



Bishop Heelan High School

2019/2020 Parent/Student Handbook

Mission Statement

Bishop Heelan Catholic Schools

The K-12 Bishop Heelan Catholic Schools relates the total student to God through an excellent education leading toward a lifetime of service.

Philosophy Statement

Bishop Heelan Catholic Schools

The Bishop Heelan Catholic Schools system falls under the jurisdiction of the Bishop, through the Diocesan Board of Education, and the BHCS School Board, which is made up of two area pastors and a lay representative from each of the area parishes. The BHCS is an integral part of the Roman Catholic Church and works in partnership with parents to form students in Gospel values in a Catholic way of life. The BHCS is committed to the full human and spiritual development of students by promoting excellence in all academic and co-curricular areas. The BHCS integrates a community of faith and a community of learners in which all persons are valued and regarded with dignity. The purposes of the BHCS are to help students achieve spiritual, intellectual, and cultural literacy and synthesize faith and life from which students learn to penetrate the world with the life of the Gospel.

Non-Discrimination

Bishop Heelan High School is an equal opportunity educational institution. It does not discriminate based on race, color, age, creed, sex, religion, national origin, physical or mental ability or disability, ancestry, political party, political belief, socioeconomic status or familial status in the educational programs or activities which it operates.

The intent of the student handbook is to inform and include all rules governing Bishop Heelan High School and those attending Bishop Heelan High School. The document is not "all inclusive".

The principal and dean of students reserve the right to determine action on all situations not specifically covered and may increase or decrease specified actions on an individual basis.



BISHOP HEELAN CATHOLIC SCHOOLS

FAITH • KNOWLEDGE • VALUES • SERVICE

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Telephone Numbers

Attendance/Main Office		252-0573
Main Office Fax		252-9086
BHCS Administrative Office.....		252-1350
Memorial Field, 100 West 17 th Street.....		255-1473
Memorial's Press Box.....		255-6223
President.....	Dr. John Flanery	
	john.flanery@bishopheelan.org	226-0413
Principal	Mr. Chris Bork	
	chris.bork@bishopheelan.org	226-0357
Dean of Students.....	Mr. Jake Delfs	
	jake.delfs@bishopheelan.org	226-0364
Administrative Assistant	Mrs. Vickie Staiert	
	vickie.staiert@bishopheelan.org	226-0358
Activities Director.....	Mr. Anthony Elias	
	anthony.elias@bishopheelan.org	226-0360
Assistant AD.....	Mr. Andy Foster	
	andrew.foster@bishopheelan.org	226-0371
Athletic Manager	Mrs. Alicia Porsch	
	alicia.porsch@bishopheelan.org	226-0365
Director of Maintenance	Mr. Greg Steuk	
	greg.steuk@bishopheelan.org	226-0359
Guidance (A-L).....	Mrs. Marla Pluim	
	marla.pluim@bishopheelan.org	226-0354
Guidance (M-Z)	Mr. Bob Geary	
	bob.geary@bishopheelan.org	226-0355
School Therapist	Mrs. Stacia Barker	
	stacia.barker@bishopheelan.org	226-0355
Registrar	Ms. Deb Rosauer	
	deb.rosauer@bishopheelan.org	226-0356
Library/Media Center	Sr. Colane Recker	
	colane.recker@bishopheelan.org	226-0369

Bishop Heelan Department Heads

Communication Arts	Mrs. Sitzman	Science	Mr. Fravel
Fine Arts.....	Mrs. Dougherty	Social Studies.....	Mrs. Kiel
Life Skills.....	Ms. Bukovich	Theology	Ms. Odom
Mathematics.....	Mrs. Oberle	World Languages	Ms. Sturges



Our Family of Faith: Worship Centers

Blessed Sacrament

300 Jackson Street
Sioux City, IA
712-277-2949

Cathedral

1000 Douglas
Sioux City, IA
712-255-1637

Immaculate Conception

1212 Morningside Avenue
Sioux City, IA
712-276-4821

Nativity

4242 Natalia Way
Sioux City, IA
712-276-3022

Mother Teresa

995 South Point Road
Dakota Dunes, SD
605-235-1942

Sacred Heart

500 Military Road
Sioux City, IA
712-233-1652

St. Boniface

703 W. 5th Street
Sioux City, IA
712-255-3577

St. Joseph

1112 8th Street
Sioux City, IA
712-255-3577

St. Michael

2223 Indian Hills Drive
Sioux City, IA
712-239-2411

St. Michael's

1405 1st Avenue
South Sioux City, NE
402-494-9189

Please contact the parish for Mass times.

Tuition

Tuition is determined by the BHCS School Board. Information on tuition and tuition policies is available by contacting the BHCS Business Office at 712-252-1350 or visit the BHCS website at www.bishopheelan.org. The tuition program provides an effective way for the schools to collect tuition and for the parents to budget and pay for tuition. Financial assistance through tuition grants can be applied for at the Catholic schools' business office, please call 252-1350.

Refund Policy: Tuition refunds and/or charges will be determined on days attended.

Communication

Web based Heelan news, calendar and lunch menu can be found at www.bishopheelan.org. Those of you without internet capabilities please call the main office at 712-252-0573.

Questions about Classrooms

If a parent has questions or seeks more information pertinent to a specific class or teacher:

Contact the teacher through the main office or via email.

Contact the principal if the issue is unresolved.

Infinite Campus

Bishop Heelan Catholic Schools uses Infinite Campus as its school information system. Please call the Business Office at 252-1350 with help gaining access to this program.

Schedules

Bell Schedule 1

Monday		
EB	7.35	8.15
Period 1	8.19	9.34
Prayer	9.34	9.41
Period 3	9.45	11.00
1st Lunch	11.04	11.29
Period 5A	11.04	12.19
2nd Lunch	12.23	12.48
Period 5B	11.33	12.48
Period 7	12.52	2.07
Prayer	2.07	2.11

Bell Schedule 2

Tuesday		
EB	7.35	8.15
Period 2	8.19	9.34
Prayer	9.34	9.41
Period 4	9.45	11.00
1st Lunch	11.04	11.29
Period 6A	11.04	12.19
2nd Lunch	12.23	12.48
Period 6B	11.33	12.48
CT	12.52	1.50
Prayer	1.50	1.55
Mass	1.55	3.11

Bell Schedule 3

Wednesday - Friday		
EB	7.35	8.15
Period 1	8.19	9.03
Period 2	9.07	9.51
Prayer	9.51	9.56
Period 3	10.00	10.44
Period 4	10.48	11.32
1st Lunch	11.36	12.01
Period 5A	11.36	12.20
2nd Lunch	12.24	12.49
Period 5B	12.05	12.49
Period 6	12.53	1.37
Period 7	1.41	2.25
CT	2.29	3.07
Prayer	3:07	3:11

Bell Schedule 4

Tuesday When there is no school on Monday		
EB	7.35	8.15
Period 1	8.19	8.54
Period 2	8.58	9.33
Prayer	9.33	9.41
Period 3	9.45	10.20
Period 4	10.24	10.59
Period 5A	11.03	11.38
1st Lunch	11.03	11.28
Period 5B	11.32	12.07
2nd Lunch	11.42	12.07
Period 6	12.11	12.46
Period 7	12.50	1.25
CT	1.29	1.50
Prayer	1.50	1.55
Mass	1.55	3.11

Bell Schedule 5

Noon Dismissal		
EB	7.35	8.15
Period 1	8.19	8.46
Period 2	8.50	9.17
Prayer	9.17	9.24
Period 3	9.28	9.55
Period 4	9.59	10.26
Period 5	10.30	10.57
Period 6	11.01	11.28
Period 7	11.32	11.59
Prayer	11.59	12.07

Off Campus Classes

Any student who is required to be off campus to attend a class will be scheduled on an individual basis. A student's participation in an off-campus class is left to the discretion of the Bishop Heelan administration and may be based on previous attendance issues. Scheduling will be based on the location, time, and duration of the class. Students attending downtown classes will be allowed to leave the Heelan campus 20 minutes before their class begins. Students attending WIT classes will be allowed to leave the Heelan campus 30 minutes before their class begins. Students are expected to report to the Heelan guidance office if Heelan is in session, but their off-campus classes are not. Likewise, students are expected to attend their off-campus classes if they are in session but Heelan is not. If an issue arises with attendance or tardiness, the administration reserves the right to pull the student from the off-campus class (3 unexcused absences or 5 unexcused tardies). Students will travel directly to and from their off-campus classes. It is the student's responsibility to follow the guidelines for the off-campus class as determined by the institution that is offering the course.

Late Start

No early bird classes are held if there is a late start. Day begins at 10:15 AM.

School Cancellations

No school, late start, early outs will be broadcasted on all local radio and TV stations. Listen for Bishop Heelan Catholic Schools. You may also register with SchoolReach to receive emails and text messages when issues arise. You can find the link under the Parent Tab/school cancellations at www.bishopheelan.org. Students who attend off-campus classes will use Bishop Heelan departure and/or arrival times.

Should an unusual situation arise that is not covered by the above statements, the student is responsible to seek clarification from the Dean of Students.

Religion

Religion Requirements

All students will be required to take religion each semester of their enrollment at Bishop Heelan.

Students who are not Catholic will have the option to take Religion on a pass/fail basis. If a student chooses this option, the student must put it in writing within the first 2 weeks of the semester. If the pass/fail option is chosen, the course will not count toward a student's G.P.A. but will count as graduation credit.

Chapel - Mass is offered prior to Early Bird (7AM) most mornings in the Bishop Heelan Chapel.

Prayer - Prayer opens and closes each day at Bishop Heelan. Classes begin with prayer and students are actively involved in leading class room prayers. Special prayer services may be scheduled for specific events/feasts, e.g. Feast of Our Lady of Guadalupe, Marian Day.

Mass - Weekly mass is scheduled for Tuesday at 1:55 PM unless otherwise noted on the schedule. Attendance and participation in the weekly mass are part of the expectation and culture of Bishop Heelan Catholic High School. Excessive absences from this opportunity to worship, as a community, will be treated in the same manner as excessive absences from academic classes (see page 17).

Reconciliation - The Sacrament of Reconciliation is offered every day in the chapel.

Gospel Values - Gospel values are infused in all subject areas.

Retreats – Freshmen, Sophomores, Juniors, and Seniors each have a retreat during the school year. The intent of these retreats is to enhance the student's personal faith and bring each class closer together.

Sacrament of Confirmation - Confirmation is the third and final sacrament in the process of full initiation in the Catholic Church. Hence, the preparation for the sacrament is the primary responsibility of the parish(es). Because the Catholic school is one means by which a parish community carries out its catechetical mission, Bishop Heelan High School supports the preparation process at the parish level, integrates catechesis related to all sacraments in the religion curriculum, and provides opportunities for Christian service throughout each student's entire time of attendance.

Guidance Department

The Guidance Department, as exemplified by the following functions, aims to assist students toward total adjustment in all areas of life.

1. Counseling

Students will be assigned to one of these counselors:

Counselor	(A-L)	Mrs. Marla Pluim
Counselor	(M-Z)	Mr. Bob Geary
Counselor	Clinical Therapist	Stacia Barker

2. Educational

- a. Individualized planning with all students
- b. Four-year plan
- c. Study skills guidance lesson
- d. Initial goal setting and review of set goals
- e. Grade monitoring and appropriate academic interventions
- f. Peer tutoring
- g. College credit/testing opportunities
- h. Standardized testing:
 1. State Standardized Testing (10th)
 2. ACRE (religion test 11th grade year)
 3. PSAT (fall of 10th or 11th grade year)
 4. SAT (for any college bound student)
 5. ACT (for any college bound student)
 6. Advanced Placement (AP) exams
 7. Star Reading/Math Assessment (9th, 10th)
- i. College Career preparation
 1. Financial aid/scholarship information
 2. Parent/student college workshops
 3. Junior College night (fall)
 4. Transition programming
 5. Catholic college day
 6. Meetings with visiting college representatives
 7. Representatives from various military branches invited to answer student questions.

3. Career

- a. Sophomore guidance lessons focused on careers
- b. Various interest inventories administered
- c. Career mapping
- d. Internet career researching
- e. Job shadowing/internship possibilities (per admin approval)

4. Personal/Social

- a. Problem-solving
- b. Referrals to community agencies as needed
- c. Individual and group counseling

5. Student Assistance Team (STAT)

- a. Facilitate early identification of at-risk students, particularly chemical dependency and eating disorders
- b. Facilitate the team approach to working with at-risk students
- c. Facilitate input from faculty in the identification of at-risk students
- d. Act as a link to community resources in order to provide preventative and recovery counseling treatment services and consults with administration on all illegal activity issues.

Academics

Graduation Requirements

Students must complete 48 credits in order to graduate. Online courses can only be used to fulfill elective requirements. The rest of the credits need to be completed through courses offered on the Bishop Heelan campus.

- 8 credits of Theology
- 9 credits of Communication Arts
- 6 credits of Social Studies
- 6 credits of Math
- 6 credits of Science
- 2 credits of PE .25 per semester (unless waived)
- 2 credits of World Languages
- 1 credit of Business
- 2 credits of Life Skills/Fine Arts
- 6 credits of electives

Senior Graduation Preparation

Seniors will receive their caps and gowns in May prior to Marian Day. Graduation fees and other fees/fines will need to be paid before students will be allowed to pick up their caps and gowns. Baccalaureate is part of the graduation process at Bishop Heelan and occurs prior to the graduation ceremony. A packet of information will be given to the seniors in the fall for ordering announcements etc. They will receive these items in the spring.

Graduation Dress Code Requirements

MEN	WOMEN
<ul style="list-style-type: none"> • Dress shoes; No Tennis Shoes 	<ul style="list-style-type: none"> • Solid color dress shoes or solid color dress sandals No Flip Flops or boots!
<ul style="list-style-type: none"> • Dark solid colored dress socks 	<ul style="list-style-type: none"> • Tan pantyhose are optional. No other colors/patterns are allowed.
<ul style="list-style-type: none"> • Solid colored dress shirt with ordinary collar & tie • no tux shirts or bow ties 	<ul style="list-style-type: none"> • Dress or skirt/blouse. It looks better when the dress doesn't hang down below the gown. No high-low dresses.
<ul style="list-style-type: none"> • Dress slacks neutral, solid color (khaki, navy, black, brown, gray) 	<ul style="list-style-type: none"> • No dress pants, capris, shorts, gauchos, leggings, or split skirts.
<ul style="list-style-type: none"> • Ties 	<ul style="list-style-type: none"> • Ear jewelry according to dress code. No other visible piercing can be worn.
<ul style="list-style-type: none"> • Clean shaven 	<ul style="list-style-type: none"> • Strapless, off the shoulder, or low-cut (<i>cleavage and back must be covered</i>) dresses or blouses ARE NOT ALLOWED but spaghetti straps or sleeveless dresses if covered up with sweater or jacket will be permitted. <p>Dresses or skirts will be No SHORTER THAN TWO INCHES ABOVE THE KNEE!</p>
<ul style="list-style-type: none"> • No ear jewelry 	
<ul style="list-style-type: none"> • Proper hair cut as determined by the administration 	

Graduation Ceremony

Only students who complete all academic requirements and procedural requirements which could include fines, good conduct community service hours, detentions, etc., by the end (3:30-PM) of the seniors' last day, as set forth by the administration and Board of Directors, shall participate in the graduation ceremony. Attendance at Graduation and Baccalaureate is mandatory for all students who qualify.

Honor Graduate

Seniors will be recognized at the baccalaureate and commencement ceremonies as honor graduates if they have a cumulative grade point average of 3.75 or have been on the honor roll (Silver 3.25/Gold 3.75) each of the first 15 quarters they are enrolled in high school. In addition, any student wishing to graduate with Honor Graduate status must have taken a minimum of one (1) honors level course in their four years at Bishop Heelan. The student's final transcript will be the only determining factor in the conferring of the status as an honors graduate.

Early Graduation

A student who requests to graduate early must observe the following guidelines.

1. The student must attend a minimum of 7 semesters of high school.
2. Application is to be made by October 1 of the junior year. The process will include a conference with the student, parent/guardian, and a school official.
3. The full senior year's tuition must be paid, unless otherwise negotiated by the Business Office.
4. The student must meet all course requirements for graduation as if the student had been in school during the second semester of the senior year. (E.g. Students will have to double up with two theology classes and two physical education classes first semester senior year.)
5. The mid-year graduate may participate in prom, baccalaureate and graduation as long as the person is in compliance with the school rules and guidelines for currently enrolled seniors who intend to participate
6. The senior is responsible to line up another student who will relay all information pertaining to seniors that is presented to seniors during 2nd semester.
7. The student is not eligible to participate in any of the school's extracurricular programs (e.g. sports, music, speech, drama, etc.) once the second semester of the senior year begins.

Transcript of Grades

Transcripts are ordinarily forwarded directly from the high school to colleges, training schools, and other legitimate destinations. A student's parent/legal guardian or a graduate of legal age may request that a transcript be forwarded by filling out the form provided in the Office of the Registrar. Two transcripts plus your final transcript will be sent free of charge. All others will cost \$5.00. These fees must be paid prior to graduation.

Academic Class Load- Special Notice for all Students

All students are required to have a minimum of 6 full credit classes, 4 of which must be completed on the Bishop Heelan campus by Bishop Heelan instructors, on their schedules each semester, regardless of credits already accumulated. No student may take 2 study halls in the same semester, unless approved by the departments. If any student withdraws from any class after six weeks of a semester, the grade becomes an "F" for the semester on the transcript unless approved by guidance department or administration. Students must complete 2 semesters to be included in class rank.

Change/Withdrawal of Classes

All withdrawals and class changes must have the approval of the Guidance Department. Once registration is complete, only the most serious reasons shall warrant consideration for a change of class. There will be a \$10.00 charge to change classes. The fee will be waived if the change is deemed by the school to be essential. No changes will be made after the first week of the semester unless initiated by the administration. The administrators, teachers, department chairs, and guidance counselor shall reach consensus before a student is changed or withdrawn from a class.

Grading Scale

GR	Non-Honors Classes	Non-Honors % Scale	Honors Classes	Honors % Scale
A+	4.33	98-100%	4.83	98-100%
A	4.00	95-97%	4.50	95-97%
A-	3.67	93-94%	4.17	93-94%
B+	3.33	90-92%	3.83	90-92%
B	3.00	87-89%	3.50	87-89%
B-	2.67	85-86%	3.17	85-86%
C+	2.33	82-84%	2.83	82-84%
C	2.00	79-81%	2.50	79-81%
C-	1.67	77-78%	2.17	77-78%
D+	1.33	74-76%	1.83	74-76%
D	1.00	71-73%	1.50	71-73%
D-	0.67	69-70%	1.17	69-70%

8th Grade High School Credit

Bishop Heelan will accept credit for high school level courses taken during eighth grade. This will be shown on the transcript. The grades for such courses shall not be used for G.P.A. computation. Courses taken in eighth grade may NOT be used to satisfy NCAA core-curriculum requirements.

College Credit

College credit can be earned in Calculus, English Honors 12, and specific Career Development Classes. Students are offered Advanced Placement Classes (AP). Upon successful completion of an AP course, a student can test for college credit. Online classes can be arranged individually through the guidance office. Students who wish to re-enroll in online courses must adhere to specific criteria as set forth by the guidance department. Students enrolled in a college course must abide by the rules of the institution which they are enrolled as well as the rules of Bishop Heelan High School.

Report Cards and Midterm Progress Reports

Report cards and mid-term progress reports are issued four times each year, at the end of each quarter. Only semester grades are used in determining class rank and computing cumulative grade point average. Failing grades may not be recorded at semester if the teacher has not forewarned parents with a progress report, a phone call, and an email or if a teacher has not recorded a minimum of 2 grades per week on average. A student has 7 days from the date that reports cards are issued to contact an administrator or counselor in order to dispute a grade.

Programs for Gifted Students

Students who show extreme proficiency and/or talent in different academic areas will be able to enroll in honors and AP courses as well as have the possibility of earning college credit or enrolling in dual credit courses at Bishop Heelan. Teachers will also work to see that advanced students can be given enrichment assignments upon request from the parents or students.

Programs for At-Risk Students

Students that are deemed at-risk (academically, behaviorally and/or socially) will be identified by the counseling staff or administration. The school will work with the student and parents to find a plan that will best enable the student to succeed at Bishop Heelan both academically and socially. Bishop Heelan will make accommodations to the point that school resources and funding will allow.

Honor Roll

Bishop Heelan High School has two honor roll distinctions. The **GOLD HONOR ROLL** acknowledges those students whose *quarter* standardized grade point is 3.75 and above. The **SILVER HONOR ROLL** acknowledges those students whose *quarter* standardized grade point is between 3.25 and 3.74.

Silver Cord Service Program

Bishop Heelan High School's Silver Cord Service Program was developed to encourage students to be contributing citizens. It is recommended that high school students complete 15 hours each year for a total of 60 hours over 4 years. *Service hours may be completed in the summer and turned in when school starts.*

Students that meet the required hours will be recognized and awarded a silver cord to wear at graduation.

Here are some frequently asked questions regarding our Silver Cord Program

If I document 60 approved hours prior to graduation what happens?

Students that meet the required hours will be recognized and awarded a silver cord to wear at graduation. Considering the need in our community for volunteer services, we believe you can earn hours towards your cord while fulfilling this community need. The action of volunteering can build a better tomorrow by benefitting you and our community today.

Aside from fulfilling the school mission are there other benefits to service learning?

Many college admission forms, scholarship applications, and resumes for employment ask what you have done for volunteerism and service, so this program will not only benefit our school and community but also you. You are probably already doing many of these things and this is a way to keep track of your volunteer hours.

Can I volunteer in any way at school?

Yes we are often looking for volunteers to help with various activities and productions and would certainly appreciate any volunteers.

Are there restrictions to volunteering at school?

We limit volunteerism at school to five hours or less per year as it is ultimately our goal to enhance our community. We also ask that students do not include hours that are part of participating in a team or group such as sports camps.

When can I complete my hours?

You can be volunteering right now! All students (including graduated 8th graders) can document hours over the summer and through the end of the school year with the only exception being the seniors that must turn their hours in early for inclusion in our graduation programs and publications.

How do I verify my hours and who do I turn them in to?

Your homeroom moderator, main office and guidance office have the Silver Cords forms that need to be completed. These forms should be turned in as quickly as possible to your homeroom moderators.

How do I know if a volunteer activity will be approved?

As a general rule working for any non-profit community agency or any of our Catholic Parishes will be approved. The issues we generally have deal with volunteering to help family (which is still valuable, just not in the spirit of our Silver Cord Program) or in working with political organizations. We have a complete list of pre-approved groups at school and contact names with phone numbers that can be accessed upon request.

Organizations that are Pre-Approved:

<i>Blood Bank</i>	<i>Habitat for Humanity</i>	<i>Bargain Center</i>
<i>Gospel Mission</i>	<i>United Way</i>	<i>Siouxland Cares</i>
<i>Goodwill</i>	<i>Local Parish</i>	<i>Meals on Wheels</i>
<i>YMCA</i>	<i>Salvation Army</i>	<i>Camp High Hopes</i>
<i>Big Brothers/Big Sister</i>	<i>Special Olympics</i>	<i>Retirement Homes</i>
<i>Ronald McDonald House</i>	<i>Mid-Step Services</i>	<i>Food Bank</i>
<i>American Heart Association</i>	<i>Red Cross</i>	<i>Sanford Center</i>
<i>Humane Society</i>	<i>Boys Club</i>	

Any questions about this program should be directed to Mr. Bork.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled periodically during the school year. Parents are encouraged to arrange an appointment to visit with a teacher about a particular concern any time during the school year.

Physical Education Waiver

- Students are required to participate in Physical Education classes, unless they have a written statement from their family doctor excusing them. Doctor's excuses from the previous year are not valid. A current medical release is necessary. A written statement from a parent is necessary for a temporary release.
- Students in physical education classes are expected to have the necessary gym equipment. Each student is responsible for the care, identification and cleanliness of one's own equipment.
- RATIONALE: Each year as some students register for classes they are limited in their selection because of the requirement of physical education. These students feel that they are unable to experience the variety of courses that they wish to take because of their need to fulfill the physical education requirement.
- The State of Iowa does permit waivers of the physical education requirement in order to enroll in academic courses not otherwise available. The policy at Bishop Heelan does allow for this exemption.
- The physical education requirement may be waived on a semester by semester basis if:
 1. The student takes 7 full credit academic courses during the regular 7 period day.
 2. The student takes 8 full credit academic courses while enrolled in an Early Bird class.
 3. The student is under an academic plan approved by Guidance & Administration Department
 4. Note: Physical education is required for students if the student has a scheduled study hall

Academic Performance Affecting Activity Participation

Scholarship Rule 36.15 adopted (3/2/06) by the State Board of Education effective (7/1/06)

- Student must always receive credit in at least 4 subjects .
- Pass all and make adequate progress toward graduation to remain eligible.
- If not passing all at the end of a grading period, student is ineligible for first grading period of 30 consecutive calendar days in the interscholastic event in which the student is a contestant.
- If not passing all at the end of final grading period of the school year and student is a contestant in baseball or softball, student is ineligible for the next four weeks of that sport but has eligibility in the fall.
- If not passing all at the check point (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- Requirement that member schools report interventions on SCIP.
- A "student with a disability" and an IEP is judged based on progress made toward IEP goals. (not a substantive change; verbiage is changed to align with IDEA.)
- Ability to use summer school or other means to make up failing grades for eligibility purposes stricken.
- A failing grade in one or more courses at the second semester grading period will make the student ineligible to participate in activities through July 1 if they are competing in a summer activity. If they are not participating in a summer activity, ineligibility will be imposed at the beginning of the next school year.

In addition to policy 36.15, the Bishop Heelan School Board has implemented the following:

1. If a student receives a failing grade in two or more courses at the mid-term/quarter, that student is ineligible to participate in all contests and performances during the following mid-term/quarter. (If the student is a contestant in baseball or softball the student is ineligible for the next 30 calendar days of that sport but has eligibility in the fall. Students who do not participate in a summer activity will be ineligible the next fall until the end of the first mid-term. This process begins at 3:00 PM the day grades are due in the registrar's office.
2. Academic eligibility may be regained at 3:00 PM the afternoon of the day grades are due in the registrar's office provided the student does not have any "F" or "Incomplete" grades or combination thereof.
3. Please refer to the guidance section for more information on student academic assistance and how "Scholarship Rule 36" applies to those with special learning needs.

Academic Probation

A student will be placed on Academic Probation when it is the judgment of the school that the student is failing to meet his/her academic responsibilities and will eventually stand in jeopardy of not completing the requirements for graduation. This situation arises when students fail courses required for graduation or fail to progress at a reasonable rate toward units required for graduation. It is Bishop Heelan's policy to grant students with serious learning challenges modified course work, which accommodates their needs. **Medical documentation must accompany all accommodations.** A student placed on academic probation, who, at the end of the next grading period, shows no significant evidence of improvement, may forfeit the privilege of being a student at Bishop Heelan.

National Honor Society

The Bishop Heelan High School Chapter of the National Honor Society has as its objective to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Bishop Heelan High School.

Membership is based upon the four qualities of scholarship, service, leadership, and character. Candidates must have a minimum grade point average of 3.5. All members of the faculty are urged to complete a rating sheet for the eligible candidates with whom they are acquainted.

"The faculty council shall consist of five voting faculty members approved annually by the principal. No principal or assistant principal may be included on the council. The term shall be one year, but faculty may be appointed to consecutive terms. The chapter adviser(s) will be ex-officio, non-voting members of the council. The council will meet at least once a year to determine selection or non-selection of members." (*Quote taken from the National Constitution.*)

All students who are eligible for entrance into the NHS will submit an essay with his/her paperwork. The essay will address the question, "Why Should I Be Accepted into the National Honor Society." The essay follows the five paragraph and first-person essay format. Three copies of the essay shall be submitted at the same time as the other paperwork.

The selection process will be as follows:

1. A total of 100 points are possible.
2. A maximum of 25 points will be awarded for each of the four areas.
3. A minimum of 60 points will be necessary for induction.
4. The breakdown of points will be distributed in the following manner:

I. Scholarship

	Maximum of 25 points
4.0 and higher	25 points
3.92 to 3.99	24 points
3.85 to 3.91	23 points
3.78 to 3.84	22 points
3.71 to 3.77	21 points
3.64 to 3.70	20 points
3.57 to 3.63	19 points
3.50 to 3.56	18 points

NHS candidates/members must follow and fulfill all of Heelan's requirements for academic classes.

II. Positive Leadership

		Maximum of 25 points
Student Council Officers	1 point/year	1
Mission Club Officers	1 point/year	1
CYO Officers	1 point/year	1
Miracle Makers Officers	1point/year	1
Journalism III Editors	1 point/year	1
Team Captain (Varsity)	1 point/sport	2
AWARE Officers	1 point/year	1
Other* List type & length	1 point/organization	4

**An outside moderator must verify all submitted points as a demonstration of positive leadership.*

III. Positive Service

Maximum of 25 points

A. In-School

Knights of the Altar	1 point		1
Athletics/Cheerleader/Dance Team	1 point/sport/year	4 years	8
Sound & Light Crew	1 point/year	4 years	4
Speech /Debate Competitions	1 point/year	3 years	3
Student Council	1 point/year	4 years	4
Mission Club	1 point	2 years	1
Academic Competition	1 point/year	4 years	4
Team Manager/Statistician	1 point/year	4 years	4
A.W.A.R.E.	1 point	2 years	1
Miracle Makers	1 point	4 years	4
Chorale Music (All Branches)	1 point/group/year	4 years	8
Band (All groups)	1 point/band//year	4 years	8
Drama (Fall Play)	1 point	4 years	4

B. Out-of-School

Girl or Boy Scouts	1 point / year	4 years	4
4-H	1 point / year	4 years	4
Mayor's Youth Commission	1 point / year	4 years	4
Junior Achievement	1 point / year	4 years	4
Big Brother/Big Sister	1 point / year	4 years	4
Parish Involvement (Non-confirmation)	2 points / year	4 years	8
Other service projects:	List type and length of service		

**An outside moderator must verify submitted points as a demonstration of positive service.*

IV. Character - This would be the only area to be rated by teachers.

By way of rating sheets, the faculty will determine scores.

Score of:

21-25	Highly recommended
16-20	Recommended
11-15	Acceptable
6-10	Questionable
1-5	Negative response
0	Absolutely unacceptable

Selection for NHS will take place in the fall. Eligible students will be notified and will be given the papers to fill out and have completed by a specific deadline. (Students who do not complete the process as directed automatically become ineligible for that year's selection).

Library/Media Center Services (LMC)

The goal of the LMC administration is to foster the education of the complete student body. Therefore, the first priority for use of the LMC will be for teachers who wish to bring their classes in for research, background work for a paper, or general study. The LMC is the primary research center of Bishop Heelan Catholic High School. Students who come into the LMC instead of going to study hall must be dedicated to studying. Students whose behavior interferes with a quiet atmosphere will be denied library privileges. The librarian will make this decision. Using the LMC at Bishop Heelan is a privilege.

1. The LMC is open from 6:45 AM until 3:30 PM daily. Students are welcome to use the LMC during study halls, except when classes are scheduled to use the LMC.
2. Students must sign up (on the slip by the door) to use the LMC for study before the period begins, preferably early in the morning before school begins. If a student has not signed up before the period begins, they must first report to study hall to get a pass then go to the LMC. They must remain in the LMC the rest of the period.
3. Students may be admitted for a brief time from a classroom. They must have a pass from a teacher and will return to the classroom prior to the end of the period.
4. Circulation of library materials:
 - a. Books in the GENERAL COLLECTION may be signed out for 14 school days, with one renewal if needed.
 - b. RESERVED BOOKS may be checked out at 2:40 PM and must be turned in by 8:15 AM, the following morning.
 - c. PERIODICALS from the back room are also signed out as books from the General Collection.
 - d. ENCYCLOPEDIAS cannot be checked out.
5. Fines are charged on general circulation materials at the rate of five cents a day until the material is returned. Laptops and reference materials carry a fine of ten cents an hour or fifty cents a day.
6. The computers in the LMC are primarily for educational use. Their use will be restricted to those students who have a signed permission slip turned in and on file.
7. Computer backgrounds or homepages may not be changed in any way.

Technology Policy

We are very pleased to be able to offer a rich technology environment for the students and staff of the Bishop Heelan Catholic Schools (BHCS). The purpose of this policy is to ensure the equitable and optimal use of all technology-related equipment at the school and to encourage the use of technology as a valuable learning tool. It is the policy of the BHCS to maintain an environment that promotes ethical and moral technology use. It shall be a violation of this policy for any employee or student to engage in any activity that does not conform to the established purpose and general rules set forth in this policy.

User Rights

All students will be granted free and equal access to as many technology services as possible. The use of technology at the BHCS is a **privilege**, not a right, and inappropriate use may result in cancellation of that privilege.

Usage Guidelines

- All use of technology must be in support of education and research and consistent with the purposes and policies of the BHCS.
- The illegal installation of copyrighted software for use on school computers is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the computer network.
- The use of profanities, obscenities, or other language which may be offensive or degrading to another user is strictly prohibited.
- Malicious use of the computers to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- The BHCS reserves the right to review, monitor, and restrict information stored on or transmitted via Bishop Heelan owned or leased equipment and to investigate suspected inappropriate use of resources.
- Hardware or software shall not be destroyed, modified, or abused in any way.
- The system administrator has access to all files and electronic mail.
- Use of the technology for personal and/or private gain is prohibited.
- From time to time, the BHCS administration will make determinations on whether specific uses of the technology are consistent with the acceptable use practice.

Enforcement of Policy

Any user who does not comply with these Policies and Guidelines will have modified use of the technology at the BHCS. Repeated or severe infractions of the Policies and Guidelines will result in appropriate disciplinary action in addition to suspension or termination of access privileges.

BHCS Access Guidelines to the Internet

The BHCS is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individuals all over the world. This computer technology will allow our students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand the available information base.

On the Internet, students and staff may participate in activities that support learning and teaching. With access to people around the world, you might have access to information that may not be appropriate. The BHCS has taken measures to prevent access to inappropriate information; however, we cannot control all of the information available on the Internet. The school is **not responsible** for other people's actions or the quality and content of information available.

Users' Responsibilities

The purpose of Internet use is to facilitate communications in support of research and education by providing access to unique resources and opportunity for collaborative work. The BHCS reserves the right to monitor Internet activity and electronic correspondence to ensure proper use of the network. Access is a **privilege**, not a right. Access entails responsibilities.

Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply. Unacceptable uses of the network will result in the suspension or revocation of network privileges. Additional disciplinary action may result; the inappropriate behavior will be judged as a normal disciplinary procedure – the involvement of technology equipment does not necessarily invoke a special set of procedures. When applicable, law enforcement agencies may be involved.

Guidelines for Network Access

Note: Users are defined as students, the BHCS staff or volunteers who have permission to use the schools' computer networks. The following guidelines are intended to help you use the network appropriately:

- Users will follow all the rules listed in the BHCS Technology Policy.
- Students will access the Internet only when under the supervision of the BHCS personnel or a volunteer deemed qualified by the principal.
- Students will not reveal their personal home address, home phone number, cell phone number, or phone numbers of any other individuals.
- Users will not reveal their password to others.
- Users will not use fake names or pseudonyms.
- Users are expected to conduct themselves in a morally acceptable manner at all times while on the network.
- Users will not use profanity, obscenity, or other language which may be offensive to another user.
- Users will not use the network for illegal, inappropriate or obscene purposes.
- Users will not access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
- Users will not attempt to purchase or sell materials while on-line.
- Users will not use the network for financial gain.
- Users will not attempt to access unauthorized accounts or files.
- Users will not create or distribute computer viruses.
- Users will not modify the computing system or software or commit any vandalism.
- Users will not use software or files in a manner that will violate copyright laws.

Please note: The BHCS staff and students will have access to the technological resources at the BHCS as long as they signed the appropriate form* and they are on file at the school. However, students who do not have this form on file will not have access to the Bishop Heelan High School computers.

Parent/Guardians need to discuss the Bishop Heelan Catholic School's Technology Policy with the student. The appropriate form* needs to be signed by the student and the parent/guardian and returned to the campus of the BHCS before access to the technological resources at Bishop Heelan are allowed.

The Bishop Heelan Catholic Schools reserve the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats.

*This form was signed upon initial registration of classes.

Attendance

Requirements

Regular daily attendance is the responsibility of the student and the parent/guardian. Irregular attendance jeopardizes the student's chances for successful academic achievement. In most instances, Bishop Heelan students must reside with their parents or legal guardian; special circumstances must be discussed with the Dean of Students.

- Students need to be seated in their 1st period classes at 8:19 AM for prayer and announcements or be counted tardy for the day.
- Students are seated until released by their last period teacher following announcements and prayer.
- Students who attend off-campus classes will have Bishop Heelan departure and/or arrival times.

Absence Reporting Procedures for Student's Parents/Guardian

1. The parent/guardian is asked to call the Attendance Office stating the reason for the absence before 9:00 AM the day of the absence.
2. Students will not be readmitted to classes without a phone call and/or email explaining the reason for the absence.
3. The student is responsible for obtaining and making up class work, tests and make-up work from each class missed. In general, for each day of absence two calendar days are allotted for make-up work; however, the teacher shall make the final decision. In the case of extended absences, the student will be expected to spend time outside of the normal academic day (i.e. before and/or after school) until they are caught up. Failure to adhere to this expectation will result in a loss of credit for missing work.
4. In order to participate in or attend a school activity, participants must be in school by 8:30 AM the day of the scheduled activity. This includes but may not be limited to the following: athletic contests, musical performances, band concerts, debate tournaments, all practices, all rehearsals, etc. Considerations may be made when travel safety concerns become a factor.

Classifications of Absences

1. Excused

Students are excused for personal illness, family emergencies, and death in the immediate family. The attendance office shall be informed in advance of any absence that can be anticipated. Any student leaving for a medical appointment will be marked as **Absent Unexcused** until they return with a signed note, on office stationary/letterhead, confirming the time, location, and duration of the appointment, from the attended office. Signed notes must be received upon the students return to school.

- **Planned Absences**-Some types of absences will be considered as excused only if prior arrangements are made with the Dean of Students and approved by the teachers. Teachers may require students to submit class work prior to the absence. Even if a student misses the day of school, a student can participate or attend an activity for certain planned absences with the approval of the Dean of Students. Examples would include but not limited to funerals or college visits. **A Notice of Student Absence** must be completed and returned to the Attendance Office prior to the day of absence.
- **Authorized School Activities**-The reporting of this type of absence is the responsibility of the supervising teacher. The student is responsible for getting all assignments prior to the absence and completing the make-up work for each class missed. Assignments are due at the discretion of the teacher.
- **College Visits**-Juniors and Seniors will be granted 3 excused college visits per school year. Prior approval must be gained through the Dean of Students for a visit to be excused. All college visits will be marked **ABSENT UNEXCUSED** until proof of the visit has been presented to the attendance office. Students must bring in an itinerary from the visit and/or a copy of a confirmation email from the college. A notice of student absence must be completed and returned to the attendance office at least 2 days prior to the college visit day. **Teachers will not be required to make special accommodations for work missed during this time if this process is not followed.**

1. **Unexcused**

The following absences will be regarded as unexcused:

- Oversleeping
- Car Trouble
- Train
- Missing the bus
- Conducting any type of business that could have been taken care of outside of school hours
- Missing school when school authorities do not approve absence even if the parents approve the absence. **The school reserves the right to determine whether an absence is excused or unexcused.**

2. **Truancy**

The following absences will be regarded as truancies and will result in an ESS and \$125 fine (regardless of the amount of school missed):

- Skipping school, class/classes or school activity scheduled during the regular school day.
- Not returning to school after an excused appointment with time permitting (30+ minutes left in the school day – mass and CT included).
- Leaving school property before the end of the school day without school permission or without following established school procedures (see “Leaving School Early”).
- Working for hire.

Excessive Absences

For most students, there is a direct correlation between successful academic performance and consistent attendance. The Bishop Heelan administration believes that to successfully complete full credit academic courses, students need to be in attendance. Students who miss an inordinate amount of school are developing potential long-term habits of attendance that can impact their futures. The following procedure will be in effect for excessive non-school related absences from any class during the semester.

1. After the 5th absence from any one class period (including Crusader Time and Mass): The Dean shall contact the parents by email notifying them of these absences.
2. After the 6th absence from any one class period (whether excused or unexcused) the student will not be able to miss that class for a school function or non-school function. This includes, but is not limited to, field trips, out of town athletic contests, medical or dental appointments, and college visits. The Dean will verify the absences and will contact the parents when a student has reached 6 absences.
3. If a student gets to 7 absences for any one class period (whether excused or unexcused) they will be placed under an attendance contract that will establish provisions between the parents and school for the satisfactory completion of the semester and/or school year. Stipulations of that contract may include, but is not limited to, loss of participation in activities, loss of full or partial credit of the class, inability to participate in any and all school sponsored events (even as a spectator). For Early Bird classes specifically, actions may include inability to schedule EB classes in the future
4. The administration and guidance department will work with families to limit the amount of absences (excused or unexcused) a student receives. If the number of absences (excused or unexcused) is deemed excessive (7+), further consequences may be enforced by the administration consequences could be enforced by the administration.

Tardiness/Late

Students are to be in the classroom when the bell rings for all class periods. Students who are detained by another teacher/staff member must have a pass to admit them to their next class or it will be considered unexcused. If a student is late to school at the start of the day, they must go to the attendance office and receive a pass.

1. A student will receive a detention for every 2 unexcused tardies to any one class or 3 unexcused tardies in total per week.
2. A student will receive a detention for every 4 unexcused tardies to any one class per semester.

3. A student will receive a Saturday school and a \$25 fine for the 6th unexcused tardy to any one class in a semester.
4. A student will receive an ESS and a \$50 fine for the 10th unexcused tardy to any one class in a semester and will come under review from the administration to determine other consequences or actions that may need to be taken. (For Early Bird classes specifically, actions may include inability to schedule EB classes in the future)
5. If a student is over 15 minutes late to a class period, they will be considered absent unexcused and will receive a detention.

Leaving School Early

If a student needs to leave school during the school day, a parent/guardian must inform the Attendance Office via telephone call or written communication. Written notification must be dated and signed by the parent and must give the reason for, and the time of, the departure. The student will be issued a Pass to Leave the Building and must check/sign out in the Attendance Office before leaving school. This permit is to be returned to the Attendance Office, when the student returns to the school. If a student becomes ill, the Attendance Office will dismiss him/her. An emergency contact person will be notified.

Hall Passes

Teachers will sign the hall passes found in the back to the student planners to all students who leave their classroom. Students will not be allowed to leave their classes without their planners. Students will not be allowed to use other students' planners to leave class. Replacement planners can be purchased for \$5 in the main office.

1. Study Halls (Academic Coaching Opportunities):

- A. Study halls are for studying.
 1. Students should arrive to their study hall/online classes with enough work/materials to remain busy for the entire period.
 2. Students will not be allowed to sleep, use head phones, talk, or use their cell phones.
 3. Technology must be approved and monitored by your moderator for academic use only. Students violating this expectation will lose this privilege for the remainder of the semester.
- B. Students wishing to see a teacher during study hall are to get a pass from the teacher before the period begins. This includes Guidance, Main Office, Activities Director and Computer Lab.
- C. Students wanting to use the library will report directly to the library during their study hall period. Expectations for study hall periods will still apply in the library.

2. Academic Classrooms:

- A. Students will not be issued a pass to see another teacher.
- B. Students detained by another teacher should get a pass from the teacher to admit them to their next class. Use the hall pass slips for this purpose.

Funerals

Student Council Officers and selected class representatives may attend the funerals of students, faculty and their immediate families. Permission for other students to attend funerals will be granted upon written request from parents. Students are reminded that a memorial Rosary or Scripture Service involving the Bishop Heelan students and faculty is ordinarily held the evening before the funeral. Students and faculty are urged to attend these services. Parents and students may make arrangements for the celebration of masses for the dead. Such celebrations will be conducted in the chapel before the school day begins.

State Level Tournaments in which Heelan is Participating - Absence from School to Attend

Note: Does not include district, regional, and sub-state competition.

Any absence from school to attend a state level tournament game/competition must be approved in advance by the Attendance Office. Parents must inform the Attendance Office of their permission in writing. This only relates to days when Bishop Heelan is competing. Students are responsible for the academic work missed on those days. As always, academics and attendance are a priority at Bishop Heelan High School. The administration reserves the right to excuse only those students to state level events if they are in good standing regarding academics and attendance.

Overnight Stays for Activities/Athletic Competitions or Field Trips

The coach/moderator for any given activity/athletic competition or field trip must have adequate adult supervision for overnight trips. The selected coaches/moderators must have 1 adult supervisor per 3 hotel rooms used for the overnight trip. The adult supervision must be a parent/guardian, or an individual approved by the Activity's Office and VIRTUS trained. This will ensure the safety and wellbeing of the students involved. Overnight trips require large amounts of organization and alertness. Students are expected to abide by the rules of the coach/moderator and the adult(s) will be treated as an additional moderator. Any student whose conduct, deemed by the coach or moderator, displays a severe lack of judgment will be required to make immediate arrangements for safe transportation home.

Adult Supervisor Training

In accord with the United States Conference of Catholic Bishops' Dallas Carter, the Diocese of Sioux City requires that any adult who accompanies students on an overnight trip or is in regular contact with students must attend **VIRTUS** training prior to serving in this capacity. Scheduled training times are published on a regular basis in The Globe, the diocesan newspaper. Information concerning location and time of training may also be obtained from the Office of Education, 233-7527

Out-of-Town School Trips

Bishop Heelan High School students who travel in groups to other communities create an impression of Bishop Heelan, their family and the Sioux City community through their behavior and respect for rules. Bishop Heelan recognizes that out-of-town trips can be great fun and offer special bonding experiences among students and parents along with golden high school memories.

Students attending official school events in other cities are expected to treat hotel, retail, restaurant and event staff and others with courtesy and respect. This document has been developed by experienced parents to serve as a formal guide to encourage positive, well-mannered and responsible behavior among Bishop Heelan High students and their parents.

Parents of students found in violation of any of the rules and expectations set forth by the Heelan Student Handbook and/or the following list may be responsible for the retrieval and/or return of their student for the duration of the trip including any expenses that may be incurred.

- Students will need to be in compliance with the grooming rules as outlined on page 26 of the student handbook.
- Remember, while there may be a great number of Heelan students in your hotel, there are other guests who deserve respect and quiet. Learn and follow when the hotel expects hallways to be quiet.
- Plan to eat at a restaurant and/or go shopping to reduce the time you spend in hotel rooms.
- Bring games and movies to enjoy with friends.
- Do not throw gum and candy wrappers, napkins and other refuse in the hallways or the stairway areas of hotels.
- If you see litter on the floor pick it up and encourage your friends to do so.
- Arrange hotel doors to close softly. Do not allow the hotel door to slam shut which disturbs other guests. When multiple students allow doors to slam on a floor, it generates a great deal of noise that annoys all other guests as well as the staff.
- Leave room signage and other materials adhered to the wall!!! Respect hotel property, walls, floors, elevators, bathrooms and pool areas.
- Respect your friends. Watch their behavior. Help keep them restrained if someone is getting unruly.
- Alcohol and other drugs of any kind are illegal and prohibited.
- Speak with respect to hotel and security staff, other parents and other hotel guests.
- Follow the rules and requests of the hotel. They are in place for other guests.

Remember you represent Bishop Heelan Catholic Schools, Bishop Heelan High School and Sioux City when you travel to other cities!!

Harassment

Equal Opportunity

Bishop Heelan High School is an equal opportunity educational institution. It does not discriminate based on race, color, age, creed, sex, religion, national origin, physical or mental ability or disability, ancestry, political party, political belief, socioeconomic status or familial status in the educational programs or activities which it operates.

Family Educational Rights and Privacy Act

Bishop Heelan High School shall provide parents and students access to records directly related to the student; it shall permit parents and students to challenge these records on the grounds that they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; it shall obtain written consent of parents or students of legal age before releasing personally identifiable information about the students contained in education records.

BULLYING AND HARASSMENT

Approved: July 11, 2007

Diocesan Board of Education

Reviewed: February 10, 2009

Revised: February 10, 2009

It is the policy of the Catholic Schools of the Diocese of Sioux City to maintain a learning and working environment that is free from bullying or harassment and to provide all persons with a safe and civil school environment in which all members of the school community are treated with dignity and respect. No student of the school shall be subjected to bullying or harassment on the basis of actual or perceived traits or characteristic: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. No employee, volunteer or student shall engage in harassing or bullying behavior based on this list of traits or characteristics.

It shall be a violation of this policy and state law for any employee, parent or guardian, volunteer or student in a Catholic School of the Diocese of Sioux City to bully or harass any employee, parent or guardian, volunteer or student on school property, school-owned and school-operated vehicles and at any school function, or school-sponsored activity regardless of its location. School employees, parents or guardian, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.

All Catholic Schools of the Diocese of Sioux City shall be responsible for promoting the understanding and acceptance of, and assuring compliance with, applicable laws and board policy and procedures governing bullying or harassment within the school setting. The school will annually provide all school employees, volunteers and students training on the anti-harassment and anti-bullying policy of the Diocese and the school. To the extent that funds are available, the school will also adopt and provide programs to school employees, volunteers and students with the skills and knowledge to help reduce incidents of harassment and bullying.

Violations of this policy or procedure will be cause for disciplinary action as described in Section II below.

I. DEFINITIONS

- a. "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, Internet-based communications, pager service, cell phones, and electronic text messaging.
- b. "Harassment" and "Bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward an individual which is based on any actual or perceived trait or characteristic of the individual and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - Places the person in reasonable fear of harm to his/her person or property.
 - Has a substantially detrimental effect on the person's physical or mental health.
 - Has the effect of substantially interfering with a person's academic performance.
 - Has the effect of substantially interfering with the person's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- c. "Trait or characteristic of the individual" includes but is not limited to actual or perceived traits or characteristics of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- d. "Volunteer" means an individual who has regular, significant contact with students.

II. PROCEDURE for Reporting/Action Regarding Allegations of Bullying or Harassment

- a. Any employee, volunteer, student, parent, or guardian of a student, of a Catholic School of the Diocese of Sioux City who feels that a person has been bullied or harassed or who feel they have witnessed incidents of bullying or harassment shall contact the building principal or any other staff member. Any staff member to whom an incident of bullying or harassment has been reported shall contact the principal/school administrator immediately. Claims made against a principal/school administrator shall be reported the Superintendent of Schools for the Diocese of Sioux City immediately.
- b. The principal/school administrator will have the person making the claim fill out the form for reporting bullying or harassment and instruct the person to recall and record as many details as possible, including identifying any witnesses to the incident.
- c. The principal/school administrator will then interview any witnesses, having them fill out a report form as completely as possible. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying.
- d. The principal/school administrator will interview the person claimed to have committed the bullying or harassment.
- e. All founded cases of bullying or harassment by a student will be subject to the disciplinary actions outlined in the local board-approved schedule of consequences, which may include expulsion. Each Catholic School of the Diocese of Sioux City shall submit to the Office of Education annually a board-approved schedule of consequences.
- f. All founded cases of bullying or harassment by a school employee or volunteer will be subject to the disciplinary actions outlined in the school's Employee or Personnel Manual and/or the Administrative Manual of the Office of Education, as applicable.
- g. Upon completion of the investigation, the person filing the claim will be provided a written notification of the case as either founded or unfounded within ten (10) school days after the submission of the written complaint form.
- h. All claims of bullying or harassment, the supporting documentation, final disposition and disciplinary actions shall be filed in the principal/school administrator's office. The principal/school administrator will report a summary of these claims and resulting actions to the Office of Education annually on a form provided to them by the Office of Education. The school will also provide summary information regarding bullying and harassment to other agencies as required by the law.

III. IMMUNITY. The law provides immunity from civil or criminal liability to a school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of harassment or bullying, in compliance with the procedures in this policy. This immunity extends to participation in any administrative or judicial proceeding resulting from or relating to the report.

IV. COLLECTION REQUIREMENT. Each Catholic School in the Diocese of Sioux City shall maintain a system to collect harassment and bullying incident data. The Level 1 Investigator at Bishop Heelan High School is the Dean of Students.

V. INTEGRATION OF POLICY AND REPORTING. Each Catholic School in the Diocese of Sioux City shall integrate its anti-harassment and anti-bullying policy into the comprehensive school improvement plan required by the Iowa Department of Education and shall report data collected under Section IV above, to the local community.

VI. NOTIFICATION. This policy shall be provided to school employees, volunteers, students, and parents or guardians through the Staff and Student/Parent Handbooks. This policy may also be published in official school communications, as appropriate (i.e. school newsletter, school website, or public media)

Staff and/or students who feel they have been subject to any type of harassment, including sexual harassment, or who feel they have witnessed incidents of harassment are encouraged to contact the principal or any other staff member. A Report of Harassment shall be completed as soon as possible and signed by the staff member and/or administrator. Any Report of Harassment shall be copied and sent to the parents of both the alleged harasser and the parents of the student who was the target of the harassment/abuse. Parents and students are advised that all reports will be kept as confidential as is possible and that retaliation will not be tolerated.

Procedure for Reporting & Action Regarding Allegations of Harassment

Any student, parent of a student, or employee of the BHCS who feels they have been harassed or who feel they have witnessed incidents of harassment are encouraged to contact the principal or any other staff member. Parents have the right to contact the local police department to report a harassment issue.

Any staff member to whom an incident of harassment has been reported is to contact the principal as soon as possible to inform the principal of the incident and identify the person making the claim. It is the policy of BHCS to respond immediately and appropriately to allegations of abuse or harassment by investigating any allegation, and to do so in a reasonably prudent manner.

The principal and/or counselor will have the person making the claim fill out the Report of Harassment form to describe the perceived violation, name the alleged perpetrator, recall and record as many details as possible including identifying any witnesses to the incident. The principal and/or counselor will interview the victim.

The principal and/or counselor will then interview any witness having him/her fill out a report form as completely as possible.

The principal and/or counselor will next interview the person claimed to have committed the harassment.

If any of the criteria for harassment are found as stated in the BHCS Policy on Harassment, there is cause for disciplinary action to be taken.

Consequences for students committing acts of harassment within a school year:

1st Offense

Principal and/or counselor will make harasser aware of complaint and will counsel/educate harasser about appropriate behavior. Parents will be contacted and meeting with parents and child will take place.

Administrator will determine consequences and notify harasser. Administrator shall communicate with parents of both the target and the offender general information regarding consequences and follow-up treatment. Consequences will be dependent upon severity of harassment and may include one or more of the following:

- Apology to victim, written or verbal
- Apology to victim's parents, written or verbal
- Apology to class
- Write about good qualities the victim has
- Write about how the harassment might affect the victim
- Two-hour detention
- Principal may determine other consequences
- Referral to outside psychological or alternate suspension program

2nd Offense

Principal and/or counselor will make harasser aware of complaint and will counsel/educate harasser about appropriate behavior. Parents will be contacted and meeting with parents and child will take place

Two-day suspension (in-school or out-of-school) to be determined by the Administrator. Administrator shall communicate with parents of both the target and the offender general information regarding consequences and follow-up treatment.

Parents will be required to sign a relinquishment of information to the BHCS Administrator regarding their child's behavior related to the harassment issue(s). Outside professional counseling may be required. The cost of such therapy will be paid by the student/harasser and/or parents of such student. The outside counselor/therapist/physician shall provide, in writing, recommendations regarding intervention and ongoing treatment of the student. Any recommendations resulting from the counseling will be communicated to the principal and followed through by the parents and school. Any consequences outlined above in "1st Offense" may also be required.

3rd Offense

Principal and/or counselor will make harasser aware of complaint and will counsel/educate harasser about appropriate behavior. Parents will be contacted and meeting with parents and child will take place.

Five-day suspension (in-school or out-of-school) to be determined by the Administrator. Administrator shall communicate with parents of both target and the offender general information regarding consequences and follow-up treatment.

Outside professional counseling may be required. The cost of such therapy will be paid by the student/harasser and/or parents of such student. The outside counselor/therapist/physician shall provide, in writing, recommendations regarding intervention and ongoing treatment of the student. Any recommendations resulting from the counseling will be communicated to the principal and followed through by the parents and school.

Referral to outside psychological or alternate suspension program may be required. The cost of such program will be paid by the student/harasser and/or parents of such student.

Any consequences outlined above in "1st Offense" and/or "2nd Offense" may also be required.

If at the end of the school year, a student has accumulated three (3) harassment offenses, the student may be required to sign a conduct contract with the principal before the student can register for the subsequent school year.

4th Offense

Principal and/or counselor will make harasser aware of complaint and will counsel/educate harasser about appropriate behavior. Parents will be contacted and meeting with parents and child will take place. According to the Diocesan Policy the student will be expelled from Bishop Heelan High. Administrator shall communicate with parents of both target and the offender general information regarding consequences and follow-up treatment.

Outside rehabilitation and a reconsideration hearing will be required before student applies for re-enrollment in Bishop Heelan in a subsequent school year.

Consequences for school employees committing acts of harassment towards a student, staff or others are covered by the Bishop Heelan Catholic Schools Employee Manual.

Student Life

Assemblies

Good conduct at assemblies shows a student's personal integrity and demonstrates school pride and spirit. Good conduct consists in giving one's attention to the speaker or performance, being courteous and giving appropriate applause.

Dress Code

Dress codes have been an important feature in the history of Catholic education, since it began more than 120 years ago. The purpose of the Heelan dress code is to create and promote an environment of academic professionalism. Items which may be appropriate for different settings (i.e. social settings outside of the school day) may not be considered in dress code.

Any student whose dress appears to circumvent the spirit and intent of the dress code is not in compliance. Bizarre and unkempt appearance is not allowed. The Dean will determine issues of interpretation. Included in this section would be any type of jewelry worn; sleeve, pant, or skirt length; clothes or any other means or devices that might be distracting. All clothing must be clean and in good repair. Students are not allowed to wear ripped, tattered, torn, cut, dirty clothes or clothes that do not cover the torso. In all cases, Bishop Heelan High School administration reserves the right to determine what constitutes proper dress code in the spirit of its intent and in accordance with good taste and modest contemporary standards for a Catholic high school.

Shirts/Turtlenecks/T-Shirts

Short sleeved or long-sleeved shirts with collars, oxford or polo, which are solid color white or dark navy blue shall be worn. Shirts shall be plain except for the Bishop Heelan High School crest. (A logo less than the size of a 50-cent piece is also acceptable i.e. the American Eagle logo) Shirts must always be tucked in (standing, sitting, or walking). Turtlenecks, white or dark navy, may be worn under a long-sleeved shirt or sweater. All undergarments (including undershirts with printed text or designs or brightly colored sports bras) must not be visible from under the shirt and must not extend beyond the sleeves of the shirt unless it is the same color as the outside shirt.

Slacks/Pants

Dress slacks/pants of solid color khaki or dark navy blue shall be worn. If slacks/pants have belt loops, a solid black or brown leather or canvas belt (including buckled braided leather belts) unadorned in any way, shall be worn. Distracting belt buckles are prohibited (belt buckles are considered distracting when they are excessive in size or feature text or designs not in the spirit of the Bishop Heelan mission statement, adherence to these guidelines is left to the discretion of the administration). Slacks/pants must be clean and neat, un-frayed, uncut, unadorned. Slacks/pants shall be worn at the waist. The pant leg shall reach the top of the shoe or sandal but not drag on the ground. Snaps, zippers, or rivets on pockets are prohibited. Cargo pants or patch pockets pants are prohibited

Skirts/ Shorts/Capris

Plaid skirts, solid navy or khaki walking shorts and solid navy or khaki capris may be worn all year long. The uniform shorts must be **less** than three inches above the knee. The uniform skirt must be Dennis Uniform Company brand. Skirts must be worn at the waist and not be rolled or have the length altered in any manner. The length of the skirt must be **less** than 3 inches above the knee with the front and the back hem of the skirt being the same length from the floor. Students found in violation of this expectation (3 times per year) will lose the privilege of wearing skirts and/or shorts for the remainder of the year. Something to consider; high school students grow; shorts and skirts do not! Items that may have been in dress code last year may not fit the same on your growing student!

Sweaters/Sweater Vests

Solid plain sweaters, which are white, gray or dark navy blue, (buttoned cardigans, crew, V-neck, or vest) may be worn. Only the Bishop Heelan crest (or appropriate Bishop Heelan emblem or name – cannot contain graphics – no print on the back) may appear on the sweater. Uniform shirts/turtlenecks must be worn under the sweater. Sweaters must be properly worn, not draped or tied and may not have a hood or pouch pockets.

Heelan Sweatshirt/Fleeced Pullover/Jackets

Solid plain Bishop Heelan Sweatshirts/Fleeced pullover/1/4 Zip Jackets which are white, gray, or dark navy blue will be allowed. Uniform shirts/turtlenecks must be worn under the sweatshirt/fleece/jackets. This *does not* include the outerwear often associated with different activities and sports – these are considered out of uniform. Hoodies, full-zip jackets, and pouch pockets are not in uniform.

Neckties/Blazers

Neckties and Navy-Blue blazers are always acceptable uniform attire

Socks

Socks of predominantly white, navy blue, black or gray and predominantly solid must be worn with all footwear. Socks may not feature distracting patterns or bright colors. Socks must be visible above the top of the shoe. Tights can be worn under a skirt, but they must be plain navy blue or gray with no pattern (including patterns attributed to their construction design).

Shoes/Sandals

Dress shoes, dress boots, or mules in black and/or brown tones, clean, neat, and unadorned shall be properly worn (No visible fur or faux fur). Boots must be worn under the pant leg and will not be worn with skirts or shorts. Black and/or brown tone sandals, solid leather covering the toes, with a strap, may be worn. The strap must be buckled and worn behind the heel. Slippers, moccasins, and brown, black, or leather tennis shoes are not considered to be in dress code. Gray, white and shoes with patterns, animal prints or bright colors are not in dress code. *Canvas shoes are not in dress code.*

Grooming

No unusual or distracting hairstyles and/or hair colors (including streaks of unnatural color). Male students' hair must be above the eyebrows, not touch the collar of the shirt while standing and may touch but not cover the ear. Male students using hair products/styles to circumvent these guidelines will still be expected to become compliant when asked by teachers and/or administration. Male students must be clean-shaven and may not have sideburns below the ear lobe, nor may sideburns be excessive. Facial paint, glitters, sparkles are forbidden. A temporary hair style to circumvent the intent of this policy is forbidden. In regard to extra-curricular activities: hairstyles and other grooming issues must be in compliance with Heelan regulations whenever our students are representing Bishop Heelan. This includes but is not limited to athletic competitions, concerts, plays, or any other event whereby our students will be representing the school.

Body Piercing and Tattoos

Two earrings per ear are permitted. Other body piercing is to be kept out of sight. Clear or flesh-colored plugs may be used to conceal additional piercing. Tattoos must not be visible. Tattoos in extra-curricular activities are strongly discouraged. The moderator/coach of any given activity reserves the right to make students cover up tattoos. Any tattoo deemed inappropriate will always be asked to be covered. Spikes cannot be worn as a piercing.

Miscellaneous/Accessories

Non-school related buttons or pins are prohibited. Additional jewelry/hair accessories must be modest and professional in appearance (with Bishop Heelan administration having final discretion).

Activity Day Attire

Each school activity will be allowed to designate 2 dress-up days per regular season. On these days they will wear the approved team traveling apparel or jerseys. Approved team attire that is uniform compliant can be worn at any time. This must be approved by the Dean of Students prior to the designated day. All participants are expected to be uniform in their appearance.

Jeans Day Attire

1. Clean blue jeans without holes or tears—worn with a belt if pants have belt loops. No denim shorts, sweats or warm-ups allowed.
2. Heelan shirts with or without collars, and sweatshirts that are purchased at school or approved by the school.
3. Clean shoes or closed-toed sandals worn with socks.
4. Uniform dress is always acceptable.
5. If special circumstances warrant the wearing of shorts (i.e. exceptionally warm weather), they may not be “form fitting” and must adhere to normal dress code shorts standards.
6. Any student found trying to circumvent contributing through only partial participation (i.e. only wearing tennis shoes) will be asked to change, contribute, and may be issued a detention.

Sweats Day Attire

1. Clean sweat pants/warm-ups without holes or tears. No “form fitting” items (i.e. leggings and/or yoga pants) allowed.
2. Heelan shirts, with or without collars, and sweatshirts that are purchased at school or approved by the school.
3. Clean shoes or closed-toed sandals worn with socks.
4. Uniform dress is always acceptable.
5. If special circumstances warrant the wearing of shorts (i.e. exceptionally warm weather), they may not be “form fitting” and must adhere to normal dress code shorts standards.

6. Any student found trying to circumvent contributing through only partial participation (i.e. only wearing tennis shoes) will be asked to change, contribute, and may be issued a detention.

Dress Code Student Responsibility

The acceptability of a student's appearance is reserved to the judgment of the faculty/staff and the administration. Students found to be in violation of the dress code will be issued a demerit or detention.

Dances

Our hope is that our school dances are special events for our students and that they interact in positive ways that reflect our Catholic values in a safe and supervised environment. In order to ensure that students have a positive experience and that the administration, chaperones and students are clear on what is expected, the following guidelines have been established.

Student Expectations at Dances

1. In order to bring an **out-of-school date** to a Heelan dance, a Guest Permission Form must be turned in to 318 at least 24 hours prior to the date of the dance. This form can be picked up in 318 and needs to be signed by the administration of the school that the guest student is currently attending to show that they are in good standing and no older than the age of 20.
2. There will be **no inappropriate dancing**. Students who are in violation of these rules will be removed from the dance. Other consequences could be determined by the administration if it is deemed necessary. Inappropriate dancing will include the following:
 - Touching while dancing back to front
 - Any touching of the breasts, buttock, or genital areas
 - Feet being raised off the floor or hands that are touching the floor
 - Hiking up of skirts or dresses
 - Leaning against the wall while dancing
 - Any dancing that appears to be "simulating sex" or "grinding"
3. Anyone found to be under the influence of drugs or alcohol, or in possession of drugs or alcohol may be turned over to the police and will be dismissed from the dance. That student will also be placed on the Heelan conduct code. See page 34 for the Bishop Heelan Conduct Code.
4. Students will be dressed appropriately, stressing modesty and our Catholic values. Anyone that the administration or chaperones deem to be dressed inappropriately could be asked to leave the dance and/or change in to appropriate attire. Hats are not allowed at any Heelan dance. Prom is considered a formal event and homecoming is considered semi-formal and students will need to be dressed appropriately for the occasion. All students must wear shoes at all times.
5. Prom is a celebration of the years that the upperclassmen have spent in school together. Thus, it is the policy of Bishop Heelan to only allow juniors and seniors who are in good standing to attend prom. The Bishop Heelan students' dates must also be juniors or seniors and no older than the age of 20.
6. All out-of-school dates must be of the opposite sex.

Care of Property

Respect for property e.g. books, desks, classrooms; equipment is the responsibility of everyone at Bishop Heelan. Defacement of property is considered a serious offense. Care of property also includes keeping paper and other refuse off floors and grounds of the school.

Fees and Fines

Students must have all fees/fines paid in full before they can take semester exams. When deemed appropriate, students may arrange to work off their fees/fines. This option must be approved by the Dean's office.

Transportation (Bus) and Transportation Reimbursement

Bus transportation is provided for all students living outside three miles from the school on the regular Sioux City Transit Routes. Eligibility for bus passes and reimbursement is determined by the Sioux City Community School District. Students applying for parent transportation reimbursement from the public schools need to pick up forms in the Registrar's Office. One must be a resident of Iowa, live at least 3 miles from school and be 9 blocks or more from a bus stop. Transportation reimbursement must be applied for each year.

Parking Regulations

1. All student parking in the Bishop Heelan parking lots are considered registered parking.
2. Students wishing to utilize registered parking must first register their vehicles with the Dean's office. Since there are limited parking spots, sign-up preference will be given in the following order: seniors, juniors, sophomores, freshmen. Any student that does not register their vehicle at the start of the year will lose access to preferential spots and may not be granted parking access at all.

3. A full (school) year parking permit will cost \$10 (\$5 refundable at the end of the year).
4. This hanging tag must be displayed from the rear-view mirror of the vehicle when parked in a Heelan parking lot. If the vehicle does not have a rear-view mirror, then the tag must be made visible by placing it on the dashboard. Failure to follow this procedure may result in having your car towed at owner's expense. Students will be expected to park in assigned stalls
5. During the school day, students may not drive motor vehicles except by special permission of the Dean of Students
6. Students may not park between the main building and CYO until 30 minutes after school is let out on school days
7. Students called by the PA to the main office to move their cars during the school day will be assessed a \$10.00 parking fine.
8. Students parking in other than designated approved areas or parked improperly will be assessed a parking fine and may be towed at owner's expense. The Cathedral parking lots, faculty parking areas around the CYO and the small faculty lot at 11th and Douglas during the school day are examples of the places from which students' cars will be fined or towed.
9. Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of the student parking lots.

Lunch

Students will be expected to eat lunch in the Commons during their assigned lunch period. Due to the limited amount of space, students are not permitted to bring books or other materials into the lunch room. Students can bring a sack lunch if they choose to not eat hot lunch. If parents wish to bring in a lunch to students that is acceptable, they just need to drop off the lunch in the main office and it will be delivered to the student.

Students are NOT PERMITTED to charge on a negative lunch account balance.

Students are NOT allowed to have food delivered to school. If a delivery person arrives with food for a student, they will be sent back with the food. The school will only take lunches that are hand delivered by the parents.

Eating lunch in the Commons is a privilege and not a right. If students cannot conduct themselves in an appropriate manner, including moving to the lunch room in a safe and orderly manner, they will be asked to bring a lunch from home and will need to eat in the office or other assigned place during their lunch period. Consistent disregard for these expectations may lead to further consequences.

Guests in the building will not be allowed to eat lunch with Bishop Heelan students unless they are an immediate family member or Bishop Heelan alumnus.

Discipline

Student Conduct and Disciplinary Procedures

Respect for self, respect for others and respect for the property of others are keys to accomplishing the mission of Bishop Heelan Catholic High School. Students are always expected to be respectful. When addressing or speaking to those in authority, the proper title should be used.

Teachers are responsible for handling most of their own classroom discipline. As a disciplinary tool, teachers may require students to spend time in their room before or after school. (Twenty-four-hour notice for the student to make transportation arrangements is standard; still, circumstances may demand immediate consequences.)

Sportsmanship

Teachers, staff members, parents, students – all fans and participants – are expected to display the utmost courtesy and sportsmanship at all events. Any fan that is discourteous or displays an act deemed to be un-sportsman-like may be removed from the event and its surroundings. Should an individual display such inappropriate behavior a second time, the Activities Director and/or the Dean of Students shall ban the individual from all Bishop Heelan events for a period of thirty days. For a third violation, the ban shall be ninety days, and for a fourth violation, a ban of one calendar year shall be imposed.

Removal from Class

If a student is removed from a class because of inappropriate behavior, he/she must report to the Dean's Office immediately.

Demerits

Any/Every 3 demerits equal a detention.

Detention

Students/parents will be notified of their detention obligations via their school email accounts. Students may serve their detention obligations 3:15-4:00 PM on Tuesdays and Wednesdays in the Heelan library or within the one week deadline with the issuing teacher. Detentions may be assigned by the teachers or the administration for any violation in the student handbook. Seat work will be assigned by the Dean's Office. Students will have one week from the date of issuance to serve their detention. Detentions not served within the one-week period will be converted into a Saturday school with the applicable fine.

Students may serve detentions for the following infractions:

1. Misconduct
2. Inappropriate language
3. Failure to have a hall pass or misuse of a classroom pass
4. Failure to fulfill school obligations
5. Other school or classroom rule infractions

Teachers shall submit detention information into the school's information system for record-keeping purposes.

Parent notification will be made via email at the 5th detention in any quarter. A student who is issued 8 detentions in one quarter shall also serve an Extended Saturday School (ESS) and pay the applicable fine.

Suspension

Suspension is defined as the removal of a student from all classroom and extracurricular activities for a designated period of time. The Principal or Dean of Students has the authority to place a student on probation or to suspend a student temporarily (five school days or less). There is no appeal from the principal's decision.

- The Dean reserves the right to decide whether the period of suspension will be spent in school (ISS) or outside the school (OSS).

- Each Bishop Heelan student receiving an in-school suspension or out-of-school suspension will be responsible to pay a fee of \$100 per day. This fee must be paid before the student is readmitted to classes. Students unable to pay the fee at the time of suspension will need to make arrangements with the Dean's office prior to being readmitted to class. Students will not be permitted to take quarter or semester exams until all fines are paid. (Seniors will not be allowed to participate in graduation)
- If requested by the Dean, at least one parent must be present for a conference with the Dean before a student will be re-admitted after a suspension.
- The student who does not complete the ISS or pay for the ISS as scheduled, places himself or herself in serious jeopardy of losing their status as a Bishop Heelan student.
- A student is not eligible to participate, practice or be present at practice in *extra-curricular or *co-curricular school activities on the day he/she starts serving an in-school suspension through the calendar day that the suspension is completed.
- When suspension is appropriate, the days of suspension will not be postponed to accommodate upcoming contests, activities or events.
- A student who is assessed a suspension, in-school suspension or external suspension, shall not be eligible for nomination to royal courts (homecoming and prom) if the suspension was assessed during the senior year. Students who are assessed a suspension for serious matters during their junior academic year are also ineligible.

Students serving suspension will receive academic credit in classes during the suspension.

Saturday School

Saturday school may be assigned by the Dean of Students for a variety of reasons. Saturday school is a supervised study time where students **may be** required to be in dress code, read, study school related materials, and/or perform other duties as assigned.

- It will be held on Saturday, as needed, and runs from 8AM until 10AM. Students who arrive late (after 8:00 a.m.) will not be admitted. Students who are disruptive or who are not studying and reading inappropriate materials will be asked to leave and the offense is moved to an Extended Saturday School (ESS).
- Students who are assigned to Saturday School will not be allowed to sleep or use any form of electronic devices during this time
- Students who are assigned to Saturday school must pay a \$25 fine and they must serve it when scheduled by the Dean's office; failure to serve the Saturday school on the assigned day will result in an additional Extended Saturday School (ESS) and a \$75 fine. The student and his/her parent(s)/guardian(s) may be required to meet with the Dean of Students before the student can return to class.

Extended Saturday School

Extended Saturday School may be assigned by the Dean of Students for a variety of reasons.

ESS is a supervised study time where students may be required to be in dress code, read, study school related materials, and/or perform other duties, both on and off campus, as assigned.

- It will be held on Saturday, as needed, and runs from 8AM-11AM. Students who arrive late (after 8AM) will not be admitted. Students who are disruptive or who are not studying, reading, or generally staying on task will be asked to leave and additional ESS and fines may be applied.
- Students who are assigned to ESS will not be allowed to sleep or use any form of electronic device during this time.
- Students who are assigned to ESS must pay a \$75 fine, as well as any additional fines they may have accrued. Students unable to pay the fine at the time of ESS will need to make arrangements with the Dean's office prior to being readmitted to class. Students will not be permitted to take quarter or semester exams until all fines are paid. (Seniors will not be allowed to participate in graduation)

Probation

A student may be placed on probation for just cause. Probation is defined as a period of time, either definite (e.g., a quarter or semester) or indefinite during which a student is placed in immediate jeopardy of dismissal from school.

Suspension/Expulsion-Long Term

The Principal will determine the length of any long-term suspension (over 5 days) or expulsion. Any student expelled may only be readmitted to Bishop Heelan in future years by approval of the current administration.

Examples of student conduct that can warrant long-term suspension or expulsion are:

- The distribution or selling of illegal or harmful drugs on school property or at a school activity.
- Excessive unexcused absences during a school year.
- Possession of a weapon on school grounds or at a school activity.
- Excessive ESS, ISS, or OSS during a school year.
- Multiple violations of school rules and procedures.
- Violation of a contract or terms of probation.
- Involvement in a public incident judged to be significantly detrimental to the image of the school.
- Gang membership or gang related activity.
- Any unacceptable behavior deemed serious by the Principal or Dean of Students.

Special Concerns

The following items are treated separately because they involve health, student safety, and protection of property, city ordinances and state laws. They are punishable by fines as well as other disciplinary actions:

- **False Fire Alarms** The student identified as setting off the false fire alarm will then be assessed the \$250 fine and be brought before the Disciplinary Council for an expulsion hearing.
- **Firecrackers/Fireworks** The student identified as igniting the firecracker will be assessed the \$250 fine and be brought before the Disciplinary Council for an expulsion hearing.

Personal Electronic Devices

All personal electronic devices (Cell phones, ipods, including, but not limited to, cell phones, ipods, iPads, tables, laptops, etc.) may be used prior to the start of student's school day and after final dismissal.

All devices should be stored in their cars and/or turned off in their lockers. Teachers reserve the right to confiscate devices if they are in the student's possession. Students who are using school approved devices (including, but not limited to, iPads, laptops, tablets, etc.) will only use them under teacher request and must be using them for educational purposes.

If students are using devices to play games, use social medial or any other activity which is not deemed necessary by the instructor they will also fall under the policy for personal electronic devices. Students will not be allowed to use headphones unless specifically assigned by an instructor.

- **1st Offense** Confiscated-Returned at the end of the school day, Detention issued
- **2nd Offense** Confiscated- Returned at the end of the school day. Saturday School issued.
- **3rd Offense and Further Offenses** Confiscated - Returned at the end of the school day. Extended Saturday School issued (with applicable fine). Student will be expected to turn in their offending device before the start of each school day.

Personal electronic devices accumulate progressively throughout the entire school year and do not "reset" at the quarter or semester.

Students found in violation of these expectations during their study hall, online, or homeroom periods may lose these privileges for the remainder of the year.

Cheating/ Enabling Cheating

Cheating is the unauthorized use of information and attempting to demonstrate it as one's own knowledge/work on an assignment, quiz, test, etc. Examples of cheating include, but are not limited to: copying another student's work (with or without permission), sharing questions and/or answers to a test/quiz, using technology to circumvent the expectations of an assignment (i.e. Slader, Google Translate), etc.

- **1st offense-** Any student cheating or enabling another student to cheat will receive a zero percent for that work and will be put on academic probation for the remainder of their enrollment at Heelan. Teachers are to inform the Dean when dealing with any occurrence of cheating. Parents/guardians will be contacted when cheating has been discovered.
- **2nd offense-** Any student cheating or enabling another student to cheat will receive a zero percent for that work and will receive an automatic 3 day OSS and have to pay applicable fine before being readmitted to class. Teachers are to inform the Dean when dealing with any occurrence of cheating. Parent/guardians will be contacted when cheating has been discovered and the student will be subject to review by the STAT team. Other possible actions include but are not limited to continued suspension and/or expulsion.

Plagiarism is a form of cheating. By definition, plagiarism is the representation of someone else's work as one's own. Ninth grade English courses review the issue of plagiarism and its consequences.

Loss of Privileges

When deemed appropriate by the administration, disciplinary actions for rule violations may include a loss of privileges including, but not limited to, inability to attend functions, inability to participate in school sponsored events (practices, competitions, etc.) or other similar circumstances.

Theft

Bishop Heelan students are expected to respect the property and rights of others. Students who know about an injustice that has been committed have a moral obligation to help the injustice be corrected. **Stealing is defined as taking that which belongs to another or taking or appropriating without right or permission.** Taking lunches, clothing, calculators or other belongings from lockers or activity rooms is stealing. If probable cause exists to demonstrate to a reasonably prudent and objective person that a student has stolen, may be in the act of stealing, or is an accomplice to stealing, then that student will be subjected to suspension and/or probation. Students who have something stolen should report it immediately to the Dean's Office. **Leave money/personal property in locked locker or in locked cars.**

Students are expected to have their lockers locked at all times. If something is stolen from a locker that has been intentionally altered to remain unlocked, the administration will spend no time looking for the lost or stolen item.

All Bishop Heelan lockers come with a built-in combination lock. Students will receive a \$50 fine for intentionally "jamming" their locks into an open position. Repeated offenses will result in repeated fines and may result in the loss of locker privileges.

Use of Alcohol, Tobacco and Other Drugs

To do our part as a school to discourage student use of alcohol or illegal drugs, Bishop Heelan High School may at any time require an immediate (within 4 hr.) drug analysis. Not everyone will be checked, only those who give cause for reasonable suspicion that they have been drinking or are under the influence of an illegal substance (e.g. appearance, behavior, alcohol-like odor, or their colleague(s)/companion(s) having tested positive for blood alcohol content, etc.). Refusal to submit to drug testing will be treated the same as an admission of guilt. Students on school probation from a previous violation will be randomly tested during their period of probation.

Any student on school property or adjacent areas or at a school sponsored activity or going to or from off campus classes found to be in possession of or using an alcoholic beverage or other illegal substance will be subject to the following:

1. Receive a three-day suspension either in school or out of school to be determined by administration.
2. Be required to undergo a substance abuse evaluation prior to being re-admitted to classes; follow through with the resulting recommendation from the evaluating agency; and have the findings of the evaluation submitted to the Dean's office in a reasonable amount of time (within 24 hours of administration of the test).
3. Be ineligible to perform at or attend any school sponsored activity for thirty calendar days. (Attendance at practice is at the coach/moderator's discretion for students involved in extra-curricular activities.)
4. As a result of the three-day suspension, the student will be subject to a \$375 fine and will perform the amount of community service as described under the illegal activity policy on page 34 of this handbook.
5. Take part in an education program (e.g. ADAPT, AA meetings, etc.) as arranged by the Dean's office.

Tobacco/E-Cigarettes/Hookah Pens/Vaping Products/etc.

1. The use of any of these products on school grounds or adjacent areas or at school activities or going to or from off campus classes is illegal and will be treated as such. Students found in violation of the law will be reported to and ticketed by law enforcement. The students will then be subject to school policies regarding illegal activities (see page 33 of this handbook).

The Principal/Dean of Students reserves the right to alter any consequences if necessary for the over all good of the student and Bishop Heelan High School at any level of offense.

Smoking and Use of Tobacco Policy

All BHCS buildings and grounds will be designated as a "Tobacco, E-Cigarette and Hookah Pen Free" environment. Tobacco means the carrying of or control of a lighted cigar, cigarette, pipe, or other lighted smoking equipment and the use of "Smokeless Tobacco," otherwise known as chewing tobacco. This policy shall also include the use of E-cigarettes and Hookah pens. This policy applies to students, staff and visitors and will ensure a healthy environment for all students, faculty, staff, parents, and guests at our school. Signs will be posted at each school site stating it is a "Tobacco, E-Cigarette and Hookah Free Campus". This policy always applies, including school sponsored and non-school sponsored events. The School Administration or event management personnel will always enforce this policy. Smoking, to include E-Cigarettes, Hookah Pens and/or tobacco use in BHCS-owned vehicles is not permitted.

Illegal Activity

A student who is cited by civil/proper authorities for any illegal activity is subject to the following consequences. If the student is cited between academic years, consequences begin on the first full day of school. Ineligibility begins when the school gets notice from the legal authorities or when the offending party notifies a school official.

First Offense

Students in Activities

Students are excluded from all activities for 20 calendar days in which time 15 hours of community service must be completed. Students will be allowed to practice during these 20 calendar days, but cannot travel or attend events as a team member until community service is completed. Students will be required to receive an evaluation/recommendation from an evaluating agency when a violation involves possession/use of alcohol or an illegal substance and other serious acts as deemed necessary by the Principal or Dean of Students. Students are on probation for one calendar year. If no other violations occur within one calendar year of the first offense then a student's next violation, if there is one, will become the student's first offense.

Students not in Activities at the Time of Offense

Students will not attend any Bishop Heelan activities for a period of 30 days in which time 30 hours of community service must be completed, verified by the Dean of Students. Students will be required to receive an evaluation/recommendation from an evaluating agency when a violation involves possession/use of alcohol or an illegal substance and other serious acts as deemed necessary by the Principal or Dean of Students. Students are on probation for one calendar year. If no other violations occur within one calendar year of the first offense then a student's next violation, if there is one, will become the student's first offense.

Second Offense - if a second violation occurs during probation

Students in Activities

Students are excluded from all activities for 30 calendar days in which time 20 hours of community service must be completed. Students will be allowed to practice during these 30 calendar days, but cannot travel or attend events as a team member until community service is completed. Students will be required to receive an evaluation/recommendation from an evaluating agency when a violation involves possession/use of alcohol or an illegal substance and other serious acts as deemed necessary by the Principal or Dean of Students.

Students not in Activities at the time of offense

Students will not attend any Bishop Heelan activities for a period of 45 days in which time 40 hours of community service must be completed, verified by the Dean of Students. Students will be required to receive an evaluation/recommendation from an evaluating agency when a violation involves possession/use of alcohol or an illegal substance and other serious acts as deemed necessary by the Principal or Dean of Students.

Third Offense

Students in Activities

Students are excluded from all activities for 45 calendar days in which time 30 hours of community service must be completed. Students will be allowed to practice during these 45 calendar days, but cannot travel or attend events as a team member until community service is completed. Students will be required to receive an evaluation/recommendation from an evaluating agency when a violation involves possession/use of alcohol or an illegal substance and other serious acts as deemed necessary by the Principal or Dean of Students.

Students not in Activities at the time of offense

Students will not attend any Bishop Heelan activities for a period of 60 days in which time 60 hours of community service must be completed, verified by the Dean of Students. Students will be required to receive an evaluation/recommendation from an evaluating agency when a violation involves possession/use of alcohol or an illegal substance and other serious acts as deemed necessary by the Principal or Dean of Students.

School Activities include but are not limited to:

Athletics Cheerleading Dance Speech Debate Theater
Quiz Bowl Music (Extracurricular – including tours)

The Principal/Dean of Students reserves the right to alter any consequences if necessary for the overall good of the student and Bishop Heelan High School at any level of offense. This could be necessary in cases of a violent or serious crime.

Safety

Emergency Response/Tornado/Fire Drills

These drills will be held at various times of the school year to insure student and staff safety. Students need to follow correct procedures for these events

Lockers

1. All lockers include a built-in combination lock. Students may not intentionally alter their lock to circumvent the security of their locker. Students will receive a \$50 fine for intentionally "jamming" their locks into an open position.
2. Students may use magnets or suction cups to secure an appropriate item to the inside of their locker. Students will be assessed charges for any damage done to the locker.
3. Students may not change lockers without prior approval of the Dean's Office or their homeroom teacher.
4. Only essential school items are to be stored in lockers. Only food, intended for consumption at lunch, will be allowed in lockers.

School Bags

As part of the school safety plan, school bags will be prohibited from being carried from class to class. School bags must be stored in a student's assigned locker during the school day without exception.

Student Search Rule

The following rules relate to the search of students or protected student areas, and to the search or periodic inspection of other school property or facilities provided to students. Searches can take place at school or at school-sponsored events.

A. Definitions

"School official" means a licensed school employee and includes unlicensed school employees employed for security or supervision purposes.

"Contraband" includes substances or items which, if found on school property or at school-sponsored events, violate the law or school policies, rules or regulations, or is detrimental to an orderly environment at school. Contraband includes by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to the health and safety of the students and/or staff.

"Protected student area" includes, but is not limited to:

- a. A student's body
- b. Clothing worn or carried by a student.
- c. A student's pocketbook, briefcase, duffel-bag, book-bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind, and in the possession or immediate proximity of the student.

B. Search of Student and/or Protected Student Area by School Official

1. A school official may conduct a search of a student (including the use of a breathalyzer) or other protected student area if all the following apply:
 - a. There is a reasonable suspicion that the search will produce evidence that a student has violated or is violating the law or a school policy, rule or regulation.
 - b. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive considering the age and gender of the student and the nature of the infraction.
2. If a student is not or will not be present at the time a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as possible after the search is conducted.
3. If a student refuses reasonable requests to search the student or other protected student area these refusals can be used as evidence against the student. The student's parents or guardian will be notified.

C. Searches or Inspections of Areas other than Protected Student Areas

1. School officials may, without notice, conduct periodic inspections of all, or a randomly selected number of school lockers (whether locked or unlocked), desks, or other facility or space issued, assigned to, or chosen by the student. A locker inspection under this subsection shall only occur in the presence of the students whose lockers are being inspected or at least one other person.
2. If a search of a school locker, desk, or other facility or space issued, assigned to, or chosen by a student, reveals a violation of the law or the rules of the school regarding dangerous weapons or controlled substances, the violation shall constitute reasonable grounds for future searches without advance notice to the student of the student's school locker, desk, or other facility or space issued or assigned to, or chosen by the student.
3. If a search reveals possession by a student of alcohol or any controlled substance on school premises, the appropriate law enforcement agency may be contacted.

D. Student Search by Police Officer

1. If the administration believes a student has dangerous or illegal items that threaten the safety of others the police may be contacted for assistance which could include random searches by a K9
2. In a search of a student or a protected student area by a police officer who is not a school official, or by a school official at the invitation or direction of a police officer who is not a school official, the school defers to the law enforcement personnel for compliance with any legal requirements for police searches.

Food and Drink

No food and/or drink are allowed in classrooms, lockers, or hallways except when directed by the teacher.

Guests/Visitors

Arrangements to bring a student guest to school must be made with the Dean at least one day prior to the visit. The Dean will either grant or deny permission. The student visitor shall not cause nor contribute to any disruption. Dress codes for the student visitor will be explained at the time of arrangements to bring a guest are approved.

School Doors

A buzzer system is installed at the main entrance of the school (the door left of the flag poles). All doors at Heelan will be locked during school hours. Students arriving late to school and all guests must enter through this door.

Lost and Found

Books, clothes and other objects found on school property should be left in the Dean's Office where their owners may claim them. Students who lose their possessions should report the loss to the Dean's Office at once.

Medication

Students who need to take prescription medication are to bring the medication in the original, labeled container, to the Dean's Office (RM. 318). Except for Asthma Inhalers and Airway Medications, students are not allowed to carry prescription medication on their person. Medication shall be administered when the student's parents or legal guardian provides a signed and dated written statement requesting medication administration at school and the medication is in the original labeled container. **Students carrying inhalers and other medications for airway constriction at school must have the consent form signed by their parent/guardian and physician on file in the dean's office. These forms are readily available from the Dean's Office.**

Prescription medications include but are not limited to antibiotics, pain medication, Ritalin, etc. Exceptions (including diabetes) to this policy need to be cleared through the Dean's office. Students giving prescription medication to other students or who are in possession of medication that does not belong to them will be subject to the drug policy of Bishop Heelan High School.

No Weapons in School-Zero Tolerance

Joint Statement of Sioux City Schools Superintendent Elden Rogstad and Diocese of Sioux City Catholic Schools Superintendent Rev. Patrick O’Kane, made August 29, 1992 at the School Board Meeting Room, Administrative Service Center, 1221 Pierce Street, Sioux City.

All the children of our community have the right to attend schools and school activities that are safe. Parents have a right to expect that the schools they send their children to will be safe schools, and that all school activities they send their children to will be safe school activities. School teachers and all other school employees have this same right to safety.

Schools and school activities cannot be safe if a student brings a weapon. Our schools can be safe only when they are completely free of all weapons of every type.

We, the superintendents of all the public schools in Sioux City and all the Catholic schools in the Sioux City metropolitan area, have the obligation to do all that we can to see that all our schools and school activities are safe.

We also have an obligation to clearly inform all students, and to clearly inform all parents of students, of our policies promoting school safety.

To all of our students, and to all of the parents of the students in our schools, we announce today the “No Weapons In School - Zero Tolerance” policy for all of the Sioux City’s Public Schools and all the Catholic Schools in the Sioux City metropolitan area.

This policy means just what the policy’s title says: “No weapons” means just that no weapons of any kind may be possessed in our schools, on our school properties, or at our school activities. No loaded guns, no unloaded guns, no knives, no clubs, no nunchakus, and no other objects, which are used as weapons. No weapons, period.

“Zero Tolerance” means just that-the possession of weapons of any kind in our schools, on our school properties, or at our school activities, will *not* be tolerated to any degree. Zero tolerance, period.

Our “No Weapons In School – Zero Tolerance” policy will require school principals to be immediately informed if a student brings a weapon of any kind to school or to a school activity. The school principal will then be required to immediately contact a police department school liaison police officer. Most likely, the student will be immediately suspended from school by school officials, and the student may then be taken by a police officer to the county juvenile detention center for the overnight detention. Juvenile court officials and the county attorney’s office will then take the steps they believe will best prevent further danger to the community and to the child, up to and including requesting the continued detention of the student pending further court action.

We will strictly enforce the “No Weapons In School- Zero Tolerance” policy in all our schools. We expect all students to obey this policy, and we ask all parents of students to see that their children learn of the policy and obey it.

Asbestos Information

In Bishop Heelan High School, friable and non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when said material is disturbed for any reason. Furthermore, the rules of AHERA have been implemented, staff training has been completed, and necessary funding provided to implement all response actions as required.

Activities

Eligibility/Participation in School Activities

The educational program at Bishop Heelan High School is dedicated to the development of students as responsible Christian citizens. The activities program requires of its participants not only high standards of citizenship, but a type of mental and physical awareness that is usually superior to that of a typical non-participant. Cognizant of fulfilling the mission of Bishop Heelan's activity program and of the training requirements necessary for peak performance, the eligibility code has been established. This code will be enforced the entire year, which includes the summer months, regardless of whether the student is in-season or out-of-season. Students are reminded that participation in any extra-curricular or co-curricular activity is a privilege, not a right. Students who are or will be participating in school activities are subject to the school rules that apply to all students AND to the eligibility rules.

In order to participate in a school activity, participants must be in school by **8:30 AM the day of the scheduled activity** (this includes but may not be limited to athletic contests, musical performances, band concerts, debate tournaments, and practices / rehearsals.) Students must be in school in order to attend a school activity that evening.

Students ineligible to participate because of academic, disciplinary, or eligibility violations may (at the discretion of the individual moderator/coach) participate in practices / scrimmages / rehearsals but may not represent the school in any public contests or performances.

For questions regarding academic eligibility see **Academic Performance Affecting Activity Participation** on page 12.

The administration reserves the right to withhold students from activities for the purpose of attendance, behavioral, or academic concerns.

Optional Practices due to Cancellation of School/Early Dismissal

If weather conditions cause the cancellation of the normal school day the principal, in consultation with the activities director, will decide based on weather and road conditions, whether ANY practices will be allowed. (For instance, if the police are saying "No travel is recommended", no practice will be permitted.) If practices are permitted, then the moderator may use discretion, taking into consideration the weather and safety of students and the age of the students involved in the activity. No freshman team will practice or play a contest on such a day. Use of the facilities will be scheduled through the activity director for activities involving mainly older students. Priority for first practice time goes to the team that was originally scheduled to have the early practice that day. If practice is permitted, it may not be mandatory, and no student shall incur a negative consequence for not attending practice/rehearsal on such a day.

When school is dismissed early because of heat practices may be held. Special consideration will be given to time of day and practice area to be utilized.

Concurrent Activities Participation

Bishop Heelan High School will use the following policy in allowing concurrent activities. For a student to remain in a Bishop Heelan activity and also participate in the same season activity in a non-school setting, the student will:

1. Notify the Activities Department of their dual participation
2. Not miss Bishop Heelan practices or events due to the Non-School Activity (NSA) unless approved by the activity moderator/coach. This includes going to the NSA and missing practices or events for Bishop Heelan; missing practices/events due to travel to and /or from the NSA; being present at practices or events, but unable to perform because of situations related to NSA.
3. There may be a "blackout period" where a NSA will not be allowed in preparation for the tournament, play-off series or performances. This will be determined prior to the organizational meeting. The moderator of the activity, the activity director, and the school administrator will determine this blackout period.
4. The penalty for non-adherence to the aforementioned policy will be a period of ineligibility for that activity.

These proposals are established to allow students to participate more fully in activities that their families feel are important. By allowing dual participation, compromise can be achieved that allows both the team and the individual to co-exist.

Transfer Eligibility

A student who transfers to Bishop Heelan without having completed a full period of ineligibility at his/her previous school will not be immediately eligible for public performances / competitions at Bishop Heelan High School. The period of ineligibility will be consistent with the guide for Bishop Heelan Activities. The student will serve the same period of ineligibility for the disciplinary offense or failing grades had the student been enrolled at Bishop Heelan.

Common Prayers

As St. Paul tells the Thessalonians, "Rejoice always. Pray without ceasing. In all circumstances give thanks, for this is the will of God for you in Christ Jesus." His words apply to us today as we seek to pray always and delight in the Lord who redeems us. As you come to know the Sacred Heart of Jesus, you are welcome to speak to the Lord directly in your own words and enjoy divine intimacy with Him. Yet these traditional prayers below are offered as a helpful guide, through which you will remain united to countless generations of other Christians who have sought to praise God with one voice.

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

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

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

Apostle's Creed: I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, Our Lord: who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day He arose again from the dead. He ascended into heaven; sits at the right hand of God, the Father Almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

Act of Contrition: *(There are many versions of this prayer, all of which bring us to the goal of sorrow for our sins and a resolution to avoid temptations in the future.)* My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help to do penance, to sin no more, and to avoid whatever leads me to sin. Amen.

Memorare: Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thine intercession was left unaided. Inspired by this confidence, I fly unto thee, O Virgin of virgins, my mother; to thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me.

Prayer before study: Teach me to do your will, for you are my God. Ps. 143:10
May we grow in grace and in the knowledge of our Lord and Savior Jesus Christ. To Him be glory now and to the day of eternity. 2 Peter 3:18

Lord, may everything we do begin with your inspiration and continue your help so that all our prayers and works may begin in you and by you be happily ended. Amen

Saint Patrick's Breastplate: I arise today through God's strength to pilot me, God's might to uphold me, God's wisdom to guide me, God's eye to look before me, God's ear to hear me, God's hand to guard me, God's way to lie before me, God's shield to protect me, God's host to save me from the snares of the devil.

Night Prayer: May the all-powerful Lord grant us a restful night and a peaceful death. Protect us, Lord, as we stay awake; watch over us as we sleep, that awake, we may keep watch with Christ, and asleep, rest in His peace.

The Rosary:

The Joyful Mysteries:

- 1st The Annunciation (Luke 1:30- 33)
- 2nd The Visitation (Luke 1: 50 -53)
- 3rd The Nativity (Luke 2: 10 – 11)
- 4th The Presentation (Luke 2: 29 -31)
- 5th The Finding of Jesus in the Temple (Luke 2: 48 -52)

The Sorrowful Mysteries:

- 1st The Agony in the Garden (Matthew 26: 38-39)
- 2nd The Scourging at the Pillar (John 19:1)
- 3rd The Crowning with Thorns (Mark 15:16-17)
- 4th The Carrying of the Cross (John 19:17)
- 5th The Crucifixion (John 19: 28-30)

The Glorious Mysteries

- 1st The Resurrection (Mark 16: 6-8)
- 2nd The Ascension (Acts 1:10-11)
- 3rd The Coming of the Holy Spirit (Acts 2: 1-4)
- 4th The Assumption of Mary (Song of Songs 2:3-6)
- 5th The Coronation of Mary (Luke 1:51-54)

The Mysteries of Light

- 1st The Baptism of Jesus (Luke 3:21-22)
- 2nd The Wedding of Cana (John 2:1-11)
- 3rd The Proclamation of the Kingdom (Matt. 28: 16-20)
- 4th The Transfiguration (Mark 9:2-8)
- 5th The Institution of the Eucharist (Luke 22: 14-20)

Daily Review of Life in Christ:

1. You ask God to be with you in the quiet of your heart.
2. Recall the events of the day for which you are grateful. (The big events and the little moments of joy)
3. Review what you were able to do that day for others and in fulfillment of your vocation.
4. Ask forgiveness for any sins you may have committed or good things you failed to do for others.
5. Open your heart so that the grace God offers to you may more joyfully guide you to the goodness of the next day.
6. Slowly and prayerfully pray the Lord's Prayer