

**HELIAS CATHOLIC HIGH SCHOOL
HANDBOOK ACKNOWLEDGEMENT
2011 - 2012**

I acknowledge that I have received copy of the Helias Catholic High School of Jefferson City, Missouri, Parent Handbook. I understand that it contains important information about Helias Catholic High School's general policies and regulations and about my privileges and obligations as a parent/guardian. I acknowledge and understand that this Handbook is neither a contract nor a legal document. I further acknowledge that I have read and understand Helias Catholic High School's policies and regulations and agree to adhere to these policies and regulations.

I further acknowledge that revisions to the Handbook may occur. I have received this Handbook, and I understand that it is my responsibility to read and comply with the policies and regulations contained in this Handbook and any revisions to it.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

List Names and Grades of Students at Helias

A copy of this Parent Handbook Acknowledgement is to be signed and returned to Helias Catholic High School.

Helias Catholic High School
1305 Swifts Hwy. - Jefferson City, MO 65109 - 573-635-6139

2011 - 2012 Parent / Student Handbook

Name _____

Address _____

City/State/Zip _____

Phone _____

Administration

Mr. Didier Aur, President
Sr. Jean Dietrich, SSND, Principal
Mr. Stan Ochsner, Dean of Students
Sr. Barbara Neist, SSND, Director of Curriculum & Instruction
Fr. Brendan Doyle, Spiritual Director

VISION STATEMENT

Excelling students centering on Christ

MISSION STATEMENT

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

Front Cover Artwork by: Renee Coziahr, Class of 2011

School Calendar

9 a.m. Start time on Friday mornings for Teacher Meetings

August 2011 ~

15 – Seniors & Juniors First Day – 8 a.m. – 12:30 p.m.
16 – Sophomores & Freshman First Day – 8 a.m. – 12:30 p.m.
17 – All Students – All Day
17 – All School Mass
24 – 1:50 p.m. Dismissal / Parents Visit Classes – 6:30 p.m.
28 – Mother’s Club Formal Sale
28 – Auditions for ‘Alice in Wonderland’ – 1 p.m.

September ~

5 – **No School** – Labor Day
10 – ACT Test – 8:00 a.m.
12 – **No School** – Helias Foundation Golf Tournament
14 – Bishop’s All School Mass

21 – 1:50 p.m. Dismissal – Parent/Teach Conf. – 6:45-8:15 p.m.
21 & 22 – Senior Boys Retreats (Required)
26 – **No School** – Diocesan Teacher Institute
28 & 29 – Senior Girls Retreats (Required)

October ~

6 – Homecoming Queen Assembly – ‘C’ Schedule
10 – Opening All School Mass for Homecoming Week
11 – College Fair
14 – 12 noon – Homecoming Assembly / 1:00 p.m. Dismissal
14 – 6:30 p.m. – Parade Downtown / Bonfire at Helias
15 – PSAT Test (Juniors) – 8:00 a.m.
15 – Homecoming 5K at Helias – 9:00 a.m.
15 – Homecoming Mass / Cathedral of St. Joseph – 3:00 p.m.
15 – Homecoming Game – 6:00 p.m.
16 – Homecoming Dance in Gym – 8-11 p.m.
17 – **No School**
21 – End of First Quarter
22 – ACT Test – 8:00 a.m.
24-28 – Days of Adoration
26 – Distribute Report Cards
30 – Winter Sports **athletes & parents** meet w/coaches – 7 p.m.
31 – Wrestling Practice Begins

November ~

1 – All School Mass / All Saints Day
7 – Basketball Practice Begins
10 – Sophomore Retreat – 3:30-9:30 p.m. (Required)
11 – No School for Sophomore Class only
17 – All School Thanksgiving Mass / Grandparent’s Day
23 – 1:00 p.m. Dismissal / Thanksgiving Break
24-25 – Thanksgiving Break
30 – Junior Class Retreat (Required)

December ~

1 & 2 – Freshman Baseline Training
2-4 – ‘Alice in Wonderland’ Musical
6 – All School Day of Reconciliation
8 – All School Mass / Immaculate Conception
10 – ACT Test – 8:00 a.m.
18 – Auditions for ‘Happy Days’ – 1 p.m.
20-21-22 – Exams - TBA

January 2012 ~

3 – Classes Resume
5 – Distribute Report Cards
12 – All School Mass / Mass for Vocations
16 – **No School** – Martin Luther King Day

February ~

- 2 – All School Mass / Catholic Schools Week
- 11 – ACT Test – 8:00 a.m.
- 16 – Freshman Retreat (Required)
- 17 – **No School**
- 20 – **No School** – President’s Day
- 22 – All School Mass / Ash Wednesday
- 26 – Spring Sports **athletes & parents** meet w/coaches – 7 p.m.
- 27 – Spring Sports practice begins

March ~

- 9 – End of Third Quarter
- 10 – Student Council Dance – 8-11 p.m.
- 13 – All School Day of Reconciliation
- 14 – Distribute Report Cards
- 16 – 1:00 p.m. Dismissal
- 16-18 – Spring Musical – ‘Happy Days’
- 22 – All School Stations of the Cross
- 28-April 4 – Days of Adoration

April ~

- 4 – 1:00 p.m. Dismissal / Easter Break Begins
- 5-9 – Easter Break
- 14 – ACT Test – 8:00 a.m.
- 17 – All School Mass / Easter Season
- 29 – Prom at Capitol Plaza Hotel
- 30 – **No School**

May ~

- 3 – All School Mass / May Crowning
- 15 – 8:45 a.m. Senior Class Mass and Reflection
- 15 – 10:00 a.m. Awards Assembly
- 16-17-18 - Exams – TBA
- 20 – Graduation – 2 p.m. at St. Joseph Cathedral

Bell Schedules

<u>“A” Schedule</u>		<u>“B” Schedule</u>	
First Bell	7:55	First Bell	7:55
Period 1	8:00 - 8:53	Period 1	8:00 - 8:45
Period 2	8:57 - 10:00	Period 2	8:49 - 9:36
Period 3	10:04 - 10:52	Period 3	9:40 - 10:25
1 st Lunch	10:56 - 11:21	1 st Lunch	10:29 - 10:54
Period 4	10:56 - 11:44	Period 4	10:29 - 11:09
	or 11:25 - 12:13		or 10:58 - 11:38
2 nd Lunch	11:48 - 12:13	2 nd Lunch	11:13 - 11:38
Period 5	11:48 - 12:36	Period 5	11:13 - 11:53
	or 12:17 - 1:05		or 11:42 - 12:22
3 rd Lunch	12:40 - 1:05	3 rd Lunch	11:57 - 12:22
Period 6	1:09 - 1:58	Period 6	12:26 - 1:06
Period 7	2:02 - 2:50	Period 7	1:10 - 1:50

“C” Schedule

First Bell	7:55
Period 1	8:00 - 8:49
Period 2	8:53 - 9:41
Period 3	9:45 - 10:30
1 st Lunch	10:34 - 10:59
Period 4	10:34 - 11:19
	or 11:03 - 11:48
2 nd Lunch	11:23 - 11:48
Period 5	11:23 - 12:08
	or 11:52 - 12:37
3 rd Lunch	12:12 - 12:37
Period 6	12:41 - 1:26
Period 7	1:30 - 2:16
Assembly	2:20 - 2:50

Homeroom Schedule

First Bell	7:55
Period 1	8:00 - 8:46
Homeroom	8:50 - 9:00
Period 2	9:04 - 10:02
Period 3	10:06 - 10:49
1 st Lunch	10:53 - 11:21
Period 4	10:53 - 11:41
	or 11:25 - 12:13
2 nd Lunch	11:45 - 12:13
Period 5	11:45 - 12:33
	or 12:17 - 1:05
3 rd Lunch	12:37 - 1:05
Period 6	1:09 - 1:58
Period 7	2:02 - 2:50

1:00 Dismissal – No Lunch

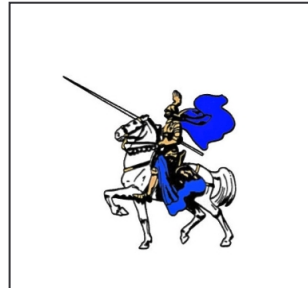
First Bell	7:55
Period 1	8:00 - 8:39
Period 2	8:43 - 9:25
Period 3	9:29 - 10:08
Period 4	10:12 - 10:51
Period 5	10:55 - 11:34
Period 6	11:38 - 12:17
Period 7	12:21 - 1:00

Mass Schedule

First Bell	7:55
Period 1	8:00 - 8:38
Period 2	8:42 - 9:22
Period 3	9:26 - 10:04
Mass	10:15 - 11:15
1 st Lunch	11:20 - 11:45
Period 4	11:20 - 12:05
	or 11:49 - 12:34
2 nd Lunch	12:09 - 12:34
Period 5	12:09 - 12:51
	or 12:38 - 1:20
3 rd Lunch	12:55 - 1:20
Period 6	1:24 - 2:06
Period 7	2:10 - 2:50

9:00 a.m. Start Schedule

Period 1	9:00 - 9:45
Period 2	9:49 - 10:37
Period 3	10:41 - 11:23
1 st Lunch	11:27 - 11:52
Period 4	11:27 - 12:09
	or 11:56 - 12:38
2 nd Lunch	12:13 - 12:38
Period 5	12:13 - 12:55
	or 12:42 - 1:24
3 rd Lunch	12:59 - 1:24
Period 6	1:28 - 2:08
Period 7	2:12 - 2:50



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 off campus and/or outside of school.

DSP 5305

STUDENTS: Catholic Faith and Moral Standard

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

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

DSP 5201

STUDENTS: Proof of Guardianship

- The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.
- In any situation where there is a custody agreement, the schools are to obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.
- Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.
- When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.
- Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically

notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either parent upon request regardless of any visitation schedule which might be contained in a court decree.

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

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

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

DRESS / APPEARANCE CODE

Helias Catholic High School believes very strongly 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 and 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.
- Extremes in personal appearance are not permitted.
- Decisions on the acceptability of student appearance will be made by the Dean of Students.
- All clothing is to be modest, of proper fit, neat, clean, and worn as designed at all times.
- Pants with rivets, frayed cuffs, 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 must be white and no printing on the t-shirts may be visible through the uniform shirt.
- Nail polish may not be black and may not be worn by male students. (Students with black nail polish must remove it with polish remover provided by the Dean of Students for a \$1.00 fee.)
- Hats/headwear may not be worn in the building.
- Accessories (scarves, bandannas, cummerbunds, etc.) are not permitted.
- Ink marks on hands and arms are unprofessional and indicate immature behavior.

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

Shirts

- Polo shirts in both long and short sleeves in navy, white, and sunflower
- Long sleeved button down collar dress shirts in white and light blue

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. In some cases the skorts may need to be altered to fit shorter girls. If that is the case, the skort must come within 3" of the top of the knee.

Jackets

The designated Helias warm-up jacket is permissible for school wear.

Pullovers

- Navy blue and gold fleece pullovers

Pants

All pants worn to Helias must have a KHAKI DRESS PANTS LOOK. The material must appear pressed. 100% cotton 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.

Belts

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

Shoes

Black, brown, or cordovan smooth leather, sturdy dress shoes with closed heel and toe and a substantial sole or leather deck shoes/topsiders that are primarily brown with small amounts of other shades of fabric are permitted. Shoes should be kept clean and polished. Suede shoes are not permitted. If a student is injured and wearing tennis shoes is indicated, it may be approved for a few days with a parental note brought to the business office. If tennis shoes are necessitated for an extended period of time, a note from a physician will be required. That note is to be signed and approved before school. Any time a student is wearing tennis shoes, he/she must carry a Tennis Shoes Permit (available in the business office with proper documentation) which grants that permission or be subject to a dress code fine.

Socks/Hosiery

Boys and girls must wear matching socks which must be visible at all times. Girls' hosiery must be solid white, navy, or flesh-colored. If a girl chooses the skort/culotte option, she must wear crew or knee length solid white or navy socks or hose. Footie socks are not to be worn with skorts.

Boys Directives

Hair must be off the eyebrows; at least a portion of the ears must be visible when the hair is combed down; hair length in back may not overhang the collar. Hair must be neat, clean, trimmed and combed. Ponytails are not allowed. The administration will determine whether a hair style/color is appropriate for school. Students must be clean shaven, no beards or mustaches are allowed. Sideburns may not extend below the ear lobe. Jewelry must be simple and appropriate for school. Earrings are prohibited, as are the studs which are worn when ears are newly-pierced. Covering studs with tape or a band aid is not permitted.

Girls Directives

Hair must be neat, clean, and combed. The appropriateness of hair style and coloring will be determined by the administration but hair bangs may not hang below the eyebrows. 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 fined \$10.00 per offense (see Blue Jeans and Athletic Shoes Days below). When a student has committed his/her third and subsequent uniform violation, he/she, in addition to the fine, will be assigned one hour of detention. Any fine must be paid before 8:00 a.m. the next school day or it will double and the student will not be permitted to return to class until the fine has been paid. Students will not be permitted to attend class unless they are wearing appropriate clothing. That may involve a phone call to parents to deliver appropriate clothing, a trip to the bookstore to purchase appropriate clothing which will then be billed to the student's account, or, with parental and administrative approval, a student may be permitted to drive home to change. Any class work missed while taking action to comply with the dress code is unexcused; the time must be made up in detention and the work missed, including tests, cannot be made up. In addition to the fine and hour of detention, students with facial hair will be required to shave before returning to class and will be charged \$1.00 for the razor and shaving cream.

It is possible to receive multiple fines and multiple hours of detention simultaneously if in violation of two or more appearance code rules.

Blue Jeans & Athletic Shoes Days

The administration may designate a day as Blue Jeans & Athletic Shoes Day. On such days only good, clean blue jeans may be worn. No holes, tears, frayed bottoms, wide legged jeans or overalls are permitted. A belt with a buckle must be worn if there are belt loops. Athletic shoes must be clean and without holes. "Athletic shoes" means exactly that; boots, other casual shoes, slippers, etc. are not permitted. Visible socks are required. Regular school shirts and blouses are required unless otherwise specified. For violation of the dress code on a Blue Jeans & Athletic Shoes Day the fine doubles to \$20 per violation.

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. With that in mind: 1) Dresses may not be low cut and must cover the entire front of the body. *Explanation: if you place a yardstick across the chest from armpit to armpit, all skin below that yardstick in 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, 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;* 2) dresses may be backless to the waist; 3) there are no restrictions on shoulders or shoulder straps; 4) dresses may be no shorter than four inches above the top of the knee cap; 5) slits in the dress may be no higher than mid-thigh. Girls not in compliance with the above will not be permitted to enter the dance, parents will be called. Again, dresses for Helias formal dances are expected to be appropriately modest for a Catholic school activity. That means that it is expected that the girls be properly covered and it also means that girls with varying body types may not be allowed to wear the same dresses. The subjective call of what is appropriate will be made at the entrance to the dance....if it is believed that the dress is not sufficiently modest, the wearer will not be permitted in the dance.

The dress code for other school dances will be announced over the PA prior to the dance and will always be more restrictive than for Prom and Homecoming. 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 or themselves by coming to a dance in clothing which is not permitted.

STUDENT SAFETY

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

Fire Drills

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

Tornado Drills

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

Emergencies

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

Security

For security purposes, only the front doors, the main fieldhouse entrance, the Crusader entrance on the west side of the building, and the west entry off the courtyard are open as student entrances to school in the morning. At 8:00 a.m. all exterior doors to the building are locked and entrance is granted at the front, fieldhouse, and Crusader entrances by pushing a button and being allowed in by the front desk. We must have the cooperation of all students in assuring that other doors remain closed at all times. 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. However, it is acceptable for the vans to be used to transport students to practice sessions when available. Helias MUST provide transportation to events / games / competitions that are hosted by another school which occur outside the city limits of Jefferson City. A coach should never provide one-on-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 Catholic High School.

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 makeup all work missed.

DSP 5575

STUDENTS: Student Insurance

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

Student Insurance / Accidents

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

ACADEMIC INFORMATION

Graduation Requirements

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

Religion.....	4 units
English Language Arts.....	4 units
Social Studies.....	3 units
Mathematics.....	3 units

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

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

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

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

Course Changes

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

Early Graduation

Permission to graduate in seven semesters may be granted for health reasons, college attendance, or as deemed appropriate by the administration. If a student leaves Helias to attend college, he/she must enroll in at least six hours of college work. Any student who leaves Helias early: 1) will not receive his/her diploma until the regularly scheduled date of graduation; 2) will 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. Progress reports, to inform the parents of the student's scholastic performance, are issued to all students midway through each quarter. Parents may monitor their student's progress via the parent link on SIS. A parent-teacher conference to discuss this report is available following the first progress reports. 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
84-82	C+	2.7
81-80	C	2.4
79-77	C-	2.0
76-74	D+	1.7
73-72	D	1.4
71-70	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 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 only no grade lower than a C. All subjects, including Nichols Career Center, are considered in determining the honor rolls.

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

Testing

As part of the process of continuous school improvement, Helias implements the following assessment system to monitor and document student performance: EXPLORE® (Grade 9), PLAN® (Grade 10), ACT® (Grades 11-12), and ACRE, Assessment of Catechesis Religious Education, (Grade 12). The PSAT/NMSQT is

offered to interested students in Grade 11, and ASVAB, the Armed Services Vocational Aptitude Battery, is offered to students in Grades 10-12. The Missouri Connections Program through the State of Missouri is a career, college, or continuing education resource available to all students.

DSP 6235

INSTRUCTION: Non-Catholic Student Participation

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

Textbooks

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

Academic Progress

A student may earn credits outside the regular school day by taking distance learning classes (ordinarily limited to two credits) or summer school classes. Summer school classes are counted in the student's GPA, distance learning 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
Juniors – 19 credits

Sophomores – 13 credits
Seniors – 26 credits

Service Hours

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

DSP 5405

STUDENTS: Parent/Teacher/Student Conferences

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

DSP 5410

STUDENTS: Promotion and Retention

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

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

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

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

DSP 5701

STUDENTS: Students with Special Needs

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

be limited to, the superintendent of Catholic schools, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the superintendent of Catholic schools, if deemed beneficial, when a parent disagrees with a local school decision.

Developmentally Disabled Students

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

Extra Credits / Summer School

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

DSR 6301

INSTRUCTION: Educational Outings and Field Trips

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

DSP 6305

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

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

Transportation for field trips shall be provided by licensed public carrier or by insured private vehicles. Bus drivers must have a valid commercial driver license and a valid school bus status. Drivers of private vehicles must be either a parent or guardian and at least 25 years of age. The school does not carry insurance to cover the use of

private cars. Therefore, parent volunteer drivers and teachers/school personnel who use their own cars are to furnish proof of insurance and proof of a valid driver's license prior to departure on the field trip. Appendix #6305 provides a form that must be completed by anyone providing transportation for a school-sponsored event.

DSR 6305

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

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

GED Policy

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

Eligibility for Extracurricular Activities

Students participating in extracurricular activities are representatives of Helias who have earned that privilege by meeting academic and behavioral standards. All must understand that academics come first. Students suspended from school are ineligible to participate in activities until the assigned suspension and accompanying discipline has been served. All students must comply with MSHSAA requirements stating that 3.0 credits must have been earned the previous semester in order for the student to be eligible. Failure to do so results in ineligibility for the entire semester. Further, by Helias policy a student who gets two failures during the first or third quarter or two semester failures at the completion of the second or fourth quarters is ineligible to participate in extracurricular activities until the next progress report is issued. Eligibility for fall extracurricular activities is based upon the previous second semester grades; however, a student who successfully completes credits in summer school may regain eligibility prior to the beginning of fall activities. Ineligibility begins when grades are distributed. At the time progress reports are issued, a student becomes eligible if there are no failures and he/she earned at least 3.0 credits the previous semester. Any failure on the progress report extends ineligibility until the end of the quarter. Students involved in activities who are ineligible may choose to be banished from the team/organization until regaining academic eligibility or to report to a one-hour study hall immediately after school, then dress and report to practice. Any student involved in MSHSAA activities must be a good citizen. If a student is arrested, 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, or his/her parent(s), contact the Activities Director on the next school day.

After School Make-up Credit Courses

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

Honor Code

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

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

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

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

- use of "cheat sheets" or other fraudulent contrivances to enhance grades;
- copying or receiving test answers from or giving test answers to another student in any form;
- plagiarizing or turning in the work of another as your own;
- use of a cell phone or other technology to transmit test questions or answers;
- 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);
- permitting other students to copy one's work.

Individual teachers are encouraged by the administration to provide more definition for their specific situations.

Any alleged violation of the honor code is to be documented in writing by the teacher with copies given to both the advisor of the Student Honor Council and the Dean of Students. The offending student must appear before the Student Honor Council, an elected committee of National Honor Society members, to answer questions and explain his/her behavior. The Honor Council, with the approval of the President or his designee, will determine the negative effect on the student's grade and appropriate additional sanctions (ranging from assignment of service hours to any of the school disciplinary steps as detailed in the student handbook) as appropriate for the offense. The Dean of Students will be the record keeper for situations involving violations of the honor code. Punishments will increase in severity as subsequent violations are committed. Any student found guilty of willful acts of dishonesty by the Honor Council will receive three (3) discipline points and the point values assigned to the discipline assigned will also be counted in the Helias Disciplinary Point System. Honor Code offenses are cumulative for a student's career at Helias and previous violations will be considered in determining appropriate disciplinary measures. Parents will be notified when it has been determined that an honor code offense has occurred.

National Honor Society

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

Each member school is given considerable leeway as to the formation of their NHS chapter. In an effort to develop a selection process which is as objective and equitable as possible, Helias has formulated the following method for considering senior and junior applicants for NHS. All interested students will be required to complete a thorough application form. Much like college or scholarship applications, failure to do a superior job in completion of the application process may result in a student, who otherwise may have been deserving, not being selected.

Minimum qualifications for Helias NHS consideration include:

1) **Scholarship:** in order to qualify for admission or retain membership in the NHS a student must have a cumulative 3.25 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;

2) **Leadership/Involvement:** will be evaluated based upon documented information provided on the application form depicting involvement in Helias Catholic High School. For purposes of this process, each Helias school club, organization, and activity carries a point value of one. Completion of the 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 six (6) points and be currently enrolled in a minimum of two (2) more. The application form will require the signature of the activity sponsor to verify that the student was a member in good standing for the duration of the activity;

3) **Service:** similar to leadership, proof of service will require intensive documentation on the application form. Each student will be required to have completed, within one calendar year prior to application, at least twenty (20) hours of community / school / church volunteer service exclusive of hours meeting religion class, Confirmation, or TEC requirements. There are certain limitations on what is accepted as community service hours. Service done for family members, political campaigns, for-profit businesses, or as a baby-sitter for family or neighbors is not considered community service. The application form will list many approved organizations and will require signature verification of the hours served by the organization supervisor. Anything not on this list must be approved in advance by the NHS moderator. **Following selection, each member, old and new, will be required to complete five hours of service per year to Helias above and beyond those required by any other program.** NHS students are the tutors for Helias. Each NHS student is asked to list at least two subject areas in which they are willing to tutor students who may be looking for extra help. When the counselors need a tutor they will go to the NHS file and match the student with an Honor Society member who can help.

4) **Character:** by far the most difficult to judge objectively, character is based upon impressions and 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) - 5 (high) scale. Teachers will be required to explain any rating of three (3) or less. To be eligible for NHS consideration, a student must have a character accumulative rating of 3.5 or higher. Any student who accumulated 10 or more points in the Helias Disciplinary Point System or who committed an honor code violation in the previous school year is ineligible to apply for National Honor Society recognition.

Conduct unbecoming an NHS member includes, but is not limited to: cheating or any violation of the Helias Honor Code; verified legal offenses; violations of the Helias drug and alcohol policy; failure to respect and live up to the commitments and obligations of

membership in the NHS; accumulating 10 or more points in the Disciplinary Point System during any year in which the student is an NHS member; or failure to maintain the GPA requirement. Any of these actions results in the member being placed on probation.

Membership responsibilities include: completion of service hours as explained above; attendance at all meetings and activities unless excused in advance by the moderator; and doing a neat, thorough, professional job on required paperwork. Failure to complete these responsibilities may result in the NHS member being placed on probation.

No member on probation may wear the NHS stole at the graduation ceremonies.

A second violation of the conduct unbecoming provisions, a second failure to meet membership responsibilities, or the accumulation of five additional disciplinary points in the same year after having been placed on probation may result in permanent, irrevocable dismissal from NHS.

ATTENDANCE / ABSENCES

Helias views the daily classroom activities, lectures, and discussions as valuable components of the educational process. Therefore, attendance at each class is required. 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. Regular attendance is crucial to a Helias education.

Students are to get to school on time and minimize absences. If a student is unable to come to school, his/her parent or guardian must call Helias (635-6139) between 7:00 and 8:30 a.m. to give the student's name, year in school, and reason for the absence. The school should not have to call the parent. If Helias has to call the parent to determine the whereabouts of a student, the time missed may be considered unexcused and the student may not be eligible to receive a permit for makeup work.

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/athletic director may investigate or delegate someone to investigate the situation.

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

Permits for Make-Up Work

When a note is turned in, assuming that it constitutes an excused absence, the student will be given a permit for making up assignments. It is then up to the student to make arrangements for makeup work with all teachers no later than the second day back to school. Teachers will not allow makeup work without the permit.

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.

DEFINITIONS

School Related Absence: will be noted on the daily Student Attendance Bulletin and will not require a permit for making up assignments. Examples: school sponsored retreat days, field trips, civic club attendance, students representing Helias in co-curricular or extracurricular events pre-approved by the administration.

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.

Excused Absence: teachers will allow makeup work and tests when presented by the student with a permit for makeup work. Typical examples: illness, doctor or dentist appointments*, death in the family, family emergency, family trips which have been approved by Helias at least two days prior to the trip when the student is traveling with a parent or guardian, special situations approved by the Dean of Students. To be valid, the makeup work permits may be issued up to two days after the absence when required verification is provided and must be shown to the teacher no later than the third day after the absence.

* Routine visits to doctors or dentists should be scheduled outside the school day. 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.

Helias' Counseling Department provides students many opportunities to learn about various colleges and universities. However, seniors and their parents may wish to visit multiple schools as they make this critical decision. Seniors may, having properly notified Helias in writing at least two days in advance and **when accompanied by a parent**, make multiple college visits as excused absences. Helias will provide a 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 Dean of Students. Special circumstances (e.g. a 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 Dean of Students at least two days prior to the visit.

Unexcused Absence: parents have the right to take their child from school at any time for any reason; however, Helias does not have to accept the reason as excusable. That judgment will be made on a case-by-case basis. When it is determined that the absence is not excused, students will not be issued makeup work permits, will not be

authorized to makeup work and tests, lose class participation points, and may be assigned detention up to the amount of time missed.

Helias does not recognize a senior "skip day". When the administration discovers that a "skip day" is planned, they may decide to post on the school website a statement that any senior absent from school that day will be considered unexcused. On that day a doctor's note would be required for any illness in order to have the absence excused. Students involved in a skip day will be unexcused. Parents are urged not to cooperate with their children in any attempt to skip school.

Excessive Absences: When a student is absent for the 4th time in a quarter, that student will visit with the Dean of Students to explain the necessity of those absences and his/her parents will be called to express Helias' concern. Students absent from any class six (6) times in a quarter may be subject to having their grade lowered or losing course credit.

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

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

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, a student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

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

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

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

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

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 time after school, when students are tardy to class or study hall. **(Tardies also effect parking privileges - see PARKING).**

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

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

DISCIPLINARY POLICIES & PROCEDURES

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

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

General Discipline

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

The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her 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 dean of students/athletic director is responsible to report immediately to the superintendent of Catholic schools any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.

School Disciplinary Steps

It should be understood by all that disciplinary matters deemed grave enough to require the involvement of the administration are quite serious and begin a process which may ultimately result in the student having to leave Helias. When a student is sent by a teacher for school discipline, the administration will dispense corrective measures as deemed appropriate. Helias generally utilizes a progressive discipline plan, but all must understand that flagrant violations of school policy,

gross disrespect for staff or school property, behavior which threatens the well being of any other person, or extreme belligerence may result in severe punishment up to and including expulsion. Here are the types of discipline to which a student may be assigned by the administration:

1. Morning or After-School Detention

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

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

2. Evening Detention

A student who owes multiple may be assigned to a multi-hour evening detention. In those cases the student reports at 5:00 p.m. to the supervisor of the Roedel Cleaning Services crew and works his/her assigned hours under the supervision of a member of the cleaning crew assisting as requested. Failure to cooperate results in continuing to attend evening detention until the time has been satisfactorily completed.

3. Saturday Morning Detention

A student who has committed an offense deserving a higher degree of discipline than school day detention may be assigned to attend Saturday morning detention which will be held from 8:00-11:00 a.m., or longer if necessary, on the following dates: September 24, October 29, December 3, January 21, March 10, and May 12. During Saturday morning detentions students may be required to assist in a variety of facility clean-up/maintenance tasks. Saturday morning detention takes precedence over all other school activities including athletics. Failure to show up for an assigned Saturday morning detention will result in three days of in-school suspension and the accompanying additional detention hours.

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

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.

4. In-School Suspension

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

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

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.

5. Out-of-School Suspension

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

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.

STUDENTS: Dismissal and Expulsion

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

6. Dismissal

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

7. 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.

8. Expulsion

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

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

Parental Involvement in Student Discipline

The administration of Helias Catholic High School believes in the necessity of keeping parents informed about their student's progress, including his/her behavior. The parent(s) will be notified by the teacher when serious or repeated classroom misbehavior is noted and by the administration as steps 4 and 5 of the above-explained process occurs. Parents will be asked to sign the disciplinary file materials prepared for any student who has merited probationary status so that if steps 6, 7, or 8 are reached there can be no doubt as to their necessity and no surprise to anyone.

It is extremely important that parents understand the rules and regulations in this handbook and that they assist Helias in the enforcement of these policies to the benefit of their child.

DSP 5260

STUDENTS: Confidentiality

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

- I. Information that concerns violation of the law;
- II. Matters involving the health and safety of the student or any person;
- III. Serious moral issues;
- IV. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.

The school principal, dean/athletic director, or president, after consultation with the Catholic School Office, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

Disciplinary Point System

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

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

<u>Violation</u>	<u>Points</u>
Gum / Candy (first two violations of the school year)	1 ea.
Gum / Candy (third and all subsequent violations)	2 ea.
Dress Code (first two violations of the school year)	1 ea.
Dress Code (third and all subsequent violations)	2 ea.
Unexcused Tardies to School	1 ea.
Unexcused Tardies to School (3rd & all subsequent violations)	2 ea.
Detentions	1/hour
Found Guilty of an Honor Code Violation	3
Parking Violation (on campus)	2
Cell Phone/Electronic Devices Violation	2
Tobacco Violation	3
Removal from a Class	5
Truancy	5
ISS Days	6/day
OSS Days	8/day

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

DSP 1901

COMMUNITY AND EXTERNAL OPERATIONS: Grievance

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, principal or

dean/athletic director, and then president) shall be resolved through the Administrative Recourse Procedure. Since the Helias School Board is an advisory board, it is not part of the process of reconciling differences, unless the president decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

DSR 1901

COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

A. Definition

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

B. Purpose

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

C. Basic Principles

1. Informal attempts using the local chain of authority (teacher, principal or dean/athletic director, and then president) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. (*By mutual written agreement, however, the time limits may be extended.*)
3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
4. There is to be no retaliation against any party or participant in the grievance procedure.

5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.
7. Levels One and/or Two of the Grievance Procedure may be waived upon the written request of both parties and the grievance brought directly to the next level.

D. Procedure

Informal Attempts at Resolution

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

Formal Grievance Procedures

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

LEVEL ONE: PRINCIPAL OR DEAN: The grievant shall reduce the complaint to writing and submit it to the school principal or dean within fifteen (15) days following the occurrence of the event. The school principal or dean will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school principal or dean, a grievance representative designated by the president and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school principal or dean shall provide the grievant with a written decision.

LEVEL TWO: PRESIDENT: If the grievant is dissatisfied with the principal or dean's written decision, the grievant may appeal the decision in writing within five (5) days to the president. If the Formal

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

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

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

DSP 1902

COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status
During Administrative Recourse

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

INTOLERANCE & HARASSMENT

Helias Catholic High School demands Christian behavior and respect for all. Students may not act in ways that could be perceived as threatening, harassing, or bullying either in or outside of school. All persons have the right to be treated with dignity. Any demeaning behavior (physical, verbal, relational, or sexual) is prohibited. This includes any and all harassment using technology (cyberbullying, sexting, Facebook, Twitter, or MySpace 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.

DSP 5820

STUDENTS: Harassment

Policy: All Catholic schools part of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school or PSR shall be subjected to any type of harassment.

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Sexual harassment deserves special mention.

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

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

STUDENTS: Sexual Abuse of Minors

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

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

I. BRINGING AN ALLEGATION

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

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

STUDENTS: Non-Discrimination

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

ALCOHOL & DRUGS

A. Definitions

The phrase "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 dictate.

C. Investigatory and/or Remedial Measures

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

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

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

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

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

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 alcohol 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 Dean of Students 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 Dean of Students.

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

TOBACCO USE

Smoking, chewing/spit tobacco, or possession of tobacco products are not permitted by students at any time on or around the school grounds (including lockers, the parking lots and inside vehicles) or at school activities, functions, or events. Any infraction of this nature is subject to a \$25.00 fine. Chewing/spit tobacco possession or use is also punishable by two evening detentions.

STEALING

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

DAMAGE

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

FIGHTING

Students involved in fighting, defined as pushing, shoving, slapping, throwing a punch, or any other action which could endanger the physical welfare of another whether initiated or in retaliation, at school

or at a school function will be assigned discipline as deemed appropriate to the severity of the offense with a minimum of one day of in-school suspension. Parents will be notified and legal authorities may be called.

DISPLAYS OF AFFECTION

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

GUM, SNACKS, DRINKS

Gum chewing is not permitted during the school day, including lunch. Snacks, candy, drinks, etc. may be eaten only before school or during lunch in the cafeteria. Soft drink cans, water bottles, etc. may not be taken to classes or elsewhere in the building without specific administrative approval. Chewing gum and eating or drinking at any other place in the building during the school day is subject to a \$10.00 fine. When a student has committed his/her third and subsequent gum/snack/drink violation, he/she, in addition to the fine, will be assigned one hour of detention. When a faculty member finds a student to be in violation of this policy, he/she will notify the student that he/she is being fined and then notify the office. The fine must be paid before the bell to begin school on the next school day or it will double and the student will not be permitted to return to class until the fine has been paid. When any student accumulates three gum/snack/drink fines in any quarter, he/she will be assigned a three-hour Saturday morning detention with the time spent scraping gum from the bottoms of desks and tables.

STUDENT LOCKERS / PERSONAL BELONGINGS

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

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

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

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

Students may not peg lockers as possible damage to the lock and the locker may result. There is a \$25 fine for pegging a locker. If you are assigned a locker that is pegged, it is your duty to notify the Principal

so that the locker can be made secure.....if you fail to do so it will be assumed that the peg is your responsibility and you will be subject to the \$25 fine.

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.

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, and unacceptable.

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 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.

In the spring when the fields are wet, the baseball team will often practice on the upper parking lot. It is required that all cars be moved by 3:20 p.m. on those days.

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 not possess or use cell phones or any portable communication or entertainment device in the building during the school day. Students are encouraged to keep them secure in their locked vehicles. If brought into the building they must be turned off and left in the student's locker.

If a student is in possession of any such device during the school day (or if a cell phone in a locker is audible) the item will be confiscated. On a first offense the student will be fined \$25.00 which must be paid before the phone/device will be returned. On the second and any subsequent offense the student will be fined \$50.00 and must serve a three-hour detention before the parent will be notified that they can come to pick it up.

Besides the fine and detention, student use of a camera phone for taking pictures during school or use of any phone/communications device for the purpose of cheating will be dealt with very harshly.

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 and matches on campus is forbidden. Any student who brings such items to school is subject to disciplinary measures up to expulsion.

PAYMENT OF FINES

Dress, gum and candy fines are payable to the Business Office by the bell to begin period one on the next school day after the fine was assessed. Failure to pay the fine by that time will result in it doubling and the student not being permitted to return to class until it is paid. Fines for tobacco and parking must be paid by the end of the quarter in which the fine was received, though parking fines double if not paid within 72 hours. A student who is unable to pay accumulated fines may, at the written request of the parent, be permitted to work the amount off by assisting with a variety of maintenance/custodial projects at school. Such arrangements must be made in advance with the Dean of Students. Fine totals are reduced by \$5.00 for every hour worked.

No student owing fines will be permitted to take exams at the end of the semester. No senior will receive a diploma until all outstanding debts are paid; underclassmen will not be permitted to re-enroll if fines are pending.

THE SCHOOL DAY

Definition

The time from when the student enters Helias in the morning until the student leaves his/her final classroom of the day is defined as the "school day".

STUDENTS: Drug/Medication Administration

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

Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

Prescription & Non-Prescription Drugs

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

ID Cards

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

Student Handbook

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

Morning

When students arrive in the morning, including those who will attend Nichols Career Center, they should come immediately into and remain in the school building. Nichols students should stay inside the building. Students may go to the commons, library, or a classroom. Teachers are to be at their rooms at 7:45 a.m., 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 7:55 a.m. bell rings, students should move to their first period class and Nichols students should move to the bus stop.

Study Halls

All study halls should be quiet study. Only students with library, computer room, counselor, lab, or athletic training room passes will be

allowed to leave. All students must return to study hall before the end of the period. Study hall moderators are authorized to administer discipline as necessary to ensure the proper use of the time by all students.

Mass

Mass is celebrated on Friday at 8:30 a.m. 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. Masses are also celebrated during the school day for all Religion classes. All-school Masses are held monthly.

Lunch Periods

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

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

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

Physical Education Classes

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

Library

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

Elevator

The elevator may be used by students during the school day only when the student has a medical disability, temporary or permanent, which impedes mobility. It is also permissible for one student to accompany the physically challenged student for the purpose of

helping with books, etc. or for students, under the direction of a faculty member, to use the elevator to move heavy objects. Otherwise, student use is prohibited. Unauthorized use of the elevator by a student is subject to a Saturday morning 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. Students will not receive phone messages until dismissal except in the case of extreme emergency.

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 of 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 in school must obtain a Guest Information Form which requires the signature of the Helias student's parent, the visitor and his/her parent, and the principal of the school which the visitor currently attends. The form also requires the signatures of all of the Helias student's teachers and must be returned to the business office at least two days prior to the visit. Visitors are expected to be in compliance with the Helias appearance code. Students should not invite others to meet them in the building nor should non-Helias friends be in the building at any time without administrative permission.

Dismissal and Evacuation of the Building

All students are expected to leave Helias each day by 20 minutes after dismissal unless they are involved in an extracurricular activity which begins immediately after school. Parents are expected to arrange transportation from school as soon as possible after dismissal.

Library & Computer Lab Policies

Each student using the computer labs or computers in the library must have signed Computer Lab and Internet Acceptable Use Policy forms. All items on those policies apply even if not repeated herein.

No student is to use the computers in labs without the express / stated approval of the librarian, computer teacher, or computer technology staff. Such approval must be for that particular day, time, and period.

Students must sign in and indicate the number of the computer they are using. No gum, food, candy, or drink (including water) is to be taken into or consumed in the library or computer labs at any time.

Students may NOT use the Helias computers for e-mail or any other messages, shopping, auction sites, chat rooms, or games. The computers and Internet are not to be used to access or print any material that is profane or obscene or advocates illegal acts, violence, or discrimination. No changes or additions are to be made in the computer system, including screen savers and moving or changing icons. Do not install or download any software on the Helias computers. No files or programs can be downloaded from the Internet. Students are responsible for the proper use and care of the equipment. If you bring a diskette from home, you must give it to the librarian or computer coordinator to be checked for viruses before using it. It is expected that each student will use the labs quietly and courteously following directives of the librarian or lab monitor.

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

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

DSP 6425

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

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

1. Internet, e-mail and other technology access and use in school is a privilege, not a right.
2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.

4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.
7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.
9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

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

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.

