



**ST. HENRY
CATHOLIC
SCHOOL**



A 2016 National Blue Ribbon School

**Handbook
2022-2023**

A Message from the Principal

Dear St. Henry Family,

Welcome to St. Henry Catholic School. It is the common goal of home and school to provide an educational experience that lends itself to growth both academically and spiritually. In order to provide the most positive experience possible, it is necessary to present to you the policies and procedures in this handbook.

Please take time to thoroughly read the handbook and become familiar with its content. Once completed, please indicate via Sycamore.

Thank you for choosing St. Henry Catholic School as partners in your child's education. These formative years are important; we look forward to your partnership on the journey.

St. Henry, pray for us!

*Mr. Dennis Wolff
Principal*

TABLE OF CONTENTS

MISSION	7
PHILOSOPHY	7
VISION	7
VIRTUS®	8
CURRICULUM	8
Spiritual/Religious	8
Prayer	8
Weekly Mass	9
Religion	9
Standardized Religion Test	9
Sacramental Preparation	9
Service Learning/Community Service	9
ACADEMICS	9
Grading System for Academic Subjects: Junior High (Sixth through Eighth Grade)	10
Grading System for Academic Subjects: Intermediate (Third through Fifth Grade)	10
Academic Groupings:	11
Informal Progress Reporting	11
Formal Progress Reporting	12
Accelerated Math Program	12
Standardized Testing	12
Quarter Awards	13
Field Trips	13
STUDENT RESPONSIBILITIES	14
Assignments	14
Homework	14

Communication	15
Organization	15
Active Engagement	15
Respectful behaviors	15
Cafeteria Responsibilities	16
Playground Responsibilities	16
Bus Responsibilities	17
Responsibilities Beyond the School Day	17
BEHAVIOR MANAGEMENT	17
General	17
Verbal or Physical Assault and Harassment	19
Bullying and Cyberbullying	19
Social Media	19
Internet Acceptable Use	19
Phones and Personal Electronic Games or Devices	20
Pregnancy	20
Damage to School Property	20
Textbooks	20
Daily Snack	20
Chewing Gum	20
Smoking	21
Alcohol and Drug Abuse	21
Possession or Use of Instruments of Harm (Weapons)	21
Solicitation by Outside Groups	22
Home / School Connection	22
POLICIES & PROCEDURES	22
ADMISSIONS	22

Non-Discriminatory Policy	22
Admission to Kindergarten and Preschool	23
Registration	23
Withdrawals	24
TUITION AND FEES	24
Tuition Rates	24
Parish Membership	25
Tuition Discounts	25
Fees and Other Costs	26
Tuition and General Fees Payment	26
Delinquent Tuition Payments	27
After-School Program	28
PROMOTION/RETENTION	28
Eighth Grade Promotion	28
Kindergarten Celebration	29
ATTENDANCE	29
Arrival	29
Tardiness	29
Dismissal	31
Truancy	31
DRESS CODE	32
Eighth Grade Uniform Privilege	33
Gym Clothes	33
Non-Uniform Days*	33
Spirit Day	34
ATHLETICS	34
Philosophy	34

Recreational Teams	34
Competitive Teams	34
Playing Time	35
Number of Games Allowed	35
Sports Eligibility	35
ADDITIONAL EXTRACURRICULAR	36
Attendance Policy	36
Junior High Musical/Play	37
Extracurricular Academic Opportunities	37
SAFETY	37
General	37
Security	38
School Visitation	38
Child Custody	38
Emergency	38
Fire Drills	39
Tornado and Earthquake Drills	39
Inclement Weather	39
STUDENT SERVICES/HEALTH SERVICES	40
Screenings	40
Requirements	40
Student Injury or Illness	41
LUNCH PROGRAM	41
LOST AND FOUND	42



**ST. HENRY
CATHOLIC
SCHOOL**

MISSION

St. Henry Catholic School is a ministry of St. Henry Catholic Church. The school provides a place where we learn, grow and become Disciples of Jesus Christ by embracing the Gospel message. We work toward our full potential each day in order to demonstrate our respect for the sacrifices made by the entire St. Henry community to ensure our success. We remain **connected** to God and others, gain **confidence** in our academic, social, and physical abilities, and **contribute** to the community through service and leadership.

We are: CONNECTED, CONFIDENT, CONTRIBUTING. We are Crusaders!

PHILOSOPHY

As a school with Jesus Christ as our role model, we are committed to providing our students with a strong Catholic education and forming independent thinkers who follow His example. Within the St. Henry Catholic School community, each child is valued as a unique individual and will be given every opportunity to meet his or her potential. This is accomplished by:

- Collaboration among faculty, principal, priests, parents and students
- Fostering an atmosphere of mutual respect, communication and accountability
- Consistently administering policies and using appropriate reinforcements
- Using specialized strategies and research- based materials
- Embracing technology
- Challenging every student to maximize his or her academic achievements
- Inspiring high standards for teachers and staff
- Maintaining a living curriculum through assessment, data analysis, progress monitoring, reflection and implementation

VISION

St. Henry Catholic School will continue to be recognized in the Diocese of Covington as a leader in exemplary Catholic education for preschool through eighth grade. This will continue to be achieved through a continuous school improvement plan that includes maintaining high academic standards, embracing 21st century learning, promoting community outreach, and managing enrollment. Above all, St. Henry Catholic School awakens Catholic values present within each child by living the faith through love of God, self and others.

VIRTUS®

In compliance with the policies of the Diocese of Covington, the VIRTUS® training directives will be strictly enforced at St. Henry Catholic School. ANYONE volunteering in a classroom or cafeteria, going on a field trip, or having contact with our children in any way must be fully trained and in compliance. Consult the diocesan website, www.covdio.org for all necessary information. You can also contact Kristina Goodridge at kgoodridge@sthenryky.com for guidance.

In a continuing effort to provide a safe environment for our children, the Diocese of Covington has several employee/volunteer mandates in place as part of its Child and Youth Protection program.

To become compliant, go to **Child & Youth Protection** on the diocesan website and:

1. Click on **Diocesan Policy**. Read the policy, then print out and fill in the Acceptance Form. Return the form to the school office.
2. Register for a training class at www.virtus.org under “Registration.”
3. Click on **Volunteer Application**. Once you have completed the form, it must be returned to the school office in person. The forms can also be obtained in the school office.

After completing the above items, you will be required to read a monthly bulletin online and answer a question about what you read in order to stay compliant.

Join our team. Please volunteer!

CURRICULUM

A continuing objective of St. Henry Catholic School is to meet the needs of individual students and to provide a learning environment which is both stimulating and supportive in accordance with Diocesan Curriculum Guidelines.

Spiritual/Religious

In accord with the philosophy and goals of St. Henry Catholic School, the Religious Education Program follows the Diocesan Religious Education Curriculum Guidelines and National Catechetical Directory for Catholics of the United States. All students attending St. Henry Catholic School participate in scheduled classes of catechetical instruction, prayer and worship at their level so that they may be led to a further knowledge and experience of God.

Prayer

The school day begins and ends with an all school prayer. Immediately after morning announcements, Kindergarten through fourth grade assemble in the hallway for a special prayer and/or a decade of the rosary. Fifth through eighth grade engage in prayer after lunch. Throughout the year, the entire school assembles for special prayer services.

Weekly Mass

Students attend Mass weekly and on special occasions, e.g., before Thanksgiving and Christmas. On the first Friday of each month, time is set aside for each class to pray in Adoration. The entire school then assembles for Benediction in the afternoon.

Religion

We follow the Diocese of Covington guidelines in teaching religion. Textbooks used are in accordance with diocesan policies.

Standardized Religion Test

The ARK (Assessment of Religious Knowledge) is administered to second through eighth grade students.

Sacramental Preparation

The sacraments of Reconciliation and the Eucharist are offered to Catholic students in the second grade. The sacrament of Confirmation is offered to Catholic students in the eighth grade. Parental involvement in these programs is critical. Informational meetings for parents will be held during these sacramental years. Retreats are held for both second grade and eighth grade students prior to receiving the sacraments. Students in second through eighth grades are given the opportunity to receive the sacrament of Reconciliation periodically throughout the year.

*Please note: As per diocesan policy, non-Catholic children in a Catholic school are required to take religion classes with their class. Non-Catholic children **may not participate in the Sacraments**; however, they may have limited participation in sacramental celebrations and liturgical ceremonies at the discretion of the Pastor/Coordinator of Religious Education.*

Service Learning/Community Service

In addition to the religion curriculum, all students in kindergarten through eighth grades participate in service learning projects and student-led community service. We strive to instill our faith through service, just as Christ did.

ACADEMICS

A continuing objective of St. Henry Catholic School is to meet the needs of individual students and to provide a learning environment, which is both stimulating and supportive. Our faculty embraces a team approach to utilize RTI (Response to Intervention) in order to best serve our students. The school year is divided into quarters. Report cards are issued at the end of each quarter.

We have a reading specialist that works with our kindergarten through fifth grade students, aimed at ensuring students are building the necessary foundational skills in reading. We also have a guidance counselor that works with students in all grades and teacher aides that support learning throughout the school.

Grading System for Academic Subjects: Junior High (Sixth through Eighth Grade)

All grades will be given on a point value system. Each quarter, grades given will be a total number of points earned divided by the total number of points possible for all assignments. A letter grade will then be determined based on the percentage received as applied to the St. Henry Catholic School grading scale:

1 = Excellent	A = 93-100
2 = Good	B = 85-92
3 = Satisfactory	C = 76-84
4 = Problem Area	D = 70-75
5 = Unacceptable	F = below 70

Students will not be allowed to earn back any points including extra credit or test retakes toward the original grade they scored on a homework assignment or test. Students might be asked to correct and return their homework or a test; however, the corrections are for the benefit of the student's learning and not their grade and failure to turn in said corrections could result in supervised completion of corrections during recess. Details about grading in junior high will be shared with parents at the beginning of the year.

Grading System for Academic Subjects: Intermediate (Third through Fifth Grade)

In third through fifth grades, all grades will be given on a points value system. Each quarter, grades given will be a total number of points earned divided by the total number of points possible for all assignments. A letter grade will then be determined based on the percentage received as applied to the St. Henry Catholic School grading scale.

Purpose of Homework: Homework is the continued responsibility of learning and practicing skills taught in class. Homework also makes parents aware of what the student is learning and provides responsibility for the student.

Homework Policy: Points will be taken off for a late assignment. If an assignment is one day late, ten points are deducted; after two days, the assignment becomes a zero. When a student is out sick or sent home sick, it is at the discretion of the teacher(s) as to when assignments are due.

Assignments/Tests: Correct and return may be given. Points are given for corrections up to one point per problem. A math homework completion grade may be given weekly.

Grading System for Academic Subjects: Primary (Kindergarten through Second Grade)

Kindergarten through second grade students will be graded using a Standards Based Grading method. This grading method will provide a clear picture for how students are progressing with specific content through the year. The standards have been derived from the Kentucky State Standards, as well as guidance from the Standards from Dioceses of Covington and Louisville.

On their report card, students will receive a corresponding letter pertaining to each standard using the following key:

E	Exceeds Understanding
M	Meets Expectations
D	Developing/Improving
U	Unsatisfactory/Little or No Mastery
NT	Not Tested This Trimester

Individual classroom assessments may still receive a number grade. If a teacher has a specific concern for a specific standard, it will be communicated to the parents as soon as possible. Reciprocally, if parents have a concern they should communicate that with the teacher.

Academic Groupings:

- Kindergarten is self-contained.
- First through Fourth Grades are departmentalized for social studies and science.
- Fifth Grade is departmentalized for language arts, math, social studies, science and religion. Students will stay with their homeroom class rotating classes seeing different teachers.
- Sixth through Eighth Grades are departmentalized for each subject. Students will meet in homeroom at the beginning of the day. Students will follow their individual schedules, having classes with different students in different subjects throughout the day.

Class Lists

Creating class lists involves the careful consideration of many factors, including but not limited to gender make-up, size, social experiences and professional judgment. We take care to create the best learning environment and experience for every student in every class. Therefore, requests for specific teachers may or may not be granted in every situation.

Informal Progress Reporting

Teachers will keep parents informed of student progress, especially if the student is not making progress as he or she should. To keep the parent informed, the teacher shall:

1. Send parent letters home to parents after each test (usually every 6 weeks) informing parents of the student's score and how the score changed.
2. Contact the parent by phone or email.
3. Send home examples of the student's work.
4. Request a conference with the parents.
5. Update Sycamore frequently.

Parents are encouraged to contact the teacher if they feel the need to discuss their child's progress. Parents who wish to meet with the teachers or principal should*:

1. Call the school office during school hours, 859-342-2551. *Please do not call the teachers or principal at home.*

2. Write a note in the assignment book.
3. Email the teacher or principal.

*Please only use these means of communication and avoid ongoing messaging through different apps.

It is recommended that parents first discuss any concerns regarding their child with the teacher involved. If a satisfactory conclusion is not reached after this discussion, parents should feel free to discuss the problem with the principal. In those rare cases where a satisfactory conclusion has not been reached after these discussions, parents, if they wish, may refer the concern to the Parish Education Commission.

Formal Progress Reporting

Grading periods consist of four quarters. At the end of the first quarter, we will host Parent-Teacher Conferences to review student grades. A parent or teacher can request other conferences at any time. We strongly encourage parents to schedule conferences with teachers if they have any concerns.

Accelerated Math Program

We target our instruction in each grade so that students can gain strong foundations: solid conceptual understanding, a high degree of procedural skill and fluency, and the ability to apply the math they know to solve problems inside and outside the math classroom.

Students excelling in math through fifth grade will have the opportunity to begin taking advanced math. The purpose of taking advanced math is to prepare students to take high school algebra as eighth graders. Criteria for consideration for Advanced Math Program includes, but is not limited to:

- MAP test results
- Demonstrates high achievement in math through the year based on report card
- Parent approval
- Teacher recommendation

Once the student is placed into the program by accomplishing the established criteria, they must maintain proficiency throughout the school year to stay in advanced math for the current school year and the next school year.

St. Henry District High School (SHDHS) Advanced Algebra

Once the student has completed their seventh grade math, they may be eligible to stay in the advanced math program through SHDHS. Students will be invited by the high school to participate in an Algebra Honors class early in the morning before resuming normal classes at St. Henry Catholic School the rest of the day. This class is offered by invitation only and is based on the previous year's MAP score. We cannot guarantee that all advanced math students will be invited, as this is a high school-based decision.

Standardized Testing

St. Henry Catholic School takes the NWEA MAP (Northwest Evaluation Association Measures of Academic Progress) Growth Assessment. This test will be given to all students in kindergarten through

eighth grades at the beginning, middle and end of the year. The test is a computer-based adaptive test, meaning that questions adjust to each student's response. It is designed this way to be a personalized assessment experience that accurately measures individual student performance. The results of the tests will be sent home to the parents when they are available after each test session.

For more information on NWEA, visit <https://community.nwea.org>.

Eighth graders take the High School Placement test at Diocese of Covington Catholic high schools in early December.

Quarter Awards

When children feel good about themselves and their capabilities, they shine with confidence and pride. This is the premise we have adopted at St. Henry Catholic School – to acknowledge our students for doing something well. From making the right choices, improving their behavior, helping others or excelling in academic work, we want our students to feel supported and recognized.

Awards will be given out at the end of each quarter during an all school assembly. The focus of these awards is to acknowledge the hard work and effort of our students and to help them build confidence in their abilities and to connect with one another.

Crusading Christian Award: Given to one student in each homeroom that best exemplifies a consistent Christ-like spirit.

First Honors: To obtain first honors in sixth, seventh and eighth grade, students must achieve all A's for the quarter.

Second Honors: To obtain second honors in sixth, seventh and eighth grade, students must achieve all A's and B's for the quarter.

Alpha-Beta Club: To receive the Alpha-Beta Award, fourth and fifth grade students must achieve all A's and B's for the quarter.

Enrichment, Elective and other awards are awarded by homeroom for the following: Library, Physical Education, Art, Theater, Makerspace and Technology.

Field Trips

Field trips will be taken at the discretion of the teachers. A field trip should be educational in its purpose and should arise from topics being studied in school. Children who do not attend for one reason or another will remain at home during the time of the field trip. Any child not able to attend because of financial reasons should make this known to the principal prior to the event. All considerations will be made to provide the child an opportunity to go on the field trip. Since field trips are a school function, uniforms are to be worn. Exceptions to this rule will be made at the discretion of the principal.

Only parents or guardians identified as chaperones should attend the field trip, i.e., no one should meet the students at the field trip location.

In some circumstances Parents or guardians may be asked to attend the field trip with their child, e.g., medical or behavioral reasons. Students whose behavior prior to the time of a field trip causing teacher(s) concern for the welfare and well-being of those attending may forfeit their opportunity to go on the field trip.

STUDENT RESPONSIBILITIES

Assignments

Assignments must be completed and handed in on time. Second through fifth grades have a student plan book that is used to organize assignments. Teachers may require that parents sign their child's plan book daily.

When students have an incomplete or missing assignment, parents will be notified via Sycamore. In sixth through eighth grades, assignment violations 1-4 will be graded the next day, with a reduction of 25% or a letter grade, depending on the teacher's assignment, for being incomplete or missing. If the assignment is not turned in the next day, a 0% is earned.

If a child reaches four assignment violations in a trimester, he/she may be required to stay after school for support. An extension will be given for a previously scheduled appointment, but after-school events (choir, sports, clubs) are not acceptable reasons to miss. If the student receives another slip after the fourth missed assignment, a 0% is earned, a new mandatory ten-day session begins and a parent meeting will be called. Students attending Homework Academy who get another violation do not have any days added to their current session.

Students who struggle with homework completion benefit from the teacher and peer interaction they receive while attending Homework Academy. If you think your child is going to struggle, we encourage him/her to attend when school begins to establish strong habits. Also, if your child is failing a class, it is highly recommended that you consider sending your student to the Homework Academy, as well.

Homework

Homework may consist of studying, reading and/or written work from all or some subjects taught throughout the day. Homework is meant to teach students responsibility, organization, study and preparation skills. Homework may be a review of daily material taught, independent practice opportunities, extension work, working on projects, group work, studying for a test or a variety of types of work. Students should plan and organize their time based on their assignments. Students in all grades should be reading every night. In primary grades, a combination of parents reading to children, independent reading and storytelling is expected. Below is a guideline for the length of time homework may take each night. Given that every child is different, sometimes homework may take longer and sometimes it may be shorter.

Grade levels	Amount of time, including nightly reading
--------------	---

Kindergarten through Third Grade	20 - 45 minutes
Fourth & Fifth Grade	30 - 60 minutes
Junior High	30 - 75+ minutes

Cheating/Plagiarism

How to address:

- Plagiarism
- Cheating on a test, quiz, etc.

Students who are caught cheating or plagiarizing will receive an automatic detention and/or other disciplinary action. If the student is caught cheating/plagiarizing on a quiz, homework assignments or assignments worth less than 50 points, the student will receive an automatic zero for their grade. If the student is caught cheating/plagiarizing on a test or assignment with a value greater or equal to 50 points, the student, at the teacher’s discretion, may be allowed to complete another assignment or project to earn back no more than half the value of the original assignment.

Communication

Communication between parent and teacher is vital and students play an important role by seeing that notes between home and school are given to the teacher upon arrival to school or to parents upon arrival home. It is helpful for students and parents to work out after school plans ahead of time to avoid last minute arrangements. At times, students are not permitted to call home for forgotten lunches, homework, gym clothes, etc. This helps to instill a sense of responsibility in the students.

We encourage students to leave cell phones and smart watches at home. If students bring either devices to school, they will not be permitted to carry them during the day. Teachers will have storage for phones and watches where students will put them at the beginning of the day and pick them up at the end of the day. Students may not use cell phones or smart watches at school or during school functions unless directed by the teacher.

Organization

Organization is one key to success. It is the student’s responsibility to take the necessary materials home each afternoon. After 3:00 PM, students may not re-enter the building to get forgotten items. Our teachers help students learn ways to be organized regularly. Occasionally, a student may need extra help with this.

Active Engagement

Active engagement in the classroom, at assemblies and on field trips is another key to success. Students are expected to pay attention, answer and ask questions and work hard at all times.

Respectful behaviors

Respectful behaviors are expected at all times. These include, but may not be limited to:

- Reverence at Mass and during prayer

- Respectful attitude toward adults and classmates
- Appropriate language (no vulgar or abusive language)
- Remaining in “authorized only” areas on the school property
- Respecting school property and property of others
- Appropriate behavior in the restrooms, cafeteria, classroom, gymnasium and on the playground
- Use of hall passes
- Maintaining silence during emergency drills
- Using the elevator only when authorized by a faculty or staff member
- Maintaining order in the hallways
- Use of good manners (e.g., saying “please” and “thank you,” table manners, etc.)
- Use of indoor voices while inside

Cafeteria Responsibilities

Students should walk to the cafeteria and stand in an orderly manner while waiting to be served. After eating, students should return their chair to its table position, dispose of all trash from the tray and place the tray in its proper place for washing. No food may be taken from the cafeteria. All classes will be assigned places to sit in the cafeteria.

In addition to cleaning up their individual areas, each grade will be assigned table washing duty. This will consist of two students that will stay after lunch to wipe down their grade level tables and chairs. Table washer assignments are made by the homeroom teacher.

Playground Responsibilities

Students are to remain in the line of vision of the playground supervisors and in assigned areas (if applicable) during recess. No fighting, rough playing, sliding on ice, throwing of snow balls, etc. will be permitted. For the safety and consideration of all, only those games may be played that are judged suitable by the supervisors. Games are to be stopped when the class is called to return to school. The supervisors are in charge of the discipline on the playground and they shall be respected at all times.

Any accidents or behavioral problems occurring during recess will be resolved by the supervisor on duty. If necessary, an accident report will be completed, parents will be notified and a copy of the report will be sent home with the student. An accident report may be filled out if a child bumps her/his head, a student sustains a cut or bruise, or another injury is sustained. These are only examples and the supervising adult will make the decision whether or not an accident report is warranted.

Students may not re-enter the building during recess except in the case of an emergency with the permission of the supervisor.

During cold weather months, students go outside for recess as much as possible. Students are encouraged to bring and wear warm-weather gear so they are prepared for outdoor recess. Indoor or outdoor recess is determined by the actual temperature, what it feels like outside, whether or not there is standing water or ice on the parking lot, and if there is precipitation during recess time. At times, we may go outside for an abbreviated recess to give students a chance to be outside, but then bring them in for the full amount of recess time.

Bus Responsibilities

The safety of all students while riding the bus is of utmost importance. We expect students to behave and conduct themselves in an orderly manner to maintain their bus riding privilege. Students must follow the rules of their particular bus driver. Discipline procedures will be instituted by the principal in cooperation with the providing bus company, if necessary.

Responsibilities Beyond the School Day

Since students are expected to take home the necessary materials for the evening, they will not be permitted to re-enter the building after 3:00 PM unless they are involved in a school affiliated activity. Anyone who disrupts school affiliated activities after school hours is subject to disciplinary action by those in authority. If, at any time, in any school sponsored, school-related, or non-school related activity a student misbehaves or acts in a manner that would bring public scandal to the school, the student may be subject to disciplinary action by the school.

BEHAVIOR MANAGEMENT

General

It shall be the policy at St. Henry Catholic School to establish reasonable rules and regulations which will:

- Maintain within the school and on the school property orderly work and recreational situations that will allow learning activities to proceed without undue distraction and interruption
- Help each student grow from dependence on adults for directions and control to self-direction and self-discipline based upon an understanding and practice of the ideals of Christian living

Reprimands

Reprimands by way of referral, detention, suspension, probation and expulsion are recognized as valid tools for addressing deviant behavior. As a Catholic school, our goal is to develop character building in each individual student. While these reprimands are one tool to address misbehavior, other actions may be taken to promote our Catholic philosophy, including but not limited to, meeting with the school counselor or removal from school activities.

When meeting with the counselor or other school staff, because of a disagreement or dispute between students, students should expect to engage in a discussion about the actions leading to the disagreement or dispute. By having a conversation with each other, we are building problem-solving skills, developing empathy and compassion for one another.

- **Referral** is defined as a write-up notifying the student of their misconduct.
- **Detention** is defined as a teacher's prerogative to keep a student before or after school for behavioral reasons. Detention may also be administered during school time by requiring a child to miss recess time or some other activity.
- **Suspension** is defined as the temporary removal of a student from school or class. A parent conference may be arranged to resolve the problem.

- **Probation** is defined as a student’s removal or restriction of an activity for a period of time. It can also include the exclusion of privileges for a period of time.
- **Expulsion:** Expulsion is defined as the permanent removal of a student from school.

The table below are examples of behaviors warranting which reprimand. This list is only a sample of potential behaviors and is not meant to be exhaustive. Teachers and school staff reserve the right to assign reprimands based on individual student behavior or isolated behavior events.

Referral	Detention	Suspension/Expulsion
Failure to follow teacher direction after initial warnings	Failure to follow the Internet Use policy	Fighting or the threat of violence toward another person
Talking in class/Mass /during announcements	Destruction of property	Sexual harassment
Improper behavior in school cafeteria	Copying	Use or possession of drugs, alcohol or weapons
Uniform policy violation	Forgery	Persistent destructive behavior
Failure to bring proper materials to class	Theft	Any serious offense breaking school rules

While referrals are usually issued for minor offenses, detentions, suspensions and expulsions are to be enforced in serious offenses or in the case of continued behavioral problems.

It is the responsibility of the teacher to maintain an atmosphere within the classroom that will be conducive to the learning process and to supervise other playground and building activities in a manner that will promote learning, ensure the health and welfare of all the students and protect the school facilities. When student behavior that is consistent with this policy cannot be maintained by reasoning, mutual respect, praise/encouragement or other positive methods, the teacher and/or principal may resort to the use of consequences. These consequences may vary according to the age and grade levels of the students.

Students in sixth through eighth grades may receive write-ups known as “referrals.” Consistent communication between teacher and family will be upheld, and at a minimum once a student accumulates three referrals, the teacher will send an email notifying the parents/guardians. If a student receives three referrals, he/she must serve detention after school. The student’s family must make arrangements for pick up at this time. After the detention is issued, they will restart the referral to detention process.

Detention occurs throughout the school year. After two detentions, a conference may be held with the student, parents, teachers and principal to discuss the consequences and strategies for improving the student’s conduct. Discipline, including detention, suspensions and expulsions may be handled at the principal’s discretion.

Verbal or Physical Assault and Harassment

If a student verbally or physically assaults or harasses a student or staff member, the parent of the student may be called by the principal and a first warning may be given. If there is a second occurrence, the student will be faced with the possibility of the following:

- Suspension until the student's parent(s) or guardian(s) are interviewed by the principal
- Withdrawal of the student's right to participate in school activities
- Dismissal from school

In addition to consequences, the student may be required to meet with the school guidance counselor.

Bullying and Cyberbullying

Bullying has four conditions, that may include:

- Bullies have unequal power over their targets. They may be bigger, more influential, have group backing or some other advantage over the target person.
- Bullies intend to harm, humiliate or embarrass their targets.
- Bullies repeat their bullying behavior.
- Bullies may appear "matter-of-fact" about their attack, while the victims appear rather upset.

Bullying is not always physical. Bystanders tolerating bullying are also supporting the bullying behavior. A bully may assemble a group of girls or boys to target a person and systematically humiliate, isolate or embarrass the victim. In fact, part of bullying is picking a target and then isolating the person by making fun of the person, starting rumors or other behavior. Often bullies will target a child who is already isolated or not fully accepted by others.

If a student or group of students is determined by the school to be bullying another student, the parent(s) and/or guardian(s) of the student(s) doing the bullying will be called by the principal for a face-to-face meeting to address the issue. If there is a second occurrence, the student(s) will be faced with the possibility of suspension until the student's parent(s) and/or guardian(s) are interviewed by the principal, withdrawal of the student's right to participate in school activities and/or dismissal from school.

In addition to consequences, the student may be required to meet with the school guidance counselor.

Social Media

Any student who makes *negative or inappropriate comments* about another student or teacher via the Internet (a social network or blogging site, etc.) will be held accountable. *St. Henry Catholic School reserves the right to discipline students for off-campus conduct.*

Internet Acceptable Use

The internet is an electronic communication network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff, and ultimately students, is to provide

educational excellence at St. Henry Catholic School by facilitating resource sharing, innovation and communication. Internet access is a privilege and not a right. Students must agree to obey specific standards of online behavior, language, content and security. Internet access to students will be given by parent permission only. Parents may decline access for their child. Violations of internet rules may result in loss of access privileges and even criminal prosecution in cases of state or federal law violations. Students may not reveal their phone number, address or any other personal information, use profanity or post anonymous messages on the internet. Both parents and students must sign Responsible Use Policy and take full responsibility for compliance.

Phones and Personal Electronic Games or Devices

Phones, personal electronic gaming systems or devices, including smart phones and smart watches, are not to be used at school.

- **First offense:** the phone or game will be taken and returned at the end of the day or event, as determined at the discretion of the staff member responsible.
- **Second offense:** the phone or game will be taken and returned to the parent following a conference with the principal. Other disciplinary actions may also be taken.

Pregnancy

In addressing the concerns of individuals and families in pregnancy situations, the school recognizes its responsibility as a Christian community to provide for those in need. If it becomes known that a student is pregnant and the student wishes to remain or be enrolled in school, a conference will be scheduled to discuss conditions which must be observed by the student. Attending the conference may be the pastor, principal, guidance counselor, parent(s)/legal guardians(s) and the student.

Damage to School Property

The school exists for the students. They, in turn, are expected to respect the property of St. Henry Catholic School both during and after school hours. Writing on books, desks, walls, damaging ceilings, etc. is prohibited. All floors are to be kept clean of paper, etc. Damaging school property is a very serious offense and the student may be subject to disciplinary action by the school.

Textbooks

Students are responsible for the care of books. Books are to be covered and carried to and from school in a book bag. Textbooks lost or damaged beyond use are to be replaced at full cost by the student responsible. Students with textbooks damaged but still usable are to be assessed a fine of one-third of the replacement cost of the book.

Daily Snack

Students in kindergarten through eighth grade are permitted to bring a snack to eat during school. Samples of snacks that are allowed include fruit, cheese or granola bars. Snacks that will not be permitted include candy, chips or other high sugar snacks.

Chewing Gum

Chewing gum on school premises is not permitted because of the damage it does to clothes, shoes, furniture, etc. when carelessly discarded. Any student seen chewing gum during the school day will be

subject to disciplinary action by the school. Any exceptions to chewing gum need to be approved by the principal.

Smoking

Smoking is not permitted. Any student seen smoking or carrying cigarettes during the school day will be subject to disciplinary action by the school. This includes e-cigarettes, juuling, vaping and its associated paraphernalia.

Alcohol and Drug Abuse

In the case of any student found intoxicated with alcohol or under the influence of drugs, and/or any student found in possession of any type of alcohol or any drug, the parents will be called to take the student home. The student will not be readmitted until the parents have taken appropriate action to help the student. The student will also be subject to disciplinary action. If the student is again found intoxicated or under the influence of drugs and/or in the possession of alcohol or drugs, the student may not be readmitted to school until appropriate disciplinary action is taken and stronger measures are taken by the parents to get the help the student needs. Students undergoing a form of rehabilitation will be given whatever consideration and help the school can render. Any student of St. Henry Catholic School supplying alcohol or drugs to other members of the student body while at school or at a school-related function will be faced with the possibility of the following:

1. Suspension until the student's parent(s)/guardian(s) are interviewed by the principal.
2. Withdrawal of student right to participate in school activities.
3. Dismissal from school.
4. Prosecution by the law.

The exact penalties in each case will be determined by the principal. Acceptance for Entry of Students with Substance Abuse: Students dismissed from our school or any other school due to drug or alcohol abuse will be considered for re-entry into our school under the following conditions:

1. A student may be accepted after consultation with a professional source and reviewed by a committee appointed by the school principal.
2. The student must be enrolled in a drug rehabilitation program and have progressed to a drug free status.
3. Progress reports from qualified personnel may be requested by the school at any point during the treatment program.
4. The student will be on a period of indefinite probation. The school administrator has the right to dismiss the student based on general behavioral factors and/or the recurrence of substance abuse.

Possession or Use of Instruments of Harm (Weapons)

In the case of any student found in possession of a weapon, the parents will be called to take the student home. The student will be faced with the possibility of the following:

1. Suspension until the student's parent(s) are interviewed by the principal.
2. Withdrawal of the student's right to participate in school activities.

3. Dismissal from school.

Solicitation by Outside Groups

St. Henry Catholic parish/school authorities have the right to determine solicitation within the parish/school grounds and events. The parish/school authorities shall select organizations that conform with the theology and practices of the Catholic Church and fit the mission and philosophy of the parish/school. The parish/school authorities shall determine the manner in which the solicitation may take place. Only those persons authorized by the parish/school authorities shall be brought into a Catholic school as a promoter, participant, leader or director of student activities.

Home / School Connection

The most effective way for students to succeed in school is to have open lines of communication between home and school. Parents/guardians are encouraged to contact the teacher if they feel the need to discuss their child's progress or if they have a concern. The principal and, in rare cases, the Parish Education Commission, may be involved to reach a satisfactory conclusion. There are many opportunities for parents, teachers, administrators and students to connect.

- **Website**, www.sthenryschool.net: Our school website is useful for current information about our school, including sign up forms, upcoming dates and inclement weather information.
- **Sycamore**: This web-based system is a service for parents and students to access current information regarding student behavior, attendance and academic progress. New information is updated regularly. Text messages may also be sent through Sycamore for communication.
- **Newsletters**: The principal will email a weekly newsletter to parents with updated information regarding school. The principal's newsletter can also be found on the website. Teachers also communicate through classroom newsletters:
- **Parent-Teacher Conferences** are scheduled at the end of the first quarter, but may be requested at any time by a teacher or parent/guardian.
- **Notes/phone calls**: Teachers and parents/guardians may communicate through notes and/or phone calls. Teachers do not have direct lines, so parents/guardians should call the school office and leave a message for the teacher.
- **Email**: Every faculty and staff member has an email address. Please allow 24 hours for teachers to reply to an email.

POLICIES & PROCEDURES

ADMISSIONS

Non-Discriminatory Policy

St. Henry Catholic School admits students of any race, color and national or ethnic origin and does not discriminate on the basis of race, color and national or ethnic origin in the administration of its policies and programs. In some special needs cases, the school cannot guarantee admission as it may not

be able to provide all accommodations or all necessary services for all students. In special needs cases, the student records will be reviewed, in addition to observation and determination of services.

Admission to St. Henry is prioritized to children of parents or guardians, who are registered and considered active (i.e. parents or guardians **consistently fulfill their Mass obligations on Sundays and Holy Days** and participate in parish activities (**not just school related activities**) and contribute to the Sunday collection) members in good standing of St. Henry, St. Barbara, or Cristo Rey Parish.

When there are too many applicants who are eligible for admission based on the above criteria, admission will be made in the following order.

1. All students currently enrolled in St. Henry Catholic School are guaranteed a space for the following school year provided no tuition remains due for previous years, all school fees are satisfied and the registration fee for the next year is paid by the in-school registration date.
2. Parishioners of St. Henry, St. Barbara or Cristo Rey who are siblings of students currently enrolled in St. Henry Catholic School or whose sibling has recently graduated.
3. Parishioners of St. Henry, St. Barbara or Cristo Rey who are new students to St. Henry Catholic School and/or children of teachers at St. Henry Catholic School.
4. Catholics who are members of other parishes in the Diocese of Covington who are siblings of students currently enrolled or whose sibling has recently graduated.
5. Catholics who are members of other parishes in the Diocese of Covington who are new to the school.
6. Catholics who are not members of other parishes in the Diocese of Covington.
7. Non-Catholics (other than children non-catholic teachers - see #3 above) will be enrolled on a first- come, first-served basis.

Admission to Kindergarten and Preschool

- Kindergarten children must be five (5) years of age no later than August 1. In certain situations, we may consider enrolling students into kindergarten with birthdays after August 1. If entry is allowed, the student will be asked to take an assessment.
- Children entering the four (4) year-old preschool must be four (4) years of age no later than August 1 following the opening of school.
- Children entering the three (3) year-old preschool must be three (3) years of age no later than August 1 following the opening of school.

Registration

Registration for the next school year opens in February and should be completed online. Those children who will enter St. Henry Catholic School for the first time should be registered at this time also.

Registration Fees: New Families

A non-refundable registration fee of \$100 per student, \$200 per family maximum is required from families who had no children enrolled during the previous school year. Registration fees are fully credited against tuition should the children be enrolled. After August 1, fees increase to a nonrefundable \$500.

Registration Fees: Existing Families

A non-refundable fee of \$50 per student, \$200 per family maximum is required from families with children enrolled during the current school year. Registration fees are fully credited against tuition should the children be enrolled. After August 1, fees increase to a nonrefundable \$500.

Withdrawals

If you are withdrawing your student(s) from St. Henry Catholic School, you must notify the principal in writing. You are asked to:

1. Provide the last day of school your child will be attending St. Henry Catholic School and the reason for withdrawal.
2. Provide the name of the school that your student(s) will be attending.

Parent(s)/legal guardian(s) will be contacted by the school principal to schedule an exit meeting date and time.

St. Henry Catholic School will provide your student's permanent academic and health records to the new school directly upon request once all tuition and other fees that may be due have been settled. You cannot pick up academic records for your student until the legal parent/legal guardian signs a "Release of Records" form which should be completed at the new school and mailed/faxed to St. Henry Catholic School. The original records remain at St. Henry Catholic School. This request will be honored if no delinquent school bills exist.

TUITION AND FEES

Tuition will be charged for every child who attends St. Henry Catholic School.

Tuition Rates

The two tuition rates are "Standard Tuition" and "Participating Tuition." Standard Tuition at the one-child level closely tracks the actual cost of educating a child at St. Henry Catholic School. Because St. Henry Catholic School is a ministry of St. Henry Catholic Church, Participating Tuition continues to recognize the actual cost of educating children, but is set lower for registered parishioners who have a demonstrable record of fulfilling Mass obligations and committing and contributing generously of their time, talent and treasure to St. Henry Catholic Church, St. Barbara Parish or Cristo Rey Parish, which also sponsor St. Henry Catholic School.

Families in which at least one parent or guardian is Catholic are eligible to pay tuition at the reduced Participating Tuition rate if the family members are:

- Parish members of St. Henry Parish, or
- Parish members of St. Barbara Parish, or
- Parish members of Cristo Rey Parish.

All other families pay Standard Tuition.

Parish Membership

For tuition purposes, “parish members” of St. Henry, St. Barbara and Cristo Rey are defined as families:

- Whose members are registered at the parish as members, and
- Whose members (including all St. Henry Catholic School students in the family) *consistently fulfill their Mass obligations on Sundays and Holy Days*, and
- Whose members (including parents and older students) participate in non-school parish activities on a regular basis, and
- Who financially support the parish on a regular weekly or monthly basis.

To be considered a parish member for a new school year, a family must have met each of the above criteria for no less than six months prior to the beginning of the school year. Those who have not met the criteria for at least six months prior to the beginning of school will not qualify for Participating Tuition during the upcoming school year.

For purposes of advancing this definition of “parish member” and to maintain its status as a “parish member,” a family is expected to document its Mass attendance, its participation in parish activities, and its financial support both at the beginning of the school year and periodically throughout the school year. Financial support of the parish may be documented by regular use of the parish budget envelope system or electronic giving methods. Mass attendance may be documented by budget envelopes (even those without a contribution) or notes placed in the Sunday collection basket. Envelopes are credited on the Sunday received. If more than one envelope is placed in the collection basket in a given week, you will only receive a single attendance credit for the week we receive the envelope.

Volunteer service to the school or the family’s parish prior to a school year may be documented by the family as part of the registration process. Periodic documentation throughout the school year may also be required.

Once the appropriate tuition rate is determined, families must agree to its requirements, by signing the then current St. Henry Catholic School Tuition Rate Agreement Form. St. Henry Catholic School will not change the designation of a family’s Standard Tuition to Participating Tuition during the course of the school year.

Tuition Discounts

Because of our belief in the importance of Catholic education, families with more than one child enrolled in kindergarten through eighth grade at St. Henry Catholic School are eligible for a multi-child discount from either Standard Tuition or Participating Tuition, as applicable. Rates for preschool are separate from the rates for children enrolled in grades K–8. In cases where a family has two or more children enrolled in kindergarten through eighth grade, a 5% discount will be applied to tuition for children enrolled in the preschool.

Fees and Other Costs

In addition to tuition, general fees are charged for each student in preschool through eighth grade. The total general fees charged include fees for registration, consumable books, materials and supplies, and technology equipment maintenance and improvements. The registration fee that is collected at registration will be fully credited against tuition due. The remaining general fees will be paid in the same manner as tuition, as explained below.

Fees for field trips and other activities will be charged, billed and paid separately during the school year.

Tuition and General Fees Payment

Tuition and general fees may be paid in one of two methods:

- Payment in full before the beginning of the school year
- Automatic bank account withdrawals by the St. Henry Parish office over a 12-month period beginning in July and extending through June.

The usual method for collection of tuition and general fees for St. Henry Catholic School is automatic bank account withdrawals managed by the St. Henry Parish Office. Withdrawals are made on the 5th day or 19th day of the month, as specified by the family, for a 12-month period beginning in July and ending in June. A family may choose to pay the full amount of tuition and fees for the school year before the end of July.

Each family is responsible for designating at least one person (normally a parent or guardian) who is liable for payment of all tuition and fees. If additional people (e.g., a student's grandparent or grandparents) wish to assume liability for payment of the family's tuition and fees, that person should also be designated. All people who assume liability for payment of tuition and fees should indicate their agreement by completing and signing a form provided by St. Henry Catholic School. If more than one person is designated by a family and agrees to be liable, then all of the persons named will be jointly and severally liable for payment of all tuition and fees.

If all tuition and fees are not paid on a timely basis, St. Henry Catholic School may seek payment in full from any person designated by the family to pay tuition and fees, whether or not it seeks payment from others. Family members (for example, parents who are no longer married) may make agreements between themselves concerning how much each will pay toward a family's tuition and fees. However, such an agreement is between those who make it; St. Henry Catholic School is not bound by their agreements, and, at St. Henry Catholic School's discretion, may seek payment from any and all people who agreed to be liable.

St. Henry Catholic School will cooperate with reasonable requests for assistance from people who are sharing payment of a family's tuition by, for example, making two monthly withdrawals. Each person who is designated by a family as liable for payment of tuition and fees may give information to St. Henry Church and School personnel concerning payment of tuition and fees. St. Henry Catholic Church and School personnel may give information concerning a family's tuition and fees account to

all people who have been designated by a family as liable for payment of that family's tuition and fees, including information regarding payment or non-payment by others designated to make payments.

In truly exceptional circumstances that do not allow a family to pay in full or to pay with automatic monthly payments from a bank checking account, a family may be allowed to pay its tuition and fees under a payment plan different from the usual methods described above. For this purpose, "exceptional circumstances" do not include, for example, the family's convenience or desire to pay on a different day of the month or its unwillingness to share bank account information with the parish office. All requests for such a different payment plan must be approved by the St. Henry Parish Business Manager and will require a \$100 processing fee payable at the time of the approval. Even if such a request is approved, the family may be required to sign a monthly automatic payment authorization that will be used in the event the family does not make payments in accordance with the agreed alternative payment plan.

Delinquent Tuition Payments

As the school depends on the timely collection of tuition and general fees, sound business practices for both the school and school families must be in place and enforced.

Tuition and Fees Payment Agreements and Tuition Rate Agreements are expected to be returned promptly, but no later than the last Friday in June each year. Until these Agreements are executed and returned to St. Henry Catholic School, registered students will not be considered enrolled and will not be admitted on the first day of school. Sound business practices also require that agreed upon tuition and general fees payments be made when scheduled as agreed in the Tuition and Fees Payment Agreement, and in full.

Any family whose payments are made normally by automatic withdrawal but whose payments may be delayed or refused by the family's bank due to insufficient funds or other reason, or whose payments are made normally under a different arrangement but will not be made timely for any reason, will be subjected to a \$35 late fee. In addition, the family is expected to inform the St. Henry Parish Business Manager at least five days in advance of the normal payment date. The family is also expected to cooperate in having the delayed or refused payment made as soon as possible. Any family whose payment is not made timely, and who has not informed the St. Henry Parish Business Manager and made arrangements for making the payment, will be contacted by the St. Henry Parish Business Manager. At that time, the family must propose a method and a time for making the missed payment as soon as possible. If the family does not cooperate in making a reasonable plan to make the payment in a reasonable time, or does not make payment in accordance with the plan after it is accepted by the family and the St. Henry Parish Business Manager, the family will be considered delinquent and subject to the consequences listed below.

- A student whose family's account is delinquent as to one or more payments will not be permitted to participate in Camp Joy, field trips, school-sponsored sports activities, or other school activities such as dances, plays, Olympic Day, eighth grade end of year functions, or other special in-school programs, until any delinquent payment is made in full; and
- If a student's family's account is delinquent as to one or more payments, St. Henry Catholic School will not make the student's records available to the family or to any other party designated by the family until any delinquent payment is made in full; and

- If a student's family's account becomes delinquent as to two months' payments, or if the family is delinquent in its payments two or more times in the course of a school year, the family will be warned that any additional delinquency could cause that family's student(s) to not be allowed to continue studies at St. Henry Catholic School; and
- If a student's family's account becomes delinquent as to three months' payments, or if the family is delinquent three or more times in the course of a school year, the family's student(s) will not be allowed to continue studies at St. Henry Catholic School until all delinquent payments are made in full; and
- Any family whose delinquencies cause their child to not be allowed to continue studies at St. Henry Catholic School remains obligated to pay all tuition and fees incurred while the child was a student. No family whose children left St. Henry Catholic School while owing tuition or fees will be allowed to register a child at St. Henry Catholic School in any later year until all prior obligations have been satisfied; and
- All school families must keep their tuition and general fees accounts current in each of the months April, May and June. Delinquent accounts in April, May, or June could be cause for suspending or otherwise not processing the delinquent family's registration for the next school year, or for placing the family on a waitlist for the next school year.

After-School Program

Parents who arrive on any day after 6:00 PM to pick up their child will be assessed a \$20 late pick-up fee. Payments may be made at the school office or through Sycamore. Payment of all amounts due must be current as of the 15th day and last day of each month. If payment of any amounts due is not current as of the 15th day and the last day of each month, then the child will not be permitted to return to the After-School Program in a future week until all delinquent fees, and all anticipated fees for the following week, have been paid.

A family may disqualify itself from the After-School Program by repeated delinquencies in payment of fees. The decision on disqualification from the program will be made by the St. Henry Parish Business Manager.

PROMOTION/RETENTION

Students are promoted to the next level on an annual basis. If a student cannot attain satisfactory achievement, a teacher-principal conference may be held with the parents. Parents will be notified of retention consideration. Subsequent progress reports are given to the parent on a frequent basis so that the best possible decision can be made for the welfare of the student. Students failing more than two subjects may not be promoted. In the final analysis, the school has the right to retain students who cannot achieve at the given grade level.

Eighth Grade Promotion

St. Henry Catholic School places eighth grade students to the next year's class in one of the following manners:

1. Promoted
2. Retained

3. Promoted with reservation: The student is promoted with the condition he/she attends summer school to attain a passing grade in a subject or subjects failed.
4. Placed: Even though a student's grades warrant retention, the student may continue to the next grade due to a consensus of opinion that nothing positive will come from a retention. The student, however, must attend summer school to attain a passing grade in at least two of the subjects failed.

A closing promotion ceremony will be held to mark the successful completion of eighth grade. The date is set as early as possible and communicated to parents once set. The date may be influenced by bad weather days during the school year. Promotion day consists of a Mass in the morning followed by an awards ceremony and off-site brunch with families.

Kindergarten Celebration

Kindergartners participate in a celebration highlighting their year. This event is usually held in the morning of one of the last days of school. Parents, relatives and friends are invited to attend.

ATTENDANCE

Arrival

The safe arrival and departure of the students at St. Henry Catholic School is a high priority. The school opens at 7:00 AM. Students arriving between 7:00- 7:25 AM are to report to the cafeteria where a supervisor will be present. At 7:25 AM, students will be dismissed from the cafeteria to go to their classrooms. At 7:40 AM, a bell will ring to signify the beginning of the school day when morning announcements and prayer will take place.

Tardiness

Arriving on time to school is the best way for children to begin the school day. Time to get organized and be part of the morning routine of the classroom helps children start their day in a calm and comfortable manner.

Students arriving after 7:40 AM must report to the office for an admission slip to enter his/her class.

If a student is not at school by 9:30 AM, then he/she has missed a half-day. If a student arrives at school by the proper time, but leaves before 1:00 PM, he/she has missed a half-day.

Absences

If a student misses ten or more days of school, parents will be notified. After five absences, a doctor's note will be required each time. A meeting could be scheduled to evaluate the student's academic progress. The following may result:

- Additional makeup work
- Deprivation of student activities
- Tutoring
- Grade retention

Parents should notify the school office each day a student is absent due to illness. Call the office between 7:00- 8:15 AM at 859-342-2551. Messages may be left on the answering machine prior to school office hours. State regulations require a written explanation from the parent or guardian for each absence to be kept in the teacher's files.

Book and assignment requests for students absent from school must be requested when you call the office in the morning. It is strongly suggested that parents have a designated student to pick up the homework when their child is sick. When calling the office, give the name of the student who is to be responsible for taking care of your child's homework. The office will inform the teacher. The teacher will have the assignments ready at 2:20 PM and a student will deliver books to the homework shelf across from the office . If another student cannot get your child's homework, it may be picked up from the shelf across from the school office. Teachers will not give homework prior to an unexcused absence.

Families are strongly encouraged to have students in attendance during standardized testing. Leaving the school without permission is classified as truancy. The parent needs to report to the office to pick up his/her child, and sign him/her out in the designated office notebook. The student will be called from his/her room. We ask that parents do not go to the child's room unless authorized to do so.

We highly recommend and strongly encourage parents wishing to have their children excused from school for reasons other than illness to contact the receptionist by writing a note or email stating the time and reason for the dismissal. If requests are made via email, include [Early Release] in the subject line to alert the school of the request. Such requests for doctor's appointments, etc. should be made at least one day in advance and should not be sought too frequently.

St. Henry Catholic School strongly discourages students from taking vacations during the school year. If a parent chooses to do so, students may be required to complete assignments while they are away from school. All work to be made up is the responsibility of the parent and student. Assignments will be given upon the return of the student to class. All school work and tests missed must be made up within one week. At the discretion of the principal, absences due to vacation during the school year may be considered unexcused.

Students are considered to be in perfect attendance if they are present at school from the beginning of the day bell to dismissal bell from the first day of school to the last. Students tardy or leaving during the school day are not eligible for perfect attendance. The only exception is when a student is attending a school sponsored activity away from school grounds during the school day.

If a child misses school due to illness, he/she may not participate in school sponsored extracurricular events that day. This includes, but is not limited to, dances, watching athletic events, or participating in athletic events.

Habitual absences and tardiness will be discussed with the parents and principal and disciplinary action may be taken.

Dismissal

The bell for dismissal of students will be rung at **2:35 PM**. All students must leave the building by **2:45 PM**, unless under the supervision of a member of the faculty.

After **2:45 PM**, students will be escorted to the After-School Program and parents will be charged the regular hourly rate.

Transportation for the school is the responsibility of the parents; however, the Kenton County School District does provide a limited bus service to certain areas of their district to St. Henry Catholic School. Please contact the Kenton County Schools Transportation Department, 859-356-0253, to determine if you fall within these areas of service. When Kenton County buses are not operating, parents are responsible for providing transportation. The school will notify the parents in advance when possible.

Truancy

Truancy is not permitted. It is defined as a time when the student is away from school when he/she should be there. Truant students may be subject to disciplinary action by the school.

A conference with the parents will be required before a student is permitted to return to class.

Students may not leave the school grounds from the time they arrive at school until the time they are dismissed without written permission presented to the school office.

DRESS CODE

School uniforms may be purchased at:

Schoolbelles
5046 Old Taylor Mill Road
Taylor Mill, KY 41015
859-581-3111
www.schoolbelles.com

St. Henry Catholic School Code: S1963

Girls' plaid pieces must be purchased at Schoolbelles. Other uniform items may be purchased at local department stores. School uniform sweatshirts are ordered online through the school website: www.sthenryschool.net, using the quicklink for Vintage.

Girls

- **Skirt:** Plaid skirt for girls kindergarten through eighth grade; must be no shorter than two inches above the knee. Plaid jumper is optional for girls in grade kindergarten - fifth grades.
- **Shirt:** Collared knit polo shirt, blouse or banded shirt (available at Schoolbelles); shirt must be white or St. Henry red. The principal will determine whether or not the shade of red complies with St. Henry red; shirt must be tucked in so that the student's belt or waistband can be seen (banded shirt does not need to be tucked). Long or short sleeve shirts are permitted.
- **Pants:** students in kindergarten through eighth grade may wear navy blue twill dress pants. *Cargo or faded pants are not permitted. Drawstring pants are not permitted.*
- **Shorts or skorts:** Navy blue uniform shorts or skorts (grades K-5) may be worn April 15 through October 15. *Cargo or faded shorts are not permitted. Drawstring shorts or skorts are not permitted.*
- **Cardigan:** Red uniform cardigan - must be St. Henry red.
- **Tights / Leggings:** plain navy blue or black may be worn under jumper or skirts. Tights or leggings or with cutouts are not permitted.
- **Socks:** Red knee socks are permitted.
- **Hair:** Hair must be well kept and clean. No distracting extremes in style or color are permitted.
- **Earrings:** Small earrings that do not extend below the earlobe are acceptable.

Boys

- **Shirt:** Knit polo or Oxford cloth shirt with button down collar, long or short sleeve, is permitted. Shirts must be white or St. Henry red. The principal will determine whether or not the shade of red complies with St. Henry red. Shirts must be tucked in and the belt (3rd - 8th grade) or waistband must be visible.
- **Pants:** Navy blue uniform twill. *No cargo or faded pants. Drawstring pants are not permitted.*
- **Shorts:** Navy blue uniform twill shorts may be worn April 15 through October 15. *No cargo or faded shorts. No drawstring shorts.*
- **Hair:** Hair must be no longer than the shirt collar length, above the eyebrows in front, and kept neat and clean. No distracting extremes in style or color are permitted.
- **Earrings:** not permitted for boys.

All Students

- **Sweatshirts:** Uniform sweatshirts with the St. Henry Catholic School logo must be ordered through Vintage.
- **Undergarments:** Any undergarment must be completely white and may only be visible at the neckline.
- **Socks:** Must be visible. White or black socks. A small logo on the sock is permitted.
- **Shoes** worn to school must be gym/dress shoes that fasten, buckle or tie. Due to safety, shoes must be appropriate for recess and gym. Boots, slippers and shoes that slide on are not appropriate for school. The principal may decide if the shoe type is appropriate/safe to wear at school.
- **Make-up:** No make-up of any kind is permitted.
- **Fingernails:** Nails must be well kept; no artificial nails.
- **Belts** (black, brown or navy) must be worn with pants that have belt loops for third through eighth grade. The waistband of the uniform bottom must be worn at or near the waist.
- No visible tattoos are permitted.
- Oversized clothing is not appropriate.
- Gym uniform – see below.

Eighth Grade Uniform Privilege

Eighth graders vote upon a design for their class hoodie to be worn as an optional uniform sweatshirt. The sweatshirt is printed in September. Parents/guardians are responsible for payment for this optional sweatshirt. If a student chooses to not purchase the eighth grade hoodie, then he/she must wear the regular school uniform sweatshirt. *Since this is a privilege, sweatshirts may be revoked as a consequence of not representing St. Henry Catholic School positively.*

Gym Clothes

Students in kindergarten through eighth grade must wear the purchased gym uniform that consists of mesh gym shorts, t-shirt and sweatpants all with the St. Henry logo. Students are permitted to wear the gym uniform all day. Gym shorts and sweatpants are worn according to the following schedule:

- **April 15-October 15:** Students wear t-shirt with shorts or sweatpants.
- **October 16-April 14:** Students wear t-shirt with sweatpants.

Non-Uniform Days*

On non-uniform days, all students are permitted to wear the following items:

- Jeans or any solid-colored khaki-style bottoms that do not contain tears or holes.
- Shirts with sleeves that appropriately cover the midriff and chest including spirit wear or non-spirit wear. If shirts have messages, they must be positive and in line with the spirit and mission of the school, e.g., no double meaning shirts.
- College logos and sports team clothing is allowed.
- Shorts/skirts/dresses/tunics must be two inches above the knee in length or longer. Shorts may be worn between April 15-October 15.

- Leggings or tights may be worn when accompanied with a dress or skirt which must be two inches above the knee in length or longer.
- Loose fitting athletic clothes following the above guidelines on any out-of- uniform day.
- Close-toed, close-heeled flat shoes with socks. For safety reasons, boots may not be worn unless specified for a specific occasion.
- Jewelry must follow in uniform regulations stated above.
- Hats or excessive headgear are not permitted except on specific days.

*Students found out of compliance by the discretion of the principal will be asked to change.

Fall school pictures are out-of-uniform. Class photos taken in the spring are in uniform.

Spirit Day

Spirit Day is held the last **Friday** of every month. On Spirit Day, students may wear St. Henry Catholic School spirit wear tops with their uniform bottoms, unless otherwise noted. Students choosing not to wear their spirit wear will be expected to wear the standard uniform.

ATHLETICS

Philosophy

The St. Henry Catholic School Athletic Boosters, in coordination with the school principal, help to determine which sports programs will be offered based on student interest, access to qualified coaches, availability of practice facilities and leagues, and costs of the program. The St. Henry Catholic School Athletic Boosters help to ensure that the sports programs are conducted in a manner that develops Christian sportsmanship. Each student who wishes to participate in a St. Henry Catholic School-sponsored sports program and meets the school's eligibility policy will be able to do so in a positive environment and in accordance with the published Code of Conduct. Each child will be under the guidance and leadership of dedicated, fair and caring coaches who have an appropriate knowledge of the game and have met the Diocesan requirements for working with children. The Boosters encourage open communication between parents, coaches and players.

Recreational Teams

All St. Henry Catholic School, children wishing to participate on a recreational team will be entitled to placement on a team roster. The sports coordinators will determine the number of players on a team, giving consideration to the minimum number needed to field a team and the maximum number that still allows sufficient playing time. If needed, a mixed team of children from consecutive grades, will be formed to ensure that a team meets the minimum number of players needed. If more than one team per grade level is needed, teams will be divided as fairly and evenly as possible after taking at least two open gym practices to evaluate the players. It is allowable to share players between two teams if needed, but this must be done on a rotating basis where every player is given the chance to sub before any player subs twice.

Competitive Teams

Competitive teams may be offered for sixth through eighth grade teams. All children wishing to participate on a competitive team must tryout. The coach, in agreement with the sports coordinator,

will conduct the tryout and determine the number of players on the team. Players on competitive teams will be selected based on the player's ability, skills, cooperation, attendance at practice and overall sportsmanship displayed.

Typically, there will be only one competitive team per grade. All efforts will be made to field a recreational team consisting of players that did not make the competitive team. This team would be entered in a recreational league, if one exists, and play according to the school rules as they pertain to recreational teams.

Playing Time

In league play, all members of a recreational team are entitled to play one-half of any basketball game or one set of any volleyball match.

In recreational team tournament play, all grades up through fourth grade are to play one-half (1/2) of a basketball game or one (1) set of a volleyball match in tournament play. In grade five, players are to play one fourth (1/4) of a basketball game or one half (1/2) of a volleyball set. In grades six and above, there are no playing time restrictions.

In the case of a player missing practice or misbehaving during practice or a game, the coach may discipline the player by restricting playing time.

For competitive teams, the coach has full playing time discretion and there are no minimums.

Number of Games Allowed

Recreational teams are limited to one league, the St. Henry tournament, the league-ending tournament, and three additional tournaments.

Competitive teams are limited to one league, 15 out-of-league games, the St. Henry tournament, the league-ending tournament, and six additional tournaments. Tournament games and a second league may be substituted for out-of-league games.

Sports and Clubs Eligibility

Students are not eligible to participate in sports or clubs based on the following circumstances:

Grades

A child must maintain passing grades. Ineligibility for two weeks will take place under any of the following circumstances:

1. The child has a failing average in two subjects midway through the trimester.
2. The child has a failing average in one academic subject on their report card.

A student is not permitted to practice or play in any game or competition during this time. In order to be reinstated in the activity following the probationary period, a student must obtain and present to the coach / leader a written evaluation from his/her teacher(s), signed by the principal, attesting to his/her current standing in class. The midpoint date of the quarter or distribution date of the report card will be the effective date of the ineligibility and probation.

Absence

If a child misses school due to illness, he/she may not participate in the sport or club that night.

Disciplinary

A child that receives detention will be prohibited from participating in school athletics / clubs for one week after serving detention.

A child that is suspended, placed on probation, or is expelled from school, will not be permitted to participate in school athletics / clubs for the rest of the season.

The sports / clubs coordinator will be notified of the ineligibility.

Sports Fee

All students participating on either a recreational or competitive team will be required to pay a fee for each sports season.

Sports Related Release of Liability

The parents or guardians of all students participating in a sports activity, whether recreational or competitive, will be required to sign a statement releasing St Henry Catholic School, St. Henry Catholic Parish, and the Diocese of Covington from any and all liability, costs, and expenses that may arise from injuries that may occur while participating in a sports activity.

ADDITIONAL EXTRACURRICULAR

Learning opportunities are enhanced by extra-curricular activities of special interest to the student. These activities are excellent means for child growth and development. They promote good conduct and self-confidence. General participation requirements are based on academic efforts and conduct, while specific participation requirements vary according to the nature of the activity.

Attendance Policy

A student may not participate in any activity if he/she is absent from school the day the activity occurs. Any of the following will require an After School Waiver Form to be filled out and turned into the office. Eligible students may participate in the following activities:

- Lego Club (kindergarten through fourth grade)
- Elementary Academic Team (fourth and fifth grade)
- Middle School Academic Team (sixth through eighth grade)
- Future Problem Solving Middle School (sixth through eighth grade)
- Robotics Club (sixth through eighth grade)
- Choir (fourth through eighth grade)

- Study sessions (held by homeroom teachers)
- Tutoring (prior arrangements with a teacher)
- Homework Academy (sixth through eighth grade)
- Any other newly-formed clubs

Junior High Musical/Play

The junior high musical/play is an annual student project that takes place once a year, typically in February or March. Students must attend rehearsals, memorize lines, and perform songs and dances for a community audience. All school rules and behavioral standards apply during rehearsals and performances. If a student misses rehearsals due to unexcused or excessive absences, they may be released from their role in the show. Students must maintain a passing grade in all of their classes in order to participate in the performance on stage. Students are assigned a role in the play based on their skills showcased in their audition. All junior high students are encouraged to participate in some capacity with the production. This can include performing in the show, helping move props with Stage Cru, painting, writing a congratulatory statement for the playbill, etc.

Extracurricular Academic Opportunities

St. Henry Catholic School is proud to participate annually in several prestigious academic competitions overseen by The Kentucky Association for Academic Competition (KAAC). KAAC is a non-profit, independent, educational agency that serves the entire Bluegrass State. Through KAAC, St. Henry Catholic School competes each year at Governor's Cup at both the elementary and middle school levels. Interested students also have the option throughout the season to compete in several KAAC component events that do not factor into Governor's Cup scoring like Scenario Writing, Showcase, Future Problem Solving (FPS) Junior Division, and Individual FPS.

Governor's Cup competition involves Quick Recall, FPS, and individual Written Assessment exams in Arts & Humanities, Composition, Language Arts, Math, Science, and Social Studies. Students may participate in a total of three Governor's Cup events. Scores from each area are totaled to determine the overall Governor's Cup winner. The first round of Governor's Cup competition is considered District. Qualifying teams and/or individuals from District will advance to Regional competition. Only middle school teams and/or individuals that qualify at the Regional level will advance to the State Finals held annually in March in Louisville. The middle school FPS teams ranking in the top six at State Finals will advance to the International Conference (IC) held in June at a location to be determined within the United States.

SAFETY

General

Emergency information on students can be updated on the Sycamore site under the student portal. This will allow us to know medical information, student allergies and student pick up information. This information will be printed the first week of school and kept on file in the school office. Please make sure that all changes are reported to the school office and updated in Sycamore. A child will only be released to the parent/guardian or those named on the emergency form. Person picking up a child must report to the office and sign the child out. No student is ever to be released from the classroom

unless the office notifies the teacher. No student is to be released from school on the basis of an invalidated phone call.

Security

In cooperation with the Elsmere Police Department, St. Henry Catholic School has undergone training to prepare teachers and students for potential outside threats. Additional training is scheduled and will continue to be provided. Security cameras are in place for further protection.

School Visitation

All doors are kept securely locked at all times. All visitors must enter through the main door under the red awning that says “St. Henry Catholic School.” Upon entering the school, visitors must report to the school office and obtain a visitor’s pass. Appointments with teachers must be made in advance and no one may go to a classroom before checking into the office.

Child Custody

The school office must have current written documentation regarding custody and visitation rights for each child. Unless the office has documentation to the contrary, the school will contact only the custodial parent. Kentucky law provides that “the custodial parent/guardian may determine the child’s upbringing including his/her education.” However, a non-custodial parent may have access to the child’s records under one or more of the following conditions:

1. Access is granted by divorce decree.
2. The custodial parent has given written permission for limited or total access to the child’s records.
3. A court order has been issued granting access of the child’s records to the non-custodial parent.
4. In the case of joint custody, both parents’ signatures must be on file. All documentation will be kept in the student’s file in the school office.

Emergency

In the event of an emergency during the school day, the principal will initiate the appropriate procedures. All faculty, staff and volunteers will focus on protecting the students. Should there be a situation that is a potential threat to anyone inside the building, the school will follow the planned procedures to account for all students and ensure their ongoing safety until the police give an “all clear” or direct the classes to evacuate. Lockdown drills are in place as directed by the Elsmere Police Department and practiced throughout the school year.

Parents should follow these directives:

1. **DO NOT COME TO SCHOOL.** Listen to the Emergency Broadcast System on the radio or TV. Unnecessary traffic and people will slow down the police/fire response and increase the number of emergency personnel needed to aid in the emergency.
2. **DO NOT CALL THE SCHOOL.** When it has been determined that parents may pick up their children, the media will be used to inform you. If possible, the school website, or phone notification system and email will be used.

3. **PICKING STUDENTS UP.** This will take place at a designated evacuation area and may only occur with a photo ID and signature of the parent or legal guardian. Students will not be released at the site without both of these in place.

Fire Drills

Monthly fire drills will be conducted throughout the school year with the cooperation of the Elsmere Fire Department. Students are taught to remain silent throughout the drill and proceed in an orderly fashion so that they can respond to directions and so that teachers can easily account for all students.

Tornado and Earthquake Drills

Tornado and earthquake drills are practiced with planned procedures. In the event of a tornado watch, we will not interrupt the daily routine of school. We will monitor weather reports closely. In the event of a tornado warning, we will proceed to the basement level of the school or church and remain there until the warning is lifted. No student will be released when a tornado or severe thunderstorm warning is in effect, unless the parent or legal guardian comes to pick him/her up from the school. Earthquake drill procedures are also practiced as instructed by local safety officials.

Inclement Weather

When there is inclement weather, St. Henry Catholic School will decide if we will follow an alternate schedule, close school for the day or have a regular schedule. The school will consider student and family safety as the top priority when making this decision. Families are the ultimate decider in what is best for their family so should communicate with the office staff if a separate accommodation is needed.

On inclement weather days, bus transportation may or may not be available since bus transportation follows the Kenton County School District schedule. Students arriving on the bus will never be counted tardy. We will communicate the bus plan with our announcement; parents may choose private transportation on inclement weather days.

Inclement weather adjustments will either be a full day out of school, a 60-minute delay, a 90-minute delay or a 2- hour delay. See the table below detailing arrival times.

	Regular Schedule	60-Minute Delay	90-Minute Delay	2-Hour Delay
Doors open for early arrivals (report to cafeteria)	7:00 AM	8:00 AM	8:30 AM	9:00 AM
Official arrival begins	7:25 AM	8:25 AM	8:55 AM	9:25 AM
Tardy bell	7:40 AM	8:40 AM	9:10 AM	9:40 AM

School closings or delays will be announced several ways:

- on local television stations; we will be identified as **St. Henry Elementary**
- on our school website: sthenryschool.net

- on two Facebook pages: the parent page titled “St. Henry Grade School Parents” and the public page titled “St. Henry School”
- via text message
- via email

Before the inclement weather arrives, parents of bus riders will receive a form to complete that designates how we shall release their student in the event of an early dismissal. Look for the “Inclement Weather Procedure for Bus Riders” form to fill out in the fall.

STUDENT SERVICES/HEALTH SERVICES

Screenings

Students will be examined for head lice on an as needed basis. If a child is found to have head lice, his/her school age siblings will be examined. If two or more cases are found in a class, the entire class will be examined. Children found to have head lice will be sent home with information on how to provide treatment. The children may not return to school until they are nit free. Each child will be examined in the school office to make this determination. Parents will be notified if there is more than one case per class.

Requirements

Emergency forms will be sent home at the beginning of the school year. Emergency forms must be on file in the school office at all times so that office personnel may act accordingly. A physical examination, including an eye exam, is required by the Diocese of Covington for admission of all new students. The health records from surrounding schools are acceptable if up to date. All children are required to present a valid immunization certificate upon enrollment in school. This certificate will be kept on file and sent home for renewal so that it will be kept current and valid at all times. This is in compliance with the state health code.

Medicine may not be given out by teachers. All medicine is to be dispensed from the school office under the supervision of the principal and/or nurse.

According to diocesan and state regulations, aspirin (this includes Tylenol, Motrin, etc.), vitamins, antihistamines or any other medication may not be given to any student, nor may such medication be part of first-aid supplies. (Diocesan Handbook, 5141.1). On occasion, a student may be on medication that must be taken during the school day.

This medication should be brought to the school office where the student may come to take it at the prescribed times. Parents must send in a note with the following:

- Parent’s signature (or physician’s)
- Directions for administering (time, frequency, amount, latest possible time to take)
- Parents should also clearly mark the medication with student’s name
- Medicine will be disposed of if not picked up by the last day of school
- Medication must be in the original container.

Student Food Allergies

In order to continue to keep the safety of our students in mind, parents must notify the school nurse of any serious food allergies of their child at the beginning of the school year so that the school can notify the appropriate teachers and staff who work directly with your child. A form must be filled out in the school office including the specific food allergies, medications needed to treat the allergy and an action plan if your child were to have a serious allergic reaction during school hours. All emergency medications will be stored in the school office, unless otherwise directed by a doctor. In addition, all emergency medications will be taken on field trips or any off campus activities during school hours.

Student Injury or Illness

In case of injury or illness, parents will be called at the judgment of the nurse/principal. The child will be dismissed from school only in the company of his/her parent, guardian or another adult as named on the emergency form. Extreme emergencies will be dealt with at the discretion of the principal/nurse until parents are reached.

LUNCH PROGRAM

St. Henry Catholic School participates in the Federal Lunch Program. Hot lunches are available for \$2.90. Those who prefer to bring their lunch may purchase a drink. Lunch must be paid in advance through individual accounts. Guidelines are set up by the U.S. Department of Agriculture to determine the eligibility of school children for free or reduced-price lunches. Information regarding this will be available in the ReadyFest folder at the beginning of the school year. This information is kept confidential.

All students must either buy or bring their lunch. No student may go home for lunch. No glass containers are permitted in school. No soft drinks, energy drinks or fast food may be brought to school.

Parents are invited to eat lunch with their children. We ask that you let the office and cafeteria staff know ahead of time (at least 24 hours advance notice) if you plan to eat with your child(ren). At times, we may restrict parent lunch attendance due to events at school or otherwise.

St. Henry Catholic School uses an electronic accounting system, [K12Payment Center](#). Parents are encouraged to set up a family account online so that payments to the cafeteria can be made in this manner. Parents will be notified when lunch accounts are low. The school lunch program gladly accepts checks or cash as payment for student meal accounts. Check payments that are returned for any reason (including, but not limited to, non-sufficient funds, stop payment requests, or a closed account) will result in:

1. A return check fee.
2. You will receive a letter and email regarding your check payment with instruction for repayment.
3. May result in the referral of debt to the Kenton County Attorney's office for collection.
4. May result in the suspension of the payer's ability to submit future payments by personal check.

For questions regarding this procedure or to make an arrangement to resolve a returned payment, please contact Jackie Kaiser at 859-392-1500 or jkaiser@covdio.org

LOST AND FOUND

Students should put names on all personal items. Lost items may be found in the "lost and found" box located in the elementary school building. Periodically, we will mention in the school newsletter that items will be donated if not claimed. Items of value (e.g. watches and rings) may be claimed at the office. The school cannot be responsible for lost articles.