-registration.
- A 5% late charge for overdue payment(s) will be levied. (\$50.00 fee for NSF checks.)
- Reports, diplomas, activities, awards, and access to Internet grade links may be withheld from students/parents whose accounts are 60 days in arrears.
- Students whose trimester tuition remains unpaid are subject to dismissal.
- Unpaid balances must be reconciled or subject to an approved payment plan prior to entry to a new school year.

Tuition Assistance

Tuition assistance is available to qualified applicants thanks to the efforts of our HSA and parish support and the Bison Fund. To apply for tuition assistance, submit the applications in Spring.

Tuition Refunds

Families withdrawing students prior to the first day of school will be refunded the entire amount of tuition collected for the new school year. Thereafter, with 30 days' notice, the tuition refund will be prorated for each 1/10 of the school year in attendance.

Volunteer Support

To help keep tuition costs as low as possible at Fourteen Holy Helpers School, each family is expected to volunteer a number of service hours annually in support of fundraising events, including a commitment to work at Thursday night BINGO four times per year.

NOTIFICATION REGARDING ASBESTOS

In accordance with Asbestos Hazard Emergency Response Act (AHERA) Fourteen Holy Helpers is notifying you that in accordance with State and Federal Law, we are in compliance with all asbestos regulations. A copy of our asbestos management plan is kept on file in the school office. If any parent or employee wishes to see this plan, a request can be made to the school office.

ACKNOWLEDGEMENTS

Student and Parent Pledge

Your completion of the 14HH Application for Admission or Re-Enrollment form is an acknowledgment of support for our mission, vision and methods. We thank you for your trust and continued support and cooperation.

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School/Principal's Right to Amend This Handbook

Fourteen Holy Helpers School's Principal retains the right to amend the handbook for just cause. Parents will be given notification if changes are made.