



## **St. Henry – Our Patron Saint**

- *Born in Bavaria in 973*
- *His father was a wealthy Duke and Saint Henry inherited this title after his father's death.*
- *He was crowned King of Italy in 1004*
- *He became Holy Roman Emperor in 1014*
- *Henry's reign brought a time of peace to the empire*
- *He focused daily on prayer and meditation*
- *He looked to bring glory and honor to God and not to increase his own*
  - *power and wealth.*
  - *He helped to cultivate and foster missionary work that*

*lead to the spread of the Catholic Church and the good news of the Gospel.*

- *He died in 1024*
- *Canonized a Saint in 1146 by Pope Eugene III*
- *His Feast Day is celebrated on July 13th*

## **SHDHS Prayer**

*Lord, we thank you for the blessing of belonging to the SHDHS family. Whether as students or alumni, faculty or staff, parents or friends, we are one in Christ.*

*Help us to live the calling that comes with this gift; the call to excellence in faith, leadership, academics, arts, and athletics.*

*Help us to be like St. Henry and make a difference in this world by faithfully living the gospel.*

*Grant this through Christ our Lord. Amen.*



## **Prayer for our Shepherds O**

*God, shepherd and ruler of all the faithful, look favorably on your servants Francis and Roger, whom you have set at the head of your Church as her shepherds;*

*Grant, we pray, that by word and example they may be of service to those over whom they preside so that, together with the flock entrusted to their care, they may come to everlasting life.*



*Through our Lord Jesus Christ, your Son, who lives and reigns with you in the unity of the Holy Spirit, one God, forever and ever. Amen*

## **Prayer**

*God calls us into a relationship with Him, this is a deep and personal call that moves us to respond. Part of how we respond to this call is through prayer. Pope Emeritus Benedict XVI states, “Praying actualizes and deepens our communion with God. Our prayer can and should arise above all from our heart, from our needs, our hopes, our joys, our sufferings, from our shame over sin, and from our gratitude from the good. It can and should be a wholly personal prayer.”*



*Prayer takes many forms, it can be our actions, a movement of the heart, our words, and even our thoughts. Prayer is transforming and can change our lives for the better as we grow closer to God. On the following pages you will find a selection of prayers to help you along your journey of Faith. As St. Augustine said: “Pray as though everything depended on God. Work as though everything depended on you.”*

## **Devotional Prayers**

### **Our Father (English)**

*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*

### **Our Father (Latin)**

*Pater Noster, qui es in caelis, sanctificetur nomen tuum.  
Adveniat regnum tuum.  
Fiat voluntas tua, sicut in caelo et in terra.  
Panem nostrum quotidianum da nobis hodie,  
et dimitte nobis debita nostra sicut et nos dimittimus debitoribus nostris.  
Et ne nos inducas in tentationem, sed libera nos a malo.  
Amen.*

### **Hail Mary (English)**

*Hail Mary, full of grace.  
Our Lord is with thee.  
Blessed art 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*

### **Hail Mary (Latin)**

*Ave Maria, gratia plena, Dominus tecum.  
Benedicta tu in mulieribus,  
et benedictus fructus ventris tui, Iesus.  
Sancta Maria, Mater Dei, ora pro nobis peccatoribus, nunc,  
et in hora mortis nostrae.  
Amen*

### **Glory Be (English)**

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

### **Glory Be (Latin)**

*Gloria Patri, et Filio, et Spiritui Sancto.  
Sicut erat in principio, et nunc, et semper, et in saecula saeculorum.  
Amen*

### **Prayer of St. Michael the Archangel**

*St. Michael the Archangel,  
defend us in battle.  
Be our defense against the wickedness and snares of the Devil.  
May God rebuke him, we humbly pray,  
and do thou,  
O Prince of the heavenly hosts,  
by the power of God,  
thrust into hell Satan,  
and all the evil spirits,  
who prowl about the world  
seeking the ruin of souls.  
Amen..*

### **Prayer of St. Francis of Assisi**

*The Prayer of Saint Francis  
Lord, make me an instrument of thy peace.  
Where there is hatred, let me sow love;  
Where there is injury, pardon;  
Where there is doubt, faith;  
Where there is despair, hope;  
Where there is darkness, light;  
Where there is sadness, joy.*

*O divine Master, grant that I may not so much seek  
To be consoled as to console,  
To be understood as to understand,  
To be loved as to love;  
For it is in giving that we receive;  
It is in pardoning that we are pardoned;  
It is in dying to self that we are born to eternal life.  
Amen*

## **Guardian Angel**

*Angel of God, my guardian dear,  
To whom God's love commits me here,  
Ever this day, be at my side,  
To light and guard, Rule and guide.  
Amen*

## **Anima Christi Soul**

*of Christ, sanctify me  
Body of Christ, save me  
Blood of Christ, inebriate me  
Water from Christ's side, wash me  
Passion of Christ, strengthen me  
O good Jesus, hear me  
Within Thy wounds hide me  
Suffer me not to be separated from Thee  
From the malicious enemy defend me  
In the hour of my death call me  
And bid me come unto Thee  
That I may praise Thee with Thy saints  
and with Thy angels  
Forever and ever  
Amen*

## **Marian Prayers**

### **Hail Holy Queen (English)**

*Hail, holy Queen, Mother of mercy, hail, our life, our sweetness and our hope.  
To thee do we cry, poor banished children of Eve:  
to thee do we send up our sighs, mourning and weeping in this vale of tears.  
Turn then, most gracious Advocate, thine eyes of mercy toward us,  
and after this our exile, show unto us the blessed fruit of thy womb, Jesus,  
O merciful, O loving, O sweet Virgin Mary!  
Amen*

### **Hail Holy Queen (Latin)**

*SALVE REGINA, Mater misericordiae.  
Vita, dulcedo, et spes nostra, salve.  
Ad te clamamus exsules filii Hevae.  
Ad te Suspiramus, gementes et flentes in hac lacrimarum valle.  
Eia ergo, Advocata nostra, illos tuos misericordes oculos ad nos converte.  
Et Iesum, benedictum fructum ventris tui, nobis post hoc exsilium ostende.  
O clemens, o pia, o dulcis Virgo Maria.*

### **Loving Mother of our Savior (English)**

*Loving Mother of the Redeemer,  
gate of heaven, star of the sea,  
assist your people who have fallen yet strive to rise again.  
To the wonderment of nature you bore your Creator,  
yet remained a virgin after as before.  
You who received Gabriel's joyful greeting,  
have pity on us poor sinners.  
Amen*

### **Loving Mother of our Savior (Latin)**

*Alma Redemptoris Mater, quae pervia caeli  
Porta manes, et stella maris, succurre cadenti,  
Surgere qui curat populo: tu quae genuisti,  
Natura mirante, tuum sanctum Genitorem,  
Virgo prius ac posterius, Gabrielis ab ore  
Sumens illud Ave, peccatorum miserere.*

### **Queen of Heaven (English)**

*V. Queen of Heaven, rejoice, alleluia.  
R. For He whom you did merit to bear, alleluia.  
V. Has risen, as he said, alleluia.  
R. Pray for us to God, alleluia.  
V. Rejoice and be glad, O Virgin Mary, alleluia.  
R. For the Lord has truly risen, alleluia.*  
*Let us pray. O God, who gave joy to the world through the resurrection of Thy Son,  
our Lord Jesus Christ, grant we beseech Thee, that through the intercession of the  
Virgin Mary, His Mother, we may obtain the joys of everlasting life. Through the  
same Christ our Lord. Amen.*

### **Queen of Heaven (Latin)**

*V. Regina caeli, laetare, alleluia.  
R. Quia quem meruisti portare, alleluia.  
V. Resurrexit, sicut dixit, alleluia.  
R. Ora pro nobis Deum, alleluia.  
V. Gaude et laetare, Virgo Maria, alleluia.  
R. Quia surrexit Dominus vere, alleluia.*  
*Oremus. Deus, qui per resurrectionem Filii tui, Domini nostri Iesu Christi, mundum  
laetificare dignatus es: praesta, quaesumus; ut per eius Genetricem Virginem  
Mariam, perpetuae capiamus gaudia vitae. Per eundem Christum Dominum  
nostrum. 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.*

## **Prayers for Specific Intentions**

### **A Prayer for Teachers**

*Loving God,*

*We thank you for the blessing of our teachers.*

*We thank you for the many sacrifices  
our teachers make in order to teach in a Catholic School.*

*Bless each one of our teachers  
and fill them with the gift of your wisdom and love.*

*We pray in the name of Jesus, the Lord.*

*Amen*

### **A Student's Prayer**

*God,*

*Thank you for giving me life.*

*Help me to do my work well.*

*Inspire me to discover my talents.*

*Open my heart and mind to new ideas.*

*When I feel like giving up or not giving my best, Renew my spirit.*

*I pray that my education helps me to better serve you, your creation, and all your  
people. And that I might grow in grace.*

*Amen*

### **Prayer before a test**

*Lord Jesus,*

*I ask that you guide me as I take this test,*

*Calm my nerves and anxiety.*

*Help me to remember all that I have studied,  
to express it clearly and to answer the questions to the best of my ability.*

*Amen*

### **Prayer of Service**

*God,*

*You have created us all to be like you.*

*Help me to see my own value and the worth of every person I meet.*

*Open my eyes to understand more deeply the ways  
the world breaks people's hearts and spirits.*

*Help me to have the courage and faith to go out and share your message of love,  
Especially through my words and actions.*

*Thank you for the light you give us, showing us the path to a better world.*

### **Universal Prayer for Peace**

*Lead me from death to life, from falsehood to truth.*

*Lead me from despair to hope, from fear to trust.*

*Lead me from hate to love, from war to peace.*

*Let peace fill my heart, my world, and my universe.*

*Amen*

### **A Prayer for Those in Stress**

*God grant me the serenity  
to accept the things I cannot change;  
courage to change the things I can;  
and wisdom to know the difference.*

*Amen*

### **Prayer for Self Confidence**

*Lord, true source of light and wisdom,  
give me Your confidence to trust my God-given capabilities.  
Help me with each task at hand Guide me through its completion.*

*Amen.*

### **Prayer in time of Need**

*Heavenly Father, in my present need,  
help me to believe that you are aware of my anxiety  
and will do what is best for me.  
Give me strength to trust you and put the present and future in your hands.  
Grant this through Christ, our Lord, Amen.*

### **Prayer in Sorrow**

*God of all consolation, in your unending love and mercy for us,  
you turn the darkness of death into the dawn of new life.  
Show compassion to your people in sorrow.  
Be our refuge and our strength to lift us from the darkness of this grief  
to peace and joy in your presence.  
We ask this through Christ, our Lord, Amen.*

### **Prayer for Families**

*God our loving Father, thank you for our parents and other family members.  
We understand that while friends are important, our families are for always.  
Thank you O God, for our families, and help us to be patient with them.  
We pray in the name of Jesus, our Lord, Amen.*

### **Prayer for those serving in the Military**

*Lord, bless the men and women of our military  
as they answer the call to serve our nation and defend our freedom.  
Protect them, particularly those in harm's way.  
Most of all let them know your love:  
that you are with them, and that you will never forsake or abandon them.  
I ask this in the precious name of Jesus our Lord and Savior.*

*Amen*

### **God Alone**

*Let nothing disturb you.  
Let nothing frighten you.  
All things pass.  
God never changes.  
Patience attains all that it strives for.  
He who has God finds he lacks nothing.  
God alone suffices.  
Amen.*

### **Prayer to the Holy Spirit**

*Come, Holy Spirit, fill the hearts of your faithful.  
And kindle in them the fire of your love.  
Send forth your Spirit and they shall be created.  
And you will renew the face of the earth.  
Amen*

### **Prayer of Trust**

*My Lord God, I have no idea where I am going.  
I do not see the road ahead of me.  
I cannot know for certain where it will end.  
Nor do I really know myself,  
and the fact that I think that I am following your will  
does not mean that I am actually doing so.  
But I believe that the desire to please you does in fact please you.  
And I hope I have that desire in all that I am doing.  
I hope that I will never do anything apart from that desire.  
And I know that if I do this you will lead me by the right road,  
though I may know nothing about it.  
Therefore will I trust you always,  
though I may seem to be lost and in the shadow of death.  
I will not fear, for you are ever with me,  
and you will never leave me to face my perils alone.  
Amen*



## Chaplet of Divine Mercy

1. Begin with the Sign of the Cross, 1 Our Father, 1 Hail Mary and The Apostles Creed.
2. Then on the Our Father Beads say the following: Eternal Father, I offer You the Body and Blood, Soul and Divinity of Your dearly beloved Son, Our Lord Jesus Christ, in atonement for our sins and those of the whole world.
3. On the 10 Hail Mary Beads say the following: For the sake of His sorrowful Passion, have mercy on us and on the whole world.

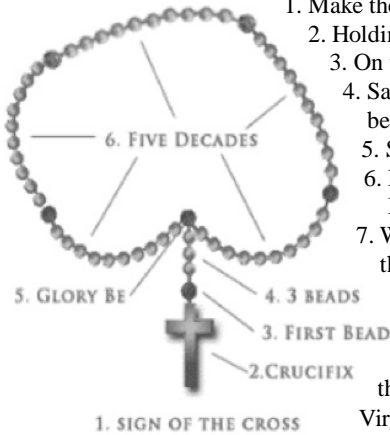
*(Repeat step 2 and 3 for all five decades).*

4. Conclude with (three times):

*Holy God, Holy Mighty One, Holy Immortal One, have mercy on us and on the whole world.*



## The Holy Rosary



1. Make the Sign of the Cross.
2. Holding the Crucifix, say the Apostles' Creed.
3. On the first bead, say an Our Father.
4. Say three Hail Marys on each of the next three beads.
5. Say the Glory Be
6. For each of the five decades, announce the Mystery, then say the Our Father.
7. While fingering each of the ten beads of the decade, next say ten Hail Marys while meditating on the Mystery. Then say a Glory Be.

(After finishing each decade, some say the following prayer requested by the Blessed Virgin Mary at Fatima: "O my Jesus, forgive us our sins, save us from the fires of hell, lead all souls to Heaven, especially those who have most need of your mercy.")

After saying the five decades, say the "Hail, Holy Queen, followed by this dialogue and prayer:

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

**Concluding Prayer:** *Let us pray: O God, whose Only Begotten Son, by his life, Death, and Resurrection, has purchased for us the rewards of eternal life, grant, we beseech thee, that while meditating on these mysteries of the most holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through the same Christ our Lord. Amen.*

## The Mysteries of the Holy Rosary

The **Five Joyful Mysteries** are traditionally prayed on the Mondays, Saturdays, and Sundays of Advent:

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

The **Five Sorrowful Mysteries** are traditionally prayed on the Tuesday, Friday, and Sundays of Lent:

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

The **Five Glorious Mysteries** are traditionally prayed on the Wednesday and Sundays outside of Lent and Advent:

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

The **Five Luminous Mysteries** are traditionally prayed on Thursdays:

1. The Baptism of Christ in the Jordan
2. The Wedding Feast at Cana
3. Jesus' Proclamation of the Coming of the Kingdom of God
4. The Transfiguration
5. The Institution of the Eucharist

# How to make a Good Confession

## Five Steps For a Good Confession

1. Examine your conscience.
2. Be sincerely sorry for your sins.
3. Confess your sins to a priest.
4. Resolve to amend your life.
5. After your confession, do the penance the priest assigns.

## Procedure in the Confessional

You say:

***"Bless me, Father, for I have sinned. It has been - (state the length of time) – since my last confession. These are my sins."***

Then tell your mortal sins and the number of times committed. If you have no mortal sin to confess, then confess the venial sins you have committed since your last confession. When you have finished telling your sins, you should say:

***"For these and all the sins of my past, I am truly sorry."***

The priest now gives the necessary advice, assigns your penance and asks you to say the Act of Contrition (in some form). Then wait and listen as the priest gives the absolution

Then say ***"Thank you, Father"***, then leave the confessional and then perform the penance assigned by the priest.

## The Differences in sins

There are two kinds of actual sin, **mortal** and **venial**.

**Mortal** sin is a horrible offense against God, so horrible that it destroys the life of grace in the soul. Three simultaneous conditions must be fulfilled for a mortal sin: (1) the act must be something very serious; (2) the person must have sufficient understanding of what is being done; (3) the person must have sufficient freedom of the will. So I cannot commit a mortal sin if the matter is not serious (e.g., if I stole a small amount of money from my employer), or if I did not know what I was doing (e.g., if I were to hurt someone accidentally or unthinkingly), or if I did not act with full freedom (e.g., I was under physical or emotional pressure).

A Catholic should know well the difference between mortal and venial sins. Deliberately missing Sunday Mass without sufficient cause is to be considered a very serious mortal sin.

## Examination of Conscience

### 1. I am the Lord your God. You shall not have strange gods before me.

Do I give God time every day in prayer?  
Do I seek to love Him with my whole heart?  
Have I been involved with superstitious practices (horoscopes or ouija boards) or have I been involved with the occult?  
Do I seek to surrender myself to God's Word as taught by the Church?  
Have I ever received Communion in the state of mortal sin?  
Have I ever deliberately told a lie in Confession or have I withheld a mortal sin from the priest in Confession?

### 2. You shall not take the name of the Lord your God in vain.

Have I used God's name in vain: lightly or carelessly?  
Have I been angry with God?  
Have I wished evil upon any other person?  
Have I insulted a sacred person or abused a sacred object?

### 3. Remember to keep holy the Lord's Day.

Have I deliberately missed Mass on Sundays or Holy Days of Obligation?  
Have I not kept Sunday as a family day and a day of rest?  
Do I do needless work on Sunday?  
Do I make others work on Sunday?

### 4. Honor your father and your mother.

Do I honor and obey my parents?  
Have I neglected my duties to my spouse and children?  
Have I given my family good religious example?  
Do I try to bring peace into my home life?  
Do I care for my aged and infirm relatives?  
Do I respect my elders?  
Do I respect my pastor, bishop, and the Pope?

### 5. You shall not kill.

Have I had an abortion or encouraged anyone to have an abortion?  
Have I physically harmed anyone?  
Have I abused alcohol or drugs?  
Did I give scandal to anyone, thereby leading them into sin?  
Have I been angry or resentful?  
Have I harbored hatred in my heart?  
Have I been sterilized for reasons of birth control?  
Have I encouraged or condoned sterilization?

### 6. You shall not commit adultery.

Have I been faithful to my marriage vows in thought and action?  
Have I engaged in any sexual activity before marriage or outside of marriage?  
Have I used any method of contraception or artificial birth control?  
Has each sexual act in my marriage been open to the transmission of new life?  
Have I respected all members of the opposite sex, or have I thought of other people as objects?  
Have I been guilty of any homosexual activity?  
Do I seek to be pure in my thoughts, words and actions?  
Am I careful to dress modestly, so as not to tempt others?  
Have I been guilty of masturbation with myself.

### 7. You shall not steal.

Have I stolen what is not mine?  
Have I returned or made restitution for what I have stolen?  
Do I waste time at work, school or at home?  
Do I gamble excessively, thereby denying my family of their needs?  
Do I pay my debts promptly?  
Do I seek to share what I have with the poor?

### 8. You shall not bear false witness.

Have I lied?  
Have I gossiped?  
Have I harmed someone's reputation?  
Have I spoken behind someone else's back?  
Am I critical, negative, or uncharitable in my thoughts of others?  
Do I keep secret what should be kept confidential?

### 9. You shall not desire your neighbor's wife.

Have I consented to impure thoughts? Have I caused them by impure television, movies, books, magazines or internet?  
Do I pray at once to banish impure thoughts and temptations?  
Do I listen to, or engage in, impure conversations or jokes?

### 10. You shall not desire your neighbor's goods.

Am I jealous of what other people have?  
Do I envy other people's families or possessions?  
Am I greedy or selfish?  
Are material possessions the purpose of my life?  
Do I trust that God will care for all of my material and spiritual needs?

## An Act of Contrition

***"O my God, I am heartily sorry for having offended Thee, and I detest all my sins, because I dread the loss of heaven, and the pains of hell, but most of all because they offend Thee, my God, Who art all good and deserving of all My love. I firmly resolve, with the help of Thy grace, to sin no more and to avoid the near occasions of sin. Amen."***





**Official Policies & Procedures St.  
Henry District High School  
Diocese of Covington  
2018–2019**

Mr. David M. Otte, Principal  
Mr. David Gish, Vice Principal

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# SAINT HENRY DISTRICT HIGH SCHOOL

## PHILOSOPHY OF EDUCATION

The faculty of Saint Henry District High School, realizing its Christian orientation, bases its philosophy of education on the following passage translated from the section “Declaration on Christian Education” Vatican II, Gravissimum Educationis, 20 Oct. 1965:

Since every man of whatever race, condition, and age is endowed with the dignity of a person, he has an inalienable right to an education corresponding to his proper destiny and suited to his native talents, his sex, his cultural background, and his ancestral heritage. At the same time, this education should pave the way to brotherly association with other peoples so that genuine unity and peace on earth may be promoted. For a true education aims at the formation of the human person with respect to the good of those societies of which, as a man, he is a member, and in whose responsibilities, as an adult, he will share.

Consequently, as educators, we at Saint Henry District High School see a need for attention directed to individual persons and to community life of this school. We believe that each student’s needs are important and deserve our thoughtful response. Since it is impossible to “produce students” according to any preconceived pattern, we will endeavor to respect individual differences, thereby discovering and developing the special talents of our students.

Within this Christian community of Saint Henry District High School, we hope to promote the student’s personal freedom, thus encouraging the student to assume the responsibility for his/her own development. Only through experiencing freedom can a student be trained in responsibility. Students have the opportunity to take part in the life of the school, its discipline, and all its operations. By promoting the welfare of St. Henry District High School as a whole, we hope to build within our students, a positive attitude toward their responsibility for their learning.

Saint Henry District High School acknowledges that parents are the primary educators of their children. In sending their children to this school, parents share their responsibility with teachers competently trained to help these students develop their “native talents”. A coordinated effort between parents and teachers is required at all times to make sure that the best interests of the students and school are being served.

To implement this philosophy we have developed the following objectives:

1. To provide an atmosphere of openness and acceptance in our classrooms so that Christian values can be discussed and experienced daily in our Christian community.
2. To provide the counseling necessary to identify each student’s needs and work with parents and teachers in order to help meet those needs.
3. To provide opportunities in every area of study for choice—regarding where to learn, how to learn, or what aspects to learn.



4. To place as much emphasis on creativity and critical thinking as we do on mastery of subject matter.
5. To offer a physical education program that provides the fitness necessary for adolescent development and at the same time provides a center for school spirit.
6. To offer the type of extracurricular activities that promotes the exercise of responsibility and cultural enrichment.
7. To make every effort to broaden student understanding of those outside their age group, by providing speakers and assemblies within the school, and taking students out of the school into the larger community.
8. To arrange meetings with parents to acquaint them with the content of each course and to inform them of their child's progress.
9. To maintain the discipline necessary for implementing the above goals.
10. To provide educationally stimulating programs for the faculty to help them achieve the objectives stated above.

### **MISSION STATEMENT**

St. Henry District High School (SHDHS) is committed to providing a well-rounded, college-preparatory education that teaches students to live the Catholic faith by embracing the Gospel message of Jesus Christ.

SHDHS is an active faith community characterized by our five pillars of success: Faith, Scholarship, Athletics, Arts, and Leadership.

### **STUDENT HANDBOOK**

This student handbook is provided to each student at St. Henry District High School as part of the general fee. However, it is the student's responsibility to maintain this handbook in its original condition. The handbook provides three functions: the student handbook, a daily planner, and the student's hall pass. In order for the student to be able to use his/her hall pass, the entire handbook must remain in its original condition.

## ACADEMICS

**PRE-COLLEGE CURRICULUM:** In order to attend college in Kentucky, a student must fulfill the basic graduation requirements as well as accumulate a minimum of 24 credits. These credits include seventeen required credits plus seven electives. Electives should be in social studies, science, mathematics, English and language arts, arts and humanities, nonnative (foreign) language, and, above the introductory level, in agriculture, industrial technology, business, marketing, family and consumer sciences, health sciences, and technology education, and career pathways.

**WEIGHTED CLASSES:** For the purpose of class standing, certain classes will have weighted value. The weighted average will only be reflected in the student's GPA and not on the report card as a grade in that particular course. Any course listed in the Course of Study as an AP level class will carry a weight of 1.08 times the grade earned in that class. Any course listed in the Course of Study as an Honors level class will carry a weight of 1.04 times the grade earned in that class.

**COURSE OF STUDY:** The following Course of Study lists all the classes offered at St. Henry District High School. With the exception of the Catechetics (Religion) classes, which follow the curriculum set by the USCCB and the Diocese of Covington, courses coincide with those listed in the Program of Studies for Kentucky Schools.

### ENGLISH

English I	English I - Honors
English II	English II - Honors
English III	English III - Honors
English IV	AP English
Journalism	Drama I
Drama II/III	Speech/Communications

### FOREIGN LANGUAGE

Latin I	Spanish I
Latin II	Spanish II
Latin I - Honors	Spanish I - Honors
Latin II - Honors	Spanish II - Honors
Latin III - Honors	Spanish III - Honors
AP Latin	AP Spanish

### SCIENCE

STEM Explorations	STEM Explorations - Honors
Biology	Biology - Honors
Chemistry	Chemistry - Honors
Anatomy	Anatomy - Honors
AP Biology	AP Chemistry
Physics - Honors	AP Physics
Environmental Science	

**CATECHETICS (RELIGION)****Freshmen year** Fall: Introduction to Catholicism

Spring: Course 1 Faith and Revelation: An Introduction to Scripture

**Sophomore year** Fall: Course 2 Who Is Christ?

Spring: Course 3 The Mission of Christ

**Junior year** Fall: Christ and the Church and Christ

Spring: Christ and the Sacraments

\*\*All juniors are required to attend an overnight retreat sponsored by SHDHS Campus Ministry. Attendance is required in order to pass Junior Catechetics for the year.\*\*

**Senior year** Fall: Our Moral Life in Christ

Spring: The Call of Christ: On Christian Vocations

**MATHEMATICS**

Algebra I

Precalculus

Algebra I – Honors

Precalculus - Honors

Geometry

AP Statistics

Geometry – Honors

Calculus - Honors

Algebra II

Computer Science - Honors

Algebra II - Honors

AP Computer Science

Algebra III

AP Calculus

Statistics

**SOCIAL STUDIES**

AP Human Geography

AP United States Government

Global and Digital Citizenship

World Civilization

World Civilization - Honors

AP World History

AP United States History

United States History

Psychology

AP Modern European History

Government (½ credit)

AP Psychology

Special Topics in History

Economics (½ credit)

**HEALTH AND PHYSICAL EDUCATION**

Physical Education (½ credit)

Health (½ credit)

Wellness and Lifetime Fitness

**ART AND MUSIC**

AP History of Art

Art I

Art II

Art III

Senior Portfolio

AP Studio Art

Chorus

Chamber Choir

Beginning Band

Advanced Band

Digital Art and Design

**BUSINESS**

Principles of Business

Business Law (½ credit)

Accounting I

Accounting II

Personal Business Management (½ credit)

Economics (½ credit)

**TECHNOLOGY**

Global and Digital Citizenship

User Interface Design

Computer Science - Honors

AP Computer Science

**VOCATIONAL:** Students interested in vocational programs must work with the counselors to determine the best program and whether or not it will work into their schedule. Graduation requirements must be fulfilled at St. Henry District High School. Vocational school will replace the student’s elective courses.

**CLASS STANDING:** The following number of credits is necessary to advance to the next grade level:

1. At the end of the freshman year, a student must have five credits to be classified a sophomore for the coming school year.
2. At the end of the sophomore year, a student must have eleven credits to be classified a junior for the coming school year.
3. At the end of the junior year, a student must have seventeen credits to be classified a senior for the coming school year.

A student who has been held back because of a lack of credits may request to advance to his/her proper class standing at semester break. This student must earn enough credits by mid-year that would put the student back on track with his/her original classmates at the conclusion of the current school year.

One full credit may be earned each summer through an approved summer school or through correspondence courses. School permission is required for all make-up work.

**GRADUATION REQUIREMENTS:** Twenty-four credits are required for graduation from St. Henry District High School. These courses must include the following classes:

4 Religion	4 English	4 Mathematics	1 Global/Digital
3 Science	3 Social Studies	1 PE/Health	1 Fine Arts

**REPORT CARDS:** The school year is divided into four grading periods of nine weeks each. Report cards are made available to students and parents at these times. St. Henry District High School operates on a numerical grading system. A grade of seventy or higher is passing. While report cards list four separate quarter marks, only the yearly average is recorded on the student’s permanent record.

Semester averages are calculated by using the following formula: forty percent of each quarter grade in a given semester plus twenty percent of the semester exam grade from that semester. The yearly average is calculated by using the following formula: twenty percent of each quarter grade plus ten percent of each exam.

Shortly after the end of the first quarter, parents are requested to pick up the first quarter report card at school. Also, at this time, parents may meet with any or all of their child’s teachers. All other report cards are mailed to the parents. Beginning with the second quarter report cards, report cards may be held for any delinquencies to the school. Report cards will be released as soon as all delinquencies are made up.

**EXAMS:** Exams are administered to the entire student body at the conclusion of each semester. These exams are comprehensive for the entire semester in which they are given. Separate exam marks are given and recorded on the report card for these exams. Students are exempt from a second semester exam if they have an average of 95 or higher in that particular class. This average is figured by averaging the third and fourth quarter grades. Students may also be exempt if they have an “A” average in each of the four quarters. Also, students who take the AP exam in a given class may be

exempt from the final exam. Students who miss an exam because of an absence must make up that exam by the end of the week in which exams are given. Exceptions to this must be approved by the administration.

**PROGRESS REPORTS:** Progress reports are available on-line through a web-based program. All students and their parents will be given an account with a password that gives access to that student’s information. Grades will be posted by the teachers on a regular basis. Students and parents can then access that information at any time during each quarter. Information may be withheld if the family is delinquent on tuition.

**FAILURES:** A student who fails to have the required number of credits per his/her grade level at the end of the school year is expected to make up the deficit in some manner. Summer school, correspondence courses, and registration for the following year are possible ways of making up this credit. The counselor must approve these options. English and Religion failures must be made up by the start of the next school year. For credit recovery (summer school, correspondence courses, etc.), the maximum grade recorded will be a seventy percent. For enrichment courses, the actual grade for that class will be recorded.

For clarification on individual courses, a distinction is made between building and non-building. A building course is one in which the basics of the first semester are required in order to succeed in the second semester. A non-building course is one in which the material in the second semester is not necessarily dependent on the first semester.

In building courses, a full credit will be given when a second semester grade can offset a first semester failure by producing a yearly average of seventy or more. However, a second semester failure can only be made up by repeating the entire year. If a yearly average is below seventy, while the second semester average was passing, only the first semester needs to be repeated. In courses not required for graduation, credit will be awarded for each semester passed. The building courses include:

Algebra I, II, III	Computer Science I, AP	Geometry
College Algebra	Precalculus	AP Statistics
Calculus/AP Calculus	Accounting I, II	Chemistry
Latin I, II, III, AP	Spanish I, II, III, AP	Physics
AP Physics	AP Chemistry	Anatomy and Physiology
Environmental Science	Global and Digital Citizenship	

In non-building courses, credit will be granted separately. That is, one-half credit will be given for each semester passed. In making up a failure in a non-building course, only the semester failed needs to be repeated. Partial credit will not be awarded for semester (½ credit) classes. The entire semester must be repeated to receive credit.

### **GUIDANCE AND COUNSELING PROGRAM**

**GUIDANCE AND COUNSELING:** St. Henry District High School provides a program of personal, educational, spiritual, and vocational guidance coordinated by a certified counselor. Some of its services include: individual and group counseling, career and educational information, and testing.

**TESTING:** The school administers a testing program under the direction of a qualified school counselor. Results are communicated by the guidance counselor to students and/or parents. The program consists of:

Grade 8:	High School Placement Test
Grade 9:	Pre-ACT
Grade 10:	Pre-ACT, PSAT, ACT (practice)
Grade 11:	PSAT, ACT (practice) Advanced Placement (AP) Exams (optional) ACT & SAT
Grade 12:	Advanced Placement (AP) Exams (optional) ACT & SAT

**TRANSCRIPTS:** A transcript of credits will be sent to all schools and employers upon request. The request should include name, year of graduation, and the name and address of those to whom you wish the transcript sent. **NO TRANSCRIPTS WILL BE FORWARDED UNTIL ALL OBLIGATIONS TO THE SCHOOL HAVE BEEN MET.**

**REGISTRATION:** In March of each year, the students will register for courses for the following year. In August of each year, prior to the opening of school, students will be mailed their schedules along with other pertinent information. Each student is required to take seven classes during regular school hours.

**SCHEDULE CHANGES:** Registration for classes takes place in the spring of the year for the upcoming school year. Students are encouraged to choose their classes wisely and are told that they must follow the schedule that they have chosen. The master schedule is made based on the courses that the students choose in the spring of the year. This makes it very difficult to change schedules once the master schedule has been made. Therefore, schedule changes will not be made unless recommended by the counselors or administration. Any of these recommended schedule changes should be made within the first two weeks of school. Other recommended changes could be made at either a quarter or semester break.

**COLLEGE VISITATION:** The following guidelines must be followed for college visits taken during the school year:

1. A student is allowed three visits on or during school days. Students may visit as much as they like on days off or weekends. After three school-day visits, the student will take an excused absence.
2. If a visit is during the school day, the counselor must receive at least a one-week notice and the appropriate permission slip allowing the student to make the visit.
3. An official acknowledgement of the visit from the college needs to be given to the school counselor on the next day in attendance after the college visit.
4. No more than three students are permitted to go on a college visit on a given day.
5. There should be no college visits after April 15.
6. The high school administration may waive any of the above requirements in special situations.

## DEPARTMENT OF RELIGIOUS FORMATION

**PURPOSE:** Using Christ and Scripture as its foundation, The Congregation for Catholic Education (1977) described the mission of Catholic schools as follows: The Catholic school is committed ... to the development of the whole man, since in Christ, the Perfect Man, all human values find their fulfillment and unity. Herein lies the specifically Catholic character of the school. Its duty to cultivate human values in their own legitimate right in accordance with its particular mission to serve all men has its origin in the figure of Christ. He is the One who ennobles man, gives meaning to human life, and is the model which the Catholic school offers to its pupils. (para. 35)

The goal and purpose of the Department of Religious Formation is to help support and foster the development of the whole person with Christ as the model. This is the mission of St. Henry District High School which is: “committed to providing a well-rounded, college-preparatory education that teaches students to live the Catholic faith by embracing the Gospel message of Jesus Christ.”

**Structure:**To develop the model for the department we took the Program for Priestly Formation model of Pastoral, Human, Intellectual, and Spiritual pillars of development and shaped them to fit the SHDHS community.

We next considered the theological concept of “Lex Orandi, Lex Crendi, Lex Vivendi” which basically states: how we pray is affected by how we believe which is affected by how we live. In this we found a foundation in the four pillars as well as a way to display how the pillars will function together.

The resulting structure of the department is as follows: The department as a whole is being labeled as the Department of Religious Formation, and it will be led and supervised by a director who is assigned by and reports to the principal of St. Henry District High School. The department is subdivided into three pillars of formation: Catechetics, Campus Ministry, & Service. Each formation pillar is led by a coordinator who works with and reports to the department director. Each pillar focuses on a specific area of formation and collectively provides for a complete four-year formation experience at St. Henry District High School.

### CATECHETICS PILLAR

**PURPOSE:** The main function of the Catechetics Pillar is to provide for the catechetical foundation of the students at St. Henry District High School. This pillar will oversee the teaching of the Catholic faith to our students. It will accomplish this by providing a full implementation and presentation of the Catechetics curriculum given by the Diocese of Covington and the USCCB. All Catechetics teachers are members of this formation pillar.

**CURRICULUM:** See description on page 7 of the Student/Parent Handbook

### CAMPUS MINISTRY PILLAR

**PURPOSE:** Campus ministry at SHDHS exists to help foster and grow the Catholic identity found at the school. It coordinates activities that deal with the spiritual well-being of the school and student body. This can include, but is not limited to, overseeing the retreat and liturgy programs, helping to foster an environment in the school that reflects Christian values and faith, and working with the administration, faculty, and staff to create a strong and cohesive Catholic Identity at SHDHS.

## LITURGY

**TEAM:** The liturgy team is made up of a group of the Campus Minister, the Chaplain, the coordinator of music, staff volunteers, and a select group of students. The purpose of the liturgy team is to plan, organize, and execute the liturgical celebrations and prayer services experienced at SHDHS.

**CHAPEL:** The Holy Family Chapel is a dedicated space for faculty, staff, and students to encounter God through prayer, worship, and experiencing the sacraments. The Chapel is open for anyone to use during the normal operating hours of the school, or by scheduling a time for use with the Campus Minister.

**MASS SCHEDULE:** Mass will be available to the SHDHS community every Friday Morning that school is in session, starting at 7:15 A.M. in the Holy Family Chapel. The students will also be celebrating Mass throughout the year according to a rotation schedule through their catechetics classes.

## RETREATS

**TEAM:** The retreat team is led by the Campus Ministry Coordinator and the Chaplain and is made up of a combination of dedicated volunteers, staff, and students who desire to provide the community of SHDHS with a time set aside for them to encounter Christ through a personal and communal experience.

### **FRESHMEN RETREAT:** “Crusading for Christ”

The focus of this retreat is to help the Freshmen not only learn more about who they are as a child of God; but, what the core tenants of being a Crusader at St. Henry really means. They will take part in a spiritual gifts inventory, peer discussion, teambuilding icebreakers, multiple prayer opportunities, and leader run talks meant to open up the theme.

### **SOPHOMORE:** “One Body in Christ”

The Sophomore retreat will build on what the students have already taken from the Freshman retreat and will focus on showing them how to work as “One Body in Christ.” This retreat focuses on the theme of servant leadership and will help the students discover how to work together as Christian Leaders. The retreat will also remind the students that each one of them has been given gifts from God that are meant to help further His kingdom here on earth. This retreat will take place at Potter’s Ranch and offer a series of teambuilding exercises, prayer experiences, and leader run talks meant to open up the theme.

### **JUNIOR:** “A Journey with Christ”

The Junior retreat is an overnight retreat that will take each student on a journey to help them discover how Christ is speaking to them in their life. The retreat will have a series of leader-led talks that are meant to help open the student up to the various ways Christ speaks to us in our lives. There are multiple opportunities for peer-lead discussion, personal and communal prayer, as well as an opportunity for the students to participate in the Sacrament of Reconciliation.

### **SENIOR:** “Praying with Christ”

The Senior retreat this year was developed by the Diocese of Covington and is focused on helping the students to hear and communicate with Christ. This retreat will introduce, deepen, and aid the students in incorporating different prayer forms into their lives. The retreat will be lead by a priest from the Diocese of Covington and will include leader-run talks, peer discussion, silent and communal reflection, and participation in the Mass and Sacrament of Reconciliation.



## FORMATION PROGRAMS

Students will receive spiritual formation that will be experienced beyond just an academic level. Every second and fourth Friday during the school year the students will be participating in a formation experience that will introduce them to the varying forms of prayer, traditions, and devotions of the Church. Campus Ministry will also be sponsoring events throughout the year that will aide in the students' spiritual growth and formation.

Campus Ministry will be sponsoring a peer-to-peer ministry in which seniors will lead their fellow students in learning what it means to be a servant leader. This ministry will help Campus Ministry lead various retreats, put on events at the school, and bring the Gospel message to the entire Crusader family..

## SERVICE PILLAR

**PURPOSE:** The purpose of the Service Pillar and its requirements is to encourage and assist students to live out the Catholic faith by serving others. This purpose flows from Christ's urging to love our neighbor as ourselves while using the gifts God has given. "As each one has received a gift, use it to serve one another as good stewards of God's varied grace." (1 Peter 4:10). Thus, the service requirement addresses and explores the Gospel challenge that loving God is tied to loving and serving one's neighbor.

## SERVICE GUIDELINES

- SHDHS Community Service has two categories: RED hours and WHITE hours.
  - o **RED HOURS (COMMUNITY OUTREACH/NON-PROFIT ORGANIZATIONS)** Examples include: Helping handicapped children in Special Olympic events, volunteering at Mary Rose Mission, volunteering at soup kitchens, Breast Cancer Awareness walks, Pro-Life events, or going on mission trips.
  - o **WHITE HOURS (SHDHS & PARISH EVENTS)** When hours are completed for SHDHS they must be completed outside of regular school hours. Examples include: volunteering at the SHAC or Craft show, being part of the Student Ambassadors events, working Open House, serving Mass, working vacation Bible schools or parish festivals.
  - o Working to serve friends, family or neighbors does not meet the service requirements set forth by St. Henry District High School.
    - Examples of unacceptable service include filing at a doctor's office, babysitting, or cutting grass for a neighbor. Also, any activity that a student may receive some form of payment for is not considered service.
  - o Service hours are counted for the amount of time performing the service. If going on a mission trip or the Pro-Life March, travel time or rest periods are NOT counted as service hours.
  - o All service has to be approved by the Service Coordinator. If there is any doubt that a certain project will be counted as appropriate service, please obtain pre-approval (in writing) from the Service Coordinator. All

special circumstances surrounding service activities should be discussed with the Service Coordinator PRIOR to performing the service.

- o Summer Service Hours
  - Students may apply 5 hours of their summer service work to the first semester service hour requirement of 10 hours.
  - All summer service must be recorded in x2vol within the first month of school to be counted toward the semester total.
- o All hours the students serve should be recorded on x2vol - not just those hours to be counted toward the semester requirement as this information will be very valuable for college applications and future vocation choices.
- o Announcements about upcoming Service opportunities will be posted on x2vol and announced within the school.
- o For more information about x2vol please see the Service page on the SHDHS website or contact the Service Coordinator.

## INDIVIDUAL STUDENT REQUIREMENTS

- **SENIORS, JUNIORS, SOPHOMORES**
  - o 10 hours of service are due at the conclusion of EACH semester.
  - o **10 RED HOURS PER SCHOOL YEAR**
    - A minimum of 10 “red” hours per year is required but all 20 hours (or more) can be “red” hours.
  - o **10 WHITE HOURS PER SCHOOL YEAR**
    - Up to 10 “white” hours can be counted toward the yearly 20 hour requirement.
    - These hours may be accrued in varying increments per semester. For example, a student may complete 3 “red” hours and 7 “white” hours for first semester and then 7 “red” hours and 3 “white” hours for second semester.
- **FRESHMEN**
  - o A Service Research Project will be assigned during first semester in their Religion class.
  - o 5 hours of service are due at the conclusion of first semester.
  - o 10 hours of service are due at the conclusion of second semester.
    - **5 RED HOURS PER SCHOOL YEAR**
  - o A minimum of 5 “red” hours during Freshman year is required but all 15 hours (or more) can be “red” hours.
    - **10 WHITE HOURS PER SCHOOL YEAR**
  - o Up to 10 “white” hours can be counted toward the Freshman year 15 hour requirement.
    - These hours may be accrued in varying increments per semester. For example, a student may complete 2 “red” hours and 3 “white” hours for first semester and then 3 “red” hours and 7 “white” hours for second semester.

- **RECORD HOURS VIA X2VOL**

- o All hours must be submitted through the x2vol website within 30 days of completing the service or it will not be accepted. (Timely reporting is necessary out of respect for the agency's verification volunteer.)
  - The only exception for this is the 2017 summer hours.
- o A couple sentence description of the service completed will be required with the submission of hours.

**\*\* Overall, the semester service hour requirements MUST BE COMPLETED AND SUBMITTED BY THE DUE DATE set forth by the Service Coordinator. PLEASE BE AWARE OF THE DEADLINE.\*\***

**\*\*\*If you have any questions as to whether or not something qualifies for red or white service hours, or whether something is considered service, please see the Service Coordinator.**

The above guidelines are a guide for students but all final decisions are made by the Service Coordinator and the school administration as they see fit to meet the needs of the service program.\*\*\*

**HONOR ROLL:** Honor Roll standing is one of the most distinctive recognitions that can be given a SHDHS student. The Honor Roll will be divided into first and second honors. To qualify for first honors, a student must have at least a ninety-five average, no grade lower than an eighty-eight, satisfactory conduct marks, and completed service hours for that grading period. To qualify for second honors, a student must have between a ninety and ninety-five average, no grade lower than an eighty-three, satisfactory conduct marks, and completed service hours for that grading period. One five or two fours in conduct disqualifies a student from the honor roll for that quarter. Students who are on the honor roll three out of four quarters will be recognized as achieving honor roll status for the entire year.

**NATIONAL HONOR SOCIETY:** Recognition of students with outstanding scholarship, character, service, and leadership is given through the St. Thomas Aquinas Chapter of the National Honor Society. Members are selected by a Faculty Council and are inducted at a special ceremony to which their parents are to be invited. Graduating members will be entitled to wear a gold cord at graduation.

As stipulated by the constitution of the National Honor Society, St. Thomas Aquinas Chapter adheres to the national organization in the selection process. To be eligible for membership, the candidate must be a member of those classes (sophomore, junior, and senior) designated as eligible in the chapter bylaws. Candidates must have been in attendance at the school the equivalence of one semester.

Candidates must have a cumulative average of at least ninety percent. Candidates are asked to complete the application for membership form that is reviewed by the Faculty Council. Students are evaluated on the basis of scholarship, service, leadership, and character. Character includes conduct both in school, out of school, and extracurricular activities.

Students must be following the pre-college curriculum and be nominated for membership by a faculty member. Students must fill out the Student Information

Form that will be issued and return it to the faculty advisor. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. This selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the NHS.

On the Student Information Form, the student must list all activities in which he/she participated during high school. The student also needs to include any leadership positions held. These positions could be school, community, or work activities. Community activities also play an important role in being accepted. Church groups, clubs sponsored outside of school as Boy Scouts or Girl Scouts, community art endeavors, etc. should be listed on the form. Also to be included on the form are work experiences, recognitions, and awards. Work may either be paid or as a volunteer.

Students should be aware that there are certain qualities that must be present when he/she applies. Students become eligible for membership the third week of the third quarter of their sophomore year. If a student is not accepted for membership during the sophomore year, the student may reapply the following year if eligibility requirements are fulfilled.

**SCHOLARSHIPS:** Each year a wide variety of scholarships, grants, and financial aid are available to deserving students from colleges, universities, and the business community at large. The selection of award winners is reserved by the respective agencies. It is the responsibility of the students and their parents to search for these awards. The guidance department serves as a valuable resource to assist families in this endeavor. Programs will be conducted throughout the year by the guidance counselor for the benefit of the students and their parents in becoming more knowledgeable in this search process.

### BEHAVIORAL GUIDELINES

**PHILOSOPHY:** All rules and regulations are made for the general good order of school operations. As Christian people, we are responsible for acting in accord with the beliefs and principles of our God and our Church. We consider respect for others and their property as very important. St. Henry District High School assumes this fundamental premise. When the good order is disturbed, or the rights of others interfered with, the matter becomes disciplinary and requires correction. Good manners in church, classroom, media center, cafeteria, corridors, and outside campus are demanded by all for the concern of all. The Assistant Principal is responsible for corrective measures for all unresolved problems involving student misconduct.

**SCHOOL DETENTION:** The Assistant Principal organizes and supervises school detention. Students must report on the day the detention is issued. At that time, the student has the option to serve the detention that day or the next day detention is held. Students will either have to do school work or perform service time. School detention begins ten minutes after dismissal. One detention is equivalent to forty-five minutes. Students are responsible for a maximum of one detention time per day in case of multiple detentions. After-school detentions will be held Monday through Thursday. Examples of situations requiring school detention are: truancy, tardiness between classes, abusive or vulgar language, throwing snowballs, dress code violations, failure to turn in an absentee note, and unresolved classroom problems. Excessive morning tardiness (more than three per semester) will result in detention, which will be served in

the morning for thirty minutes beginning thirty-five minutes before the start of school. Students must sign-in at the assistant principal's office prior to this starting time.

**CLASSROOM DETENTION:** Any teacher has the right to issue classroom detention for any infraction that violates that teacher's classroom policies. These policies are reviewed by the teacher with his/her students at the beginning of the school year and posted in the classroom. Copies of these classroom rules will be on file in the office.

**SCHOOL/CLASSROOM DETENTION:** Part time jobs, extra-curricular activities, etc., do not excuse a student from either classroom or school detention. Failure to complete any detention time on schedule will result in doubling this detention time. If any of this additional detention time is missed, a conference with parents is mandatory before the student will be readmitted to school. Any subsequent missed detentions could result in suspension or expulsion.

A student accumulating five detentions (school and/or classroom), for any reason, in any semester will not be readmitted to school until a conference is held with the student, his/her parents, and administration. A student accumulating ten detentions (school and/or classroom), for any reason in any semester, has an automatic suspension. This policy will be referred to as the Five and Ten Rule. Any detentions beyond ten in any given semester will be dealt with by the administration.

**TRUANCY/UNEXCUSED ABSENCES:** Students are considered truant or unexcused if they are absent from school or class and do not have prior parental or school permission to be elsewhere. However, parents cannot grant permission for their child to skip school (ex. senior skip day, going to breakfast, sleeping in, etc.). Also, once students arrive on school property, they are not permitted to leave without permission from the office. Truancy or unexcused absences may warrant up to twelve school detentions or other service hours. If a student is truant or unexcused, he/she is not permitted to make up the work for that lost time and will receive a zero for that time. It shall be the prerogative of the administration to make final decisions in these matters. Students that need to miss school day for a funeral for an immediate family member are not counted as a day absent.

**ABSENCE FROM SCHOOL:** In case of an absence, parents must call the school office by 8:30 a.m. that morning. This procedure is intended to insure the safety of a student on any given day. Half-day absences are recorded for anyone who arrives at school on or after 8:30 a.m. All early dismissals from school are also half-day absences. Early dismissal requests must be brought to the office before school starts that day. If a student becomes ill at school, he/she must come to the school office. The office will call the parents at that time. Students are not to call their parents during school hours without permission from the office.

Appointments on school time are discouraged. Please utilize the school calendar in this endeavor. If a need arises, the student should bring a note to the office prior to the start of the school day. The student is expected to be present for as much of the school day as possible. Special requests for extended absences should be submitted to the Principal. When absent, the student is responsible to determine what was missed in class and to make arrangements for necessary makeup work. Excessive absences may

affect a student's grades. Students should make every effort to be in school as often as possible. Any student that misses more than five days or five of the same period in any given quarter will be required to submit a doctor's note upon returning to school for that absence and each subsequent absence in that quarter. Absences over the limit of five per quarter that are not accompanied by a doctor's note could result in an unexcused absence. Parents must notify the school if they are going to be out of town.

**MORNING TARDINESS:** A late arrival prior to 8:30 is a tardy. An arrival on or after 8:30 is a half-day absence and requires an absentee note. When students arrive late, they must sign in at the front office and obtain an admittance slip to class. Each student is allowed three morning tardies per semester to allow for various emergencies. After the limit of three, there will be one morning detention for every tardy beyond the limit. A note from the parents is required for each tardy beyond the third tardy in each semester. If the fourth and any subsequent tardies are accompanied with a doctor's note, those tardies will be excused and will not result in a morning detention. Students must work on school work during morning detention or the detention is repeated. Once a student has accumulated five tardies in a semester, the missed class time will be unexcused and result in a zero for that class.

**ABSENTEE NOTES:** Upon returning from an absence period (either whole- or half-day), a student is responsible for bringing a note from his/her parents or guardian. A note is required even if parents pick up their child or talk to the office by phone. This note must include the following information: 1) date the note was written; 2) student's first and last name; 3) date of the absence; 4) specific reason for the absence; and 5) signature of parent/guardian.

Doctor's notes will be required when a student misses an excessive amount of days (five days in any given quarter). Absentee notes are to be turned in to the front office when the student returns to school. Absentee notes are due no later than one day after the student's return to school. A school detention is issued for each day the note is late.

**HALL PASSES:** A two-sided page, included in the student handbook, will be used to log the times when a student leaves a class. The handbook will be then used as the actual hall pass. The handbook must be in its original condition in order to be used as a hall pass. The student must have the teacher sign the book whenever he/she leaves class. The student must carry the handbook when in the hall during classtime. Students are not permitted to use other student's handbooks or hall passes.

A limited number of lines are available for a teacher to sign. This number is per semester. When the lines are used up, the student is not permitted to leave class.

**COUNSELOR/CAMPUS MINISTRY OFFICES:** Students that need to see the counselors or campus minister must have permission to be there. The counselor and/or campus minister will notify the teacher or front office regarding the whereabouts of these students. Students are not to be in the counselors' area or campus ministry area without permission from the office or a faculty member.

**TARDINESS BETWEEN CLASSES:** Students are expected to be on time for each class. Each tardy requires one school detention.

**CHEATING POLICY:** We believe that students should maintain the highest standard of academic and disciplinary conduct and integrity. Any student caught cheating receives a zero. This could include both the student receiving the information and also the student supplying the information. Further consequences are at the discretion of the teacher and the administration. Webster’s Dictionary states that plagiarism means taking ideas, writing, etc., from another and passing them off as one’s own.

**DISMISSAL FROM CLASS:** The teacher has the primary responsibility for discipline in the classroom. Students dismissed from class for any reason must report immediately to the Assistant Principal or Principal. The student may not return to class until the matter is resolved. Parents will be consulted if the situation warrants such action. Dismissals from class may warrant two forty-five minute detentions. This is at the discretion of the administration.

**ASSEMBLIES:** During the school year, students will attend various assemblies, religious functions, and sporting events. Behavior at these functions should be appropriate for that event. Any student who does not have the proper behavior at these events will be removed from the event and dealt with as a disciplinary matter. Consequences will be determined by the administration. If inappropriate behavior continues, the student may not be permitted to attend further activities.

**SUSPENSION:** If a student is suspended from school for any reason, that student does not have the right to make up any work that was assigned during the period of suspension. Students on suspension are not permitted on school property. Suspended students are not allowed to participate in or attend any school-sponsored function during the period of suspension.

**TOBACCO POLICY:** Students may not smoke, vape, use, or possess tobacco products or accessories (including matches or lighters) on school grounds or at school-sponsored activities.

**First Violation:** A \$50 fine is assessed, payable within one week, and the parents will be notified. If the fine is not paid, the student will be suspended until the fine is paid.

**Second Violation:** A \$100 fine will be assessed and the parents will be notified. The parents must meet with the principal within one week of being contacted. If the fine is not paid and the meeting has not occurred within one week, the student will be suspended until both have taken place.

**Third Violation:** A \$100 fine is assessed, the parents will be notified, and a one day suspension for the third and each subsequent violation. The parents must meet with the principal within one week of being contacted. If the fine is not paid and the meeting has not occurred within one week, the student will be suspended until both have taken place.

**DRUG AND ALCOHOL POLICY:** Any student who is under the influence of illegal drugs, inhalants, and/or alcohol; consumes or is in possession of illegal drugs, look-alike drugs, inhalants, and/or alcohol; sells or distributes illegal drugs, look-alike drugs, inhalants, and/or alcohol on school property or at school-sponsored events shall be in violation of the school drug and alcohol policy. SHDHS reserves the right to test or breathalyze students for drugs and/or alcohol at school or school events.

Possession includes, but is not limited to, wallets, coats, lockers, desks, cars, gym bags, purses, clothing, etc. This policy will be in effect while the student is in the custody or control of the school, on or close to school grounds, while at a school-sponsored function or activity, or on school-owned or provided transportation vehicles (including parent and student vehicles). All violations of the drug and alcohol policy are cumulative over the student's entire high school career.

**DRUGS AND ALCOHOL:** The parents will be notified and the student will be removed from the school/event. The police may be notified of the incident if alcohol and/or drugs are involved, and, at their discretion, may conduct an investigation.

**First Violation:** There will be an automatic five-day suspension for using, possessing, or being under the influence of drugs, inhalants, and/or alcohol. There will be an automatic ten-day suspension (with the possibility of expulsion) for selling or distributing drugs, inhalants, and/or alcohol and the police will be notified.

The student will be readmitted to school after the suspension only if the student and parents have agreed to a mandatory assessment completed by a counselor recommended by St. Henry District High School. If the assessment recommends treatment, the student must follow the prescribed program to be eligible for reinstatement. All proof of program attendance must be reported to the principal or designee and is the responsibility of the student. If at any time the student fails to continue or complete the prescribed program, the student will be suspended indefinitely with the possibility of expulsion.

Financial responsibilities of any assessment and/or counseling sessions other than those provided by St. Henry District High School lie with the parent(s) or legal guardian of the student.

**Second and Subsequent Violations:** There will be a ten-day suspension with recommendation for expulsion. Second offenses can be any combination of drug or alcohol substance abuse violations. If the administration does not expel the student, he/she must follow all the following requirements set forth by the administration for reinstatement. A mandatory assessment will be completed by a counselor recommended by St. Henry District High School. The student and parent(s) must agree to follow the prescribed program from the counselor in order to be re-admitted to school after the suspension requirement. Failure to continue or complete the prescribed program will result in immediate expulsion. Financial responsibilities of any assessment and/or counseling sessions other than those provided by St. Henry District High School lie with the parent(s) or legal guardian of the student.



**REFERRALS FOR ASSISTANCE:** Any registered student may be referred for help in the following two ways:

**Self-Referral** - A student with a concern regarding his/her personal use of drugs, inhalants, and/or alcohol approaches a school representative under his/her own initiative and asks for help.

**Concerned-Person Referral** - A third party, usually a student, parents referring their own child, teacher, or staff person approaches a school representative with a concern about another person's use of drugs, inhalants, and/or alcohol.

If a student is referred under either the self-referral or concerned-person referral, he/she will not be considered in violation of the drug and alcohol policy. Such referrals result in no negative consequences provided the student and parent(s) agree to a mandatory assessment by a counselor recommended by St. Henry District High School. If the assessment recommends treatment, the student must follow the prescribed program. If at any time the student fails to continue or complete the prescribed program, the student could be suspended indefinitely with the possibility of expulsion.

A self-referral or concerned-person referral cannot be made in an attempt to circumvent an active investigation into a drug and alcohol policy violation. One self-referral or concerned-person referral is permitted during a student's high school career without suspension consequences. Any subsequent referral or violation becomes a first violation.

Financial responsibilities of any assessment and/or counseling sessions other than those provided by St. Henry District High School lie with the parent(s) or legal guardian of the student. Students who qualify under these referrals will continue to attend school and may participate in co-curricular activities with no restrictions.

School personnel will at all times maintain appropriate levels of confidentiality, sharing relevant information with only those involved as needed to assist the student.

**CO-CURRICULAR POLICY (Effective 365 days a year/24 hours a day): All participants in clubs, activities, and athletics act as representatives of St. Henry District High School in roles of leadership, performance, and competition and are held to additional accountability. There is no "off season" as far as substance abuse is concerned for participants in co-curricular activities. The co-curricular policy will be in effect, on or off school grounds, "365 days a year/24 hours a day". All students participating in co-curricular activities must commit to the following additional guidelines.**

**Competitive Co-Curricular Activities:** Co-curricular activities include but may not be limited to the following: *Academic Quiz Team, Archery, Baseball, Bowling, Cheerleading, Girls'/Boys' Basketball, Girls'/Boys' Cross Country, Girls'/Boys' Diving, Girls'/Boys' Golf, Intramurals, Mock Trial Team, Girls'/Boys' Soccer, Girls'/Boys' Swimming, Girls'/Boys' Tennis, Girls'/Boys' Track, Softball, and Girls'/Boys' Volleyball.*

If the initial violation takes place in a season in which the student is a participant, the student will be suspended immediately for a minimum of 20% of the regular season

competitions. If the entire suspension cannot be fulfilled during regular season play, the suspension will be assessed to tournament play and/or to the next season/activity in which he/she is a participant. A recalculation of the percentage may be necessary when the carryover involves two different activities. If the student is also on a school suspension for this offense, these missed competitions do not count toward the 20%. When the student is readmitted from the school suspension, he/she may practice while on the co-curricular suspension but cannot compete until he/she has been reinstated (see Reinstatement Criteria).

**Non-Competitive Co-Curricular Activities:** Non-competitive, co-curricular activities include but may not be limited to: *Art Club, Chorus, Crusaders for Life, Crusaders for the Environment, Drama, Latin Club, National Honor Society, Pep Club, School Newspaper, Science Club, Spanish Club, Student Council, Students Against Drunk Driving, and Yearbook.*

Consequences for someone involved in a non-competitive, co-curricular activity will be determined by Administration.

**Competitive and Non-Competitive Co-Curricular Activities:** Any violation beyond the first will result in an immediate suspension from all co-curricular activities for the remainder of the current school year. If the violation occurs outside the school calendar year, the suspension will run through the upcoming school year. Before the student can participate in co-curricular activities the following school year, he/she must be reinstated (see Reinstatement Criteria).

Any student that holds a position of leadership (i.e., captain) could possibly forfeit his/her title(s) as a result of violating the substance abuse policy or being referred. The final decision will be with the administration.

**REINSTATEMENT CRITERIA:** For all substance abuse policy violations, reinstatement to co-curricular activities will require a hearing with the student, parent(s), and principal. After completion of all required suspensions, the parent(s) may schedule the hearing with the principal. The principal will hear the appeal as long as the prescribed program for counseling is being followed. Upon hearing the appeal from the student and his/her parent(s), the principal will decide in favor of or deny reinstatement. If the reinstatement is refused, the student will be denied participation for the remainder of the current season or for up to one calendar year from the date of the principal's decision. The student will also be denied participation in any awards program. The student will receive his/her awards only upon reinstatement.

**HARASSMENT:** All students should be treated with respect and dignity. The students should be free from harassment or discriminatory practices. Any conduct by way of words, actions, touching, gestures, pictures, or other behavior that creates or has the potential to create an intimidating, hostile, or offensive environment will not be tolerated. Examples include disparaging behaviors about a person's race, color, religion, sex, national origin, age or disability in any form. All instances will be dealt with by the administration. The severity of the discipline action will be determined based on the circumstances. Action could include suspension or expulsion. This includes any of the above behaviors that take place on any social media (cell phones, Facebook, Twitter, etc.). This also

**includes any comments or messages against SHDHS.**

**MEDICATION-PRESCRIPTION AND OVER-THE-COUNTER:** All medications must be dispensed by the office. The student should bring prescription medication to the office with proper instructions on how the medicine is to be dispensed. This also includes aspirin, sinus remedies, cough drops, etc. The only exception to this rule is the student who must carry an inhaler with him/her. This is permissible but the office must be made aware of these special circumstances. Not following these guidelines could be a violation of the school’s drug and alcohol policy.

**WEAPONS:** Weapons, fireworks, or other dangerous instruments are absolutely forbidden at school, on school property, or at any school-sponsored activity. Possession of a weapon or other dangerous instrument may result in expulsion or suspension.

**DAMAGE:** Students must help in the preservation and maintenance of all school furniture, equipment and other students' property. Students should not write on or do damage to desks, walls, ceilings, textbooks, or other school property. Please keep all floors clean of paper. Financial support and operation of the school is paid for by students and parents. Student assistance and cooperation is most necessary. Financial responsibility for damage rests with the parties involved.

**ELECTRONIC DEVICES:** Students are not permitted to carry cell phones, headphones, laser pointers, Apple Watches or any other such device during the school day. The item will be confiscated on any infraction. The first offense will require a \$5 fine to retrieve the item. A second offense will result in a \$10 fine. A third offense will require the item (cell phone) to be dropped off in the school office in the morning before school starts and picked up after school. Third and subsequent violations will result in a \$20 fine. Parents will be contacted as deemed necessary by the administration. At the teacher’s discretion, students may use cell phones in class for educational purposes only.

However, a student may have a personal telecommunication device (cell phone) under the following conditions: the device must be stored out of sight in the silent mode in the student’s locker. After school hours, the device may be used outside of the school building. SHDHS reserves the right to check a student’s cell phone, email, computer files, etc., if the school believes that it is necessary. Students may not take pictures, record, videotape, etc. at any school activity without permission. Students could be dealt with severely by the administration for such infractions.

**PUBLIC DISPLAYS OF AFFECTION (PDA):** Students are to refrain from embracing, holding hands, kissing, and other displays of affection which may be interpreted by others as undue familiarity and improper decorum in a school setting. Consequences may range from a verbal warning to detention or suspension.

**GUM:** Chewing of gum is permitted on school property. However, gum will not be permitted in the chapel or other areas as designated by individual teachers. Individual teachers may set their own policy as part of their classroom rules. Students should dispose of their gum and gum wrappers properly.

**LANGUAGE:** Abusive or vulgar language and taking the Lord’s name in vain are

contrary to Christian philosophy. It is the student's responsibility to control his/her verbal expression. Screaming, yelling, whistling, etc. are also not permitted for the good order of the school. Violations of this policy will result in school detention. More serious infractions could also result in more severe consequences.

**LUNCH PERIOD:** Students must remain in the cafeteria or on the patio/front lawn during their lunch period. Students are not permitted to bring fast-food lunches to be eaten at school. Also, no soft drinks are permitted as part of the lunch period. Other than a packed lunch, no food or drinks are to be kept in the student's locker or be in the classroom section of the building or other designated areas.

**IMMUNIZATION CERTIFICATE:** In conformity with state regulations, each student must have a valid immunization certificate in order to attend classes at SHDHS. If this certificate is not on file by an announced day, the student will be asked not to return to school until the certificate is on file.

**LOCKERS/BACKPACKS:** Students are provided with lockers for the storage of their belongings. Locks will be provided as part of the general fee. Lockers must have a lock and be kept closed at all times. Locker assignments will be made by the office and must be observed. Switching lockers is not permitted. Lockers should be kept clean and organized. Locker combinations will be given out prior to the start of the school year. Once school has started, a fee of one dollar will be charged in order for the office to release a student's combination.

Lockers are property of the school and may be checked at any time by administration. However, the school is not responsible for lost or stolen property from lockers. Students may bring their books to school in a backpack. However, the backpack must remain in the student's locker and not be used to carry books to and from class. This also applies to gym bags, briefcases, and other items in which books can be carried.

**FORGERY:** Falsely signing of parent's, doctor's, faculty member's, etc. names on notes or any school-form or altering school documents is a serious offense and could result in suspension.

**GAMBLING/CARD PLAYING:** Gambling is absolutely forbidden. Any student involved in gambling activities is subject to suspension or expulsion. All card playing is forbidden during school hours.

**VENDING MACHINES:** Candy, snacks, soft drinks, and water are available after school in vending machines but are not permitted in the classroom wing of the building.

**BUILDING ACCESSIBILITY:** Students are not permitted in classrooms, science or computer labs, library, or art rooms without a faculty member. Before school, students are only allowed to be in the cafeteria and lobby area until the designated time. All students should be picked up from school by 5:00 p.m. at the latest.

**STUDENT PARKING:** Students may park in any single, unmarked parking space (marked spaces include visitors, handicap, or numbered-faculty spaces). Any student parking in an unauthorized parking place on school property will be assessed a ten-dollar fine. Students may also be fined ten dollars if they are driving recklessly, speeding, or playing stereos too loudly on school property. Once a student arrives on school property, he/she is not permitted to leave without permission from the office.

Also, students must enter the building upon arrival. Students are not permitted to sit in their cars.

**FIRE DRILLS:** Good order is necessary in conducting fire drills. Please follow directions posted in each classroom.

**LOST AND FOUND:** The office is the center for lost and found articles. Students are required to put names in books, notebooks, and personal belongings for easy identification.

**EXTRACURRICULAR ACTIVITIES:** A student participating in extracurricular activities must be in attendance for a full day of school on the day of the event in order to participate. Exceptions must be approved by the administration.

**DISCIPLINE/EXPULSION:** The principal is the only person with the authority to expel a student from school. The principal may utilize the St. Henry District High School Discipline Committee as an advisory group before making his decision. This committee is composed of appointed members of the school board, assistant principal, and principal. Parents and the involved student will be asked to attend a meeting of this nature with the principal being responsible for all final decisions relating to the problem.

Any student who has been expelled from school for a misdemeanor or violation offense under the laws of the Commonwealth of Kentucky related to carrying, possession, or use of a deadly weapon; or use, possession, or sale of controlled substances; or any felony offense under the laws of the Commonwealth; and the conduct occurred on the school premises or within one thousand feet of school premises, on a school bus, or at a school-sponsored or sanctioned event must obey the following directives:

1. Prior to admission to another school, the parents, guardian, or other person or agency responsible for that student shall provide to the school a sworn statement or affirmation indicating on a form provided by the State Board for Elementary and Secondary Education that the student has been expelled for homicide, assault, or an offense in violation of the state law or school regulations relating to weapons, alcohol, or drugs.
2. If a student is expelled for any of the above reasons and records are transferred, those records must reflect the charges and final disposition of the expulsion hearings. Those records cannot be transferred until the expulsion hearing has been terminated.

## STUDENT REGULATIONS

**DRESS CODE:** The following clothing may be mixed and matched as appropriate. These articles of clothing are for both males and females unless otherwise stated.

- \*Note—Skirts are no longer permitted
- \*Plain white button-down oxford or white polo/golf style shirt
- \*Plain pale blue button-down oxford or pale blue polo/golf style shirt
- \*Plain navy blue polo/golf style shirt
- \*Red polo/golf style shirt in St. Henry red
- \*Navy blue or khaki/tan pants (pleated or non-pleated)

\*Any v-neck or crew-neck pullover/cardigan/vest sweater (no hoods)

\*Any school-approved SHDHS sweatshirt (no hoods)

\*Belts must be worn and be visible on all pants that require belts.

\*When wearing a sweater or sweatshirt, the collar of the blouse/shirt must be visible.

\*Dress, casual, or athletic shoes are permitted. All shoes must be clean, in good repair, and tied at all times. Sandals, clogs, crocs and military- or work-style boots are not permitted. Pants must not be tucked into shoes or boots.

\*Socks must be worn and be visible.

\*Students may wear a white turtleneck under a school-approved shirt, sweater, or sweatshirt.

**DRESS CODE REGULATIONS:** A strong emphasis will be placed on the appropriateness of what is worn and the size and manner in which the clothing is worn. Clothes will need to be a proper fit and worn in a normal manner or position. Oversized clothing (shirts, pants, sweaters, etc.) or clothes that are too tight will not be permitted. All clothes must be clean and in good repair (not frayed, cut, torn, patched, etc.).

- ⑩ Shirts, sweaters, or any clothing with any kind of writing or printed material may not be worn (with the exception of the St. Henry logo).
- ⑩ Shirts must remain tucked in at all times from the time the student enters the building until 2:45. The student's belt and/or waistband must be visible at all times (unless covered by approved sweater or sweatshirt). Shirts must remain buttoned at all times (with the majority of the buttons buttoned), even if worn layered over another shirt or undershirt. AT NO TIME should any cleavage be seen (this is for uniformed and non-uniformed days).
- ⑩ Pants must have a zipper and waistband with a belt on all pants that require a belt. Pants may not have elastic waistbands, rivets, patch pockets, or cargo pockets. Faded, torn, cut, denim or corduroy pants are not permitted.
- ⑩ Sunglasses, gloves, bandanas, scarves, head bands, or hats of any type are not to be worn in the building at any time. Also, hats or sunglasses are not to be carried with the students during the school day.
- ⑩ Chains attached to belts or hanging from pockets or belts are not permitted.
- ⑩ School-approved sweatshirts must be the school colors of red, white, navy blue, and also gray. Fleece pullovers are acceptable if they are one of the four colors mentioned and have a St. Henry logo.
- ⑩ Any shirt or undershirt worn under the outer shirt must have sleeves no longer than the outer shirt.
- ⑩ Sweaters, sweatshirts, jackets, etc. are not to be worn around the waist.
- ⑩ Jackets, coats, outer shirts (ex. flannel or Henley-style shirts, etc.), hooded sweatshirts or sweaters, etc. may not be worn in the building during the school day and must be kept in the student's locker.
- ⑩ Hair must be clean and well kept. No distracting extremes in hairstyles (Mohawks, shaved portions, etc.) or color are permitted.
- ⑩ Purses that need to be carried to class must be placed under the student's desk. Otherwise, the purse must be kept in the student's locker.
- ⑩ Facial hair is permitted but must be neat and well kept.
- ⑩ Earrings are permitted, however, piercing in other areas (eyebrow, nose, tongue, etc.) is not permitted, and excessive extremes with the number of earrings will not be permitted.

- 10 Necklaces may be worn. However, excessive extremes with the number of necklaces or styles of necklaces will not be permitted.

All students shall be suitably attired and well-groomed at all times. Clothes should fit properly and be of an appropriate size. No distracting extremes in dress, shoes, jewelry, makeup, or hairstyles are permitted.

Not following school regulations will result in a detention. The detention will apply to the Five and Ten Rule. The student may be asked to correct the violation of the dress code. This may result in sending the student home or the parent bringing the correct clothing to school. If the student misses class time to correct a dress code violation, he/she will be unexcused from that class and will not be permitted to make up the work.

Non-uniform days - students must use proper discretion in choosing their attire for these days. Clothing may not have any references to alcohol/drugs. Also, anything questionable or with a double meaning may not be printed on the clothing. Shorts should touch the knee. Tight (skinny) jeans, yoga pants, cut (torn) pants etc. are not permitted. Shirts or tops without sleeves, jackets, and other outdoor garments are not permitted. No bare midriff or cleavage may be showing. Hooded sweatshirts will be permitted on non-uniform days. Hats are only permitted on special themed days. The consequence of not following the regulations is a school detention and the student will be required to correct the problem.

**ATHLETIC ELIGIBILITY:** Students involved in athletics at SHDHS shall be subject to the following guidelines:

Evaluations: Weekly evaluations are required for all school-sponsored athletics. The Athletic Director will compile a list of participants.

At Risk: A student will be considered “at risk” if he/she is failing one class on the weekly evaluation. The Head Coach of each sport will be notified of any student at risk and he/she will be required to personally contact the parents by phone and inform them of the “at risk” status of the student.

Probation: A student is permitted to practice but cannot participate in an event while on probation. Parents will be contacted. A student is on probation for any of the following reasons:

1. A student who is failing two classes.
2. A student who has two unsatisfactory grades (fours or fives) in conduct.
3. A combination of one failing class and one unsatisfactory conduct grade. This combination must come from two different teachers. (ex. Teacher A and Teacher B both have the same student in class. The student receives a 65% and a four in conduct from Teacher A but has no other failures or conduct marks above a three: this student is not on probation. If the student receives a 65% from Teacher A and a four in conduct from Teacher B, this student is on probation.)

**Ineligible:** A student is not permitted to practice, attend, or participate in any event while ineligible and the parents will be contacted. A student will be ineligible for any of the following:

1. A student who is failing three or more classes.
2. A student who has three or more unsatisfactory conduct grades.
3. A student who has a combination, totaling three, of failing classes and unsatisfactory conduct grades. This combination must come from at least two different teachers.
4. A student who has been on probation for two consecutive weeks.
5. Two consecutive weeks of ineligibility or frequent ineligibility will result in a meeting with coaches, athletic director, and school administration to determine what additional action should be taken.

**Attendance:** A student must be in attendance for a full day of school on the day of the event in order to participate. A student who is absent or in attendance for a half-day is not permitted to attend meetings, practice, or play in a game or activity on that day. Exceptions must be approved by the administration. Some exceptions are doctor's appointments, funerals, and driver's test.

**COMPUTER /INTERNET POLICY:** SHDHS is pleased to offer students access to computers and to the Internet. To gain access, all students must have the Computer/Internet Rules and Regulations Permission Card signed and returned to the office. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits of Internet access exceed any disadvantages.

Ultimately, parents and guardians of our students are responsible for setting and conveying standards that their children should follow when using media and informational sources. SHDHS reserves the right to check a student's email, computer files, etc., if the school believes that it is necessary. Also, any website, email, or any other communication that uses the school name is subject to review and action.

**Rules and Regulations:** Students are responsible for good behavior on school computers just as they are in the classroom. This is especially true on the Internet because of its public nature. The Internet is provided for students to conduct research. Access is given to students who agree to act in a responsible manner. Additional guidelines will be made available during the school year.

The following actions are not permitted when using computers and may result in the loss of computer usage for the rest of the school year as well as other disciplinary actions dispensed according to the seriousness of the offense.

1. Sending or displaying offensive messages or pictures, as determined by the supervising faculty member.
2. Using and/or printing inappropriate and/or obscene language.
3. Violating copyright laws.
4. Damaging computer systems or computer software.
5. Intentionally wasting limited resources and/or time.



6. Saving or downloading files into the computer's hard drive.
7. Downloading computer games from home or the internet.
8. Using chat lines and bulletin boards on the Internet.
9. Games are not permitted unless approved by the administration.
10. Excessive printing and/or printing of non-educational material will be accessed a charge of ten cents per page printed. Students must seek permission of a teacher to print these materials.
11. Students are not permitted to use the computer provided for the teachers in each of the classrooms.
12. Students may not access or try to access any school or teacher's computer or information.

**PREGNANCY POLICY:** In addressing the concerns of individuals and families in pregnancy situations, the school recognizes its responsibility as a Christian community to provide for those in need. If it becomes known that a student is pregnant, and the student wishes to remain in school, a conference will be scheduled to explain the following conditions which must be observed by the student. Present at the conference shall be the principal, guidance counselor, parent(s) or legal guardian(s) and the student.

1. A physician's statement will be required monthly concerning the status of the pregnancy and the student's physical ability to attend classes or participate in extra-curricular activities.
2. The student must meet on a regular basis with a professional counselor from the Catholic Social Service or another agency approved by the Principal. This will be monitored by someone appointed by the Principal.
3. After the birth, the student must obtain a medical release in order to attend classes.
4. In the event that the counselor and/or physician recommend that the student not attend classes, the school will recommend a program of appropriate alternative instructions.
5. The provisions stated in #2 and #4 shall also apply to a male student who has admittedly fathered a child.

The school reserves the right to evaluate attitudes, cooperation, safety, etc. for male or female students as these factors relate to a student remaining at St. Henry District High School. These guidelines shall constitute an agreement between the parent(s), student, and the school. This agreement must be signed by all three parties in order for a student to continue at St. Henry District High School.

**MARRIAGE POLICY:** Married persons may attend St. Henry District High School if they have been validly married in the Catholic Church. "Validly married in the church" denotes and includes a premarital process determined by the Diocese. This process sometimes does not allow persons under the age of 19 to be married in the church.

### **PROM GUIDELINES**

1. The prom is sponsored by student council, the Prom Committee, and parents.
2. The principal of the high school has the final responsibility in matters relating to the prom. The student council moderators, junior class officers, the junior class,

and their parents have total responsibility relative to preparations, chaperoning the prom, and all prom-related activities.

3. If the chaperones determine that a person is in violation of the Drug, Alcohol and Tobacco Policy, the student's parents will be notified and must pick up the student. Administration will be notified and appropriate action will be taken.
4. The prom and after-prom are the only activities that are sanctioned by SHDHS on the night of the prom.
5. Once a couple arrives at the prom, they may not leave until the prom is over unless prior arrangements have been made with parental approval.
6. Each couple must contain a junior or a senior from SHDHS. No students below grade nine may attend the prom. Modest dress is expected.
7. To retrieve items left in their car, a chaperone must accompany students.

## **SCHOOL ORGANIZATIONS**

### **SCHOOL BOARD**

Meetings: 2nd Tuesday of every month at 7:30 p.m. at SHDHS.

Members: The St. Henry District High School Board of Education shall be composed of the following voting members: two registered lay members from each of the district parishes, locally decided lay members as needed (PTO, alumni, boosters, development director, and faculty rep), principal, and pastor administrator. The principal, development director, and faculty representative are ex-officio, non-voting members of the board.

Function: The charge of the school board is to be consultative to the principal and pastor administrator. It shall be organized as the policy-recommending body and shall represent the district parishes in the planning, operation, and maintenance of the school subject to regulations proceeding from the Diocesan Board of Education as approved by the Bishop of Covington.

Committees: Executive, Planning, Policy Development, Finance, Public Relations/Development, and Assessment (Evaluation).

### **P.T.O.**

Meetings: 3rd Wednesday in September and October and other announced times throughout the year.

Members: Faculty and parents of students at the high school.

Function: To increase communication between school, home, parents, students, and teachers. To support the welfare of the school.

Responsibilities: 1) new parents' dinner; 2) senior reception; 3) publicity; and 4) financial support through fund raising activities.

### **ATHLETIC BOOSTERS**

Meetings: 3rd Wednesday of every month at 7:00 p.m. in the library.

Function: To provide financial assistance for the high school athletic program, for gym and athletic field supervision, and to run and maintain the concession stands.

Sports Sponsored: Archery, Baseball, Basketball, Bowling, Cheerleading, Cross Country, Diving, Golf, Intramurals, Swimming, Track, Tennis, Soccer, Softball, and Volleyball.

## FINANCIAL CONSIDERATIONS

The sources of school income are tuition, fees, diocesan allocations, and funds generated through the development office.

**TUITION:** The Board of Education establishes tuition for the school year. If a financial need arises, the finance committee must be contacted and other arrangements worked out. All students receiving financial aid must complete a financial aid application before any award can be given.

Tuition payments can be made in quarterly installments with each payment due two weeks before the start of each quarter. Tuition payments can also be made in twelve monthly installments with individual payments due the first day of each calendar month beginning in July. Tuition is billed per quarter attended by the student. If the required tuition cannot be paid when due, the finance committee must be contacted and other arrangements made.

In the summer, a Tuition Commitment Form will be sent home. On this form the parents/guardians must indicate the person(s) responsible for tuition and fees and the method in which the tuition will be paid. There are four options as how the tuition can be paid. The methods of payment are:

- 1) payment in full at the beginning of the school year,
- 2) monthly payments (total tuition divided by twelve, due the first day of the month beginning July 1),
- 3) quarterly payments (total tuition divided by four) due two weeks prior to the start of each quarter, or
- 4) other arrangements (this option could include any other arrangement made between the school and parents). A \$100 discount is available if all tuition and fees are paid by Book/Fee Day in August.

However, if the required tuition payment has not been paid when due or alternative financing has not been arranged and approved by the Finance Committee before the tuition due date, the parents of the student will be notified and that student will not be admitted to school for the following year. The student's schedule will be withheld from the August mailing until all obligations have been met.

All financial obligations to the school for seniors must be fulfilled by May 1. This includes tuition, fees, fines, and any other obligation to the school.

**REFUND SCHEDULE:** If a student finds it necessary to withdraw or is dismissed from St. Henry District High School before the end of a school year, tuition must be paid in full for each quarter during which the student attended one or more classes.

**FEES:** A flat fee of \$550 is charged to each student attending St. Henry District High School. These fees are based on the cost of additional materials needed in a specific class (science, business, art, etc.), diocesan assessment, textbooks, retreats, senior caps and gowns, etc. The \$550 fee is to be added into the student's tuition and paid as part of the tuition payment. All fee amounts are non-refundable.

A \$100 non-refundable fee is paid in the spring of each year with the registration materials for the upcoming school year's classes.

**ATHLETIC FEE:** Students participating in athletics are required to pay a non-refundable athletic fee per sport played. This amount of \$100 per sport is paid after the student has made the team for that particular sport. The maximum that a family will be asked to pay is \$300. The fee must be paid prior to participation in the first regular season event.

**BOOK RENTAL AND PURCHASE:** Hardcover textbooks are included in the general fee. There are still a few books that will have to be purchased by the students. These would include such books as religion books, workbooks, etc. A booklist is sent home with student schedules in August that details the book situation.

**BINGO:** Each family is requested to work bingo two times in each of two six-month periods (a total of four times per school year). The first six-month period is from September through February and the second period runs from March through August. One person working two nights or a husband/wife couple working one night in each six-month period may serve this time. Parents of seniors are requested to work before graduation in the second six-month period (March, April, or May).

**RELEASE OF STUDENT RECORDS:** No official transcript or report card will be released by any elementary or secondary school in the Diocese of Covington until all tuition and fee accounts are judged to be current or paid in full by the local authority. Verbal grades may be released to aid in student placement at the discretion of the local administrator.

Prior to enrollment of a student transferring from another elementary or secondary school of the Diocese of Covington, the local authority of the receiving school shall verify that tuition and fee accounts are judged current or paid in full by the school of last attendance. Verbal grades may be requested to assist in preliminary scheduling at the discretion of the local administrator.

Students who are on track to graduate from St. Henry District High School will not be permitted to do so unless all obligations (financial or otherwise) to the school have been met. Also, access to grades online may be denied if financial obligations are not current.

## BELL SCHEDULES

### DAILY SCHEDULE - HOMEROOM

1st Period	7:45	8:32
2nd Period	8:36	9:22
3rd Period	9:26	10:12
Homeroom	10:18	10:33
4th Period	10:37	11:23
5th Period	11:27	12:53
1st Lunch	11:27	11:53
2nd Lunch	11:57	12:23
3rd Lunch	12:27	12:53
6th Period	12:58	1:44
7th Period	1:48	2:35

### DAILY SCHEDULE - FLEXTIME

1st Period	7:45	8:30
2nd Period	8:34	9:18
3rd Period	9:22	10:06
Flex Time	10:12	10:42
4th Period	10:46	11:30
5th Period	11:34	12:57
1st Lunch	11:34	12:00
2nd Lunch	12:03	12:29
3rd Lunch	12:32	12:58
6th Period	1:02	1:46
7th Period	1:50	2:35

### FIRST FRIDAY

1st Period	7:45	8:20
2nd Period	8:24	8:57
3rd Period	9:01	9:34
4th Period	9:40	10:13
6th Period	10:17	10:50
5th Period	10:54	12:20
1st Lunch	10:54	11:20
2nd Lunch	11:24	11:50
3rd Lunch	11:54	12:20
7th Period	12:25	1:00

**AFTERNOON ASSEMBLY SCHEDULE:**

1st Period	7:45	8:25
2nd Period	8:29	9:09
3rd Period	9:13	9:53
4th Period	9:59	10:39
6th Period	10:43	11:23
5th Period	11:27	12:53
1st Lunch	11:27	11:53
2nd Lunch	11:57	12:23
3rd Lunch	12:27	12:53
7th Period	12:58	1:38
Assembly	1:45	2:35

**90 – MINUTE DELAY**

1st Period	9:15	9:50
2nd Period	9:54	10:29
3rd Period	10:33	11:08
5th Period	11:12	12:38
1st Lunch	11:12	11:38
2nd Lunch	11:42	12:08
3rd Lunch	12:12	12:38
4th Period	12:42	1:17
6th Period	1:21	1:56
7th Period	2:00	2:35

Leadership.

Arts.

Athletics.

Scholarship.

Faith.