

# Handbook 2016-2017

## St. Henry High School

Enter To Learn – Leave To Serve

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### ATTENDANCE REPORTING NUMBER

Regular Phone: 678-4834 ext. 2201

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#### TO THE STUDENT:

On behalf of the faculty, we would like to welcome you to St. Henry High School for the upcoming school year. We are looking forward to assisting you in fulfilling your educational goals. St. Henry has a history of fine academic and extra-curricular accomplishments. We expect you to meet the goals that have been set and to carry on the tradition of improving yourself as well as SHHS. You can benefit from everything St. Henry High School has to offer by being actively involved in your classes, participating in extra-curricular activities and by joining any and all other programs offered. We are here to make your years in school as successful, yet educationally challenging, as possible. Have a great school year!

We encourage you to read and become familiar with your new and informative handbook and share its contents with your parents. It is your responsibility to become familiar with the rules, regulations and responsibilities herein and adhere to them. It is essential that each student at SHHS builds a *Foundation of Respect* for his/her education and continues to use his/her abilities in a way which will help him/her achieve success at St. Henry High School.

From all of us at St. Henry High School, may your years be meaningful and rewarding!

With Pride,

Eric Rosenbeck  
Principal

## **MISSION STATEMENT:**

St. Henry High School believes in creating life-long learners who are productive, responsible and well-rounded members of society while providing a safe, educationally friendly environment.

## **INTRODUCTION:**

Each and every student has basic constitutional rights that are and will be respected - most importantly, the right to an education via the public schools.

So that the student body of St. Henry High School has a frame of reference upon which reasonable conduct can be based, certain rules and regulations are considered necessary. All students have the right to know the framework of procedures within which they are expected to assume personal responsibility for their actions and to know the disciplinary measures to be taken when they fail to show this personal responsibility.

In most cases, the specific penalty for an action may not describe the extent of the action. Quite simply, each violation will be evaluated separately and judged accordingly.

In every case involving emergency removal, suspension, or expulsion, your rights will be protected through procedural due process.

It is our hope and expectation that students of this high school will respect the rules and regulations as necessary to insure the safest and most sound educational system for each and every student herein. Parents will be informed in all cases involving suspension or more serious disciplinary action.

### **DAILY SCHEDULE**

1 <sup>st</sup> Period	8:05 – 9:03
2 <sup>nd</sup> Period	9:06 – 9:49
3 <sup>rd</sup> Period	9:52 – 10:35
4 <sup>th</sup> Period	10:38 – 11:21
5 <sup>th</sup> Period	11:24 – 12:07
Lunch	12:07 – 12:38
6 <sup>th</sup> Period	12:43 – 1:26
7 <sup>th</sup> Period	1:29 – 2:12
8 <sup>th</sup> Period	2:15 – 2:58

### **ONE HOUR DELAY SCHEDULE**

1 <sup>st</sup> Period	9:05 – 9:51
2 <sup>nd</sup> Period	9:54 – 10:25
3 <sup>rd</sup> Period	10:28 – 10:59
4 <sup>th</sup> Period	11:02 – 11:33
5 <sup>th</sup> Period	11:36 – 12:07
Lunch	12:10 – 12:40
6 <sup>th</sup> Period	12:43 – 1:26
7 <sup>th</sup> Period	1:29 – 2:12
8 <sup>th</sup> Period	2:15 – 2:58

### **TWO HOUR DELAY SCHEDULE**

1st Period	10:05 - 10:34
2nd Period	10:37 -11:05
3rd Period	11:08-11:36
4th Period	11:39 - 12:10
LUNCH	12:10 - 12:40
5th Period	12:43 - 1:14
6th Period	1:17 - 1:48
7th Period	1:51 - 2:23
8th Period	2:26 - 2:58

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## ***SCHOOL DAY***

The school day begins with the first bell at 7:55 AM and ends with the final bell at 2:58 PM. Students should not be in the building before 7:50 AM unless they have permission from a school personnel employee. Students should also not be in the building after hours without the supervision of an adult.

## ***STUDENT RESPONSIBILITIES***

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules. Students should arrive to school on time and be prepared to participate in the educational program. Adult students (age 18 or older) are expected to follow all school rules. In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. However, the school may use phone calls, email, mail or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately. State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian, on file in the school office. Students with specific health care needs should alert the school regarding those needs, in writing and with proper documentation by a physician, to the school office.

## **GRADUATION REQUIREMENTS (Classes of 2016 & 2017)**

English	4 Units
Social Studies	3 Units
(Includes 1 unit American History and 1 unit American Government)	
Mathematics	4 Units
(Including Algebra II or its equivalent)	
Science	3 Units
(At least one biological, one physical, and one unit of advanced study)	
Computer Science/Technology	1 Unit
Physical Education	½ Unit
Health	½ Unit
Elective Subjects	5 Units
Total	21 Units

## **THE OHIO GRADUATION TEST (Class of 2017)**

All students must successfully pass the curriculum standards adopted by the St. Henry Board of Education and pass all sections of the Ohio Graduation Test. All 10<sup>th</sup> graders will take the OGT in March to meet federal Title I Prerequisite. There will be five tested areas, the same as on the 4<sup>th</sup> and 6<sup>th</sup> grade Proficiency Tests: reading, writing, mathematics, science and social studies.

## **GRADUATION REQUIREMENTS (Class of 2018 and beyond)**

English	4 Units
Social Studies	3 Units
(Includes 1 unit American History and 1 unit American Government)	
Mathematics	4 Units
(Including Algebra II or its equivalent)	
Science	3 Units
(At least one biological, one physical, and one unit of advanced study)	
Computer Science/Technology	1 Unit (Classes of 2017 – 2019)
Career Connections	½ Unit (Class of 2020 and beyond)
Personal Finance	½ Unit (Class of 2020 and beyond)
Physical Education	½ Unit
Health	½ Unit
Elective Subjects	5 Units
Total	21 Units

**All students take end-of-course exams.** Students will earn points toward

graduation on seven end-of-course exams. With limited exceptions, students must accumulate a minimum of 18 points from scores on their end-of-course exams to become eligible for a diploma. These exams will replace the Ohio Graduation Tests starting with the Class of 2018.

- English 9 and English 10 [*Students need a minimum of 4 pts*]
- Algebra I and Geometry [*Students need a minimum of 4 pts*]
- Physical Science for 2015 or Biology for 2016 and beyond
- American History and American Government [*Students need a minimum of 6 pts. from the Science and Social Studies tests.*]

Based on their performance, students can earn from 1-5 points for each exam.

- 5 – Advanced
- 4 – Accelerated
- 3 – Proficient
- 2 – Basic
- 1 – Limited

**And meet one of the following three:**

1. Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education.
2. Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11<sup>th</sup>-grade students in the Class of 2018 and beyond to take the exam free of charge.
3. Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

**DIPLOMA WITH HONORS – GRADUATING CLASSES**

Students need to fulfill all but one criterion for any of the following Diplomas with Honors.

- 1) Earn four units of English.
- 2) Earn four units of Mathematics, which shall include the competencies in Algebra I, Algebra II or equivalent and Geometry and another higher level math course. (Advanced Math, Calculus, AP Calculus, Statistics)
- 3) Earn four units of Science including Chemistry and Physics.
- 4) Earn four units of Social Studies
- 5) Earn three units of one Foreign Language or two units each of two Foreign Languages
- 6) Earn one unit of Fine Arts
- 7) Maintain a high school G.P.A. of at least 3.5 or higher on a 4.0 scale up to the last grading period of the senior year

- 8) Earn a 27 composite score on the American College Test (ACT), or a 1210 on the Scholastic Aptitude Test (SAT)

\*The criteria for the Diploma with Honors vary for students who enroll in a two-year career/technical program. See below.

## **DIPLOMA WITH HONORS – GRADUATING- CAREER TECHNICAL STUDENTS**

Students need to fulfill all but one criterion for any of the following Diplomas with Honors.

- 1) Earn four units of English.
- 2) Earn four units of Mathematics, which shall include the competencies in Algebra I, Algebra II or equivalent and Geometry and another higher level math course. (Advanced Math, Calculus, AP Calculus, Statistics)
- 3) Earn four units of Science including two units of advanced science.
- 4) Earn four units of Social Studies.
- 5) Earn four units minimum in the student's Career-Technical education curriculum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit.
- 6) Maintain an overall high school G.P.A. of at least a 3.5 on a 4.0 scale up to the last grading period of the senior year.
- 7) Earn a 27 composite score on the American College Test (ACT), or a 1210 on the Scholastic Aptitude Test (SAT).
- 8) Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent.

## **SCHEDULE CHANGES AND COURSE WITHDRAWALS**

The selection of the appropriate high school courses to prepare a person for a future career and effective citizenship is extremely important. Following the student's initial class selection request, much effort is made in preparing a master schedule that will meet the needs of the individual students and the entire school community.

Each student is asked to very carefully consider the matter of course selection. Following the submission of the selection request form, changes can only be made after a conference with the school counselor. The counselor and/or principal may approve the change request if beneficial to the student and within the school's resources.

Students are strongly encouraged to avail themselves of all opportunities and classes that will assist them in their career and educational plans. We require every student to enroll in seven classes so that he/she maintains **no more than one study hall daily unless he/she has a science lab.** In addition to this, Ohio Revised Code 3317.034 (E) states that in order for a student to be considered full time, s/he must be in at least five academic classes or be taking at least five academic credits at all times.

If a student desires to drop a class after the school year has started, we will adhere to the following drop policy:

**A student may drop a semester long class if s/he is carrying sufficient credits and if the request to do so is made during the first week of that semester. If a student wishes to drop a yearlong class, s/he must be carrying sufficient credits and must request the drop during the first week of the school year. A student who drops a course at any time other than described above may receive a failing mark for the semester grade in that course.**

### ***VALEDICTORIAN AND SALUTATORIAN SELECTION***

The Valedictorian and Salutarian shall be the students from the graduating class having the highest cumulative grade point average and will be decided after the final semester grades of the students' senior year have been added to the students' permanent records.

### **COLLEGE CREDIT PLUS PROGRAM**

Ohio's College Credit Plus can help students earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students.

Prior to March 1, your district will provide information about the College Credit Plus program to all students in grades 7-12. An informational session will be held and all colleges and universities within a 30-mile radius will be invited to attend before March 30. If you cannot attend, you must schedule an appointment with your school counselor.

By April 1, notify your school counselor if you intend to participate in College Credit Plus for the following school year. After April 1, you will need permission from the school district superintendent to participate. You and your family should contact colleges for information, application forms, and criteria for acceptance into College Credit Plus. Some materials are available from your high school counselor and at the college's website. You must go through the procedures established by the colleges/universities to apply to College Credit Plus and to enroll in the course(s). You may have to take a college placement test to make sure you are college-ready.

### ***STUDENTS WITH DISABILITIES***

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities. The district has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

## **INCOMPLETE COURSES**

Any incomplete grades will have two weeks after the last day of the grading period to be completed before a failing grade is given. An exception to this policy would be illness or prior approval of the principal. If for any reason a student does not continue a course to its completion, it will appear on the permanent record as the student having failed the course and will be included in the grade point average.

## **GRADING SYSTEM REPORT CARDS - INTERIM REPORTS**

1) The St. Henry Board of Education has adopted the following guidelines for a district-wide grading scale.

94 – 100 %	A	4.0
86 – 93%	B	3.0
75 – 85%	C	2.0
66 – 74%	D	1.0
65 and Below	F	0.0

- A student missing an individual class **more than eight (8) times any semester must pass the semester exam/project in order to receive credit for that course.** An exception to this would be a student who has been hospitalized or under a doctor's care. The student must submit a doctor's statement upon his/her immediate return to school.
- Grades are issued and credit earned on the semester basis with the **Accumulative Grade Point Average (GPA)** figured on the semester grades received.
- The semester average is calculated as follows:  
 $9 \text{ wks} = 2/5$     $9 \text{ wks} = 2/5$    Semester Exam/Project = 1/5

2) **Report Cards** will be sent home each nine weeks.

- All obligations (lab fees, materials, etc.) must be cleared before receiving grade cards and credit for all course work. Report cards will be held and no credit issued until all obligations are taken care of by the student. Students will not receive their next year's schedule if a previous year's obligations are outstanding. If there are circumstances that make paying fees/debts impossible, students are to discuss the situation with the building principal in order to establish a payment plan.

- Athletic and Extra-Curricular Eligibility are based on the 9 weeks grading period. **(See Eligibility Requirements pp 25-26)**

3) **Interim Reports** are to be sent at the middle of each 9wks grading period to those students whose parents request a copy. Parents are encouraged to check Progress Book on a regular basis and talk to their children about such deficiencies.

## **HONOR ROLL**

Students with A's and B's are eligible for the regular honor roll recognition. High honor roll distinction will be earned by a report card containing all A's.

## **STUDENT FEES/LAB FEES**

Students/Parents are reminded that many courses require a lab fee. Lab fees will be mailed with the mid term grades sent in September. Lab fees are to

be paid by the end of the first 9 weeks. **You are reminded that such fees are obligations that must be paid prior to receiving report cards and/or course credit.** Any student having financial difficulties in making payment should make proper arrangements with the office prior to the two-week time period.

## **ATTENDANCE POLICY**

Attending and trying one's best in school is the primary job of the student. Punctuality and regularity in attendance are part of the student's training in school. Attendance has become increasingly important when students apply for a job before or after graduation. Prospective employers are as concerned about a student's attendance record as his/her scholastic achievements. By law in the State of Ohio, (Ohio Revised Codes 3321.01-3321.99), it is the responsibility of the parent(s) or guardian to see that the student is in school when s/he is not classified within the excused absence regulations. **NOTE:** Students who are (18) years old are subject to the same rules and regulations as all other students.

### **Absence Procedure**

In order to comply with the missing children law, the following policy is hereby established for reporting absences: Parents/Guardians are expected to telephone the high school office **(678-4834)** in the event the student is to be absent. We request that a parent call be made before 9:00 AM. If we have not received a call, an attempt will be made to contact a parent either at home or work inquiring about the absence. The parent/guardian may also provide a signed note to the secretary/principal by another family member. Absences that are for several days at a time or are known about ahead of time should be provided by note or phone **PRIOR** to the date(s) of the absence(s). It is the student's responsibility to make sure these guidelines are followed and that all absences that should be excused are excused. **Students must be in school a minimum of one-half day on the day of an extra-curricular event – this includes Tri-Star and College Credit Plus students (whose schedules vary) – in order to participate or receive administrative approval. One half day is defined as 4 regular periods for St. Henry High School. Students who are absent from school are not permitted to be present at any school function, unless previously approved by a school administrator.** Any such incidents will make the absence from school un-excused. Students need to be at school before the beginning of 3<sup>rd</sup> period or leave after 6<sup>th</sup> period to avoid a 1/2 day absence. Any student missing two or more periods in a day will be considered 1/2 day absent.

### **Excused/Legal Absences**

**\*\*\*Absences (with parent verification/phone calls) will not exceed 3 per 9 week grading period** for any personal or family illness without a doctor's excuse. Absences that exceed the 3 "**call-ins**" **will be considered unexcused without a doctor's verification.** Unexcused absences do not allow making up any graded work that may have been missed.

**Personal Illness** – Must receive a call or note from parent by 9:00 AM concerning the absence. Students that are in attendance and become ill must report to the office with every attempt being made to contact a parent prior to the student being permitted to leave school. **The student must sign out before leaving school.** The school requires a signed doctor's statement if the student is under medical

care.

**Illness In The Family** – Phoning or written request by parent/guardian that the student must remain at home.

**Funerals/Weddings** – Necessary attendance at funerals or weddings.

**Religious Holidays** – Consistent with student's creed or belief.

**Work At Home** – Work at home that would not normally require more than a maximum of three days per semester. In an emergency situation additional days would need to be approved in advance by the principal. It is important to avoid days missed at the end of a grading period.

**Medical/Dental Appointments** – Partial days are preferred. Student must provide proof of appointment (signed doctor's statement or appointment card) upon the return to school.

**Vacations/Out-Of-Town Trips** – Secure school **Request Form** prior to trip. After office approval, the student must have each teacher's signature and then returned to office. Students are reminded that it is their responsibility to secure all assignments in advance or upon the format established by the individual teacher. Vacation Days **MAY** be counted as unexcused by the building principal if the proper measures and paperwork and not filled out before leaving.

**Special Administrative Permission** – Conventions or conferences, court appearances, temporary/permanent driver's license, college visitations, activities of school approved nature, etc.

**Hunting – Students may use two days for hunting. Requests must be made through the high school office 2 days prior to a planned hunting absence.**

**Hunting Days MAY be counted as unexcused by the building principal if the proper measures and paperwork are not filled out before leaving. Any hunting days in excess of 2 days will be considered unexcused.**

### ***Unexcused/Illegal Absences - Truancy***

Unexcused absence from school (truancy) is not acceptable. Students who are unexcused will receive no credit for schoolwork that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year. Repeated unexcused absences inevitably results in lack of interest, failure, detention, in-school suspension, assignment to alternative school, suspension, expulsion, and/ or charges being filed in court as the situation warrants.

a. The truant/illegally absent student may be required to spend one hour of detention time for each hour illegally missed. The student is responsible for his/her own transportation.

b. The student receives a zero or failing grade for the day/period in each subject area missed.

c. No make up work will be permitted in order to help the student to make up missed assignments.

### ***Excessive Student Absences***

A student missing an individual class **more than eight (8) times any semester must pass the semester exam in order to receive credit for that course**. An exception to this would be a student who has been hospitalized or under long-term doctor's care. Students must submit a doctor's statement upon their immediate return to school.

### ***Tardiness***

If a student arrives late to school, s/he must obtain an admit slip from the office. If late to class after leaving another class, the student must secure an admit slip from the teacher who was responsible during the previous period. Whether the tardiness is excused or unexcused will be determined by the conditions of each incident. A student will receive a before school detention upon receiving a **fourth** tardy during the school year. Tardiness will be recorded on the student's grade card.

### ***Leaving/Returning To School***

Students are not to leave school grounds during class time without office permission. If a student plans to leave school after being in attendance during any portion of the school day, s/he **must be cleared** through the office before leaving (sign out). If a student returns to school after being absent for any portion of the school day, s/he must **sign in** before returning to class. Any consideration to drive must be approved by the office in advance of leaving school grounds. Students who become ill at school must check out at the office with a call being made to a parent/guardian to verify that the student will be going home. Parents are encouraged to pick up their child if at all possible.

***STUDENTS WHO LEAVE THE BUILDING WITHOUT CHECKING OUT THROUGH THE OFFICE FIRST WILL BE DEEMED UNEXCUSED AND PARENTAL NOTIFICATION AFTER THE FACT WILL NOT BE ACCEPTED AS AUTHORIZED. ANY MISSED WORK WILL NOT BE ALLOWED TO BE MADE UP.***

### ***ACADEMIC CODE OF CONDUCT***

The staff at St. Henry High School believes it is necessary that students abide by the following rules. Following is information concerning the homework policy of the St. Henry High School. It also includes information on make-up homework and make-up testing. SHHS feels it is necessary to have a building-wide academic code of conduct policy to develop responsibility in all of its students. Students will be held accountable for turning in their work on time.

1. All assignments are expected to be completed to the best of the student's ability.
2. All assignments are expected to be completed and turned in when requested by the teacher.
3. If a student is absent from school, s/he is responsible for getting the assignment from the teacher via the St. Henry App. The number of days a student misses will equal the number of days s/he will have to make that work up for full credit depending on the circumstances that the teacher sees as fair for the student. *For example, if a student is to present a project on a Tuesday but is*

*absent, the said student will need to present the next day he or she attends school.*

4. If a student is absent during a test, s/he will take the test the next day that s/he is at school unless otherwise worked out with the teacher. It is the responsibility of the student to make up the test on his/her own time (before school, after school, during study hall, etc.) A student will not be permitted to miss more class time to make up a test.

5. If a student knows in advance that s/he will be missing a class for any reason, s/he is expected to turn the assignment in early, give it to someone trustworthy to turn it in for him/her or drop it off in the teacher's mailbox. If a student is present for any part of the school day, s/he is responsible for turning in and obtaining any assignments for those classes missed.

6. It is understood that some circumstance(s) may prevent turning assignments in on time. Students should see the teacher prior to the due date to attempt to resolve the problem.

### **COLLEGE VISITATIONS**

Be it understood that a college visitation (maximum of 2 days) is counted as a day's absence from school (excused) and **does count** toward the eight (8) days allowed. If at all possible, parents are to accompany their child when requesting a college visitation day. If there are special circumstances that need to be considered, parents are urged to call and explain such to the guidance counselor/principal. College visitations are to be **approved in advance** by the Guidance Counselor through completion and submission of the **College Visitation Request Form**.

### **RELEASED TIME**

Students who are registered to take Religion Classes are responsible to attend classes on days assigned. Do not request the office to excuse you from missing a religion class. It is your responsibility to attend classes on a regular basis as scheduled. If you choose to no longer attend, the high school office must have a signed statement from both the parent and religion supervisor prior to being rescheduled.

### **DISCIPLINARY PROCEDURES**

The staff at St. Henry High School believes it is necessary that the following disciplinary procedures be followed. Following is information concerning the discipline policy of St. Henry High School. It includes the procedures that will occur in the event that disciplinary action needs to be administered. We feel it is necessary to develop good behavior and respect in all our students. Any detention assigned will be served in a scheduled before or after school detention period supervised by a faculty member. The offenses may be cumulative throughout the school year based off the principal's discretion.

**1<sup>st</sup> Offense:** Any detention assigned by a faculty member will be served during an assigned detention time/period.

**2<sup>nd</sup> Offense:** Upon a student's second disciplinary action, the student *may* conference with either the guidance counselor or the principal who will then determine the disciplinary action to be served. Any detentions assigned will be

served during an assigned detention time/period.

**3<sup>rd</sup> Offense:** If a student requires discipline because of a third offense, the student and the parent/s *may* have a conference with the guidance counselor in order for the principal to discuss the disciplinary concerns. At this time discussion will take place about the possibility of an alternative school assignment if any further problems/situations occur. Any detentions assigned will be served during an assigned detention period.

**4<sup>th</sup> Offense:** When a student requires disciplinary action for the fourth time during the school year, the student may be assigned to an in-school suspension at St. Henry High School or at the alternative school.

## **STUDENT BEHAVIOR**

Students are attending classes in a building provided by the citizens of the St. Henry School District, and it is the utmost desire of the citizens to help provide the best facilities possible for the students' education. Therefore, it is the duty of the students to control themselves in the manner best suited to keep these surroundings in excellent condition. Students are expected to care for the building, equipment, textbooks, educational aids and all facilities in a well-behaved manner. All personal possessions that may lead to distractions of the educational process are to be left at home.

## **STUDENT CODE OF CONDUCT**

This code sets forth the educational responsibilities of students enrolled in St. Henry Schools. The rules and standards set forth in this code apply to conduct during the regular school day, away from school premises, on school buses, or involving school property; to conduct away from premises while in transit to and from school which directly affects other students; and to conduct at all school functions. This code cannot reasonably be written in such detail as to anticipate every type of misconduct that could possibly occur, however, the Board of Education has the responsibility to set forth policies, rules, and regulations to help students conduct themselves in a proper manner as upstanding citizens of the school community.

Violation by a student of any one or more of the following rules on or off of school grounds during the school day or at school sponsored activities may result in disciplinary action, including, but not limited to, parent conferences, counseling, denial of participation, detention, in-school suspension, assignment to alternative school, out-of-school suspension, emergency removal from class(es) or school, and/or expulsion. In all cases where disciplinary action is anticipated, the student will be given an opportunity at an informal hearing to state his/her case. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school. In the event of an **Emergency Removal from Class or from School** for more than twenty-four hours, a hearing will be scheduled within seventy-two hours and the student will be given the opportunity to challenge the reasons for removal and any further action that may be taken. **In school suspensions** may be served at the Mercer County Alternative School or in a designated location at SHHS. The student may be

permitted to complete any graded assignments or tests. **Out of school suspensions** will not allow students to come to school or attend classes or any extra-curricular activities; students will not be permitted to make up any course work missed; and any graded assignments or tests missed will be calculated as a zero.

1. **Disruption of School:** A student will not, by use of violence, force, noise coercion, threat, intimidation, fear, active or passive resistance, harassment, insubordination, or any other repeated acts of misbehavior cause disruption or obstruction to the educational process, including all curricular and extra-curricular activities.

2. **Vandalism and Destruction of School, Personal, or Private Property:** A student will not cause or attempt to cause willful destruction or defacement of school, personal, or private property, including private property of school employees on or off school grounds.

3. **Fighting, Assault, and/or Threat Thereof:** A student will not exhibit the intent to fight nor physically or verbally attack or threaten to attack any person on school grounds or school transportation or at any school activity.

4. **Dangerous Weapons, Instruments, and Objects:** A student will not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or a dangerous instrument capable of harming another person, or a look-alike counterfeit weapon, knife or instrument. Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guidelines set forth by the BOE.

5. **Alcoholic Beverages, Narcotics, and Drugs:** A student will not possess, use, sell, offer to sell, offer to purchase, supply, transmit or conceal any alcohol, non-alcoholic beer, and/or other drugs or drug paraphernalia, or any substance that causes physical or mental change during any hours a student is on school premises, or on authorized transportation, or any school sponsored activity held on or off the school premises. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, herbal remedies and drug paraphernalia.

**Possession** - includes, without limitation, retention on the student person, in purses, wallets, lockers, desks or automobiles parked on home school property or at any other school activity while in attendance of a school function.

**Use** - is defined as evidence of consumption or showing signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, tobacco or alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for the particular student.

Disciplinary action for violations of the **illegal drug policy** will be conducted independent of court action. Students will be subject to immediate suspension or expulsion proceeding for possession or use of illegal drugs. The suspension will be for a period of 10 days out of school to be served at the discretion of the building principal. In each event, parents will be informed of the violation of the policy via telephone and mail and receive a copy of the policy controlling such

substances.

A 5-day reduction in the 10-day penalty may be considered by the principal if the student receives professional assistance. Professional assistance may include but not be limited to a drug education program, assessment with follow-through based on the assessment findings, professional counseling from a certificated counselor, outpatient treatment or inpatient treatment.

Disciplinary action for violation of the **alcohol policy** will be conducted independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession or use of alcoholic beverages.

The following consequences will apply:

**1<sup>st</sup> offense:** Suspension will be for a period of **3 days** out of school suspension to be served at the discretion of the building principal. **If the incident occurs at an athletic event, the student will be suspended from attendance for 20% of the contests in that sport. If 20% of the contests do not remain, the suspension will carry over to the next sport. If an underclassman is in violation at a school dance, band/choir concert, drama production, academic team, etc., the student will face the previous mentioned penalties plus be prohibited from attending the same school activity/event the next school year. If a senior violates this policy at a school dance or non-sport activity, s/he will be required to attend school up to the last scheduled day of school.**

**2<sup>nd</sup> Offense:** Suspension will be for a period of **5 days** out of school suspension to be served at the discretion of the building principal. If the incident occurs at an athletic event, the student will be suspended from attendance for 20% of the contests in that sport

**3<sup>rd</sup> Offense:** Suspension will be for a period of **10 days** out of school suspension to be served at the discretion of the building principal. If the incident occurs at an athletic event, the student will be suspended from attendance to any remaining contests in that sport.

The Board of Education recognizes that enforcement methods are subjective and difficult to manage. As a result, the BOE will permit the use of devices (breath-analyzers) and services (law enforcement and trained counselors) needed to assist in the management and enforcement of the policy. The use of such is designed to make the enforcement objective and fair to all students. Therefore, the Superintendent will establish a detailed procedure for the use of devices and services to monitor and enforce the policy at school and school sponsored events.

**6. Tobacco:** The Ohio Revised Code 3313.47; 3313.66; 3313.661; 3313.751; and Ohio Administrative Code 3301-35-03 have determined tobacco products are illegal if possessed or purchased by persons under the age of eighteen. As well, health professionals have determined that the use of tobacco products can be detrimental to one's health. Therefore, students will not possess, transmit, purchase or attempt to purchase and/or use tobacco in any form on school grounds or off of school grounds at anytime during the school day, including lunch, or at any school sponsored activity. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or other matter or substance that contains tobacco. The use of Electronic Cigarettes, vaporizers, look-a-like cigarettes, nicotine, any type of inhalants mechanism(s), or products with nicotine will be considered and treated as a tobacco or an illegal drug product

as well.

Disciplinary action for violation of the **tobacco policy** will be conducted independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession or use of tobacco. The following consequences will apply:

**1<sup>st</sup> offense:** Suspension will be for a period of **3 days** out of school suspension to be served at the discretion of the building principal. **If the incident occurs at an athletic event, the student will be suspended from attendance for 20% of the contests in that sport. If 20% of the contests do not remain, the suspension will carry over to the next sport. If an underclassman is in violation at a school dance, band/choir concert, drama production, academic team, etc., the student will face the previous mentioned penalties plus be prohibited from attending the same school activity/event the next school year. If a senior violates this policy at a school dance or non-sport activity he/she will be required to attend school up to the last scheduled day of school.**

**2<sup>nd</sup> Offense:** Suspension will be for a period of **5 days** out of school suspension to be served at the discretion of the building principal. If the incident occurs at an athletic event, the student will be suspended from attendance for 20% of the contests in that sport.

**3<sup>rd</sup> Offense:** Suspension will be for a period of **10 days** out of school suspension to be served at the discretion of the building principal. If an underclassman is in violation at a school dance, band/choir concert, drama production, academic team, etc., the student will face the previous mentioned penalties plus be prohibited from attending the same school activity/event the next school year. If a senior violates this policy at a school dance or non-sport activity, s/he will be required to attend school up to the last scheduled day of school.

**7. Profanity and/or Obscenity:** A student will not, by written, verbal, by gestures, or other means (example: article of clothing), annoy, humiliate, or disrupt the education process by using profanity or obscenity towards any other student or any school personnel.

**8. Truancy and Tardiness:** A student will comply with the compulsory school attendance policies. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class, or any other properly assigned activity. Repeated tardiness is also considered a serious offense.

**9. Insubordination:** A student will follow the reasonable directives and comply with the reasonable requests of any teacher, student teacher, substitute teacher or other authorized school personnel. Students will understand that the authority of these people does not end at the classroom door, but extends throughout the buildings and grounds.

**10. Inappropriate Dress:** A student will not dress or appear in a fashion that: a) interferes with the student's health or welfare or that of others, or b) causes disruption or directly interferes with the educational process. (See Student Dress Code)

**11. Theft:** A student will not take or attempt to take into possession the public/private property or equipment of the school district or personal property of another.

12. **Extortion:** A student will not obtain or attempt to obtain another person's property, benefit or service either by implied or expressed threat.

13. **Forgery:** A student will not falsify, in writing, the name of another person, or times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school.

14. **Trespassing or Loitering:** A student will not be present in a school building or on school grounds at unauthorized times when their presence may cause disruption of an activity, function, or educational process.

15. **False Identification:** A student will not use or attempt to use false identification to mislead school personnel.

16. **Breaking and Entering:** A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function, or event off school grounds.

17. **Possession of Electronic Equipment:** Most electronic equipment necessary in school is supplied by the school. Students are not allowed to use radios, portable TV's, electronic toys, beepers or other paging devices, lasers, and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken. **Students may possess a cell phone, and they are allowed to have them out before school, after school, at lunch, and in the hallway(s) between periods. Every teacher, including study hall monitors, will have a rule/rules concerning cell phones in their classrooms. As soon as students enter a teacher's classroom, ALL students are to adhere and follow these class rules as the law, even if the bell has not rung. Students who have a smart phone are to be on their data plan only in order to keep the school's bandwidth open & free for use by all students and staff. Any student who participates in cyber-bullying, sexting, breaking the school's Wi-Fi password, viewing inappropriate images, and/or any other non-school appropriate activities will be administered a fair, yet stern punishment that the school's principal deems as appropriate.**

18. **Other Rules:** Failure to abide by other rules that may be established from time to time by board, superintendent, or principal.

**NOTE:** Due process of the law will be followed in all disciplinary situations. Anyone desiring a complete interpretation of possible disciplinary actions (detention, in-school suspension, assignment to alternative school, out-of-school suspension, and emergency removal from class/school, and/or expulsion) as adopted by the St. Henry Board of Education may do so by a request made through the high school office.

### ***CHEATING/PLAGIARISM***

No student will cheat in any form including plagiarism (homework, class reports, research papers, etc.) **Plagiarism** is an act of stealing and passing off as one's own ideas or work of another. Whenever a student is found guilty of cheating/plagiarizing, the teacher will collect the student's paper/work, and the student is subject to a zero or failing grade for the assignment, quiz or test. The teacher will then contact the office and parents/guardian as to the action taken. If future offenses occur (in any course), a student may be removed from a course, an F issued, and no credit earned.

## ***BUS TRANSPORTATION AND STUDENT TRIPS***

Providing bus transportation for high school students to school and returning home is a service of your school board, not a legal requirement. Educational class trips as a supplementary experience to the regular class instruction are certainly worthwhile. Students who ride the bus for any curricular or extracurricular activities are to remain with their sponsored group and are to return home via bus with their group. Only in exceptional circumstances may a student leave the group to return home by another means of transportation. A student must request a **Transportation Request Form** and have it completed by a parent/guardian prior to the departure of such trip. Be it understood that the request must be unusual and **may not** be approved after the form has been submitted.

## ***STUDENT DRIVING POLICY AND PARKING***

Students are not permitted to drive vehicles to school unless authorized by the principal and at least one parent. Students driving to school are to use the parking area provided on the north side of the high school building only. Students should exit the vehicle immediately. Students are **not permitted** in the parking lot during the school day. Students should not park on the street inside the 'St. Henry U' for safety issues. The student is to remain out of the vehicle and is not to drive or move the vehicle from its original parking place until the time to leave for home, unless other special requests are granted as provided in other policies. If there are unusual circumstances that make it necessary for a student to drive, **obtain the necessary permission from the office.**

**Student Driving Permit Request Forms** must be completed yearly and returned to school prior to a student driving. At any time a license number changes/added or you change vehicles, this Permit Request is to be updated. Each vehicle registered must have a Parking Permit (purchased through the office) properly displayed. There has been a growing concern over the excessive speed and manner in which students have entered/exited the school parking lot. Student drivers are reminded that driving to school is a privilege and not a right. **The privilege of driving can be revoked at any time.**

## ***TEXTBOOKS***

All textbooks are the property of St. Henry Schools and are on loan to students for the school year. Any student damaging a textbook while it is assigned to him/her will be assessed a fee to cover the damage or replacement of the textbook.

## ***OBLIGATIONS – COLLECTION OF DEBTS***

Any debt to the school incurred by a student will result in report cards being held and no credit given until the debt/obligation has been cleared. Examples of such obligations are: lost or damaged textbooks, instructional materials, equipment, library materials, band supplies, athletic equipment, club/organization materials, fund raising merchandise, lunch fees or money not turned in, etc.; money not turned in for materials purchased; damages to school property or buildings; class/course fees (unless arrangements have been made or cleared by

the principal); or any other debt deemed to be legitimate by the building principal.

### **LOCKERS**

Lockers are provided for the storage of books and student clothing. The locker becomes the student's responsibility but does not become their personal possession and therefore may be opened and inspected by school officials when there is good reason to do so. The school is not responsible for lost or misplaced items and valuables. Students are asked to respect the rights of other students and not tamper or take items from others' lockers. The advertising of alcoholic beverages, tobacco, or drugs is not permitted. Only acceptable pictures may be displayed. Students are responsible for cleaning their lockers prior to the end of the school year.

### **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, book bags, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting student(s) to and from regular and extracurricular activities. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The school reserves the right not to return items that have been confiscated.

### **FIRE, SAFETY AND TORNADO DRILLS**

Fire, Safety and Tornado Drills will be held periodically as required by law. Building evacuation routes and tornado procedures are posted in each room. Every student should be familiar with the procedure to be followed. Any student found guilty of pulling the fire alarm as a prank is subject to suspension/expulsion and charges being filed.

### **STUDENT DRESS CODE**

In general, school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable. Therefore:

1. Dress and grooming will be clean and in keeping with health, sanitary, and

safety requirements.

2. When students participate in school activities, their dress and grooming will not disrupt performance or that of other students, or constitute a health threat to the individual or other students. **Students must wear shirts at all extra-curricular activities.**

3. Dress and grooming will not be such as to disrupt the teaching-learning process. Clothing (shirts, jackets, hats, etc.) containing offensive illustrations, inappropriate language or questionable language or designs and/or messages, or alcohol, tobacco, drugs or sexual slogans, illustrations, or innuendos, bizarre or unusual clothing, soiled, torn, or cut off clothing, hats, bandanas, scarves, or other headgear, tank tops or muscle shirts, bare midriff or see-through blouses/pants are not acceptable. All students must wear footwear at all times for health and safety reasons.

4. Shorts may be worn to school during those times of the school year in which the temperature is conducive for such apparel to be worn. Shorts, dresses and skirts shall be of moderate length.

5. Hats, caps, and/or sunglasses are not to be worn in the building during the school day.

6. No bare midriffs, halter tops, spaghetti strap tops, tank tops or muscle shirts.

7. School officials and the Board of Education reserve the right to make final decisions regarding changes in the dress and grooming of students.

**NOTE:** The above Dress Code violations or any other apparel that the principal determines to be unacceptable may require the student to put on a t-shirt handed out by the principal or to be sent home to change. Any class time missed because of dress code problems will be counted as unexcused. Repeated violations may result in more serious disciplinary action which may include suspension/expulsion from school.

### ***STUDENT RECORDS***

Student Directory Release information is on the Emergency Medical Form completed every year by the parent/guardian.

### ***HALL PASSES***

Students are not permitted in the halls during class periods unless accompanied by a teacher or have a hall pass from an authorized staff member. If you wish to see a teacher during a conference period, you must arrange for this in advance. Passes are to be secured prior to the start of the school day for morning periods and at lunchtime for afternoon periods. Hall passes are located in the back of the student's handbook.

### ***MEDIA CENTER – LIBRARY***

Students may use the Media Center during any study hall (once per day) by going directly to the Media Center. Students must be in the Media Center before the tardy bell rings. The Media Center is not to be used as a study hall. If coming from a class, the student should present a written pass to the Media Center supervisor.

## ***FIELD TRIPS***

Field trips are considered to be an extension of the educational process. To make the field trip enjoyable and safe for the student and all others, specific guidelines and rules must be observed. Acceptable behavior and good discipline is the primary responsibility of the student and parents while attending such field trips. The **Student Conduct Code** and its provisions will be applicable to students during all scheduled field trips. Students who violate these rules may lose the privilege to go on field trips. Students are responsible for informing their teachers in advance that they will not be in attendance on the date of the scheduled field trip and any assignments missed must be obtained by the student. The guidance counselor and/or principal reserve the right to prohibit a student from attending a field trip based off grades, behavior, etc.

## ***VANDALISM/PROPERTY DAMAGE***

School buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage by accident, you should report such damage to the office immediately.

## ***MEDICATION***

Written request must be received from the parent/guardian of the student requesting that the school district comply with the physician's order to administer prescription drugs or requesting the school district to administer the non-prescriptive drug and granting permission for the district to do so. Note: The student should request the **Authorization To Dispense Medication Form** located in the office. This form needs to be on file in the office.

## ***FREE/REDUCED LUNCH APPLICATIONS***

Families may request Free/Reduced Lunch Applications through the office at anytime during the school year. All information provided must be accurate. Notification will be made after the application has been properly submitted.

## ***LUNCH PERIOD***

During students' lunch period they may eat in the cafeteria/commons or leave the building. **Students are not allowed to drive at lunch time.** Driving or riding during lunch will result in a before-school detention. Those students eating at school must eat their lunch in the cafeteria/commons. Do not cut in the lunch line. Do not throw food. No food or drinks will be allowed in the hallways. After eating students must also place trash in the trashcans and return food trays to the dishwashing area. Students are only allowed to be in the cafeteria/commons area. **No students are allowed in the hallways or in the student parking lot.**

## ***WORK PERMITS***

Any student wishing to be employed must secure and complete the proper Work Permit Forms. These forms may be picked up and returned to the high

school office. Students requesting a work permit to get early release (one period) must maintain C's or better on their grades.

### **EMERGENCY MEDICAL FORMS**

Each student is required to have the parent/guardian complete an Emergency Medical Form annually. This form is extremely important as it gives the school directions and authorization, if necessary, to provide for emergency treatment for the student in case of an accident or sudden illness. Return the form promptly to the office, and notify the school should any change take place during the school year.

### **VERBAL/PHYSICAL HARASSMENT, INTIMIDATION, AND BULLYING**

Harassment, intimidation, or bullying by any student in the St. Henry School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with C. 3313.666, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, PDA, or wireless hand-held device, either overt or covert, by a student or group of students toward other students with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited at all times as well as on or immediately adjacent to the school grounds, at any school-sponsored activity, on school provided transportation, at any official school bus stop that reasonable person under the circumstances should know will have the effect of:

A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive education environment.

### **SEXUAL HARASSMENT**

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment (**Board Policy 4362, 3362, and 5517**). This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassments and in those cases where unlawful harassment is substantiated the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. **A copy of the board policy may be found on the school website or a copy of it will be provided upon request.**

No student will make written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member, or other person associated with the school district. No student will cause the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or make sexually suggestive or insulting gestures, sounds, leering, staring, whistling and the like to a fellow student, staff member or other person associated with the district. No student will threaten or cause unwanted touching, contact, or attempts at the same, including patting, pinching or pushing the body upon a fellow student, staff member or other person associated with the district.

### **SEXTING**

“Sexting” is prohibited at any time on or off school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging, snap chats, etc. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless device.

### **HAZING**

It is the policy of the St. Henry Consolidated Local Board of Education and school district that hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. No employee of the school district will encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, will plan, encourage, or engage in any form of hazing. **Hazing** is defined as doing any act or coercing another, including the victim, to perform any act of initiation into any student organization or other organization that causes or creates a substantial risk of causing mental or physical harm to any person no matter how willing the participant may be.

### **STUDENT GRIEVANCES**

Our faculty makes every effort to treat each student in a firm, fair and impartial manner in the application of school rules and regulations. There are times when students may question this, and/or have other legitimate concerns. Every reasonable student concern shall be dignified by careful consideration. When there are legitimate student grievances or concerns, this procedure will be followed:

1. The student shall submit a written explanation of the concern to the high school principal within two (2) school days of the occurrence.
2. The high school principal shall investigate the area of concern and return a finding within two (2) school days of receipt of the appeal.
3. The student may submit a written appeal of these findings to the superintendent within two (2) school days. The principal shall submit a written copy of his findings to the superintendent in the case of an appeal.

## **DAILY ANNOUNCEMENTS**

Daily announcements are made each morning. Students are encouraged to listen to these announcements to be informed of upcoming events or important information and/or instructions. The announcements are also posted on the St. Henry App, outside the office and outside the guidance office for students who are not here.

## **NETWORK ACCEPTABLE USE & INTERNET/EMAIL SAFETY POLICY**

The St. Henry Local Schools Technology Plan provides for interconnecting our students with students, teachers, and academic resources throughout the world via E-Mail and Internet. Students who accept the responsibilities of using these computer programs in accordance with appropriate educational standards will be given this privilege. Any student engaging in conduct either specifically or generally that is inappropriate conduct is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation. This Code of Regulations is adopted by the Board of Education of the St. Henry School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of St. Henry Schools.

The St. Henry Telecommunications Network has been established for a limited educational purpose. A vast array of resources is available through the telecommunications network. One of the goals of the St. Henry Schools is to develop in its students and staff responsible and effective use of telecommunications. Individual accounts are available on the network for students and staff. The network ensures limited privacy. Files and messages placed on the school network and domain are the property of the school. Services on the network include Internet access, web-based school accounts, and school-licensed software packages. Students and staff should not infringe on the rights of other users of our network. Difficulties with Internet usage include the unreliability of some data and the lack of any foolproof way of preventing unwanted and objectionable data from being accessed. Some materials are morally objectionable and pornographic in nature. **Filtering software is in place to screen these materials**, but is not a *guarantee* that such material may not be accessible. Important or confidential personal data should not be transmitted by means of the Internet. Normally, students will be working on the Internet under supervision, but close monitoring may not always be possible.

### **Do**

1. Use only your *own* account and password
2. Reflect academic honesty, high ethical and moral responsibility
3. Use for classroom activities, career development and limited high-quality

self-discovery

4. Respect copyrights and other users' privacy (material that does not contain a copyright notice or mark is still considered copyrighted)
5. Notify your instructor or the technology coordinator of any potential security problems on the network
6. Notify your instructor or technology coordinator of any illegal activity occurring on the network
7. Notify your instructor or technology coordinator of any harassment directed to you through the network
8. Respect equipment and report any equipment problems to your instructor or the technology coordinator
9. Be judicious in the use of print resources
10. Maintain a clean working environment around your computer(s)
11. Do use GoogleDrive or other approved web-based sites when possible for storing student work.

### ***Don't***

1. Do not share your password(s).
2. Do not use the network for political lobbying or commercial purposes
3. Do not download programs to your workstation's hard drive or to your home directory without permission from your instructor or the technology coordinator
4. Do not transmit viruses. If you do receive a virus or suspect your computer is infected, notify your instructor or technology coordinator immediately.
5. Do not load personally-owned software on school computers
6. Do not load software on school computers for which we do not have proper licensing
7. Do not use inappropriate language or false information
  - a. Obscene, profane, vulgar, rude, threatening, disrespectful
  - b. Dangerous, inflammatory, or disruptive
  - c. Prejudicial or discriminatory
8. Do not enter sites containing pornography or hate literature
9. Do not enter other user(s) files
10. Do not use "Chat" programs unless approved by system administrator
11. Do not store unnecessary files in your home directory
12. Do not use flash drives to move files between home and school computers

### ***Due Process***

1. All files and messages stored on school computers, networks, and domains are property of the school. The administration has the right to examine and monitor any files.
2. Routine maintenance and monitoring of the system may uncover violations of the Acceptable Use Agreement.
3. Searches of individual files may be undertaken when monitoring devices alert to a potential problem on the network.
4. Local, state, and federal laws that apply to telecommunications will be enforced and the district will cooperate fully with these jurisdictions.
5. Consequences of student violations may include, but not be limited to, verbal warning, suspension of network privileges, or other disciplinary actions as set by your instructor and/or building principal.

### ***Limitation of Liability***

The District will make every effort to maintain the network so that each user has equal and fair access. The District will make every effort to maintain security and integrity of the system. The District cannot guarantee the security and ultimate privacy of material stored on the network. The District makes no guarantee of the functions and services provided by the network or the accuracy of information obtained through or stored on the network. The District takes no responsibility for the loss of data, files, or information on the network.

### **St. HENRY HIGH SCHOOL ONE TO ONE DEVICE POLICY**

Students at St. Henry High School will be administered a Google Chromebook starting their Freshman Year. Students will be administered an annual fee of \$50 for these devices, even if the students are taking advantage of opportunities such as Tri-Star or College Credit Plus. Students and Parents/Guardians will sign the One to One Acceptable Use Policy upon initial reception of their device; these agreements will be held on to throughout the entire careers of students at St. Henry High School. For details and answers to FAQs on the entire One to One Acceptable Use Policy, please go to the St. Henry Local Schools Website under the High School Link.

### ***PHOTOGRAPHY/VIDEO***

We agree to allow my child's photo/video to be used in school educational programming and planning, and to create awareness of school programs. For safety consideration, we do not post student names along with pictures on the Internet or at a public place. **If I refuse consent, I will provide written refusal to the respective school office.**

### ***INTERSCHOLASTIC/EXTRACURRICULAR ELIGIBILITY***

The St. Henry Board of Education recognizes the importance and value of student participation in interscholastic and extracurricular activities. The Board also recognizes students' academic responsibilities must be paramount. Therefore, the following academic requirements need to be met prior to participating in activities outside of the classroom.

#### **Students Enrolled In Grades 9-12**

1. In the immediately preceding grading period, a student must receive a passing grade in **a minimum of five (5) one-unit credit courses** or the equivalent which count toward graduation; and
2. Those grades must, when combined, be a total grade point average of at least 1.5 on a four-point (4.0) scale.
3. All beginning ninth graders must have passed 75 percent of subjects in which enrolled the immediately preceding grading period.
4. Those grades must, when combined, be a total grade point average of at least 1.5 on a four-point (4.0) scale.

#### ***Pass/Fail Policy***

Any student who received a failing grade for any class or course of study for

the previous grading period may be eligible to participate in interscholastic/extracurricular activities provided he/she meets all of the requirements listed above.

### **Other Eligibility Requirements**

In case of interscholastic athletics, requirements set by the Ohio High School Athletic Association (Constitution and Bylaws), must be met in addition to those set forth by the St. Henry Board of Education.

### **Definition of Terms**

**Interscholastic Athletic Activities** means a pupil activity program that a school or school district sponsors or participates in and that includes participants from more than one school or school district (athletics) and does not include any activity in the school districts graded course of study.

**Extra-Curricular Activities** means those activities (clubs, organizations) that are not included in the school district's graded course of study.

**Grade Point Average** will be calculated using the following scale:

A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0; and P = Not calculated into GPA - Passing 1/4 Unit of Credit

**Preceding Grading Period** means the first grading period for the new school year and, thereafter, the grading period immediately preceding the period of participation.

**Summer School Grades** may not be used to substitute for failing grades from the preceding grading period of the regular school year (relative to Interscholastic Athletic Eligibility).

**IEP Students** - Students who are on an IEP are not exempt from the grading policy as set forth above.

### **NCAA INFORMATION**

Core Courses is the name that the NCAA gives to high school courses that meet certain academic criteria specified by the association. Students must complete a certain number of core courses for NCAA Division I and II eligibility. A core course is any course at your high school that has been reviewed and approved by the NCAA Eligibility Center as a course that meets its academic standards. In other words, core courses are courses "approved" by the Eligibility Center.

More information is available at the NCAA Eligibility Center website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

The Division I initial-eligibility Prerequisite have changed. For more information, go to: [https://web3.ncaa.org/ECWR2/NCAA\\_EMS/NCAA.jsp](https://web3.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp)

### **Division I only – 16 core courses in the following areas:**

- 4 years of English
- 3 years of mathematics (Algebra I or higher)
- 2 years of natural/physical science (1 year of lab if offered)
- 1 year of additional English, math or natural/physical science
- 2 years of social science
- 4 years of additional courses (any area above, foreign language or

Full Qualifier	Academic Redshirt
<ul style="list-style-type: none"> <li>• Complete 16 core courses:                             <ul style="list-style-type: none"> <li>○ Ten of the 16 core courses must be completed before the seventh semester (senior year) of high school</li> <li>○ Seven of the 10 core courses must be in English, math, or science</li> </ul> </li> <li>• Earn a core-course GPA of at least 2.300</li> <li>• Earn the ACT/SAT score matching your core-course GPA on the Division 1 sliding scale (see NCAA website)</li> <li>• Graduate high school</li> </ul>	<ul style="list-style-type: none"> <li>• Complete 16 core courses</li> <li>• Earn a core-course GPA of at least 2.000</li> <li>• Earn the ACT/SAT score matching your core-course GPA on the Division 1 sliding scale (see NCAA website)</li> <li>• Graduate high school</li> </ul>

**Full Qualifier:** College-bound student-athletes may practice, compete and receive athletics scholarship during their first year of enrollment at an NCAA Division I school.

**Academic Redshirt:** College-bound student athletes may receive athletics scholarships during their first year of enrollment and may practice during their first regular academic term but may NOT compete during their first year of enrollment.

**Nonqualifier:** College-bound student-athletes cannot practice, receive athletics scholarships or compete during their first year of enrollment at an NCAA Division I school.

**Division II – 16 core courses in the following areas:**

- 3 years of English
- 2 years of math (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 2 years of social science.
- 3 years of additional English, math or natural/physical science.
- 4 additional years of English, math, natural or physical science, social science, foreign language, comparative religion or philosophy.

<b>Full Qualifier</b>	<b>Partial Qualifier</b>
<ul style="list-style-type: none"> <li>• Complete 16 core courses</li> <li>• Earn a core-course GPA of at least 2.000</li> <li>• Earn an SAT combined score of at least 820 or an ACT sum score of at least 68</li> <li>• Graduate high school</li> </ul>	<ul style="list-style-type: none"> <li>• Complete 16 core courses</li> <li>• Earn a core-course GPA of at least 2.000</li> <li style="text-align: center;">OR</li> <li>• Earn an SAT combined score of at least 820 or an ACT sum score of at least 68</li> <li>• Graduate high school</li> </ul>

**Full Qualifier:** College-bound student-athletes may practice, compete and receive athletics scholarship during their first year of enrollment at an NCAA Division II school.

**Partial Qualifier:** College-bound student athletes may receive athletics scholarships during their first year of enrollment and may practice during their first regular academic term but may NOT compete during their first year of enrollment.

**Nonqualifier:** College-bound student-athletes cannot practice, or receive athletics scholarships or compete during their first year of enrollment at an NCAA Division II school.

## LIST OF APPROVED CORE COURSES FOR ST. HENRY HIGH SCHOOL

### English:

- English 200
- English 300
- English 400
- English 500
- Honors English 400
- Honors English 500

### Social Science:

- American History
- Economics – ½ credit
- Government /AP
- Psychology – ½ credit
- Sociology – ½ credit
- US Government
- World History

### Natural/Physical Science:

Course	Lab
Anatomy & Physiology	X
Biology	X
Chemistry	X
Earth & Space	X
Physical Science	X
Physics	X

### Additional Core Courses:

- German I
- German II
- German III
- German IV
- Spanish I
- Spanish II
- Spanish III
- Spanish IV

## **Mathematics:**

- Advanced Math
- Algebra I
- Algebra 1A – ½ credit
- Algebra II
- Algebra IIA – ½ credit
- Algebra IIB – ½ credit
- Calculus /AP
- Geometry
- Statistics – ½ Credit
- AP Statistics

## **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization established in 1921 under the sponsorship and supervision of the National Association of Secondary School Principals. Its official purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

### ***Guide to National Honor Society Process - St. Henry Chapter***

I. All academically eligible students are notified and given process guide, and a Student Activity Form. Notified students who feel they also meet the other three criteria must then submit a completed Student Activity Form listing pertinent activities (both in and out of school) and awards received during their high school career.

II. Faculty members receive a list of all eligible students. They then rate on a scale of 0 to 5, the extent to which each student meets the three criteria. (The faculty is encouraged to make specific comments, positive as well as negative, to further give insight about the eligible student. Any negative rating must be explained.) In order to be further considered for selection, a junior or a senior must have an average of 3.5.

III. A faculty council of five teachers then selects the new members based upon the evaluations received from faculty and the Student Activity Information Form submitted by the applicant. (This is the exact process outlined by the National Constitution of the National Honor Society that all chapters must adopt and follow.)

IV. When the faculty council has made its decisions, the NHS officers and chapter members are informed of the results which are to be held in confidence until the induction ceremony.

V. An in-school assembly is held in front of the majority of the student body. At one point during this ceremony, a member of NHS taps (announces) those individuals selected by the faculty council. The newly selected members are then reorganized by the student body. Attending the assembly may prove uncomfortable for those who expect to get tapped but do not. For this reason, any prospective candidate who so chooses, will be excused from the assembly and informed of his/her status following the ceremony. (No student may be informed of his/her status ahead of time, however.)

VI. The members of the National Honor Society, faculty, and administration of St. Henry High School understand that non-selection may be disheartening, but the

parents and students must understand that no student has the right to be selected for membership in a chapter of the National Honor Society. In light of this fact established by the United States Supreme Court, and the National Council's statement that they will not review the judgment of the faculty council regarding the selection of the individual members to the local chapters, **all decisions of the faculty council are final.**

### ***ACADEMIC HONOR AND STUDENT SERVICE AWARDS***

The development and purpose of this Award Recognition Program hinges upon the Philosophy of Education Statement of St. Henry Schools: The school should strive for the development of individuals who are responsible, aware and tolerant citizens who function for the good of the community. Schools need to place an emphasis not only upon intellectual standards, but also upon moral and ethical values. Students who are eligible for these two awards are recognized at the high school awards program held each May.

### ***SCHOOL CLOSING – BAD WEATHER DELAYS***

St. Henry Schools will delay classes or close school at any time it has been determined that the safety of the student is in question. Parents/Students are to look at the St. Henry App, listen to WCSM or WKKI or are to sign up for text message alerts from the Superintendent for delays or closings. Tri Star students are to follow the delay schedule as announced by Tri Star officials. Be it understood that if school is canceled and a coach /advisor calls for a practice, it is the parent who makes the determination if the student can attend such practice without **jeopardizing the health and welfare of the student due to inclement weather conditions.**

### ***STUDENTS REPEATING CLASSES***

A student may choose to repeat a single semester or full year class with permission of the teacher.

### ***IDENTIFICATION OF GIFTED STUDENTS***

Each school district in the State of Ohio is to develop a Policy and Plan for the Identification of Children Who Are Gifted. St. Henry Schools' District Policy will be made available upon request.

### ***VENDING MACHINES***

All products purchased from the vending machines must be consumed in the commons area and are not to be taken into any other areas of the school. Students are expected to discard their trash in the trash cans throughout the school. Should the vending machines and/or trash become a problem, school officials reserve the right to shut the machines down indefinitely.

### ***VISITORS TO SCHOOL***

EVERY PARENT IS WELCOME TO VISIT SCHOOL AT ANY TIME. Since there are many visitors in school, parents are asked to telephone the office first. In order to properly monitor the safety of students and staff, all visitors **must report directly to the office** upon entering the school. Visitors from other schools are not permitted without permission from the Principal. This permission must be secured at least one day in advance.

## **USING THE ST. HENRY SCHOOLS APP**

### **From your PC:**

- 1.) Go to [www.drund.com](http://www.drund.com) [there is also a link on [www.sthenryschoools.org](http://www.sthenryschoools.org) “St. Henry Schools App” under Parent-Student Links]
- 2.) Login using your username and password
- 3.) Like/view updates, homework postings and announcements

### **From your iPad:**

- 1.) Download the app by searching “st. henry schools” on the app store [you must select iPhone Only as a search option-this option is in the upper left hand corner when searching on the app store]
- 2.) Download the free app
- 3.) Login using your username and password
- 4.) Like/view updates, homework postings and announcements

### **From your iPhone:**

- 1.) Download the app by searching “st. henry schools” on the app market
- 2.) Download the free app
- 3.) Login using your username and password
- 4.) Like/view updates, homework postings and announcements

### **From your Android Phone:**

- 1.) Download the app by searching “st. henry schools” on the Google Play store
- 2.) Download the free app
- 3.) Login using your username and password
- 4.) Like/view updates, homework postings and announcements

### **Directions for General Recommendations**

Follow your child’s teachers: You will see homework assignments, classroom activities and general announcements from your child’s classrooms

### **From your PC:**

- 1.) Type in the teacher’s name in the search box at the top of the screen
- 2.) Select the teacher’s profile: this will pop up directly underneath the search box
- 3.) Click the “Follow” button in the middle of the screen

### **From your iPad, iPhone or Android Phone:**

- 1.) Type in the teacher’s name after selecting the search icon on the top of the screen to the right
- 2.) Select “Follow”

### **Like updates:**

A way to show support for the activities occurring in the classrooms

### **From your PC, iPad, iPhone or Android Phone:**

- 1.) Click on the “Like” button when viewing the post

## 2016-2017 High School Staff

Eric Rosenbeck - Principal

Betsy Armstrong - Guidance Counselor

John Dörner	Science
Denise Ellinger	Special Education
Karen Feltz	Family/Consumer Science
Miranda Franck	English
Dan Garman	English
Elisha Hartings	Band
Candy Hemmelgarn	Vocal Music
Maria Hickey	German
Kylie Huelsman	English
Rose Harrod	Media Center Aide
Dustin Knapke	Vocational Agriculture
Melissa Laux	Social Studies
Brad Luthman	Mathematics
Jerry Mestemaker	Mathematics
Andy Miller	Technology/Industrial Arts
Jennifer Niekamp	Science
Jackie Homan	Social Studies
Deb Puthoff	Secretary
Shannon Puthoff	Chemistry/Physics
Donna Rindler	Business/Technology
Julie Rose	Study Hall Monitor
Alyssa Schrader	Special Education
Cami Schwartz	Spanish
Mindy Siefiring	Physical Education
Tony Stahl	Social Studies
Linda Stout	Guidance/Athletic Secretary
Ann Uhlenhake	Mathematics
Dennis Wendel	Athletic Director/ Transportation Supervisor
Sheryl Wilson	Art