

1305 Swifts Hwy. — Jefferson City, MO 65109
573-635-6139 (Phone) — 573-635-5615 (Fax)
www.heliascatholic.com
General Information: info@heliascatholic.com
Attendance/Absences: attendance@heliascatholic.com

2024-2025
Student/Family Handbook

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HELIAS CATHOLIC HIGH SCHOOL IDENTITY

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!

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.

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

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.

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 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. 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/Guardian Communication Agreement (see DSP 1810)

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

If informal efforts are unsuccessful, the diocese and the school have a fundamentally fair, formal process to resolve differences, Administrative Recourse. (See DSR 1901.) A brief summary of administrative recourse is: set up a face-to-face meeting with the teacher; if unsatisfied, meet face-to-face with the school administrator/principal; and if unsatisfied, meet face-to-face with the superintendent.

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

By enrolling children in a diocesan Catholic school, parents/guardians are agreeing to abide by and support the school and its policies and regulations.

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., ethnicity, faith tradition, gender, sexual attraction, or body shape). 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. This includes participation in Mass and class/school prayer.

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 parents are to provide 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.

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 Schools 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 of Antioch, Osage Bend
St. Martin, St. Martins
St. Michael, Russellville
St. Peter, Jefferson City
St. Stanislaus, Wardsville
St. Thomas the Apostle, 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

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 their student 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 Photos (see DSP 1530)

Diocesan Catholic school student photos may be used in brochures, newspapers or other publications, and the school, parish or diocesan website or social media only if the parent/guardian signs a release allowing such use. (See Appendix #1530.)

Neither the first nor last name of the student shall be referenced on any website or social media. To clarify, the diocesan photo release allows for first names to be associated with student photos, however, this provision applies to hard copy print and does not apply to photos available on the internet.

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 a 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.

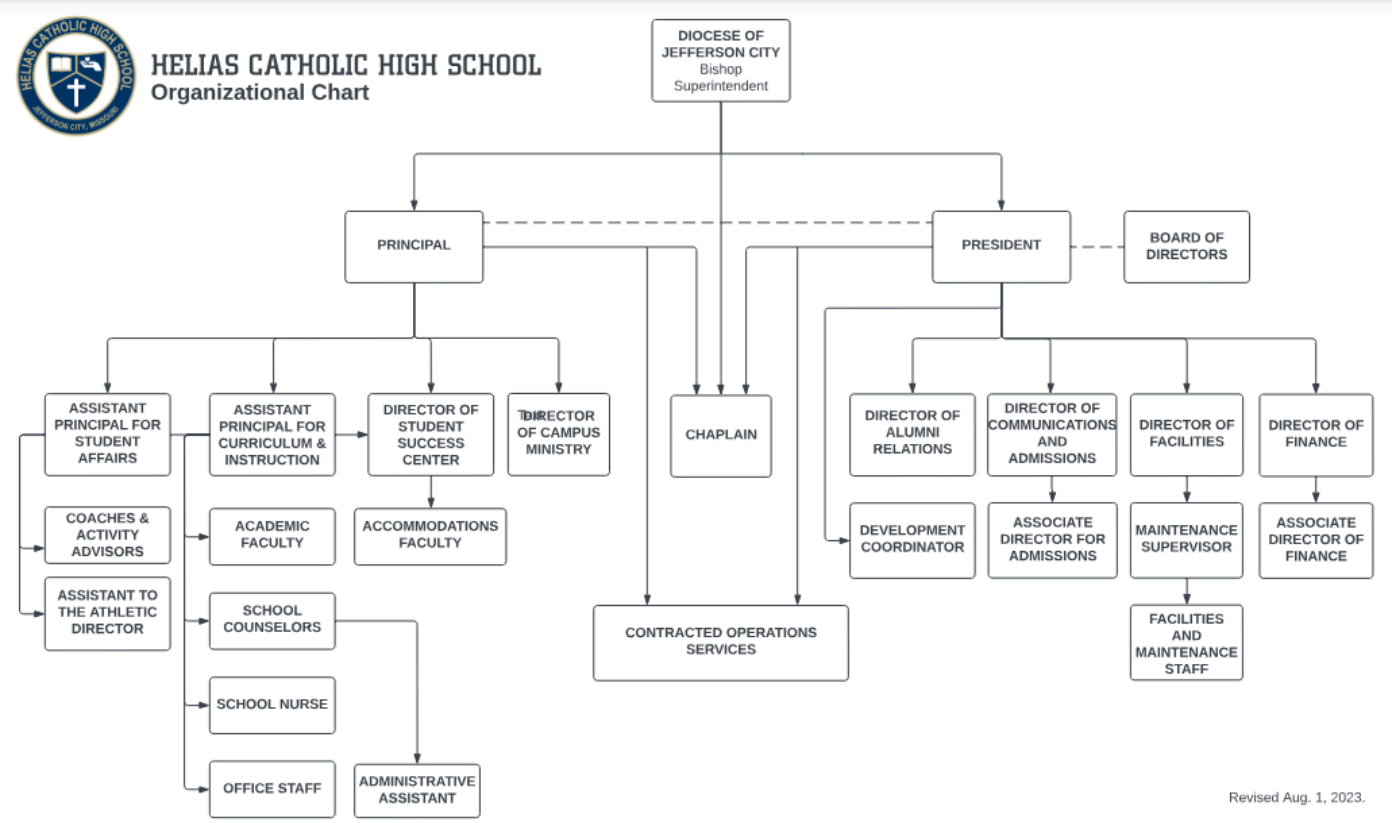
Revised October 25, 2024.

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

Contact and Appeal Organizational Chart

Parents and students attempting to contact school staff and faculty should refer to the Helias Catholic organizational chart below. The contacts listed below the organizational chart are the appropriate contacts for the respective areas of school operations:



Department Contact

Academics/Curriculum – Assistant Principal Emma Williams, ewilliams@heliascatholic.com
Admissions – Mrs. Rebecca Martin, rmartin@heliascatholic.com
Athletics/Activities – Athletic/Activities Director Dwayne Clingman, dclingman@heliascatholic.com
Attendance – attendance@heliascatholic.com
Campus Ministry – Mr. Zach Rockers, zrockers@heliascatholic.com
Communications / Public Relations – Mrs. Rebecca Martin, rmartin@heliascatholic.com
Counseling
- Ms. Krista Massman, kmassman@heliascatholic.com
- Mrs. Lacy Ralston, lralston@heliascatholic.com
- Mrs. Whitney Toosley, wtoosley@heliascatholic.com

Discipline – Assistant Principal Dwayne Clingman, dclingman@heliascatholic.com
Donations/Development – Mrs. Anne Rost, arost@heliascatholic.com
Facilities – Mr. Travis Reinsch, treinsch@heliascatholic.com
Financial – Kristen Berhorst, kberhorst@heliascatholic.com

Health/Medical – School Nurse Staci Kampeter, skampeter@heliascatholic.com

As detailed in the organizational chart and the handbook sections on appeals, parents and students should contact the following individuals when questions or concerns are not addressed at the most local level:

General School Programs and Operations – Principal Spencer Allen, sallen@heliascatholic.com
Development/ Alumni Relations / Public Relations / Facilities – President Ron Vossen, rvossen@heliascatholic.com

Visitors

All visitors must check in at the main office. Visitors will be given a visitor's badge 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.

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/middle schools may visit as participants in the Crusader for a Day program (see *Visit Helias Catholic* under *Admissions* at www.heliascatholic.com). Student visitors are expected to wear khaki pants or jeans without holes and a collared shirt.

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 begins at 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.

Student Attendance/Absences (see DSP 5211 & 5810)

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 the student will not be at school. All notes

concerning absence are kept on file until the end of the school year. If a student is absent without verification (i.e., truant) or if the school has reason to suspect the validity of the verification, the principal or designated school personnel may investigate or delegate someone to investigate the situation. Schoolwork missed during the truancy may not be made up.

Barring unique situations, verification does not *excuse* absences from consideration for the A+ Scholarship Program, National Honor Society, participation in extracurricular activities, or general consideration of student conduct or academic credits.

For absences related to discipline or school-sponsored athletic or activity competitions, see the policy **Attendance and School Athletic Competitions** in the athletics/activities section of this handbook.

When a student is absent for reasons *other than school-sponsored athletic or activity absences*, assuming that absence is verified by the parent and proper procedures are followed, the student will be permitted to make up missed work, with one day allowed to make up work for every day absent unless otherwise determined by administration. Teachers may choose to have the student make up the work in a different format with the opportunity to earn the credit. Credit will not be given for make-up work completed for unverified absences.

A note from an appropriate health care provider may be required after three consecutive absences.

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.

The 20th non-consecutive absence generally will result in the loss of make-up privileges with future absences; the 30th non-consecutive absence generally will result in an automatic withdrawal from school enrollment.

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).

Signing out to avoid an assembly or school Mass contradicts the mission of Helias Catholic. Students who repeatedly violate the spirit of our school by leaving prior to assemblies, Mass, or 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. (DSP 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. Late arrivals to school will generally be handled following the response procedures outlined for absences.

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 DSP 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.

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 faculty 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.

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.

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.

Students should not loiter near streets or in the parking lots. Students are encouraged to lock their vehicles and not to have anything of significant value inside a vehicle when it is parked at or around school. Students are permitted to go to their vehicle during the school day only with permission.

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, avoid blocking driveways or parking against yellow curbs, drive cautiously, not use loud or inappropriate language, not litter, etc.

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 lockers during school hours. Students may not take backpacks, etc., to any classes, including study hall, except physical education.

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.

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 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 without administrator permission. 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, as appointed by the administrative office or as otherwise directed or approved by a faculty or staff member.

Assemblies/All-School Masses

Instructions will be given over the public announcement system 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.

Alternative Methods of Instruction (see DSP 6126)

Diocesan Catholic schools may use Alternative Methods of Instruction (AMI) instead of losing learning days due to inclement weather, widespread illness, etc. AMI days must be approved by the superintendent prior to their use. A maximum of five AMI days may be used per school year.

STUDENT SAFETY

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 must 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.

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 public address system and through the emergency communication *Rave App*.

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.

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.

Revised October 25, 2024.

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.

Violence/Self Harm (see DSP 5325)

To maintain the health, safety, and welfare of all persons associated with diocesan Catholic schools (e.g., students, teachers, personnel, parents, volunteers, etc.), any display of violent behavior, which may include but not be limited to the verbal and/or physical threat to do harm to one's self or to another person, shall be promptly and severely addressed.

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.

While the school will ordinarily 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.

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.

Sexual Abuse of Minors (see DSP 5825)

The Catholic Schools of the Diocese of Jefferson City follow all diocesan regulations regarding the Diocesan Safe Environment Program, including regulations regarding training and screening of volunteers (see DSR 5825 and Appendix 5825).

Digital, Online, and Social Media Communications (see DSP & DSR 4650)

All digital, online, and social media communications with youth shall uphold the principle of transparency. All diocesan Catholic school personnel communicating with youth shall do so in a prudent and professional manner and shall ensure compliance with the principles and policies outlined in the diocesan Digital, Online and Social Media Communication with Youth Policy, which is available at *diojeffcity.org/safe-environment/*.

Educational Outings, Field Trips, and Senior Trips (see DSP 6301)

All field trips and outings must be pre-approved by the school principal. The formal consent of parents must be obtained for every student 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 form, signed physically or electronically, 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 parents. In case of an emergency, the appropriate staff member must first seek parent and administrative permission to transport a student.

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 a verified absence from school. In that case, the student must have a signature on a permission form provided by Helias Catholic specific to the occasion. The student is responsible for making up all work missed.

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.

Helias Catholic does not take responsibility for transportation decisions that are not outlined in this policy.

Student Insurance and Accidents

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 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. 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.

Drug/Medication Administration (see DSR 5515 & 5520)

Non-Prescription Drugs

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. All types of non-prescription medications (e.g., ibuprofen, acetaminophen) 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. Students or employees using Cannabidiol (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.

ACADEMICS AND SCHOOL PROGRAMS

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 toward Social Studies)	0.5 credit
Mathematics	3 credits
Science	3 credits
Practical Arts	0.5 credit
Personal Finance or Consumer Education	0.5 credit
Fine Arts	1 credit
Physical Education	1 credit
Health	0.5 credit
Electives	5.5 credits
Service	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 and financial balances are paid up-to-date.

Grading System

Parents/guardians may monitor student progress via the FACTS Family Portal. Grade point average (GPA) is based on a weighted scale, with Advanced Placement, dual credit, and honors classes weighted to reflect increased rigor. Both a standard unweighted 4.0 and weighted 5.0 GPA will be reported on student transcripts.

Letter Grade	Percentage	Standard GPA	High School Weighted GPA
A	93-100	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.4	4.4
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.4	3.4
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-69	1.4	2.4
D	63-66	1.0	2.0
D-	60-62	0.7	1.7
F	0-59	0	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 or culminating activity generally counts for 20%, though subject-specific exceptions can be made

Helias Catholic High School recognizes two honor rolls each semester. Students on the A Honor Roll have earned a semester GPA of at least 3.7, with no grade below a B-. Students on the B Honor Roll have earned a semester GPA of at least 2.7, with no grade below 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. Until the school year 2025-26, valedictorians will be those students who have the highest GPA in the class and have taken at least four full 1.0 credits, or eight 0.5 credits, of Advanced Placement or dual credit classes. Beginning in the 2025-26 school year, the valedictorian(s) will be the student(s) with the highest GPA on the 5.0 scale.

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.

Course Changes

Students who wish to change a course must see a school counselor. A $50 fee is applied to all schedule changes. The deadline for schedule changes is the end of the second full day of school 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. Between completion of coursework and the receipt of a diploma, students who graduate early will be held to expectations outlined for all students in this handbook.

High School Equivalency Test (HiSET)

The administration will grant permission to take the HiSET 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).

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 Catholic Virtual for students who need to earn credit for a course they have previously failed. 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 credit recovery.

Online Courses

Online courses may be taken through approved providers, including the University of Missouri, Brigham Young University, or Catholic Virtual. 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. 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. Helias Catholic conferences are generally held in the Auxiliary Gym with approximately 10-minute drop-in discussions. For confidential or more in-depth discussion of student progress, parents should contact the teacher for an alternative conference after school or at another mutually available time.

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 exceptional educational needs (EEN) or other similar classification, or having a serious physical disability—applies for admission and/or needs special placement and admission is denied, or a current student is asked to withdraw or 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 Schools 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.

Service Hours

Helias Catholic High School requires that each student complete a minimum of 50 hours of service by the end of December of senior year. Student service hours will be audited each academic year, with at least 12.5 hours expected by the start of the sophomore year, 25 hours by the start of the junior year, and 40 hours by the start of the senior year.

Students may complete service hours individually or as part of a team/organization service project.

For students entering Helias Catholic during the 2024-25 school year, service hours must meet the following guidelines:

- At least 20 hours must be with pre-approved nonprofit agencies (including parishes and partner elementary schools) by the end of December of senior year.
- No more than 20 hours may be completed within school athletic programs (e.g., working at summer camps).

Service hours must be logged within two months of the act of service. There is no minimum number of hours required each year. Students should submit their log of service hours as they are completed; in addition, service hours generally will be audited at the start of each 10-12 instructional year.

Service hours are logged, tracked, and verified using mobileserve.org, which can be downloaded as a mobile app or accessed through a web browser. Directions to use the app are provided by the Campus Ministry program. Opportunities for service are promoted through school communications and daily announcements. Volunteer hours for Helias Catholic organizations, activities, or programs generally are not considered allowable for the general service hour requirement.

Students must verify service hours in one of three ways:

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

Students who fail to fulfill these requirements 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.

Charitable Service Policy

Service projects, whether schoolwide or through the efforts of a team or organization, must have projects approved through the director of athletics and activities and must follow the Helias Catholic guidelines for service projects:

- Helias Catholic will generally approve only one collection-based effort that takes place during school hours each month (e.g., can drive, mission collection, $1 dress down).
- Only two collection-based charitable efforts are generally approved per month (e.g., "Bags" tournament).
- Clubs/organizations generally may not conduct two consecutive collection-based efforts. The club or organization would need to conduct a hands-on service project between any two collection-based efforts.
- Charitable organizations that are chosen as recipients must fall into one of the following categories:
    - Direct established partnership with or endorsement from the Diocese of Jefferson City (e.g., Catholic Charities).
    - Endorsed or approved by a reputable third-party organization (e.g., American Life League) as being in conformity with the principles of Catholic morality and ethics as defined by the chancellor of the diocese.
    - Approved internally through a review that includes representatives from administration, clergy, advisory council, faculty, and students. Organizations must be in conformity with the principles of Catholic morality and ethics as defined by the chancellor of the diocese.

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 non-weighted 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 for whom the teacher has personal knowledge on a 1 (low) to 5 (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 and in violation of the Helias Honor Code can apply for NHS; however, if inducted, the student will remain on probationary membership for the first year of eligibility. A second guilty offense of the Helias Catholic Honor Code will result in permanent ineligibility for application to the NHS. If, in the opinion of the administration, a cheating incident is flagrant, the principal may declare a student, on a first offense, permanently ineligible for NHS. 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.

Diocesan Advisory Student Council (see DSP 9501)

The Diocesan Advisory Student Council is constituted by the bishop for the purpose of recommending policy, organizing events and suggesting programs to meet the emerging needs of all students.

The Diocesan Advisory Student Council shall include among its functions to:

- serve as a resource to the bishop and his delegates in regard to the needs and issues related to students and youth;
- suggest policies which provide direction for all ministries to students and youth;
- provide planning and determine the execution of all diocesan-wide activities held for diocesan Catholic school students; and
- participate in any other activities as determined by the bishop and/or his designee.

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.

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

All diocesan Catholic schools allowing students to have access to the internet, email, and other technology shall have a written policy regarding usage in the parent/guardian/student handbooks. This content of this policy shall include, at a minimum, the following statements:

- Internet, email, and other technology access and use in school is a privilege, not a right.
- Use of technology access shall to be consistent with Catholic teaching, doctrine, morality, and values. Students 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 Catholic doctrine and practices.
- Students shall not use the internet, emai,l or other technology for the purpose of violating copyright law, including but not limited to copyrighted software, text, graphics, or music. Such action shall be considered theft and is in violation of Catholic and legal standards.
- Students shall not use the internet, email, or other technology for the purpose of plagiarism. Students shall not attempt to gain access to resources belonging to others, including but not limited

to passwords, email, personal files, and restricted or secure internet sites. This shall be considered theft and is in violation of Catholic and legal standards.
- Students shall not use the internet, email, or other technology to transmit information about the school or the school-governed facilities, other than their own email address, including but not limited to school personnel names and addresses.
- Students shall not use devices or technology to record (video/audio) on school property or at school events without prior permission from administration.
- The school reserves the right to review any materials (email, files, other correspondence) sent or received via the internet, email, or other technology for appropriateness in light of legal, ethical, and Catholic standards.
- Any violation of this policy is also considered a violation of the school discipline code and is subject to school disciplinary action.
- The privilege of the internet, email, or other technology use can be suspended or revoked at any time by administration.

In addition to the above, the school, after consultation with the Catholic Schools Office, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, or any of its personnel and/or students. This includes any such negative postings (verbal or pictorial) on such websites as Facebook, YouTube, Snapchat, Twitter, Instagram, TikTok, and other social networking sites. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

Chromebook Usage

Helias Catholic is conducting a phased process of providing a Chromebook laptop device to all students:

- In the 2024–25 school year, all freshman, sophomore, and junior students will have a school-provided Chromebook device assigned to them.
- In the 2025–26 school year, all students will have a school-provided device assigned to them.
- Helias Catholic's "bring your own device" policy will continue to apply to senior students in the 2024–25 school year.

Receiving and Returning a Chromebook

All students will be able to pick up their assigned Chromebooks from the technology office once the necessary paperwork is complete and a user fee is paid or waiver form is submitted.

At the end of the school year, students will return their assigned devices. Failure to turn in a device will result in the student being charged the full current market price for a replacement. The school may also file a report of stolen property with the local law enforcement agency. Students who withdraw enrollment from Helias Catholic High School must turn in their devices to the school on their last day of attendance. Failure to turn in a device will result in the student being charged the full current market price for a replacement plus the cost of the case. The school may file a report of stolen property with the local law enforcement agency.

The Chromebook charger is checked out indefinitely to students and will not be returned at the end of each year. Students may not check out or borrow a new charger from the technology department. If a student needs access to a Chromebook charger other than the one assigned to the student, school-based charging stations may be used or a student may purchase a new charger.

Care of Chromebooks

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be taken to the technology office. A school-owned Chromebook should never be taken to an outside service for any repairs or maintenance. Students should never leave a Chromebook unattended unless locked in their hallway locker.

General Precautions

- No food or drink should be near a Chromebook.
- Cords, cables, and removable storage devices should be inserted carefully into a Chromebook.
- A Chromebook should not be used or stored near pets.
- A Chromebook should not be used with the power cord plugged in when the cord may be a tripping hazard.
- A school-owned Chromebook must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of a Chromebook, and a Chromebook should never be forced into a backpack or briefcase.
- Always transport a Chromebook with care. Never lift a Chromebook by the screen, and never carry a Chromebook with the screen open.
- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. A Chromebook screen is particularly sensitive to damage from excessive pressure:
    - Do not put pressure on the top of a Chromebook when it is closed.
    - Do not store a Chromebook with the screen open.
    - Do not place anything in the protective case that will press against the cover.
    - Make sure there is nothing on the keyboard before closing the lid (e.g., pens, pencils).
    - Clean the screen only with a soft, dry microfiber cloth or anti-static cloth.

All school-owned Chromebooks are labeled with the Helias Catholic logo for anti-theft and identification. Do not alter the logo or serial number. Any visible attempt to do so may result in disciplinary action, and students may be charged up to the full replacement cost.

Repair/Replacement of Chromebooks

Chromebooks in need of repair should be taken to the school library as soon as possible for personnel to examine the device. If necessary, library personnel will contact the technology office. If school personnel determine that the Chromebook sustained damage due to negligence, the following are estimated costs, subject to change, of Chromebook parts and replacements:

- Total replacement: $250
- Screen: $60
- Keyboard/touchpad: $60
- Power cord: $30
- Broken hinge/body replacement: $60
- Motherboard: Current market price

If a school-assigned Chromebook is stolen or vandalized during the school day, students or parents/guardians should contact the school office immediately. Action will be taken to attempt to locate the device, and the incident will be documented.

If a student's school-assigned Chromebook is stolen or vandalized outside of the school day, students and parents should do the following:

- Contact the school office.
- Contact appropriate authorities to report theft.
- Send an email to help@teamhuber.com with their contact information.
- Once the school receives this information, staff will make contact with the student or parent within 24 hours.

Using a Chromebook at School

The school maintains a log of all Chromebooks that includes the Chromebook serial number, assigned number and name of the student to whom the device is assigned. Chromebooks must be turned in to the school at the end of each school year for maintenance and administrative purposes.

Students are expected to bring their school-assigned, fully charged Chromebooks to school every day and to bring their Chromebooks to all classes unless specifically advised not to do so by teachers of individual classes. Students who have not brought their Chromebook to school may visit the technology office to check out a library Chromebook for the day, provided one is available. A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.

A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device. Chromebooks on loan to students whose school-assigned devices are being repaired may be taken home.

Students who borrow a Chromebook will be responsible for returning the borrowed device to the school library before 3:30 p.m. the same day. In addition to any applicable fines, students who do not return a borrowed Chromebook will not be eligible to check out an additional one beyond the one currently checked out.

Loaner Chromebooks may also be issued to students when they leave their school-assigned Chromebook in the school library for repair. A member of the school staff or technology office will notify students when their school-assigned devices are repaired and available for pickup.

Charging Chromebooks

Students should charge their Chromebooks at home every evening. However, charging stations will be available in the Crusader Commons and the school library.

Settings and Modifications

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Sound on Chromebooks must be muted at all times unless permission is obtained from a teacher. Headphones may be used at the discretion of teachers.

- All school-owned Chromebooks are preconfigured to connect to the school's Chromebook wireless network. Chromebooks must stay connected to this network at all times.
- Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school. The Chromebook operating system updates itself automatically. Students do not need to manually update their Chromebooks.
- Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.
- Students are not allowed to install Chrome web apps and extensions from the Chrome Web Store. Students who believe an app is necessary should contact the technology office to request that it be downloaded.

Printing

Students are encouraged to digitally publish and share their work with teachers and peers when appropriate. Students will be able to print from desktop computers in computer labs and the school library. Students will not be able to print from their Chromebooks at school. Students may have access to print stations when printing work is necessary.

Logging into a Chromebook

Students will log into their school-assigned Chromebook using their school-issued Google Apps for Education Account. Students should never share their account information with others unless directed by an administrator.

Managing and Saving Digital Work With a Chromebook

The majority of student work will be stored in internet/cloud-based applications and can be accessed from any computer with an internet connection and most mobile internet devices.

Students should always save work frequently when using digital media. The school is not responsible for the loss of any student work. Students are encouraged to maintain backups of their important work on Google Drive.

Using a Chromebook Outside of School

Students are encouraged to use their Chromebooks for school work at home and other locations outside of school. A wireless internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the internet. Google Drive is accessible without an internet connection. Students are bound by the Helias Catholic High School Chromebook Handbook Terms and Conditions and all other policies and guidelines in this document wherever they use their Chromebooks.

Security and Children's Internet Protection Act

The school uses an internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks within the school network will have all internet activity monitored by the school. If any educationally valuable site is blocked, students

should contact their teachers or school library staff to request that the site be unblocked. When students are using the Chromebooks out of the school network, the responsibility of internet usage is the responsibility of the student and the parent(s).

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a school-managed Chromebook, regardless of whether use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record student use of Chromebooks at any time for any reason related to the operation of the school. By using a school-managed Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and technology staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Artificial Intelligence and Large Language Models (see DSP 6426 & DSR 6426)

Artificial Intelligence (AI): Refers to the theory and development of computer systems able to perform tasks that normally require human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages.

Generative AI Tools: Includes any technology that utilizes artificial intelligence to generate content such as text, images, or audio (e.g., ChatGPT, Bard, DALL-E, Midjourney, and DeepMind).

Large Language Models (LLM): Refers to AI-powered systems that generate text based on provided prompts or input.

Educational Purposes:

Language models and generative AI tools may be used by students, teachers, and staff for educational purposes, including but not limited to research, creative writing, problem-solving, and project development.

However, high school assignments are generally designed with a formative purpose, so AI technology should only be used in accordance with the guidelines of the class or assignment and under the supervision of a teacher, parent, or authorized staff member. Use of an AI program outside of the behavioral or general technology acceptable use guidelines of a class or assignment will be considered a violation of the academic integrity policy and subject to consequences outlined in the discipline section of this handbook.

Given the recent immersion of LLMs and other generative AI programs, guidelines and best practices for citations involving AI-generated text or images are still under development. Students are to handle citations consistently with guidelines articulated by the teacher for whom the assignment is being completed.

All users are expected to utilize language models and generative AI tools in an ethical manner. This includes avoiding plagiarism, respecting intellectual property rights, and adhering to copyright laws.

Privacy and Data Protection:

Users should not share personal, confidential, or sensitive information when interacting with language models or generative AI tools. All users should be mindful of data privacy and security and refrain from storing or sharing personally identifiable information.

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. Students may not 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 parent(s) 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, 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. Tobacco, Drug and Alcohol Detection

Helias Catholic students may be subject to breathalyzer or other detection testing for alcohol at school or school activities based upon reasonable suspicion or at random. Students suspected of using a "vape" or similar device may be requested to submit to a non-invasive search which can include the use of a metal detector. Refusal to comply with a request to be tested or searched when there is suspicion of possession or use of alcohol, tobacco, or illicit drugs is considered an admission of guilt and a student may be unenrolled from Helias Catholic. 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.

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 student's parent(s) regarding 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 family's expense, may make arrangements to do so by contacting the administration.

ATHLETICS/ACTIVITIES

Values of Athletic Program (see DSP 6604)

Diocesan Catholic schools shall formulate policies that ensure adequate academic standing and satisfactory behavioral norms for students, as well as reasonable requirements concerning practice time. The school shall regularly publish, distribute, and post norms for spectators, officials, coaches, athletes, and school personnel which reflect Catholic principles. The school administrator/principal is responsible for the implementation and supervision of the norms.

Athletics (see DSP & DSR 6610)

All athletic programs offered through diocesan Catholic schools shall ensure the programs meet the following criteria:

- Sports are viewed as a ministry to students and families.
- Teams are seen as moral communities.
- Moral growth and character development are emphasized.
- Spiritual development is expected.

All coaches and assistant coaches (whether paid or volunteer) shall be expected to imitate Christ through their coaching.

School administrators/principals who participate in any athletic program shall be responsible for assuring that all coaches, physical education teachers and parents/guardians meet the behavior standards. Evaluation of coaches and physical education teachers by school administrators/principals shall assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.

School administrators/principals may delegate responsibility for various aspects of the program to other personnel (e.g., assistant principals, athletic directors, or secretaries), but shall retain overall responsibility for the implementation of the program in their schools. Additionally, when a diocesan school facility is used for extracurricular activities (e.g., athletic games) involving diocesan schools, a designated monitor for the host school must be present. This monitor will be responsible for making sure school property is protected, and participants and attendees are behaving in ways consistent with diocesan policy. (Refer to the school facility's guidelines.)

In view of the respect for and sanctity of the celebration of the Eucharist on Sundays, holy days of obligation, and the importance of the Easter Triduum, no practices, games, or events shall be held by any diocesan Catholic school-sponsored group, team or club in the school building or playing field, or buildings the school may borrow, rent or own before noon on any Sunday or holy day of obligation, nor at any time on Holy Thursday, Good Friday, Holy Saturday or Easter Sunday. Any games, tournaments, practices, etc. for school teams or individuals participating in a school extracurricular activity held over school holidays must have the express, written permission of the administrator/principal.

MSHSAA Rule Enforcement

In Articles VII and IX, first-hand observation of a MSHSAA rule violation by any member of the Helias Catholic faculty or staff or information provided by law enforcement personnel will result in determination of the appropriate penalty. In addition, evidence submitted by any person, who may remain anonymous to the affected athlete, shall constitute a basis for a thorough investigation. If the athlete admits to violating the

rule, the appropriate penalty may be enforced as described above. If the athlete denies an allegation which is subsequently substantiated, the pertinent penalty may be doubled.

Catholic Identity in Extra-Curricular Organizations

Teams will attend morning Mass in the chapel when requested by their coach—generally weekly—and include pre- and post-practice and game prayer as part of their routine. All Helias Catholic teams are required to take part in at least one community service project as a team at some time during the school year.

Eligibility for Co-Curricular Activities (see DSP 6603)

Diocesan Catholic schools shall set norms for eligibility of students to participate in school-sponsored activities (e.g., attendance in school is required for participation in co-curricular activities on the day of the activity, passing grades in all classes, behavior requirements met, etc.). Parents/guardians shall sign a Suitability Declaration and Release Agreement for participation in a co-curricular activity. (See Appendix #6603.)

Communication with Parents

Helias Catholic uses the school website and social media to communicate with our school community about sports and activities schedules and to promote our student-athletes and activities participants. Methods of team and activity-specific communication with students and families are determined by the head coach or activity advisor.

Sportsmanship

All athletes, coaches and parents are to demonstrate integrity, sportsmanship, and fair play in all activities in which they represent Helias Catholic High School. If a student-athlete is penalized for unsportsmanlike behavior, the coach will handle the first offense. If the same student-athlete, within the same season, is penalized for a second or subsequent violation of rules relating to sportsmanlike demeanor, the student-athlete will be suspended from participation in the next contest and will meet with the athletic director, who will determine whether additional sanctions are warranted. In addition to any school-issued consequences and per MSHSAA rules any student-athlete ejected from any contest will be ineligible to participate in the team's next contest.

Statement on MSHSAA Rules

Student-athletes and their parents are to adhere to the rules and regulations that are put into place by the Missouri State High School Activities Association. If there is a rule in question, the athletic director should be contacted to help with the interpretation of the rule or to give clarification. In the case that the athletic director needs further understanding, the athletic director will contact MSHSAA for assistance.

Same Season/Different Sport (see MSHSAA By-Law 3.13.2)

A student may practice or compete as a member of a non-school team or as an individual participant in organized non-school competition in a different sport than the school sport in season under the following conditions:

- No school time is missed to compete, practice for, or travel to the site of such non-school competition unless the absence is approved in advance by the school administrator.
- The student shall not practice for nor compete in the non-school competition on the same date the school team practices or competes, without approval of the school administrator.
- A Helias Catholic student shall not participate with an out-of-season Helias Catholic team during their respective season.

Non-School Affiliated Athletics

Per MSHSAA guidelines, a student may never participate on a non-school team at the same time the student-athlete is participating on a Helias Catholic team in the same sport. A student involved in a MSHSAA-recognized high school sport or activity may not miss school to participate in a non-school competition without the approval of the principal or activities director. 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.

In-Season Conditioning Requirements (see MSHSAA By-Law 3.9.1)

Each team must have 14 days of conditioning practice and each individual must have participated in 14 school conditioning practices on 14 different days prior to the date of the first interscholastic contest in all sports. This requirement shall be met if a student has been a member of another school sports team immediately preceding the sport season, has been actively practicing with the sport team, and has had 14 days of physical conditioning and begins physical conditioning practice with the new sport team with no more than seven calendar days having passed between the two sports before beginning practice.

Open Facilities and Off-Season Conditioning

MSHSAA requires that all open facilities be posted or announced publicly, that they be open for participation to all students enrolled in the school, no team coaching or instruction is provided (coaches may work with individual athletes on specific skills), no organized drills are run, and participation is voluntary. Coaches may provide instruction in the components of conditioning. There may be no implication, no matter how subtle, that players must attend. Off-season conditioning must be voluntary. There may be no suggestion that attendance at any off-season activities (e.g., conditioning, camps, summer leagues) is linked in any way with the opportunity to make or play on the Helias Catholic team.

Summertime No-Activities Period (see MSHSAA By-Law 1.5)

All member schools shall establish a summertime dead period for all MSHSAA-sponsored activities. A period of defined length in which no contact takes place between school coaches/directors of MSHSAA-sponsored activities and students enrolled in the member school, or who will be enrolled in the member school during the next school year. Further, during the no-activities period, school facilities are not utilized by enrolled students in connection with any sport or activity governed by MSHSAA.

Additional guidelines:

- No open gyms, competitions, practices, conditioning, or weight training may take place at any location.
- No activity-related functions or fundraisers, camps, or clinics may take place at any location.

- No coaches/directors or students may have planned contact other than casual, normal community, non-activity contact.

While there may be sports activities during this time, they must not involve the school coach, the school, or school facilities. The no-activities period shall be nine consecutive days in length and must begin on a Saturday and last through the second following Sunday.

Good Citizen – Failure to Report (see MSHSAA By-La 212)

The Missouri State High School Activities Association requires that all athletes be "good citizens." The interpretation of what determines a good citizen is, to a large extent, left to the schools. However, when a student-athlete encounters problems with the law, the student is ineligible to participate until the case is disposed and the full sentence as imposed by the court has been served. If any student-athlete is arrested or detained by any law enforcement officials, the incident must be reported to the athletic director by the end of the next school day. If it is discovered by Helias Catholic that a student-athlete has failed to report such an incident, the student-athlete may be declared ineligible for the remainder of that sports season. Failure to provide this information could result in the participation of an ineligible player and the possibility of the forfeiture of games, which is flagrantly unfair to coaches and teammates.

MSHSAA By-Law 212: "A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (e.g., jail time, court costs, etc.) or special condition of probation (e.g., restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, accidents or injuries. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility."

Privilege to Participate

Extracurricular activities are a privilege for deserving students, and participation in them should not be taken for granted. Students who participate are select members of that activity and representatives of Helias Catholic who have earned that privilege by meeting academic and behavioral standards. Students who are serving disciplinary consequences will be ineligible for participation in athletic or activity competitions/performances. Students on academic or attendance probation may be restricted from participation in activities and athletic competitions.

Student-athletes who are suspended from school are ineligible to participate in games or practices until the complete suspension has been served.

Unless a previously stated penalty is more severe, two in-season suspensions or any combination of three violations of this regulation in the same June 15 through June 14 period will result in ineligibility for any and all Helias Catholic athletics for one calendar year from the date of the final infraction.

Credit Rule (see MSHSAA 3.0)

A student who fails two classes is ineligible to participate in contests until the next progress report is issued. Eligibility for fall extra-curricular activities is based upon the previous second-semester grades;

however, a student who successfully completes credits in summer school may regain eligibility prior to the beginning of fall activities. At the time progress reports are issued, a student becomes eligible if there are no failures and the student earned at least 3.0 credits the previous semester. (A student who has not earned 3.0 credits the previous semester, by MSHSAA rule, is ineligible for the entire semester.) Any failure on the progress report extends ineligibility until the end of the quarter. Ineligibility begins when the failure lists are posted.

Academic Ineligibility

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.

Alcohol and Tobacco

Alcohol and tobacco use or possession incurs penalties for student-athletes in addition to the school's general discipline guidelines. For a first violation of the alcohol and/or tobacco provisions that occurs outside the dates of the sports season as established by MSHSAA, the student-athlete may be suspended from up to 10% of the maximum allowable number of regular season contests permitted by MSHSAA (in sports in which athletes compete as individuals, the maximum allowable number will be figured based upon total competitions in the maximum number of tournaments). For a first violation that occurs in-season, from the date of the first allowable practice until the end of the team's state playoff series, the length of the suspension may be 20% of the maximum allowable number of regular season contests permitted by MSHSAA. All game, meet, and match suspensions levied will be served in the next consecutive contests in the next sport in which the athlete participates after the violation has been substantiated.

For a second violation of the alcohol and/or tobacco provisions of this policy, the contest suspensions listed in the paragraph above may be doubled and, prior to regaining eligibility to participate in contests, student-athletes may, at their own expense, be required to see a professional substance abuse counselor for evaluation of the problem and to follow the recommendations of the counselor regarding treatment. If a

student-athlete, having served the suspension as described above, is actively pursuing the remedy prescribed by the counselor, participation in full may continue. However, if the student-athlete fails to maintain attendance at such a program, suspension from all practices and contests will continue until the program has been completed and the counselor has recommended to the head coach that the student-athlete be permitted to return to the team.

Illicit Drugs

Illicit drug use or possession incurs penalties for student-athletes in addition to the school's general discipline guidelines. For the first violation of these provisions as a result of the use or possession of any other illegal drug, all suspensions listed above for alcohol and tobacco violations are tripled. The student-athlete and parents may be required to sign a form agreeing to immediately begin treatment in an approved drug rehabilitation program and to, at their own expense, be randomly tested for illegal drugs up to three times per school year for the remainder of the student-athlete's Helias Catholic career at the discretion of the administration. Per school policy, a second offense for violation of Helias Catholic rules related to illegal drugs at any time during the student-athlete's career at Helias Catholic, the student will be expelled from school.

During any period of athletic suspension, the student-athlete will be expected to participate in all team practices and functions but will not be permitted to compete, travel with the team, or be permitted in the bench area at contests as a representative of Helias Catholic.

Performance-Enhancing Drugs

In addition to the general Helias Catholic policy on illicit drug use, student-athletes are forbidden from using performance-enhancing drugs which are identified as banned by the National Collegiate Athletic Association (NCAA). This list is updated at the NCAA website, www.ncaa.org. Students unsure of which substances are banned are responsible to check the website. For the first violation of these provisions as a result of the use or possession of performance enhancing drugs, the student-athlete may be suspended from 30% of the maximum allowable number of contests in the next sport the athlete plays. The student-athlete and parents must sign a form agreeing to, at their own expense, be randomly tested for illegal or performance-enhancing drugs up to three times per school year for the remainder of the student-athlete's Helias Catholic career at the discretion of the administration. Following a second offense for violation of the performance-enhancing drugs provision of this policy anytime during the student-athlete's career at Helias Catholic, the student will be permanently and irrevocably ineligible for all Helias Catholic athletics.

Physicals (see MSHSAA By-Law 3.8.1)

Each student participating in athletics a certificate shall provide a physical signed and authorized by a physician, advanced nurse practitioner in written collaborative practice with a physician or a certified physician's assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in school-based athletic practices and contests. A student shall not be permitted to practice or compete for a school until a complete, signed certificate is on file at the school. The medical certificate is valid for the purpose of this rule if issued on or after February 1 of the previous school year.

Insurance

Each athlete, manager, or other student involved in a school sport must provide a copy of the individual's medical insurance card or information. Regular school insurance, paid as part of tuition, covers activities. Any athlete injured as a result of participation must notify the athletic director within seven days of the injury; failure to do so jeopardizes coverage.

In addition, all student-athletes and their families are required to complete the following forms:

- Consent to Seek Treatment Form
- Concussion Policy
- Medical Information Form

Attendance and School Athletic Competitions

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."

Students who miss school due to athletic or activity competitions are *not* given an extension for ordinary homework deadlines, as is the case with most other absences. It is the student's responsibility to consult Google Classroom or connect with teachers in advance of the absence for homework and supplemental materials.

Team Absences

Unexcused absence from practice is defined as missing practice without prior notification of the head coach. When an absence occurs, the head coach will determine whether the cause of the absence was acceptable. The coach will determine the appropriate penalty for the first and second offenses. The third and subsequent offenses may be penalized by suspension from a minimum of one contest.

Injured Athletes

Injured student-athletes who wish to remain part of the team must arrive at home games at the same time as other members of the team and must travel with the team to out-of-town games unless instructed otherwise by the coach. They must sit in the bench area and, if their return to active status is anticipated, are expected to attend practices to stay up-to-date with team information. A coach may request written notification from a physician describing the seriousness of the injury, suggesting appropriate activities for the student-athlete, and projecting a return date.

Off-Campus Practices

Helias Catholic High School cannot and will not provide regular transportation to practice sessions that occur off school property. It is the responsibility of each student-athlete or the student-athlete's parents to arrange transportation to the practice facilities.

Event Transportation

During trips to and from interscholastic contests and events, all students generally ride both to and from all contests on the transportation provided or arranged by Helias Catholic High School (see parent transportation).

Parents may transport their own child to or from an event with the prior approval of the head coach and after having been properly signed out. Additionally, students, with written permission from a parent, may, with the prior approval of the head coach, ride home from an athletic event with another parent or adult family member as specified in the note. If a parent's vehicle is being used to transport students, the parent's auto insurance policy will be responsible for any claims incurred during the transport of students.

Personal Appearance

Student-athletes' hair shall be neat and trimmed and must meet the requirements of the school and the head coach of the sport. Failure to comply will result in ineligibility to participate until the issue has been resolved to the satisfaction of the coach. As in Helias Catholic' school rules, visible tattoos and jewelry in body piercings are not permitted in athletics.

Student-athletes who are not dressed in playing apparel when they arrive at the game site are expected to dress in a fashion that demonstrates their pride in Helias Catholic High School and reflects positively on the school, the team, and them as individuals. At home games in all sports in which the players will be seen by those in attendance prior to dressing to compete, the male players should come to the site attired in, at a minimum, school uniform. For away games the uniform dress shirt and tie is required and a jacket is recommended. Female players should be dressed nicely in a dress or slacks outfit. Players who arrive at the game site in uniform are expected to be fully and appropriately attired in the uniform provided when they enter the facility.

Stewardship of Uniforms and Equipment

The uniforms and equipment owned by Helias Catholic High School and loaned to student-athletes during their season are to be used only for interscholastic contests or as directed by the head coach. Each student-athlete is responsible for the care and cleaning of all equipment and uniforms. A student-athlete should never allow a sibling or another student to use or wear a part of the Helias Catholic uniform or item of equipment. Students are financially responsible for such items and will be charged full replacement cost if the item is lost, stolen, or irreparably damaged.

Awards

To earn a varsity letter, provisional letter, or numeral, a student-athlete must meet the particular requirements for that sport as set forth by the head coach. However, for a letter, that requirement shall meet, at a minimum, one of the following criteria:

- Participation (defined as any appearance) in at least 50% of the varsity-level contests in that sport.
- In the event of injury, the projection of the head coach that this requirement would have been met.
- For a senior who has participated for all four years but has not met the 50% of contests requirement.

With the permission of the athletic director, exceptions to this policy may be made by the head coach for a student-athlete who is moved up to the varsity squad in the latter part of the season and makes a significant contribution to the team in postseason play. Letter winners are recognized at awards dinners or

programs organized individually by each head coach or athletic booster committee chairs following each season.

The Triple H Award is a distinctive honor for student-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.

Tryouts and Cuts

Helias Catholic High School allows coaches to make cuts following a five-day tryout period. Every student wishing to try out for a sport must be given an equal opportunity to make the squad unless previous discipline problems prohibit the player from participating. All tryouts must include a minimum of five practice sessions before the squad is announced. The head coach and their staff will make any cuts based on their evaluation of each student-athlete during the five-day tryout period. Helias Catholic encourages students who are cut from a sport to visit with the activities director about other sports and activities that may be a good fit for that particular student.

Contacting Coaches Policy

Parents who wish to speak with a coach are not to contact the coach by phone or at home. Rather, if a parent wishes to speak to a coach, the parent should call Helias Catholic (573-635-6139) to see when the coach is available during the school day and make an appointment to call or stop by at that time.

In situations in which student-athletes or parents are dissatisfied with their situation on a team and/or unhappy with the coach, contact protocol involves the following steps:

1. Parents and the student-athlete should never contact a coach immediately after a contest, but should observe a 24-hour wait period before contacting a coach about a concern.
2. The student-athlete should meet privately with the coach to express concerns and to receive the coach's explanation of status on the team.
3. If the student-athlete meeting does not result in a resolution of the problem, the parent(s) should contact the coach by email to request a meeting or call Helias Catholic to arrange an appointment to meet with the coach to express their view and listen to the coach's perspective.
4. Only after steps 1 through 3 have failed to result in resolution of the issue should the athletic director be contacted.

Concerns regarding playing time or coaching strategy are not administrative matters and must be resolved in meetings with the coach, not with the administration.

Inclement Weather

During the winter months it is likely that practices or contests will be affected by inclement weather. On any day on which any entire school day is canceled and on any day of which school is dismissed due to inclement weather, no practices, meetings, performances, service projects, etc., may be held without the permission of administration.

Events involving competition with other schools may be held with the permission of the principal or president if weather and road conditions improve.

In any case, parents must make the final decision as to whether their student-athlete will attend events when weather is dangerous, dubious, or threatening. If parents believe the conditions endanger the well-being of their child, they are strongly encouraged to keep the student home. There are to be no negative repercussions of any kind for a student-athlete having missed practices or games at the discretion of the parent under these circumstances.

APPEARANCE CODE

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." Helias Catholic's uniform appearance 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 https://stores.inksoft.com/Helias/shop/home or www.schoolbelles.com (for girls' skirts).

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.

General Points Applicable to All Students

Unless permitted otherwise as part of a spirit day or school activity:

- 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.
- A general guideline is that approved shirts, blouses, and other tops are reflected in those items available for sale at the Helias Catholic online uniform store and does not include spirit wear items listed online. Other approved versions of these items may include approved alternative logos sold through team stores. All such items must be blue, white, or gray.

Shirts

- Polo shirts in both long and short sleeves in solid navy or white embroidered with the Helias Catholic logo and purchased from Helias Catholic's approved uniform vendor. Sunflower yellow shirts are allowed but are no longer available for purchase.
- Long-sleeved, button-down collared dress shirts in solid white and light blue embroidered with the Helias Catholic logo and purchased from Helias Catholic's approved uniform vendor.

Either the polo or the button-down, collared dress shirt must be worn under the sweaters, sweatshirts, jackets, and pullovers described below. Boys must keep uniform shirts 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 Helias script (for girls).

Sweatshirts and Quarter-Zips

- School uniform solid navy crewneck sweatshirts embroidered with the Helias Catholic logo and purchased from Helias Catholic's approved uniform vendor.
- School uniform solid navy quarter-zip pullover sweatshirts embroidered with the Helias Catholic logo and purchased from Helias Catholic's approved uniform vendor.
- Solid navy, gray, or white crewneck sweatshirts with the name of the school ("Helias Catholic") included on the front. Sweatshirts that meet these requirements may be purchased from a school-associated activity or athletic team store or the school spirit wear store.
- Solid navy, gray, or white quarter-zip or half-zip pullover sweatshirts with the name of the school ("Helias Catholic") included on the front, which may include activity/sport identifier. Sweatshirts that meet these requirements may be purchased from a school-associated activity or athletic team store or the school spirit wear store.

Skirts/Skorts/Culottes (Girls)

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

Skirts/skorts/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.

Tie and Blazer (Boys)

- A tie and/or solid, navy blazer may be worn any time with an appropriate shirt.

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.

If a student cannot wear dress pants due to an injury, khaki shorts or another approved pair of shorts may be substituted with administrator permission.

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

- No tennis shoes unless permitted for injury.*
- 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.
- Feet must be completely inserted according to the design of the shoes.
- 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.

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, and 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 and Make-Up

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 the 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 or studs are prohibited. Covering studs with tape or a bandage is not permitted. Makeup, including fingernail polish, is also prohibited.

Dress Down 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. Hoodies, T-shirts, and joggers are allowed. Under no circumstances may a shirt/top from another high school be worn. Students in violation of the dress code on a casual dress day will be fined.

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.

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.

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.

Semi-Formal Dances

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.

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.

BEHAVIOR GUIDELINES AND DISCIPLINARY RESPONSES

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. 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.

Off-campus activities and events are considered Helias Catholic events (e.g., away 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.

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

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.

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.

Suspension

For in-school suspension, 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).

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.

Students in in-school or out-of-school suspension are ineligible to participate in extra-curricular activities until the assigned suspension and accompanying discipline have been served.

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 student's parents 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 for dismissal or expulsion 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.

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 or Appeal (see DSP 1901)

Any grievance or appeal that cannot be solved through an informal process using the local chain of command (i.e., teacher, school principal, superintendent) shall be resolved through the administrative recourse procedure. The school advisory council is not part of the process of reconciling differences unless the superintendent 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.

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. An appeal is a formal request for a school action or decision (e.g., disciplinary consequence) to be reexamined by an individual operating at a level higher than the individual who made the initial decision.

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, superintendent) have failed to resolve the grievance.
- Since grievances and appeals 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 grievance or appeal to be requested 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.
- Discussions during the procedural stages of a grievance shall be kept confidential by all parties except to the extent that resolution requires an investigation that involves other individuals.
- There is to be no retaliation against any party or participant in the grievance or appeal 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. Generally this is handled through an appeal. 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) superintendent. For matters that involve the president's scope of oversight, the chain of authority is (1) the staff member or director, (2) the president, (3) the superintendent. The school principal or superintendent 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, the grievant will first address the complaint with the president and then, if there is no resolution, move on to LEVEL THREE.

LEVEL ONE: SCHOOL PRINCIPAL OR PRESIDENT

The grievant shall reduce the complaint to writing and submit it within 15 days following the occurrence of the event. The principal or president is to receive grievances related to their respective areas of oversight (see organizational chart).

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 superintendent, 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: CATHOLIC SCHOOLS OFFICE

If the grievant is dissatisfied with the principal'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 THREE: DIOCESAN SCHOOL RECOURSE COMMITTEE (DSRC)

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 principal or president, according to the organizational chart, 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

DISCIPLINE MATRIX				
Behavior	**First**	**Second**	**Third**	**Repeated**
Disrespect/ defiance/refusal	ISS until resolved	ISS and parent conference	OSS	Disciplinary withdrawal
Appearance Code	Warning	1 detention	$10 and 2 detentions or dress code restriction	Move to step 1 for disrespect/ defiance
Electronic device violation (cell phones, smart watches)	$25 and detention	$50 and 2 detentions and office drop-off for 10 school days	$50 and 2 detentions and office drop-off for remainder of semester	Move to step 1 for disrespect/ defiance
Tardies (every 3 per semester)	2 detentions	4 detentions	ISS	Move to step 1 for disrespect/ defiance
Away from assigned area	Warning or acceleration to next level	2 detentions	ISS	Move to step 1 for disrespect/ defiance
Failing to sign in/out at the office	Warning or acceleration to next level	1 detention	2 detentions	3 detentions
Skipping all-school Mass	ISS & parent conference	ISS & parent conference	Parent conference/ possible withdrawal	
Truancy	ISS	OSS & no opportunity to make up classwork	Parent conference/ possible withdrawal	
Unapproved gum/candy/ food/drink container	Warning or acceleration to next level	1 detention	$10 and 2 detentions	Move to step 1 for disrespect/ defiance
Honor code Violation (i.e., cheating and plagiarism)	3 detentions & parent conference	ISS & parent conference		
Inappropriate display of affection	Warning	1 detention	2 detentions & parent conference	Move to step 1 for disrespect/ defiance
Profanity	Warning or acceleration to next level	1 detention	ISS	Move to step 1 for disrespect/ defiance
Profanity toward staff	3 OSS and parent conference	5 OSS and parent conference	Disciplinary withdrawal	
Disrespect toward staff (including social media)	5 OSS and parent conference	10 OSS and parent conference	Disciplinary withdrawal	
Parking violations (including	Warning or acceleration to next level	$10 and detention	Move to step 1 for disrespect/ defiance	

DISCIPLINE MATRIX				
Behavior	**First**	**Second**	**Third**	**Repeated**
dangerous driving)				
Discriminatory or disparaging words or actions	Family conference / ISS or acceleration to next level	Disciplinary withdrawal		
Harassment / bullying	Warning or acceleration to next level	2 ISS & parent conference	2 OSS & parent conference	Disciplinary withdrawal
Unacceptable language or gestures	Warning or acceleration to next level	2 detention	1 ISS	2 ISS & parent conference
Disruption to the educational process	2 detentions	3 detentions	1 ISS and parent conference	2 OSS & parent conference
Roughhousing	Warning or acceleration to next level	3 detentions	1 ISS	2 ISS & parent conference
Vandalism and/or Theft	Restitution, 3 ISS & parent conference	Restitution, 2 OSS & parent conference	Restitution & disciplinary withdrawal	
Possession/ use of tobacco products/ vaping device	2 ISS & 5 days of detention	2 OSS & parent conference/ possible disciplinary withdrawal		
Under influence/ possession/ sale/ purchase/ distribution of illegal/ unauthorized prescription drug or alcohol	10 OSS, parent conference & subject to drug testing for remainder of school year	Disciplinary withdrawal		
Failure to serve detention	At administrator's discretion	Detentions are doubles	Move to step 1 for disrespect/ defiance	
Fighting / physical altercation*	3 OSS and parent conference	5 OSS and parent conference	Disciplinary withdrawal	
Weapons/ dangerous or forbidden item*	Administrative discretion			
Inappropriate Sexual Conduct*	5 OSS & parent conference	Disciplinary withdrawal		
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.				

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 an appropriate pass. This includes all students in the hallways at any time (e.g., trips to the library, restrooms, office, counselors) and in any classrooms other than as assigned.

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.

Water Bottles

Students may carry sealed water bottles to classes to use throughout the school day. Disposable 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 or is seen accessing a Smartwatch, 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 use headphones or earbuds in the hallways or at lunch, however they are not to be used during instructional time in the classrooms. Headphones are permitted only at teacher discretion 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 permission is not obtained, the student may be unenrolled from Helias Catholic.

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., large language models or, in world languages classes, translation devices).
- 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 Catholic, and previous violations will be considered in determining appropriate disciplinary measures.

Student Pregnancy (see DSP 5552)

If 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 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.

Harassment/Bullying (see DSP 5820)

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.
- Students are to immediately report sexual harassment to a school administrator or counselor. 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.

Restitution for Damaged or Lost Materials

Students will be charged replacement value for any unreturned or damaged books that were supplied by Helias Catholic.

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).

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. Fireworks, lighters, matches, and laser pointers are also forbidden on campus. Upon reasonable suspicion, an administrator may request a non-invasive search in the presence of an additional administrator or appointed staff. This search may include the use of a metal detector. If a student or parents refuse to submit to such a search, the student may be asked to withdraw.