

Helena Elementary School 2022-2023 Handbook



Life is Better as a Husky

Welcome to Helena Elementary School!

Dear Parents,

Welcome to Helena Elementary School! We are proud to be known as a student-centered, warm and welcoming place for students to grow each day. It is our desire to provide a safe and loving environment in which your student can receive excellence in education.

Our teachers have high expectations and provide quality instruction to students to help them meet their goals. They use best practices to promote hands-on learning and higher level thinking. Most importantly, our teachers sincerely care about our students and want to make a difference each day.

One strength of HES is the high level of parent involvement. Our PTO is crucial to the success of our school, from sponsoring school-wide events to volunteering during the school day. We seek to foster the parent-school partnership through communication and participation in school events and hope you will be a part of our team!

Mrs. Holcomb, our principal, has 28 years of experience in education. She served as assistant principal of Inverness Elementary, as assistant principal of Helena Intermediate and as principal at Calera Elementary school. Mrs. Holcomb earned her Education Specialist degree and a Master's degree in Educational Administration from Samford University. She earned a Master's degree and a Bachelor's degree in elementary education from the University of Montevallo. This is Mrs. Holcomb's second year at HES! She is a long-time resident of Helena and is happy to serve the children and families of her hometown.

Mrs. Dunham, our assistant principal, has over 17 years of experience in public education serving at Chelsea Park Elementary and two years serving as assistant principal here at Helena Elementary School. She has a bachelor's degree in education from Belmont University and a master's degree in Educational Leadership from Samford University. She is a National Board Certified teacher.

We want to welcome our newest member to our administrative team, Mrs. April Maner. Mrs. Maner has a bachelor's degree in Interior Design from the University of Alabama, a master's degree in Elementary Education, and a certification in Instructional Leadership from the University of Montevallo. She is currently pursuing an Education Specialist degree in Instructional Technology from the University of Montevallo. Mrs. Maner served as a kindergarten and first grade teacher at Calera Elementary School and most recently, as an Instructional Literacy Coach for our district. Mrs. Maner will serve as our administrative assistant!

Please take a moment to sign up for our ListServ emails at the link below. This is the primary way we communicate the most up to date information regarding our school. We have also posted some other means of communication we use, however, Listserv is the most accurate and up to date. Do not hesitate to contact us if you have questions. We are excited for you to join the HES family!

School Website: <http://www.shelbyed.k12.al.us/schools/hes/index.htm>

Facebook: Like our page at "Helena Elementary News"

Twitter: @HelenaElem

E-mail: Listserv, sign up [HERE](#)

Administrative Team Contact:

Genét Holcomb, Principal

gholcomb@shelbyed.org

Brooke Dunham, Assistant Principal

bdunham@shelbyed.org

April Maner, Administrative Assistant

amaner@shelbyed.org

Table of Contents

HES Faculty & Staff 2022-2023	6
PTO	7
School Day Schedule	7
Parent Guidelines	8
Attendance	8
Arrival Procedures	9
Dismissal of Children	9
Transportation	10
After School Care Program	13
Breakfast, Lunch, and Snack Program	14
Students Withdrawing from School	15
Emergency School Closing	15
Health Room Services/Medication Procedures	16
Guidance	16
Library/Media Services	16
Lost and Found	17
Insurance	17
Shelby County Dress Code	17
School Safety	18
Parent Communication	19
Discipline	19
Celebrations	20
Check Policy	20
Parent Request Form for Excused Absence	21

Helena Elementary School

Parent/Student Guide

2022-2023

Vision Statement

To be the model for excellence in early childhood education

Mission Statement

To enable every child to be a lifelong learner and leader.

Beliefs

- Work Hard: We believe in an engaging environment with opportunities for learning and leading.
- Be Kind: We believe that building relationships and trust is vital for mutual respect and understanding.
- Dream Big: We believe it is the collective responsibility of all stakeholders to set and monitor individual goals for future success.

Motto

Helena Elementary School: Big Dreams, Bright Future

HES Faculty & Staff 2022-2023

2022-2023 HES Faculty & Staff

Kindergarten 13	Special Education 7	Lunchroom 6
Burk, Andrea	Festavan, Allison - K-1	<i>Guess, Jamie - Area Manager</i>
<i>Callaway, Emily</i>	Fort, Carolyn - Speech	Brannon, Cathy
Cummings, Jessica	Johnson, Jennifer - Self Contained	Contorno, Amanda - Asst. Mgr.
Davidson, Jacie	Mullikin, Caroline - 2nd	Edwards, Laural "Beth"
Haley, Katy	Newhouse, Jennifer - CARE unit	Garner, Valorie "Val" - Mgr.
Henderson, Melanie	Spratt, Elizabeth - Resource/Inclusion	Lambeth, Gail
Hughey, Jan	Wilson, Casi - Sped - Autism Unit	Register, Christina "Tina"
McCown, Kim		
Nolen, Sabrina		Bus Drivers - 16 + 2 (HIS) =18
Poorian, Sarah	Special Area 9	Barger, Melissa
Oakes, Sarah	Anglin, Meghan - Music	Carter, Dana
Riley, Patrick	Belew, Ashley- PE	Childers, Christin
Roper, Laken	Bell, Margaret (Maggie) - ESL	Dyar, Amy
	Handley, Meghan - LMS	Franklin, Julie
	Jamie Ruth Hitch - Counselor (HES/HIS)	Grimes, Jennifer
	Carlton, Katie - GRC	Hattaway, Jeff
First Grade 16	Keelin, Kathleen - Counselor	Honeycutt, Kathy
Anderson, Amy	Short, Adam -Art	Pelletreau, Tom
Allen, Stephanie	Sullivan, Amy - PE	Peters, Selena
Brown, Christin		Reynolds, Greg
Connell, Lauren (Mattie)	Reading Support 3	Robertson, Renee
Esslinger, Ann	<i>Rooker, Amy - Instructional Coach</i>	Rodgers, John (HIS)
Frings, Heidi	Brewer, Lillian (Lilly) - Interventionist	Rogers, Mary Chris
Jordan, Leah	Clement, Allison - Interventionist	Rose, Tierny
Nikolic, Lidija		Scott, George
<i>Redding, Toni</i>	Instructional Support - 14	Spigner, Frank
Sellers, Jennifer	Avery, Maria	Bus Aides - 4
Shackelford, Jennifer	Abbott, Cassey	Jackson, Christy
<i>Stephens, Julie</i>	Bartlett, Claire	Poche, Dianne
Stephens, Misty	Broadnax, Shari	Troncale, Robert
Toth, Oliva	Ferguson, Marion	Ward, Caroline
Underwood, Kristin	Johnson, Andra	
Young, Casen	Johnson, Angela - STEAM Lab	IT Tech Support 1
Second Grade 13	Knight, Shaun	<i>John David Gunter</i>
<i>Abernathy, Brandi</i>	Owen, Jennifer	
Ansley, Betty	Rabon, Victoria	Administration 3
Brown, Amanda	Shari Broadnax	Holcomb, Genet
Clay, Pamela "Pam"	Tilley, Megan	Dunham, Brooke
Daley, Shelly	Tkacik, Dessie	Maner, April
Henderson, Brandy	Wehby, Tiffany	
Ling, Dana	Wright, Jessica	
McMurry, Ashleigh	Office & Maint./Custodial - 9	
Moore, Tammie	Brashear, Laura - Custodian	
Posey, Heather	Blayne Browning - SRO	Home Room -
Ruble, Demi	Carlisle, Garry - Maintenance	Learning Support -
Winter, Lisa	Cipriano, Clare- Registrar	Aides - 10
<i>Woods, Wendy</i>	Dassau, Flo - Bookkeeper	Office & Custodial - 8
	Garcia, Amanda - Secretary	Admin - 3
	Mayo, Robert - Custodian	Cafeteria -
	Moore, Christy - Nurse	Bus Drivers & Bus Aides
	Wooley, Daniel - Custodian	Tech/Reading Coach/Other
		08/07/2022

PTO

The HES PTO is composed of parents, grandparents, and friends who support HES. Please contact Heather Leon, PTO President, at: hespto2021@gmail.com for more information on ways you can help. You may join PTO at any time. The cost of membership is \$15.00. The HES PTO meets monthly and all dates will be publicized in advance. We would love for you to join us in supporting HES!

School Day Schedule

The school day is 8:00 a.m. – 3:00 p.m. Because school begins promptly at 8:00 a.m., it is essential that all students report to school no later than 7:40 a.m. if they plan to eat breakfast. Instruction starts at 8:00 a.m.

6:30 a.m.	Early Morning Care (offered for a fee)
7:15 a.m.	Building opens Breakfast begins Students report to cafeteria or grade level areas
7:40 a.m.	Students report directly to classrooms
7:50 a.m.	Breakfast ends
8:00 a.m.	Tardy bell rings
8:00 a.m. – 3:00 p.m.	Classroom Instruction
1:00 p.m.	Changes in dismissal for students must be submitted in writing (no phone calls or emails accepted)
3:00 p.m.	Dismissal begins (students will not be called for checkouts during dismissal)

Parent Guidelines

- Please pick up and drop off your child at the appropriate designated area.
- If your child is absent for two or more days, please notify the school prior to 9:00 a.m. to make arrangements for picking up make-up work. Remember to allow adequate time for the classroom teacher to gather the work. Make-up work will not be faxed but may be picked up between 3:00 p.m. and 3:30 p.m.
- If you have a problem or concern: first, discuss the issue with the teacher, and second, if necessary, schedule a conference with administration.
- Refer to all other parent responsibilities in our Shelby County Code of Conduct page 1.

Attendance

Children must be in school every day that they are physically able in order to achieve academic success. The following are the Shelby County School System Attendance Policy Regulations:

- Students who are absent must bring a written explanation of the absence from the parent or guardian within **three** days of returning to school, regardless of the absence reason. Please include your child's first and last name, date, and teacher name on the excuse. **We prefer the excuses be emailed to SCBOE-HLES@Shelbyed.org.**
- Absences for reasons other than illness may be considered excused at the principal's discretion. A "Parent Request for Planned Absence" form will be available in the Shelby County Code of Conduct and must be submitted before the absence. This form is also located in the HES office, on the HES website, and at the end of this handbook. HES administration will approve three absences per year as "principal permission" for reasons other than illness or one of the excused reasons in the Shelby County Code of Conduct.
- HES will comply with the Shelby County Attendance Policy Regulations by mailing letters to students having 3 or more unexcused absences. A pattern of tardies or absences may result in a referral to Early Warning Court. If you have any questions about the SCBOE Attendance Policy after reading the SCBOE Code of Conduct, please contact Brooke Dunham or Clare Cipriano.
- Please refer to the back of [this](#) document for a page of helpful tips on attendance.

Arrival Procedures

The school building does not open until 7:15 a.m. All students should be dropped off in the car rider line no earlier than 7:15 a.m. Walkers will be escorted to the gym stairs by an adult. You may not drop off in the front of the building. Our front parking lot is reserved for bus students and anyone needing to come to the office to conduct business. If you arrive and the gate is closed for car rider line, please walk your child up to the front office and sign them in with our secretary.

If you need to drop off earlier than 7:15 a.m., Early Morning Care offers childcare before the school opens beginning at 6:30 a.m. Students may be dropped off at any time during this time frame. The cost of EMC is \$3.00 per day per child. You can register for this program via our school website.

Dismissal of Children

Parents desiring to check out students during the school day for doctor/dentist or other valid reasons are to come to the office and sign their child out of school. Parents are asked not to check students out of school after 2:30 p.m. Contact the principal if you have questions regarding the above request. Should a parent send another person to pick up his/her child(ren), those persons **must** be listed on the child's enrollment card.

Any changes in dismissal procedures for children must be in writing and must be submitted before 1:00 p.m. **Telephone calls and emails will NOT be accepted.** Please send a handwritten note that includes the child's name and teacher's name into the office when there is a transportation change. Please be prepared to show photo identification when picking up a child from school.

Transportation

Bus Overview:

- Students may only ride the bus to which they are assigned.
- Emergency situations should be directed to the principal/assistant principal.
- Students should arrive 5-10 minutes before estimated pick-up time. Times may vary 5-10 minutes depending upon traffic and weather conditions.
- During the first two weeks of school, the bus is establishing the route. Please be patient if the bus is not on time.
- **For each student's safety, we strongly encourage you to have someone waiting at the stop to receive your student from the bus. If your child is in Kindergarten and you approve of your student being dropped off unattended, you will need to indicate and sign accordingly on your student's transportation form. Otherwise, your student will be brought back to the school and will wait in the office to be picked up.**
- Students should remain on the grass while waiting and approach the bus only after it has stopped.
- When the bus comes to a complete stop, the driver will motion students to walk across the street.
- Students should stay at least ten feet in front of the bus in order for the bus driver to keep them in his/her line of vision.
- HES bus drivers follow discipline procedures listed in the Shelby County Code of Conduct. Please see the general bus behavior guidelines listed below.
- According to the current SCS Reopening Addendum, face masks are required when riding the bus.

Bus Behavior:

- Sit at all times.
- Speak in a low voice.
- Food and drinks are not allowed.
- Only items that fit in a backpack are allowed.
- Keep the bus clean.
- Follow the driver's directions and rules.
- Keep hands and head inside the bus at all times.
- Treat others and others' property as if it were yours.
- No glass items.

Car Rider Overview:

- We ask that all parents in the carpool line refrain from using cell phones once our dismissal procedures begin and your car has entered our parking lot. This is an obvious danger as attention is diverted from the many young children who are loading/unloading their cars. For the safety of our students, we ask the cooperation of all parents and drivers. Thank you for your patience and understanding.
- Students should enter and exit the car using the door closest to the school building.
- Parents, please remain in your cars. If you are having difficulty getting your child in/out of the car, please summon a teacher on duty for assistance.
- Students should be able to buckle/unbuckle themselves without adult assistance.

Morning Carpool:

- Drop off is in the marked "Drop Off Zone" behind the school building, along the sidewalk near the gym. Please have your child exit the door closest to the school building.
- Car riders should be dropped off at the school between 7:15 a.m. and 7:55 a.m. If you arrive after 7:55 a.m., you will need to park by the office and walk your child into the school to be checked in.
- Please drive slowly as you enter and exit the loading area in a single line.
- When unloading, please pull your vehicle up as far as possible so other vehicles may unload at the same time and put your car in park.
- Have your children's lunch, books, backpacks and other items ready before you enter the unloading area. Say your good-byes early and be ready to unload.
- Do not wait to unload until you are directly in front of the gym. You may unload anywhere in the "Drop Off Zone." This will keep the carpool line moving quickly and efficiently.

Afternoon Carpool:

- A school-issued car rider tag is **MANDATORY** for carpool pick-up. No pictures or handwritten notes will be accepted.
- Car line begins at the white gate behind the school building. Cars will form two lines leading from the street on the left side of the parking area near the school; the two lines continue through the bus parking lot across the street if necessary. This line will not alternate. The staff member will direct cars down to the loading area.
- Drivers will pull forward to the loading area and place the car in park. Please make sure your Car Rider tag is hanging on your rearview mirror.
- Students will be seated according to the car rider number and a teacher will be on duty for each grade. Students will load in order and you may exit when your child has loaded. You may be asked to pull up if your child does not load in a timely manner.
- If you do not have a car rider tag visible, you will be asked to pull around to the front office. All car riders should be picked up prior to 3:15 p.m. Our car line usually ends after this time, but we ask that you are here and available to pick your child up no later than 3:15 pm.
- It will take us a week or two to get into a routine with car riders. Please be patient with us and expect dismissal to take longer the first few weeks of school.

Walkers To/From School:

- Parents will escort their students down the staircase by the gymnasium. The teacher on duty will signal when the child can cross the road to come into the school building.
- Walkers will be dismissed to the gym at dismissal. Parents of walkers will need to come to the gym door and present their walker tag to pick their child up from the supervising adult. We ask that all walkers be picked up by 3:05 pm so that the supervising adult can be released to come help with the car rider line.
- In the event of rain, walker parents may pick up through the car rider line simply displaying their walker tag.

After School Care Program

ASCP operates from 3:00 p.m. - 6:00 p.m. each day. Please contact Cindy Warner at 682-7084 or the HES after school program after 2:30 p.m. at 682-5549 for more information. You must register for ASCP online at <http://www.ezchildtrack.com/scscomed/parent> or visit the Shelby County Schools Community Education program online at <http://shelbyed.k12.al.us/communityed.htm>

Breakfast, Lunch, and Snack Program

HES has an outstanding breakfast and lunch program. Meals are of high quality and meet strict federal and state guidelines.

Parents/guardians can go online at www.myschoolapps.com to complete the meal benefit application for students. Meals are not provided at no-cost this year.

Meal Prices 2022 2023 SY			
Breakfast			
	Paid Students	Reduced Students	All Visitors
Elementary/Intermediate	\$1.75	\$0.30	\$3.50
Middle/High	\$1.75	\$0.30	\$3.50
Lunch			
	Paid Students	Reduced Students	All Visitors
Elementary/Intermediate	\$2.50	\$0.40	\$4.50
Middle/High	\$2.75	\$0.40	\$4.50

Completion of the meal benefit application may qualify families for other benefits such as P-EBT. Additional information regarding meal benefits can be found on our website at <https://www.shelbyed.k12.al.us/cnp/mealbenefits.html>.

Your child's teacher has a daily snack time. We prefer that you send healthy snacks such as fruit, crackers, cheese, or raw vegetables. The HES cafeteria does not have snacks for sale.

Students Withdrawing from School

Parents withdrawing students from HES should inform the school of the withdrawal and complete the online [Withdrawal/Transfer](#) form prior to withdrawal. This form contains important information that assists the new school in facilitating proper grade placement. Before withdrawing from school, students must return all textbooks and library books and pay any cafeteria balance.

Emergency School Closing

When inclement weather occurs **before** regular school opening, county administrators will decide if the school will open on time, close, or have a delayed start, and announce the decision on area radio/television stations as well as send a message via Listserv and Blackboard Connect. If inclement weather or other emergencies occur **during** the school day, county administrators will decide if schools will remain open for the remainder of the school day. If schools close early, area radio and television stations will air the decision. HES will send a message via Listserv and Blackboard Connect regarding school closing. Only those individuals listed on the enrollment cards will be allowed to pick up children. For this reason, it is very important to keep the emergency card updated with any changes in phone numbers, addresses, or designees. (The enrolling custodial parent must come to the school office to update this information.)

Ways in which you can help during an emergency:

- Please **do not** call the school. We must have the lines open for emergency calls.
- As soon as possible, come to the school to pick up your child and any other children for whom you are the emergency card designee.
- Leave the driveway in front of the school clear for emergency vehicles.
- If, at the direction of public officials (fire, police, etc) the students have been relocated to another site for safety, announcements will be made on local radio stations and TV stations.
- Please remind your child to follow the directions of school personnel.
- **Sign-up for HES Listserv Message Service [HERE](#).**

Health Room Services/Medication Procedures

HES faculty and staff consider the health and safety of students to be a vital concern. The HES nurse coordinates the health program. Parents are encouraged to keep children at home if they are not feeling well. If they have a fever, they are to remain at home and must be fever-free for 24 hours without the use of fever-reducing medications before returning to school. If a child becomes ill at school, a parent will be contacted to pick up his or her child. For this reason, it is extremely important that the school has the home and business telephone numbers of both parents and an emergency name and phone number in the event parents cannot be reached. Medications must be brought to school by a parent or responsible adult and signed into the health room with the appropriate school medication forms. Students are not allowed to self-carry medications without proper authorization by the physician with appropriate forms on file in the health room. Please refer to the Shelby County Code of Conduct for specific medication procedures.

Guidance

HES provides elementary guidance lessons for all students. Our counselors, Mrs. Kathleen Keelin (K and 1st) and Mrs. Jamie Ruth Hitch (2nd), work with parents, teachers, school administrators and other professionals to provide students with needed resources and services. Please contact Mrs. Keelin at (205) 682-5416 or Mrs. Hitch at (205) 682-5421 for more information.

Beginning this school year, the state of Alabama requires all students younger than age 14 to have parent permission before participating in school-based mental health activities and services, **which includes classroom guidance instruction**. [Please click here to complete the opt-in form](#) for each student who is younger than 14 years of age.

If you should change your mind after submitting this survey, you can opt-in or opt-out of mental health services by contacting your school's principal at any time.

Library/Media Services

Students are scheduled for checkout/library lessons weekly. All books are property of Helena Elementary School. They may be checked out for two weeks and renewed once. Kindergarten students may check out one book; first and second grade students may have up to two books at one time. If books are not brought back on your student's library day, they will not be able to check out a new one until the checked out books are returned. If a library book is lost/damaged, the student must pay full price as determined by the Media Specialist. Replacement copies will not be accepted.

Lost and Found

Please label your child's supplies, personal items, and clothing. The lost and found is located on a hanging rack directly inside the lobby. We will roll this rack out periodically and post when it is out to view on our listserv email service. Any unclaimed items will be donated to charity at the end of the allotted time announced on listserv.

Insurance

Insurance is available to cover children while at school and while traveling to and from school. 24-hour/year-round coverage is limited in its benefits, but does help defray medical expenses in case of an accident.

HES will provide insurance application forms but money for insurance is mailed directly to the insurance company by the parent. Please request forms in the school's main office. Brochures containing more information can be located in our Parenting Corner in the front office lobby.

Shelby County Dress Code

Students are required to be neat, clean, and fully clothed at all times at school. Students who have questionable or inappropriate dress will call their parents to bring appropriate clothing and will not be allowed to attend class until they change. Students must wear appropriate footwear for daily physical education. All students' shoes need to have backs on them. Please refer to the Shelby County Code of Conduct for a minimum guide to acceptable dress for students.

School Safety

The faculty and staff of HES believe that every child should feel safe and secure during the school day. Children will be supervised during every aspect of their day, including the classroom, lunchroom, early arrival, dismissal, and in the halls. During the school day, all exterior doors are locked with the exception of the main entrance. Entry to the school is through a controlled access door. All visitors must present a photo ID and be on a child's visitor list. The Helena Police Department works closely with Shelby County Schools to ensure that a SRO (School Resource Officer) is on campus during the school day.

Our physical education staff is committed to helping each child develop to their full potential based on developmental levels. Safety is stressed at all times and equipment is well maintained.

HES developed a Crisis Plan to assist in dealing with emergency situations. We have standard operating procedures to address inclement weather, fire, intruders, and bomb threats as well as other emergencies that may occur. If a student is injured, the nurse and staff members who have Red Cross and CPR certification are available to assist until emergency personnel arrive. In the interest of school safety, play weapons of any sort (guns, swords, knives, etc.) are not allowed. Verbal/written threats of any sort are not allowed and will be referred to the office.

Parent Communication

We partner with parents to meet the various needs of our students and value parent input. We will be meeting for conferences both virtually and in person this year. If you would like to schedule any conferences, please contact your child's teacher directly. In addition, classroom teachers will send home a weekly newsletter. Last, our school participates in a variety of social media outlets:

School Facebook: Like and follow "Helena Elementary News"

School Website: <http://shelbyed.k12.al.us/schools/hes>

School Twitter: @HelenaElem

Email ListServe: <https://eforms.shelbyed.k12.al.us/#/subscribe-parent-list>

Discipline

Helena Elementary follows a program called PBIS (Positive Behavior Intervention System). This includes school wide rules, expectations, rewards, and consequences as well as a school wide communication log that will go home daily. You will receive more information regarding this as the school year progresses. When a student fails to follow school rules, the student may be referred to the office. Discipline procedures will include appropriate due process. Please refer to the Shelby County Code of Conduct for a minimum guide to appropriate discipline.

Nuisance Items

Any item that disrupts the school program is not allowed. Nuisance items will be confiscated and turned in to the office. HES is not responsible for nuisance items (lost, stolen, or confiscated). A parent or guardian must pick up the item from the school office. Nuisance items may include electronic devices, trading cards, toys, etc.

Celebrations

Classrooms will schedule Christmas, Valentine's Day, and End-of-the-Year celebrations. Student gifts (flowers, balloons, etc.) are not to be sent to the school. Our lunchroom will provide a special dessert for each birthday student monthly. This will take the place of outside birthday snacks. Invitations to parties may only be sent to school when the entire class or either all the girls or all the boys are being invited.

Check Policy

- All checks should be written on a commercially printed check with your name, address, and contact telephone number. No counter checks will be accepted.
- Separate checks should be sent for payment of different activities (i.e. field trips, fundraisers, meal accounts, etc.)
- A separate check should be sent for each student.
- Money should be brought to school in a sealed envelope with the **student's first and last name and teacher's name on the outside**.
- Please indicate the purpose of the money (meal account, field trips, etc.). Please include the child's name and purpose on check in the blank labeled "For".
- Helena Elementary School is not allowed to cash checks.
- The Shelby County School system recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Shelby County School System has contracted with Checkredi for collection of returned checks. Any check returned for insufficient funds will go directly to our collection agency. There will be a fee for collection in addition to the individual bank charges.

*Any procedures not covered in this plan are included in the Shelby County Code of Conduct and Attendance Handbook developed by the Shelby County Board of Education. The information in this handbook is not intended to conflict with Shelby County Board of Education's policies and procedures. Those policies supersede the information in this booklet.

Parent Request Form for Excused Absence

Date(s) of planned absence: _____

Number of school days to be missed: _____

Name of student(s)	School	Grade	Absences to Date
_____	_____	_____	_____
_____	_____	_____	_____

If you have other children at other Helena schools also included in this request, please list them below.

Name of student(s)	School	Grade	Absences to Date
_____	_____	_____	_____
_____	_____	_____	_____

Briefly explain the purpose/reason for this request:

Note: This request should be submitted to the school's administrator. Submitting the request does not automatically mean that the absence will be excused. The registrar will notify parents whether the request has been approved or denied.

Parent Signature

Date

For School Office Use Only:

Decision regarding this parent request:

Approved _____

Denied _____ (but allowed to make up assignments)

Administrator Signature

Date