



PEOPLE YOU SHOULD KNOW



**Father
Matthew DeGance**
Pastor



Deborah Irish
Principal



Annie Kathman
Assistant to the
Principal



Kathlenia Carter
Business Manager



Morgan Saucier
School Resource Officer



Cindy Kapcar
Admin Assistant



Serafina Ruggeri
Technology Coordinator



Karen Santangelo
Compliance and
Volunteer Screening



Victoria Emanuele
Enrollment and
Advancement



School Office (772)567-5457
Hours 7:30am - 3:30pm

PARENT STUDENT HANDBOOK

**Can be found
under the Parents
Tab on our
website.**



www.StHelenSchoolVero.com

**The purpose of
the handbook is
to serve as a
guide and source
of information for
parents,
students, and
teachers of the
school.**

**It can assist with
answering some
of the questions
you may have
concerning the
school's policies
and procedures.
Please take the
time to read it.**

VISITING AND VOLUNTEERING

1. Each family must contribute at least 20 service hours per year.
2. All visitors are required to enter and exit through the front office only.
3. All visitors MUST present a valid Driver's License or State I.D.
4. All visitors must sign in and out in the front office before entering or leaving the campus and wear a name tag.
5. To volunteer or chaperone, you must:
 - Complete a "Protecting God's Children" workshop
 - Complete a fingerprint and background check
 - Read and sign the "Diocese of Palm Beach Code of Pastoral Conduct."
 - Read and sign the "Family Service Plan Handbook Agreement."

Refer to the "**Family Service Plan Handbook**" or contact Karen Santangelo at 772-567-5457 for more information on becoming an approved volunteer.



Volunteer

**Share or
Tag Events
on Social
Media**

**Attend
Events**

*Show
Your
Support*

**Show
School
Spirit**

**Support
Fundraisers**

**Be
Positive**

MAKE GOOD THINGS HAPPEN!

- The school relies on **YOUR** support to help provide a quality Catholic education to our students. You can support SHCS in many ways, from chairing events to liking SHCS on social media. Volunteers are one of our greatest assets.
- School policy requires each family to give at least 20 hours of service to the school annually.
- All service hours **MUST** be recorded on **FACTS**. Refer to the "Family Service Plan Handbook."

What is FACTS?

- Online student grade book and report card
- Updates and calendar events
- Set up payment options for prepay accounts and aftercare
- Record of service hours
- Communicate with Teachers and Staff



**Download
the App**



**The secret key to
unlock the FACTS
Family Portal is
SHC-FL**

DAILY MASS

Mass occurs daily at 8:45 a.m. Parents are welcome to attend. However, students are required to remain with their class.

FIRST FRIDAYS

The first Friday of every month is a noon dismissal day. Aftercare is available. Hot lunches are **unavailable**, so aftercare students must bring a packed lunch.

TAG DAYS

Tag days are non-uniform days. Refer to the "Student Handbook" for dress code rules. Students must bring \$1 or a non-perishable food item for the Food Pantry.

SPIRIT DAYS

Students may wear spirit shirts purchased from the Falcon Shop with uniform bottoms on Spirit Days.

BREAKFAST AND LUNCH PROGRAM

We have partnered with the SDIRC for our Breakfast and lunch program. Each family will have an account (separate from FACTS where you can add funds for your child to purchase breakfast and lunch. Menus will be sent out monthly.

The Aftercare Program is available daily until 5:30 pm.
Billing and payment is completed through FACTS.

AFTERCARE PROGRAM

SCHOOL UNIFORMS

We believe that students learn best when they present themselves in a professional manner and are free from distraction of comparative dressing.

Girls K-4th Grade

- Navy Blue Polo w/Crest
- New Plaid Skort



Girls 5th-8th Grade

- Navy Blue Polo w/Crest
- New Khaki Mass Skort



Boys K-8th Grade

- Navy Blue Polo w/Crest
- New Khaki Dri-Fit Shorts or pants
- Solid Navy Belt



PE Uniform 5th-8th Grade



Risse Brothers
SCHOOL UNIFORMS

All uniforms **MUST** be
purchased through
our uniform supplier
Risse Brothers.

Uniform Shoes

Examples of Acceptable Shoes



Pre-K Uniform



- Students will wear ALL WHITE or ALL BLACK low top athletic shoes.
- *The entire shoe must be either solid white or solid black, including logos, laces, and soles.
- Velco shoes may be worn.
- The following shoe styles are NOT ALLOWED: slip-ons, Mary Janes, boat shoes, dress shoes, mid or high tops, or Hey Dude style shoes.

SOCKS

All students will wear solid WHITE crew socks. NO ankle socks, low cut, or no show socks. NO logos or designs are allowed.

Shoes & Socks may be purchased from any store, as long as they meet dress code requirements above.



All uniforms MUST be purchased through our uniform supplier
Risse Brothers

Girls

VOLLEYBALL

CHEERLEADING

LACROSSE

FLAG FOOTBALL

Boys

BASKETBALL

FLAG FOOTBALL



SPORTS

Co-Ed

CROSS COUNTRY

SOCCER

*SPORT AVAILABILITY
BY GRADE TBA

In order to participate
in any sport, each
student must:

- ✓ Complete a "Parent Consent and Release of Liability" form
- ✓ Provide an up to date physician's certificate.
- ✓ Sign Student Contract

Forms can be found on
the school website.



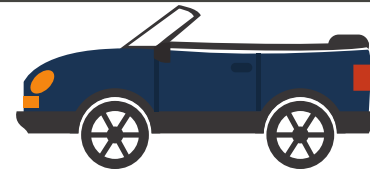
WHAT IS THE FALCON SHOP?

The Falcon Shop is our online spirit store and can be accessed via the school website at www.sthelenschoolvero.com

Apparel purchased from the Falcon Shop can be worn on spirit days.



DROP OFF AND PICK UP PROCEDURES



- The carline is a "No Cell Phone Zone."
- For the safety of all, parents/guardians are **NOT** permitted to park and walk up during drop-off or pick-up. Students must enter or leave their vehicle in the designated drop-off/pick-up area.
- Students, parents, and staff are prohibited from unloading items (backpacks, projects, etc...) from the trunk or back of vehicles during drop-off and pick-up.
- Drop-off begins at 7:15 am, and students are considered tardy after 7:45 am.
- Dismissal begins at 3:15 p.m. **DO NOT** enter the pickup line before 2:45 p.m. (or 11:45 a.m. on noon dismissal days).
- Vehicles **MUST** have a blue car tag hanging from the rearview mirror with your family number and last name visible until your child enters your vehicle.
- Students remaining after 3:30 p.m. will be signed into the aftercare program. This service is charged a flat rate of \$10 a day.
- Students will **NOT** be dismissed from the school office after 2:45 p.m., and parents are not permitted to pick up any students via the school office after 2:45 p.m. Students should be dismissed and picked up directly through their after-school program (e.g., aftercare, tutor, study hall, sports).
- If your child is going home with someone other than those listed in **FACTS**, written permission and ID are required.
- The lane closest to the school (right lane) is reserved for dropping off and picking up kids in grades Pre K-3 and their siblings.
- For additional details, please refer to the Drop-Off & Pick-Up Procedures and Student Handbook.

IMPORTANT

1. Enter the carpool line from 20th Street by turning north onto Tallahassee Avenue.
2. Please follow the signs and traffic pattern shown here.
3. **NO** unloading of items from the trunk or back of vehicles during drop-off and pick-up.
4. After dropping off or picking up your student(s), make a right turn **ONLY** onto Vero Beach Ave. and proceed to Victory Blvd.
5. Vehicles should not travel in areas marked with an "X."

