

Helias Catholic High School

Parent / Student Handbook 2017-18

VISION STATEMENT

“Building a Community of Saints and Scholars for 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 1810

COMMUNITY AND EXTERNAL OPERATIONS: Parent Communication Agreement

Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, an expectation of a child’s enrollment is the support and close cooperation of the parent(s) or guardian(s). Should disagreements, problems, or criticisms arise, all informal efforts between the parent(s)/guardian(s) and school(s) are to be used to resolve the concern.

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences. It is called Administrative Recourse, and details of the process can be found in this handbook. (Schools are to indicate the page number on which this is found in their parent/student handbook.) A brief summary of the Administrative Recourse is: set up a face to face meeting with the teacher, and if unsatisfied, meet face to face with the school administrator/principal, and if unsatisfied, meet face to face with the pastor.

Parent(s)/guardian(s) are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email. If parent(s) or guardian(s) use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the child(ren) or ward(s) of the parent or guardian who has done so.

By enrolling children in this private, Catholic school, parents are agreeing to abide by this policy as well as all other policies and regulations of the school.

DSP 5107

STUDENTS: High School Admission Priority

Ordinarily, families who reside in the following communities or send students to the following Catholic parish schools will enroll students in the designated diocesan Catholic high school. In case of special circumstances, families may appeal this designation to the Catholic School Office. Families in the "Choice of School" column may attend the high school of their preference. Designated Catholic High School

Helias Catholic High School

Immaculate Conception,
Jefferson City
St. Andrew, Holts Summit
St Joseph Cathedral,
Jefferson City
St. Peter, Jefferson City
St Francis Xavier, Taos
St. Martin, St. Martin
St. Stanislaus, Wardsville
St Margaret Antioch,
Osage Bend
St Michael, Russellville
Sacred Heart, Eldon
Our Lady of the Snows,
Mary's Home
St Anthony of Padua, Folk
Our Lady Help of Christians,
Frankenstein
Holy Family, Freeburg
St George, Linn
Immaculate Conception,
Loose Creek
Sacred Heart, Rich Fountain
St. Thomas, St. Thomas

Tolton Catholic High School

Ss. Peter & Paul, Boonville
Our Lady of Lourdes, Columbia
Sacred Heart, Columbia
St. Thomas More, Columbia
St. Joseph, Martinsburg
St. Brendan, Mexico
St. Pius X, Moberly
Immaculate Conception,
Montgomery City

Choice of School

Ashland
St Peter, Fulton
St George, Hermann
Annunciation, California
St. Andrew, Tipton
Sacred Heart, Sedalia

DSP 5305

STUDENTS: Catholic Faith and Moral Standard

As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, 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, reputation and welfare of other students or employees 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.

If a student chooses to continually profess being an agnostic or atheist or hostile to the teachings of the Catholic Church in a manner that is belligerent and harming the institution's abilities to maintain a Catholic identity and promote the Catholic faith, this student may be expelled from school.

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.

The school administrator/principal will release the child(ren) according to the court documents and visitation documents the school has on file.

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

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

Definition of the School Day

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

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. Students are expected to be in school dress code by the beginning of first hour.
- 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, navy, or grey and no printing on the t-shirts may be visible through the uniform shirt.
- Hats may not be worn in the building.
- Accessories (scarves, bandannas, cummerbunds, etc.) are not permitted.

The following items of clothing are provided by vendors selected by Helias. All shirts, sweatshirts, sweaters, jackets, and pullovers will have a 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.
- All uniform shirts must be tucked in during school hours.

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 or altered after manufacture.

Jackets

- Students may wear solid navy blue blazers to school.

Pants/Belts

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. 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 neutral 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 in good condition in keeping with the dressier look of the Helias appearance code.*

Socks/Hosiery

Boys and girls must wear 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 tights.

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. 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

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. Those determinations will be made by the administration. 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

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 detention on the first offense, then a detention and a \$10 fine for each subsequent offense. Repeated dress code violations could move to discipline considered as defiance. The administration may not permit students to attend class until 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 \$2.00 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 & Casual Shoes Days

The administration may designate a day as dress down and/or jeans & athletic shoes day. ***Jeans may only be blue in color.*** On such days only good, clean blue jeans may be worn. No holes, tears, frayed bottoms, or overalls are permitted. A belt with a buckle must be worn if there are belt loops. Casual shoes must be clean and without holes and must be a closed toe shoe. Sandals 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 & casual shoes will be fined 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. If a student is dressed inappropriately, the student may not be allowed to enter the event until the parent can provide more suitable clothing.

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 may 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.

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). 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 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. No shorts.

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.

It is imperative for students and faculty both to not prop doors open, not to let outsiders into the building, and to only enter through unlocked doors. Yanking a door open that is locked at the time will result in paying for damaged caused by the action, in addition to extra disciplinary consequences.

Emergency Drills

Periodically throughout the year emergency drills will be held, including fire, tornado, earthquake, and intruder drills. Instructions for each emergency are posted in every classroom. Students are expected to comply with all teacher directives during emergency drills.

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 Commons 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 the Commons 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.

Faculty members/coaches should never provide transportation for students. In case of an emergency, the faculty member must first seek parental and administrative permission to transport a student.

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, especially 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 credits
English Language Arts.....	4 credits
Social Studies.....	3 credits
Mathematics.....	3 credits
Science.....	3 credits
Practical Arts.....	1 credit
Fine Arts.....	1 credit
Physical Education	1 credit
Health.....	0.5 credit
Personal Finance/Consumer Ed.....	0.5 credit (can count as a Practical Art or Elective)
Civics.....	0.5 credit (counts towards Social Studies)
American History.....	1.0 credit (counts towards Social Studies)
Electives.....	5.5 credits
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.

To earn a diploma, students must complete 26 credits in the combination listed above. In order to participate in the graduation ceremony, students must complete these 26 credits by the Friday before the date of graduation. This includes any in school or online course work. Due to extenuating circumstances, the administration may way this requirement if the student is in previous academic good standing.

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

Credits will not be awarded 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 \$25.00 fee for all course changes made after the last day of school in May and prior to August 1. After August 1, students must pay a \$50.00 course change fee. Course changes will only be allowed during the first 10 school days of class at the beginning of each semester. If a student chooses to drop a course at the end of 1st or 3rd Quarter, they can only drop to a study hall. Students are not permitted to take more than one study hall per semester.

Early Graduation

Permission to graduate in seven semesters may be granted for health reasons, college attendance, or as deemed appropriate by the administration. Students requesting early graduation must submit an early graduation application form to the administration by October 1. This application should include any documentation necessary to prove the student has a plan for the future. A student must have earned all 26 graduation credits by the end of the first semester in order to graduate early. 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 chooses not to 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 "Armed Services Vocational Aptitude Battery", (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. Some courses require additional materials purchased as stated in the Course Description book.

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

Credit Recovery Courses

Helias Catholic utilizes E20/20 for students who need to earn a credit in a course they have previously failed. A student must earn at least a 55% to be eligible for Credit Recovery. If a student fails to earn at least a 55% in a course, they must repeat the entire semester of the course. Students enrolled in Credit Recovery will have the following semester plus the summer to complete the required online course work. For example, if a student fails a course 1st semester they have the 2nd semester until the first day of school the following year to complete the course. If a student fails a course the 2nd semester they have the summer through the last day of 1st semester to complete the course. If a student fails to complete the required online course, they will be enrolled to repeat the failed class. Additional fees may apply.

Online Classes

Online classes can be taken through the University of Missouri, Brigham Young University, or through E20/20. To take an online class, students must submit in writing a request to the guidance department and the administration detailing the reasons for taking the online course. Theology classes are typically not allowed to be taken online. Grades received through online classes are not calculated in the student's GPA. Online classes are taken at the expense of the student.

Service Hours

Helias Catholic High School requires that each student complete 50 hours of service to pre-approved non-profit agencies, Helias, church or church groups, elementary or junior high schools. Students are required to turn in their service hours at the end of each school year. For example, for hours to be counted for freshman year, students would need to turn in the hours at the end of the freshman school year. It is recommended that students turn in their hours as they complete them. Hours will not be accepted if they are not turned in during the same school year of completion.

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 school administrator/principal 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 school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/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 administrator/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 administrator's/principal's decision, the school administrator/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 administrator's/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 administrator/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.

High school students who satisfactorily complete a program that includes a modified curriculum or significant accommodations for special needs will receive a diploma that indicates the modified nature of the curriculum, i.e., Modified Diploma.

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.

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, Field Trips, 8th Grade and Senior Trips

All field trips and outings must be pre-approved by the local school administrator/principal. 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 administrator/principal. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301.

DSP 6305

INSTRUCTION: Chaperones and Drivers for Field Trips, Athletic Events and Other Off-Campus School Activities

Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities.

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 students in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle is to be used, the following criteria shall apply:

1. drivers must be a parent/guardian of a student;
2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;
3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. regular drivers (those transporting students three or more times in one school year) must complete the Protecting God's Children program and read and sign the Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors;
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

All drivers should be given a copy of the above criteria. In addition, these criteria should be printed in the Parent Handbook.

Volunteer drivers must provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents shall be kept on file by the school. The school shall also maintain a record of each event and date when each volunteer driver transports students.

DSP 5545

STUDENTS: Alcohol Use at School Related Events

No alcohol may be present or consumed at events where children and youth are the primary focus. For example: field trips, school carnivals, school picnics, school sponsored athletic events, etc.

DSP 5550

STUDENTS: Student Abortion

If it is found that a student has had an abortion, or has helped in obtaining an abortion, acts contrary to Catholic teaching, the school needs to immediately respond in a Catholic, pastoral way. The Hurting individual is in need of the kind of reconciliation and reaching out that a Catholic school can help to provide. The student, at this point, does not need rejection, but rather love and understanding. Therefore, procedures are to be put into place in order to bring about reconciliation, if that is possible.

DSP 5552

STUDENTS: Student Pregnancy

If it is found that the student is pregnant, the school needs to immediately respond in a Catholic, pastoral way. It is to be the intent of the school to be supportive and not to interrupt the education of the student. The pregnant student and the father of the child are in need of the kind of reaching out that a Catholic school can provide, including love and understanding. Therefore, procedures are to be put into place to help the student within the context of the Catholic school environment.

HighStat Policy

The administration will grant permission to take the HighStat 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 HighStat 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.

Students participating in any extra-curricular or co-curricular activities who are failing a course after the first three weeks of a semester will be required to attend a week (Tues-Fri) of morning study hall from 7:00 a.m. to 7:50 a.m. Students who fail to attend the study hall will not be allowed to practice or compete in their respective activity. Students failing more than one class will be required to attend study hall and will be ineligible to compete until they move to one or fewer failing grades. Grade checks will be completed each Monday and students are required to attend the entire week of study hall.

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.

DSP 6610

INSTRUCTION: Athletics

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City shall reflect the values of, and be consistent with the mission and principles of the Catholic Schools and the Diocese.

DSR 6610

INSTRUCTION: Athletics

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City (referred to collectively as "Catholic Schools") will participate in the Play Like a Champion Today program.

The Play Like a Champion Today program is an initiative of the University of Notre Dame focused on promoting a positive sports culture for all young people. The program focuses on:

1. Athletics as ministry to children and families.
2. Building teams as moral communities.
3. Promoting moral growth and gospel-oriented character development on and off the field.
4. Spiritual development linking play to prayer.

All coaches and assistant coaches, whether paid or volunteer, in programs sponsored by Catholic Schools will participate in at least one Play Like a Champion Today coaches workshop. Coaches will also need to actively promote the values and philosophy of the program through their coaching.

Physical education teachers in Catholic Schools will participate in the Play Like a Champion Today coaches workshop in order to foster the same values and philosophy in their teaching.

At least one parent of any student who wishes to participate in any athletic team will participate in a one-time parent training session prior to their child being allowed to participate in athletics programs. Parents will be required to participate in training only once.

Principals of each Catholic School that offers athletic programs will be responsible for overseeing the Play Like a Champion Today program, assuring that all coaches, physical education teachers and parents take part in the required training programs. Evaluation of coaches and physical education teachers by principals will assure that these coaches and teachers are integrating the goals of the program into their ministry of coaching/teaching. Principals may delegate responsibility for various aspects of the program to other employees (i.e. assistant principals, athletic directors or secretaries), but will retain overall responsibility for the implementation of the program in their schools.

The Catholic School Office will work in conjunction with Catholic Schools to provide training opportunities for coaches, physical education teachers and parents as well as to maintain a comprehensive database of coaches, teachers and parents who have participated in the training.

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.

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. 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 scholarship, leadership, 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 participating 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:

1. **Scholarship:** 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. 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 an essay explaining why the student believes he/she should be inducted into the National Honor Society at Helias Catholic. The application will also include a \$25 membership fee to cover cost of induction certificate, membership pin, and graduation honor cord.
2. **Leadership:** The leadership section of the application will evaluate student involvement at Helias Catholic High School. Students will be asked to list the school activities/organizations in which they participate(d). For the purposes of this process, each Helias school club, organization, and activity carries a point value of one. Completion of an activity for the school year earns the student one point. In order to be considered for NHS membership, a student must have completed a minimum of 4 points and be currently enrolled in a minimum of 1 more activity. The application form will require the signature of the activity sponsor to verify that the student was/is a member in good standing for the duration of the activity.
3. **Service:** In order to qualify for admission to the NHS, a student must have completed and submitted a minimum of 50 hours of service that are required for graduation. After being selected into the NHS, all members, as a condition of membership, will be required to assist at a minimum number of diocesan, Foundation, or school events, as specified by the NHS adviser.
4. **Character:** The character evaluation is based on evaluations by the faculty. Each faculty member is asked to rate the character of each applicant of whom they have personal knowledge on a 1 (low) to 4 (high) scale. To be eligible for NHS, a student must have a character accumulative rating of 3.5 or higher. Students who receive a rating between 3.0 and 3.5 will be further reviewed by a designated faculty committee. In addition, any student who accumulated 3 or more minor discipline referrals or 1 major discipline referral resulting in suspension in the previous school year will be disqualified from applying. A student found guilty of cheating by the honor council is disqualified from applying for membership in the National Honor Society for his/her first year of eligibility. A second guilty finding by the honor council will result in permanent ineligibility for application to the NHS. 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. Finally, 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.

Causes for Probation of NHS Members

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

- failure to maintain the required minimum GPA
- failure to complete service requirements as explained above
- failure to attend service commitments unless excused in advance by the NHS adviser
- violation of Helias' expectations for honorable, ethical, Christian behavior
- accumulating 3 or more minor discipline referrals during any year in which the student is an NHS member

On a first violation of conduct unbecoming an NHS member, the student will be notified in writing that the student is on probation. If no other offenses occur within the probationary period, the probation will be lifted and the student will once again be in good standing at graduation. A second violation of the conduct unbecoming provisions will result in permanent, irrevocable dismissal from NHS. A student on probation at the time of graduation will not be permitted to wear the honor cord at graduation.

Causes for Dismissal of NHS Members

- violation of the Helias honor code
- major discipline referral resulting in suspension
- possession, use, or distribution of illegal or illicit drugs
- guilty of a legal offense excluding minor traffic violations
- violating Helias policy regarding alcohol possession or consumption
- failure to maintain the required minimum GPA for a second semester
- repeated failure to complete NHS service requirement
- a one-time egregious violation of Helias, Catholic, or societal standards so serious as to bring embarrassment upon Helias or the National Honor Society

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 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.

If a student is regularly missing Mass because of arriving late (morning Mass) or leaving early (afternoon Mass) this may be taken into consideration of allowing the student to continue to be enrolled in the school.

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.

Make-Up Work

All students are allowed to make up work in accordance with the classroom make-up policy unless otherwise informed by the administration. It is up to the student to make arrangements for make-up work with all teachers. Unexcused students will not be allowed to make up work.

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.

Students may miss up to 10 class days per semester, this does not include any Helias related events. On the 5th absence, parents will receive mail notification of their student's attendance. After the 11th absence, the student letter grade in the class will drop a full letter grade. The letter grade will then drop a full grade for every 5th absence. Students are still expected to make up all of their work. In extenuating circumstances, students may appeal the grade reduction to the Attendance Committee. The Committee will analyze the appeal and evidence supporting the extenuating circumstance. Extreme illness, health concern, or significant family event could support an appeal. Family vacations and family absences will not be supported in an appeal.

OSS/ISS days will count towards their total number of missed days in accordance with the attendance policy. Students in OSS/ISS will be allowed to make up their work.

Attendance Related to Athletics

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.

Any student who fails to attend 4 classroom hours of school may not participate in or attend any extracurricular activities that day. Students may seek administrative approval in extenuating circumstances.

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.”

Parents and students are highly discouraged from skipping out on school related assemblies. Signing out to avoid an assembly contradicts the very mission of Helias Catholic. Students who repeatedly violate the spirit of our school by leaving prior to assemblies will face disciplinary measures.

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.

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 will be considered Away from Assigned Area.

DSP 5370

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, an elementary 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. The school personnel must follow the most recent written agreement/order regarding custody.

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 a detention for the first offense, 2 detentions for the second offense, an AEP for the third offense and 2 AEP's for repeated offenses. 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 to discuss continued enrollment at Helias.

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. For every three unexcused tardies to school or class in the same semester, students will serve a detention.

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.

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:

Morning 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. 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 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

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 evening cleaning 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.

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.

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.

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.

Alternative Educational Placement (AEP)

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 Alternative Educational Placement. 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). 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 Alternative Educational Placement or first Out of School 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.

Out-of-School Suspension

Out-of-school suspension may involve one or more days during which the student is not permitted on campus. Student work is left at the discretion of the administration.

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 Catholic School Office is to be notified immediately. The Catholic School Office will review the case, consult legal counsel if necessary, and make recommendations back to the school administrator/principal and/or pastor of the school.

Dismissal

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

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.

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 or administrator when serious or repeated misbehavior is noted.

DSP 5260

STUDENTS: Confidentiality

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools in the Diocese of Jefferson City operate under a "spirit of confidentiality." This means that outside of the seal of confession 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:

1. Information that concerns violation of the law;
2. Matters involving the health and safety of the student or any person;
3. Serious moral issues;
4. 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 administrator/principal, after consultation with the Catholic School Office, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

Disciplinary 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.

Behaviors Resulting in an Office Referral				
Behavior	First	Second	Third	Repeated
Dress Code	Detention	\$10/1 Detention	\$10/2 Detentions	Please move to step 1 of Disrespect/Defiance and \$10
Gum/Candy/Food	Detention	Detention	Detention	Please move for step 1 for Disrespect/Defiance
Cell Phones Smart Watches may be viewed as a cell phone.	\$25 and Detention	\$50 and Detention	\$50 Parent Pick up and 2 Detentions	
Skipping/Tuancy	1 Detention	2 Detentions	1 AEP	2 AEP
Unexcused Tardies – Every 3 per semester	1 Detention			
Away from Assigned Area	1 Detention	2 Detentions	1 AEP	2 AEP
Public Display of Affection	Warning	1 Detention	2 Detentions	2 Detentions and Parent Conference
Refusal to Cooperate	Warning	1 Detention	2 Detentions	1 AEP
Disrespect/Defiance by word or action to staff.	Remainder of Day in AEP and 2 Detentions	1 AEP	2 AEP and Parent Conference	2 OSS
Profanity Towards Staff	3 OSS and Parent Conference	5 OSS and Parent Conference	Disciplinary Withdrawal	
Vandalism	Restitution and 2 AEP	Restitution and 2 OSS	Restitution and Disciplinary Withdrawal	
Cussing/Swearing use of unacceptable language or gestures.	1 Detention	2 Detentions	1 AEP	2 AEP and Parent Conference
School Disturbance: loud arguments, shoving, pushing, play fighting.	5 Detentions	1 AEP	2 AEP and Parent Conference	2 OSS and Parent Conference

Harassment	1 AEP	2 AEP and Parent Conference	2 OSS and Parent Conference	Disciplinary Withdrawal
Theft	Restitution, 3 AEP and Parent Conference	Restitution, 2 OSS and Parent Conference	Disciplinary Withdrawal	
Fighting/Physical Altercation	3 OSS and Parent Conference	5 OSS and Parent Conference	Disciplinary Withdrawal	
Inappropriate Sexual Conduct	5 OSS and Parent Conference	Disciplinary Withdrawal		
Under the influence/possession/sale/purchase distribution of illegal, controlled substance, unauthorized prescription drug or alcohol	10 OSS and Parent Conference	Disciplinary Withdrawal		
Possession/Use of Tobacco Products	5 Detentions	1 AEP	2 AEP and Parent Conference	2 OSS and Parent Conference/possible Disciplinary Withdrawal
Dangerous Driving/Parking	1 Detention	2 Detentions	Loss of Driving/Parking Privileges	
Parking Violations	\$10 fine and Detention			
Failure to Serve Detention	2 Detentions	5 Detentions	1 AEP	2 AEP
Failing to Sign In/Out	Warning	1 Detention	2 Detentions	2 Detentions
Profanity/Disrespect/Harassment to Helias or Helias faculty via Social Networking.	5 OSS Parent Conference	10 OSS Parent Conference	Disciplinary Withdrawal	

Off campus activities/events are considered Helias events (i.e. away basketball games, concerts, etc). School rules will be enforced at such events including all student discipline code provisions. Also, the school reserves the right to refer to law enforcement and to expel from such activities/events any person who fails to demonstrate appropriate behavior or conduct suitable for a school activity and/or who is disruptive to the activity or event.

The administration reserves the right to modify these consequences to best meet the needs of the students, staff and the 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, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the school advisory board is advisory, it is not part of the process of reconciling differences, unless a pastor 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.

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, school administrator/principal, pastor) 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.

D. Procedure**1. 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) school administrator/principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. 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 school administrator/principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through the Administrative Recourse Procedure. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

LEVEL TWO: PASTOR

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within

fifteen (15) days following the occurrence of the event. The pastor will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE: CATHOLIC SCHOOL OFFICE

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the Catholic School Office. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the Catholic School Office within fifteen (15) days following the occurrence of the event. The Catholic School Office 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 Catholic School Office 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 pastor and the school administrator/principal.

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 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 Catholic School Office 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 pastor 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, in consultation with the Catholic School Office, 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 could 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.

STUDENTS: Harassment/Bullying

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 shall be subjected to any type of harassment/bullying.

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.

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets.

Every school is to have a comprehensive anti-bullying program that is consistent throughout the school. This program is explained and enforced by the administration, teachers, parents and students. This program will also be available in the school office for parents to refer to if they have questions. This can also be in the school handbook.

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 Catholic School Office and/or chancellor and/or review administrator and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic School Office.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

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. (1) 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.

It is the policy of the Diocese that no person with a substantiated allegation (2) of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any parish, school or agency of the Diocese. All priests, deacons and other church personnel who minister in the Diocese are expected to be familiar with this policy and to comply with the procedures adopted to implement the policy. The Diocese will make available the resources required to implement the policy and procedures. By following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor and to respect the civil and canonical rights of the accused while seeking to assist him or her. Proceedings pursuant to this policy shall be conducted in compliance with civil law and in accordance with ecclesiastical law; in particular the *motu proprio*, *Sacramentorum Sanctitatis Tutela* of Pope John Paul II, the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons of the USCCB, and the Code of Canon Law.

A. BRINGING AN ALLEGATION

1. 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:

Mr. Mike Berendzen
Review Administrator
Diocese of Jefferson City
Alphonse J. Schwartze Memorial Catholic Center
2207 W. Main
P.O. Box 104900
Jefferson City, Missouri 65110-4900
Telephone: 573-635-9127 (ext. 224)

DSP 5101

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, sex, or any other basis that is prohibited by law, in regard to enrollment.

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. In addition - and as a condition of continued enrollment - the student will, at his/her own expense, immediately enroll in an "Early Interventions Program" as designated by the school and will sign a release authorizing the school to be made aware of the student's continued participation. 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.

VANDALISM

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 as well as face extra disciplinary consequences.

THEFT

Students involved in theft at school or at a school activity, function, or event will be assigned discipline as deemed appropriate for the offense. 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. 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.

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. Chewing gum and eating or drinking at any other place in the building during the school day is subject to discipline.

WATER BOTTLES

Students may carry water bottles to school and store them in their locker to use throughout the day at teacher discretion. The water bottle must be the approved clear water bottle sold in the Sader Shop with their name on the bottle. All other water bottles will not be allowed into the school building. Styrofoam

cups, coffee cups, tumblers, etc. will not be allowed to enter the school. Students will be requested to throw out the contents and turn in the cup, or simply to throw away the cup.

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 assistant principal to arrange for a combination change. If your locker does not open or lock properly, see the assistant 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. Students are not permitted to wear headphones in the hallways or common spaces. They can only be used at teacher discretion.

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.

Students are discouraged from leaving 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 3 detentions.

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. 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. 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 or smart watch 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 and will serve a detention on the first offense, \$50 and a detention on the second offense, and \$50 and two detentions on 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 rules which apply to cell phones equally apply to student use of smart watches.

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. Cell phones are not allowed in the hallways during class time.

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 who are found taking unauthorized pictures or videos of other students and/or faculty members and email such images and/or posting them to any form of social media will be considered in violation of our diocesan school policy regarding social media (DSP 6425) and will be subject to disciplinary measures.

Students may not use headphones in the hallways or at lunch. Headphones are only permitted at teacher discretion in the classroom or during study hall.

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.

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.

Each school must have a written policy in regarding to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep medication in a locked cabinet.)

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. Helias students may not provide non-prescription drugs to fellow students.

Prescription Drugs

All medicine must be in the original and current prescription bottle. The pharmacist can provide a labeled prescription bottle for school usage. The prescription label must contain the child's name, name of medicine, dosage, and directions. Any changes to the dosage must be submitted in writing to the building secretary.

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. 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.

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. 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 and all students are required to attend mass. Students found skipping all-school mass will be subject to one week of detention. Boys are encouraged to wear a tie on Mass days.

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. Students are expected to take care of the facilities, return trays and utensils to the dishwashing room window, and dispose of trash properly.

Students may pay for lunch using cash or funds that have been placed in their lunch account. Account funds are accessed by the student presenting his/her ID card to the cashier in the lunch line. Students who are not in possession of their card will be required to go to the back of the line.

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 appropriate school dress. 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 of the Building

All students must leave Helias by 3:30 p.m. or report to the Study Hall Lab for supervision. Students may not hang out in the hallways or the Commons without supervision. Students are expected to be picked up by 5:15 p.m. each day. This does not apply to students supervised by a coach. It does apply to those waiting at school for practice to begin. Students not in compliance will be considered Away from Assigned Area.

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. 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 Catholic 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 Catholic 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 Catholic 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 Catholic 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, after consultation with the Catholic School Office, 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, Snapchat, Twitter, Instagram, and other social networking sites, 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.

Updated 5/30/17