Handbook
2026-27
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. St. Henry has a long, proud tradition of excellence in academics, athletics, cocurricular(s), extracurricular(s), and more. We have high expectations for you as we know you're capable of amazing things both inside and outside the classroom. To get the most out of your time here, we encourage you to stay active in your classes, join a club, try out for a team, and make the most of every program we have to offer. Our goal is to see you succeed while challenging you to grow and develop in all aspects of your life.

This handbook is designed to be your roadmap for the year. Please take some time to look through it and share it with your parents &/or guardians. Understanding the rules and expectations helps us all to keep matters concerning the school running smoothly. At the end of the day, it comes down to building a foundation of respect for your education, for each other, and for yourselves.

We're looking forward to a meaningful and rewarding year together. Let's make it a great one!

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 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 ensure the safest and most sound educational system for each and every student herein. Parents/Guardians will be informed in all cases involving suspension or more serious disciplinary action.

DAILY SCHEDULE	
1st Period	8:05 – 8:59
2nd Period	9:03 – 9:46
3rd Period	9:50 – 10:33
4th Period	10:37 – 11:20
5th Period	11:24 – 12:07
Lunch	12:07 – 12:37
6th Period	12:41 – 1:24
7th Period	1:28 – 2:11
8th Period	2:15 – 2:58

ONE HOUR DELAY SCHEDULE	
1st Period	9:05 – 9:51
2nd Period	9:54 – 10:25
3rd Period	10:28 – 10:59
4th Period	11:02 – 11:33
5th Period	11:36 – 12:07
Lunch	12:07 – 12:37
6th Period	12:41 – 1:24
7th Period	1:28 – 2:11
8th 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

THREE HOUR DELAY SCHEDULE	
1st Period	11:05 – 11:28
2nd Period	11:31 – 11:53
Lunch	11:56 – 12:26
3rd Period	12:29 – 12:51
4th Period	12:54 – 1:16
5th Period	1:19 – 1:41
6th Period	1:44 – 2:06
7th Period	2:09 – 2:31
8th Period	2:34 – 2:58

Table of Contents

Academic Code of Conduct 12-13
Academic Honor and Student Service Awards 34
Athletic/Interscholastic/Extracurricular Eligibility 30-31
Attendance Policy 9-12
Attendance Reporting Numbers 1
Bus Transportation/Regulations 20-21
Cheating/Plagiarism 19-20
College Credit Plus Program 7
College Visitations 13
Daily Announcements 27
Daily Schedule & Delay Schedules - One/Two/Three Hour 2
Disciplinary Procedures 13-14
Diploma with Honors 6
Driving and Parking Information for Students 21
Emergency Medical Forms 25
Field Trips 24
Fire, Safety and Tornado Drill Procedures 22
Free/Reduced Lunch 25
Gifted Student Identification 34
Grading System Report Cards 8-9
Graduation Requirements 5-6
Hall Passes 24
Harassment 25-26
Hazing 27
Honor Roll 9
Incomplete Courses 8
Introduction 2
Leaving/Returning to School 12
Lockers & Book Bags 22
Lunch Period 25
Medication 24-25
Mission Statement 2
National Honor Society 33-34
NCAA Information 31-33
Network Acceptable Use & Internet/Email Policy 27-30
Obligations 21-22
One to One Policy 28-30
Photography/Video 30
Principal Statement 1
Released Time 13
Schedule Changes/Withdrawals 6
School Closing 34
School Day 4
Search & Seizure 22
Sexting 26-27

Sexual Harassment 26
Student Behavior 14
Student Code of Conduct 14-19
Student Dress Code 23-24
Student Driving Policy and Parking 21
Student Fees/Lab Fees 9
Student Grievances 27
Student Records 24
Student Repeating Classes 34
Student Responsibilities 4
Student Well Being 5
Students with Disabilities 7
Tardiness 12
Teaching Staff List 36
Textbooks 21
Vacation Day during School Year 11
Valedictorian/Salutatorian Selection 7
Vandalism/Property Damage 24
Vending Machines 34
Visitors to School 35
Work Permits 25

SCHOOL DAY

The school day begins with the first bell at 7:45 AM and ends with the final bell at 2:58 PM. Students should not be in the building before 7:45 AM unless they are working with a teacher or have permission from a school 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 their classes. 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 social media, phone calls, email, mail or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child's teacher(s) 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, s/he must notify a staff person immediately. In addition, the telephone number for the national suicide and crisis lifeline is "988". State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian, and 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

Course Completion

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)	
Career Connections	½ Unit
Financial Literacy	½ Unit
Physical Education	½ Unit

(Students who have participated in interscholastic athletic(s), marching band, show choir or cheerleading for at least two (2) full seasons while enrolled in grades nine (9) through twelve (12) and as documented by the school counselor &/or high school principal, may be excused from the high school physical education requirement. Please see Board Policy 5460 for further guidance.)

Health	½ Unit
Elective Subjects	5 Units
Total	21 Units

State testing laws require districts to administer end-of-course tests to all students at the completion of the associated course. The required end-of-course tests include Algebra I, Geometry, English Language Arts II, Biology, American Government and American History.

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

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

Graduation Requirements

1. **Course Completion**: Students will satisfy Ohio's curriculum requirements and any additional local requirements.
2. **Competency Demonstration**: Students will demonstrate competency in the foundational areas of English language arts and mathematics via

End of Course Tests in ELA II and Algebra I or through alternative demonstrations, which include College Credit Plus, career-focused activities or military enlistment.

3. **Readiness Demonstration**: Students will demonstrate readiness for their post-high school paths by earning two seals through End of Course Tests in Biology, American History and U.S. Government or through other determined criteria that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, social and emotional competencies, and leadership and reasoning skills.
   ****Further guidance on 'Competency Demonstration' and 'Readiness Demonstration' can be found by contacting the high school principal.****

DIPLOMA WITH HONORS – GRADUATING CLASSES

A copy of the criteria to graduate with an Academic, STEM, Fine Arts, Social Science & Civic Engagement, or Career Tech Honors Diploma may be found on the school website under High School/Guidance Page in the course description book.

SCHEDULE CHANGES AND COURSE WITHDRAWALS

The selection of the appropriate high school courses to prepare a student 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 (or possibly six classes if a student has a science lab) to ensure that s/he maintains **no more than one study hall daily (unless s/he 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.

Students will receive their class schedule(s) before school is out for the summer. If a student desires to drop a class, the 2nd Friday in June (*By 11:59 a.m.*) will be the last day students can make changes (adds or drops) to their St. Henry High School Schedule.

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(s) and Salutatorian(s) 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 record(s). If there is a tie, the following tiebreakers will be utilized to determine the Valedictorian(s) and Salutatorian(s):

1. Composite ACT Score.
2. If students are still tied after the Composite ACT score, Ohio Graduation Competency Demonstration scores will be the final tiebreaker.
    a. The student who accumulates the most End of Course Test(s) Points from the six test(s) administered will be named the valedictorian.
        i. If multiple students are still tied after GPA, ACT, and Ohio Graduation Competency Demonstration scores, St. Henry High School will have multiple Valedictorian(s) and/or Salutatorian(s).

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 February 1st, St. Henry Local Schools will provide information about the College Credit Plus program to all students in grades 6-11. An informational session will be held where colleges and universities within a 30-mile radius will be invited to attend before February 1st. If an interested student cannot attend, s/he must schedule an appointment with the school counselor.

By April 1, interested student(s) must turn in the College Credit Plus Intent to Participate form to the school counselor if s/he intends to participate in College Credit Plus for the following school year. After April 1st, student(s) will need permission from the school district superintendent to participate. Interested students and their families should contact colleges for information and criteria for acceptance into the College Credit Plus program. All students must go through the procedures established by the colleges/universities to apply to College Credit Plus and to enroll in the course(s). Students interested may have to take a college placement test to make sure s/he is college-ready.

STUDENTS WITH DISABILITIES

The Americans 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 the high school grading scale.

SHHS Grading Scale		
Range	**Letter Grade**	**Points**
96 – 100	A	4.0
94 – 95	A-	3.67
92 – 93	B+	3.33
87 – 91	B	3.0
85 – 86	B-	2.67
83 – 84	C+	2.33
77 – 82	C	2.0
75 – 76	C-	1.67
73 – 74	D+	1.33
67 – 72	D	1.0
66	D-	.67
65 & 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 prior approval from the high school principal for situations out of the student's control such as having been hospitalized or under doctor's care. The student must submit documentation to support his/her reasons for missing school.

a. Grades are issued and credit earned on the semester basis with the **Cumulative Grade Point Average** (GPA) figured on the semester grades received.
b. The semester average is calculated as follows:
   9 weeks = 2/5 9 weeks = 2/5 Semester Exam/Project = 1/5
   - Students who earn the necessary scores on the Ohio State Test(s) may be absolved of having to take semester exams.

2) Report Cards will be available through Progressbook online each nine weeks. Any questions concerning access to Report Cards should be addressed to the high school principal.
   a. All obligations (lab fees, materials, etc.) must be cleared before receiving grade cards and credit for all course work. Report cards

and/or transcripts will be held and no credit issued until all obligations are received. Students will not obtain their next year's schedule if a previous year's obligations are outstanding. If there are circumstances that make paying fees/debts a financial burden to a family, students and their families are to discuss the situation with the building principal in order to establish a plan.

b. Athletic and Extracurricular Eligibility are based on the 9 weeks grading period. **(See Eligibility Requirements)**

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

HONOR ROLL

Students who receive all A's (4.0 GPA) *(an 'A-' does not qualify student(s) for all A's)* will be eligible for 'Highest Honors.' Students with A's and B's will be eligible for 'Honor Roll' recognition.

STUDENT FEES/LAB FEES

Students/Parents are reminded that many courses require a lab fee. Lab fees will be mailed during the 1st 9 Weeks and for 2nd semester only classes during the 3rd 9 Weeks grading period. Lab fees are to be paid by the end of the 1st 9 weeks and for 2nd semester only classes, by the end of the 3rd 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.

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. Freshmen & Sophomores are required to be at St. Henry High School for a full school day, regardless of any CCP classes that are taken on-line. Juniors who are taking online CCP classes are required to be at St. Henry High for a minimum of Periods 5 – 8 each day. Seniors who are taking online CCP classes are required to be at St. Henry High School for a minimum of Periods 1 – 3 each day (*Students physically going on-campus for a CCP class will be evaluated on an individual basis.*). Attendance has become increasingly important when students apply for a job before or after graduation. Many 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(s) 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 **(419 678-4834 ext. 2201)** in the event the student is to be absent. We request that a parent call be made before 8:15 A.M. If we have not received a call, attempts will be made to contact a parent either at home or work inquiring about the absence by 9:00 A.M. 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 ensure these guidelines are followed and that all absences that should be marked excused are excused**.** When reporting attendance, the state of Ohio utilizes real time data for an accurate documentation of a student's attendance at school. As a result, to obtain perfect attendance, a student must miss less than three hours of school throughout the entirety of the school year per the SHHS Attendance Report. Tardies or unexcused absences of any sort automatically disqualify student(s) from perfect attendance.

A student must be in school for a minimum of 4 periods at St. Henry High School to be deemed eligible to participate in that evening's extracurricular events. Students absent during any portion of the school day due to a doctor's appointment, funeral, college visitation, job shadowing, school related function, or other excused absences as judged by the principal will be permitted to participate on the day of an absence. If students are enrolled in off-site CC+, Ag Co-Ops, or internships, arrangements may be made with the principal.

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 – SHHS must receive a call or note from a parent/guardian before 8:15 AM concerning the absence; if no call is made to the office, the attendance secretary will attempt to reach parents/guardians concerning the absence before 9:00 A.M. Students who are in attendance and become ill must report to the office with attempt(s) 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 – Phone 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.

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 **Excused Absence Request Form** prior to trip. After office approval, the student must have each teacher's signature and then return the form to the high school 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 for reasons including but not limited to the proper measures and paperwork not being 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.

Unexcused/Illegal Absences - Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are unexcused may receive reduced or no credit for schoolwork that is missed. In accordance with Ohio law (HB 96/ORC 3321.191), St. Henry High School tracks attendance by **total hours missed** and implements a tiered system of support to address the root causes of absenteeism.

I. Habitual Truancy (Unexcused Absences) A student will be considered habitually truant if they are absent without a legitimate excuse for:

- 30 or more consecutive hours ;
- 42 or more hours in one school month; or
- 72 or more hours in one school year.

II. Chronic Absenteeism & Parent Notification The state of Ohio now monitors Chronic Absenteeism, which includes all absences (excused, unexcused, and medical).

- **The 5% Notification:** The school will notify parents/guardians in writing once a student has missed **5%** (57 Hours) of the required school hours for any reason. This is a proactive measure to prevent students from reaching the chronic absenteeism threshold.
- **Chronically Absent:** Students who miss **10% or more** (115 hours) of the hours in a school year (with or without legitimate excuse) are categorized as **Chronically Absent**.

III. Absence Intervention – St. Henry High School's Absence Intervention Team (AIT) will work with students and families who are "at risk" of becoming chronically absent. The team's goal is to create a resolution and identify supports to improve attendance. If the intervention plan is not followed or fails to resolve the attendance issue, the Mercer County Juvenile Court may be contacted to assist.

IV. Academic Consequences

a. The truant/illegally absent student may be required to make up for time that is illegally missed. The student/family is responsible for transportation.

b. Unexcused absences may result in a failing grade for the day/period in each subject area missed.

c. Makeup work for unexcused absences is at the discretion of the high school

principal and may require a meeting with all involved parties to determine academic progress and intervention needs.

Excessive Student Absences

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 may be considered if a student has been hospitalized, under long-term doctor's care or has a situation/matter that has been worked out with the high school principal. Students must submit a doctor's statement &/or documentation 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 detention upon the 3rd, 6th & 8th tardies received during the school year**. If a student accumulates three detentions within a school year, the high school principal may convene a meeting with the student, the student's parent(s) / guardian(s), the school counselor, and other relevant staff to discuss alternative interventions – beyond detentions – for students who have accrued eight tardies and three detentions in that 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**. 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 UNLESS THE HIGH SCHOOL PRINCIPAL GRANTS AN EXCEPTION.***

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 St. Henry High School. It also includes information on make-up homework and make-up testing. St. Henry High School feels it is necessary to have a

recommended 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 measures set up and worked out with the teacher. It is recommended that 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 and that student's particular situation. *For example, if a student is to present a project on a Tuesday but is absent, the said student will need to present the project the next day s/he 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 in advance. 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.)
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. However, in these situations, students must see/contact/communicate with the teacher prior to the due date to attempt to resolve the conflict.

COLLEGE VISITATIONS

A college visitation (maximum of 2 days/school year) is counted as a day's absence from school (excused) and **does count** toward the eight (8) days allowed. If possible, parents are to accompany their child on a college visitation day. If there are special circumstances, parents should call and explain such to the school counselor/principal. College visitations are to be **approved in advance** by the School Counselor through the **College Visitation Request Form** or will be counted as one of three call-ins per nine weeks.

RELEASED TIME

Students who are registered for release time are responsible to attend release time classes on days assigned. Students are advised to not request the office to excuse them from missing a class. It is the responsibility of the student to attend release time classes on a regular basis as scheduled. If a student chooses to no longer attend release time classes, the high school office must have a signed statement from the parent prior to being rescheduled.

DISCIPLINARY PROCEDURES

The staff at St. Henry High School believes it is necessary that the following disciplinary procedures be followed. 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 detention time and location to be determined by a staff member or high school principal. The offenses may be cumulative throughout the school year based off the principal's discretion.

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

2nd Offense: Upon a student's second disciplinary action, the student *may* conference with either the school counselor and/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.

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

4th Offense or More: When a student requires disciplinary action for the fourth time during the school year, the student may be assigned to an Alternative In-School Assignment at St. Henry High School or at an available 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, Chromebooks, educational aids, and all facilities in a well-behaved manner. 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, Alternative In School Assignment, assignment to alternative school, out-of-school suspension, emergency removal from class(es) or school, and/or expulsion. In 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. **Alternative In-School Assignments** may be served at an Alternative School or at a designated location within 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 extracurricular activities; students will receive 66% of the credit on graded assignments and/or tests that take place during the suspension.

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 Extracurricular 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 medical marijuana and any substances represented as a controlled substance, nonalcoholic beers, steroids, herbal remedies and drug paraphernalia.

Possession – includes retention of a consumable and/or testable amount, without limitation, on the student person, in purses, wallets, lockers, desks or automobiles parked on 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 and/or including admitting to consuming alcohol to a school or law enforcement official, staggering, reddened eyes, odor of chemicals (tobacco or alcohol), nervousness, restlessness, memory loss, abusive language, falling asleep in a school sponsored setting 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, face-to-face meeting, and/or mail and will receive a copy of the policy concerning 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:

1st Offense: Suspension will be for a period of **3 days** out of school to be served at the discretion of the building principal. **If the incident occurs at an athletic event, the student will be denied participation and attendance for 20% of the contests in that sport. If 20% of the contests do not remain, the denial of participation and attendance will carry over to the next sport. If an underclassman is in violation at a school dance, band/choir concert, drama production, 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.**

2nd 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 denied participation and attendance for 50% of the contests in that sport.

3rd 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 denied participation and attendance from sporting events the remainder of the school year.

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, metal detectors) 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.

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 any time 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 contain(s) tobacco. The use of Electronic Cigarettes, vaporizers, look-a-like cigarettes – whether they contain nicotine or not – any type of inhalants mechanism(s), or products with nicotine or the impression of nicotine will be considered and treated as tobacco or an illegal drug product. 'Vaping' is an illegal, addicting, and dangerous behavior that is easily concealable and accessible to kids. In order to provide students with a safe environment, the Superintendent has authorized the installation of vaping detection devices to be placed in student bathrooms and locker rooms to assist in the deterrence of this behavior. Upon the activation of a vaping sensor, the administration will be alerted to the identified area. Video surveillance will be viewed by the building principal. All student(s) in the bathroom at the time of the activation may be interviewed by the high school principal. Students will have their person and belongings searched. In addition, a metal detector wand may be used if a student is suspected of having any of the before mentioned products on his/her person or in his/her possession.

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:

1st Offense: Suspension will be for a period of **3 days** out of school to be

served at the discretion of the building principal. **If the incident occurs at an athletic event, the student will be denied participation and attendance for 20% of the contests in that sport. If 20% of the contests do not remain, the denial of participation and attendance will carry over to the next sport. If an underclassman is in violation at a school dance, band/choir concert, drama production, 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.**

2nd 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 denied participation and attendance for 50% of the contests in that sport.

3rd 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 denied participation and attendance from sporting events the remainder of the school year.

7. **Profanity and/or Obscenity**: A student will not, by written, verbal, 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 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 the 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:** In accordance with Ohio law (ORC 3313.753), St. Henry High School seeks to minimize distractions and create an environment focused on learning and social interaction. Students are prohibited from using cell phones or other personal communication devices (including smartwatches and earbuds) during the instructional day. Students may possess a cell phone, but they are only allowed to have them out and in use before school and after school. **Instructional Day**: From the first morning bell until the final dismissal bell, all devices must be powered off (or silenced) and stored out of sight in a locker, backpack, or a designated classroom storage area. This prohibition includes class time, study halls, and hallway transitions. **Classroom Rules**: While the default is that phones are away, individual teachers may permit device use for specific documented learning purposes only. Legal Exceptions Per Ohio law, exceptions to this policy will be granted for: **Medical Needs**: Students with a written statement from a physician or those whose devices are necessary to monitor a health concern. **IEP/504 Plans**: Use as specifically outlined in a student's Individualized Education Program or 504 plan. **Emergencies**: Use during an active threat or emergency. Any student who participates in cyberbullying, sexting, unauthorized sharing of school Wi-Fi passwords, viewing inappropriate content, or any other non-school appropriate activity will be subject to disciplinary action as deemed appropriate by the principal. Compliance Failure to follow these directives will result in the following: **1st Offense**: Confiscation of the device. Confiscated items may be held in the office until the end of the day. **2nd Offense**: Detention and parent/guardian retrieves the device. **3rd Offense**: Parent Meeting and disciplinary action deemed as appropriate by the building principal.
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, alternative in school assignment, 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.) According to the Merriam-Webster Dictionary, "Plagiarism or To Plagiarize is to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source." 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.

1. **Artificial Intelligence**: Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

2. Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

    a. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.

    b. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.

    c. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.

    d. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

    e. Accessibility: AI/NLP tools can be used to help students with

disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether s/he is permitted to use AI/NLP tools for a specific class assignment, s/he should ask his/her teacher before accessing the AI/NLP tools.

BUS TRANSPORTATION AND STUDENT TRIPS

Providing bus or van transportation for high school students to school and returning home is a service of the 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/van for any curricular or extracurricular activities are to remain with their sponsored group and are to return home via bus/van with their group. Only in exceptional circumstances may a student leave the group to return home by another means of transportation. All students should have the **St. Henry High School Field Trip Release Form** signed and completed their freshman year or upon arrival at SHHS by a parent/guardian to attend such trips throughout their career(s) at St. Henry High School.

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. Students should exit the vehicle immediately. Students are **not permitted** in the parking lot without permission during the school day. Students should not park on the street inside the 'St. Henry U'. Students are to remain out of the vehicle and not to drive or move the vehicle from its original parking place until the time to leave from school grounds for the day, 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, **s/he must obtain the necessary permission from the office**. Students who are driving without permission will be assigned the following:

1st Offense: 5 Days of Lunch Detention. Students will eat and stay in the HS Commons and/or Conference Room.

2nd Offense: 15 Days of Lunch Detention. Students will eat and stay in the HS Commons and/or Conference Room.

3rd Offense: Lunch Detention the Remainder of the School Year. Students will eat and stay in the HS Commons and/or Conference Room. Seniors will stay during the underclassmen's Exam Week. Underclassmen will stay all day throughout the entirety of Exam Week.

Student Driving Permit Request Form must be completed yearly on Final Forms prior to a student driving. Any time a license number changes, this Permit Request is to be updated. Each vehicle registered must have a Parking Permit (purchased through the office) properly displayed. Students are reminded to drive safely at all times; in particular, when driving to and from school. 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 and/or transcripts possibly being held and no credit given until the debt/obligation has been cleared. Examples of such obligations include: lost or damaged textbooks, instructional materials, equipment, library materials, band supplies, athletic equipment, club/organization materials, fundraising 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 & BOOK BAGS

Lockers are provided for the storage of books and student clothing. The locker becomes the student's responsibility but does not become his/her 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. Students are **NOT** to have Book bags during the school day. All unattended bags/book bags may be searched. Students who have an 8th period class west of the Commons may bring their book bags to this class for logistical purposes. This privilege can be revoked.

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 the 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, gymnasiums and parking lots. 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 without reasonable action and/or 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 St. Henry students and the school. Any form of dress or grooming that attracts undue attention or violates the previous statement is 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 extracurricular activities.**
3. Dress and grooming will not be such as to disrupt the teaching-learning process. Bizarre or unusual clothing, soiled, torn, or cut off clothing, **hats**, bandanas, scarves, **hoods/hoodies** 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. Students are expected to dress in a manner appropriate for school and conducive to a healthy, safe, and orderly environment. No dress code can address changing styles and fads. A determination will be made by the building principal whether a student's dress or garments meet the school's requirements. Inappropriate dress is deemed such because it either (1) interferes with the student's safety, health, and welfare or that of other students, or (2) causes disruption or directly interferes with the educational process, or (3) is excessively revealing or distracting, or (4) is

an article of clothing, button or badge that contains the following: offensive/vulgar/obscene words, phrases, or illustrations; derogatory statements toward the purpose of education, political, religious, racial, or national groups; references to drugs, tobacco, alcohol, weapons, violence, gangs, sexual references; and/or advertises any product or service not permitted to minors by law. While we recognize the right to "free expression", that right cannot circumvent another student's right to an education and/or disrupt the educational process.

5. Shorts, dresses and skirts shall be of moderate length.
6. **Hats, caps, hoodies, and/or sunglasses** are not to be worn in the building during the school day. These objects may be confiscated by the high school principal and disciplinary measures including detentions and other means as determined as needed by the high school principal may be administered.
7. No bare midriffs, halter tops, spaghetti strap tops, tank tops or muscle shirts.
8. 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 concerns may 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 parent(s)/guardian(s).

HALL PASSES

Students are not permitted in the halls during class periods unless accompanied by a teacher or unless the student(s) has/have a hall pass from an authorized staff member. If a student wishes to see a teacher during a conference period, s/he 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 students' handbook(s).

FIELD TRIPS

Field trips are considered to be an extension of the educational process. To make field trip(s) enjoyable and safe for the student(s) and all others, specific guidelines and rules must be observed. Acceptable behavior is the primary responsibility of the student(s) 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 school counselor and/or principal reserve the right to prohibit a student from attending a field trip based off grades, behavior, etc. All students should have the **St. Henry High School Field Trip Release Form** signed on Final Forms and completed annually by a parent/guardian to attend such trips while attending St. Henry High School.

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 a student damages by accident, s/he should report such damage(s) to the office immediately.

MEDICATION

Written request(s) 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 obtain the **Authorization To Dispense Medication Form** located on the St. Henry website or the office. This completed form needs to be on file in the office.

FREE/REDUCED LUNCH APPLICATIONS

Families may request Free/Reduced Lunch Applications through the office at any time 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**. See: **STUDENT DRIVING POLICY AND PARKING** for further clarification.

Those students eating at school must eat their lunch in the cafeteria/commons. Do not cut in the lunch line (Seniors 1st, Juniors 2nd, Sophomores 3rd and Freshmen 4th), throw food, or bring food/drinks into 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. **Students are not to be in the hallways or in the student parking lot during lunch without permission from a teacher or the high school office**.

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.

EMERGENCY MEDICAL FORMS

Each student is required to have a 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 a student in case of an accident or sudden illness. The Emergency Medical Form needs to be filled out on Final Forms and any changes throughout the school year need to be updated on Final Forms as these changes are made.

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 ORC. 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 a 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 & Title IX

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, 5517 and 2266**). 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 Title IX and 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 by contacting the Title IX Coordinator. The Board will investigate all allegations of harassment(s) 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 verbal

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 unauthorized 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, Instagram, TikTok, 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 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, the following procedure will be adhered to:

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 the findings to the superintendent in the case of an appeal.

DAILY ANNOUNCEMENTS

Daily announcements are made each morning. Students are encouraged to listen and/or read these announcements to be informed of upcoming events or important information and/or instructions. The announcements are also posted on the St. Henry Schools website and outside the attendance and guidance office.

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 this 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.

St. HENRY HIGH SCHOOL ONE TO ONE DEVICE POLICY

Students at St. Henry High School will be provided a Google Chromebook starting their Freshman Year. Students will be charged an annual fee of $60 for these devices, even if students are taking advantage of opportunities outside of St. Henry's "normal educational setting" such as Tri-Star or College Credit Plus Classes. Students and Parents/Guardians will annually sign the One to One Acceptable Use Policy on Final Forms. Below are a few reminders from St. Henry High School's one to one device policy concerning Chromebooks for all students to adhere to: *(For the full One to One Chromebook Acceptable Use Policy, as well as details and answers to FAQs, please go to Final Forms, Acceptable Use Policy, One to One Laptop Acceptable Use Policy*.)

DAMAGE/REPAIRS:

Non-negligent repairs: Limited to 2 major repairs a year. If the Chromebook damage is beyond repair and needs to be replaced, we will evaluate replacement options on a case-by-case basis. Students may be responsible for full replacement costs.

Negligent/Intentional damage: Students/Parents are responsible for up to the cost of a replacement of device for any negligent or intentional damages.

STUDENT PLEDGE FOR CHROMEBOOK USE:

1. I am responsible for my Chromebook and any damage that occurs to it.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will charge my Chromebook's battery daily.
5. I will keep my Chromebook away from food/beverages.
6. I will not disassemble any part of my Chromebook or attempt any repairs.
7. I will use my Chromebook in ways that are appropriate and educational.
8. I understand that my Chromebook is subject to inspection at any time without notice.
9. I will follow the policies outlined in the Chromebook Acceptable Uses Procedures and Policy.
10. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
11. I will not attempt to install software, extensions, or alter the state of the device at any time.
12. I will keep my Chromebook free of any writing/drawing, especially the keys and touchpad.
13. I agree to pay for my Chromebook and/or power cord in the event they are lost or stolen.
14. I agree to return the Chromebook at the end of each school year in good working condition and will receive the same Chromebook each year.

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be taken to the media center or the technology coordinator's office when the problem first arises.

- Cords, cables, and removable devices should be inserted carefully into the Chromebook.
- Chromebooks should remain free of any writing/drawing, especially the keys and touchpad as graphite dust can damage the connections.
- Keep the Chromebook in the provided case at all times. Failure to do so will make the students responsible for the cost of any and all repairs.
- Devices should not be left in a vehicle or any unsupervised area, especially in extreme temperatures.
- Students are responsible for keeping their Chromebook's battery charged daily.
- Do not charge another device from your Chromebook (cell phone, earbuds, calculator, etc.) while your Chromebook is charging. This may result in battery failure and you will be responsible for the cost of a new battery.
- The Chromebook screens are sensitive to excessive pressure. Screen replacement is rarely covered, and often repaired at the expense of the student.
- Do not lean on the top of the Chromebook when it is closed.
- Do not compress the Chromebook by carrying in backpack or stacking heavy objects on top of Chromebook
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (pens, pencils, papers, etc.)
- Clean the screen with a soft or anti-static cloth. Do not use commercial glass cleaners and do not spray directly on the device.
- Do not carry the device by the screen.

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.

PHOTOGRAPHY/VIDEO

The parent or guardian agrees to allow his/her child's photo/video to be

used in school educational programming, planning, and social media platforms, for the purpose of creating awareness of school programs. **If the parent or guardian refuses consent, s/he will provide written refusal to the high school office.**

ATHLETIC/INTERSCHOLASTIC/EXTRACURRICULAR ELIGIBILITY

The St. Henry Board of Education recognizes the importance and value of student participation in athletic, 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.

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 Athletic/Interscholastic/Extracurricular activities provided s/he meets all of the requirements listed above.

Other Eligibility Requirements

In the 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.

Extracurricular 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; A- = 3.67; B+ = 3.33; B = 3.0; B- = 2.67; C+ = 2.33; C = 2.0; C- = 1.67; D+ = 1.33; D = 1.0; D- = .67; and F = 0.

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 ELIGIBILITY INFORMATION

If a student wants to play sports at an NCAA Division I or II school, start by registering for a Certification Account with the NCAA Eligibility Center at eligibilitycenter.org. If a student wants to play Division III sports or isn't sure where s/he wants to compete, start by creating a Profile Page at eligibilitycenter.org.

ACADEMIC REQUIREMENTS – To play sports at a Division I or II school, a student must graduate from high school, complete 16 NCAA-approved core courses, earn a minimum GPA and earn an ACT or SAT score that matches your core-course GPA.

CORE COURSES (Only courses that appear on your high school's list of NCAA core courses will count toward the 16 core-course requirements.)

LIST OF APPROVED CORE COURSES FOR ST. HENRY HIGH SCHOOL

English • English 9 • English 10 • English 11 • English 12 • English Composition • Composition & Literature • Public Speaking	**Natural/Physical Science** • Anatomy & Physiology • Biology • Chemistry • Earth & Space • Environmental Science • Physical Science • Physics
Social Science • American History • Modern American History – ½ credit • AP Government • Psychology I – ½ credit • Psychology II – ½ credit • US Government • World History	**Mathematics** • Advanced Math • Algebra I • Algebra II • Algebra 2a – ½ credit • Algebra 2b – ½ credit • AP Calculus • Discrete Math • Geometry • College Algebra • AP Statistics • Statistics

Complete 16 core courses in the following areas:

Division I

Complete 10 NCAA core courses, including seven in English, math or natural/physical science, before your seventh semester.

- ☐ English – 4 years
- ☐ Math (Algebra I or higher) – 3 years
- ☐ Natural/Physical Science – 2 years
- ☐ Additional (English, math or natural/physical science) – 1 year
- ☐ Social Science – 2 years
- ☐ Additional Courses (Any area listed above, foreign language or

comparative religion/philosophy) – 4 years

Division II

- ☐ English – 3 years
- ☐ Math (Algebra I or higher) – 2 years
- ☐ Natural/Physical Science – 2 years
- ☐ Additional (English, math or natural/physical science) – 3 years
- ☐ Social Science – 2 years
- ☐ Additional Courses (Any area listed above, foreign language or comparative religion/philosophy) – 4 years

GRADE-POINT AVERAGE – The NCAA Eligibility Center calculates a student's grade-point average based only on the grades a student earns in NCAA-approved core courses. D-I requires a minimum 2.3 GPA. D-II requires a minimum 2.2 GPA.

TEST SCORES – A student may take the SAT or ACT an unlimited number of times before enrolling full time in college. Every time a student registers for the SAT or ACT, s/he is to use the NCAA Eligibility Center code 9999 to send scores directly to St. Henry High School from the testing agency. St. Henry H.S. accepts official scores only from the ACT or SAT, and won't use scores shown on a high school transcript. If a student takes either test more than once, the best subscore from different tests is used to give a student the best possible score.

SLIDING SCALE - Divisions I and II use sliding scales to match test scores and GPAs to determine eligibility. The sliding scale balances test scores with a student's GPA. If a student has a low-test score, s/he needs a higher GPA to be eligible. Find more information about test scores at ncaa.org/test-scores.

More information is available at the NCAA Eligibility Center website at www.eligibilitycenter.org. Remember that it is the student's responsibility to make sure that s/he is eligible.

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 a 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 areas of improvement, to further give insight about the eligible student.*) In order to be further considered for selection, a junior or a senior must have a GPA of at least 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 a 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 recognized 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. (However, no student may be informed of his/her status ahead of time.)

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 guaranteed 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 District Mission Statement of St. Henry Schools: The St. Henry Consolidated Local School District will be a leader in education by offering a well-rounded, innovative program built on traditional skills and their enrichment while supporting and enhancing the values of our community. 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(s) is in question. Parents/Students are to look at the school website, the school's social media platforms, 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 school or 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; however, the grade for the repeated class will not replace the original grade.

GIFTED STUDENT IDENTIFICATION

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 should be consumed in the commons area and should not to be taken into any other areas of the school. Students are expected to discard their trash in the trashcans 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

PARENTS ARE WELCOME TO VISIT SCHOOL. 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.

2026-2027 High School Staff

Eric Rosenbeck - Principal
Rose Kuba - School Counselor

Denise Ellinger..... Intervention Specialist
Haley Felver..... Mathematics
Dan Garman ..... English
Mike Gast..... Social Studies
Alex Hemmelgarn…… Mathematics
Rose Harrod ..... Media Center
Elisha Hartings..... Band
Candy Hemmelgarn..... Vocal Music
Kylie Huelsman..... English
Shannon Knouff ..... Science
Heidi Kramer..... Science
Tera Kremer..... Secretary
Jen Kuess ..... English
Melissa Laux..... Social Studies
Jerry Mestemaker ..... Mathematics
Brad Rindler..... Vocational Agriculture
Donna Rindler..... Business/Web Page Design
Julie Rose ..... Study Hall Monitor
Alyssa Schrader..... Intervention Specialist
Alex Stammen ..... Health/Physical Education
Adam Timmerman……Athletic Director & Trans. Supervisor
Kelsey Treon..... Spanish
Angie Wendel ..... Engineering & Technology
Sheryl Wilson..... Art