



HELIAS
CATHOLIC
HIGH SCHOOL

STUDENT PLANNER

2014-2015

Helias Catholic High School

Parent / Student Handbook 2014 - 2015

VISION STATEMENT

Excelling students centering on Christ

MISSION STATEMENT

Helias Catholic High School is committed to providing excellence in education as established on the teachings of the Roman Catholic Church for students in grades 9-12. Working in partnership with families, we are dedicated to providing a disciplined environment where Christ and His graces in each person are recognized, respected and fostered. As a teaching institution in the traditions of the School Sisters of Notre Dame and the La Salle Christian Brothers, we challenge our students spiritually, morally, academically, and physically as we help to form them to be active, lifelong, enthusiastic participants in the Church.

UNDERSTANDING

Implicit in the acceptance of a student at Helias Catholic High School is the acknowledgment and understanding of the parent(s)/guardian(s) and student that they accept and agree to abide by the regulations and policies of Helias Catholic High School and the Diocese of Jefferson City. The administration has the right and authority to determine policy and make decisions determined to be in the best interests of Helias Catholic High School and its student body.

All students are expected to be good citizens. Conduct outside school may be a determining factor in the acceptance or retention of students. Helias partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when it occurs off campus and/or outside of school.

DSP 5305

STUDENTS: Catholic Faith and Moral Standard

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

All students must live with parents, legal guardians, or in an arrangement approved by the administration.

DSP 5201

STUDENTS: Proof of Guardianship

-The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.

-In any situation where there is a custody agreement, the schools are to obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

-Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

-When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.

-Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either parent upon request regardless of any visitation schedule which might be contained in a court decree.

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

Students of Helias Catholic High School are to conduct themselves as young ladies and gentlemen. Young people must learn to be responsible for themselves and their behavior and be prepared for the consequences when they make poor decisions. The inability of a Helias student to make good decisions jeopardizes privileges and results in disciplinary measures as described herein.

The following regulations are essential to the effective and efficient operation of the school:

DRESS / APPEARANCE CODE

Helias Catholic High School believes in the enforcement of a student appearance code for several reasons:

- A uniform appearance gives students a feeling of equality, provides a visible sense of school unity and identity, and contributes to the professional atmosphere that should exist in a school;
- School is not a recreational or social activity. The appearance / clothing of our students should reflect the seriousness of the educational process;
- What students wear and how they look speaks of the pride they take in themselves and Helias;
- Respect for oneself and others is shown through personal appearance and neatness;
- Abiding by the appearance code creates self-discipline.

With this in mind, Helias has a uniform dress code which lists specifically what may be worn to school.

General Points Applicable to All Students

- Students are to be neatly dressed/well groomed during the school day. By definition, the school day begins when a student enters the building in the morning, so students are expected to be in compliance with the appearance code and are subject to being fined for violations before school.
- Extremes in personal appearance are not permitted.
- Decisions on the acceptability of student appearance will be made by the administration.
- All clothing is to be modest, of proper fit, neat, clean, and worn as designed at all times.
- Pants with patch pockets, rivets, frayed cuffs, holes, or split seams are not acceptable.
- If an item of clothing is not mentioned herein as being allowed, it should not be worn.
- Visible tattoos and jewelry in body piercings other than girls' earrings are not permitted.
- Undershirts/undergarments must be white and no printing on the t-shirts may be visible through the uniform shirt.
- Nail polish may not be black and may not be worn by male students. (Students with black nail polish must remove it with polish remover provided by the administration for a \$1.00 fee.)
- Hats/headwear may not be worn in the building.
- Accessories (scarves, bandannas, cummerbunds, etc.) are not permitted.
- Ink marks on the body are unprofessional, immature, and must be removed.

The following items of clothing are provided by vendors selected by Helias. All shirts, sweatshirts sweaters, jackets, and pullovers will have the Helias logo embroidered on the left chest and are purchased through Helias with payment expected at the time orders are placed.

Shirts

- Polo shirts in both long and short sleeves in navy, white, and sunflower.

- Long sleeved button down collar dress shirts in white and light blue. A tie may be worn any time with this shirt and students are encouraged to do so.
- Either the polo or the button down collar dress shirt must be worn under the sweaters, sweatshirts, jackets, and pullovers described below.

Sweaters & Sweater Vests

- Navy blue V-neck pullover sweaters and sweater vests

Sweatshirts

- Navy blue crew neck sweatshirts

Skorts/Culottes

- Girls may choose to wear a specific grey, navy, white, gold plaid skort/culotte available through Helias. The skort must come within 3" of the top of the knee and may not be rolled at the waist to shorten the skort.

Jackets

- Prior to 2013 Helias Catholic had a designated warm-up jacket permissible for school wear. That jacket is no longer available and should not be purchased elsewhere to wear at school. However, students who own that jacket may continue to wear it for school.
- Students may wear solid navy blue blazers to school.

Pants

All pants worn to Helias must be a khaki color and must have a dress pants look. The material must appear pressed. Pants that are manufactured to have a wrinkled look are not permissible. Patch pockets (sewn to the outside), rivets, and any frayed material on the pants are prohibited.

Lands End

On the front page of the Helias website there is a tab for the Sader Shop. When you click that tab you will see a link to Lands End Merchandise. By clicking that link you will go to a specially designed webpage specific to Helias. You simply enter the requested information, including the grade and gender of your child and you will see options that have been approved for school wear. The site includes four school pants options for the boys and five for the girls, fleece jackets, fleece vests, half zip tops, crew sweatshirts, and several items (athletic shorts, pants, and jackets) appropriate for physical education classes but not approved for wear during the school day. There is also a boys navy & gold stripe necktie.

Belts

If pants have belt loops a leather black or brown belt with no adornments must be worn. Large/decorative belt buckles are not permitted.

Footwear

- black, brown, or cordovan smooth leather, sturdy dress shoes with closed heel and toe and substantial sole
- leather deck shoes/topsiders that are primarily shades of brown with small amounts of other fabric are permitted

Shoes are to be kept clean and dress shoes polished. Suede shoes, boots, and tennis shoes are not permitted.*

** If a student is injured and wearing tennis shoes is indicated, it may be approved for up to two days with a parental note brought to the business office. Notes must be taken to the business office and approved before school. If approved, the student will be given a tennis shoes permit which grants that permission or be subject to a dress code fine. If tennis shoes are medically necessitated for a longer period of time, a note from a licensed healthcare provider will be required. A new provider's note and a written explanation of why the tennis shoes are necessary must be provided each quarter by those who need to wear them*

long term. The excuse that orthotics do not fit in shoes deemed acceptable by Helias is invalid and will not be accepted. Tennis shoes worn long-term as a result of a doctor recommendation must be black and must be in good condition in keeping with the dressier look of the Helias appearance code.

Socks/Hosiery

Boys and girls must wear matching socks which must be visible at all times. Girls' hosiery must be solid white, navy, or flesh-colored. If a girl chooses the skort/culotte option, she must wear crew or knee length solid white or navy socks or hose.

Hair

Hair must be neat, clean, and combed. The appropriateness of hair style and coloring will be determined by the administration. Hair must be a natural hair color. Helias does not permit extremes in dyeing, bleaching or coloring. If the hair color is changed, it must be natural looking and well-maintained. Subtle highlighting or frosting is permitted, as long as it creates a uniform look over the whole head. If a student's hair color is deemed inappropriate, he/she is subject to an appearance code fine each day until the hair can be dyed back to an acceptable, natural color.

Boys' Directives

When combed down, hair must be off the eyebrows; at least a portion of the ears must be visible; hair length in back may not overhang the collar. That said, the style and texture of some hair could be acceptable by this definition and still not be in accordance with Helias' expectations. Those determinations will be made by the administration.

Hair must be neat, clean, trimmed and combed. Ponytails or any type of head band are not allowed. Unless special permission is granted by the administration to the contrary, students must be clean shaven, no beards or mustaches are allowed. Sideburns may not extend below the ear lobe. Jewelry must be simple and appropriate for school. Earrings are prohibited, as are the studs which are worn when ears are newly-pierced. Covering studs with tape or a band aid is not permitted.

Girls' Directives

Hair must be neat, clean, and combed. Jewelry must be simple and appropriate for school. No more than two earrings are permitted in each ear. Girls may carry purses/handbags only large enough to accommodate personal hygiene items, a calculator, and wallet. Purses may not exceed 12" in length or 8" in height. Large purses/bags must be left in the locker during the school day.

Penalties for Dress Code Violations

Students not in compliance with the dress code will be given a demerit. (see blue jeans and athletic shoes days below). Students will not be permitted to attend class unless they are wearing appropriate clothing. That may involve a phone call to parents to deliver appropriate clothing, a trip to the bookstore to purchase appropriate clothing which will then be billed to the student's account, or, with parental and administrative approval, a student may be permitted to drive home to change. Any class work missed while taking action to comply with the dress code is unexcused and the work missed, including tests, cannot be made up. Students with facial hair will be required to shave before returning to class and will be charged \$1.00 for the razor and shaving cream. It is possible to receive multiple demerits simultaneously if in violation of two or more appearance code rules.

Dress Down/Blue Jeans & Athletic Shoes Days

The administration may designate a day as dress down and/or blue jeans & athletic shoes day. On such days only good, clean blue jeans may be worn. No holes, tears, frayed bottoms, wide legged jeans or overalls are permitted. A belt with a buckle must be worn if there are belt loops. Athletic shoes must be clean and without holes. "Athletic shoes" means exactly that; boots, other casual shoes, slippers, etc. are not permitted. Visible socks are required. Regular school shirts are required unless otherwise specified. Under no circumstances may a shirt/top from another high school be worn. For violation of the dress code on a blue jeans & athletic shoes day two demerits will be issued and the student loses his/her privilege of dressing in blue jeans and athletic shoes for the remainder of the school year.

The blue jeans & athletic shoes dress code is acceptable for summer school classes at Helias.

Dress Code for School Dances

Throughout the school year, Helias sponsors student dances, such as homecoming and prom, for which girls dress formally or semi-formally. For these activities it is important that the student keep in mind that attire must be appropriately modest for a Catholic high school event.

Formal Dances (Prom)

Girls must wear a formal dress which must be in good taste, modest and appropriate.

- Dresses may not be low cut and must cover the entire front of the body; *Explanation: if you place your thumb in the soft spot in your throat between the clavicles and form a fist, the dress may be no lower than the bottom of your fist. All skin below the fist on the front of the body (all the way to 4" above the knee) must be covered with solid (not sheer or see-through) material. Further, if you take the side seams on a regular shirt (from armpits to the waist), all skin on the front of the body between those seams must be covered;*
- dresses may be backless to the waist;
- there are no restrictions on shoulders or shoulder straps;
- dresses may be no shorter than four inches above the top of the knee cap;
- slits in the dress may be no higher than mid-thigh. Girls not in compliance with the above will not be permitted to enter the dance, parents will be called.
- dresses for Helias formal dances are expected to be appropriately modest for a Catholic school activity. That means that it is expected that the girls be properly covered and it also means that girls with varying body types may not be allowed to wear the same dresses. The subjective call of what is appropriate will be made at the entrance to the dance. If it is believed that the dress is not sufficiently modest, the wearer will not be permitted in the dance. Dress shoes required.

Boys: Suit or tuxedo preferred; sport coat, dress slacks, dress shirt, tie, dress shoes, and socks required. No head covering.

Semi-Formal Dances (Homecoming)

Girls: Dress or skirt and blouse must be in good taste, modest and appropriate. Girls who choose to wear formals have the same rules as for Prom (above). Dress shoes required.

Boys: Sport coat, dress slacks, dress shirt, tie, dress shoes, and socks required. No head covering.

Casual Dances (Back-to-School, Sadie Hawkins, after-game dances, etc.)

The dress code for school dances will be announced over the PA prior to the dance. It is required that Helias students and their guests, when permitted, will dress modestly and appropriately for all dances. Failure to do so will result in calling the parents and asking the student to leave. Students should not embarrass the school, the dance chaperones, or themselves by coming to a dance in clothing which is not permitted.

At a minimum:

Girls: Jeans and a t-shirt are required unless otherwise specified by the administration. Clothing must be in good taste, modest and appropriate. No backless or strapless blouses or dresses; no halter or tube tops; no short shorts, no bare midriffs.

Boys: Clothing must be in good taste, modest and appropriate. Jeans and a t-shirt are often required. No cut-off shirts, bare midriffs, or head coverings. Shorts must be knee length.

STUDENT SAFETY

The safety of the students of Helias Catholic High School is our number one priority. Any hazard to the safety and well being of students and staff must be reported to the administration immediately. This includes perils created by damage to buildings and grounds, spills, threats from students, and all other circumstances which could lead to injury. Any threat of physical harm, even if done in a joking manner, is to be reported. All accidents/injuries which occur at school or as part of any school activity are to be reported to the administration. If the injury resulted in the victim seeing a physician or if the injury was to the head, neck, or back an accident report must be completed.

Fire Drills

Periodically throughout the year fire drills will be held. Instructions for evacuation of the building are posted in all rooms; students are expected to follow them, moving from the building to their designated meeting area quickly and quietly.

Tornado Drills

Helias may participate in the Emergency Management System spring tornado drill and may have other tornado drills as well. Students will be given instructions in advance and they are posted in all rooms.

Emergencies

In the event of an emergency at school, instructions for the handling and conduct of students will be provided over the PA.

Security

For security purposes, only the front doors, the main fieldhouse entrance, the Crusader entrance on the west side of the building, and the west entry off the courtyard are open as student entrances to school in the morning. When first period begins all exterior doors to the building are locked and entrance is granted at the front, fieldhouse, and Crusader entrances by pushing a button and being allowed in by the front desk. We must have the cooperation of all students in assuring that other doors remain closed at all times. Students should never open a door for anyone they do not personally know or place an obstacle in a door to hold it open. Security cameras record activity throughout the building and are always operational to further assure student safety.

Travel & Transportation

Helias athletic policy states: "Helias Catholic High School cannot and will not provide regular transportation to practice sessions which occur off campus. It is the responsibility of each athlete and his/her parents to arrange transportation to the practice facilities which are provided to Helias by youth and community minded individuals and organizations. A coach should never provide one-to-one transportation to any student, nor should he/she arrange transportation of one student by or with another. Waivers may be used to seek permission for a student to ride with a coach or parent, but never to ask permission for a student to ride with another student."

The above stated policy does NOT apply to student spectators who may wish to travel to games. As such, students are not "participants" in the activity and Helias will not provide or supervise their transportation to or from events. The decision to permit a student to drive to an activity, or to ride with another student to an activity, must be made by the student and parents and is not the responsibility of Helias.

On occasion efforts may be made to offer a bus for students to travel to games, but that is done sporadically and only when there is demand communicated by students. When Helias participates in state tournament games on school days, Helias may dismiss students who wish to attend as an excused absence from school. In that case, the student must 1) have the signature of his/her parent on a permission form provided by Helias specific to the occasion. A "free form" note by the parents will not be accepted; 2) the student is responsible to make up all work missed.

STUDENTS: Student Insurance

Parents/Guardians may take out a student accident insurance policy, if there is not a standard policy in schools that are part of the Diocese of Jefferson City. Schools are to arrange for a school insurance provider to provide forms for student accident insurance which covers children during school hours and when traveling between home and school. Medical care and attention related to accidents, injuries, incidents on school grounds, and/or at school related activities are covered under the student's/parent's insurance, not the parish's or diocese's insurance.

Student Insurance / Accidents

All Helias students are covered by a student accident policy that is included in the tuition costs. This policy is a secondary insurance to the parent/guardian health plan. Injured students or their parents are to contact the activities director to report all pertinent accidents/injuries. All accidents involving Helias students which result in the student being seen by a physician and all injuries to the head, neck, or back must be reported on the Helias accident report form which is turned in to the activities director.

ACADEMIC INFORMATION

Graduation Requirements

To graduate from Helias, each student must complete a minimum of 26 credits which includes successfully completing a religion class each semester at Helias and attending a senior retreat.

Religion.....	4 units
English Language Arts.....	4 units
Social Studies.....	3 units
Mathematics.....	3 units
Science.....	3 units
Practical Arts.....	1 unit
Fine Arts.....	1 unit
Physical Education	1 unit
Health.....	.0.5 unit
Electives.....	5.5 units
Service Hours.....	.50 to be completed by the end of the first semester of the senior year

Students are strongly encouraged to become familiar with the entrance requirements of the colleges or universities they may be interested in attending. Those requirements may dictate how virtually all of the elective units are utilized.

A student must complete four semesters at Helias to be eligible for academic awards given by Helias.

Students will not be allowed to take exams unless tuition is paid up to date.

Course Changes

If a student wishes to change a course, he/she must see a counselor. There is a \$30.00 fee for each course change.

Early Graduation

Permission to graduate in seven semesters may be granted for health reasons, college attendance, or as deemed appropriate by the administration. If a student leaves Helias to attend college, he/she must enroll in at least six hours of college work. Any student who leaves Helias early: 1) will not receive his/her diploma until the regularly scheduled date of graduation; 2) may not be permitted to participate in the

graduation ceremony; 3) may, even as a guest of a current Helias student, be ineligible to participate in student activities.

Grading System

Helias operates on a quarterly grading system with each quarter consisting of nine weeks. Parents may monitor their student's progress via the parent link on SIS. Grade point average (GPA) is based on a 4.00 point system. All subjects, including Nichols Career Center classes, are equally weighted in determining GPA.

Regular grading scale:

100-93	A	4.0
92-90	B+	3.7
89-87	B	3.4
86-85	B-	3.0
84-81	C+	2.7
80-78	C	2.4
77-75	C-	2.0
74-73	D+	1.7
72-71	D	1.4
70	D-	1.0
69-0	F	0

Grading scale for AP courses:

100-90	A	4.0
89-87	B+	3.7
86-84	B	3.4
83-80	B-	3.0
79-77	C+	2.7
76-74	C	2.4
73-70	C-	2.0
69-67	D+	1.7
66-64	D	1.4
63-60	D-	1.0
59-0	F	0

Semester grades are determined by using the raw (unrounded) percentages of the quarters and the semester exam. The quarters count for 40% each and the exam for 20 %.

Two honor rolls are recognized: 'A' Honor Roll requires a grade point average of at least 3.833; 'B' Honor Roll requires a GPA between 3.00 and 3.832 with no grade lower than a C. All subjects, including Nichols Career Center, are considered in determining the honor rolls.

Helias Catholic High School will issue class ranks. Valedictorian(s) will be the student(s) who have the highest GPA in the class and have taken at least four (4) AP classes.

Testing

As part of the process of continuous school improvement, Helias implements the following assessment system to monitor and document student performance: ACT® (Grades 11-12), and ACRE, Assessment of Catechesis Religious Education, (Grade 12). The PSAT/NMSQT is offered to interested students in Grade 11, and ASVAB, the Armed Services Vocational Aptitude Battery, is offered to students in Grades 10-12. The Missouri Connections Program through the State of Missouri is a career, college, or continuing education resource available to all students.

DSP 6235

INSTRUCTION: Non-Catholic Student Participation

Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extracurricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

Textbooks

All textbooks are provided by Helias Catholic High School. Students will be charged replacement value for any books not returned in usable condition.

Academic Progress

A student may earn credits outside the regular school day by taking distance learning classes (ordinarily limited to two credits) or summer school classes. Summer school classes are counted in the student's GPA, on-line classes are not.

In order for a student to remain at Helias Catholic High School consistent effort must be made each year to earn credits towards graduation. In order to graduate a student must earn 26 credits and complete the appropriate number of service hours. In order to insure consistent progress a student must have earned the following number of credits before the beginning of the next academic year.

Freshmen – 6 credits Sophomores – 13 credits Juniors – 19 credits

Service Hours

Helias Catholic High School requires that each student completes 50 hours of service to pre-approved non-profit agencies, Helias, church or church groups, elementary or junior high schools. Details of this program are available on the Helias website.

DSP 5405

STUDENTS: Parent/Teacher/Student Conferences

It is highly recommended that each school plan to have conferences at reporting time at least once a year. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

DSP 5410

STUDENTS: Promotion and Retention

All promotions, regular and special, are decided by the principal and president in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the principal. As soon as possible, the teacher and/or the principal or president shall talk with the parents/guardians and, as appropriate, with the student. Although the school principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school principal.

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school principal's decision, the school principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school principal's decision whether to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.

DSP 5701

STUDENTS: Students with Special Needs

If a student with special needs (categorized such as EMR (Educable Mentally Retarded), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the superintendent of Catholic schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the superintendent of Catholic schools, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the superintendent of Catholic schools, if deemed beneficial, when a parent disagrees with a local school decision.

Developmentally Disabled Students

The parents of a developmentally disabled student incapable of meeting graduation requirements may, prior to the end of the sophomore year, apply for a Certificate of Attendance. Once this option has been chosen for a student, he/she may not later change to a diploma granting program.

Extra Credits / Summer School

The administration shall govern the granting of achievement, summer school, night school, correspondence, independent study, make-up, educational travel, and off-campus instruction credits. Summer school information is available through the counselors.

DSR 6301

INSTRUCTION: Educational Outings and Field Trips

All field trips and outings must be pre-approved by the local school principal or dean/athletic director. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation. No student may participate unless a signed parental permission slip for the specific event is on file with the school principal or dean/athletic director. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301.

DSP 6305

INSTRUCTION: Chaperones and Drivers for Field Trips [Educational Outings]

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily at least one adult will accompany every five students in the lower grades and every 10 in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

Transportation for field trips shall be provided by licensed public carrier or by insured private vehicles. Bus drivers must have a valid commercial driver license and a valid school bus status. Drivers of private vehicles must be either a parent or guardian and at least 25 years of age. The school does not carry insurance to cover the use of private cars. Therefore, parent volunteer drivers and teachers/school personnel who use their own cars are to furnish proof of insurance and proof of a valid driver's license prior to departure on the field trip. Appendix #6305 provides a form that must be completed by anyone providing transportation for a school-sponsored event.

DSR 6305

INSTRUCTION: Chaperones and Drivers for Field Trips [Educational Outings]

All regular chaperones and drivers must complete the Protecting God's Children program.

GED Policy

The administration will grant permission to take the GED only as of the date that the student would have graduated from Helias. A student who has reached the age of 17 and been out of school for six months may take the GED without administrative approval.

Eligibility for Extracurricular Activities

Students participating in extracurricular activities are representatives of Helias who have earned that privilege by meeting academic and behavioral standards. Academics come first. Students suspended from school are ineligible to participate in activities until the assigned suspension and all accompanying discipline has been served. All students must comply with MSHSAA requirements stating that 3.0 credits must have been earned the previous semester in order for the student to be eligible. Failure to do so results in ineligibility for the entire semester. Further, by Helias policy a student who gets two failures during the first or third quarter is ineligible to participate in extracurricular activities until the middle of the next quarter. At the mid-quarter date selected by the principal a student becomes eligible if there are no failures and he/she earned at least 3.0 credits the previous semester. Any failure at mid-quarter extends ineligibility until the end of the quarter. Eligibility for fall extracurricular activities is based upon the previous second semester grades; however, a student who successfully completes credits in summer school may regain eligibility prior to the beginning of fall activities. Students involved in activities who are ineligible may choose to be banished from the team/organization until regaining academic eligibility or may attend every practice session to study while the practice is being conducted. If a student chooses the latter option, he/she may not dress out but may travel with and be on the sidelines with the team as long as it does not involve missing any school time.

Any student involved in MSHSAA activities must be a good citizen. If a student is arrested or, in the case of a juvenile, detained by the police, he/she becomes ineligible until the case and all accompanying punitive measures have been resolved.....it is essential that any student involved in activities who is arrested/detained, or his/her parent(s), contact the activities director on the next school day.

After School Make-up Credit Courses

If it becomes necessary for a student to earn make-up credit by working with a Helias teacher, the principal will approach the teacher with the request. (Students are not to ask teachers about this possibility). All make-up work will be done for half credit; no credit will be given until all terms of the contract have been met. The administration will set the course fee. Helias' grading scale will be used. To earn half credit, a minimum of 24 hours of student/teacher meeting time is required as specified in the contract. Only one course for make-up credit may be taken at any one time. Mid-term and final exams are required in all make-up courses.

Honor Code

Helias Catholic High School promotes and requires character and honesty of its students.

All Helias students must demonstrate righteousness and integrity and earn their grades based upon the quality and consistency of their personal effort. As a condition of attendance at Helias Catholic High School it is required that students conduct themselves honestly.

Cheating deprives the offending student of the learning experience but it is also grossly unfair to the students who work hard and do their best to make their grades fairly and morally. Their placement on the class curve, class rank, qualification for honors and scholarships, etc. can all be negatively affected by those who cheat to score higher grades.

While all of the following constitute cheating, it is important to note that this list is neither all inclusive nor absolute. Other dishonest behaviors that do not fall into one of these domains are still cheating and will be dealt with as such:

- use of "cheat sheets" or other fraudulent contrivances to enhance grades;
- copying or receiving test answers from or giving test answers to another student in any form;
- plagiarizing or turning in the work of another as your own;
- use of a cell phone or other technology to transmit questions or answers;
- having a cell phone visible during any test;
- acquiring or attempting to acquire a copy of or the answers to a test ahead of time;

- use of prohibited technology that does assigned work for a student (e.g. translation devices in foreign language courses);
- copying the work of another or permitting other students to copy one's work.
- If there are other situations which individual teachers consider to be cheating in their classes, teachers will provide more definition for those specific situations.

Any alleged violation of the honor code is to be documented in writing by the teacher and given to the administration for delivery to the honor council advisor. In addition, the teacher will inform the parent(s) of the student that their son/daughter is being accused of cheating and that honor code violation paperwork is being submitted. At the discretion of the administration, the offending student must either appear before the Student Honor Council, an elected committee of National Honor Society members, to answer questions and explain his/her behavior or, for a first time offense only, may be permitted to admit guilt and not be required to meet with the Honor Council. In the latter scenario, the administration will assign consequences and the situation will be documented as an honor code violation. In the former, the honor council will determine the guilt or innocence of the alleged cheater. If they find the student guilty, the negative effect on the student's grade and additional sanctions as appropriate for the offense will be determined by the administration. The administration will keep records of situations involving violations of the honor code and will notify everyone concerned, including parents, of the outcome of honor council hearings. Punishments will increase in severity as subsequent violations are committed. Any student found guilty of willful acts of dishonesty by the honor council will receive three (3) demerits. Honor code offenses are cumulative for a student's career at Helias and previous violations will be considered in determining appropriate disciplinary measures.

National Honor Society

The National Honor Society recognizes seniors and juniors who have distinguished themselves in the areas of leadership, scholarship, service, and character. As its name implies, NHS is a nationwide organization under the auspices of the National Association of Secondary School Principals. Earning this distinction denotes excellence.

Each member school is given considerable leeway in the formation of its NHS chapter. In an effort to develop a selection process which is as objective and equitable as possible and to honor those students who have distinguished themselves, Helias has formulated the following method for considering senior and junior applicants for NHS:

- In order to qualify for admission or retain membership in the NHS a student must have a cumulative 3.75 or higher GPA. If a student fails to maintain the GPA requirement at the end of any semester, he/she will be placed on probation. *[This is a change in the required GPA from the 2013-2014 school year. Students who are members of NHS selected based upon the previous criteria are evaluated based upon the qualifications at the time they were chosen for membership.]* A second semester below 3.75 would result in dismissal. All seniors and juniors who qualify with a 3.75 GPA are welcome to complete the membership application. That application will include a two-page, double-spaced essay using 12-point font explaining why the student believes he/she should be inducted into the National Honor Society at Helias Catholic. The essay may not deal with academics since that requirement is already met.
- The leadership section of the application will require that the student list all elected or appointed leadership positions in school, community, or work activities listing only those positions in which he/she was directly responsible for directing or motivating others. Students will also be asked to list the school activities/organizations in which they participate(d) but no specific number of activities is required.
- A faculty committee chosen by the moderator and the principal will determine whether the quality and content of each essay is sufficient to merit further deliberation and will compile a list of candidates eligible for faculty consideration.
- Once that list is compiled every faculty member will be asked to review it to determine whether there is any applicant whose name should be omitted. If any faculty member believes a student on the list should not be eligible, he/she will put the concern in writing and submit it to the NHS

moderator. The same faculty committee as above will investigate to determine whether the concern is sufficient to keep the name off the list.

- Any student who accumulated more than six discipline demerits in the previous school year will be disqualified from applying.
- Students found guilty of cheating by the honor council are disqualified from applying for membership in the National Honor Society for one year from the date of the offense. If a student has not had another honor code violation for a year, the student regains eligibility for NHS consideration. A second guilty finding by the honor council will result in permanent ineligibility for NHS honors. If, in the opinion of the administration, a cheating incident is flagrant, the principal may declare a student, on a first offense, permanently ineligible for NHS. Any current NHS member found guilty of cheating by the honor council will be dismissed from NHS.
- A student who has been arrested or referred to the juvenile authorities resulting in punitive measures for anything other than minor traffic violations or tested positive for drugs will be eliminated from consideration.
- There will be no extra service hours required as part of the NHS application, but after being selected all members, as a condition of membership, will be required to assist at a minimum of two diocesan, Foundation, or school events, as specified by the NHS moderator, for which Helias needs to be represented by our best and brightest. In addition, NHS members will be asked to list at least two subject areas in which they are willing to tutor students looking for extra help. When the counselors need a tutor they will go to the NHS file and match the student with an NHS member who can assist.

Conduct Unbecoming an NHS Member

Any of the following constitute conduct unbecoming a member of the NHS:

- failure to maintain the required minimum GPA
- failure to complete service hours as explained above
- failure to attend all meetings and activities unless excused in advance by the moderator
- failure to do a neat, thorough, professional job on required paperwork
- conspicuous violation of Helias' expectations for honorable, ethical, Christian behavior
- accumulating more than six demerits in the disciplinary point system during any year in which the student is an NHS member

On a first violation of conduct unbecoming an NHS member the student and his/her parent will be notified in writing that the student is on probation. A student on probation at the time of graduation will not be permitted to wear the graduation stole. A second violation of the conduct unbecoming provisions will result in permanent, irrevocable dismissal from NHS.

Causes for Dismissal from NHS

- student is found guilty of a violation of the honor code
- student is determined to be guilty of possession, use, or distribution of illegal or illicit drugs
- student is determined to be guilty of a legal offense excluding minor traffic violations
- student is determined to be guilty of violating Helias policy regarding alcohol possession or consumption
- a one-time egregious violation of Helias, Catholic, or societal standards so serious as to bring embarrassment upon Helias or the National Honor Society
- failure to maintain the required minimum GPA for a second semester

ATTENDANCE / ABSENCES

Helias views the daily classroom activities, lectures, and discussions as valuable components of the educational process. Attendance at each class is important to academic success. In the absence of direct instruction, the student's lack of interaction with instructors and classmates substantially compromises the quality of the education the student is receiving. That said, it is ALWAYS the parents'

decision whether or not their child will attend school on a particular day. When a parent believes that road or weather conditions are unsafe for their child and school will be in session, the parent must make that decision and keep their child home if they are concerned for his/her safety.

Any custodial parent can choose to have his/her son or daughter miss school for any reasons they approve. However, it is essential that Helias be notified of all absences as it is our responsibility to know the whereabouts of all students. If a student is unable to come to school, his/her parent or guardian must call (635-6139), e-mail (info@heliascatholic.com), or fax (635-5615) Helias between 7:00 a.m. and 15 minutes after the school start time to give the student's name, year in school, and that he/she will not be at school. The school should not have to call the parent.

DSP 5211

STUDENTS: Written Excuses

When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal or dean may investigate or delegate someone to investigate the situation.

In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record.

Permits for Make-Up Work

When a student has had a verified absence or when the parent has properly notified Helias of the absence (as above) and the note authenticating the absence is turned in, the student will be given a permit for making up assignments. It is then up to the student, On the first day back, to make arrangements for make-up work with all teachers. Teachers will not allow make-up work without the permit. **If the parent fails to notify Helias in advance and/or fails to send the verifying note, the student will not be issued a make-up permit and will not be permitted to make up the work missed.**

DSP 5210

STUDENTS: Absence and Tardiness

A. Absence

Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.) An absence of more than two hours is recorded as one-half day absence.

B. Tardiness

Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.) The school handbook specifies times for the beginning of the morning and afternoon sessions. Any pupil who arrives after either of the stated times is considered tardy.

DSP 5220

STUDENTS: Requests for Family Reasons

Parents occasionally wish to take their children out of school for several days because of family plans. The school principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school principal keeps a record of the recommendations made to the parent. The final decision, however, is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing.

Attendance Expectations

Helias strongly believes in the importance of regular attendance. We also believe in the importance of honest communication between the school and parents and the parents and the school. When a child will be absent, assuming that absence is approved by the parent and proper procedures are followed, students will be permitted to make-up the work missed. Teachers may choose to have the student make-up the work in a different format, but they will have the opportunity to earn the credit.

Occasionally parents call to excuse their children to participate in a non-school sport. It is imperative that the parent and student understand the MSHSAA rules regarding this. Simply put, a student may never participate on a non-school team at the same time he/she is participating on the Helias team in the same sport. A student may not miss school to participate in a non-school competition without the approval of the administration, in Helias' case either the principal or the activities director. If the student is doing well academically and not, at that time, participating in a Helias sport, permission is likely to be granted. However, if the student is struggling academically or currently participating at the varsity level in a Helias sport during the same season, permission will not be granted to miss school. If the student elects to go anyway, this will constitute a violation of a MSHSAA by-law, which we are required to report. It is likely that the offending students would be declared ineligible for a period not to exceed 365 days. Students participating at the sub-varsity level may participate in non-school competition in a different sport but may not miss practices or games in the Helias sport in which they are currently involved.

On days of assemblies students must have notes for any dismissals into the office by 8:00 a.m. Students are not permitted to leave school to avoid having to attend an assembly. A notification by a parent after 8:00 a.m. on those days will not be accepted.

When a student is absent for the 4th time in a quarter, that student will visit with the administration to explain the necessity of those absences and his/her parents may be called to express Helias' concern.

Doctor/Dentist Visits: We recommend that routine visits to doctors or dentists should be scheduled so as to not miss school. When visits during school time are necessary, the student is to present the school office with a note from his/her parents/guardians detailing the appointment. It is assumed that the student will be away from school only for the time at the doctor/dentist office and return immediately to school. Absences for doctor or dentist appointments are excused for makeup privileges if the student brings a note or completed appointment card from the physician when he/she returns to school or such a note is brought or faxed to Helias (635-5615) within two school days.

College visits: Helias' counseling department provides students many opportunities to learn about various colleges and universities. However, students and their parents may wish to visit multiple schools as they make this critical decision. Students may, having properly notified Helias in advance, correctly completed the college visit form, and **when accompanied by a parent**, make multiple college visits. Helias will provide the college visit form which requires the signature of both the parent and an official representative of the college visited. Upon his/her return the student must bring this signed form to confirm the college trip and be eligible to receive a make-up work permit. College visits made by the student only, unaccompanied by a parent, are not permitted during school time and would be considered unexcused absences. If a student wishes to visit a school with another student and his/her parent, that may be considered, but those arrangements must be made ahead of time with the administration. Special circumstances (e.g. an official NCAA college visit) which do not include a parent may be considered excused if the visit is verified by the parent in writing and presented to the administration prior to the visit.

“Skip Day”: Helias does not recognize a senior “skip day”. Parents are urged not to cooperate with their children in any attempt to skip school.

Prolonged Absences: Helias will cooperate with students and their parents when forced into prolonged absences by illness or injury by allowing them to complete makeup work when possible. Parents are to contact the administration when this situation arises.

Absence from Class: All students are responsible to be in the assigned classroom or with the assigned instructor at all times. If a student is going to be anywhere other than as scheduled/assigned, he/she must have the hall pass of the teacher to whom that student is responsible at the time. This includes all students in the hallways at any time (including trips to the rest rooms, office, counselors, etc.) and in any classrooms other than as assigned. Students not where they are supposed to be or who do not have their teacher's hall pass will be assigned one hour of detention.

STUDENTS: Release of Individual Students from School

Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, a student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school.

A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

Truancy: absence from school or class by a student without the knowledge and/or consent of parents/guardians or school officials. Truancy is against the law! If a student is truant, he/she will receive up to 10 hours of detention and be placed on probation. School work missed during the truancy may not be made up. Parents will be notified. At their request, a conference may be held with the parents, student, and administration. A form is signed by all parties agreeing that upon the second truancy that school year, the student will withdraw from Helias for the remainder of the year.

Tardies: If a student arrives after the bell which begins the school day, he/she is to go to the office for a tardy slip which must be presented to the teacher for admission to class. Excused tardies to school include only doctor or dentist appointments with appropriate verification or an occasional traffic problem when traffic tie-ups are verifiable. All other tardies to school, even with the approval of the parent, may be considered unexcused. On the third and all subsequent unexcused tardies to school in the same quarter, the violator will serve morning detention. **(Tardies also effect parking privileges - see PARKING).**

If a student is tardy to class, arriving after the bell, the teacher will record a tardy for that day. Teachers are authorized to assign discipline as they deem appropriate, including detention, when students are tardy to class or study hall.

Any student who, due to illness, is not at school by 11 a.m. and able to attend classes for the remainder of the day may not participate in or attend any extracurricular activities that day.

Per MSHSAA by-law 212.0, "If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes (or has an excused absence(s) from class) without an excused absence."

DISCIPLINARY POLICIES & PROCEDURES

Appropriate decorum is required of Helias students at all times. While there is no attempt in this handbook to list every contingency, Helias guarantees a disciplined environment conducive to learning.

Any student who poses a danger to persons or property, is a continuing disruption to the academic process, continually disobeys school rules and policies, whose behavior and/or actions in or out of school seriously conflict with Catholic values, or whose conduct in or out of school is detrimental to the reputation of Helias Catholic High School is subject to suspension, dismissal, or expulsion.

General Discipline

All teachers are responsible for enforcing the policies set forth in this handbook at all times. Teachers will handle typical classroom disruptions and are authorized, within guidelines provided by the administration, to determine their own disciplinary policies and practices in the classroom.

The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

Classroom Discipline

After having attempted some form of disciplinary action to no avail, parents will be notified by the teacher when students continue to create disruptions in class. After such notification (or if a student's behavior is grossly inappropriate prior to parental notification) students may be removed from class for three days if they continue to distract others involved in the learning process. Work done during the three day suspension will be evaluated at 75% credit. The three hours of class time missed must be made up in detention. After returning to class following the suspension, if a student is asked to leave another time, he/she may be permanently removed from the class and given a grade of 'F'.

DSR 5310

STUDENTS: Prohibition of Corporal Punishment

Corporal punishment is not used under any circumstances in the diocesan schools. The school principal or administration/athletic director is responsible to report immediately to the superintendent of Catholic schools any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.

School Disciplinary Steps

It should be understood by all that disciplinary matters deemed grave enough to require the involvement of the administration are quite serious and begin a process which may ultimately result in the student having to leave Helias. When a student is sent by a teacher for school discipline, the administration will dispense corrective measures as deemed appropriate. Helias generally utilizes a progressive discipline plan, but all must understand that flagrant violations of school policy, gross disrespect for staff or school property, behavior which threatens the well being of any other person, or extreme belligerence may result in severe punishment up to and including expulsion. Here are the types of discipline to which a student may be assigned by the administration:

1. Morning or After-School Detention *

Generally the first step in the school disciplinary process is supervised detention which is served for one hour before school begins, typically from 7:00 to 7:55 a.m. Tuesday thru Friday, or one hour after dismissal, typically 3:00-4:00 p.m. Students may be required to assist with school cleanup projects, but usually are permitted to use the time for quiet study. Students may be assigned to one or more hours depending upon the violation involved.

If a student fails to show up for morning or after-school detention as assigned, he/she will meet with the administration and will be given one opportunity to make up the detention. If he/she fails to do so, his/her detention time will be increased and/or he/she will be assigned a more stringent step in the disciplinary process

2. Evening Detention *

For serious violations or an accumulation of detentions, a student may be assigned to a multi-hour evening detention. In those cases the student reports at 5:30 p.m. to the supervisor of the Roedel Cleaning Services crew and works his/her assigned hours under the supervision of a member of the cleaning crew assisting as requested. Failure to cooperate results in continuing to attend evening detention until the time has been satisfactorily completed.

3. Saturday Morning Detention *

A student who has committed an offense deserving a higher degree of discipline than school day detention may be assigned to attend Saturday morning detention which will be held from 8:00-11:00 a.m. on selected Saturdays. During Saturday morning detentions students may be required to assist in a

variety of facility clean-up/maintenance tasks or may simply be required to sit quietly for the three hours. Saturday morning detention takes precedence over all other school activities including athletics. Failure to show up for an assigned Saturday morning detention will result in three days of in-school suspension and the accompanying additional detention hours.

.All detentions must be served before a student will be permitted to take semester exams. Any student owing detention hour(s) will receive a grade of 'F' on any exam missed for this reason.

4. Work Days *

Students may be assigned to one or more work days. Work days are days on which Helias does not have school on which a student must report and work with the janitors/maintenance staff for all or part of a work day.

* Students receive one demerit for every hour of assigned detention.

SUSPENSION

Suspension is the temporary removal of a student from class(es) or school either as a punishment or as a precautionary measure during investigation and/or assessment.

5. In-School Suspension

Students who have been consistent, repeated problems, who have missed assigned detentions, or whose behavior is flagrant, may be assigned one or more days of in-school suspension. At this step in the process, the student is separated from other students for the day, but is sent assignments and permitted to make up work missed (with the exception of hands-on class projects such as labs) for a maximum 75% credit. In addition, the student will be assigned three hours of detention for each day of in-school suspension assigned. Students suspended from school are ineligible to participate in activities until the assigned suspension and accompanying discipline has been served.

A student who, within the same school year, has received his/her second in-school suspension or first no credit suspension will be placed on probation.

Probation -- Special Behavioral Agreement

A student may be placed on probation for a grossly inappropriate act or for an accumulation of actions which demonstrate his/her unwillingness to abide by Helias regulations. When a student is placed on probation, the student and parents will be notified and will have the student's precarious situation fully explained. Probationary status is one significant mistake away from being asked to withdraw from Helias. A student placed on probation is expected to have no disciplinary or academic problems for the period designated in the probationary notice.

All transfer students are accepted with a one year probationary status.

6. Out-of-School Suspension

Out-of-school suspension may involve one or more days during which the student is not permitted on campus. Work missed is unexcused. Classes missed may be assigned as hours of detention. For example, a student with two days of out-of-school suspension would miss 12 or 14 classes. He/she could be assigned that number of hours of detention served at the discretion of the administration. It should never be assumed that an out-of-school suspension will precede steps seven, eight or nine.

DSP 5360

STUDENTS: Dismissal and Expulsion

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion or dismissal.

The term "expulsion" is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is:

Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

In cases of serious misconduct which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal can immediately suspend a student until a final decision is made. (See DSP #5355.)

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the president regarding the dismissal or expulsion. All dismissal and/or expulsions must be reviewed with the superintendent of Catholic schools for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal.

DSR 5360

STUDENTS: Dismissal and Expulsion

If a dismissal or expulsion is pending, the superintendent of Catholic schools is to be notified immediately. The superintendent of Catholic schools will review the case, consult legal counsel if necessary, and make recommendations back to the school.

7. Dismissal

Dismissal is termination of a student from Helias less than permanently with reinstatement possible.

8. Disciplinary Withdrawal

When a student has proven that he/she will not comply with Helias directives, is not a serious student, or has not responded favorably to previous disciplinary efforts, he/she may be given an opportunity to withdraw. Disciplinary withdrawal is a permanent decision. If a student/parent elects to withdraw, that student may not apply for re-admission to Helias Catholic High School.

9. Expulsion

Expulsion is termination of a student from Helias permanently with no opportunity for reinstatement.

If a student refuses to voluntarily withdraw, commits an offense so grievous that his/her presence is no longer in the best interests of the school, or has proven conclusively that he/she will not abide by Helias rules and regulations, the administration will expel the student and such action will be duly noted on his/her transcript.

Parental Involvement in Student Discipline

The administration of Helias Catholic High School believes in the necessity of keeping parents informed about their student's progress, including his/her behavior. The parent(s) will be notified by the teacher when serious or repeated classroom misbehavior is noted and by the administration as steps 5 and 6 of the above-explained process occurs. Parents will be asked to sign the disciplinary file materials prepared for any student who has merited probationary status so that if steps 7, 8, or 9 are reached there can be no doubt as to their necessity and no surprise to anyone. It is extremely important that parents understand the rules and regulations in this handbook and that they assist Helias in the enforcement of these policies to the benefit of their child.

DSP 5260

STUDENTS: Confidentiality

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the Diocese of Jefferson City Catholic schools operate under a "spirit of confidentiality." This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

- I. Information that concerns violation of the law;
- II. Matters involving the health and safety of the student or any person;
- III. Serious moral issues;

IV. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator. The school principal, dean/athletic director, or president, after consultation with the Catholic School Office, may chose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

Disciplinary Demerit System

Helias Catholic High School strives to develop the qualities of self-discipline and personal responsibility in its students. Any violation of school rules and expectations is significant because it indicates a lack of respect for the personal decorum required of students of Helias and a failure on the part of the student to be fully accountable for his/her decisions and actions.

The demerit system shown below can ultimately result in a student being asked to leave Helias following repeated breaches of the student conduct code. The chart below shows a variety of disciplinary violations and the number of demerits assigned to each. If a student reaches 30 demerits in any school year or 40 in any consecutive two year period, he/she and his/her parent(s) must appear before a faculty student discipline committee to show why he/she should not be dismissed, withdrawn, or expelled from Helias Catholic High School. The committee has considerable discretion in making their recommendation, but, unless convinced otherwise, repeated violations totaling 30 points in one year or 40 in two shall result in at least dismissal. The administration will determine whether or not a student is eligible for reinstatement in the future and, if so, what the stipulations will be. Any student who transfers from another high school to Helias who accumulates 10 disciplinary demerits in his/her first quarter at Helias is subject to dismissal.

<u>Violation</u>	<u>Demerits</u>
Gum / Candy	1 ea.
Dress/Appearance Code	1 ea.
Unexcused Tardies to School	1 ea.
Detention Hours for Inappropriate Behavior	1/hour
Found Guilty of an Honor Code Violation	3
Parking Violation (on campus)	2
Cell Phone/Electronic Devices Violation	2
Tobacco Violation	3
Removal from a Class	5
Truancy	5
ISS Days	6/day
OSS Days	8/day

For issues such as unexcused tardies, truancy, and ISS the demerits listed above will supersede the demerits for detention hours that normally accompany the violation.

When a student reaches six (6) demerits in any school year, he/she will be assigned an hour of detention for that and every subsequent demerit earned the remainder of the school year. (Hours of detention served as consequence for six or more demerits will not result in additional demerits).

If a student reaches six (6) demerits for violations of the appearance code, the assigned detention will be served after school on the same school day. Work, school activities, athletic contests or practices will not be an excuse for failing to serve the detention after school.

DSP 1901

COMMUNITY AND EXTERNAL OPERATIONS: Grievance

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, principal or dean/athletic director, and then president) shall be resolved through the Administrative Recourse Procedure. Since the Helias School Board is an advisory board, it is not part of the process of reconciling differences, unless the president decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method

for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

DSR 1901

COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

A. Definition

A "Grievance" is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

B. Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

C. Basic Principles

1. Informal attempts using the local chain of authority (teacher, principal or dean/athletic director, and then president) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. *(By mutual written agreement, however, the time limits may be extended.)*
3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
4. There is to be no retaliation against any party or participant in the grievance procedure.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.
7. Levels One and/or Two of the Grievance Procedure may be waived upon the written request of both parties and the grievance brought directly to the next level.

D. Procedure

Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority is: (1) teacher; (2) principal or dean; (3) president. The school principal, dean or president may ask a third party to attend and assist the discussion.

Formal Grievance Procedures

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to the president, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

LEVEL ONE: PRINCIPAL OR DEAN: The grievant shall reduce the complaint to writing and submit it to the school principal or dean within fifteen (15) days following the occurrence of the event. The school principal or dean will hold a meeting within seven (7) days following receipt of the written statement of

grievance. The school principal or dean, a grievance representative designated by the president and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school principal or dean shall provide the grievant with a written decision.

LEVEL TWO: PRESIDENT: If the grievant is dissatisfied with the principal or dean's written decision, the grievant may appeal the decision in writing within five (5) days to the president. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the president within fifteen (15) days following the occurrence of the event. The president will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The president, a grievance representative designated by the president and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the president shall provide the grievant and the principal or dean with a written decision.

LEVEL THREE: SUPERINTENDENT OF CATHOLIC SCHOOLS: If the grievant is dissatisfied with the president's written decision, the grievant may appeal the decision in writing within five (5) days to the superintendent of Catholic schools. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the superintendent of Catholic schools within fifteen (15) days following the occurrence of the event. The superintendent of Catholic schools or a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following receipt of the appeal. The superintendent of Catholic schools will render a decision in writing stating findings of fact and conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the president and the school principal and dean.

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE: If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee (DSRC), a standing committee composed of three members appointed by the Bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the superintendent of Catholic schools and the grievant of his ruling. The decision of the Bishop will be final and binding.

DSP 1902

COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the superintendent of Catholic schools to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request can be granted or denied.

INTOLERANCE & HARASSMENT

Helias Catholic High School demands Christian behavior and respect for all. Students may not act in ways that could be perceived as threatening, harassing, or bullying either in or outside of school. All persons have the right to be treated with dignity. Any demeaning behavior (physical, verbal, relational, or sexual) is prohibited. This includes any and all harassment using technology (cyberbullying, texting, sexting, Facebook, Twitter, or other postings, etc.). Words and actions which demonstrate intolerance and disrespect of others based on differences (appearance, race, ethnicity, gender, etc.) will be dealt with severely including possible expulsion.

SEXTING

The possession of sexually explicit images on any device is prohibited regardless of whether any state laws are violated. All involved in sexting are subject to disciplinary measures. If the recipient fails to delete the images immediately, he/she is involved. When sexting is discovered parents will and law

enforcement may be contacted. Helias Catholic High School will search student cell phones or other devices if there is probable cause that a criminal violation has occurred or if reasonable suspicion exists that the device contains evidence of a violation of school policy. This policy explicitly prohibits harassment and bullying related to sexting incidents. Distribution of sexting images constitutes sexual harassment and will be dealt with very seriously. Sanctions for violation of this policy range from a minimum of one-day of in-school suspension to expulsion.

DSP 5820

STUDENTS: Harassment

Policy: All Catholic schools part of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school or PSR shall be subjected to any type of harassment. Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Sexual harassment deserves special mention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the superintendent of Catholic schools and/or chancellor and/or review administrator and shall be thoroughly investigated by the school principal after consultation with and direction from the Superintendent of Catholic schools. No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

DSP 5825

STUDENTS: Sexual Abuse of Minors

**PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY
INTRODUCTION**

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

I. BRINGING AN ALLEGATION

A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number are as follows:

Address: Chancery Office
Diocese of Jefferson City
P. O. Box 104900, 2207 West Main Street
Jefferson City, Missouri 65110-4900
Telephone: (573) 635-9127

STUDENTS: Non-Discrimination

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment, except as permitted by law.

ALCOHOL & DRUGS

A. Definitions

“Alcohol & drugs” includes, but is not limited to illegal drugs, alcohol, illicit drugs (legal drugs used for illegal or improper purpose), and look-alike drugs (substances represented as illicit or illegal drugs or alcohol).

B. Prohibitions and Minimum Sanctions

1. No student may distribute, offer, and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on or within 1,000 feet of Helias property, at or en route to school sponsored or approved activities, functions, or events.

Sanction: dismissal (with appropriate assessment and follow-up as described in section C) or expulsion.

2. No student may possess or use drugs or alcohol on or within 1,000 feet of Helias property, at or en route to school sponsored or approved activities, functions, or events.

Sanction: detention, suspension, dismissal and appropriate assessment and follow-up as described in section C or expulsion.

3. No student may be under the influence of, or knowingly remain in the continued presence of (except at school sanctioned adult functions) drugs or alcohol on or within 1,000 feet of Helias property, at or en route to school sponsored or approved activities, functions, or events.

Sanction: detention, suspension or dismissal and appropriate assessment and follow-up as described in section C.

In determining within each category which sanction to apply, at least the following factors shall be considered: the nature of the substance; the amount of the substance; the age of the student; the degree of risk posed to other students; the cooperation or lack of cooperation of the student; and the student's prior record.

Nothing contained herein shall require or imply that Helias may not impose more severe sanctions if the totality of the circumstances so dictate.

C. Investigatory and/or Remedial Measures

The student and parents/guardians shall meet with school authorities.

The student shall be suspended pending completion of the investigation and may be suspended during the assessment.

The student will be required to cooperate with and, at his/her own expense, undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities. The student and his/her parents shall sign a release authorizing the school to contact, speak with, and

receive the results of the assessment and/or evaluation after which the minimum required sanctions shall be imposed on the student.

For students suspended or dismissed, before being readmitted and allowed to continue as a student, the following minimum conditions must be met and consistently maintained:

1. if requested, the student must provide Helias with a written statement from a licensed professional certifying the student has and is fully cooperating and that the student presents no danger to other students;
2. the student must cooperate with any and all recommended actions and conditions of his/her treatment;
3. the student must refrain from any future drug or alcohol offenses;
4. the student and his/her parents or guardians must authorize Helias authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions;
5. the student must continually and consistently work toward the completion of assigned detention hours as explained and required by the administration.

Students suspected of violations of this policy may be required, as a condition of continuing as a student at Helias, to submit to drug and alcohol testing if and when deemed necessary by the administration.

D. Reporting Requirements

The conduct prohibited by these policies may be illegal or may give rise to a reasonable belief that minor students at Helias may be the victims of abuse. In such cases law enforcement authorities may be contacted and appropriate reports filed.

E. Testing

Helias students are subject to breathalyzer and/or other detection testing for alcohol at school or school activities based upon reasonable suspicion or at random. Refusal to comply with a request to be tested for the presence of alcohol is considered an admission of guilt. If a student is found to have alcohol in his/her system, the parents will be called to pick up the student and disciplinary measures, as described above, will be determined on the next school day.

Throughout the school year Helias students will, at Helias' expense, be randomly tested for drugs. After testing, all names will be placed back into the pool for future random test groups. All results will be confidential. If a student tests positive, the administration will meet with the parent(s) to inform them of the result and recommend counseling and/or treatment. There will normally be no punitive measures taken by Helias based upon the first positive test except as it affects eligibility for extracurricular activities. However, after testing positive, the student will be, at his/her expense, tested again at least 100 days later and periodically up to three times per school year as requested by the administration for the remainder of his/her time of enrollment at Helias Catholic High School. During a student's tenure at Helias two violations of Helias' drug policy, a second positive test, or a violation of Helias' drug policy at any time after a positive test will normally result in expulsion.

Any parent who wishes to have his/her child tested in addition to the random testing program at their expense may make arrangements to do so by contacting the administration.

Helias Catholic High School may require students to, at personal expense, provide urine test results from an accredited lab. Helias reserves the right to do drug testing over and above the regular procedure for random drug testing.

TOBACCO USE

Smoking, chewing/spit tobacco, or possession of tobacco products are not permitted by students at any time on or around the school grounds (including lockers, the parking lots and inside vehicles) or at school

activities, functions, or events. Any infraction of this nature is subject to a \$25.00 fine and three demerits. Chewing/spit tobacco possession or use is also punishable by two evening detentions.

DAMAGE

Any damage caused by a student, accidental or not, to the property of Helias Catholic High School, to the personal property of any member of the Helias staff, or while the student is representing Helias at an extracurricular activity is the financial responsibility of that student, who will pay the cost of repair or replacement. If damage is deemed to be intentional, the act constitutes vandalism for which law enforcement may be notified, the student is subject to discipline as the administration sees fit, and, if permitted to stay in school, the student is placed on probation for the remainder of the school year.

STEALING

Students involved in stealing at school or at a school activity, function, or event will be assigned discipline as deemed appropriate for the offense, up to expulsion but not less than one-day of in-school suspension. Parents will be notified. Legal authorities may be contacted. Restitution must be made by the student or parent.

FIGHTING

Students involved in fighting, defined as pushing, shoving, slapping, throwing a punch, or any other action which could endanger the physical welfare of another whether initiated or in retaliation, at school or at a school function will be assigned discipline as deemed appropriate to the severity of the offense with a minimum of one day of in-school suspension. Parents will be notified and legal authorities may be called.

DISPLAYS OF AFFECTION

Displays of affection by students at school or school activities are unseemly, inappropriate, and not allowed. The administration will determine suitable disciplinary measures when this behavior occurs.

GUM, SNACKS, DRINKS

Gum chewing is not permitted during the school day, including lunch. Snacks, candy, drinks, etc. may be eaten only before school or during lunch in the cafeteria. Soft drink cans, water bottles, etc. may not be taken to classes or elsewhere in the building without specific administrative approval. Chewing gum and eating or drinking at any other place in the building during the school day is subject to a demerit. When a student has committed his/her third and subsequent gum/snack/drink violation, he/she, in addition to the demerits, will be assigned one hour of detention. When a faculty member finds a student to be in violation of this policy, he/she will notify the student that he/she is receiving a demerit and then notify the office. When any student accumulates three gum/snack/drink demerits in any quarter, he/she will be assigned a three-hour detention with the time spent scraping gum from the bottoms of desks and tables.

STUDENT LOCKERS / PERSONAL BELONGINGS

Each Helias student is assigned and responsible for a locker. Students should make every effort to keep their combination secret to ensure security. If you believe someone knows your combination, see the principal to arrange for a combination change. If your locker does not open or lock properly, see the principal to arrange repair.

Students are strongly discouraged from bringing any valuable items to school or keeping any valuable items (jewelry, cash, cell phones, etc.) in lockers.

Food and/or drink, other than that day's lunch, are not permitted in student lockers. Lockers should be kept clean and organized.

The administration has the right to inspect any locker at any time without informing the student.

Students in physical education classes and/or athletics may use the lockers provided in the dressing rooms during their participation. Students are responsible to provide a lock and to remove the lock and all contents at the end of the semester or season. If a lock is not available, physical education students should give valuables to the teacher to be secured during the class. Do not leave valuables unattended in the locker room. Again, the security of items left in the locker is the responsibility of the student and storage of valuable items is discouraged.

Do not leave calculators or other items of value laying around unwatched (for example, in the cubbies by the cafeteria during lunch). The security of such items cannot be guaranteed.

LITTERING

Littering on Helias property will result in assigned detention spent cleaning the building or grounds. It is expected that Helias students will demonstrate proprietorship at school and courtesy in all that they do. Throwing or leaving trash or debris on the ground or floor, failure to properly discard trash in the cafeteria, or any other act which causes someone else to have to clean up after a student is careless, irresponsible, unacceptable, and subject to a three-hour evening detention.

SNOWBALLS

Throwing snowballs or any other action during inclement weather on school property which threatens the safety of another is punishable by a three-hour evening detention.

PARKING

Parking spaces in Helias lots are rented for the school year with seniors having the first opportunity to rent a space. After seniors are assigned, the remaining spots are randomly drawn from the junior class. Some of those students will be assigned spaces in the lots on Carter St. If a student assigned to a Carter St. lot does not want the spot, he/she may decline when the offer is made. However, if a student accepts and pays for the spot and then does not use it (periodic checks are done to see when spaces are open), that spot will be reassigned, no refunds will be given, and he/she forfeits a spot in a prime lot as a senior.

Parking tickets will be given to anyone illegally parked. If paid within 72 hours the fine is \$10. After 72 hours the fine doubles to \$20. Parking violations are assessed two demerits. After multiple parking tickets have been issued to the same vehicle or student, an illegally parked vehicle may be towed at the owner's expense.

The convenience of a guaranteed parking spot is a privilege. Driving carelessly in a lot may be cause for immediate loss of parking lot privileges and other disciplinary action.

Any student who is assigned a parking space in a Helias parking lot who is unexcused tardy to school for the fourth time during a semester forfeits his/her right to park in the lot; the parking space will be reassigned and no refunds will be given. Students should not expect a warning to let them know they are close to losing a parking spot.

Students should come into school when they arrive in the morning; no sitting in cars or loitering near streets or in the lots. The administration has the right to inspect all cars parked on school property at any time without the owner's permission. Students are encouraged to lock their vehicles and not to have anything of significant value inside a vehicle when it is parked at or around school. Students are permitted to go to their vehicle during the school day only with permission granted at the business office.

In the spring when the fields are wet, the baseball team will often practice on the upper parking lot. When that is the case, it will be announced on the afternoon announcements. It is required that all cars on that lot be moved by 3:20 p.m. on those days or be subject to a parking ticket.

Students are reminded that Helias is surrounded by residential areas and are expected to conduct themselves courteously and appropriately when they park in those neighborhoods: park legally, do not

block driveways or park where the curb is painted yellow, drive cautiously, no loud or inappropriate language, no littering, etc.

BACKPACKS

Students who use backpacks, gym bags, book bags of any kind, or large purses must store them in their locker during school hours. They may not be taken to any classes (including study hall) except physical education. Violation of this rule is punishable as a dress code fine.

CELL PHONES & ELECTRONIC DEVICES

Students may be in possession of but may not use their phone during any assembly, class, including study hall, or lunch unless instructed by the teacher to do so. A student found using his/her phone during class time or lunch will be fined \$25 on the first offense, \$50 on the second offense, and \$50 plus three hours of detention the third offense. On third and subsequent offenses, the phone will not be returned to the student but the parents may come pick it up at their convenience.

All phones must be kept on silent throughout the school day. Students whose phones create a distraction or disruption, even if they are in the student's locker, are subject to being fined.

Students may use their phones before and after school and during the four-minutes between classes.

If a student has a phone in hand during a test the student will receive a zero on the test. For this offense students will not receive an honor council hearing; if the teacher sees the phone in a student's hand during the testing period, including after the student has turned in his/her paper but while others are still testing, the result will be a zero on that test.

If a student is suspected of using his/her cell phone to cheat, (examples: using information on the phone during a test; providing or receiving answers or other information about tests), the teacher will complete the Honor Code Violation form and the Honor Council will determine guilt or innocence.

Student use of a phone or tablet for taking pictures or videos during the school day is prohibited unless as part of an assignment.

Students may not use any portable entertainment device (e.g. headphones) during the school day.

There may be circumstances in which it is in the best interest of Helias Catholic High School to conduct a search of the contents of a phone. In that scenario, the parent/guardian will be contacted to ask for permission to search the contents of the phone and invited to be present when that occurs. If the parent refuses to provide consent, school administration will evaluate whether the situation presents an emergency in which safety concerns are present or whether the phone contains information or photos implicating violation of the Catholic Faith and Moral Standards, child abuse, bullying or harassment. If it is determined that any of these concerns exist, the phone may be searched by any member of the administration with at least one other member of the staff as a witness.

DSP 5315

STUDENTS: Weapons and Dangerous Instruments

The possession, conveyance, use, or storage of weapons or look-a likes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

ITEMS FORBIDDEN ON CAMPUS

Possession of weapons (as defined in the Missouri Safe Schools Act), fireworks, lighters, matches, and laser pointers on campus is forbidden. Any student who brings such items to school is subject to disciplinary measures up to expulsion.

THE SCHOOL DAY

Definition

The time from the bell to begin first period until the bell to end school for the day is defined as the “school day”.

DSP 5520

STUDENTS: Drug/Medication Administration

Any drug which may lawfully be sold over the counter without a prescription, may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

Prescription & Non-Prescription Drugs

Students may have non-prescription drugs (Tylenol, Advil, ibuprofen) with them or in their lockers during the school day. Helias Catholic High School will not provide medication of any type to students. If necessary for the school to supervise medication, a written doctor's order must accompany the medicine. Parent permission is required for all prescription medication kept in the office or carried by the student.

ID Cards

All students are given a Helias student ID when student pictures are taken at the beginning of the year. That ID entitles students to free admission to many school activities including athletics. It is required that every student show the ID to be admitted. Without the ID, even if the gate personnel know the student, the regular admission price will be charged. If a student loses his/her ID card it may be replaced at the business office for \$5.00.

Student Handbook

All students receive a student handbook on orientation days which provides thorough Helias information and serves as an assignment book. The handbook is also posted on the Helias website (www.heliascatholic.com and use the Information tab). Replacement cost is \$10.00.

Morning

When students arrive in the morning, including those who will attend Nichols Career Center, they should come immediately into and remain in the school building. Nichols students should stay inside the building. Students may go to the commons, library, or a classroom. Teachers are to be at their rooms 15 minutes prior to the start of school, so students should have time to visit with teachers prior to the school day. Before school is also the time to take care of paying tuition, fines, etc. When the five 'til bell rings, students should move to their first period class and Nichols students should move to the bus stop.

Study Halls

All study halls should be quiet study. Only students with library, computer room, counselor, lab, or athletic training room passes will be allowed to leave. All students must return to study hall before the end of the period. Study hall moderators are authorized to administer discipline as necessary to ensure the proper use of the time by all students.

Mass

Mass is celebrated daily (8:25 a.m. on Mondays and 7:25 a.m. Tuesday thru Friday) in the Chapel; students are ALWAYS welcome! All are asked to be quiet and respectful in the hallway outside the Chapel when Mass is in progress. All-school Masses are generally held monthly.

Lunch Periods

Students should proceed to and from lunch in an orderly fashion and are expected to be in the commons when the second bell rings and to remain there until the lunch period ends. Students may not go to the library, art room, or elsewhere in the building during their assigned lunch period. Students must stay in the cafeteria or the courtyard area. Do not go to the fieldhouse or locker room without daily permission.

It is not permissible for students to have lunch delivered to school by a commercial vendor, to leave campus to get food, or to pick up lunch on the way back from Christian service. Students are expected to take care of the facilities, return trays and utensils to the dishwashing room window, and dispose of trash properly.

Stay quiet as you return from first or second lunch, 2/3 of the school is in class.

Physical Education Classes

All physical education students in classes which dress out for activities are required to wear the official Helias physical education uniform shirt, available in the bookstore, and solid navy gym/athletic shorts.

Library

Students must have a library pass signed by the teacher who issued the assignment for which the library is necessary. Students from study halls must be checked in at the library with their pass and must check out and return to study hall before the end of the period.

Elevator

The elevator may be used by students during the school day only when the student has a medical disability, temporary or permanent, which impedes mobility. It is also permissible for one student to accompany the physically challenged student for the purpose of helping with books, etc. or for students, under the direction of a faculty member, to use the elevator to move heavy objects. Otherwise, student use is prohibited. Unauthorized use of the elevator by a student is subject to a three-hour detention.

Telephone

Students may use the business office phone after school or, with permission, during lunch for necessary calls. Only the student making the call should leave the cafeteria.

Assemblies

Instructions will be given over the PA for dismissal to assemblies. In some religious scenarios we ask for and expect silence on the way to the gymnasium or fieldhouse. Students should leave their books in the classroom which the teacher will secure; do not go to lockers before going to the assembly. Students will return to the classroom they left after assemblies. Conduct at assemblies must be appropriate to the occasion. Courtesy is required. After the assembly remain seated until you are dismissed.

Inclement Weather

On any day on which any entire school day is cancelled and on any day on which school is dismissed due to inclement weather no practices, meetings, performances, service projects, etc. may be held. Events involving competition with other schools may be held with the permission of the president or his designee if weather and road conditions improve.

Student Visitors

Prospective Helias students are typically welcome to visit Helias as a guest of a current student. Any student wishing to have a guest from another high school in school must obtain a guest information form which requires the signature of the Helias student's parent, the visitor and his/her parent, and the principal of the school which the visitor currently attends. The form also requires the signatures of all of the Helias student's teachers and must be returned to the business office at least two days prior to the visit. Visitors are expected to be in compliance with the Helias appearance code. Students should not invite others to meet them in the building nor should non-Helias friends be in the building at any time without administrative permission.

Guests from elementary schools can visit as participants in the 'Crusader for a Day' program. That requires completion of a form available through the admissions office and does not require the signatures of the host student's teachers.

Dismissal and Evacuation of the Building

All students must leave Helias by 4:00 p.m. M-Th and 3:30 p.m. on Fridays unless they are involved in an extracurricular activity which begins immediately after school. Parents are expected to arrange transportation from school as soon as possible after dismissal as supervision will not be provided.

Library & Computer Lab Policies

Each student using the computer labs or computers in the library must have signed computer lab and Internet Acceptable Use Policy forms. All items on those policies apply even if not repeated herein. No student is to use the computers in labs without the express / stated approval of the librarian, computer teacher, or computer technology staff. Such approval must be for that particular day, time, and period. Students must sign in and indicate the number of the computer they are using. No gum, food, candy, or drink (including water) is to be taken into or consumed in the library or computer labs at any time. Students may NOT use the Helias computers for e-mail or any other messages, shopping, auction sites, chat rooms, or games. The computers and Internet are not to be used to access or print any material that is profane or obscene or advocates illegal acts, violence, or discrimination. No changes or additions are to be made in the computer system, including screen savers and moving or changing icons. Do not install or download any software on the Helias computers. No files or programs can be downloaded from the Internet. Students are responsible for the proper use and care of the equipment. If you bring storage media (disk, diskette, flash drive, etc) from home, you must give it to the librarian or computer coordinator to be checked for viruses before using it. It is expected that each student will use the labs quietly and courteously following directives of the librarian or lab monitor.

The computers at Helias are to be used for educational purposes only.

Failure to abide by the above rules and those on the lab and Internet policies will result in loss of computer privileges, financial charges for repairs or correction of problems, detention, suspension, or a combination of these. It is possible that expulsion could result for severe abuse of computer privileges, malicious conduct or intent to damage.

DSP 6425

INSTRUCTION: Student Internet, E-mail and Other Technology Use

All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

1. Internet, e-mail and other technology access and use in school is a privilege, not a right.
2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.
4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.

7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.
9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

In addition to the above, the school and/or diocese can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as Facebook, YouTube, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

Internet and Electronic Communications Conduct

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values, they are subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, tweets, text messages, or web site postings, electronic social networking and other related electronic communications whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's sole discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct will be subject to the full range of disciplinary consequences, including immediate dismissal/expulsion. The school will cooperate with law enforcement personnel, as appropriate.

Misuse of Technology – Helias Catholic High School Extra-curricular Participation

In conjunction with diocesan school policy 6425, Helias Catholic High School will take additional action with students who violate the policy and participate in extra-curricular activities. Violation of this policy includes, but is not limited to, being on Internet photos or videos in situations that conflict with the values of Helias, the Catholic faith and the law. For example, students seen smoking, posing with alcohol or what could be perceived to be alcohol, bullying, or in inappropriate sexual situations or using inappropriate language will be considered as violating this policy. In this case, in addition to any regular school consequences, students will also be disciplined within the extra-curricular activity they participate in, as appropriate to the specific extra-curricular activity. This would include, but is not limited to, suspension from the activity, practices, etc. for a certain number of days or events, or permanently.