Bishop Heelan High School
2026-2027 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
A LIFETIME ADVANTAGE

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Telephone Numbers

Attendance/Main Office		frontdesk@bishopheelan.org	252-0573
Main Office Fax			252-9086
BHCS Administrative Office			252-1350
President Dr. John Flanery		John.Flanery@bishopheelan.org	226-0413
Principal Mr. Chris Bork		Chris.Bork@bishopheelan.org	226-0357
Dean Mr. Bobby Michaelson		Robert.Michaelson@bishopheelan.org	226-0364
Administrative Assistant		frontdesk@bishopheelan.org	226-0358
	Jana Rehal	Jana.Rehal@bishopheelan.org	
	Amie Carroll	Amie.Carroll@bishopheelan.org	
Co-Activities Director	Mr. Jay Wright	Jay.Wright@bishopheelan.org	226-0360
Co-Activities Director	Mr. Andy Foster	Andrew.Foster@bishopheelan.org	226-0371
Athletics Manager	Mrs. Alicia Porsch	Alicia.Porsch@bishopheelan.org	226-0365
Guidance (A-L)	Mrs. Marla Pluim	Marla.Pluim@bishopheelan.org	226-0354
Guidance (M-Z)	Mrs. Kerri Johnson	Kerri.johnson@bishopheelan.org	226-0353
Guidance	Mrs. Mary-Kate Blanner	MaryKate.Blanner@bishopheelan.org	226-0355
Registrar	Mrs. Beth Venne	Beth.Venne@bishopheelan.org	226-0356

Communication

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

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.

Schedules

Bell Schedule 1 Monday				
Period 1	8:00	-	9:14	74
Prayer	9:14	-	9:20	6
Period 3	9:24	-	10:38	74
1st Lunch	10:42	-	11:07	25
Period 5A	10:42	-	11:56	74
2nd Lunch	12:00	-	12:25	25
Period 5B	11:11	-	12:25	74
Period 7	12:29	-	1:43	74
Crusader Time	1:47	-	2:10	23
Prayer	2:10	-	2:15	5

Bell Schedule 2 Tuesday				
Period 2	8:00	-	9:14	74
Prayer	9:14	-	9:20	6
Period 4	9:24	-	10:38	74
1st Lunch	10:42	-	11:07	25
Period 6A	10:42	-	11:56	74
2nd Lunch	12:00	-	12:25	25
Period 6B	11:11	-	12:25	74
Period 8	12:29	-	1:43	74
Crusader Time	1:47	-	1:57	10
Mass	2:05	-	3:15	5

Bell Schedule 3 Wednesday				
Period 1	8:00	-	8:43	43
Period 2	8:47	-	9:30	43
Prayer	9:30	-	9:35	5
Period 3	9:39	-	10:22	43
Period 4	10:26	-	11:09	43
Period 5	11:13	-	11:56	43
1st Lunch	11:13	-	11:38	25
Period 5B	11:42	-	12:25	43
2nd Lunch	12:00	-	12:25	25
Period 6	12:29	-	1:12	43
Period 7	1:16	-	1:59	43
Period 8	2:03	-	2:46	43
Crusader Time	2:50	-	3:10	20
Prayer	3:10	-	3:15	5

Bell Schedule 4 Tuesday - No School Monday				
Period 1	8:00	-	8:35	35
Period 2	8:39	-	9:14	35
Prayer	9:14	-	9:19	5
Period 3	9:23	-	9:58	35
Period 4	10:02	-	10:37	35
Period 5	10:41	-	11:16	35
Period 6A	11:20	-	11:55	35
1st Lunch	11:20	-	11:45	25
Period 6B	11:49	-	12:24	35
2nd Lunch	11:59	-	12:24	25
Period 7	12:28	-	1:03	35
Period 8	1:07	-	1:42	35
Crusader Time	1:46	-	1:55	9
Mass	2:00	-	3:15	

Bell Schedule 5 Monday - All 8				
Period 1	8:00	-	8:38	38
Period 2	8:42	-	9:20	38
Prayer	9:20	-	9:26	6
Period 3	9:30	-	10:08	38
Period 4	10:12	-	10:50	38
Period 5A	10:54	-	11:32	38
1st Lunch	10:54	-	11:19	25
Period 5B	11:23	-	12:01	38
2nd Lunch	11:36	-	12:01	25
Period 6	12:05	-	12:43	38
Period 7	12:47	-	1:27	38
Period 8	1:41	-	2:11	38
Prayer	2:11	-	2:15	4

Bell Schedule 6 Noon Dismissal				
Period 1	8:00	-	8:26	26
Period 2	8:30	-	8:56	26
Prayer	8:56	-	9:00	4
Period 3	9:00	-	9:26	26
Period 4	9:30	-	9:56	26
Period 5	10:00	-	10:26	26
Period 6	10:30	-	10:56	26
Period 7	11:00	-	11:26	26
Period 8	11:30	-	11:56	26
Prayer	11:56	-	12:00	4

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 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. Students must be passing all Heelan classes to be eligible to attend off campus classes.

Late Start
All students will arrive by 10:00am.

School Cancellations
No school**,** late start, early outs will be broadcast on all local radio and TV stations. Listen for Bishop Heelan Catholic Schools. The school will email, call, or text the cancellation, early out, or late start. 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

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

Chapel Mass is celebrated in the chapel when Father is available. This occurs mainly before school.

Prayer Prayer opens and closes each day at Bishop Heelan. Classes begin with prayer and students are actively involved in leading classroom 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 13).**

Reconciliation The Sacrament of Reconciliation is offered several times throughout the year, before Mass, and whenever Father is available.

Gospel Values Gospel values are infused in all subject areas.

Retreats Freshmen, Sophomores, Juniors, and Seniors 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.

Guidance Department

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

Counseling
Students will be assigned to one of these counselors:

(A-L)	Mrs. Marla Pluim
(M-Z)	Ms. Kerri Johnson
Mental Health	Mrs. Mary-Kate Blanner

Educational

Individualized planning with all students
Four-year plan
Study skills guidance lesson
Initial goal setting and review of set goals

Grade monitoring and appropriate academic interventions
Peer tutoring
Standardized testing:
ACRE (religion test 11th grade year)
PSAT (fall of 10th or 11th grade year)
SAT (for any college bound student)
ACT (for any college bound student)
Advanced Placement (AP) exams
ISASP Assessments (9th, 10th, 11th)

College Career preparation
Financial aid/scholarship information
Parent/student college workshops
Junior College night (fall)
Transition programming
Catholic college day
Meetings with visiting college representatives
Representatives from various military branches are invited to answer student questions.

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

Personal/Social
Problem-solving
Referrals to community agencies as needed.
Individual and group counseling

Academics

Credit Requirements to Graduate
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 only if student has a study hall)
2 Credits of World Languages
1 Credit of Financial Literacy
2 Credits of Life Skills/Fine Arts
6 Credits of Electives

Grading Scale

GR	Non-Honors Class	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%

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, each semester, regardless of credits already accumulated. No student may take 2 study halls in the same semester, unless approved by the departments. Students must complete 2 semesters to be included in class rank. All students are required to take a comprehensive semester final each semester for every class. This test will make up 10% of the students' final semester grade.

Late Work
Work is due at the time it is called for and all other submissions shall be considered late. Any work that is not submitted when due will be penalized 30%. If the assignment is not turned in by the beginning of that class's next meeting, it will be entered as a zero.

Physical Education
- 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.
- The State of Iowa does permit waivers of the physical education requirement 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 8 full credit academic courses during the regular 8 period day.
  2. The student is under an academic plan approved by Guidance & Administration Department
  3. Note: Physical education is required for students if the student has a scheduled study hall

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. No changes will be made after the first week of the semester unless initiated by the administration. The administrators, teachers, department chairs, and guidance counselors shall reach consensus before a student is changed or withdrawn from a class. If any student withdraws from any class after six weeks of a semester, the grade becomes an "F" for the semester, unless approved by guidance department or administration.

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, or an email. A student has 7 days from the date that report cards are issued to contact an administrator or counselor to dispute a grade.

Parent-Teacher Conferences
Parent-Teacher Conferences are scheduled periodically during the school year and time will be allotted using the MyConferenceTime app. Parents are always encouraged to communicate with a teacher about a particular concern as they arise during the school year.

Semester Finals
All students are required to complete a semester final in all Bishop Heelan courses. Finals will be worth 10% of the student's semester grade. All students are expected to be in attendance during the last week of the semester so they may complete their tests. Students must have all detentions, fines, and lunch fees completed to be allowed to test. Students who do not have these requirements finished will not be allowed to test and will receive zeroes on their finals.

Academic Performance Affecting Activity Participation
Scholarship Rule 36.15 adopted (3/2/06) by the State Board of Education effective (7/1/06)
- Students 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 the 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 the 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 checkpoint (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. 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 above for more information on student academic assistance and how "Scholarship Rule 36" applies to those with special learning needs.

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 directly in Calculus, English Honors 12, and specific Career Development Classes. Advanced Placement Classes (AP) are also available, and upon successful completion of an AP course, a student can test for college credit. Online classes can be arranged individually through the guidance office for dual high school and college credit. 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 in which they are enrolled as well as the rules of Bishop Heelan High School.

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.

Programs for Students with Academic Challenges

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.**

Silver Cord Service Program

Bishop Heelan High School's Silver Cord Service Program was developed to encourage students to be contributing citizens. Students must have 60 documented hours to qualify, and it is recommended that high school students complete 15 hours each year to achieve this goal. *Service hours may be completed in the summer and turned in when school starts (incoming freshmen included).*

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

We do ask that volunteer hours at school be limited to a maximum of 5 per year and the remaining 10 hours are earned in the community. Silver Cord forms can be picked up from your homeroom, the main office, or the guidance office, and need to be returned to your homeroom when completed. Senior hours are due at the end of the 3rd quarter.

As a general rule working for any non-profit community agency or any of our Catholic Parishes will be approved. Volunteer hours spent to help family (which is still valuable, just not in the spirit of our Silver Cord

Program) or in working with political organizations will not be accepted. Hours spent with a team or sport camp will not be included for Silver Cord. Contact the Dean's Office for a larger list, which includes phone numbers.

Organizations that are Pre-Approved:

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

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

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.

Graduation Information

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. They will receive these items in the spring.

Only students who complete all academic and procedural requirements, which 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.

Valedictorian, Salutatorian, Honor Cords and Bishop Medals for students with a 4.0 or higher will be determined by the student's GPA at the end of third quarter, Senior year.

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 of senior year.)
5. The mid-year graduate may participate in prom, baccalaureate, and graduation if 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 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.

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 Heelan's requirements for academic classes.

II. Positive Leadership			**Maximum of 25 points**
Student Council Officers	1 point/year	1 year	1
CYO Officers	1 point/year	1 year	1
Miracle Makers Officers	1 point/year	1 year	1
Team Captain (Varsity)	1 point/sport	1 year	2
Other* List type & length	1 point/organization	4 years	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
Academic Competition	1 point/year	4 years	4
Team Manager/Statistician	1 point/year	4 years	4
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 the 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).

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 in their 1st period classroom at 8:19 AM.
- Students are seated until released by their teacher, not the bell.
- 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 must call or email the Attendance Office stating the reason for the absence before 9:00 AM the day of the absence.
2. 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.
3. In order to participate in or attend a school activity**, students must arrive no later than 9:00 AM** the day of the scheduled activity. Students must remain in class until the end of the day or dismissal of the activity to participate and/or be a spectator that evening. Time in the office is not considered in class. 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. If a student arrives at school after 9:00am and attends an after-school function without prior authorization, and this attendance is cited after the fact as a violation of school policy, the student will be assigned a Saturday school as a consequence.

***Classifications of Absences**

Planned Absences: 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 2 school days prior to the day of absence. **Teachers will not be required to provide special accommodations for work missed during any planned absence if this process is not followed.**

Medical Appointments: Medical appointments will not be excused without a note from the provider. If your student has a recurring medical appointment/therapy, a note from the provider with the list of days and times will be accepted.

College Visits: Juniors and Seniors will be granted 3 excused college visits per school year. Any absences beyond that need to be pre-approved by the Dean of Students. In order for the day to be excused, a notice of student absence must be completed and returned to the attendance office at least 2 school days prior to the college visit day and an itinerary from the visit and/or a copy of a confirmation email from the college must be turned in after the visit. If the absence slip is not turned in, teachers will not be required to accept late work. If confirmation is brought, the absence will not count against the student**.** Seniors will have a 5/15 deadline for visits.

Job Shadows: Juniors and Seniors will be granted 2 excused job shadows per school year. Prior approval must be gained through the Dean of Students for a visit to be excused. The student must also have an expressed interest in the job being shadowed. The student will be required to complete a Job Shadow form and return it to the Dean's office when they return. A notice of student absence must be completed and returned to the office at least 2 days prior to the job shadow.

Truancy

The following absences will be regarded as truancies and will result in an ISS 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

The Bishop Heelan administration believes that to successfully complete full credit academic courses, students need to be in attendance. The following procedure will be in effect for excessive, non-school related absences from any class during the semester. The absences will reset at semester.

1. Four absences will earn a letter from the Dean/Administration.
2. Seven absences will result in a phone call setting up a meeting with the administration.
3. Ten absences will result in a phone call to parents and the creation of an attendance contract. Contracts will be tailored to fit each individual student's situation.
4. Appointments **without** a medical slip to verify appointments will be counted as an absence. Those who bring a note back will not have absences count against them.

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. Trains, ride issues, and car trouble are excused **once** per semester.

1. A student will receive a detention for every 2 unexcused tardies to any one class in a day.
2. A student will receive an ESS and a $75 fine for the 10th unexcused tardy to any one class in a semester.

Leaving School Early

If a student needs to leave school during the school day, a parent/guardian must inform the Attendance Office via telephone 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 sign out in the Attendance Office before leaving school. This pass 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.

Student Expectations Following An Unplanned Absence

Students are required to communicate with their teachers about any makeup work they may have following an absence. Teachers are not required to allow makeup work for unexcused absences or truancy. Makeup work must be completed in the teacher's classroom and may require time before or after school. Absences longer than 3 days may require a plan with each teacher. Upon return from any excused absence, students are required to turn in work that was due on their first day of absence. For example, if you had an assignment

due on a Wednesday, but were out sick Wednesday and Thursday, you would be expected to turn in the work when you returned on Friday. Missed tests must be scheduled with the teacher on your day of return.

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. 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 transformation home.

Citizenship

Out of School Behavior
Bishop Heelan Catholic School cares about the growth and safety of its students at all times, including time outside of school hours and beyond time spent at school-related functions and events. Students are expected to conduct themselves responsibly and respectfully, and to represent the good name of Bishop Heelan Catholic Schools in their out-of-school behavior. Students who choose irresponsible or negative behaviors away from school, on social media, and outside school hours can expect the school to intervene. The school's intervention will occur through teaching, counseling, communication with parents and community resources, and/or the imposition of disciplinary action which may include detention hours, Saturday Schools, suspensions, and/or expulsion. Incidents are investigated on a case-by-case approach and in some cases consequences may warrant placement on the Bishop Heelan Code of Conduct.

Bullying and Harassment

BULLYING AND HARASSMENT
Approved: July 11, 2007
Revised: September 24, 2025
Reviewed: September 24, 2025
Diocesan Board of Education

It is the policy of the Catholic schools in the Diocese of Sioux City to maintain a learning and working environment that is free from bullying or harassment and to provide all students 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. No employee, volunteer or student shall engage in harassing or bullying behavior toward a student.
It shall be a violation of this policy and state law for any employee, volunteer or student in a Catholic school in the Diocese of Sioux City to bully or harass any 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, 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 in 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 provide all school employees and volunteers training on the Bullying and Harassment Policy of the Diocese and the school. All employees and volunteers will be required to sign the Policy Acknowledgement Form annually. The school may also provide education to school employees, volunteers and students, parents and guardians on skills and knowledge to help reduce incidents of harassment and bullying.
Violations of this policy or procedure will be cause for disciplinary action.
A. Definitions:

"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, cell phones, electronic text messaging, and social media platforms.
“Harassment" and "bullying" - shall be construed to mean any repeated and targeted electronic, written, verbal, or physical act or conduct toward a student that creates an objectively hostile school environment that meets one or more of the following conditions:
● Places the student in reasonable fear of harm to the student's person or property.
Legal References: Iowa Code 729A.1, 280.28(3)
Iowa Administrative Code 281-12.3(13)

● Has a substantially detrimental effect on the student’s physical or mental health.
● Has the effect of substantially interfering with a student's academic performance.
● Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
"Volunteer" - means an individual who has regular, significant contact with students.
B. Procedure for Reporting/Action Regarding Allegations of Bullying or Harassment
● Any student, parent, or guardian of a student, employee or volunteer of a Catholic school in the Diocese of Sioux City who feels that the student has been bullied or harassed: or who feels he/she has witnessed an incident of bullying or harassment; shall contact the building principal or any other staff member. Any staff member to whom a claim of bullying or harassment has been reported shall contact the principal/school administrator immediately.
● Within 24 hours after a claim of bullying or harassment has been received by the school, the principal/school administrator (or President/Pastor) shall notify the parents or guardians of a student who may have been the victim of conduct that constitutes bullying or harassment.
● Claims made against a principal/school administrator shall be reported to the President or Pastor and the Diocesan Superintendent.
● To facilitate a prompt investigation, the principal/school administrator will have the person making the claim fill out the “Bullying or Harassment Complaint 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.
● The principal/school administrator will consider development of a safety plan for the complainant, in collaboration with the parents/guardians.
● The principal/school administrator will interview any witnesses, having them fill out a “Bullying or Harassment Witness Disclosure Form” as completely as possible. Investigators will consider the totality of circumstances presented in determining whether conduct objectively constitutes harassment or bullying.
● The principal/school administrator will interview the person claimed to have committed the bullying or harassment.
● The principal/school administrator will fill out the “Bullying or Harassment Disposition of Complaint Form” upon completing the investigation and provide written notification to the claimant.
● All founded cases of bullying or harassment by a student will be subject to the disciplinary actions outlined in the student handbook or local board-approved schedule of consequences, which may include expulsion.
● 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 Diocesan Policy Manual, as applicable.
● All claims of bullying or harassment, the supporting documentation, final disposition and disciplinary actions shall be filed in the principal/school administrator's office. Any founded cases shall be reported to the superintendent. The school will also provide
Legal References: Iowa Code 729A.1, 280.28(3)
Iowa Administrative Code 281-12.3(13)

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summary information regarding bullying and harassment to other agencies as required by law.
● In the case of a student who threatens physical harm to another student for any reason, a “no-tolerance” stance will be taken. The perpetrator will be suspended from the program

immediately. Reentry will be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

C. IMMUNITY

The law provides immunity from civil or criminal liability to a school employee, volunteer, 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.

D. COLLECTION AND REPORTING

Each Catholic school in the Diocese of Sioux City shall maintain bullying and harassment incident data in their student information system, and report founded incidents as required by Iowa Code 280.28.

E. 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).

Legal References: Iowa Code 729A.1, 280.28(3)
Iowa Administrative Code 281-12.3(13)

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

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

The administrator will determine consequences and notify the harasser. Administrator shall communicate with parents of both the target and the offender general information regarding consequences and follow-up treatment. The consequences will be dependent upon severity of harassment and will be specific to the situation. Options may include:

- Write about how the harassment might affect the victim.
- Two-hour detention
- The principal may determine other consequences.
- Referral to outside psychological or alternate suspension program

2nd Offense
The principal and/or counselor will make the harasser aware of the complaint and will counsel/educate the harasser about appropriate behavior. Parents will be contacted and a 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.

Outside professional counseling may be required. Parents will be required to sign a release of information so BHCS administration may communicate with the therapist. The cost of 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 with by the parents and school. Any consequences outlined above in "1st Offense" may also be required.

3rd Offense
The principal and/or counselor will make the harasser aware of the complaint and will counsel/educate the harasser about appropriate behavior. Parents will be contacted and a 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.

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 will be required to sign a conduct contract with the principal before the student can register for the subsequent school year.

4th Offense
The principal and/or counselor will make the harasser aware of the complaint and will counsel/educate the harasser about appropriate behavior. Parents will be contacted and a 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 a 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
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. The Dean will determine issues of interpretation. 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.

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.

Uniform Shirt
1. Short or long sleeved, with visible collar
2. Solid white or dark navy blue
3. Plain except for Heelan crest or logo less than the size of a 50-cent piece, i.e., the American Eagle logo
4. Always tucked in
5. Turtlenecks may be worn <u>under</u> a shirt and must be white or dark navy blue. Turtlenecks may not be worn alone.
6. All undergarments must not be visible through the overshirt and must be either white or dark navy blue if they extend past the sleeves.

Sweaters/Sweater Vests/Heelan Sweatshirt/Pullover
1. Solid color buttoned cardigans, vests, crew or V-neck sweaters, sweatshirts, fleeced ¼ zip pullovers are allowed.
2. Solid white, gray, or dark navy blue
3. Only Bishop Heelan crest or appropriate emblem or name is allowed.
4. Uniform collared shirts/turtlenecks must be worn underneath V-necks or sweatshirts.
5. Sweaters must be worn properly.
6. Outerwear associated with activities or sports is out of uniform.
7. **<u>Hoodies, full-zip jackets, windbreakers, and pouch pockets are out of uniform.</u>**

Slacks/Pants
1. Dress pants or slack style pants- clean and neat in appearance without holes, frays, or other decoration
2. Solid khaki or dark navy blue in color
3. Solid, unadorned black or brown leather or canvas belt is required if belt loops are present.
4. Distracting belt buckles are not allowed (excessive in size or contain an image or message that goes against the spirit of the Bishop Heelan mission statement)
5. Must be worn at the waist.
6. Pant leg must reach the top of the shoe but not drag on the ground.
7. Snaps, zippers, or rivets on pockets are not allowed. Cargo pants, joggers (elastic on cuff), or patch pockets on pants are not allowed.

Skirts/Shorts/Capris
1. Dennis Uniform and Tommy brand plaid skirts, solid navy or khaki walking shorts and solid navy or khaki capris may be worn year-round.
2. Skirts must be worn at the waist, not rolled, or altered in any way.
3. Skirt and shorts length must be at or below the fingertips when arms are placed at sides.
4. No form fitting shorts are allowed.
5. Any staff member who believes a student's skirt/shorts are too short, will notify the student of the violation. Any student with 3 skirt/short violations for the year will lose the privilege for the remainder of the year.

Neckties/Blazers
Neckties and Navy-Blue blazers are always acceptable uniform attire.

Socks
1. Predominantly solid white, navy blue, black or gray in color. Distracting colors or patterns are not allowed.
2. Must be worn with all footwear and visible above the shoe.
3. Tights may be worn under a skirt and must be plain navy blue, black, or gray with no pattern (including patterns due to construction design).

Shoes
1. Dress shoes, dress boots, dress sandals, leather tennis shoes, or mules are allowed
2. Solid black, gray, or brown tone in color. All other colors are not allowed.
3. Must be clean, neat, and unadorned- no visible fur or faux fur allowed.

4. Slippers, moccasins, and canvas shoes are not in dress code.

Grooming

1. Hairstyles must be neat and uniform. Streaks of unnatural color or otherwise distracting cuts or styles are not allowed.
2. Male students' hair must be above the eyebrows, above the shirt collar while standing, and may touch, but not cover the ear. A female's bangs must not fall in her eyes.
3. Using hair products or styling implements to circumvent these guidelines is not permitted. i.e. gel to keep hair above the eyebrows.
4. Male students must be clean-shaven, and sideburns may not be below the ear lobe, nor excessive in width.
5. Face paint, glitter, sparkles are not allowed.
6. Hairstyles and grooming for extra-curricular events must meet these expectations for a student to represent 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.
7. Teachers and/or administration may ask students to become compliant with grooming at any time.

Body Piercing and Tattoos

1. Two earrings per ear are allowed. Clear or flesh-colored plugs must be used to conceal additional piercings, including nose rings.
2. Other body piercings must be kept out of sight. Spikes and gages are not allowed.
3. Tattoos must not be visible at school and are strongly discouraged in extra-curricular activities.
4. The coach/moderator must require all tattoos to be covered. Any tattoo deemed inappropriate will always be covered.

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).

Physical Education Attire

1. Students must have their physical education attire to earn full participation points.
2. Students must wear navy blue Heelan gym shorts, and a navy blue Heelan T-shirt, socks, and tennis shoes.
3. Uniform items can be purchased in the main office.

Activity Day Attire

1. Each school activity will be allowed to designate 1 dress-up day per regular season and 1 in post-season.
2. The team will wear an approved jersey or team shirt with uniform bottoms.
3. Approved team attire that is uniform compliant can be worn at any time.
4. The Dean of Students must approve the activity dress day prior to the designated date.
5. All eligible team members are expected to participate.

Jeans Day Attire

1. One day allowed per year, per activity.
2. Clean **blue jeans** without holes or tears. No denim shorts, sweats or warm-ups allowed.
3. Uniform dress bottoms are allowed if jeans day requirement (payment) is met.
4. Heelan shirts or sweatshirts with or without collars.
5. Uniform shoes worn with socks.
6. Any student who has not contributed for the day's requirement, and is not in full uniform, will be given the opportunity to contribute and meet the dress code, or receive a detention.
7. Low-cut tops and cropped shirts are not permitted as part of the school dress code. All students are expected to wear clothing that provides appropriate coverage and maintains a respectful, distraction-free learning environment. Shirts must fully cover the chest, midriff, and back at all times, even when sitting, standing, or raising arms. Students who arrive wearing prohibited clothing will be required to change into appropriate attire or may face disciplinary consequences in accordance with school policy.
8. Students who choose not to participate must wear full uniform dress.

Special Dress Day Attire

1. During homecoming and other special occasions, we may allow special dress days.
2. Clothing worn these days must still meet dress code requirements for length and may not be form fitting.
3. Tank-style tops must have an overshirt and may not have scooping or otherwise revealing neck lines.

4. If in doubt, ask beforehand.
5. If the attire is not school appropriate, the student will be asked to return home to change. Any class time missed while changing will be unexcused.

No “form fitting” items (i.e., leggings and/or yoga pants/shorts) allowed at any time.

Marian Day, Baccalaureate, and Graduation Dress Code Requirements

MEN	WOMEN
• Dress shoes; No Tennis or canvas shoes.	• Solid color dress shoes or solid color dress sandals No Flip Flops or boots!
• Dark solid colored dress socks	• Tan nylons/tights are optional. No other colors/patterns are allowed. Socks must not be visible.
• Solid colored dress shirt with ordinary collar & tie • no tux shirts or bow ties	• Dress or skirt/blouse. It looks better when the dress doesn’t hang down below the gown. No high-low dresses.
• Dress slacks neutral, solid color • (khaki, navy, black, brown, gray)	• Pre-approved dress pants, capris, shorts, gauchos, leggings, or split skirts.
• Ties	• Ear jewelry according to dress code. No other visible piercing can be worn. Clear or flesh-colored plugs must be used to conceal additional piercings, including nose rings. No visible tattoos.
• Clean shaven	• Strapless, off the shoulder, or low-cut *(cleavage and back must be covered)* dresses or blouses ARE NOT ALLOWED but spaghetti straps or sleeveless dresses if covered up with sweater or jacket will be permitted.
• No ear jewelry; no visible tattoos	
• Proper hair cut as determined by the administration	**Dresses or skirts will be at the knee or longer with an emphasis on modesty!**

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 the main office on the Wednesday prior to the dance. This form can be picked up in the main office 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 includes 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
    - Any dancing that appears to be “simulating sex” or “grinding”
3. Anyone found 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 35 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 into 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 always wear shoes. Jeans are not allowed.
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.
7. Students previously expelled from Heelan will not be allowed at any of our dances.

Hall Passes
If students wish to see a teacher during a study hall or homeroom, they need to have a blue pass from that teacher. If students wish to use the restroom or leave for another purpose, teachers will sign the hall passes found in the back of the student's planner. 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 at 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 headphones, talk, or use their cell phones.
      3. Technology must be approved and monitored by your moderator for academic use only.
   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 (Blue) slips for this purpose.

Care of Property
Respect for property i.e., 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 is registered parking.
2. A full (school) year parking permit will cost $5.00.
3. Students must register their vehicles with the Main Office to park in Heelan lots. Parking is limited and sign-up 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.
4. Registered vehicles must display their parking tag in their window. Students will be expected to park in specifically assigned spaces.
5. During the school day, students may not drive motor vehicles except by special permission of the Dean of Students.
6. Students parking in non-designated areas or parked improperly will be assessed a detention and may be towed at owner's expense. The Cathedral parking lots, faculty parking areas, and CYO during the school day are examples of the places from which students' cars will be fined or towed.
7. 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 lunchroom. Students can bring a sack lunch if they choose not to eat hot lunch. If parents wish to bring in 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 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 a parent.

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 lunchroom in a safe and orderly manner, they will be asked to bring lunch from home and will 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.

Out-of-Town School Trips
Students attending official school events in other cities are expected to treat hotel, retail, restaurant and event staff and others with courtesy and respect.

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 follow the grooming rules as outlined on page 22 of the student handbook.
- Remember, while there may be a 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.
- Keep the hallways and stairwells of the hotel clean. Pick up after yourself.
- Do not allow the hotel door to slam shut which disturbs other guests.
- Respect hotel property, walls, floors, elevators, bathrooms, and pool areas.
- 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!!

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. A detention will be assigned by the Dean, and the teacher may issue a second.

Dress Code Violations
Every 3 dress code violations equal a detention.

Detention
Students/parents will be notified of their detention obligations via their school email accounts. Students may serve their detention obligations at 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.** Communicate with the Dean of Students regarding unforeseeable conflicts- athletics or having to work are not considered unforeseeable.

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**.**

Every fifth detention in a semester per student will also be assigned to Saturday school and the applicable fine of $25. This will reset at semester. A student who earns 10 detentions in one semester shall also serve an ISS plus $100 fine along with a behavior contract. This will reset at semester.

All detentions, fines and lunch fees must be taken care of before students are allowed to take finals.

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. 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.

Suspension

Suspension is defined as the removal of a student from all classroom and extracurricular activities for a designated period. 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 readmitted 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.

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 the 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.

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 both on and off campus, 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 or are 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 the consequence becoming an 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 semester exams until all fines are paid. (Seniors will not be allowed to participate in graduation)

Community Service
Community service hours will be set under a contract or as an alternative form of discipline. Hours will have a firm due date and failure to complete hours on time will result in Saturday schools and fines assigned weekly until hours are completed. Students who owe community service hours will also:

- Be ineligible and unable to travel with any team or group for any activities. They will be required to participate in practices.
- Be ineligible to attend any school events.
- Not be allowed to take end of the year finals.
- Not be allowed to walk at graduation or attend graduation events.

Once hours have been completed and submitted to the Dean of Students, these restrictions will be lifted.

Behavioral 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.

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 (Including, but not limited to, cell phones, iPods, iPads, tablets, laptops, smart watches,smart glasses, etc.) may be used prior to the start of a student's school day and after final dismissal.

All devices should be stored in their cars and/or turned off in their lockers once the school day begins. 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 only use them for educational purposes.

Students using devices to play games, use social media, or any other activity which is not deemed necessary by the instructor will also fall under the policy for personal electronic devices. Students will not be allowed to use headphones/earbuds unless specifically assigned by an instructor. Unauthorized use will be a violation of this policy. Use with a phone is not allowed.

- **1st Offense** Confiscated-Returned at the end of the school day; Detention issued.
- **2nd Offense** Confiscated, detention issued, and turned into the office at the beginning of the day for the remainder of the semester. Failure to meet this expectation will result in an in school suspension for each incident.

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.

Smart Watches
Students will be allowed to wear smartwatches during the school day. If students appear to be communicating with their watch or using it to surf the internet or access files (including music) they will be required to turn the watch into the teacher and their discipline will fall under the Personal Electronic Devices policy. Students who use their watch to even check the time during a test or quiz will be cited for cheating, as well as a Personal Electronic Device violation. Teachers may require smart watches be turned in during any assessment. Refusal will be considered a violation and decision to take a zero on the assessment.

Social Media
Convincing evidence that a Heelan student is posting racial, demeaning, threatening, or harassing social media content about another Heelan student, teacher, or staff member, will be dealt with according to the content it contains. Discipline could fall under bullying/harassment, racial/demeaning language, serious offenses, and/or other discipline deemed appropriate by administration.

Cheating/ Enabling Cheating
Teachers are to inform the Dean when dealing with any occurrence of cheating. Talking to classmates during any test will be considered cheating. Parents/guardians will be contacted when cheating has been discovered.

- **1st Offense-** Any student cheating or enabling another student to cheat will have their test/quiz removed immediately. The student will be allowed a retake for half credit by the end of the next school day. If they miss that deadline, the work will be entered as a zero. Cheating on daily work will receive an automatic zero. Students will also receive a detention.

- **2nd Offense-** Any student caught cheating for a second time in the same school year will have their test/quiz/assignment taken immediately and will receive a zero with no option for a retake. They will receive a Saturday School, $25 fine, and be placed on a code of conduct contract and probation for the remainder of the school year.

- **3rd Offense-** Any student caught cheating for a third time in the same school year will have their test/quiz/assignment taken immediately and will receive a zero with no option for a retake. They will receive a 2-day ISS, will have to pay the applicable fine, and will be placed on a code of conduct contract and probation for the remainder of their enrollment at Heelan. Additionally, the student will be removed from all Honors courses and the Bishop Heelan chapter of the National Honor Society.

- **4th Offense**- Any student caught cheating while on academic probation for the remainder of their enrollment will have their test/quiz/assignment taken immediately and will receive a zero with no option for a retake. They will also receive an automatic 3-day OSS and will have to pay the applicable fine before being readmitted to class. The student will be subject to review by the STAT team and will be subject to their decision, which may include but is not limited to continued suspension and/or expulsion.

Plagiarism
Plagiarism is a form of cheating. 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. Sharing homework is considered plagiarism.

Cheating on a semester exam will begin as a 3rd Offense.

AI
Students must learn to responsibly, ethically, and effectively engage with AI technologies to enhance their learning experiences while safeguarding their privacy and well-being. Students will maintain academic integrity while using AI tools to complement their education and enhance creativity as teachers permit. They should follow established guidelines for citing AI sources and respect privacy and intellectual property when using AI tools.

Staff may use AI to enhance teaching, learning, and efficiency while ensuring that AI usage is accessible and representative of the norms and values of the school community. Staff will guide students in the ethical use of AI and communicate AI usage expectations for student-generated content consistent with this policy.

Any assignment submitted for any course at Bishop Heelan that is generated by AI or edited by a third party resource will be considered academic dishonesty and fall under the same category as plagiarism and or cheating.

Students are responsible for demonstrating the authenticity of their work and adherence to academic integrity standards. If a concern arises regarding the possible use of AI in completing an assignment, the student must provide sufficient evidence to show that the work is their own and was not generated or improperly assisted by AI. Such evidence may include drafts, revision history, notes, or other documentation that reflects the student's independent thought process and development of the assignment. Failure to provide adequate proof may result in the work being treated as a violation of academic integrity policies.

Racial/Demeaning Language
Heelan recognizes the God given dignity of each individual person. For that reason, the use of racial slurs, and demeaning or derogatory language and actions are not allowed. If the language is directed at an individual, the student will also be sent home for the remainder of the school day and will be suspended out of school the following day. See Out of School Suspension for details.

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 lockers or in locked cars. Consequences for theft will be determined on a case-by-case basis.**

Students are always expected to have their lockers locked. 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, tobacco/nicotine products, or illegal drugs, Bishop Heelan High School will utilize the following protocol any time we have reason to suspect that a student is in possession of, has used, or is under the influence of any of these substances. Only those who give cause for reasonable suspicion that they have been drinking, smoking/vaping, 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.) will be subject to this protocol.

1. Students will be asked to comply with a search of their belongings, including but not limited to, school lockers, backpack, coat/jacket, and other clothing worn. Searches will be conducted according to our Student Search Rule on page 36. Student search may also include an immediate (within 4 hr.) drug analysis/breathalyzer test. 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.
2. Law enforcement and student guardians will be contacted and informed of the situation.
3. Police will issue a citation appropriate to the situation and the student will be asked to comply with the officer's requests.
4. The school will follow its policies relating to substance use and illegal activities, which will include writing a good conduct contract, performing a substance use screening tool (SASSI), a period of ineligibility, community service, and possible referral to complete a substance abuse evaluation and compliance with those findings.
5. If the student is unable to comply due to level of intoxication or otherwise appears to be in medical distress, our crisis protocols will be followed prior to any disciplinary actions.

Tobacco/E-Cigarettes/Hookah Pens/Vaping Products/etc.
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 32 of this handbook).

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.

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.

Serious Offenses

Serious offenses could include being cited by civil/proper authorities, violating an existing contract agreement, bullying, harassment, behavior that severely impacts the learning or safety of another student/staff member, or other behaviors deemed serious in nature by Bishop Heelan administration. If the student is cited, or the behavior occurs 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 a substance use screening (SASSI) by a Heelan counselor or administrator. The result of the SASSI will indicate whether an evaluation/recommendation from an evaluating agency is warranted. Any evaluations will be due to the Dean of Students office and the student will be required to follow through with any recommendations. 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. The result of the SASSI will indicate whether an evaluation/recommendation from an evaluating agency is warranted. Any evaluations will be due to the Dean of Students office and the student will be required to follow through with any recommendations. 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 will be required to follow through with any recommendations given after the evaluation.

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. Students will be required to follow through with any recommendations given after the evaluation.

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 will be required to follow through with any recommendations given after the evaluation.

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. Students will be required to follow through with any recommendations given after the evaluation.

Conduct Code and Leadership Eligibility
Students placed on a conduct code will be removed from all leadership positions, including but not limited to club president, team captain, and extra-curricular officer, as well as from the Bishop Heelan Catholic Chapter of the National Honor Society. Students may reapply for these positions and honors once they are off probation at the end of a calendar year.

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, or a behavior that causes a serious detriment to a student, staff member, or the Heelan community. Charges above a misdemeanor will be considered serious.

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. Food and drinks are not to be stored in the locker, except for a bag lunch brought for that day.

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 of the student's school locker, desk, or other facility or space issued or assigned to, or chosen by the student, without advance notice to 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

All doors at Heelan will be locked during school hours. A buzzer system is installed at the main entrance of the school (the door left of the flag poles). Students arriving late to school and all guests must enter through this door. Students are not allowed to open exterior doors for other students once school has begun. Failure to follow these guidelines will result in detention or other consequences.

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 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 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. This eligibility 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 or attend a school activity**, Students must be in school by 9:00 AM** the day of the scheduled activity. Students must remain in school until the end of the day or dismissal of the activity to participate in the evening. 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.

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 8.

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, a 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.

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.

Information Privacy

Although nonpublic elementary and secondary schools are rarely subject to all of the privacy laws that apply to public schools, it shall be the policy of this Diocese that the following accessibility and confidentiality rules (consistent with the Family and Educational Rights and Privacy Act) will apply to student records:

1. Parents/legal guardians have the right to access and review their students' educational records.
2. Parents/legal guardians have the right to sign a consent form before the school may release personally identifiable, non-directory information (e.g., social security number), except as otherwise noted below.
3. Parents/legal guardians are annually notified of these rights as well as the school's policy for directory information and to opt out of the publication of directory information.
4. These rights transfer to students at age 18.
5. Complaints must first be referred to the local administration before they can be referred to the Diocesan Superintendent.

Examples of records that are not included as part of the student's education record and therefore not available to parents:

1. Records kept in the sole possession of the maker of the records, used only as a personal memory aid and not disclosed to others except as a temporary substitute.
2. Records of a law enforcement unit of the school.
3. Employment records relating to an individual employed by school.
4. Records about an individual created or received after he/she is no longer a student at the school.
5. Grades on peer reviewed papers before they are collected and recorded by a teacher.

Circumstances in which a school may disclose personally identifiable information from a students' educational record without prior consent include: The information is "directory information*"

To school officials (generally administrative, educational and support staff or other agents of the school) with a legitimate educational interest (e.g., the need to review the record in order to fulfill his or her professional responsibility)

To officials of another school where the student transfers or is to enroll

To AEA personnel with a legitimate educational interest

To authorized federal, state or local authorities when the disclosure is necessary to the financial aid process pursuant to an interagency agreement with state and local agencies that are part of the juvenile justice system

To comply with a court order or judicially issued subpoena in connection with a health or safety emergency for any other reason allowed or required under state or federal law

[*Directory Information" is information contained in a student's education record, which would not generally be considered harmful or an invasion of privacy if disclosed. It may include the student's name; address; telephone number; date and place of birth; school email address: grade level: enrollment status;

participation in school activities; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous educational agency or institution attended by the student; photographs, videos of the student's participation in music, speech, athletic or other events; and other similar information.]
Legal Reference: Iowa Administrative Code 281-12.3(4); Iowa Code 280.25

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. 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
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.
The purpose of Internet use is to facilitate communications in support of research and education by providing access to unique resources and opportunities 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.

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 keep their personal home address, home phone number, cell phone number, or phone numbers of any other individuals private.
- Users will protect their password from others.
- Users will only use their real name or Heelan email address.
- Users are always expected to conduct themselves in a morally acceptable manner while on the network.
- Users will use proper language. Profanity, obscenity, or other language which may be offensive to another user is not allowed.
- Users will not use the network for illegal, inappropriate or obscene purposes.
- Users who access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network will face disciplinary procedures.
- 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 uphold 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.

Parents/Guardians need to discuss the Bishop Heelan Catholic Schools' 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.