



## **Official Policies & Procedures**

### **Student Handbook**

St. Henry District High School

Diocese of Covington

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## Philosophy of Education

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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

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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.

## School Song

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On St. Henry, On St. Henry,  
come on do your best!  
Remember what you're fighting for,  
the SHDHS!

**RAH! RAH! RAH!**

We are mighty, we are loyal,  
to the Red and White!  
So come on and win this game  
and **fight, Fight, FIGHT!**



## School Patron – St. Henry

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- Born in Bavaria in 973 and son of a wealthy duke
- 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, not to increase his own power and wealth.
- He helped to cultivate and foster missionary work that lead to the spread of the Church and the good news of the Gospel.
- He died in 1024 and canonized a Saint in 1146 by Pope Eugene III
- His Feast Day is celebrated on July 13th

## School Prayer

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*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.*

*St. Henry, pray for us that  
we may follow in your footsteps,  
bringing peace to the culture  
by faithfully living the gospel.  
Grant this through Christ our Lord. Amen.*





## School Theme – “Stand Firm in Faith”

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“Stand Firm in Faith” is this year’s school theme. It is based upon Pope Francis’s World Youth Day theme calling us to arise and stand firm on the foundation of our faith. Standing on solid ground, we are then commissioned to serve and live our lives as a living witness of what Christ has, is, and will do in our lives.

*“Get up and stand on your feet.  
I have appeared to you for this purpose,  
to appoint you as a servant and witness  
of what you have seen [of me]  
and what you will be shown.”*

**Acts 26:16**

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## Theme Prayer

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*Dear God,  
May the light of Your Holy Spirit guide us  
to courageously stand  
firm in Faith,  
to be Witnesses of the gospel,  
and to serve others in love.  
Amen*

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## Prayers

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

Lord Jesus,  
Grant me the desire to do my best,  
to grow mentally,  
and spiritually direct my words,  
thoughts, and actions. 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 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.

### ***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

### ***Prayer to St. Benedict***

St Benedict, intercede for us that we may  
understand how great is the gift of peace.  
Assist those who strive for unity among people  
divided by painful events, that we may all be  
brothers and sisters in Christ through your  
protection. Amen.

### ***Prayer to St. John Bosco***

St. John Bosco, you reached out to  
children whom no one cared for, despite  
ridicule and insults. Help us to care less  
about the laughter of the world and care  
more about the joy of the Lord. 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.

### ***Act of Faith***

O my God, I firmly believe that you are one God  
in three divine persons, Father, Son and Holy  
Spirit; I believe that your Divine Son became man  
and died for our sins and that He will come to  
judge the living and the dead. I believe these and  
all the truths which the holy Catholic Church  
teaches because you revealed them who can  
neither deceive nor be deceived. Amen.

### ***Act Of Hope***

O my God, relying on your infinite  
goodness and promises, I hope to obtain  
pardon of my sins, the help of your grace  
and life everlasting through the merits of  
Jesus Christ, my Lord, and Redeemer.  
Amen.

### ***Act of Love***

O my God, I love you above all things with  
my whole heart and soul because you are  
all good and worthy of all love. I love my  
neighbor as myself for the love of you.  
I forgive all who have injured me and I ask  
pardon of all whom I have injured.



## Prayers

### **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 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,  
Fill them with Your peace that  
surpasses all understanding and grant them  
knowledge of Your loving presence. Amen

### **Prayer before Reading Scripture**

Jesus, thank you for your example of faithfulness  
to God.  
Grant me the grace to listen attentively  
and live by every word that comes from the mouth  
of God. Amen

### **Prayer before attending Mass**

Jesus, you are merciful  
and generous to me.  
Deepen my care for you and others and,  
through the Eucharist,  
form me in your image. Amen.

### **Prayer Before an Event**

Direct, O Lord,  
our actions by your holy inspirations,  
and carry them on by  
your gracious assistance,  
that every prayer and work of ours  
may begin always with you,  
and through you be happily ended. Amen.

### **Act of Contrition**

Oh my God, I am sorry for my sins  
with all my heart  
In choosing to do wrong  
and failing to do good  
I have sinned against you whom  
I should love above all things.  
I firmly intend, with your help,  
to do penance  
to sin no more and avoid  
whatever leads me to sin. Amen.

### **Armor of God**

Finally, draw your STRENGTH from  
the Lord and from his mighty power.  
Put on the ARMOR OF GOD  
that you may be able to resist on the evil  
day and, having done everything,  
to hold your ground.  
So STAND fast  
with your loins girded in TRUTH, Clothed  
with RIGHTEOUSNESS  
as a BREASTPLATE,  
And your feet shod in READINESS for the  
GOSPEL OF PEACE.  
In all circumstances,  
hold FAITH as a SHIELD to quench  
all the flaming arrows of the evil one.  
And take the HELMET of SALVATION and  
the SWORD OF THE SPIRIT,  
which is the word of God.  
*Eph 6:10, 13-17*



## Prayers by Class Period

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### *Time is a gift from God.*

*Each class period provides time for both new academic content and prayer themes. Use these or other prayers to keep time with God throughout the day.*

### *1st Period: Beginning the Day*

#### *Awake*

*Loving God, fill me this day with the understanding of mind to be fully awake to experience and learn that which is before me. Help me to remember that nothing is going to happen today that you and I can't handle together. Assist me in all that I do and say today. Amen.*

#### *Wisdom*

*O Lord, bless this day at its beginning, that it may be a day given to your honor and glory. Grant to us, the wisdom and strength to live righteously and fruitfully during all of the hours before us, through Christ our Lord. Amen.*

#### *Morning Offering*

*O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys, and sufferings of this day for all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of SHDHS, all our relatives and friends, and for the intentions of the Holy Father. Amen.*

### *2nd Period - Spiritual Gifts*

#### *Gifts of the Spirit*

*Come Holy Spirit, send forth the gifts of knowledge and right judgement to assist me in this class, perseverance to master difficult concepts, and wonder and awe to recognize the glory of God in myself and others. Amen.*

#### *Self Confidence*

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

#### *Serenity*

*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*



### 3rd Period - Mary's Assistance

#### Hail Mary

Hail Mary, full of grace, the 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

#### 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. Amen.

#### Our Lady of Studies - St. Thomas Aquinas

O Mary, Seat of Wisdom, I humbly ask you to obtain for me the grace of the Holy Spirit, so that from now on I can understand more quickly, retain more readily, and express myself more fluently. May the example of my life serve to honor your Son, Jesus. Amen.

### 4th Period - St Joseph's Protection

#### Protection

St. Joseph, watch over me and care for me just as you cared for the child Jesus; and by your help, may I come to know your Son, and so grow in strength and wisdom and the favor of God. Amen

#### Act of Consecration to St. Joseph

O dearest St. Joseph, I consecrate myself to your honor and give myself to you, that you may always be my father, my protector, and my guide in the way of salvation. Obtain for me a greater purity of heart and fervent love of the interior life. After your example, may I do all my actions for the greater glory of God, in union with the Divine Heart of Jesus and the Immaculate Heart of Mary. Amen.

#### To Follow Joseph's example

Teach us by your example, St. Joseph, to keep far from the false idols of earthly attractions, help us to be free from all useless fear and worry, so we may enjoy a peaceful heart, filled with the love of Jesus and Mary. Amen.



### 5th Period - Giving Thanks

#### *Food. Faith. Friends.*

*For food in a world where many walk in hunger.*

*For faith in a world where many walk in fear.*

*For friends in a world where many walk alone.*

**WE GIVE YOU THANKS LORD!**

#### *Grace before Meals*

*Bless us, O Lord, and these thy gifts, which we are about to receive,  
from thy bounty, through Christ our Lord. Amen.*

#### *Grace after Meals*

*We give thanks, almighty God, for the food which we have eaten and for all the gifts which we have  
received from your goodness, through Christ our Lord. Amen.*

### 6th Period - Physical & Mental Health

#### *Stress & Anxiety*

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

#### *Illness - Saint Teresa of Calcutta*

*Almighty and merciful Father, by the power of your command, drive away from me all forms of sickness  
and disease. Restore strength to my body and joy to my spirit so that in my renewed health, I may bless  
and serve you, now and forever,  
through Jesus Christ. Amen.*

#### *Mental Health*

*Loving God, You are always near to us,  
especially when we are weak, suffering, and vulnerable.  
Reach out to those who experience mental illness, lift their burdens,  
calm their anxiety, and quiet their fears.*

*Surround them with your healing presence that they may know  
that they are not alone.*

*We ask this through the intercession of Our Lady of Lourdes  
and in the name of your Son Jesus and the Holy Spirit, now and forever. Amen.*



## 7th Period - End of Day

### Tired

*O Lord, I have learned a lot today and I am tired.*

*Help me to end this day strong, focused, and diligent in my studies.*

*I pray for this class, my teachers, and all who work at our school, that we may be filled with patience, humor and your heavenly grace. Amen.*

### Peace

*Uplift my Spirit, oh Lord. Give me your peace and joy as I finish this school day.*

*You are my rock and shelter, and in you I am confident and unafraid. Amen.*

### Gratitude

*Thank you, Lord, for your truth that comes to me as I study.*

*Thank you, Lord, for your love and guidance that comes to me through others.*

*Thank you, Lord, for 7th period, that brings me to the end of the day.*

*Thank you for the patience for which I now pray. Amen.*



“ To be firm in the faith means the capacity to receive faith from others, to conserve that faith and to pass it on. You said, speaking about being strong in the faith: ‘to keep alive the memory of the past, the nation’s history, and to have courage to dream and to build a bright future.’ To be firm in the faith means to not forget that which we have learned, indeed, to make it grow and give it to our children. ”

POPE FRANCIS

Encounter with the Catholic community of Latin rite in the Church of the Assumption, Georgia, Oct. 1, 2016

COME AS **MANY**, LEAVE AS **ONE**



## 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.

### Grading Scale/Weighted Classes

A 10 point-grading scale is often referred to as the “college scale”. While maintaining academic rigor, we determined it was sensible to align our students’ assessment grades with that of colleges and universities. This will help us prepare the students more as they assimilate to college.

A	93	100
A-	90	92
B+	87	89
B	83	86
B-	80	82
C+	77	79
C	73	76
D+	67	69
D	63	66
D-	60	62
F	59-Below	



## Course of Study

The following Course of Study lists all the classes offered at St. Henry District High School. With the exception of the Catechetical (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. Course credit is awarded each semester that is passed.

## 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
Creative Writing	Business and Professional Writing

## 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  
Biology  
Chemistry  
Human Anatomy & Physiology  
AP Biology  
Physics – Honors  
Environmental Science

STEM Explorations - Honors  
Biology - Honors  
Chemistry - Honors  
Human Anatomy & Physiology - Honors  
AP Chemistry  
AP Physics  
Zoology

## Religion

Religion I – Intro to Catholicism, Faith & Revelation  
Religion II – The Mission of Christ, Who is Christ?  
Religion III – Christ and the Church, Christ and the Sacraments, Catholic Social Teaching  
Religion IV – Moral Living in Christ, The Call of Christ: On Christian Vocation, Theology of the Body

## Mathematics

Algebra I  
Algebra I – Honors  
Geometry  
Geometry – Honors  
Algebra II  
Algebra II – Honors  
Algebra III

Precalculus  
Precalculus – Honors  
Advanced Topics in Mathematics  
Calculus – Honors  
AP Statistics  
AP Calculus

## Social Studies

AP Human Geography  
Global and Digital Citizenship  
World Civilization – Honors  
AP United States History  
Government  
US History-Pop Culture  
Psychology

AP United States Government  
World Civilization  
AP World History  
United States History  
AP Psychology  
Economics  
Holocaust Studies



### Health and Physical Education

Physical Education	Health
Wellness and Lifetime Fitness	

### Art and Music

History of Art	Art I
Art II	Photography and Film
Digital Art and Design	Art III
Art IV (Portfolio Prep)	Art IV (AP Studio Art)
Chorus	Chamber Choir
Beginning Band	Advanced Band

### Business

Principles of Business	Business Law
Accounting I	Accounting II
Personal Business Management	Economics

### Technology

Global and Digital Citizenship	User Interface Design
Computer Science - Honors	AP Computer Science
Broadcast Media and Communication	Cyber Science

### Dual Credit

Dual Credit courses are classes in which you receive both high school *and* college credit for your course. Courses are offered both online and on the St. Henry campus. Kentucky students qualifying for the Kentucky Dual Credit Scholarship will receive scholarship refunds for up to two eligible courses (books and fees not included). We value dual credit education because it provides highly relevant and academically sound courses for secondary students, especially giving them an opportunity to complete a select group of general education courses.

- These programs add value to the high school experience by enhancing the college and career readiness of secondary students.
- These programs increase student matriculation from secondary school to college.
- These programs may reduce the time and cost to attain a postsecondary credential.
- These programs increase completion rates and decrease remediation rates for secondary and post-secondary students.

Rising junior and senior students wishing to take a dual credit course need to see their counselor for further information. In addition, students must meet the admission requirements of the post-secondary institution offering the course which often include ACT and grade point minimums.



### 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 six credits to be classified a sophomore for the coming school year.
2. At the end of the sophomore year, a student must have twelve credits to be classified a junior for the coming school year.
3. At the end of the junior year, a student must have eighteen credits to be classified a senior for the coming school year.

### 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 Fine Arts
3 Science	3 Social Studies	1 PE/Health	3 Electives
	1 Global/Digital		

### Report Cards

All parents have access to their student's grades through Tyler Sis/Schoology. Semester report cards are available to parents, in Tyler Sis. Beginning with the second semester, 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 90 or higher in that particular class for the year. 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.

### Failures

A student who fails to have the required number of credits per his/her grade level at the end of each semester will be 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 sixty percent.

COME AS **MANY**, LEAVE AS **ONE**



### National Honor Society (NHS)

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.



## Guidance and Counseling Program

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### Counseling Department

The St. Henry District High School Counseling Department (SHDHS) provides services to help students grow academically, socially, and spiritually. The counseling staff are professionally trained educators who work in the best interest of each student. Counselors work with students individually, in small groups, and in grade level meetings to provide programming that encompasses academic, social/emotional awareness, college/career/vocational advising, and standardized testing.

Upon enrollment at SHDHS, each student is assigned to a counselor who works, in collaboration with parents, administration, faculty, and staff, to advocate for students with the goal of promoting equity, access, and success. Professional guidelines of confidentiality are maintained in all student and parent counselor interactions.

### Standardized Testing

SHDHS administers a standardized testing program under the direction of a certified school counselor. Testing results are communicated by the Counseling Department to students and/or parents. The standardized testing program provides opportunities for students in each grade level to take standardized tests in a timed setting. The SHDHS faculty incorporates test preparation skills in the SHDHS curriculum so students are prepared and confident about their test-taking skills.

Grade 8:	High School Placement Test
Grade 9:	PreACT
Grade 10:	PreACT, PSAT (Preliminary Scholastic Aptitude Test), ACT (practice test)
Grade 11:	PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Qualifying Test), ACT, Advanced Placement (AP) Exams (optional)
Grade 12:	ACT, Advanced Placement (AP) Exams (optional)

### The Course Request Process

In January/February each year, students will submit course requests (including core classes required for graduation and alternate, elective course requests) for the following academic year. In late July/early August of each year, students will receive a copy of their class schedule along with other pertinent “back-to-school” information. SHDHS students are required to take seven classes during regular school hours.



## Academic Advising

At SHDHS, we believe in the development of the whole person through spiritual formation, intellectual growth, service to others, and building of community.

Every year, during the course request process, we encourage students to select courses that will be challenging, but not overwhelming. We urge students, with the support of their parent(s) or guardian(s), to carefully consider their planned extracurricular activities and part-time work commitments. Achieving balance is a lifelong journey that starts with making healthy decisions about course rigor and time management. It's also important to note that the American Academy of Pediatrics recommends that teenagers should sleep 8-10 hours per night to promote optimal health.

Every course at SHDHS is taught at a college preparatory level. Regardless of whether a student was recommended for a college preparatory course or an honors/AP course, he/she will be academically challenged. The greatest service we can provide our students is appropriate course placement so they will have the best potential for academic success.

## Schedule Changes

Please consider the following when reviewing your student's class schedule:

In January/February each year, the counselors visit classrooms, at every grade level, to discuss the course request process with students and make recommendations about course planning. The counselors also offer individual meeting opportunities (in-person or virtual) for students and/or parent(s) or guardian(s) that have questions or need additional information to make informed course request decisions.

The classes that appear on a student's schedule have met the following criteria: courses required for graduation, student has met course prerequisites, and space availability.

A new master schedule (what classes will be offered during what period each day) is created every year based on student course requests. While SHDHS makes every reasonable effort to accommodate a student's course requests, his/her final class schedule will be dictated by the master schedule.

Before the school year begins, students are allowed to submit schedule change requests. The counselors, in consultation with the Registrar and Assistant Principal, will determine whether such a request is granted. Elective withdrawals are permitted within the two weeks of each semester. However, a request for a withdrawal will not be approved if it causes the student to have fewer than seven classes. After two weeks a student ordinarily may not withdraw from a course unless an exception for serious reasons is granted by the Assistant Principal.



## College Visitation

The following guidelines must be followed for college visits taken during a regular school day:

1. Junior and senior students are allowed three college visits on regular school days. Students are encouraged to visit colleges on holidays, days off school, or on weekends. After three excused school-day visits, the student will take an unexcused absence.
2. For visits scheduled on regular school days, a student must submit a parent permission slip at least one week in advance of the college visit and a parent or guardian must call the attendance office on the day of the visit.
3. No more than three students are permitted to go on a college visit on a regular school day.
4. There will be no college visits after April 30.
5. SHDHS Administration may waive any of the above guidelines based on special/extenuating circumstances.



## Department of Religious Formation

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The Department of Religious Formation is comprised of a team which includes the Chaplain, Campus Minister, Religion Teachers, and Service Coordinator. They work collaboratively to oversee, implement and support the religious development of students, to foster encounters with Christ, and to strengthen the Catholic identity and faith culture of the school. The mission flows from the recognition of the whole person with Christ as the model and builds on the school mission 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.

### **Chaplain**

A diocesan priest who provides spiritual leadership, liturgy, confession, prayer, and opportunities for spiritual guidance for students, faculty, and staff.

### **Religion Teachers**

Provide daily instruction of the Catholic faith in Religion class as outlined by the Diocese of Covington and the United States Catholic Conference of Bishops.

### **Campus Minister**

Provides opportunities and resources for individuals and the school community for prayer and encounters with Christ through devotions, retreats, formation groups, liturgical ministries, and the prayer request line.

### **Service Coordinator**

Oversees the implementation of the Service Program, approves required service hours for Religion class, maintains service records, and promotes service projects and announcements.



## Retreats

Retreats are developed and led by professional retreat leaders and the Religious Formation staff. Taking into account the specific needs of each grade level, they are uniquely distinct experiences of personal and communal prayer, reflection, liturgy, small group discussion, and activities. Retreats are intentional days that are dedicated to giving God both time and space in one's heart and the school schedule. They provide time for renewal, spiritual reflection, and they build Christian community.

## Chapel, Mass & Reconciliation

### *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 Blessed Sacrament is reserved in the chapel. The chapel is open during school hours or by scheduling a time for use with the Campus Minister.

### *Mass Schedule*

The school community attends mass throughout the school year as an entire school community, with one's grade level, during religion class, while attending retreats, and with one's grandparents during the specially scheduled grandparent masses.

### *Sacrament of Reconciliation*

Students attend Reconciliation services during Advent and Lent and have the additional opportunity to receive the Sacrament weekly during flex period as schedules permit.



## Service

The mission of the service program is to live the Catholic/Christian faith by following Christ's command to love our neighbor as ourselves through the Corporal Works of Mercy. "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). Students will learn about service agencies and the needs of others through project based learning in class, engage in direct service to those in need outside of school hours, and will follow up with a spiritual reflection paper and class discussion.

### Direct Service

On-site service involving direct interaction with those being served.

All service is to be completed during non-school hours. Anything required by a club or team or done for payment, family, friends, or neighbors is not recognized as service.

#### *Red Service Hours*

Acts of service benefiting the poor, vulnerable and marginalized in society through non-profit agencies, such as:

Mary Rose Mission, Special Olympics, St. Vincent dePaul, Mission Trips, Nursing Homes, Hospitals, Urban Education Centers, Pro-Life Events, Rose Garden Home Mission, Redwood, BeConcerned, HONK, GoPantry, Master Provisions, Matthew 25 Ministries, etc.

#### *White Service Hours*

Acts of service benefiting a church or school community, such as:

Parish Festivals and events, Vacation Bible School, Tutoring, CCD teacher or aide, SHDHS Enrollment and community events, Peer Ministry, Coaching, etc.

### Indirect Service

Remote service (such as collections, letter writing, bake sales, fundraising, making items for people in need) does not count toward SHDHS service hour requirements, recognition and awards. However, it may count toward other club and scholarship requirements.

#### *Service Requirements*

1st Semester:

1. Participation in an off-site service learning day sponsored by the school
2. Service learning projects assigned in class
3. Service reflection paper as outlined in class

2nd Semester:

1. Direct-service experiences by students outside of class time
2. A minimum of 5 Red Service Hours is required in order to complete the Religion Class assignment
3. Service reflection paper as outlined in Religion Class



## 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.

The establishment of the code of conduct is not designed to be all encompassing. There will be situations that fall outside the realm of what is stated in the handbook. Accordingly, the administration and faculty have the right to act upon what is deemed necessary. The administration also reserves the right to diverge from any corrective action for reasonable justification or at their discretion.

### 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 schoolwork or perform service time. School detention begins five 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 Friday. 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 **four** 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 may 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. If a student is absent for any reason (other than out of school suspension) they are permitted to make up any schoolwork missed. Students receive a number of days absent plus one additional day to makeup work. Individual teachers may already have policies in place, which supersedes this policy. **Students must take the initiative to see their teachers and make up for missed work.**

Students should make every effort to be in school as often as possible. Any student that misses more than ten days in any given semester will be required to submit a doctor's note upon returning to school for that absence and each subsequent absence in that semester. Absences over the limit of ten per semester that are not accompanied by a doctor's note could result in an unexcused absence. The missed class time will be unexcused and result in a zero for that class. Parents must notify the school if they are going to be out of town. The administration ultimately determines if an absence is excused or unexcused.

Policy: If a student is absent for any reason (other than out of school suspension) they are permitted to make up any schoolwork missed. Students receive a number of days absent plus one additional day to makeup work. Individual teachers may already have policies in place, which supersedes this policy. **Students must take the initiative to see their teachers and make up for missed work.**

### Morning Tardiness

A late arrival prior to 8:30 is 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 four morning tardies per semester to allow for various emergencies. After the limit of four, there will be one morning detention for every tardy beyond the limit. A note from the parents is required for each tardy beyond the fourth tardy in each semester. If the fifth 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 schoolwork 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.

COME AS **MANY**, LEAVE AS **ONE**



### **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, email or phone call will be sufficient.

Doctor's notes will be required when a student misses an excessive number of days (ten days in any given semester). 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 may be issued for each day the note is late.

### **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 may warrant up to 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 front office. 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

A student will be suspended “In-School” or “Out of School” as directed by the Principal or Assistant Principal. A student may be suspended for serious infractions or repeated poor behavior. During an “In School” suspension, the student must report to school by 7:30 AM and will be dismissed at 3:00 PM. The student is not permitted to have electronic devices except for a computer designated for academic use only. He or she must also turn in their cellphone to the office or Assistant Principal upon arrival. The student will be allowed to work on any class material during this time. The student must also pack his or her lunch that day, will not have access to the cafeteria, nor will have any communication with other students. For an “Out of school” suspension, the student will receive a 0% on all in class assignments for that day. Tests/projects/ presentations will be allowed to be made up, but the maximum allowable grade obtained will be no more than 60%. Anyone who is suspended is not allowed to participate or attend any school function for the duration of their 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**

The student will serve a two day "In- school" suspension with the Assistant Principal for any tobacco infraction. The student must report to school by 7:30 AM and report straight to the Assistant Principal's office. Please see guidelines under "Suspension" for more details.

### **Second Violation**

The student will serve a two day out of school suspension. Please see guidelines under "Suspension" for more details. The student will be required to meet with our school counselor to create an action plan going forward

### **Third Violation**

The student will serve a five day out of school suspension. The parents and student must meet with the Principal and Assistant Principal prior to re-admittance to school. Also, the student and parents must agree 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. Any subsequent violations may result in expulsion from St. Henry High School.



## **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). The administration has the right to search any student, backpack or locker. All violations of the drug and alcohol policy are cumulative over the student's entire high school career.

### ***Drugs and Alcohol Parent Notification***

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 three-day "Out of School" 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.

### **Substance Abuse 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 hour 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, Snapchat, Tik Tok, Google Hangouts/Chat, 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 use cell phones, headphones, laser pointers, apple watches or any other such device during the school day. Cellphones and other personal telecommunication devices must be kept out of sight. However, it will be at teachers' discretion to use cell phones for educational purposes. Cell phones/personal device items will be confiscated on any infraction; this will result in a \$5 fine. Cell phones/personal devices will be stored in the office and maybe picked up after school once the fine is paid. Students who are repeat offenders may deal with more severe consequences. After school hours, the device may be used. However, SHDHS reserves the right to check a student's cell phone, email, computer files, etc. if the school believes 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. Backpacks may be used throughout the school day for educational purposes.

### **Forgery**

Falsely signing of parent's, doctor's, faculty members, 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 4:00 p.m. at the latest.

### **Student Parking**

Seniors will park in the east lot, closest to the auditorium. Sophomores/ Juniors will park in the farther east lot (location of parked busses). 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

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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.



## Dress Code

A student's dress code/appearance **MUST INCLUDE THE FOLLOWING:**

- **Pants:** Navy Blue or Khaki/Tan Pants (pleated or non-pleated)
- **Shirt:** Any Polo/golf-style shirt must be solid colors of Red, White, or Navy Blue (Gray works on SHDHS outerwear)- Polo tucked in
- **\*\*NEW THIS YEAR\*\*** Students will not be required to wear a polo shirt if they wear school-approved outerwear as part of the school uniform. SHDHS outerwear includes the following: (Hoodies, quarter zips, full zip jackets, crewneck sweatshirts, long sleeve athletic shirts)
- **Socks:** Must be worn and visible
- **Shoes:** Dress, casual or athletic shoes. All shoes must be clean and in good repair.
- **Belt:** Must be worn on all pants that require belts

**\*\*All students shall be always suitably attired and well-groomed. Clothes should fit properly and be an appropriate size. Hair must be clean and well kept. No distracting extremes (mohawks, shaved portions, streaks, etc.) in hairstyles or color are permitted. Facial hair is permitted but must be neat and well kept.**

A student's dress code/appearance **MAY NOT INCLUDE THE FOLLOWING:**

- No short sleeve T-shirts (Only Polos)
- No shorts
- No pants with rivets or cargo pockets. Faded, torn, denim or corduroy pants.
- No chains attached to belts
- No jackets unless it falls under SHDHS outerwear
- No distracting extremes in dress, shoes, jewelry, makeup, or hairstyles.
- No unusual hair color, hairstyle, or streaks
- No sunglasses, gloves, bandanas, scarves, headbands, or hats etc.
- No sandals or clogs
- No open-toed or open-heeled
- No nose rings, no excessive or distracting jewelry
- No visible tattoos

## Non-Uniform Days

Students must use proper discretion in choosing their attire for these days. Clothing may not have any references to alcohol/drugs or political references. Also, anything questionable or with a double meaning may not be printed on the clothing. Shorts must be of a proper length. Shirts or tops without sleeves, jackets, and other outdoor garments are not permitted. No bare midriff or cleavage may be showing. Also, no off-the-shoulder shirts are to be worn. Hooded sweatshirts will be permitted on non-uniform days. Students are not permitted to wear any other high school apparel. Hats are only permitted on special themed days. The consequence of not following the regulations may result in a school detention and the student will be required to correct the problem.



COME AS **MANY**, LEAVE AS **ONE**



## Athletic Eligibility

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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 if he or she is failing two classes.

### 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

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SHDHS is pleased to offer students access to computers and to the Internet. To gain access, all students must sign a Responsible Use Agreement. 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 assessed 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

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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

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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

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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.



### 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

<div>DAILY SCHEDULE - FLEXTIME</div> <table><tr><td>1st Period</td><td>7:45</td><td>8:32</td></tr><tr><td>2nd Period</td><td>8:36</td><td>9:21</td></tr><tr><td>3rd Period</td><td>9:25</td><td>10:10</td></tr><tr><td>Flex Time</td><td>10:13</td><td>10:43</td></tr><tr><td>4th Period</td><td>10:46</td><td>11:31</td></tr><tr><td>5th Period</td><td>11:35</td><td>12:59</td></tr><tr><td>1st Lunch</td><td>11:35</td><td>12:01</td></tr><tr><td>2nd Lunch</td><td>12:04</td><td>12:30</td></tr><tr><td>3rd Lunch</td><td>12:33</td><td>12:59</td></tr><tr><td>6th Period</td><td>1:03</td><td>1:48</td></tr><tr><td>7th Period</td><td>1:52</td><td>2:40</td></tr></table>	1st Period	7:45	8:32	2nd Period	8:36	9:21	3rd Period	9:25	10:10	Flex Time	10:13	10:43	4th Period	10:46	11:31	5th Period	11:35	12:59	1st Lunch	11:35	12:01	2nd Lunch	12:04	12:30	3rd Lunch	12:33	12:59	6th Period	1:03	1:48	7th Period	1:52	2:40	<div>EARLY RELEASE SCHEDULE</div> <table><tr><td>1st Period</td><td>7:45</td><td>8:20</td></tr><tr><td>2nd Period</td><td>8:24</td><td>8:57</td></tr><tr><td>3rd Period</td><td>9:01</td><td>9:34</td></tr><tr><td>4th Period</td><td>9:40</td><td>10:13</td></tr><tr><td>6th Period</td><td>10:17</td><td>10:50</td></tr><tr><td>5th Period</td><td>10:54</td><td>12:20</td></tr><tr><td>1st Lunch</td><td>10:54</td><td>11:20</td></tr><tr><td>2nd Lunch</td><td>11:24</td><td>11:50</td></tr><tr><td>3rd Lunch</td><td>11:54</td><td>12:20</td></tr><tr><td>7th Period</td><td>12:25</td><td>1:00</td></tr></table>	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
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