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2022–2023 Student/Family Handbook

Vision Statement

Building a Community of Saints and Scholars for Christ

Mission Statement

Helias Catholic High School is committed to providing excellence in education as established on the teachings of the Roman Catholic Church for students in grades 9-12. Working in partnership with families, we are dedicated to providing a disciplined environment where Christ and His graces in each person are recognized, respected and fostered. As a teaching institution in the traditions of the School Sisters of Notre Dame and the De 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.

Alma Mater

Onward we march together,
Faithful may we ever be.
No thought of time or weather,
Hearts filled with hope and ecstasy.

Bravely we'll fight our battles;
Happily we'll meet success.
For the things for which we stand
Are honor and happiness.

School Song

Cheer, cheer for Helias High!
We're out to win or fight 'til we die.
Send a cheer for school's dear name,
We're out to fight and win the game.

We never falter, we never fall!
Helias High will win over all
While our loyal teams are marching
Onward to victory.

State! State! State!

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PRAYERS

HOLY ROSARY



Joyful Mysteries

1. The Annunciation
2. The Visitation
3. The Nativity of Jesus
4. The Presentation
5. The Finding of Jesus in the Temple

Sorrowful Mysteries

1. The Agony in the Garden
2. The Scourging at the Pillar
3. The Crowning of Thorns
4. The Carrying of the Cross
5. The Crucifixion

Glorious Mysteries

1. The Resurrection
2. The Ascension
3. The Descent of the Holy Spirit
4. The Assumption of Mary
5. The Coronation of Mary

Luminous Mysteries

1. The Baptism of Jesus
2. The First Miracle at Cana
3. The Proclamation of the Kingdom
4. The Transfiguration
5. The Institution of the Eucharist

Apostles' Creed

I believe in God the Father Almighty, Creator of heaven and earth.

I believe in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell.

On the third day, He rose again from the dead; He ascended into heaven and is seated at the right hand of God the Father Almighty. He will come again to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.

Our Father

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with thee. Blessed are you amongst women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Glory Be

Glory be to the Father, and to the Son and to the Holy Spirit: As it was in the beginning, is now and ever shall be, world without end. Amen.

Fatima

O my Jesus, forgive us our sins, save us from the fires of hell and lead all souls to heaven, especially those in most need of Your mercy. Amen.

Hail Holy Queen

Hail, Holy Queen, Mother of Mercy, our life, our sweetness and our hope! To thee do we cry, poor banished children of Eve; to thee do we send up our sighs, mourning and weeping in this valley of tears. Turn, then, most gracious advocate, thine eyes of mercy towards us, and after this, our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary! Pray for us, O Holy Mother of God, that we may be made worthy of the promises of Christ. Amen.

Rosary Prayer

O God, whose only begotten Son, by His life, death and resurrection has purchased for us the rewards of eternal life, grant, we beseech Thee, that by meditating upon these mysteries of the Most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through the same Christ our Lord. Amen.

Act of Contrition

My God, I am sorry for my sins because I have offended You. I know I should love You above all things. Help me to do penance, to do better and to avoid anything that might lead me to sin. Amen.

Prayer to St. Michael the Archangel

Saint Michael the Archangel, defend us in battle, be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray; and do Thou, O Prince of the Heavenly host, by the power of God, cast into hell Satan and all the evil spirits who prowl about the world seeking the ruin of souls. Amen.

Prayer for Vocations

Almighty Father, You have created us for some definite purpose. Grant us the grace to know your path for us in this life and to respond with a generous, "Yes." Make our diocese, parishes, homes and hearts fruitful ground for Your gift of vocations. May our young people respond to Your call with courage and zeal. Stir among our men a desire and the strength to be good and holy priests. Bless us with consecrated religious and faithful husbands and wives, who are a sign of Christ's love for His Church. We commend our prayer for vocations to You, through the intercession of the Immaculate Heart of Mary, through Christ our Lord. Amen.

POLICIES AND GUIDELINES

Implicit in the enrollment 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 Catholic partners with families in their children's education and strives to notify parents of concerns about student life or behavior, even when it occurs off-campus or outside of school. In their first semester of enrollment, all students are enrolled on a probationary basis with the expectation that students must adhere to the expectations of the Helias Catholic community.

Some diocesan policies and regulations are abridged or modified as applicable to a high school setting. The full content of these policies and regulations can be found in the [Diocese of Jefferson City Policy and Regulation Manual](#) (DPRM).

For the purposes of this handbook, all parents and guardians will be referred to as "parents" in policies and regulations.

GENERAL ADMISSION

Parent Partnership

In accepting students, we desire to serve young people who can benefit from and contribute to the educational and Catholic mission of Helias Catholic High School. We do not discriminate based on race, color or national/ethnic origin. We give enrollment priority to those families who have supported our school and Catholic education in general and to the students of faculty and staff.

The education of a student is a partnership between the parents and the school. We expect parents to cooperate with the teachers and administration in the spiritual, mental and physical development of their students. Families must meet all financial obligations associated with attending Helias Catholic High School. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the dismissal/expulsion of a student if the administration determines that the partnership is irrevocably broken.

In partnership with families, Helias Catholic asks all parents to be active stewards of their time and gifts by volunteering at at least one event as members of the Helias Catholic Parents' Club. Finally, parents who enroll their students at Helias Catholic High School agree to and abide by the **Covenant of Trust** as set forth by the Diocese of Jefferson City.

Covenant of Trust

The Church identifies three authors of education: parents, the community and the Church. Parents have the most serious obligation to provide the first knowledge of God and to lead their children to knowledge of the wider community. The community has certain rights and obligations in the education of youth for the common good of society. The Church has a duty to "promote for all people the complete perfection of the human person, the good of earthly society and the building of a world that is more human" (Declaration of Christian Education 3).

At Baptism, parents accept the responsibility of training their children in the practice of the faith. Godparents promise to assist them, and the whole community also promises to assist with this responsibility. "Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children" (Canon 793.1).

Catholic schools work in partnership with the family in proclaiming and witnessing to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. This partnership works best when parents respect the beliefs of the Church and live in a manner that reflects these beliefs. If parents reject the beliefs of the Church or live in conflict with these teachings, catechizing young people becomes very difficult.

"Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly." (Canon 796.2).

Parents at Helias Catholic High School, aware then of the dignity of the holy parental call and with reverent awe for that responsibility which is theirs, commit themselves in word and example to be the first and best teachers of their children in the faith. Practically, this means they will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of their children's education and formation.
- To the best of their ability, respect the teachings of the Church and help their children respect the Church and its teachings.
- Regularly participate in the Sunday Eucharist with their family (if not Catholic, support their children's participation in the family's faith community) and form their children in the faith.
- Commit to speaking frequently with their children about God and to include prayer in their daily home life.

- Participate in and cooperate with Helias Catholic High School programs that enable parents to take an active role in the religious education of their children, including sacramental preparation for Catholic children.
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school.
- Teach their children by word and example to have love and concern for the needs of others.
- Practice stewardship of time, talent and treasure and meet their financial responsibilities in support of the school.

Helias Catholic High School enters into a covenant of trust with each school family. This handbook provides the school's framework for this trust relationship, setting policies and regulations for the orderly, safe and effective spiritual and academic formation of children.

Parent Communication Agreement (see DSP 1810)

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

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences. It is called administrative recourse, and details of the process can be found in this handbook. A summary of the administrative recourse involves the resolution beginning at the most local level: beginning with the teacher. Teachers will generally return messages within 48-hours. If resolution does not happen at this level, communication may advance to the school principal and, finally, the president.

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

High School Admission Policy (See DSP 5107)

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

Helias Catholic High School

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

Fr. Tolton Catholic High School

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

Choice of School

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

Catholic Faith and Moral Standard (See DSP 5305)

As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student’s conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct that is inconsistent with Catholic faith and morals; that is a threat to the health, safety, reputation or welfare of other students or employees; or that causes scandal or impairs or threatens to impair the reputation of the Church or its schools is grounds for disciplinary sanctions up to and including immediate dismissal or expulsion.

Catholic Faith and Moral Standard – Local Level

If a student chooses to continually profess to be an agnostic or atheist or hostile to the teachings of the Catholic Church in a manner that is belligerent and harmful to the institution’s Catholic identity and promotion of the Catholic faith, this student may be expelled from school.

Students may not advocate, celebrate or express same-sex attraction in such a way as to cause confusion or distraction in the context of Catholic school classes, activities or events. All students are expected to conduct themselves in a manner consistent with their biological gender.

Students are not to engage in derogatory or discriminatory statements and other actions regarding race or ethnicity or other matters of personal or cultural identity (e.g., faith tradition, gender, sexual attraction). This includes epithets, derogatory jokes or comments, slurs, and imitations. It also includes visual contact, such as inappropriate drawings or gestures.

Non-Catholic Student Participation (See DSP 6235)

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

Proof of Guardianship (See DSP 5201)

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 school is to obtain the portion of that agreement that stipulates custody and any other pertinent information as a condition of enrollment. Parents are to notify the school immediately of any change in the agreement.

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

School personnel will release the students according to the court documents and visitation documents the school has on file. Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

ID Cards

All students receive a Helias Catholic student ID card after student pictures are taken at the beginning of the year. That ID entitles students to free admission to many school activities including athletics. Every student is required to show the ID to be admitted. Without the ID, even if the gate personnel know the student, the regular admission price will be charged. Lost ID cards may be replaced at the business office for \$5.

Student Images

The school reserves the right to use student pictures in publications and on the school's website. Parents who do not wish their child's picture used must notify the principal in writing prior to the beginning of the year.

Student Records

Official student records include the following academic information: transcripts, testing results, and records of absenteeism due to dismissals or suspensions from school. Health, general behavioral, and exceptional student records are kept in separate files. Only a student's official file will be sent to the transferring school. Written requests are required 24-hours in advance for parents to see student records. Transfer requests from other school systems must specifically request any records in addition to educational records.

In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the student's academic records and other school information. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

GENERAL OPERATIONS

Visitors

All visitors must check in at the main office. Visitors will be given a "Visitor's Pass" to wear while in the building. All visitors must check out at the main office before leaving the building.

Anyone who needs to conduct business with Helias Catholic staff should not enter the building if experiencing any potential symptoms of a communicable illness and should instead call the business office at 573-635-6139.

Student visitors are expected to wear khaki pants or jeans without holes and a collared shirt. Students should not invite others to meet them in the building, nor should friends who are not Helias Catholic students be in the building at any time without administrative permission.

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

Mass

Morning Mass is celebrated in the oratory; students are always welcome. All are asked to be quiet and respectful in the hallway outside the oratory when Mass is in progress. All-school Masses are generally held monthly, and all students are required to attend all-school Masses.

Arrival and Dismissal

Students arriving in the morning, including those who will attend Nichols Career Center, should immediately enter and remain in the school building.

General admission for students is 7:30 a.m. However, students may arrive earlier with arrangements to meet with specific faculty or staff or to attend Mass or other supervised activities. Entrances open at 7:00 a.m. Students who arrive between 7:00–7:30 a.m. should go to the Commons.

The following locations are available for student entry: the Crucifix entrance, the main office entrance, the Commons, Rackers Fieldhouse and the science breezeway.

All students must leave Helias Catholic by 3:30 p.m. Students may not linger in the hallways or the Commons without supervision after this time. Students not in compliance will be considered away from assigned area.

Any students who have not been picked up by 3:30 p.m. and do not have transportation must report to the main office lobby area where they will be asked to sign in and wait for their ride. Parents will be called if students stay past 3:30 p.m.

Students participating in any school activities or athletics should report to the designated area by 3:30 p.m. Students who have practice later in the evening should leave the building or go to a designated, supervised area for the specific activity or sport.

Student Lockers/Personal Belongings

Each Helias Catholic student is assigned and responsible for a locker, which should be kept clean and organized. Students should make every effort to keep their locker combination secret to ensure security. A student whose locker combination has been compromised should see an administrator to arrange for a

combination change. If the locker does not open or lock properly, students should see an administrator to arrange the repair.

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

Tape is not permitted on lockers. If attaching something to a locker, a magnet should be used. Anything hung with tape will be removed. The administration has the right to inspect any lockers at any time without informing the student.

Students in physical education classes or athletics may use the lockers provided in the dressing rooms during their participation. Students are responsible for providing a lock and for removing 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.

Helias Catholic is not responsible for loss or damage to any items left unattended.

Backpacks

Students who use backpacks, gym bags, large purses or book bags of any kind 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.

Library and Computer Lab Policies

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

Each student using the computers in the library or computer labs must have signed a computer lab and internet acceptable use policy forms. All items on those policies apply even if not repeated herein.

It is expected that each student will use the labs quietly and courteously following the directives of the librarian or lab monitor. The computers at Helias Catholic are to be used for educational purposes only.

General technology guidelines and rules apply to equipment within the library.

Lunch Periods

Students should proceed to and from lunch in an orderly fashion. Any student who runs to lunch is subject to the consequences of refusal to cooperate with school rules. All students 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 band room, art room, library or elsewhere in the building during their assigned lunch period. Students must stay in the cafeteria or the courtyard area and may not go to the fieldhouse or locker room without permission.

Students are not to have lunch delivered to school by a commercial vendor, to leave campus to get food or to pick up lunch. Students are expected to take care of the facilities, return trays and utensils to the dishwashing room window, and dispose of trash properly.

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

Elevators

Elevators may be used by students during the school day only when the student has a medical issue, temporary or permanent, that impedes mobility. It is also permissible for one student to accompany the

physically challenged student to help with books or other supplies or for students, under the direction of a faculty or staff member, to use the elevator to move heavy objects.

Assemblies/All-School Masses

Instructions will be given over the PA for dismissal to assemblies. Students should leave their books, cell phones and all other personal belongings in the classroom, which the teacher will secure. Students should not go to lockers before going to the assembly or Mass. Conduct at assemblies must be appropriate to the occasion. After the assembly or Mass, students will remain seated until dismissed.

Inclement Weather

When an entire school day is canceled or when school is dismissed due to inclement weather, all practices, meetings, performances, service projects, etc., generally will also be canceled. Exceptions may be made depending on weather and road conditions.

STUDENT SAFETY

The safety of students of Helias Catholic High School is a high 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 that could lead to injury. Any threat of physical harm, even if done in a joking manner, is to be reported. All accidents/injuries that occur at school or as part of any school activity are to be reported to the administration within 24 hours. An accident report must be completed for any injury.

Security

For security purposes, only the front doors, the main fieldhouse entrance, the commons entrance on the west side of the building and the science wing breezeway are available as student entrances in the morning. When the first period begins, all exterior doors to the building are locked, limiting access to the main entrance. Because the doors need to remain closed at all times, students should never open a door for anyone or place an obstacle in a door to hold it open. Security cameras record activity throughout the building and are always operational to further ensure student safety.

It is imperative that students and faculty and not prop doors open, not let outsiders into the building and enter only through unlocked doors. The person who breaks a lock by forcibly pulling open a locked door will pay for damage caused by the action, in addition to disciplinary consequences.

Emergencies

In the event of an emergency at school, instructions for the management and conduct of students will be provided by administration or designated school personnel over the PA or through communication tools approved by administration.

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

In the event of a school evacuation, Capital City Christian Church and Trinity Lutheran Church have been identified as safe areas for our students and staff. Parents will be notified if pick-up will occur at these locations.

Communicable Illnesses

Any student who is ill, has a fever of 100.4°F and/or is exhibiting potential symptoms of a communicable illness should not attend school. Parents are to notify the school office in writing or by email.

Students who become ill or are showing potential symptoms of a communicable illness while at school will report to the school nurse as soon as possible. Masks will be available for student use.

Any student who has a fever at or exceeding 100.4°F will be sent home and should not return to school until the next day AND until fever-free for 24 hours without using any fever-reducing medications.

If a student consults a physician and is diagnosed with a treatable illness (e.g., strep throat, sinus infection, ear infection), the student may return to school with a doctor's note after being on a prescribed medication for 24 hours.

Students who exhibit potential COVID-19 symptoms while at school will stay in an isolation room until their parents pick them up or give permission to the school nurse for them to leave the building. If a student is unable to drive, a parent must pick up the student within 30 minutes of being notified.

Any student who leaves school during the day for illness will not be allowed to return to school or participate in school activities for the remainder of that day.

Students who arrive late to school must be at school for at least four class periods without a fever in order to participate in evening activities.

COVID-19

Any student being tested for COVID-19 should not attend school until results are confirmed and should follow isolation guidelines if the test is positive.

The family of any student who has tested positive for COVID-19 should notify the school or school nurse as quickly as possible.

Any student who has tested positive for COVID-19 should not attend school for at least five full days following onset of symptoms. "Day 0" is the day symptoms began, and Day 1 is the first full day of symptoms. Returning to school could occur as early as Day 6 with mask-wearing through Day 10, if the individual has been fever-free for at least 24 hours without fever-reducing medication and is symptom free. Loss of taste and smell as a result of COVID-19 should not delay ending isolation.

A student who has tested positive for COVID-19 and is still exhibiting any symptoms on Day 6 should remain out of school until Day 10 or until all symptoms resolve, whichever occurs first.

Any student who tests positive for COVID-19 and never develops symptoms (asymptomatic) should isolate for at least five full days. Day 0 would be considered the date of the positive test.

Any student who is classified as a close contact to a positive COVID-19 case and is experiencing symptoms of COVID-19 should not attend school.

Students potentially exposed to a positive COVID-19 case within the school environment will not be excluded from school if they do not develop symptoms.

Counseling Services

School counselors see students for a variety of reasons, including social-emotional support, college preparedness, and academic guidance.

Counselors may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise.

Chaperones and Drivers for Off-Campus Activities (See DSP 6305)

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

An adequate number of responsible adult chaperones are to accompany students.

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

- Drivers must be a parent of a student.

- Drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting.
- Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- Drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (see DPRM appendix 6305: agreement to transport students).
- Regular drivers (i.e., those transporting students three or more times in one school year) must complete the Protecting God's Children program and read and sign the code of ethical conduct for clergy, employees and volunteers working with minors.
- The vehicle must have a valid registration and meet state safety requirements.
- The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

All drivers should be given a copy of the above criteria.

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

Educational Outings, Field Trips and Senior Trips (See DSR 6301)

All field trips and outings must be pre-approved by the school principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation. No student may participate unless a signed parental permission slip for the specific event is on file with the school principal or designated school personnel.

Travel and Transportation

Helias Catholic High School will not provide regular transportation to practice sessions that occur off-campus. It is the responsibility of parents and students to arrange transportation to the practice facilities.

Staff should never provide one-to-one transportation to any student, nor should staff arrange transportation of one student by or with another. Waivers may be used to seek permission for a student to ride with staff or parent, but students are not to ask permission to ride with another student.

The above-stated policy does not apply to student spectators who may wish to travel to games. Helias Catholic will generally not provide or supervise transportation to or from events for spectators or students not directly involved in the activity. 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 family and is not the responsibility of Helias Catholic.

On occasion, efforts may be made to offer a bus or group transportation for students to travel to activities. When Helias Catholic participates in state tournament games on school days, Helias Catholic may dismiss students who wish to attend as an excused absence from school. In that case, the student must have a signature on a permission form provided by Helias Catholic specific to the occasion. Handwritten notes will not be accepted. The student is responsible for making up all work missed.

In case of an emergency, the appropriate faculty member must first seek parent and administrative permission to transport a student.

Student Insurance and Accidents

All Helias Catholic students are covered by a student accident policy that is included in the cost of tuition. This policy is secondary insurance to the parent's health plan. Injured students or their parents are to contact the activities director to report all pertinent information. All accidents or injuries that occur at school or as part of any school activity are to be reported to the administration within 24 hours. An accident report must be completed for any injury.

Drug/Medication Administration (See DSR 5515)

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. All drugs, whether OTC or prescribed, must be kept in the school office/nurse's office, NOT in the possession of a student. Each school must have a written policy regarding oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep medication in a locked cabinet.)

Students or employees using CBD products or medical marijuana should be doing so under physician's care. Documentation from a licensed physician of such use should be on file at the school. This documentation should be taken into consideration when performing any school-related drug testing. Any dosage of these types of treatments during school hours must be delivered by parent or guardian.

ACADEMIC INFORMATION

Graduation Requirements

To graduate from Helias Catholic, each student must complete a minimum of 26 credits.

Theology	4 credits
English Language Arts	4 credits
Social Studies	3 credits
Civics (counts towards Social Studies)	0.5 credit
Mathematics	3 credits
Science	3 credits
Practical Arts	0.5 credit
Personal Finance or Consumer Ed	0.5 credit
Fine Arts	1 credit
Physical Education	1 credit
Health	0.5 credit
Electives	5.5 credits
Service Hours	50 hours

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

To earn a diploma, students must complete 26 credits in the combination listed above. To participate in the graduation ceremony, students must complete these 26 credits by the last attendance day before graduation. This includes any in-school or online coursework. In case of extenuating circumstances, the administration may waive this requirement if the student is in previous academic good standing.

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

Credits will not be awarded unless tuition is paid up-to-date.

Grading System

Helias Catholic operates on a quarterly grading system, with each quarter consisting of nine weeks. Parents/guardians may monitor student progress via the Family Portal on FACTS. Grade point average (GPA) is based on a 4.00 point system. All classes, including those from Nichols Career Center, are equally weighted in determining GPA.

Helias Catholic Grading Scale:			AP Grading Scale:		
93-100	A	4.0	90-100	A	4.0
90-92	B+	3.7	87-89	B+	3.7
87-89	B	3.4	84-86	B	3.4
85-86	B-	3.0	80-83	B-	3.0
81-84	C+	2.7	77-79	C+	2.7
78-80	C	2.4	74-76	C	2.4
75-77	C-	2.0	70-73	C-	2.0
73-74	D+	1.7	67-69	D+	1.7
71-72	D	1.4	64-66	D	1.4
70	D-	1.0	60-63	D-	1.0
0-69	F	0	0-59	F	0

Semester grades are determined by using the raw (unrounded) percentages of the semester grades and the final semester exam. The semester total counts for 80% of the final grade and the exam counts for 20%.

Two honor rolls are recognized: A Honor Roll requires a GPA of at least 3.833; B Honor Roll requires a GPA between 3.00–3.832 with no grade lower than a C. All classes, including those from Nichols Career Center, are considered in determining honor rolls.

Helias Catholic High School does not issue class ranks. Valedictorians will be those students who have the highest GPA in the class and have taken at least four AP credits.

Grade Dispute and Request for Change

Any grade dispute and request for grade change must be made in writing to the teacher or administrator within one week of the receipt of posting of the grade.

Service Hours

Helias Catholic High School requires that each student complete a minimum of 50 hours of service to pre-approved nonprofit agencies by the end of the December of senior year. Students are required to turn in a log of service hours completed by May 1 of each school year. Hours will not be accepted if they are not turned in during the same school year in which they are completed. There is no minimum number of hours each year. It is recommended that students turn in their log of hours as they are completed.

Service hours are now being logged, tracked and verified using mobileserve.org, which can be downloaded as an app or accessed through a web browser. Directions to use the app are available on the campus ministry page of the school website. Opportunities for service are promoted on MobileServe and daily announcements.

Students must verify service hours in one of three ways:

- MobileServe email verification.
- MobileServe signature verification and geo verification.
- Signature and contact info on service form.

Students who fail to fulfill these requirements will not be allowed to participate in graduation and will not receive a diploma until all service hours have been verified.

Students in grades 9-12 who complete 100 or more hours of service in one school year will receive the Blessed Theresa of Jesus Gerhardinger Service Award. Seniors who complete 500 or more hours of service throughout their four years of high school will receive the St. John Baptist De La Salle Award and will wear a white cord at graduation.

Course Changes

Students who wish to change a course must see a school counselor. There is a \$25 fee for all course changes made after the last day of school in May and prior to August 1. After August 1, students must pay a \$50 course change fee.

First-Semester Schedule Changes	June 1–July 31st \$25 fee
	First-semester schedule changes after Aug. 1 \$50 fee
Second-Semester Schedule Changes	Dec. 1–End of first semester \$25 fee
	Second-semester schedule changes after Jan. 1 \$50 fee

Course changes will generally be allowed only during the first 10 school days of each semester. Any student who chooses to drop a course at the end of the first or third quarter may only replace it with a study hall. Students are not permitted to enroll in more than one study hall per semester. Freshmen and sophomores may only enroll in a study hall with approval from the administration.

Early Graduation

Students generally will complete eight semesters to graduate from Helias Catholic. Permission to graduate in seven semesters may be granted for health reasons, college attendance or as deemed appropriate by the administration. A student must have earned all 26 graduation credits by the end of the first semester to graduate early. Students requesting early graduation must submit an early graduation application form to the administration by October 1. This application should include any documentation necessary to prove the student has an appropriate plan for the future. The administration will approve or deny the application. The following conditions apply to any student who leaves Helias Catholic early:

- Will not receive a diploma until the regularly scheduled date of graduation.
- May not be permitted to participate in the graduation ceremony.
- May, even as a guest of a current Helias Catholic student, be ineligible to participate in student activities.

HiSET

The administration will grant permission to take the HiSET (High School Equivalency Test) as of the date that the student would have graduated from Helias Catholic. A student who has reached age 17 and has been out of school for at least six months may take the HiSET without administrative approval.

Standardized Testing

Helias Catholic implements the following assessment system to monitor and document student performance: ACT (Grades 9–12), PSAT/NMSQT (Grades 10–11), ASVAB Armed Services Vocational Aptitude Battery (Grade 11), PreACT (Grades 9–10).

Textbooks

Students will be charged replacement value for any unreturned or damaged books that were supplied by Helias Catholic. Some courses require additional materials to be purchased.

Alternative Credit Sources

With administrative approval, a student may earn credits outside the regular school day for courses that are not offered within the Helias Catholic curriculum. These courses may be completed through virtual platforms or outside programs. Students with extenuating circumstances may seek an appeal if approval is not granted. In-seat summer school classes count toward the student's GPA, while online classes do not.

Credit Recovery

Helias Catholic uses Edgenuity for students who need to earn credit for a course they have previously failed. A student must earn at least 55% in the failed class or on Edgenuity to be eligible for credit recovery. If a student fails to earn at least 55% in a course, he or she must repeat the entire course. Students enrolled in credit recovery will have the following semester plus the summer to complete the required online coursework. The cumulative exam must be taken at Helias Catholic, and the student must achieve a passing grade on all quizzes, tests and exams. For example, a student who fails a course in the first semester has until the first day of school the following school year to complete the course. A student who fails a course in the second semester has the summer through the last day of the first semester of the following school year to complete the course. A student who fails to complete the required online course will be enrolled to repeat the failed class. Additional fees may apply. The administration may require the student to attend after-school sessions or summer school sessions to complete the Edgenuity credit recovery.

Online Courses

Online courses may be taken through approved providers, including the University of Missouri, Brigham Young University or *Edgenuity*. To earn credit from an online class, students must submit a request to the Counseling Department detailing the reasons for taking the online course. Courses normally offered within the normal Helias Catholic curriculum are not approved. Online credit will only be approved when the course does not fit into the student's schedule. Theology classes may not be taken online. Grades received for online classes are not calculated in the student's GPA. Online classes are taken at the student's expense.

Parent/Teacher/Student Conferences (see DSP 5405)

Helias Catholic conferences are generally held at least once a year during the first semester.

Promotion and Retention (see DSP 5410)

For a student to remain at Helias Catholic High School, consistent effort must be made each year to earn credits toward graduation. To graduate, a student must earn 26 credits and complete the appropriate

number of service hours. To ensure consistent progress, a student must have earned the following number of credits before the beginning of the next academic year:

- Freshmen: 6 credits
- Sophomores: 13 credits
- Juniors: 19 credits

A student is required to earn four credits of theology and four credits of English to meet graduation requirements. Administration will review the status of any student who fails to complete one credit of theology or English each year. If the credit requirements mentioned above are not met, a student may be asked to withdraw from Helias Catholic unless administration allows exceptions or alternatives are allowed due to extenuating circumstances.

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

Students with Special Needs (see DSP 5701)

If a student with special needs—categorized such as EEN (exceptional educational needs) or other similar classification, or having a serious physical disability—applies for admission and/or needs 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 to meet the needs of the student and to help make a judgment as to whether, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee may be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee may include, but is not limited to, the superintendent of Catholic schools, the local administrators, a parent representative, counselor, president 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.

ATHLETICS/ACTIVITIES

Athletics (see DSP 6610)

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

Eligibility for Extracurricular Activities

Students participating in extracurricular activities are representatives of Helias Catholic who have earned that privilege by meeting academic and behavioral standards. Students suspended from school are ineligible to participate in activities until the assigned suspension and all accompanying disciplinary measures have been completed. All students must comply with MSHSAA requirements, which state that at least three academic credits must have been earned the previous semester for the student to be eligible. Failure to do so results in ineligibility for the entire semester.

Students participating in any extracurricular or co-curricular activities who are failing two courses after the first three weeks of a quarter will be required to attend study hall on Tuesday, Wednesday and Thursday for one hour after school. Students who fail to attend this study hall will not be allowed to practice, compete or participate in their respective activities. Grade checks will be completed on Monday, and the guidelines are as follows:

If a student has two F grades:

- Study hall required
- One-hour study hall Tuesday, Wednesday and Thursday
- May practice and participate in competition

If a student has three or more F grades:

- Study hall required
- One-hour study hall Tuesday, Wednesday and Thursday
- May practice, but may not participate in competition

MSHSAA activities include the expectation that involved students demonstrate good citizenship. Any student arrested or detained by law enforcement becomes ineligible to participate in extracurricular or co-curricular activities until the case and all accompanying punitive measures have been resolved. That student, or the student's parent/guardian, is required to contact the activities director on the next school day in order to restore eligibility.

MSHSAA-Sponsored Sports/Activities

Academic Team
Band
Baseball
Basketball (Boys/Girls)
Cheer
Chorus/Concert Choir
Cross Country
Dance
Debate

Football
Golf (Boys/Girls)
Soccer (Boys/Girls)
Softball
Speech
Tennis (Boys/Girls)
Track and Field
Volleyball
Wrestling

Triple H Award

The Triple H Award is a distinctive honor for athletes who letter in three MSHSAA varsity sports. Triple H Award recipients will be recognized at the awards assembly at the end of the school year.

Clubs and Organizations

Archery
Art Club
Bass Fishing
Campus Ministry Crew
Chess Club
Classics Club
Club International
Cycling Club
Epsilon Beta
Esports
Founders Club
French Club

Life Runners
Medical Club
Ping-Pong Club
Robotics Club
Shotgun Team
Spring Musical
SPROUTS
STEM Club
Student Ambassadors
Student Council
Z Club

SCHOOL COMMUNITY

National Honor Society

National Honor Society recognizes senior and junior students who have distinguished themselves in the areas of scholarship, leadership, service and character. NHS is a nationwide organization under the auspices of the National Association of Secondary School Principals. Earning this distinction denotes excellence.

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

- **Scholarship:** To qualify for admission or retain membership in NHS, a student must have a cumulative 3.75 or higher GPA. A student who fails to maintain the GPA requirement at the end of any semester will be placed on probation. A second semester below a 3.75 GPA would result in dismissal from NHS. All senior and junior students who qualify with a 3.75 GPA may complete the membership application, which includes an essay explaining why the student believes he or she should be inducted into NHS at Helias Catholic. The application also includes a \$25 membership fee to cover the cost of the induction certificate, membership pin and graduation honor cord.
- **Leadership:** The leadership section of the application evaluates student involvement at Helias Catholic. Students are asked to list the school activities/organizations in which they participate or have participated. For the purposes of this process, each Helias Catholic school club, organization and activity carries a point value of one; completion of an activity for the school year earns the student one point. To be considered for NHS membership, a student must have earned a minimum of four points and be currently enrolled in a minimum of one activity (in addition to NHS). The application form requires the signature of the activity sponsor to verify that the student is or has been a member in good standing for the duration of the activity.
- **Service:** To qualify for admission to NHS, a student must have completed and submitted a minimum of 30 of the 50 hours of service required for graduation. After being selected into NHS, all members will be required to assist at a minimum number of diocesan, foundation or school events, as specified by the NHS adviser.
- **Character:** The character evaluation is based on evaluations by the faculty. Each faculty member is asked to rate the character of each applicant of whom he or she has personal knowledge on a 1 (low) to 4 (high) scale. To be eligible for NHS, a student must have a cumulative character rating of 3.5 or higher. Students who receive a rating between 3.0–3.5 will be further reviewed by a designated faculty committee. In addition, any student who accumulated three or more minor discipline referrals or one major discipline referral resulting in suspension in the previous school year is disqualified from applying. A student found guilty of cheating by the honor council is disqualified from applying for membership in NHS for the first year of potential eligibility. A second guilty finding by the honor council will result in permanent ineligibility for application to NHS. If, in the opinion of the administration, a cheating incident is flagrant, the principal may declare a student, on a first offense, permanently ineligible for NHS. Any current NHS member found guilty of cheating by the honor council will be dismissed from NHS. Finally, a student who has been arrested or referred to juvenile authorities resulting in punitive measures for anything other than minor traffic violations or who has tested positive for drug use will be eliminated from consideration.

Causes for probation of NHS members include:

- Failure to maintain the required minimum GPA.
- Failure to complete service requirements.
- Failure to attend service commitments unless excused by the NHS adviser.

- Violation of Helias Catholic’s expectations for honorable, ethical, Christian behavior.
- Accumulating three or more minor discipline referrals during any year in which the student is an NHS member.

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

Causes for dismissal of NHS members include:

- Violation of the Helias Catholic honor code.
- Major discipline referral resulting in suspension.
- Possession, use or distribution of illegal or illicit drugs.
- Guilty of a legal offense excluding minor traffic violations.
- Violating Helias Catholic policy regarding alcohol possession or consumption.
- Failure to maintain the required minimum GPA for two consecutive semesters.
- Repeated failure to complete NHS service requirements.
- A one-time egregious violation of school, Catholic, or societal standards so serious as to bring embarrassment upon or damage the reputation of Helias Catholic or the National Honor Society.

A+ Program

The A+ Scholarship Program provides scholarship funds to eligible graduates of A+-designated high schools in Missouri who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools. To be eligible, a student must meet the following requirements:

- Be a U.S. citizen, eligible non-citizen or lawfully present in the United States.
- Attend a designated A+ high school for three consecutive years prior to graduation.
- Graduate with an overall GPA of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record overall for grades 9-12.
- Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing. (Tutoring hours are not permitted to be completed with or approved by an immediate family member, and job shadowing hours may not be completed within an individual's family business.)
- Maintain a record of good citizenship and avoid unlawful use of drugs and alcohol. Any infraction must be reported to the A+ coordinator in a timely manner. Students who have an infraction of this nature are ineligible to apply for the A+ Scholarship Program.
- Achieve a combined ACT math subscore and high school GPA in accordance with the following scale:

Math ACT		High School GPA
17	and	2.5 or higher
16	and	2.8 or higher
15	and	3.0 or higher

In addition, to be eligible to participate in the A+ Scholarship Program requires certain behaviors and attitudes. Specifically, students who participate in the A+ Scholarship Program must demonstrate good

citizenship and be in good standing with the law. Students who have an infraction of any nature listed below are ineligible to apply, or their A+ status will be revoked if they have already applied.

- **Out-of-School Suspension:** Any violation that results in suspension will cause a student to lose eligibility in the A+ Program.
- **Criminal Activity:** Students who are convicted of a felony will not qualify for the A+ Scholarship Program. Any infraction must be reported to the A+ coordinator the next school day.
- **Substance Abuse:** Students shall not possess or use alcoholic beverages or controlled substances. Any violation (i.e., possession, use, manufacture, sale or transportation) will result in loss of eligibility for the A+ Scholarship Program. Any infraction must be reported to the A+ coordinator the next school day. (Note: An MIP (Minor In Possession) charge, whether a student is drinking or not, will result in ineligibility for the A+ Program.
- **Violation of the Safe Schools Act:** Students who are disciplined in accordance with the Safe Schools Act of 1996 will lose eligibility for the A+ Scholarship Program. These violations include but are not limited to assault, weapons possession and drug distribution.
- **Appeal Process:** Students who believe they have been declared ineligible for the A+ Program unfairly may appeal to the A+ Scholarship Appeals Committee. In cases of appeal, the student/parent/guardian must notify the A+ coordinator in writing of the intent to appeal. The A+ coordinator shall then convene a committee for consideration of the appeal. The committee shall hear the appeal and return its decision to the student. The A+ coordinator will facilitate the appeal and will not be involved in the voting process.

Attendance/Absences

When a student will be absent, assuming that absence is approved by the parent and proper procedures are followed, students will be permitted to make up missed work, with one day typically allowed to make up work for every day absent. Teachers may choose to have the student make up the work in a different format with the opportunity to earn the credit.

Students may miss up to 10 class days per semester; this does not include any school-related events. On the fifth absence, parents will receive mail notification regarding the student's attendance. Students whose attendance rate drops below 90% will be put on an attendance plan for the next semester; any student who does not meet the 90% attendance rate for two full semesters may be asked to withdraw enrollment, per administrative request.

On the 10th day of absence, a conference will be called between parent(s), appropriate staff and, if possible, the student. After the conference, the student may be placed on an attendance plan and/or may be referred to the appropriate juvenile authorities.

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

Teachers are to take attendance each hour. The school office will track attendance at least at the start and finish of each day, along with a report of students who show discrepancies in their attendance for a given day (e.g., absent one hour out of seven). While Helias Catholic monitors attendance, it is ultimately the student's responsibility to notify teachers when missing a specific class period (e.g., feeling ill, visiting a counselor).

Helias Catholic must be notified of all absences, as it is the responsibility of the school to know the whereabouts of all students. If a student is unable to come to school, the parent must call (573-635-6139) or email (attendance@heliascatholic.com) Helias Catholic between 7:00 a.m. and 15 minutes after the school start time to provide the student's name, year in school and that he/she will not be at school.

Signing out to avoid an assembly contradicts the mission of Helias Catholic. Students who repeatedly violate the spirit of our school by leaving prior to assemblies and school activities will face disciplinary measures.

A. Absence

Excessive absenteeism may indicate 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 a half-day absence.

B. Tardiness

A tardy applies to any student arriving after the start of the student's instructional program or to individual classes in which the student is enrolled.

Excessive tardiness to school 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.) Tardiness to individual classes will also be handled as a disciplinary matter according to guidelines under the *Disciplinary System* section of this handbook.

Regularly missing all-school Mass or other mandatory school activities because of arriving late or leaving early may affect whether a student may continue enrollment at Helias Catholic.

Release of Individual Students from School (see DSP 5370)

Extraordinary care is taken in regard to early dismissal of individual students. Under no circumstance may a student be released to anyone other than the parent or guardian listed on the student'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 student, the school must be apprised of any existing court order that would affect the release of the student from school. School personnel must follow the most recent written agreement or order regarding custody.

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

Written Excuses (see DSP 5211)

When a student has been absent, the school requires a written excuse or an email to attendance@heliascatholic.com from the student's parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal or designated school personnel may investigate or delegate someone to investigate the situation.

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

Make-Up Work

All students may make up missed work in accordance with the classroom make-up policy unless otherwise informed by the administration. It is up to the student to make arrangements for make-up work with all teachers. Students with unexcused absences may not be allowed to make up work at the discretion of the administration.

Requests for Family Reasons (see DSP 5220)

Parents might 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 student'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.

Medical or Health Visits

We recommend that routine visits to health officials should be scheduled to avoid missing school. When visits during school time are necessary, the student is to present the school office with a parent's note, detailing the appointment. It is assumed that the student will be away from school only for the interval of time spent at the professional office and will return to school immediately. Absences for professional health appointments are excused, allowing for makeup privileges if the student presents a note or completed appointment card from the health professional upon return to school or such a note is presented or delivered electronically to Helias Catholic within two school days.

College Visits During Instructional Time

Students may, after properly notifying Helias Catholic in advance, correctly completing the college visit form provided by Helias Catholic, and being accompanied by a parent, be excused from school to make college visits. The college visit form requires the signature of both the parent and an official representative of the college. Upon return to school, the student must bring this signed confirmation of the college trip to be eligible to receive a make-up work permit. College visits made unaccompanied by a parent are not permitted during school time and would be considered unexcused absences. For a student to visit a school with another student and that student's parent, arrangements for consideration must be made with the administration in advance.

Special circumstances (e.g., an official NCAA college visit) that do not include a parent may be considered excused if the visit is verified by the parent in writing and presented to the administration prior to the visit.

Field Trips/Activities During the School Day

Permission to participate in a field trip or activity during the school day may be denied by the administration based on a student's attendance, academic performance or behavior.

Attendance Related to Athletics/Activities

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

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

Per MSHSAA by-law 212.0, "If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to

participate on any subsequent date until the student attends a full day of classes (or has an excused absence(s) from class) without an excused absence.”

APPEARANCE CODE

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

- Students are expected to abide by the appearance code throughout the school day. The time from the bell to begin the first period until the bell to end school for the day is defined as the “school day.”
- A uniform appearance gives students a feeling of equality, provides a visible sense of school unity and identity, and contributes to the professional atmosphere that should exist in a school.
- School is not a recreational or social activity. The appearance and 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 Catholic.
- Respect for oneself and others is shown through personal appearance and neatness.
- Abiding by the appearance code creates self-discipline.

Helias Catholic’s uniform dress code lists specifically what students may wear to school.

All school uniform tops must be embroidered by Helias Catholic’s approved vendor with the Crusader logo or Helias script and follow other guidelines in this section. To purchase approved uniform items, go to heliascatholic.com/student-life/uniforms/.

Any clothing not listed on the school website under Uniforms is considered “spirit wear” and is not approved to be worn during the school day.

When students are referred to the office for appearance code violations, the following consequences will apply:

- First referral: email notification to student and parents, extending an invitation for the family or student to conference with administration regarding the violation.
- Second referral: email notification to student and parents, requiring a conference between the family or student and administration regarding the violation.
- Third and subsequent referrals: consequences assigned as detailed in the behavior chart or as appropriate to the context.

General Points Applicable to All Students

- Students are to be neatly dressed and well groomed during the school day.
- Students are to be in the school dress code by the beginning of the first class period.
- Extremes in personal appearance are not permitted.
- Decisions on the acceptability of student appearance will be made by the administration.
- All clothing is to be modest, of proper fit, neat, clean and worn as designed at all times.
- If an item of clothing is not mentioned within this handbook as allowed, it should not be worn.
- Visible tattoos and body piercings, other than girls’ earrings, are not permitted.
- Hats may not be worn in the building during the school day.

Shirts

- Polo shirts in both long and short sleeves in navy, white and sunflower.
- Long-sleeved, button-down collared dress shirts in white and light blue.
- A tie and/or blazer may be worn any time with an appropriate shirt.

Either the polo or the button-down, collared dress shirt must be worn under the sweaters, sweatshirts, jackets and pullovers described below. All uniform shirts must be tucked in during school hours. Undershirts must be white, navy or gray, and no printing on the T-shirts may be visible through the uniform shirt.

Sweaters and Sweater Vests

- Navy V-neck pullover sweaters and sweater vests with Helias Catholic logos (for boys and girls).
- Navy cardigans with the Helias script (for girls).

Sweatshirts and Quarter-Zips

- Navy crewneck sweatshirts.
- Navy or white quarter-zips with Helias Catholic logos, which may include activities'/athletics' name.

Skirts/Skort/Culottes (Girls)

- Specific gray, navy, white and gold plaid skort/culotte.

Skirts/skort/culottes must be modest in appearance and of appropriate length (approximately 3 inches above the kneecap). The skirt/skort/culotte may not be rolled at the waist or otherwise shortened to an inappropriate length.

With the skirt option, gray or navy modesty shorts must be worn.

Blazers (Optional)

- Solid navy blazers.

Pants

- Khaki-colored dress pants.

The material must appear pressed, and pants that are manufactured to have a wrinkled look are not permissible. Patch pockets (sewn to the outside) and any frayed material on the pants are prohibited.

Belts

- Black, navy or brown solid-colored belts with no adornments.

If pants have belt loops, a belt must be worn. Large/decorative belt buckles are not permitted.

Footwear

- Sturdy (closed heel and toe and substantial sole) dress shoes, deck shoes or topsiders of neutral colors (e.g., white, tan, black and brown) material or cordovan leather.
- Deck shoes/topsiders that are primarily shades of brown with small amounts of other neutral fabric.

Shoes are to be kept clean. Boots and athletic shoes are not permitted.

If a student is injured, wearing tennis shoes may be approved for up to two days with a parent's or doctor's note presented to the main office to be approved before school. If approved, the student will be given a tennis shoe permit or be subject to an appearance code fine. If tennis shoes are medically necessitated for a longer period, a note from a licensed health care provider will be required. A new provider's note and a written explanation of why the tennis shoes are necessary must be provided each quarter by those who need to wear them long term. Orthotics not fitting in Helias Catholic-accepted shoes is an invalid excuse and will not be accepted. Tennis shoes worn long term as a result of a doctor's recommendation must be in good condition in keeping with the dressier look of the Helias Catholic appearance code.

Socks/Tights

Students must wear socks at all times. If a female student chooses the skort/skirt/culotte option, she must wear crew or knee-length solid white, gray or navy socks or tights.

Hair

Hair must be neat, clean and combed. The appropriateness of hairstyle and coloring will be determined by the administration. Hair must be a natural hair color. If a student's hair color or style is deemed inappropriate or extreme, the student is subject to an appearance code fine each day until the hair can be dyed back to an acceptable, natural color.

Shaggy hair will not be permitted. Such determinations will be made by the administration. For all students, hair must be groomed or styled to allow eyes to be visible at all times. For male students, at least half of the ears must be visible, hair may not overhang the collar, ponytails, and headbands are not allowed. Unless special permission is granted by the administration to the contrary, male students must be clean-shaven, as no beards or mustaches are allowed. Sideburns may not extend below the ear lobe.

Accessories

Accessories (e.g., scarves, bandanas) are not permitted. Jewelry must be simple and appropriate for school.

Any student may wear a mask or face covering intended to prevent spread of communicable illnesses.

Girls: Girls may carry purses/handbags only large enough to accommodate personal hygiene items, a calculator and a wallet. Purses may not exceed 12 inches in length or 8 inches in height. Large purses/bags must be left in the locker during the school day.

Boys: Earrings are prohibited, as are studs worn when ears are newly pierced. Covering studs with tape or a bandage is not permitted.

Casual Days

The administration may designate a day as a casual dress day when students may wear blue jeans and casual shoes. Jeans may only be blue and may not have cargo pockets. Only clean blue jeans may be worn. No holes, tears, frayed bottoms or overalls are permitted. Casual shoes must be closed-toe, clean and without holes. Sandals are not permitted. Visible socks are required. Regular school shirts are required unless otherwise specified. Under no circumstances may a shirt/top from another school be worn. Students in violation of the dress code on a casual dress day will be fined.

House T-shirt Days

On days designated by the administration, students may wear their house T-shirts and casual shoes with uniform bottoms. A student may choose to wear a solid navy, gray or white long-sleeved T-shirt underneath the T-shirt. Only Helias Catholic sweatshirts or uniforms may be worn with them.

Dress Code for School Dances

Throughout the school year, Helias Catholic sponsors student dances, such as Homecoming and Prom, for which students dress formally or semi-formally. For these activities, attire must be appropriately modest for a Catholic high school event. A student dressed inappropriately may not be allowed to enter the event until the parent can provide more suitable clothing.

Formal Dances (Homecoming/Prom)

Girls: Formal dress which must be in good taste, modest and appropriate.

- Dresses may not be low-cut and must cover the entire front of the body. *Explanation: If you place your thumb in the soft spot in your throat between the clavicles and form a fist, the dress may be no lower than the bottom of your fist. All skin below the fist on the front of the body (all the way to 4 inches above the knee) must be covered with solid (not sheer or see-through) material. Further, if*

you take the side seams on a regular shirt (from armpits to the waist), all skin on the front of the body between those seams must be covered.

- Dresses may be backless to the waist.
- There are no restrictions on shoulders or shoulder straps.
- Dresses may be no shorter than 4 inches above the top of the kneecap.
- Slits in the dress may be no higher than mid-thigh.
- Students not in compliance may not be permitted to enter the dance, and parents will be called.
- Non-Helias Catholic student guests must comply with Helias Catholic dance dress code.

Boys: Suit or tuxedo preferred; sport coat, dress slacks, dress shirt, tie, dress shoes and socks are required. Male students may not wear head coverings.

Semi-Formal Dances

Examples of semi-formal dances include the Sadie Hawkins dance.

Girls: Dress or skirt and blouse must be in good taste, modest and appropriate. Girls who choose to wear formal dresses have the same rules as for formal dances (above). Shoes are required.

Boys: Sport coat, dress slacks, dress shirt, tie, dress shoes and socks are required. Male students may not wear head coverings.

Casual Dances

Examples of a casual dance include the dances at Frosh Camp and Project Graduation.

Helias Catholic students and their guests are to dress modestly and appropriately for all dances. Failure to do so will result in calling the student's parents.

Girls: No backless or strapless blouses or dresses, halter or tube tops, shorts or bare midriffs.

Boys: No cut-off shirts, bare midriffs, head coverings or shorts.

DISCIPLINARY POLICIES/PROCEDURES

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

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

General Discipline

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

The administration reserves the right to waive or deviate from any disciplinary regulation for just cause.

When a student is referred by a teacher for school discipline, the administration will dispense corrective measures as deemed appropriate. Helias Catholic generally uses a progressive discipline plan, but flagrant violations of school policy, gross disrespect for the staff or school property, behavior that threatens the well-being of any other person, or extreme belligerence may result in severe consequences up to and including expulsion. There are multiple forms of discipline to which a student may be assigned.

Classroom Discipline

Parents will be notified by the teacher when students continue to create disruptions in class after a disciplinary action. After such notification, or if a student's behavior is grossly inappropriate prior to parental notification, students may be removed from class if they continue to distract others involved in the learning process. After returning to class following the suspension, any student who is asked to leave again may be permanently removed from the class and given a grade of F.

Prohibition of Corporal Punishment (see DSR 5310)

Corporal punishment is not used under any circumstances in diocesan schools. School administrators are 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.

Detention

Supervised detention is served before school begins, typically from 7:00–7:45 a.m. Monday through Thursday. Students may be required to assist with school service projects but usually will be permitted to use the time for quiet study. Students may be assigned one or more hours depending upon the violation.

All detention periods must be served before a student will be permitted to take semester exams. Any student owing detention time will receive a grade of F on any exam missed.

Workdays

Students may be assigned one or more workdays. Workdays are days when classes are not in session at Helias Catholic, when a student must work with staff for all or part of a workday.

In-School Suspension (ISS)

For ISS, the student is separated from other students for the day but is sent assignments to complete work missed (except for hands-on class projects such as labs). Students in ISS are ineligible to participate in activities until the assigned suspension and accompanying discipline have been served.

Out-of-School Suspension (OSS)

Out-of-school suspension may involve one or more days during which the student is not permitted on campus. The ability to make up missed classwork is left at the discretion of the administration.

Probation — Special Behavioral Agreement

A student may be placed on probation for a grossly inappropriate act or for an accumulation of actions that demonstrate an unwillingness to abide by Helias Catholic regulations. When a student is placed on probation, the student and parents will be notified and will have the student's situation fully explained. Probationary status is one significant mistake away from being asked to withdraw from Helias Catholic. 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 enrolled with a one-year probationary status.

Dismissal and Expulsion (see DSP 5360)

The dismissal or expulsion of a student should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered to the student in the process of expulsion or dismissal.

Expulsion is the permanent termination of a student from enrollment in the school (i.e., no opportunity for reinstatement).

Dismissal is a non-permanent termination of a student from enrollment in the school (i.e., indefinite or for a given term).

In cases of serious misconduct that could lead to expulsion, the parents/guardians are so advised immediately and in writing and are urged to take advantage of assistance from the school or social service agencies that can help the student through 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 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 dismissal or expulsion. All dismissals and 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 dismissal and a complete listing of dates and efforts made to help the student to avert dismissal.

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

If a student refuses to voluntarily withdraw, commits an offense so grievous that further enrollment is no longer in the best interest of the school, or has conclusively refused to abide by Helias Catholic rules and regulations, the administration will expel the student and such action will be noted on the student's transcript.

Disciplinary Withdrawal

Any student who proves unwilling to comply with Helias Catholic directives or has not responded favorably to disciplinary or academic intervention efforts may be allowed to withdraw. Disciplinary withdrawal is a permanent decision. A student who withdraws for disciplinary reasons generally may not apply for readmission to Helias Catholic High School.

Parental Involvement in Student Discipline

The administration of Helias Catholic High School believes in the necessity of keeping parents informed about their child's progress and behavior. Parents will be notified by the teacher or administrator or by automatic notification through the school operating system when serious or repeated misbehavior is noted.

Confidentiality (see DSP 5260)

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

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

The school principal, after consultation with the Catholic Schools Office, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

Grievance (see DSP 1901)

Any serious grievance that cannot be solved through an informal process using the local chain of command (i.e., teacher, school principal, president) shall be resolved through the administrative recourse procedure. Since the school advisory council is advisory, it is not part of the process of reconciling differences unless the president decides to consult some or all of the council members 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.

Administrative Recourse (see DSR 1901)

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 that may arise affecting the welfare or working conditions of people associated with the school.

C. Basic Principles

- Informal attempts using the local chain of authority (i.e., teacher, school principal, president) have failed to resolve the grievance.

- Since grievances must 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.
- The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
- There is to be no retaliation against any party or participant in the grievance procedure.
- 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 parties involved, including witnesses, to attend.
- Records of formal proceedings at every level shall be kept and made available to all parties involved.

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) school principal, (3) president. The school principal or president may ask a third party to attend and assist in 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 formal grievance procedures, the following shall apply: (1) if the complaint relates to a school principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (2) if the complaint relates to the president, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

LEVEL ONE: SCHOOL PRINCIPAL

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

LEVEL TWO: PRESIDENT

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five days to the president. If the formal grievance procedure begins with LEVEL TWO, the grievant shall reduce the complaint to writing and submit it to the president within fifteen days following the occurrence of the event. The president will hold a meeting within seven 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 days following the meeting, the president shall provide the grievant and the school principal with a written decision.

LEVEL THREE: CATHOLIC SCHOOLS OFFICE

If the grievant is dissatisfied with the president's decision, the grievant may appeal the decision in writing within five days to the Catholic Schools Office. If the formal grievance procedure begins with LEVEL THREE, the grievant shall reduce the complaint to writing and submit it to the Catholic Schools Office within fifteen days following the occurrence of the event. The Catholic Schools Office or a designated

representative of the superintendent of Catholic schools will hold a meeting on the matter within 10 days following receipt of the appeal. The Catholic Schools Office will render a decision in writing stating findings of fact and conclusions within 10 days of the hearing and a copy of the decision shall be delivered to the grievant, the president and the school principal.

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five days to the diocesan school recourse committee (DSRC), a committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than 15 days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the Catholic Schools Office and the grievant of his ruling. The decision of the bishop will be final and binding.

Penalty Status During Administrative Recourse (see DSP 1902)

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

Disciplinary System Chart

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 Helias Catholic students and a failure on the part of the student to be fully accountable for decisions and actions. Students serving office-assigned consequences will generally also complete a virtue reflection to guide discussions with administration regarding the behavior violation.

Cardinal Virtues:

- **Prudence** is the virtue that disposes of practical reason to discern our true good in every circumstance and to choose the right means of achieving it; "the prudent man looks where he is going." (CCC 1806)
- **Justice** is the moral virtue that consists of the constant and firm will to give their due to God and neighbor. Justice toward men disposes one to respect the rights of each and to establish in human relationships the harmony that promotes equity with regard to persons and to the common good. (CCC 1807)
- **Fortitude** is the moral virtue that ensures firmness in difficulties and constancy in the pursuit of the good. It strengthens the resolve to resist temptations and to overcome obstacles in moral life. The virtue of fortitude enables one to conquer fear, even fear of death and to face trials and persecutions. (CCC 1808)
- **Temperance** is the moral virtue that moderates the attraction of pleasures and provides balance in the use of created goods. It ensures the will's mastery over instincts and keeps desires within the limits of what is honorable. (CCC 1809)

Consequence Chart					
Behavior	First	Second	Third	Repeated	Repeated
Unexcused absence/ truancy	Warning or acceleration to next level	Detention for each class period missed	1 ISS	2 ISS	Parent conference/ possible withdrawal

Unexcused tardies (every 3 per semester)	1 detention	2 detention	3 detentions	ISS	
Failing to sign in/out at the office	Warning or acceleration to next level	1 detention	2 detentions	3 detentions	
Skipping all-school Mass	5 detentions	5 detentions	Parent conference/ consequence		
Away from assigned area	Warning or acceleration to next level	2 detentions	3 detentions	1 ISS	2 ISS
Appearance Code	Detention (following initial warnings)	\$10 and 2 detentions	\$10 and 3 detentions	ISS	
Unapproved gum/candy/food/drink container	Warning or acceleration to next level	Detention	\$5 and detention	\$10 and detention	Move to step 1 for disrespect/defiance
Electronic device violation (cell phones, smart watches)	\$25 and detention	\$50 and detention	\$50 and 2 detentions and office drop-off for 10 school days	Move to step 1 for disrespect/defiance	
Honor code Violation (i.e., cheating and plagiarism)	3 detentions	5 detentions	ISS		
Inappropriate display of affection	Warning	1 detention	2 detentions	2 detentions and parent conference	
Refusal to cooperate	2 detentions	1 ISS	2 ISS	1 OSS and parent conference	
Disrespect/defiance	ISS until resolved	ISS and parent conference	OSS	Disciplinary withdrawal	
Profanity toward staff	3 OSS and parent conference	5 OSS and parent conference	Disciplinary withdrawal		
Cussing/Swearing	Warning or acceleration to next level	1 detention	2 detentions	1 ISS	2 ISS and parent conference
Discrimination by word or action	Family conference / ISS or acceleration to next level	Disciplinary withdrawal			
Unacceptable language or gestures	Warning or acceleration to next level	1 detention	2 detentions	1 ISS	2 ISS and parent conference
School disturbance	2 detentions	3 detentions	1 ISS and parent conference	2 OSS and parent conference	
Roughhousing	Warning or acceleration to next level	3 detentions	1 ISS	2 ISS and parent conference	

Fighting / physical altercation*	3 OSS and parent conference	5 OSS and parent conference	Disciplinary withdrawal		
Harassment / bullying	Warning or acceleration to next level	1 ISS	2 ISS and parent conference	2 OSS and parent conference	Disciplinary withdrawal
Disrespect toward Helias Catholic/staff via Social Media	5 OSS and parent conference	10 OSS and parent conference	Disciplinary withdrawal		
Inappropriate Sexual Conduct*	5 OSS and parent conference	Disciplinary withdrawal			
Vandalism	Restitution and 2 ISS	Restitution and 2 OSS	Restitution and disciplinary withdrawal		
Theft	Restitution, 3 ISS and parent conference	Restitution, 2 OSS and parent conference	Disciplinary withdrawal		
Weapons/ dangerous or forbidden item	Administrative discretion				
Dangerous driving/ parking	Warning or acceleration to next level	1 detention	2 detentions	Loss of parking lot privileges	
Parking violations	Warning or acceleration to next level	\$10 and detention	\$25 and 2 detentions		
Possession/ use of tobacco products/ vaping device	2 ISS and 5 days of detention	4 ISS, 5 days detention and parent conference	2 OSS and parent conference/ possible disciplinary withdrawal		
Under influence/ possession/ sale/ purchase/ distribution of illegal/ unauthorized prescription drug or alcohol	10 OSS, parent conference and subject to drug testing for remainder of school year	Disciplinary withdrawal			
Failure to serve detention	2 Detentions	5 detentions	1 ISS	2 ISS	
Other inappropriate conduct	At administrator's discretion				
*Possible referral as a Safe Schools Act violation, depending on context.					
The administration reserves the right to modify these consequences to best meet the needs of the students and staff at Helias Catholic. Multiple consequences, including for different offenses, may warrant probation, disciplinary withdrawal or other responses not detailed in this chart.					

Truancy

A student is truant when absent from school or class without the knowledge or consent of parents or school officials. Truancy is against the law. Schoolwork missed during the truancy may not be made up. Parents will be notified. At their request, a conference may be held with the parents, student and administration to discuss continued enrollment at Helias Catholic.

Tardies

Any student who arrives after the bell beginning the school day is to go to the main office for a tardy slip, which must be presented to the teacher for admission to class. Excused tardies to school include only doctor or dentist appointments with appropriate verification or an occasional traffic problem when traffic tie-ups are verifiable. All other tardies to school, even with the approval of the parent, may be considered unexcused.

Away from Assigned Area

All students are responsible to be in the assigned classroom or with the assigned instructor at all times. A student who is anywhere other than as scheduled or assigned must have the hall pass of the teacher to whom that student is assigned at the time. This includes all students in the hallways at any time (e.g., including trips to the restrooms, office, counselors) and in any classrooms other than as assigned. A student who is not feeling well at school must see the school nurse to be evaluated, then a phone call will be made to parents if the student needs to leave school. Students not where they are supposed to be will be considered away from assigned area.

Appearance Code Violations

Students not in compliance with the appearance code will receive consequences (see chart). Repeated appearance code violations could move to discipline considered as defiance. At the discretion of the administration, a student may not be permitted to attend class. With parental and administrative approval, a student may be permitted to drive home to change. Students with facial hair will be required to shave before returning to class and will be charged \$2 for the razor and shaving cream. It is possible to receive multiple consequences simultaneously if in violation of two or more appearance code rules.

Gum, Snacks and Drinks

Gum chewing is not permitted during the school day, including at lunch. Snacks and candy, etc., may be eaten only before school or during lunch in the cafeteria or as otherwise approved by faculty or administration. Chewing gum and eating at any other place in the building during the school day is subject to discipline.

Water Bottles

Students may carry sealed water bottles to classes to use throughout the school day. Styrofoam cups, coffee cups, soda or beverage cans, etc., will not be allowed to enter the school building; students will be asked to throw out the contents and turn in the cup or simply throw it away.

Electronic Devices

Students may be in possession of their electronic devices before and after school and during the passing periods between classes. Students may not use their electronic devices during any assembly or class (including study hall and at the hall runners table), unless instructed by the teacher to do so. Students may be in possession of their electronic devices during lunch.

Each classroom has a phone caddy, where each student is to place all electronic device(s) for the duration of the class period. All rules that apply to cell phones equally apply to student use of all other smartwatches and devices.

All phones must be kept on silent mode throughout the school day. A student whose phone creates a disruption, even if it is in the classroom caddy or the student's locker, is subject to being fined.

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

If a student is suspected of using a cell phone to cheat (e.g., using information on the phone during a test, providing or receiving answers or other information about tests), the teacher will complete the honor code violation form and the honor council will determine guilt or innocence.

Student use of a phone or tablet for taking pictures or videos during the school day is prohibited unless as part of an assignment. Students who are found taking unauthorized pictures or videos of other students and/or faculty members and/or emailing such images or posting them to any form of social media will be considered in violation of diocesan school policy regarding social media (DSP 6425) and will be subject to disciplinary measures.

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

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

Honor Code

Helias Catholic High School promotes and requires character and honesty of its students. All Helias Catholic students must demonstrate righteousness and integrity and earn their grades based upon the quality and consistency of their personal effort.

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:

- Use of "cheat sheets" or other fraudulent contrivances to enhance grades.
- Copying or receiving test answers from or giving test answers to another student in any form.
- Plagiarizing or turning in the work of another as your own.
- Use of a cell phone or other technology to transmit questions or answers.
- Having an electronic device visible during any test.
- Acquiring or attempting to acquire a copy of or the answers to a test ahead of time.
- Use of prohibited technology that does homework for a student (e.g., translation devices in foreign language courses).
- Copying the work of another or permitting other students to copy one's work.

Any alleged violation of the honor code is to be documented in writing by the teacher and given to the administration for delivery to the honor council adviser. In addition, the teacher will inform the student's parents that their son or daughter has been accused of cheating and that honor code violation paperwork is being submitted.

At the discretion of the administration, the offending student either will appear before the student honor council, an elected committee of National Honor Society members, to answer questions and explain the behavior or, for a first-time offense only, may be permitted to admit guilt and not be required to meet with the honor council. In the latter scenario, the administration will assign consequences and the situation will be documented as an honor code violation. In the former, in conjunction with the administration, the honor council will determine the student's guilt or innocence.

If found guilty, the negative effect on the student's grade and additional sanctions as appropriate for the offense will be determined by the administration. The administration will keep records of situations involving violations of the honor code and will notify everyone concerned, including parents. Punishments will increase in severity as subsequent violations are committed. Honor code offenses are cumulative for a student's career at Helias, and previous violations will be considered in determining appropriate disciplinary measures.

Student Pregnancy (See DSP 5552)

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

Student Abortion (See DSP 5550)

If it is found that a student has had an abortion, has helped in obtaining an abortion or has acted contrary to Catholic teaching regarding abortion, the school should immediately respond in a Catholic, pastoral way to attempt to bring about reconciliation.

Fighting

Students involved in fighting, defined as pushing, shoving, slapping, throwing a punch or any other action that could endanger the physical welfare of another whether initiated or in retaliation, at school or at a school function will be assigned discipline. Parents will be notified, and legal authorities may be called.

Harassment/Bullying (See DSP 5820)

No student shall be subjected to any type of harassment or bullying.

Harassment is defined as any unwanted or unwelcome behavior that interferes with a student's performance or that 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 contact and involvement in accordance with the nature and frequency of the offense.

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

Students may not act in ways that could be perceived as threatening, harassing or bullying either in or outside of school. Any demeaning behavior (e.g., physical, verbal, relational or sexual) is prohibited. This includes harassment using technology (e.g., cyberbullying, texting, sexting, social media or other postings). Words and actions that demonstrate intolerance or disrespect of others based on differences (e.g., appearance, race, ethnicity, gender) will be dealt with severely, including possible expulsion.

Sexual Harassment

- Sexual harassment is defined as any unwelcome sexual advance, 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 following:
 - Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments.
 - Visual contact such as derogatory or sexually oriented posters, photography, cartoons, drawings or gestures.
 - Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play because of some sexual matter.
 - Threats and demands to submit to sexual requests for certain benefits.
 - Retaliation for having reported or threatened to report sexual harassment.
- No student shall be subject to sexual harassment.
- Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
- Any student who believes that he or she is being sexually harassed shall report immediately such information to the school principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the Catholic Schools Office, diocesan chancellor or review administrator and shall be thoroughly investigated by the school principal after consultation with and direction from the Catholic Schools Office.
- No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

Disrespect toward Helias Catholic/Staff via Social Media

Any use of social media that disparages or defames the character and integrity of Helias Catholic or its employees and students is an affront to the Church's teaching to uphold the dignity of human persons and institutions of ministry. All Helias Catholic students and families are expected to uphold standards that reflect Gospel values.

Student Internet, Email and Other Technology Use (DSP 6425)

- Internet, email and other technology access and use in school is a privilege, not a right.
- The use is always to be consistent with Catholic teaching, doctrine, morality and values.
- Users shall not use the internet, email or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials or other materials in conflict with our Catholic mission.
- Users shall not use the internet, email or other technology for the purpose of violating copyright law. This includes but is not limited to the following: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Catholic and legal standards.
- Users shall not use the internet, email or other technology for the purpose of plagiarism.
- Users shall not attempt to gain access to resources belonging to others. This includes but is not limited to passwords, email, personal files, and restricted or secure internet sites. This will also be considered theft and in violation of Catholic and legal standards.
- Users shall not use the internet, email or other technology to transmit information about the school or school-governed facilities, other than their own email address. This includes but is not limited to school personnel names and addresses.
- The school reserves the right to review any materials (e.g., email, files, other correspondence) sent or received via the internet, email or other technology for their appropriateness in light of legal, ethical and Catholic standards.
- Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
- The privilege of internet, email or other technology use can be suspended or revoked at any time.

In addition to the above, the school, after consultation with the Catholic Schools Office, may take disciplinary action against any student who, either within or outside school hours, on or off school grounds,

uses technology to defame, bully or assault the character or being of the school, diocese, any of its employees or students. This includes any such negative postings, verbal or pictorial, on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram and other social networking sites, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

Internet and Electronic Communications Conduct

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

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

Misuse of Technology

In conjunction with diocesan school policy 6425, Helias Catholic High School will take additional action with students who violate the policy and participate in extracurricular 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 Catholic, the Catholic faith or the law. For example, students seen smoking, posing with alcohol or what could be perceived to be alcohol, bullying or 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 be disciplined within the extracurricular activity they participate in, as appropriate to the specific extracurricular 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.

Non-Discrimination (see DSP 5101)

Helias Catholic High School respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, sex or any other basis that is prohibited by law.

Sexual Abuse of Minors (see DSP 5825)

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 has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy or an employee, volunteer or religious working in the diocese or in any parish, school or agency of the diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. (1) For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused and for the larger community.

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

A. BRINGING AN ALLEGATION

1. A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the chancery office and asking to speak with the review administrator or by writing to the chancery office. The address and telephone number are as follows:

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

Sexting

The possession of sexually explicit images on any device is prohibited regardless of whether any state laws are violated. All involved in sexting are subject to disciplinary measures. Any recipient who fails to delete the images immediately is considered involved. When sexting is discovered, parents and law enforcement may be contacted. Helias Catholic High School could search student cell phones or other devices if there is probable cause that a criminal violation has occurred or if reasonable suspicion exists that the device contains evidence of a violation of school policy. This policy explicitly prohibits harassment and bullying related to sexting incidents. The distribution of sexting images constitutes sexual harassment. Sanctions for violation of this policy range from a minimum of one day of in-school suspension to expulsion.

Vandalism

Any damage caused by a student, accidental or not, to the property of Helias Catholic High School, to the personal property of any member of the Helias Catholic staff, or while the student is representing Helias Catholic at an extracurricular activity is the financial responsibility of that student, who will pay the cost of repair or replacement as well as face extra disciplinary consequences.

Theft

Students involved in theft at school or a school event will be assigned discipline deemed appropriate for the offense. Parents will be notified. Legal authorities may be contacted. Restitution must be made by the student or parent.

Tobacco, E-Cigarettes and Vaping

Smoking, chewing/spitting tobacco, using e-cigarettes, vaping, juuling or possessing any of these products is not permitted by students at any time on or around school grounds (including inside vehicles) or at school activities, functions or events.

Alcohol and Drugs

“Alcohol and drugs” includes but is not limited to illegal drugs, alcohol, legal drugs used for illegal or improper purposes, prescription drugs not used as prescribed, and lookalike drugs.

A. Prohibitions and Minimum Sanctions

- No student may distribute, offer or conduct transactions leading to the use, possession, distribution or exchange of drugs or alcohol. Nor may students possess or use drugs or alcohol. Such actions on or near Helias Catholic property or at or en route to school-sponsored or approved functions are given additional consideration in determining consequences.
- 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 Catholic property, at or en route to school-sponsored or approved functions.

In determining 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 Catholic may not impose more severe sanctions if the circumstances dictate.

B. Investigatory and Remedial Measures

The student and parents 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 family’s expense expense, undergo an immediate assessment or evaluation by an approved licensed agency or professional approved by school authorities. The student and parents shall sign a release authorizing the school to contact, speak with and receive the results of any assessment or evaluation, after which the minimum required sanctions shall be imposed on the student. In addition and—as a condition of continued enrollment—the student will, at the family’s expense, immediately enroll in an “early interventions program,” as designated by the school. The student will sign a release authorizing the school to be made aware of the student’s continued participation.

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

- If requested, the student must provide Helias Catholic 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.
- The student must cooperate with all recommended actions and conditions of treatment.
- The student must refrain from any future drug or alcohol offenses.
- The student and parents or guardians must authorize Helias Catholic officials to communicate with and receive information from the student’s licensed professional and/or agency to monitor compliance with these conditions.
- The student must continually and consistently work toward the completion of assigned detention hours as explained and required by the administration.

Students suspected of violations of this policy may be required to submit to drug and alcohol testing if and when deemed necessary by the administration.

C. Reporting Requirements

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

D. Drug and Alcohol Testing

Helias Catholic students are subject to breathalyzer or other detection testing for alcohol at school or school activities based upon reasonable suspicion or at random. Refusal to comply with a request to be tested for the presence of alcohol is considered an admission of guilt. If detection testing indicates alcohol within a student's 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 Catholic students will, at the school's expense, be randomly tested for drugs. After testing, all names will be placed back into the pool for future random test groups. All results will be confidential. If a student tests positive, the administration will meet with the parent(s) to inform them of the result. The student will be required to cooperate with and, at the family's expense, undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities. The student and parents shall sign a release authorizing the school to contact, speak with and receive the results of any assessment and evaluation after which the minimum required sanctions shall be imposed on the student. In addition—and as a condition of continued enrollment—the student will, at the family's expense, immediately enroll in an "early interventions program" as designated by the school and will sign a release authorizing the school to be made aware of the student's continued participation. After testing positive, the student will be, at the family's 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 the student's enrollment at Helias Catholic High School. During a student's tenure at Helias Catholic, a violation of the school's drug policy or a positive test may result in expulsion. A second violation of Helias Catholic's drug policy or a positive test will normally result in expulsion.

Parents wishing to have their child tested, in addition to the random testing program, at the parent's expense may make arrangements to do so by contacting the administration.

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

Alcohol Use at School-Related Events (see DSP 5545)

No alcohol may be present or consumed at events where children and youth are the primary focus (e.g., field trips, school carnivals, school picnics, school-sponsored athletic events).

Drug/Medication Administration (see DSP 5520)

Any drug that 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.

Non-Prescription Drugs

All types of non-prescription medications (e.g., Advil, Tylenol, Aleve) that a student wishes to bring from home will be kept with the school nurse at Helias Catholic High School, and a signed medication form must be on file in order for the nurse to administer any medications to the student. If a medication form is not on file for the student, the nurse must contact a parent before medication can be given.

Prescription Drugs

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

Weapons and Dangerous Instruments (see DSP 5315)

The possession, conveyance, use or storage of weapons or look-alikes 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.

Items Forbidden On Campus

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

Parking

Parking spaces in Helias Catholic 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 assigned to juniors and then sophomores. Some of those students will be assigned spaces in the lots on Carter Street. Students assigned to a Carter Street lot who do not want the spot may decline when the offer is made. If a student accepts and pays for a spot then does not use it (periodic checks are done to see when spaces are open), that spot will be reassigned without refund, and the student forfeits a spot in a prime lot as a senior.

Students should not loiter near streets or in the parking lots. Students are encouraged to lock their vehicles and to not 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.

Helias Catholic is surrounded by residential areas, and students are expected to conduct themselves courteously and appropriately when parking in those neighborhoods. Students should park legally, not block driveways or park where the curb is painted yellow, drive cautiously, not use loud or inappropriate language, and not litter, etc.

Off-Campus Expectations

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