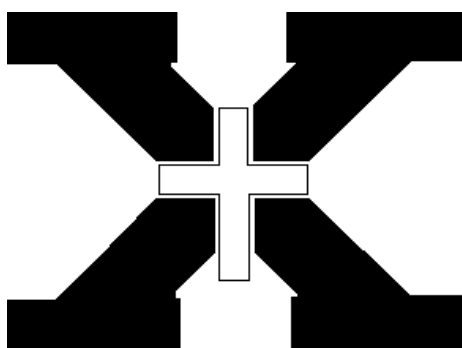


# The 2020-2021 PARENT/STUDENT HANDBOOK

A Manual of Information for Parents and Students



## **Saint Xavier High School**

1609 Poplar Level Road  
Louisville, Kentucky 40217

School Office - (502) 637-4712

School Fax - (502) 634-2171

[www.saintx.com](http://www.saintx.com)



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## CONTACT INFORMATION

### Important Numbers

Main Line / Absence Reporting – (502) 637-4712

Alumni / Advancement Office – (502) 637-8485

Athletic Office / Tickets – (502) 635-5300

School Nurse – (502) 634-2176

### Parent Information

Grade and class information – <https://www.plusportals.com/saintx>

**Register for emergency text alerts – text XALERT to 33222**

### Saint Xavier Leadership

Title	Name	Ext.
President	<a href="#">Paul Colistra</a>	124
Principal	<a href="#">Amy Sample</a>	128
Vice President for Advancement	<a href="#">Michael Littell, Honorary '07</a>	370
Vice President for Finance	<a href="#">Larry Bergamini '79</a>	132
Director of Mission and Identity	<a href="#">Catherine Reynolds</a>	234
Director of Admissions	<a href="#">Curt White '03</a>	145
Director of Athletics	<a href="#">Denny Williams</a>	133
Assistant Director of Athletics	<a href="#">Kyle Reh</a>	172
Director of Security	<a href="#">Todd Mottley</a>	161
Director of Plant	<a href="#">Rico Mooney</a>	143
Assistant Principal for Student Life (Grades 11-12)	<a href="#">Arnold Drury, Honorary '19</a>	127
Assistant Principal for Student Life (Grades 9-10)	<a href="#">Tony Scheler '83</a>	123
Assistant Principal for Supervision of Instruction	<a href="#">Sorin Spohn</a>	125
Assistant Principal for Studies	<a href="#">Amy Sample</a>	128
Assistant Principal for Academic Services	<a href="#">Joe White</a>	121
Director of Technology	<a href="#">Efren Quirino</a>	136
Assistant Director of Technology	<a href="#">David McElroy</a>	137

## Administrative Assistants

Title	Name	Ext.
Administrative Assistant to the President	<a href="#">Natalie DeNardo</a>	122
Administrative Assistant to the Principal	<a href="#">Karen Edlin</a>	221
Administrative Assistant for Student Services	<a href="#">Tricia Wainscott</a>	129
Administrative Assistant for Studies	<a href="#">Jennifer Osborne</a>	222
Receptionist	<a href="#">Jean Bell</a>	120
Administrative Assistants for Advancement	<a href="#">Kathy Pierce</a>	369
	<a href="#">Kristine Simon</a>	376
	<a href="#">Shannon Weaver</a>	365
Administrative Assistant for Admissions	<a href="#">Teri Dedas</a>	245
Administrative Assistant for Athletics	<a href="#">Ruth Ray</a>	232

## Campus Ministry

Title	Name	Ext.
Coordinator of Campus Ministry	<a href="#">Stephen Murphy</a>	276
Campus Minister	<a href="#">Ben Kresse</a>	239
Campus Minister / Retreat Director	<a href="#">Chad Bader '03</a>	218
Campus Minister	<a href="#">Gary Gruneisen '73</a>	538
Administrative Assistant for Campus Ministry	<a href="#">Gail Ernstberger</a>	148

## Guidance Department

Title	Name	Ext.
Department Chair	<a href="#">Amber Wissing</a>	237
Learning Differences Coordinator	<a href="#">Beatriz Pacheco</a>	252
Director of College Counseling	<a href="#">Carrie Foster</a>	247
College Counselor	<a href="#">Lisa Hague</a>	246
Guidance Counselor	<a href="#">Nicolas Crider</a>	248
Guidance Counselor	<a href="#">David Ianke '84</a>	236
Guidance Counselor	<a href="#">Christina King</a>	249
Guidance Counselor	<a href="#">Elizabeth Newkirk</a>	263
Guidance Counselor	<a href="#">Jill Tucker</a>	250
Administrative Assistant for Guidance	<a href="#">Barbara Kiefer</a>	135
Administrative Assistant for Guidance	<a href="#">Cheryl Williams</a>	279

## Saint Xavier Faculty

Name	Ext.	Name	Ext.	Name	Ext.
<a href="#">Abell, Aaron</a>	539	<a href="#">Jankowski, Ben '95</a>	210	<a href="#">Payne, Kevin</a>	586
<a href="#">Abell, Annalee</a>	558	<a href="#">Jarboe, Sarah</a>	152	<a href="#">Picota, Samuel</a>	262
<a href="#">Able, Daniel</a>	209	<a href="#">Jefferson, John '85</a>	523	<a href="#">Porta, Andrew '85</a>	402
<a href="#">Alexander, Patrick</a>	593	<a href="#">Klein, Kevin '95</a>	404	<a href="#">Quirino, Efren</a>	136
<a href="#">Ashby, Stephen '00</a>	562	<a href="#">Knable, Isaac '02</a>	286	<a href="#">Redle, Joel</a>	555
<a href="#">Bader, Chad '03</a>	218	<a href="#">Knoop, Rick</a>	540	<a href="#">Reisert, Rebecca</a>	168
<a href="#">Bird, Nathan</a>	521	<a href="#">Kraeszig, James '85</a>	541	<a href="#">Reynolds, Mike '93</a>	599
<a href="#">Blaser, Danny '03</a>	527	<a href="#">Kresse, Benjamin</a>	239	<a href="#">Riddle, Michael</a>	554
<a href="#">Bornschein, Anne</a>	549	<a href="#">Kroh, Joseph '61</a>	542	<a href="#">Salomon, Luis</a>	561
<a href="#">Bornschein, Bill '74</a>	517	<a href="#">Larkin, Todd '86</a>	131	<a href="#">Scheler, Robert</a>	587
<a href="#">Bowman, Mary Ann</a>	576	<a href="#">Logsdon, Kelly</a>	544	<a href="#">Scheler, Tony '83</a>	123
<a href="#">Brockman, Mike '97</a>	567	<a href="#">Lyons, Chad</a>	552	<a href="#">Schork, Linda</a>	594
<a href="#">Bruner, Bart</a>	556	<a href="#">Malewitz, Thomas</a>	530	<a href="#">Schulten, Andy '87</a>	403
<a href="#">Cambron, Gregory</a>	516	<a href="#">Martin, Daniel '94</a>	511	<a href="#">Schweitzer, Robert '81</a>	354
<a href="#">Cantrall, Jesse</a>	524	<a href="#">Martin, Jennifer</a>	595	<a href="#">Smith, Stephen</a>	257
<a href="#">Caudill, Eric</a>	571	<a href="#">McCormick, Michael '09</a>	531	<a href="#">Spears, Tyler</a>	546
<a href="#">Chitwood, Patrick</a>	208	<a href="#">McCue, Dan</a>	352	<a href="#">Stack, David '92</a>	522
<a href="#">Cottrell, Benjamin</a>	577	<a href="#">Medley, Chuck</a>	551	<a href="#">Stairs, James</a>	277
<a href="#">Crider, Nicolas</a>	248	<a href="#">Medley-Cain, Kay</a>	560	<a href="#">Stemle, Nathan '13</a>	506
<a href="#">Downs, Gil '70</a>	535	<a href="#">Meirose, Andy '96</a>	512	<a href="#">Stewart, David '06</a>	548
<a href="#">Durbin, Nathan '01</a>	543	<a href="#">Meirose, Jennifer</a>	235	<a href="#">Stuber, Daniel '95</a>	529
<a href="#">Farmer, Jeffrey '95</a>	545	<a href="#">Metcalf, Michele</a>	266	<a href="#">Tapia, Letty</a>	259
<a href="#">Frank, James</a>	568	<a href="#">Metzger, Mark '95</a>	505	<a href="#">Tebbe, Stephanie</a>	597
<a href="#">Glaser, Alexander '11</a>	588	<a href="#">Mitchell, Brian '89</a>	253	<a href="#">Tronzo, Joseph</a>	217
<a href="#">Glaser, Michael '70</a>	156	<a href="#">Moore, Eileen</a>	355	<a href="#">Vessels, Rosanna</a>	260
<a href="#">Gold, Christopher</a>	356	<a href="#">Morgan, Susan</a>	533	<a href="#">Wallace, Kevin</a>	154
<a href="#">Gruneisen, Gary '73</a>	538	<a href="#">Mullin, Josh</a>	547	<a href="#">Walsh, Todd '86</a>	573
<a href="#">Haycraft, Jennifer</a>	534	<a href="#">Murphy, Stephen</a>	276	<a href="#">White, Karen</a>	578
<a href="#">Hilbert, Jed '96</a>	233	<a href="#">Naeem, Sadia</a>	589	<a href="#">Willman, Christopher</a>	564
<a href="#">Holden, James</a>	553	<a href="#">Neichter, Theresa</a>	258	<a href="#">Yarborough, Matt</a>	285
<a href="#">Horton, Kristopher</a>	519	<a href="#">Noe, Ed '00</a>	536	<a href="#">Yochum, Kyle</a>	261
<a href="#">Jaffe, Susan</a>	569	<a href="#">Patzelt, Joseph</a>	510	<a href="#">Zoeller, Adam</a>	575

Main line – (502) 637-4712

## **WELCOME TO SAINT XAVIER HIGH SCHOOL!**

We extend a warm welcome to each family as part of the Saint Xavier community. Each family brings unique qualities to our school. As students, parents and school staff, we must work together to blend these qualities into a thriving Christian community. In choosing Saint Xavier, you have indicated a willingness to accept and promote the values and philosophy of a Catholic secondary school. We invite each student to take full advantage of all opportunities for personal growth as he continues to discover his individual gifts and talents.

Saint Xavier admits qualified students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities accorded to students at our school. Saint Xavier does not discriminate on the basis of race, color, or national and ethnic origin in directing our educational policies, admission policies, tuition assistance programs, or athletic and other school programs.

### **The School and the Xaverian Brothers**

Saint Xavier, founded in 1864, has established a long tradition of excellence in Catholic education within the Archdiocese of Louisville. For its first seventeen years, the school was located on Fourth Street near Chestnut in downtown Louisville. From 1891 until 1961, Saint Xavier was located on Broadway at Second Street. Since 1961 the present campus at 1609 Poplar Level Road has continued to grow and develop in response to the needs of its students. Saint Xavier has been designated an Exemplary School three times by the U. S. Department of Education.

Originally, Saint Xavier included a grammar school division and was chartered by the State of Kentucky to confer collegiate degrees. Until 1942, Saint Xavier was the only Catholic high school for boys in Louisville. Saint Xavier is a private, Catholic secondary school sponsored by the Xaverian Brothers. The Congregation of Xaverian Brothers consists of men who have taken vows of poverty, chastity and obedience and have dedicated their lives to the service of the Church.

The Brothers originated in Belgium in 1839 as a result of the efforts of Theodore James Ryken (Brother Francis Xavier), who dreamed of catechetical and educational work in missionary countries. For over 150 years, the Brothers have carried out the dream of their founder. The network of Xaverian Brothers Sponsored Schools includes thirteen secondary schools in the United States.

The Brothers also serve in a variety of educational and social ministries throughout the United States and in mission countries.

### **Mission Statement**

Saint Xavier High School, a Catholic college preparatory school sponsored by the Xaverian Brothers since 1864, engages young men in rigorous academic programs and extracurricular activities that foster respect, honor and service to God's world.

## **Vision Statement**

To pursue excellence in all endeavors.

## **Educational Philosophy**

Saint Xavier High School, faithful to its Xaverian heritage, strives to build a Catholic community of faith that calls young men to embrace Gospel values and prepares them to share in the life of God through lives of generous service to the world. We seek to develop the gifts and talents of each student through holistic efforts based in rigorous academics, the arts, competitive athletics, intramurals, extracurricular activities and vibrant campus ministry programs.

As a college preparatory school, St. X admits students of diverse faiths and abilities who demonstrate potential for completing our four-year, liberal arts and sciences curriculum and who desire a Catholic education. Our programs of study challenge students to grow intellectually and to think critically, welcoming students with different learning styles and minor learning differences. Exceptional instruction, guidance and coaching build enduring relationships while helping students to develop leadership skills, self-discipline and the attitudes essential for higher educational success and for becoming confident, capable and responsible stewards in a global society.

## **Shared Responsibility**

The school and parents are partners in the education of your son. As with any partnership, mutual cooperation and shared responsibility are critical to the success of your son's education. If, in the opinion of the administration, the partnership is no longer viable, the school reserves the right to require parents to withdraw the student from the school.

## **Parental Authority**

Any student enrolled at Saint Xavier High School, regardless of age, is seen as the responsibility of his parent(s) or legal guardian(s). Even if they are 18 years of age or older, students may not report themselves absent or sign school documents. Students are required to reside with and live under the care and authority of their parents or legal guardians.

## **Custodial and Non-Custodial Parents' Rights and Responsibilities**

Saint Xavier High School abides by the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act, 1975).

When parents of a student are separated, involved in divorce proceedings, or are divorced, the administration will respect the rights of both the custodial and non-custodial parents.

Court orders concerning special restrictions will also be respected and followed by the school administration.



In the absence of a court order to the contrary, Saint Xavier High School will provide the non-custodial parent access to the academic records and to other school-related information regarding the student.

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Parents' rights include access to student records and school mailings, attendance at parent/teacher conferences, and authority to request that a student be released early or be absent from school for a legitimate reason. Only the custodial parent has the right to remove the student from school property.

It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list.

### **Educational Program**

The program of studies at Saint Xavier is designed to meet a wide range of intellectual needs and interests of our students. All students are expected to acquire the common body of knowledge and skills defined by the traditional pre-university curriculum. Saint Xavier also provides an elective program intended to develop the students' interests and talents while at the same time expanding their horizons.

### **Spirit of Study**

Saint Xavier has a long tradition of academic rigor that shapes the educational program and that inspires motivation, interest, and a love of learning among our students. A Xaverian education instills in the students a genuine spirit of study that manifests itself in these ways:

- A deep desire to learn
- Intellectual curiosity and openness to the content of each course
- Attention to instruction and active participation in class
- Daily preparation for class
- Respect for the teacher and classmates
- Effort and persistence to do one's best on a daily basis

### **Pursuit of Academic Excellence**

As a Catholic school, Saint Xavier's mission involves the education and spiritual formation of the whole student. All members of the school community—students, parents, teachers, administrators and staff—have a responsibility to uphold the fundamental principles of academic integrity that foster the school's mission to empower students to acquire the essential knowledge and skills necessary to achieve the established standards of the various academic programs while at the same time developing the moral character, self-respect and responsibility needed to contribute responsibly to society.

## **The Student Code**

The choice of Saint Xavier for one's education is a choice of values. When a student enrolls at Saint Xavier, he and his parents agree voluntarily to abide by the Student Code common to all students. The purpose of the Student Code is to help students become men of honor. The Code of Conduct is grounded in core values deemed essential for the growth and learning of all students. These values include:

- respect for the dignity of the human person
- cooperation and care for self and others
- courtesy
- personal integrity
- self-discipline

These values characterize the Saint Xavier graduate and are hallmarks of a Xaverian education.

### **Respect**

Respect for the dignity of the individual human person is fundamental to Saint Xavier's educational program. Saint Xavier High School expects that its students develop and demonstrate this attitude of respect for self and others. Students are expected to develop tolerance and acceptance for the personal, social and cultural differences found in both the school community and the civic community at large. They are expected to learn and to grow in respect for each other.

Saint Xavier prepares its students to be contributing members of society. As such, Saint Xavier expects its students to demonstrate courtesy and respect in the civic community whether they are representing the school or not.

Saint Xavier students have the right to expect to be treated with respect at all times.

### **Cooperation and Care for Self and Others**

Saint Xavier tries to provide its students with daily experiences of community. The Gospel belief of love of God and neighbor is fundamental to building community. In order to achieve this ideal, cooperation and care among all members of the school community are essential. Saint Xavier expects each student to demonstrate personal care for his health as well as pride in his appearance and dress. Students are expected to be helpful to other people and to cooperate with rules and regulations needed for an orderly learning environment.

Saint Xavier's students have a right to be treated with care and to expect that the common rules will be enforced uniformly, consistently and fairly.

## **Courtesy**

Students are expected to develop and demonstrate in their language, attitude and behavior, the courtesy that characterizes a gentleman in all his relationships with his peers and adults. Students are expected to address and to speak to each other and to adults in a courteous manner at all times. Students have a right to expect the same courtesy extended to them.

## **Personal Integrity**

For the individual to grow in self-knowledge as well as to learn, personal integrity is essential. Saint Xavier will assist students in understanding the importance of personal integrity as a life virtue and moral value. Saint Xavier expects students to be honest in order to appreciate their unique strengths and limitations. Saint Xavier will assist students to grow in personal responsibility and expects that they are honest in all aspects of the academic program (See [Academic Integrity](#)).

Saint Xavier students have a right to expect an honest assessment of their talents and achievement and assistance in developing personal practices marked by honesty and integrity.

Any form of dishonesty is unacceptable, be it misrepresentation of the truth, telling only part of the truth, lying, or cheating in any form and is subject to appropriate disciplinary action.

## **Self-Discipline**

The purpose of the Student Code is to assist students in developing self-discipline for life. Self-discipline requires that the student know what is expected of him in terms of attitudes, behavior and performance and that the individual learn to accept responsibility for his own attitudes, actions and achievement. Saint Xavier is committed to assisting its students in becoming self-correcting, self-disciplined people.

Self-discipline, as well as integrity, requires a student to learn to do the right thing for the right reason. As a student progresses through Saint Xavier's educational program, he is expected to demonstrate self-control, responsibility for his behavior and maturity without having to be constantly reminded of expected behaviors or directly supervised.

## **Approach to Discipline**

Saint Xavier's approach to discipline focuses on each student's growth in self-discipline as stated above. Saint Xavier also recognizes that young men need direction as they grow. Young people will make mistakes along the way. The role of discipline is to call these errors to their attention and to help them make the necessary correction in their attitude or behavior.

## **Academic Integrity**

Saint Xavier understands academic integrity to mean a willing adherence by administrators, teachers, staff, students and parents to moral values that insure that the personal development and academic achievement of all students is complete and unimpaired, sound and true. Saint Xavier understands

academic integrity as a commitment to the values of honesty, trust, fairness, respect and responsibility. These values are the foundation of the educational process at Saint Xavier.

In order to grow in knowledge, students must be honest with themselves and with others about what they know and what they do not know. As a foundation of learning, honesty allows students to develop a sense for the progress they are making as well as to receive an accurate appraisal of their knowledge and skills from their teachers. The values underlying academic integrity are all interconnected and promote the educational process. Acting with honesty, fairness, respect and responsibility fosters trust. Without academic integrity, both the personal development and education of students are compromised.

*The person who is trustworthy in very small matters is also trustworthy in great ones;  
and the person who is dishonest in very small matters is also dishonest in great ones.*

—Luke 16:10

### **Violations of Academic Integrity**

Violations of academic integrity include, but are not limited to the following:

- Copying, sharing written homework, or use of a teachers' edition when the expectation is that each student is to do the work by himself.
- Cheating: Being in possession of a "cheat sheet," paper or electronic; using a "cheat sheet"; looking at another student's answers or asking another student for answers on a quiz or test.
- Giving or receiving quiz or test information.
- Harassing/Bullying other students for their assignments or answers on a quiz or test.
- Sharing quiz or test questions with other students who have not yet taken the quiz or test.
- Sabotaging (defacing, altering or destroying) the work of other students.
- Plagiarism: submitting material that in part or whole is not one's own work without stating the source.
- Using materials that are intended to circumvent assignments in literature, e.g., *Cliff Notes*, *Spark Notes*, digital resources and other materials used to replace an honest effort to gain knowledge.
- Falsifying lab data.
- Forging a signature.
- Submitting the same assignment or paper in a different course without the permission of the teachers involved.
- Buying and selling assignments.
- Using online translators in World Language courses without express permission of the teacher.
- Unauthorized use of calculators.
- Unauthorized use of information stored in a calculator, such as formulas.
- Use of information stored in a cell phone, iPad, or other electronic device.

- Using a cell phone, iPad, or other electronic device to take a picture of a test or quiz.
- Intentionally missing a test or major assignment deadline by being absent.
- Lying to a teacher or administrator about work.

### **What Happens if a Student Violates Academic Integrity?**

When a violation occurs, the teacher will confront the student(s); confiscate the assignment, paper, electronic device, quiz, or test; report the incident to the appropriate Assistant Principal for Student Life, Student's counselor, and notify the parents by phone or e-mail. If necessary, the Assistant Principal for Student Life will meet with the student.

The academic sanction may range from resubmitting the assignment, quiz or test for a reduced grade to receiving a grade of zero. The disciplinary consequence can be up to three (3) days of detention. It is left to the discretion of the Assistant Principal for Student Life to decide whether to suspend the student from participating in and representing the school on an athletic team or extracurricular activity.

The student's counselor will be notified and asked to meet with the student to help him understand the importance of academic integrity.

A student in an academic honor society who violates academic integrity will be sanctioned according to the honor society's bylaws in addition to the school's academic and disciplinary policies.

If there are repeat offenses, the procedure outlined above will be followed. It is left to the discretion of the Assistant Principal for Student Life to arrange for a conference with the student's parents for the purpose of formal warning (probation) or dismissal from Saint Xavier depending on the gravity of the offense.

Students and their parents may appeal academic and disciplinary sanctions to the principal whose decision is considered final.

### **What Students Can Do to Adhere to Academic Integrity Standards**

Here are some ways students can contribute to the academic integrity of their educational program at Saint Xavier:

**Know their Rights.** Students have a right to an education free of intimidation. They are not to let another student bully them for answers on homework, quizzes, tests or other work that they have done. Students are to report any such incident to their Guidance Counselor or directly to the Assistant Principal for Student Life.

**Acknowledge Sources.** Whenever students use the words or ideas that are not their own when writing a paper, they are to use quotation marks where appropriate and cite their source in an endnote and list the source at the end of the paper in the "Works Cited" section. Saint Xavier subscribes to Turnitin.com as a student resource to assist them in learning when citations are needed. All students may access the software before submitting the paper to the teacher.

**Protect their Work.** When there is a quiz, test or assignment intended to be done individually, students are not to let a classmate see what they have written. The student is the only one who should receive credit for his ideas and work.

**Do their Own Work.** The purpose of homework is to develop knowledge and skills of a subject and to measure students’ progress. Having someone else do the work defeats the purpose of education. Students are asked to trust their teachers and to ask them for help if they do not understand the lesson.

**Always Tell the Truth.** When talking to their teachers about an assignment, quiz, test or paper, students are expected to tell the truth. Teachers appreciate the honesty and the trust students place in them when they tell the truth. Lying destroys the relationship between students and teachers.

*NOTE: In revising the academic integrity policy, Saint Xavier has permission to use policy statements from Northwestern University, the Center for Academic Integrity, and Xaverian Brothers High School, Westwood, MA.*

## Academic Requirements

To qualify for promotion a student must have earned units of credit according to the following schedule:

Sophomore standing	6 units
Junior standing	13 units
Senior standing	19 units

Any underclassman who fails more than one full credit required for graduation for the school year is ineligible to return to Saint Xavier for the following year.

It is important to note that a student may not repeat a course he failed during the following school year. Any student who fails one required course must make up the course in an approved summer school program.

The candidate for graduation is required to include the following constants among his units of credit:

Theology	4 units
English	4 units
Mathematics	4 units
U.S. History	1 unit
World Civilizations	1 unit
Other Social Studies	1 unit
World Languages	2 units (in the same Language)
Science	3 units (Biology, Chemistry and one additional)
Health/P.E.	1 unit
Fine Arts	1 unit
Electives	4 units
<b>TOTAL</b>	<b>26 units</b>

## Service Requirement

All freshman students must complete six (6) hours of service during the school year. The service program is designed around the freshman theology curriculum: Revelation of God.

All sophomore students must complete 12 hours of service by the established deadline.

Junior students must complete 24 hours of service required for graduation during their junior year in order to be eligible to return to Saint Xavier High School as a senior.

The service requirement is designed to engage students in both direct and indirect service learning experiences.

## Suggestions for Course Scheduling

The standard college preparatory sequence includes these course sequences:

English	4 units*
Mathematics	4 units*
Science	4 units
World Languages	3-4 units
Social Studies	3-4 units

\*Kentucky Department of Education requires 4 consecutive years of Math and English courses.

## Course Selection

The Registration Process provides each student with the time, information and counseling needed to make careful decisions about his schedule of classes. The Master Schedule of Classes reflects the courses required for each student to reach candidacy for graduation and honors student preference whenever possible. Once the Master Schedule is set, it is difficult to change a schedule. See course offering booklet for current Saint Xavier Graduate Requirements.

## Schedule Change Policy

A student may drop or add an **elective course** within the first five days of the course. A student may drop an elective and opt to take a study hall within the first ten days of the course. Requests for change of elective courses due to a student changing his mind will be processed, if the Master Schedule permits, at a cost of \$25.

## Change in Class Level

Once the school year has started and the published time frame for schedule changes has passed (first 10 days), a level change request should be considered the last step – not the first – in solving an academic problem. Students are expected to work with their counselor and classroom teacher to overcome any temporary setbacks in their grades. Before any change in class level will occur, students are expected to attempt to resolve the academic problem using the following process:

- One-on-one contact with the subject teacher. Formal, documented contact should occur on a regular basis, either before or after school, for at least a three week period. During this time, the teacher will attempt to address the problem areas with the student. The student may also utilize or be assigned to required study during this time to improve his grade. The student may also request or be required to work with a tutor from the National Honor Society if it is determined to be beneficial.
- Completion of all assignments, both in class and those assigned for homework, during this time period.
- A review (phone call or formal meeting) of student performance after this time period with the parent(s) and student by the teacher, counselor and/or Assistant Principal.
- A recommendation regarding the schedule change request is then made after that review.
- Most issues regarding a possible level change should be identified before the end of the first quarter. After that, level adjustments should wait until the next course registration cycle in the spring of the current academic year and implemented in the following academic year.

Exceptions to this policy may be made if it is determined that an error has occurred in academic placement that needs to be corrected immediately. The final determination will be made by the Assistant Principals for Studies or Academic Services with assistance from the student's teacher and/or counselor.

A student is allowed to drop an **AP course** through the first four weeks of class and take a study hall if he is not already enrolled in a study hall. Up to the ninth week of class, a student may drop an AP class; however, the withdrawal will be noted on his transcript with a W for withdrawn. There is a \$25 fee to make the change requested.



## Course Requirements

<b>EXCEL</b>	<b>ACADEMIC</b>	<b>HONORS</b>
<b>FRESHMEN</b> Theology English Algebra 1 Biology World Geography Health/P.E. Reading Math Foundations	<b>FRESHMEN</b> Theology English Algebra 1 or Geometry Biology World Geography Health/P.E. World Language, Study Hall or Elective	<b>FRESHMEN</b> Theology H. English H. Math H. World Languages H. Biology H. World Geography Health/P.E.
<b>SOPHOMORES</b> Theology English Geometry Integrated Physical Science World Civilizations Two Electives from: Fine Arts, Physical Education, Technology, Mechanical Drawing or Study Hall	<b>SOPHOMORES</b> Theology English Geometry or Algebra 2 World Languages Chemistry, Integrated Physical Science or Environmental Science World Civilizations One Elective From: Fine Arts, Physical Education, Technology, Mechanical Drawing or Study Hall	<b>SOPHOMORES</b> Theology H. English H. Math H. World Languages H. Chemistry H. World Civilizations Choice of Elective or Fine Arts Req.
<b>JUNIORS</b> Theology English Algebra 2 U S History Intro to Spanish 1 Chemistry One Elective from: Fine Arts, Physical Education, Social Studies, Science, Technology, Mechanical Drawing or Study Hall	<b>JUNIORS</b> Theology English Algebra 2 or Pre-calculus World Languages Chemistry or Physics U.S. History Choice of Elective	<b>JUNIORS</b> Theology H. or AP English H. Math H. World Languages H. or AP Physics Honors or AP U.S. History Choice of Elective or Fine Arts Req.
<b>SENIORS</b> Theology English Math Intro to Spanish 2 Electives to complete graduation requirements	<b>SENIORS</b> Theology English Math Electives to complete graduation requirements	<b>SENIORS</b> Theology H. or AP English H. or AP Math Electives to complete graduation requirements

## Electives to Complete Graduation Requirements

Accounting	Exercise Physiology	Introduction to Speech
American Government	Fine Arts:	Journalism
American History 1945-Present	Introduction to Art & Design,	Leadership
Anatomy	Ceramics, Drawing & Painting,	Mechanical Drawing, Auto CAD
Business Administration	Sculpting, Film Production,	Philosophy
Computer/Technology:	Graphic Design, Broadcasting,	Photojournalism
Computer Applications,	iPhotography, Creative Writing,	Physical Education:
HTML and Web Page Design,	Acting, Directing, Improvisation,	Strength & Fitness
Computer Programming in JAVA,	Film Study, Chorus, Digital	Probability/Statistics
Computer Science, Computer	Music, Instrumental Music,	Psychology
Game Programming and Robotic	Percussion, Guitar	World Languages:
Programming	Finance and Investment	Chinese, French, German,
Economics	Forensic Science	Spanish, Spanish Conversation
Engineering 1, 2	Global Issues	
Environmental Science	Independent Research in Science	

## AP Offerings

Art History	Economics (Macro)	Human Geography
Biology	English Language	Music Theory
Calculus AB, BC	English Literature	Physics 1
Chemistry	Environmental Science	Physics C
Chinese	European History	Psychology
Comparative Government and	French	Spanish
Politics	German	Statistics
Computer Science A, (JAVA)	Government and Politics: United	Studio Art: 3D, 2D and Drawing
Computer Science Principles	States	U.S. History

## Honors Courses

The Saint Xavier Honors courses are designed to meet the needs of exceptionally talented students.

For the first two years students enrolled in Honors courses will study essentially the same subjects as students in the regular college preparatory program. However, they will proceed at an accelerated rate and more exacting standards of achievement are required. In the Junior and Senior years, these students will have the opportunity to take college level courses in several subject areas.

Students are selected for admission to Honors courses on the basis of native aptitude, strength of motivation and past record of achievement.

## Grades and Reporting

### Semester Exams

All full year courses will have semester exams or assessment projects.

All semester courses will have either a final exam or an assessment project.

All semester exams or project assessment scores will be shown on the report card in the appropriate column. Semester exams or project assessments are calculated as 20% of the final course grade in a semester course. In a full year course the two exam grades or project assessment scores count 10% each in the final course grade.

Underclassmen are not exempt from the midterm and final exams. However, one exception exists for underclassmen enrolled in an AP course(s). If an underclassman completes the AP exam with conscientious effort and has an overall "B" average for the third and fourth quarters and a "B" average in the course, he is exempt from the final exam in that course. If an underclassman does not complete the AP exam with conscientious effort, or does not take the exam at all, and has an overall "A" average for the third and fourth quarters and a "B" average in the course, he is exempt from the final exam in that course. He may, however, choose to take the final to improve his average in the course.

Seniors with an overall "A" average for both quarters of the applicable semester may be exempt if that is the policy of the individual teacher. A teacher may choose to have all students take an exam regardless of quarter grades unless it is an AP course. If a senior completes the AP exam with conscientious effort and has an overall "B" average for the third and fourth quarters and a "B" average in the course, he is exempt from the final exam in that course. If a senior does not complete the AP exam with conscientious effort, or does not take the AP exam at all, and has an overall "A" average for the third and fourth quarters and a "B" average in the course, he is exempt from the final exam in that course. He may, however, choose to take the final to improve his average in the course.

Any senior who fails to complete a final examination may forfeit the privilege of participating in the graduation ceremony.

**Attendance on assigned exam days is mandatory.** All students are expected to sit for all exams at scheduled times. Conflicts in exam schedules are to be addressed to the Assistant Principal for Academic Services prior to the day of the exams. Any absence from an exam due to illness must have a physician's note for verification.

### Quality Point Average and Class Rank

Numerical grades are used for individual marking periods and exams. A letter system will be used for reporting final grades. Grades and their equivalents are as follows:

100-98	A+	4	91-90	B+	3.8	83-81	C+	2.8	75-74	D+	1.8
97-94	A	4	89-86	B	3.5	80-78	C	2.5	73-72	D	1.5
93-92	A-	4	85-84	B-	3.0	77-76	C-	2.0	71-70	D-	1.0

One point will be added to the scale in each category for all **honors** courses.

Two points will be added to the scale in each category for all **Advanced Placement (AP)** courses.

Each year the grading system is subject to evaluation by the faculty and administration.

A student's rank in class is determined by his quality point average (QPA). The QPA is calculated by dividing the total number of quality points by the total number of significant credits. Units earned through pass/fail courses do not factor into a student's QPA. Due to the decreasing value of class rank as determined by colleges and universities, Saint Xavier no longer publishes this or includes it on transcripts. A student's class rank is a private matter and is only used for internal purposes by the school; however, rank will be provided to the guidance counselors who will, in turn, provide the information for those colleges who prefer to know class rank in the application process.

Honors and Advanced Placement Courses are weighted. QPA and class rank are computed only at the end of each academic year and depend entirely upon the final letter grade earned in a course.

### **Academic Honors**

**Principal's List** - Each grade must be an "A" (92-100)

**First Honors** - All grades except one must be an "A", the other grade must be a "B" (84-91)

**Second Honors** - All grades must be a "B" (84-91) or better

### **Plus Portals**

Saint Xavier uses the Plus Portals program, accessed at <https://www.plusportals.com/saintx>, to facilitate timely communication among the school, parents, and students. Grades, behavioral and attendance records, and information related to classes can be found on [Plus Portals](#) at any time, and transcripts are updated at the end of each quarter.

Because information is readily available at any time and may be printed from [Plus Portals](#), Saint Xavier will not mail report cards at the end of each quarter. GPA is not calculated until the final grades for the year are submitted, so a final report card will be available on Plus Portals at the end of the academic year.

Any discrepancies or corrections to quarter grades must be addressed in writing to the Assistant Principal for Academic Services within three weeks of the end of the quarter in question. All grades become final three weeks after the end of the quarter.

Plus Portals activation codes are sent to incoming students in August. It is necessary that both the student and the parent activate their individual accounts. Students must activate their own account in order to register for classes in the spring, since it is not possible to register from a parent page. As is true for any online service, students and parents are responsible for recording their own screen name and password. Questions regarding the use of Plus Portals should be directed to the Studies Office.

## Academic Probation

A student may be placed on Academic Probation for any of the following reasons: a cumulative unweighted grade point average below 2.0; consistent lack of a [spirit of study](#); or violations of academic integrity. During probation, the student will be given the support he needs to improve. His counselor will meet with him regularly. The student may be required to attend required study. The Administration reserves the right to withhold a student from participating in extracurricular activities, including interscholastic sports, until there is evident improvement in his performance and grades. At the end of the semester, the Administration may ask the student's teachers to evaluate the student's preparation for class, his alertness and attentiveness during class, his effort, participation, and achievement. If the student does not show the needed improvement, he may be dismissed.

## Senior Failures

Should a student fail one course needed to graduate, he will be notified by telephone. While such a student will be allowed to go through the actual ceremony, he will receive a blank diploma case. A diploma will be issued once the necessary course work is made up. Seniors who fail two or more required courses which result in more than one unit of credit necessary for graduation will not participate in the graduation ceremony.

## Addressing Concerns

Saint Xavier encourages open and positive communication between the home and school. From time to time, parents may have a concern regarding their son's progress in a subject or activity. When this happens, parents are asked to address their concern to the appropriate person respecting the chain of responsibility.

1. Guide and encourage your son to handle the issue himself.
2. Parents should make contact with the teacher, counselor, coach or activity moderator by e-mail or by phone, making an appointment if desired or needed.
3. Parents should call or make an appointment with the appropriate administrator:

<b>Academics, Including Scheduling</b>	Assistant Principal for Academic Services
<b>Academics, Including National Merit and Advanced Placement</b>	Assistant Principal for Studies
<b>Personnel</b>	Assistant Principal for Supervision of Instruction
<b>Discipline</b>	Assistant Principal for Student Life
<b>Athletics</b>	Athletic Director

4. Parents should call or make an appointment with the Principal only after addressing the issue to the appropriate Assistant Principal.

5. Parents should call or make an appointment with the President only after addressing the issue with the Principal. It is expected the student will take the initiative to speak with his teachers if he misses work. Have a plan to make up the work including a deadline.

## **Transcripts**

A record of high school courses, credits and activities and general character is required when a student applies for admission to college. This is called a transcript of credits. The final transcript is sent by the Guidance department at no charge. All requests for transcripts must be made in writing. For the sake of accuracy in identifying students, especially where the permanent record is involved, the legal form of names should be used. Transcript request forms may be downloaded from our website, [saintx.com](http://saintx.com) and faxed to (502) 634-2171. All requests must include the student's signature.

## **Attendance**

All students are required by law to attend school every day and to be on time for school and all classes (*Kentucky School Law, KRS 159.50*). Attendance has been shown to be directly related to a student's academic progress and his level of achievement. It is the expectation of Saint Xavier High School that all students attend school every day and are on time for school and all classes.

The regular school day at Saint Xavier High School runs from 8:05 AM to 2:52 PM. If a student misses the whole day, arrives after 11:30 AM, or leaves before 11:30 AM, he is considered absent and is not eligible to attend or participate in any after-school or evening activity or program, athletic practice or competition.

Cutting class or school is not acceptable. In addition to disciplinary action, the student forfeits his right to make up any quizzes, tests or assignments he missed.

### **Late Arrivals (Tardy)**

A student is considered tardy if he is not in homeroom by 8:05 AM. If a student arrives late for school, he needs to check-in at the Student Service Office and present a note signed by a parent or guardian.

If he does not have a note, he has until the next day to bring it. He will receive a yellow admit card to show his teachers. He may also receive disciplinary detention at the discretion of the Assistant Principal. If the tardy is unexcused, he may forfeit his right to make up any quizzes, tests or assignments.

### **Excused Tardy**

If a student has prearranged permission from the administration to arrive late to school, he has an excused tardy. He may make up any quizzes, tests or assignments.

## **Excessive Tardies**

If a student has been late ten times without permission or without a valid reason, he will be placed on probation.

## **Early Dismissal**

A student may be dismissed early for a reason approved by the administration. Students are expected to present the reason for any early dismissal in a note signed by a parent or legal guardian to the Student Services Office at least one day in advance.

The morning of his early dismissal, he needs to go to the Student Services window before school and get an early dismissal card that he will show his teacher in order to leave early. When it is time for him to leave, he needs to check out in the Student Services Office.

## **Appointments**

Medical and dental appointments are to be scheduled outside of the school day. If circumstances require that an appointment occur during school time, **a note signed by a parent or legal guardian must be presented at the attendance window at least one day prior to the appointment.** The note should include the time the student will be leaving school. On the day of the appointment, the student must stop at the attendance window **before school** and pick up a card indicating the time at which he is to be excused. When it is time for him to leave, he should show the card to his teacher and report to Student Services Area to sign out. If the student returns to campus, he must check in at Student Services and his card will be stamped which will admit him to class.

Students are expected to schedule driving permit and license tests for the earliest or latest times available in order to miss as little class time as is necessary. Students are allowed a maximum of one hour away from school to take care of this business.

Missing class for a court appearance is generally considered an unexcused absence. The Assistant Principal for Student Life will review such cases on an individual basis.

The school reserves the right to verify an absence or excused time away from school. Driving lessons are considered unexcused absences and should be scheduled outside the regular school day.

## **Absence Policy**

If a student is absent from school due to illness or authorized participation in a co-curricular program, **it is his responsibility to make up the material he missed.** The student needs to take the initiative to check for the assignments on [Plus Portals](#) or to call a classmate. When he returns to class, he needs to talk to his teachers about the work he missed and to arrange a time to meet with the teacher if necessary. Teachers have clear policies and expectations about missed work. It is the student's responsibility to be aware of them.

## **Reporting Absences**

On the morning of an absence, the student's parent or legal guardian is to call the school office to report his absence or tardiness. Absence Calls should be made before 9:30 AM to (502) 637-4712.

## **Excused Absence**

Permitted / excused absences include illness of the student, a death in the immediate family, or participation in a program that enhances the student's education that has been approved in advance by the administration. Students may make up missed work, but the absence will still be noted on the student's daily attendance.

Excused absences for the purpose of educational enhancement, including the school's retreat and formational programs, may be granted up to eight days per year.

## **Stipulations for Excused Absences**

To be approved for excused absences, a student needs to be in good standing. Academically, he cannot be in danger of failing. Behaviorally, he needs to show that he is responsive to adult supervision and that he behaves himself in accordance with the student code. The dates of an excused absence are not to conflict with school wide programs or exams. A student must submit a parent note at least one week in advance of all absences.

## **Extended Absences**

Please let the office know in advance when an absence is anticipated to be of extended duration. In the case of reported absences, it is not necessary to report the absence each day. If a student will be out for an extended period for illness and has not made arrangements prior to his absence, parents may call the Studies Office to request their son's assignments, textbooks, or other materials from his locker. An extended absence is considered two or more consecutive days. Parents should check [Plus Portals](#) for assignments and class materials.

## **Participation in an Approved Educational Program**

A student receiving approval to participate in an educational program is considered present in school during the approved period of the excused absence. He is responsible for making up all missed work.

## **College Visits**

Seniors and juniors are allowed to visit colleges and universities outside the metropolitan area with the approval of the Assistant Principal for Student Life following these guidelines:

- A student must be in good academic standing and have good attendance.
- Juniors are eligible for college visits only during the second semester.



- A student must pick up a *College Visit Form* from the Student Services Office **at least one week prior to the visit**. He returns the form to the Office with his parent's or legal guardian's signature and those of each of his teachers prior to his college visit.
- When he returns, he must have a letter from the college verifying his visit.
- A college visit may not be scheduled immediately before or after a long weekend without explicit approval of the Assistant Principal for Student Life.
- College visits will not be permitted after May 1.

### **Missed Work**

The required policy is to add one day to the total days absent. For example, if a student is absent for two days, he has three **school** days to make up all assignment(s) and/or test(s) missed due to absence.

### **Missed Work Due to Retreat**

Students choose the retreat they want to go on and know when it will take place well in advance of the event. Students are asked to take responsibility for their learning and ask their teachers what assignments and/or assessments they will miss during retreat. In the case of assignments, students are encouraged to anticipate and get the work done before leaving for retreat whenever possible. Students are responsible for the due date of any long range project that was assigned well in advance of the retreat.

### **Freshman Retreat**

Presently the freshman retreat occurs on campus for one day and is led by freshman teachers. Since the freshmen do not miss assignments or assessments, there is no missed work policy.

### **Sophomore Retreat**

Sophomores are granted five school days to make up any missed assignments and/or assessments due to the retreat experience.

### **Junior and Senior Retreats**

Juniors and seniors who miss three days of school in order to attend the Christian Awakening Retreat are granted ten school days to make up any assignments and/or assessments they may have missed due to retreat. For the Christian Awakening Retreat which now occurs mostly on a weekend, where one day of school is missed, the students have one week – five full days of school – to make up work, not the usual two weeks or ten days. Seniors making a two day Senior Retreat are granted five school days to make up missed assignments and/or assessments due to the retreat experience.

### **Probation for Absences**

Saint Xavier requires persistence and stamina to be successful. If a student accumulates ten absences, he may be placed on probation for attendance. Once on probation, the student may be required to present a doctor's note when he is absent. His eligibility to return the next year will be reviewed in May.

## **Loss of Academic Credit**

When the total number of absences reaches 10 days per semester, the awarding of academic credit for the year is subject to review by the administration. A student is required to make up missed days to complete academic requirements in order to receive credit for his course work.

## **Unexcused Absences**

An absence due to vacation, family trips or sports club competition is considered unexcused. A student cannot make up quizzes, tests or assignments he missed unless approved by the Assistant Principal for Student Life. A student must submit a parent note at least one week in advance of all absences.

Absences on days before or after a holiday are unexcused. A student cannot make up quizzes, tests or assignments he missed unless approved in advance by the Assistant Principal for Student Life. A student may be assigned required study to make up the time missed.

## **Returning to School**

On the day he returns to school, it is the student's responsibility to bring a note signed by his parents to the check-in window at the Student Services Office. **The note needs to contain the dates of his absence, the reason for his absence, the parent/or guardian's signature, the student's signature and ID number.** State law requires these notes to be kept on file. For legal reasons, Saint Xavier does not accept non-handwritten or email notes for absences, tardiness, and permission for field trips, funerals, etc.

The student must present a doctor's note along with his parent's note if the absence was for three or more days.

When the student checks in, he will receive a **yellow admit card** which he needs to show each of his teachers.

## **Failure to Bring a Parent Note**

If for some reason, the student does not have a parent's note, he still needs to go the check-in window and get a yellow admit card. He needs to bring his parents' note the following morning before school to the check-in window at the Student Service Office. Failure to do so will result in disciplinary consequences.

## **Parental Cooperation**

To maintain the integrity and rigor of the educational program, Saint Xavier needs the cooperation and support of parents, especially when they schedule family trips and vacations. We make every effort to publish the school calendar early to help with vacation planning. In particular, please avoid scheduling family trips immediately before or after the following holidays: Thanksgiving, Christmas, Winter/Spring breaks and Easter.

## **Truancy**

An absence without a valid reason or without the parents' awareness is unexcused and qualifies as truancy. In such a case, a student cannot make up quizzes, tests or assignments he missed. He is required, however, to make up the material and time he missed. The school will work with the student and his family to deal with his situation.

## **Student Health Policies**

By state law, all students, upon entry to Saint Xavier, are to have an updated medical examination (within the prior 12 months). The school reserves the right to require a doctor's note in cases of chronic absences. The school reserves the right to consult with doctors and other care professionals prior to re-admitting a student who has been hospitalized.

### **Immunization**

Kentucky law mandates every student have a current Commonwealth of Kentucky Immunization Certificate (or equivalent, for students living out-of-state) to attend school. A child whose certificate has exceeded the date for the certificate to be valid shall receive immunizations in accordance with schedule 902 KAR 2:060, and an updated certificate shall be provided to the school by a parent or guardian within fourteen (14) days from when the certificate was found to be invalid.

Religious exemptions shall be documented on a signed and notarized "*Commonwealth of Kentucky Parent or Guardian's Declination on Religious Grounds to Required Immunizations*" form. Additional paperwork from the Archdiocese of Louisville may be required.

### **Parental Consent/Permission to Treat**

All parents or legal guardians are required to physically or digitally sign a copy of the *Parental Consent/Permission to Treat Form* with the Student Services Office. The form can be accessed through [Plus Portals](#), or online at [saintx.com/forms](http://saintx.com/forms).

In the event of a medical emergency, injury, or illness during the school day or during a school event including an after school practice for athletics or an extracurricular activity, the *Parental Consent/Permission to Treat Form* authorizes Saint Xavier's school nurse, team physician, certified athletic trainer or coach to provide the student with the necessary immediate care. It also authorizes the school to have the student transported to an appropriate medical facility in order to provide the treatment that is necessary for the well-being of the student. The parents or legal guardians will be notified immediately of their son's situation.

### **Medications During the School Day**

The health and well-being of each student is of paramount importance to Saint Xavier. We are committed to assuring that every student receives quality educational opportunities in a safe and

supportive environment that nurtures students' growth and development. Saint Xavier finds it necessary, therefore, to regulate the administration of both over-the-counter and prescribed medications.

### **Medication for Routine Illnesses**

All prescription medications to be taken during the school day should be brought to Student Services accompanied by the *Medication Authorization Form* with a parent signature. This form explains the reason and dosage to be taken and the length of time it should be administered. **The medicine must be in the original container with both the student's and doctor's name on the bottle.**

Over the counter medications (*this includes any seasonal allergy medication or cough drops*) should also be accompanied by the medication form. It must be in the original container with the student's name written on the package. All medications are kept in the nurse's office. Students **may not** carry any medication on them with the exception of asthma and/or diabetes medication as long as the signed parent/doctor form has been turned in. The *medication, asthma* and *diabetes* forms are available on [saintx.com/forms](http://saintx.com/forms).

### **All students taking medications during the day should follow this procedure:**

- The student takes his medicine to the Student Services Office in the original container. It will be kept locked in the nurse's office. At the end of the year, all unclaimed medicines are disposed of.
- The student's teachers will be notified in confidence that he is on medication.
- When he needs to take the medicine, he will ask his teacher for permission to go to Student Services where he obtains a pass to see the nurse and receive his medicine.
- After seeing the nurse, he is to return to Student Services before going back to class or to lunch.
- If the student's condition warrants, the nurse will call the parents or guardians to come pick up the student. The nurse then notifies Student Services.
- Students are not permitted to carry any medications other than what is specifically approved for students with asthma and diabetes.

### **Certain Medical Conditions**

Saint Xavier complies with the law in allowing students to self-administer medication for asthma and diabetes. However, the parents or legal guardians are required to complete the appropriate authorization form. These forms can be downloaded from the school's website.

### **Asthma**

If a student has asthma but does not need to take asthma medication during the school day, his parents or legal guardians should complete and sign the appropriate section of the *Asthma Authorization Form* indicating his condition and stating that medication during the school day is not needed. The form is

returned to the Student Services Office. A copy is provided to the school nurse, and a confidential list of students who have asthma is provided to the teachers and counselors.

If a student has asthma and needs to take asthma medication during the school day, he may do so provided that he has the written authorization from both the prescribing physician and from his parents or legal guardians to self-administer his asthma medicine.

In such cases, the parents or legal guardians have the prescribing physician complete and sign the order for self-medication found at the bottom of the *Asthma Authorization Form*. The order indicates the name of the medication, its purpose, prescribed dosage, times or condition when the medication is to be taken and the length of time for which the prescription is prescribed.

The parents or legal guardians complete and sign their section of the *Asthma Authorization Form* and return it to the Student Services Office. A copy is provided to the school nurse who will monitor the student's self-medication. A confidential list of students who have asthma and who have authorization to self-administer their medication or use their inhalers is also provided to the teachers and counselors.

In giving their authorization, parents or legal guardians acknowledge that their son is capable of administering his asthma medication and that the school has no liability from any injury sustained by a student to himself or to another student from the self-administration of asthma medication

Please note the following: to self-administer asthma medication including the use of an inhaler, the *Asthma Authorization Form* needs to be completed and filed annually with the Student Services Office including the signature of the prescribing physician.

The *Asthma Authorization Form* can be found in the *Application for Admission* or can be downloaded from the school's website. Any asthma related incident is reported immediately to the parents.

## **Diabetes**

If a student has diabetes and chooses not to monitor his own glucose level or self-administer his medication, his parents or legal guardians are to complete and sign the appropriate section of the *Diabetes Authorization Form* indicating his preference for seeing the school nurse. Prior to the beginning of the school year, the parents or legal guardians will meet with the nurse to deliver the medication and to establish a plan for managing the student's condition during school and school related activities.

A student with diabetes has the right to have access to equipment he needs to check blood glucose level and to administer insulin. He may do so provided that he has the written authorization from both the prescribing physician and from his parents or legal guardians.

In such cases, the parents or legal guardians have the prescribing physician complete and sign the order for self-medication found at the bottom of the *Diabetes Authorization Form*. The order indicates the name of the medication, its purpose, prescribed dosage, times or condition when the medication is to be taken and the length of time for which the prescription is prescribed. Prior to the beginning of the school year, the parents or legal guardians will meet with the nurse to review their son's condition and to establish a plan for managing the student's condition during school and school related activities.

In all cases, *the Diabetes Authorization Form* is returned to the Student Services Office. A copy is provided to the school nurse and a confidential list of students who have diabetes is provided to the teachers and counselors. The list also indicates those students who are authorized to carry monitors and medication. The *Diabetes Authorization Form* can be found in the *Application for Admission* or can be downloaded from the school's [website](#). Any diabetes related incident is reported immediately to the parents.

In giving their authorization, parents or legal guardians acknowledge that their son is capable of monitoring his blood glucose level and self-administering his medication and that the school has no liability from any injury sustained by a student to himself or to another student from the self-administration of diabetes medication.

Please note the following. The *Diabetes Authorization Form* needs to be completed and filed annually with the Student Services Office including the signature of the prescribing physician.

### **Contagious Disease Policy**

Saint Xavier respects the dignity and privacy of all students. Any student who has a contagious or life threatening disease will be treated with compassion and dignity. However, all applicable health regulations regarding notification of parents will be followed.

**COVID-19 Policy:** As this illness continues to evolve, we will keep the latest policies on our website, at [saintx.com/COVID19](http://saintx.com/COVID19). Please see the [addendum](#) at the end of this document for additional temporary changes to Saint Xavier policy.

### **Concussion Policy**

If a student is diagnosed by a trained physician, preferably a concussion specialist:

- A statement from the physician including the diagnosis and general recommendations regarding school accommodations should be provided to the Assistant Principal for Studies.
- The Assistant Principal for Studies will share that information with the Administrative Team, the nurse, the attendance secretary, the student's guidance counselor, and, if the student is an athlete, the athletic director.
- If athletic personnel are notified of the diagnosis first, it is their responsibility to notify the Assistant Principal for Studies.
- If the physician's statement is given to another member of the school staff, it should be forwarded immediately to the Assistant Principal for Studies.
- Attendance and academic accommodations will be provided in accordance with the physician's general recommendations.
- The student should follow his physician's recommendations, which may include remaining at home in a dark and stimulus-free environment until he is symptom free. Absences will be excused, and the student should not attempt to complete any schoolwork during this time.

- Teachers will allow asterisks to remain in the grade book for missed work until the Assistant Principal for Studies and the teacher meet to determine which work will need to be made up. The Assistant Principal for Studies may not be able to make this determination until the student is able to return to school.
- A physician's statement releasing the student to return to school must be provided to the Assistant Principal for Studies in order for the student to return. The statement should also include general recommendations regarding any accommodations needed in terms of current schoolwork and missing work.

The parent must notify the Assistant Principal for Studies when the student is released to return to school. The administrator will then communicate this to the student's teachers, his counselor, and the rest of the administrative team.

- If concussion-like symptoms occur, the student will need to go home from school and follow the recommendations of his physician.
- The Assistant Principal for Studies and the student's counselor will monitor the student's grades throughout the make-up work period to make sure that they are generally consistent with his past academic performance. If there are large discrepancies, the student's parents will be notified and a return to the physician for further evaluation will be recommended.
- The student's parents may need to secure tutoring services for the student in subjects where the content is linear (e.g. math, world languages) and/or in subjects in which the student has experiences difficulties in the past.

## **Daily Operations**

### **Dress Code and Grooming**

Saint Xavier's grooming and dress codes are intended primarily to encourage cleanliness, neatness and pride in one's appearance and the way in which one presents himself to others and at the same time to create a disciplined learning environment that minimizes social differences among the students.

### **Appropriate Attire and Appearance**

It is the responsibility of the students to know what is expected in terms of attire and appearance. All matters of questionable dress and grooming will be referred to the appropriate Assistant Principal for Student Life.

Appropriate dress and appearance for each school day includes:

- Dress pants designed to be worn with a belt. A student may also wear suspenders.
- Dress shirt designed to be worn with a necktie.
- Necktie or bow tie.
- Sweater, sweater vest or approved Saint Xavier pull-overs (see Saint Xavier website) that can be worn over regular school dress. All quarter zips must be unzipped so that tie is visible at all times.

- Dress shoes, either loafers or oxfords. Shoes are to be black, brown or tan.
- Crew length socks are to be worn at all times.
- For special events, for example, attending a funeral, the Administration may require students to wear a suit or sport coat to school.
- Students are to be clean shaven each day.
- Students are to have clean hair that is neatly cut. Hair length is not to exceed the eyebrows, to cover the ears or touch the collar. Sideburns are not to be lower than the earlobe. If a student has a question about his style, he needs to speak with the appropriate Assistant Principal for Student Life.
- A student may wear a wristwatch, bracelet and ring. Religious medal with neck chain or necklaces are to be worn under the shirt.
- A student may wear a school button, a cross, peace bracelet or other symbol representing a positive cause. If a student has any question about the appropriateness of a symbol, he needs to speak with the Assistant Principal for Student Life.

### **Inappropriate Attire and Appearance**

The following is unacceptable:

- Jeans, zippered pocket pants, pants with a drawstring waist or excessively baggy pants.
- Flannel or casual shirts that are not considered dress shirts.
- Hats of any style are not worn in the building.
- No visible tattoos during the school day or while attending or participating in school sponsored events.
- Jewelry. Earrings, ear spacers, tongue piercing, or any other body piercings are not acceptable for class or for participation in school activities such as club meetings, conditioning, practice, intramural, academic or interscholastic competitions.
- Paraphernalia that promotes or glorifies alcohol, drugs, promiscuity, gang life and illegal activities is not allowed.
- Mustaches, beards, goatees, and chin strips.
- Non-traditional hairstyles. Some examples include: spiked hair, razor cuts, Mohawks, lettering in the hair, coloring, bleached hair, shaved heads, hair buns and pony tails.
- Make-up.
- Grooming expectations are in effect for all school sponsored events.

If a student's attire is inappropriate, the Assistant Principal of Student Life will decide if the student will remain in school, go home to get properly dressed or stay out of class until clothes are brought to him from home. If a student's grooming is inappropriate, he will be given a reasonable amount of time to correct it. If he needs to shave, he will do so at the Student Services Office. The Assistant Principal of Student Life will also decide the appropriate disciplinary action.



## **Spirit Days**

On Spirit Days students may wear T-shirts, polo shirts, hoodies or fleece shirts that have the St. X logo or name. Students may also wear a St. X team jersey (a tank type style must be worn with a t-shirt underneath). All shirts need to be tucked in. Students may wear clean jeans and tennis shoes with appropriate socks. Belts must also be worn and pants must be set above the hip. The regular grooming code is in force.

## **Senior Spirit Friday**

On Fridays, seniors may wear a Saint Xavier polo shirt. They may also choose to wear a shirt and tie on that day. If he chooses to wear a quarter zip over the polo shirt or shirt and tie, the quarter zip must be an approved Saint Xavier pullover. All seniors must wear dress pants, belt, dress shoes and socks on this day.

## **Arrival at School**

Students are to allow themselves enough travel time to enter school on time and should plan to arrive by 7:50 AM. Students are to enter through the cafeteria doors if arriving before 8:05 AM.

Upon arrival at school the following areas are open to the students: the cafeteria serves breakfast from 7:00 AM to 7:50 AM. The Media Center opens at 7:30 AM for quiet study. Access to lockers and classrooms begins at 7:50 AM.

Upon arrival to campus, all students must remain on campus until dismissal unless specific permission is granted (see [Early Dismissal](#)).

Students driving their own vehicles are to display their parking pass at all times, park in their assigned spaces and go directly into the school building. There is to be no loitering.

Students should be dropped off and/or picked up behind the school by the cafeteria doors.

Pedestrians are to cross Poplar Level Road at the crosswalk by the crossing guard or at the light located at Clarks Lane. Students who violate this guideline will be subject to a period of detention.

Students are expected to be in homeroom by 8:05 AM.

Students are expected to be in their seats with their books and materials needed for that class when the bell rings to begin class. They are to remain seated until the bell rings to end the class.

Transactions with any of the Administrative Offices should take place before or after school, or during lunch periods.

## **Late Opening Schedule**

A late opening schedule may be necessary on school days when special activities are planned, in which case substantial advance notice is always provided.

On days when a late opening schedule is in effect, the cafeteria opens at 7:30 AM, the Media Center opens for quiet study at 8:30 AM, and classrooms open at 8:50 AM with homeroom beginning at 9:05 AM. Students are expected to be on time.

## **Dismissal**

Students are dismissed according to the following schedule: seniors and sophomores are dismissed at 2:50 PM, followed by juniors and freshmen at 2:52 PM. The cafeteria closes at 5:00 PM on regular school days. The Media Center closes at 4:00 PM on regular school days.

## **Early Dismissal Schedule**

An early dismissal schedule may be necessary on school days when special activities are planned, in which case substantial advance notice is always provided.

Students remaining for co-curricular activities may use the cafeteria until the regularly scheduled start time for their activity. Students are not to visit other schools that are in session.

## **Inclement Weather Schedule Changes**

The Archdiocesan Office of Lifelong Formation and Education establishes all policies relating to late opening or early dismissal schedules warranted by inclement weather. Please note that **all decisions concerning weather related schedules for Catholic high schools are made by the Superintendent of Catholic schools, not by the individual schools.** Following is the inclement weather policy for all metro area Catholic high schools:

- Should inclement weather develop during the course of a school day, the Superintendent's office will make a decision regarding early dismissal for Catholic high schools in Jefferson County. If an early dismissal is necessary, the Superintendent's office will contact the high school and radio and television stations.
- If weather conditions necessitate a change in the early dismissal time, the Superintendent's office will make that decision and communicate the dismissal time to the high schools and radio and television stations.
- Should inclement weather occur overnight, the Superintendent's office will make a decision regarding closing schools or implementing a late opening schedule. In either case, the Superintendent's office will contact the radio and television stations with the appropriate announcement concerning closure or late opening.
- Saint Xavier has only ONE late opening schedule, which calls for homeroom classes to begin at 9:10 AM. If Saint Xavier is on a late opening schedule for any reason, students are to be in their homeroom classes no later than 9:05 AM. Upon arrival at school the following areas are open to the students: the cafeteria is open from 7:30 AM to 8:50 AM. The CMC opens at 8:30 AM for quiet study. The classrooms open at 8:50 AM.

## **Parking and Driving**

Parking on campus is a privilege. The speed limit on campus is 5 M.P.H.

Students are to register their car with the Student Services Office during the summer before school opens in August. Students will receive a parking pass which should be placed visibly in their car. Students are expected to park in their assigned parking space. Vehicles not registered with the Student Services Office are subject to towing at the expense of the student.

Seniors will draw for parking spaces in the senior lot in the spring before their senior year.

Spaces in the underclassman lot (Germantown) will be assigned on a first-come, first-served basis. If there are not enough spaces to accommodate all driving students, spaces will open in other school lots.

Students driving to school must park on campus. There are **no exceptions** to this rule.

All school rules and regulations are in effect in all student parking areas, including Saint Xavier's lower lots near the Germantown Little League fields. Students are not to loiter in the parking lot.

Parking privileges on campus may be suspended or withdrawn for reasons which include: speeding or reckless driving to and from school, speeding on campus or in exiting campus, littering the parking lot, loitering, not parking in the student's assigned space, or for loud or offensive music.

Saint Xavier High School cannot be responsible for vandalism to students' cars while they are parked on any lot on campus. St. X provides reasonable security, but in providing reasonable security, the school cannot guarantee that there won't be a problem. The school cannot be financially responsible for any damage done to students' cars.

Students are responsible for contents found in their cars. When there is reasonable suspicion that a student is in possession of alcohol, other drugs, or some object that is harmful to self or others, Saint Xavier has the right to search the student and his vehicle in the presence of a third party which may be the police.

Students are not to go to the parking lot at any time during the school day without permission from the Assistant Principal for Student Life.

Saint Xavier complies with the No Pass No Drive Law KRS159.051.

## **Lockers**

Saint Xavier provides each student with a locker. The administration may inspect any and/or all lockers as they deem appropriate. The student is responsible for keeping his locker neat and secured and his combination private. Combinations should never be preset so that the locker opens to the touch. There are serious disciplinary consequences for jamming or defacing a locker including the price of repairing the locker.

## **Athletic / PE Locker Rooms**

Locker rooms are off limits during the school day except for students taking physical education in a given week. Athletes may put their uniforms and gear in their locker before school, but they are not to hang out in the locker room. Food is not permitted in locker rooms. There are disciplinary consequences for unauthorized visits to a locker room during the day.

## **Student Identification**

Each student will be issued a St. X identification card and lanyard, which he should wear at all times during the school day, and carry at any school event. Failure to have this card will result in a detention. Additional I.D. cards can be purchased for \$3 in Student Services. Replacement lanyards can be purchased for \$2.

## **Personal Belongings**

Book bags or backpacks are not permitted in classrooms, resource areas or the cafeteria for lunch.

All cell phones and/or any unregistered iPads, laptops, Apple Watches, electronic devices such as smart watches, etc. are to be turned off and put into lockers and may not be used in classrooms or resource areas during the school day. No electronic devices may be used in restrooms or locker rooms.

Homework assignments and messages delivered to the front office will not be distributed to students. Transportation arrangements should be communicated between the student and parent before the student arrives at school.

## **Water Bottle Policy**

Students may use clear water bottles during the school day. This container may only contain water. No juice, soda, additives or energy drinks. The faculty/administration reserves the right to check the contents of the bottle at any time.

The water bottle is not to be in close proximity to any technology (iPad and/or computer). Students are responsible for the cleanup of any spillage from the approved bottle. Failure to comply with the water bottle policy can result in disciplinary consequences and losing water bottle privileges for the remainder of the school year.

## **Resource Areas**

When students have a study hour during the school day, they may go a resource area if they have a pass signed by one of their teachers for a particular assignment to be done in the resource area.

The following areas are open to students with signed passes: media center, mechanical drawing, art and band rooms. Students are expected to move quietly and orderly to the resource area.

Students are to show the prefect or teacher their signed pass and are to spend the entire period working quietly in that area. They wait for the bell to change classes before leaving the resource area.

## **Callahan Media Center (CMC)**

The regulations listed below are designed to insure that the Saint Xavier Media Center will provide effective service to the entire student body. All students are responsible for knowing and observing these rules:

- The CMC is open on school days from 7:00 AM to 4:00 PM.
- Students who have a specific need for the Center's resources and services are free to use it before and after school. The CMC is not to be used simply as a lounge area.
- If a student has a library assignment to be done during the school day, he must have a pass signed by the appropriate subject area teacher.
- An atmosphere of study is to be observed in the CMC at all times.
- Students must use their student ID card to check out books from the CMC.
- Books may be borrowed for two weeks. Students who have overdue books may not borrow additional books from the CMC until the overdue books have been returned.
- DO NOT use the emergency door at the rear of the CMC unless an emergency occurs.
- Proper care for all books, furniture and equipment is expected. Misuse and vandalism of any type are serious offenses and will result in appropriate consequences for the student.
- NO eating or drinking is allowed in the CMC.
- The [Acceptable Use Policy](#) for responsible use of technology applies to the CMC computers as well as all computers on campus.

## **Campus Store**

The Campus Store, located in the Sports Activities Center, offers a full line of clothing and novelty items as well as some general school supplies. Please refer to the school's website for the Campus Store hours. The Campus Store is off limits to students at all times during the academic school day. Students may visit the Campus Store during their lunch period with permission from the lunch proctor.

## **Chapel**

The school chapel is open before and after school each day. For prayer and worship, the Rosary is prayed on Wednesday morning and the chapel is open on Friday morning for the sacrament of reconciliation and Mass.

## **Cafeteria**

Food and drinks are to be eaten in the cafeteria only.

Students may not leave the general cafeteria area during their lunch period. This area is defined as the dining area, the hallway between the cafeteria and gym, the restroom adjacent to the cafeteria, and the plaza area near the outside cafeteria entrance. Students with adult permission may leave the cafeteria area during lunch to go to resource areas.

Each student has a responsibility for the cleanliness of the cafeteria and is expected to clean up after himself by putting trays and refuse in the proper place.

Students are responsible for the cleanliness of the plaza area. Should the area be left with debris, the privilege of going outside during lunch periods will be lost.

### **Personal Behavior**

When changing classes, students are to walk to the right side of the corridor in order to keep traffic flowing. On the way to and from class assemblies, liturgies and lunch periods students are to move quietly and orderly, mindful of classes in session.

Chewing gum is not permitted anywhere on campus at any time.

During snowy weather the throwing of snowballs on school property or in the near vicinity of the school is prohibited.

### **Student Publications**

All student publications are printed and distributed under the direction of the school. Students may not print, hang or distribute materials without explicit approval of the Assistant Principal for Student Life.

**Any parent who does not want their son's picture to be used in any Saint Xavier publication, electronic or printed, must submit their request in writing to the Student Services Office at Saint Xavier High School.**

Any parent/student who does not want their name, address, phone number or birth date information to appear in the Student Directory must submit their request in writing to the Student Services Office at Saint Xavier High School.

### **Senior Portraits**

Seniors must have their senior portraits made by Illumination Photography, a division of [BIG] Photo, in order to have their picture included in the yearbook. All seniors are expected to complete their portraits prior to the start of school.

### **Class Rings**

A class ring must come from Balfour to be part of the Junior Ring Ceremony. Rings purchased for athletic championships may not be presented during the ring ceremony. An exception may be made for St. X class rings handed down from fathers or grandfathers.

### **Dance Policies**

Saint Xavier sponsors several dances and mixers during the school year. Male participants must be current Saint Xavier students. Attendance at school-sponsored social activities is optional. A Passive Alcohol Sensor will be used when a student or his date is suspected of being in possession of or under

the influence of alcohol. Parents will be notified to pick up their son and his date if either is under the influence of alcohol. The ticket purchased for the dance admits only the student and his date. Any student who chooses to attend agrees to abide by the following guidelines in addition to regular school rules and policies.

### **Underclassman Dances**

- Dances begin at 7:00 PM and end at 11:00 PM.
- All students and their dates must arrive at the dance by 8:00 PM. A student who arrives late will not be allowed to enter the dance until his parents are notified.
- Students must remain at the dance until 10:00 PM. If it is necessary for a student to leave prior to this time, he must submit written parental permission by 3:00 PM **the day before the dance**. The note must include the time the student will be leaving.

### **Senior Prom**

- The prom begins at 8:00 PM and ends at 12:00 AM.
- All students and their dates must arrive at the prom by 9:00 PM.
- A student and his date may arrive after 9:00 PM if he has brought a note, indicating the arrival time from his parent(s) or guardian(s) to the moderator **at least one day in advance** giving permission for late arrival.
- Students must remain at the prom until 11:00 PM. If it is necessary for a student to leave prior to the time, he must submit written parental permission by 3:00 PM **the day before the dance**. The note must include the time the student will be leaving.
- A student who arrives late will not be allowed to enter the dance until his parents are notified.
- A student's date must be under 21 years of age.
- Saint Xavier sponsors only the dance. The school does not sponsor activities either before or after the dance.
- Saint Xavier does not condone the drinking of alcohol at cocktail parties or at dinner prior to the dance. Saint Xavier does not condone the rental of hotel/motel rooms for parties before or after the prom.
- Violations of the Drug/Alcohol Policy will be handled according to the official school policy, as stated in this handbook.

### **Participation at Another School's Event(s)**

When a Saint Xavier student attends any activity at another school, he is expected to abide by that school's policies and rules. Any violation of another school's rules is considered a violation of Saint Xavier's rules and will be treated as such.

## **Hazing**

Kentucky State Law (KRS 164.375) which also applies to secondary schools prohibits hazing in any form. Hazing refers to any activity expected of a student who is joining a group or team or maintaining his membership that humiliates, degrades or risks emotional or physical harm regardless of the student's willingness to participate in the activity. Penalties may include suspension or dismissal.

## **Bullying**

KRS 525.070 states a student is guilty of bullying or harassment when he has the intent to intimidate, harass, annoy or alarm another student while at school, travelling to and from school, or at a school event. A student is bullying when he does one of the following:

- Damages or commits a theft of another student's property.
- Disrupts the operation of school substantially.
- By means of any gestures, written communication, oral statements or physical acts causes another student to suffer fear of physical harm, intimidation, humiliation or embarrassment.

Penalties may include suspension or dismissal.

## **Harassing Communication**

KRS 525.080 states that a student is guilty of harassing communication when the student communicates with or about another student, anonymously or otherwise, by telephone, the Internet, mail or by any other form of electronic or written communication in a manner which causes the student to suffer fear of physical harm, intimidation or embarrassment. Penalties may include suspension or dismissal.

## **Sexual Harassment**

Saint Xavier is committed to providing an environment that is free of sexual harassment. Sexual harassment is described as any behavior of a sexual nature including language that may intimidate, humiliate, embarrass or offend another student. Sexual harassment is completely unacceptable and will not be tolerated.

## **Gang-Like Activity**

Criminal gang-like activity will not be tolerated on school grounds or at any school-sponsored activity. Students will not wear/display explicit gang-like symbols. Violation may result in suspension and/or other appropriate action as deemed by the Principal.

Criminal gang-like activity involving membership in a criminal street gang is defined as any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.



## Ethical Use of Technology

Saint Xavier High School reserves the right to impose consequences for inappropriate behavior that takes place on or off campus and after school hours. Thus, inappropriate use of technology (for example, on a home computer, iPad or cell phone), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about faculty/staff, offensive communications and safety threats. Disciplinary consequences include detention, probation, suspension and/or dismissal.

## Cell Phones/Electronic Devices

The school's cell phone and/or electronic device policy has three purposes: to protect the safety, security and privacy of both students and teachers; to maintain an orderly learning environment; and to safeguard the integrity of the learning process.

A student is allowed to bring his cell phone and/or electronic device to school. He is responsible, however, for storing his cell phone and/or electronic device in his book locker in the off position during the school day. **A student may not use his cell phone and/or electronic device in the school building from the time he enters until 4:00 PM.** However, students may use their cell phones in the cafeteria before or after school.

Use of headphones/earbuds is prohibited in the building from 7:50 AM until dismissal. This includes lunch periods. Headphones/earbuds may be used in Study Hall and the general area of the CMC with a signed blue resource pass.

If a student chooses to ignore this simple rule, he chooses disciplinary consequences.

If a student is caught with a cell phone and/or an electronic device on his person during the day, the teacher is to confiscate it and turn it in to the appropriate Assistant Principal for Student Life. The student will receive disciplinary detention. One of his parents will have to come to school to claim the cell phone and/or electronic device. If a student is caught using his cell phone and/or electronic device to text someone or to take pictures of other students or a teacher, the teacher will confiscate the cell phone and/or electronic device, turn it in to the appropriate Assistant Principal for Student Life and let him know of the offense. The Assistant Principal will examine the contents of the cell phone and/or electronic device to determine whether the content jeopardizes the safety, security or privacy of other students or teachers, or if it breaches academic integrity. The student will receive disciplinary action proportionate to the gravity of the offense. One of his parents will have to come to school to claim the cell phone and/or electronic device.

If a student is caught using his cell phone and/or electronic device to retrieve stored information during a test or quiz, the teacher will confiscate the cell phone and/or electronic device, turn it in to the appropriate Assistant Principal for Student Life and let him know of the breach of academic integrity. The student will receive disciplinary action proportionate to the gravity of the offense. He will receive an automatic zero on the test or quiz. One of his parents will have to come to school to claim the cell phone and/or electronic device.

Depending on the gravity of the offense and prior disregard of the rule, disciplinary actions may include suspension, probation or dismissal.

## **iPad Responsible Use Policy**

The iPad, case, and charging cord issued to the student are property of Saint Xavier High School and remain such until the student completes his course of study and graduates from Saint Xavier. Students may use only the Saint Xavier issued iPad in school. No personal devices are acceptable.

The iPad and its accessories are on loan to the student and must be used in accordance with the iPad Responsible Use Policy, the school's Acceptable Use Policy, and any applicable laws – both at home and at school. We encourage students to use the iPads as their own but require that students operate with the understanding that use of this device, as well as access to the school network and Internet, are privileges and not rights. These items are provided to promote learning and are intended to support the learning objectives of Saint Xavier High School. Students are expected to pursue these objectives in a responsible way, including ethical use of the iPad especially in regards to the integrity of the assignments and work produced using the iPad.

### **General Use of the iPad**

- The student and his parent/guardian must have read the iPad Responsible Use Policy in the Parent/Student Handbook and signed and returned the Parent/Student Handbook Agreement Form on Plus Portals prior to the student's receipt of the iPad.
- Each iPad is assigned to an individual student. Students should never share iPads.
- Students are required to set up and maintain an Apple ID.
- Students are required to keep Location Settings enabled.
- Students are required to activate the Passcode setting and to use the passcode. Students should never share their passcodes.
- Altering the configuration of the iPad is prohibited. Examples include but are not limited to:
  - Loading unauthorized applications
  - Changing the iPad name
  - Altering the pre-loaded operating system or applications
  - Altering security software
  - Taking the iPad apart for access to internal parts
- Students are responsible for keeping current with iPad updates to ensure the iPad and its applications are operating at the greatest potential.
- Students are required to activate and utilize the iCloud to maintain accounts, documents, and settings.
- Bypassing Saint Xavier's web filter or firewall through use of a web proxy or VPN is strictly prohibited and will result in disciplinary action.

- “Jailbreaking” or otherwise tampering with the iPad will result in disciplinary action and removal of the privilege of using the iPad.
- Internet access, e-mail, and other media that are accessed, created, or stored on the iPad are the property of the school. The school has the right to review these items for appropriateness and to limit or revoke a student’s access to them at any time for any reason.
- Parents/guardians and students do not have a right or expectation of privacy for any use of the iPad or school network.
- The iPad may be selected at random for inspection at any time. It may be taken away at any time for disciplinary reasons.
- Sending, receiving, downloading, or distributing any offensive, profane, threatening, pornographic, or sexually explicit material is strictly prohibited.
- Computer hacking or trespassing, harassment, bullying, threats, or fraud via the iPad will result in serious disciplinary and potential legal action. Ignorance of these regulations is not an excuse.
- Students are responsible for keeping the iPad charged so that it can be used at school every day.
- iPads should be in a student’s possession or in a designated secure area at all times. Designated secure areas include the student’s locked hallway locker or another area designated by a teacher during class time.
- Student-loaded instructional apps, music, videos, and other downloads are acceptable for sophomores, juniors and seniors as long as they do not interfere with instructional/educational requirements.
- Students are prohibited from playing non-academic Internet and app games during any class time. This includes study hall. **Freshmen and sophomores may not download non-educational apps on their iPad and may not engage in gaming of any type on campus.**
- School rules concerning appropriate communication are to be obeyed. Students are not allowed to text/message to individuals in or outside of the school building during the school day unless it is part of class instruction monitored by a teacher. E-mail should be used only for legitimate and responsible communication. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- If a student receives any message containing inappropriate or abusive language or if the subject is questionable, he is to inform the appropriate Assistant Principal in Student Services.
- The use of the iPad camera or recording function is prohibited unless permission is granted by the classroom teacher/administrator. If permission is granted, the camera or recording feature is only to be used as directed by the teacher/administrator for a particular assignment.
- Illegal transmission of copyrighted material is strictly prohibited.
- Any student who continually fails to bring his iPad to school will have take-home privileges revoked. The student will be required to check the iPad in and out each day.

### **General Care of the iPad**

- Students are expected to treat their iPad with care and respect.
- iPads must remain in a protective case at all times.

- Students should protect their iPads from extreme heat or cold. iPads should never be left in a car, even if the car is locked.
- Refrain from applying pressure on the screen area of the device.
- Only use a soft, lint-free, slightly damp cloth to wipe your iPad screen. Do not use window cleaner, household cleaners, or solvents. Avoid moisture in opening/connection ports.
- iPads should be protected from the weather, water or other liquid, food, and pets. If the iPad gets wet, turn the machine off and allow it to dry thoroughly before using again.
- Heavy objects should never be placed or stacked on top of the iPad. This includes books, musical instruments, sports equipment, etc.
- Any inappropriate or careless use of an iPad should be reported to a teacher or other staff member.
- If the iPad is damaged or not working properly, it must be taken to the Director of Information Technology for repair or assistance. If malfunction occurs outside of school hours, students should contact the IT Director during the next school day. A school loaner may be issued while the iPad is replaced or repaired. After April 1, a school loaner will be issued to seniors after their damaged iPad is given to school personnel. The loaner must be returned prior to graduation.
- If the iPad is lost or stolen, parents/guardians should immediately report the loss or theft to the Assistant Director of Information Technology at (502) 634-2137. A message is acceptable after school hours. **A police report must be filed within 48 hours.**
- If a student withdraws from Saint Xavier High School for any reason prior to graduation, the iPad and its accessories must be returned to Saint Xavier before records will be released.

### **Consequences of Inappropriate Use**

Students are expected to use their iPads in accordance with the Responsible Use Policy, the school's Acceptable Use Policy, and any applicable laws. Failure to use the iPad appropriately will result in one or more of the listed consequences as determined by Saint Xavier High School:

- Student Conference
- Parent Conference
- Revocation of student use or access privileges, including iPad take-home privileges
- Any and all school disciplinary actions
- Civil or criminal liability under applicable laws

### **Apple Care Plus**

Underclassmen may have their iPad replaced a total of two times for a \$50 fee each time. This coverage lasts until the end of Junior Year.

There is no Apple Care Plus coverage for Seniors. Saint Xavier has contracted an outside company to repair damaged iPads. The cost of most repairs ranges from \$200 to \$250.

## **Drug and Alcohol Policies**

Saint Xavier High School's policies pertaining to the use of drugs and alcohol are grounded in deep concern for the health, education and well-being of each student entrusted to our care. Certain principles guide our approach in forming young people, including the central belief that the learning and growth of our young people best occur when lasting relationships between students, teachers, counselors, and administrators are formed. Therefore, we are deliberate in getting to know each student and building a relationship with him and his parents. This particular stance guides our approach to the serious issues of adolescent alcohol and drug usage as well.

### **Severity of the Problem**

Saint Xavier recognizes the gravity and extent of drug and alcohol usage by adolescents. Striving to provide an environment that is safe and free of drugs and alcohol, we are deliberate in getting to know our students and make every effort to be alert to the signs of a possible problem. We also do timely and proper interventions in order to assist students and their parents when professional services are required.

Saint Xavier shares an important responsibility with parents. As such, the school's positions on addressing the issue of alcohol and drug use, abuse, and dependency reflect that partnership, and policies have been developed over the past thirty years by committees of concerned parents, counselors, substance abuse professionals, and administrators.

School drug and alcohol policies encompass five strategies: education and prevention, intervention and assessment, counseling, testing, and treatment and monitoring.

### **Education and Prevention**

Saint Xavier believes that education and partnership with parents are critical to preventing and reducing incidents of adolescent drug and alcohol use. The following are major components of our prevention efforts:

- Freshman parents are strongly encouraged to attend a program that outlines the issues of adolescent usage, the school's concern and stance toward adolescent usage, our policies and the professional services available to the parents.
- Saint Xavier provides educational programs for both parents and students. These programs are constantly being updated.

### **Intervention and Assessment**

If parents become aware or suspect a problem that their son is experiencing, Saint Xavier provides the confidential services of nine school counselors trained in substance abuse.

Likewise students who want to talk about their own usage or that of a friend can talk to their counselor in confidence.

When the school administration becomes aware of a possible problem, the administrator contacts the parents and arranges to share the concern. The student's counselor will be invited to that meeting. The administration reserves the right to require an assessment and drug or alcohol testing.

If assessment or testing is required, the parents sign a waiver giving the administrator and counselor the right to review the results which she or he will guard in strict confidence. Such testing is used to help the student remain drug/alcohol free.

### **Counseling**

As mentioned above, we provide our students the services of nine counselors who can help a student deal with his usage. When the administration becomes aware of a problem and has met the student's parents, the student is required to meet with his counselor on a regular basis. The purpose of the counseling is to help the student understand the gravity of his usage and to develop responsibility for his health and well-being.

At times professional counseling may be required.

### **Drug and Alcohol Testing**

Saint Xavier encourages parents to have their son tested, especially if there is reason to do so.

Saint Xavier considers testing a tool that may help a student face his problem and commit himself to being drug or alcohol free. It may serve, in some cases, as a deterrent.

If parents choose, they may ask the school to facilitate drug or alcohol testing with an outside service, with the expenses incurred by the parents. In this case, the parents are required to sign a waiver giving the administrator and counselor the right to review the results, which will be guarded in strictest confidence.

### **Professional Assessment and Treatment**

When a professional assessment is required, our counselors will provide the family a list of licensed adolescent chemical dependency counselors/agencies that can be chosen for the assessment. Should a family refuse the professional assessment or the recommended treatment, the student would be dismissed. Any inpatient treatment would be treated like any other extended illness.

If a student enters an outpatient treatment program, the school will support the student and his parents and work with the treatment center to continue the student's education. The school requires that the parents authorize communication between the treating professional, the appropriate Assistant Principals for Student Life, and the student's grade level counselor.

If the student enters an in-patient rehabilitation program which lasts for several months, the treatment center may require the student to withdraw from Saint Xavier in order to enter a school in the vicinity of the center. In such cases, Saint Xavier lets the treatment center know the scope and sequence of the student's courses.

## **Re-Entry or Re-Admission to Saint Xavier Following Treatment and Monitoring Sobriety**

Saint Xavier will work with the student, parents and the professional counselor treating the student to determine if **re-entry** to Saint Xavier is in the student's best personal and educational interests. If the student re-enters Saint Xavier's program, the school will work with the student and his parents to make sure the student has earned the credits needed for promotion or graduation.

In the case of a student being away for a prolonged period, **re-admission is not automatic**. The school will work with the student, his parents and the professional counselor treating the student to determine if re-admission is in the student's best personal and educational interest. If the student is re-admitted, the school will work with the student and his parents to make sure the student has earned the credits needed for promotion or graduation.

A student who is readmitted to Saint Xavier after treatment is expected to commit himself to recovery by engaging in a professional after care program that supports his sobriety. The student will be monitored and periodic drug test may be required.

## **Infractions of Rules Related to Drugs and Alcohol**

### **Possession/Use of Drugs or Alcohol**

**Single incident:** When a student is found, for the first time, in possession or under the influence of alcohol or other drugs, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event, the substance will be confiscated. Parents will be called to take the student home unless emergency help is necessary; the student and his family will be responsible for that cost if emergency help is required.

A conference with the student, parents, and administrators will follow such an incident. At this point, the student may be dismissed. If he is allowed to remain at St. Xavier, he will be placed on probation and/or suspension and will be required to fulfill a protocol that includes but is not limited to the following: an initial professional assessment, regular counseling, and random drug testing for a time determined by the administration. The initial professional assessment must be provided to the school, as well as approved communication between our school counselors and the outside counselor.

**Repeated Incident:** With any repeated incident, the above procedure will be followed and all professional assessments will be required in cases in which the student is not dismissed.

### **Distributing or Selling**

If a student is found distributing or selling drugs or alcohol, an administrator will confiscate the substance or paraphernalia, and police will be notified. The parents will be called to take the student home. A conference with the student, parent, administrators, and counselor will be required, as well as a professional assessment for chemical dependency. The assessment results and conference will be used to determine the next course of action for the student, which may include dismissal.

Authorities are notified as required by Kentucky law, and legal requirements regarding reference on records and transcripts are followed.

### **Creating a Drug-free Environment**

Saint Xavier uses various means to create a drug-free environment. The school provides the faculty with periodic updates or information that is helpful to them in their relationships with students. As stated above, programs are provided for parents as well. Academic curricula educate the students to the dangers of alcohol and drugs.

Saint Xavier also promotes a drug and alcohol free lifestyle for students by offering various extracurricular programs, including the very successful Peer Leaders Program. Likewise, to raise parents' awareness of the responsibilities surrounding student social events, **parents are strongly discouraged from serving or allowing alcohol or other drugs to be served at any student party or gathering that they host or sponsor.**

Additionally, Saint Xavier uses the canine unit of the Metro Police Narcotics Squad to check lockers and vehicles on campus randomly. The school also uses Passive Alcohol Sensors when there is reasonable suspicion that a student is under the influence. Surveillance cameras are placed in common areas to further assist in maintaining a safe environment.

### **Smoking**

Students who smoke cigarettes, e-cigarettes, or use smokeless tobacco are encouraged to quit for health reasons. The counseling department will assist students in quitting this habit.

Students are not to smoke on campus (including in their vehicles) or within the vicinity of the school.

Smoking and smokeless tobacco are not permitted at any school event on or off campus, including athletic events and retreats. A student is subject to suspension for violation of this policy.

No tobacco products are allowed on school property.

The use and possession of any nicotine stimulants, CBD products, or paraphernalia on school property or within a quarter mile of school, or a school event is prohibited. This includes nicotine gum, patches and electronic cigarettes. Violation of this policy will result in disciplinary consequences.

### **Disciplinary Censures**

As a private school, Saint Xavier reserves the right to refer the student to outside professional counseling as a stipulation for continuance at Saint Xavier; to suspend the student and put him on probation or to withhold the privilege of attendance or to dismiss a student for serious violation of the expectations.

Disciplinary records are maintained throughout a student's four years. Disciplinary records are kept separately from the student's permanent records.



A student whose behavior outside of the school jeopardizes the school's good name, at the discretion of the administration, is subject to disciplinary action that may include dismissal.

Saint Xavier's discipline code intends to assist young people in developing character and self-discipline. The degrees of censure are outlined below.

### **Detention**

Detention is a disciplinary censure for students who fail to abide by the rules common to all students or who violate the [Student Code](#).

Detention is served after school the day after it is received in order to allow for the student to make after-school arrangements. The number of hours served reflects the frequency and gravity of the offense.

If a student has both required study and behavioral detention, he must attend required study first. If a student has two detentions, one for one half hour and another for one hour, the student must serve the hour-long detention first. If a student misses assigned detention, he will be given additional days of detention.

The student will take home a copy of the detention slip for parent signature(s) and is to present the signed copy to the prefect the day he is to serve detention. Failure to have the copy with parent signature(s) is reason for additional detention. A student repeatedly failing to report to detention is subject to suspension. If the detention prefect does not have a detention ticket for a given student, the student will be sent to the office for clarification. Should a pattern of detentions develop, the Assistant Principal for Student Life will have a conference with the student and his parent(s) or legal guardian(s) and, when appropriate, grade level counselor.

### **Suspension**

A student may be suspended for reasons including, but not limited to truancy; cutting class; difficulties with civil authorities; chronic failure to abide by school rules; excessive detention; chronic misbehavior; lack of study; misconduct on public transportation; use or possession of alcohol; disrespecting another student; disrespecting school personnel or serious violations of the rules common to all students, or the [Student Code](#). Suspension from class and school activities is a more serious degree of disciplinary censure for students who either fail to correct their behavior or who seriously violate the Rules Common to All Students or the Student Code.

During the period of suspension, which may last from one to five days, the student will be required to stay at home. The Assistant Principal for Student Life will call parent(s) or legal guardian(s) to pick up the student. Upon his return for the period of suspension, the student is expected to complete all work, tests and/or quizzes missed. Whether he receives credit or not is at the discretion of the Administration. The student's quarter grade in each course is subject to adjustment due to the suspension. He may not participate in the co-curricular program and such events as mixers, dances and proms if these events occur during the period of suspension.

As a condition for reinstatement, the Assistant Principal for Student Life will have a conference with the student and his parent(s) or legal guardian(s) to review specific expectations for the improvement of attitudes and behavior. The school reserves the right to require the student to meet regularly with his grade level counselor or to require the student to receive outside professional counseling.

The student is put on probation for a period of time determined by the Assistant Principal for Student Life. The Assistant Principal for Student Life will monitor and review the student's progress and will make a recommendation to the Principal as to whether or not the student is to continue at Saint Xavier. The Principal's decision is final.

The student is subject to dismissal if there is lack of serious progress or if he seriously violates the rules common to all students or the [Student Code](#).

### **Behavioral Probation**

A student who has been suspended is automatically placed on probation; however, a student may be placed on probation without having been suspended. Probation is the school's final warning to a student and his parent(s) or legal guardian(s) that he either corrects his attitude and behavior or he chooses to be dismissed from school. Probation may last for an academic quarter or for the entire year.

During probation, the student is required to meet regularly with his counselor for the purpose of guidance and support. The Assistant Principal for Student Life will monitor and review the student's progress. Before the end of the probation period, the Assistant Principal may ask the student's teachers for appropriate feedback. The Assistant Principal for Student Life makes a recommendation to the Principal as to whether or not the student is to continue his education and formation at Saint Xavier. The Principal's decision is final.

The school reserves the right to dismiss a student on probation if there is a lack of serious cooperation and/or progress. Should a student seriously violate the rules common to all students or the [Student Code](#) either during or subsequent to his probation he is subject to immediate dismissal.

### **Dismissal**

The school reserves the right to dismiss at any time a student whose attitude or conduct is judged harmful to him and/or other students or a student who openly defies the values underlying Saint Xavier's philosophy of Catholic education and formation or a student who seriously violates the rules common to all students or the [Student Code](#). Thus, a student may be dismissed without having previous censure through suspension or probation.

A student is subject to dismissal for reasons including, but not limited to, habitual or flagrant disrespect of school personnel or another student; chronic lack of serious study; fighting; stealing; vandalism; possession of a weapon of any type; smoking/vaping in the school buildings; repeated misconduct on public transportation; trafficking in alcohol or other drugs; possession of or selling stolen goods; problem with legal authorities.

Students who leave Saint Xavier for any reason, including dismissal, voluntary transfer to a local high school, failure to complete promotion standards, or dropping out of school, may not be re-admitted. Any appeal for reconsideration is made to the Principal whose decision is final.

Any student who is dismissed may forfeit the right to attend any Saint Xavier sponsored events.

## Guidance Program

The focus of the guidance program at Saint Xavier is to aid students in their personal, academic and vocational growth. With this goal in mind, the members of the department consider it important to keep the parents informed regarding the programs and resources available to the students. Also, it is important to keep the faculty informed and, in addition, to cooperate and support them in providing a positive learning atmosphere. Because of Saint Xavier's extraordinary support of the Guidance Department in terms of personnel and resources, it is possible to provide personal counseling for students on a consistent basis.

One of the major goals of the department is to make the students aware of the possibility for ongoing personal counseling, both individual and group, and to provide a proper milieu for conducting such counseling sessions. In order to achieve these goals, the department finds that it is advantageous to work in conjunction with the school community, including the administration, faculty, parents and students. A more detailed description of the programs and services is found in the Guidance Department Handbook.

## Religious Formation

Saint Xavier provides many opportunities for religious formation for its students through religion classes and religious activities. The goals of the Religious Formation Program are:

- to provide opportunities to engage in prayer, liturgical celebrations, retreats and service on behalf of peace and justice, peer ministry, etc., as being vital to the adolescent's growth as a Christian;
- to open up the adolescent to the faith of the Catholic Church as experienced personally and traditionally in the mystery of Jesus Christ;
- to affirm the talents of each student and help him see his contribution to the development of Saint Xavier as a Christian community;
- to aid in preparing the student to assume personal responsibility for his continuing faith development beyond high school.

These goals are carried out through the following programs, which are coordinated by faculty members:

<b>Freshmen</b>	Freshmen Community Retreat	<b>Sophomores</b>	Sophomore Retreat
<b>Juniors</b>	Christian Awakening Retreat Service Activities	<b>Seniors</b>	Senior Celebration Service Activities Senior Retreats

Numerous service opportunities are offered to students in all grade levels. Sophomores are granted one week to make up missed assignments due to a retreat experience. Juniors and Seniors who attend Christian Awakening Retreat are given two weeks to make up their missed assignments.

## Extracurricular Activities

In order to meet our goal of educating the whole person, Saint Xavier makes a variety of extracurricular activities available to its students. Students are encouraged to explore and participate in one or more activities in order to develop and enhance their individual talents.

### Eligibility

To participate in any athletic or extracurricular program, a student is to be passing a minimum of four subjects. The school reserves the right to withhold a student from participation in co-curricular activities if there is evidence of serious lack of the spirit of study or chronic disregard for the rules common to all students or the [Student Code](#), even if the student meets the minimum requirement for eligibility.

### Athletics

Every athletic activity should teach players and spectators to:

- be responsible and contributing members of a team;
- make selfless efforts in working with others to reach a common goal;
- overcome barriers in the way of achieving full potential and success;
- play and live by the rules that protect the rights of all;
- show appreciation and respect for the efforts of others, whether they be teammates, opponents, officials, coaches or spectators;
- keep these activities and games in proper perspective.

Parents and other spectators are expected to obey the KHSAA Rules and State Laws which forbid the sale and use of alcoholic beverages at high school contests.

### Interscholastic Sports

Saint Xavier offers the following KHSAA-sanctioned sports:

Archery	Cross Country	Swimming and Diving
Baseball	E-Sports	Tennis
Basketball	Football	Track and Field
Bass Fishing	Golf	Wrestling
Bowling	Soccer	

In addition, Saint Xavier offers the following non-KHSAA athletic activities:

Various Intramural Sports	Lacrosse	Rugby
Ice Hockey	Powerlifting	Volleyball

## **Sportsmanship**

The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules. High school athletics must emphasize positive values. All parties should work hard to create a sense of teamwork, responsibility and perspective. Officials expect good behavior and will quickly penalize misconduct. We encourage and appreciate the help of all spectators in achieving these aims. Let every competition reflect mutual respect among all in attendance.

The Catholic high schools in the Archdiocese of Louisville affirm and support the sportsmanship expectations of the KHSAA. We believe that sports can be a means for student-athletes to learn lessons in Christian identity, sportsmanship, competition, leadership, cooperation, self-discipline, goals setting and fair play. Athletics play an important part in helping the individual develop a healthy self-concept as well as a healthy body. Athletic competition can help students, participants and spectators develop pride in their school.

We expect all student-athletes:

- To be a responsible and contributing member of the team and school.
- To make selfless efforts in working with others to reach a common goal.
- To play and live by the rules of the sport.
- To show appreciation and respect for others, whether they are teammates, opponents, officials, coaches or spectators.
- To serve as a positive example by accepting both victory and defeat with pride and compassion.

We expect our coaches to serve as a positive example of fair play, sportsmanship, and respect towards their own players, opposing players, coaches and game officials.

We expect our cheerleaders and students to keep all cheers positive; to avoid efforts to distract the opposing team's efforts; to refrain from rubbing-in defeat; to respect the players and fans of the opposing team before, during and after the game; to refrain from negative social communications with all teammates and opponents.

We expect parents and other fans to model good sportsmanship; to refrain from any negative and personal and social communications; to refrain from the possession and use of alcohol at high school contests.

## **Saint Xavier Policy for School Day Visits by College Coaches**

Saint Xavier High School recognizes that there are times when students are actively involved in the college athletic recruitment process. In order to provide these students with appropriate opportunities

to meet with college recruiters on our campus, the following school day policies and procedures have been established:

- Visits by college coaches are to be scheduled in advance whenever possible.
- When coordinating visits with college coaches, Saint Xavier coaches should always attempt to utilize student lunch periods and study halls as a first option for any meeting.
- When it is not possible to coordinate the meeting during a lunch period or study hall, it may be scheduled during an academic period provided that the student is in good standing in his school work and attendance.
- Saint Xavier coaches are to inform the academic administration (Assistant Principals for Student Life) and school receptionist of all scheduled college coach visits and direct the college coach to report to the school receptionist for sign in and sign out purposes.
- The student services office will issue a Blue Card for the student after verifying academic and attendance performance.
- The student will check in at the student services office and will be directed to the meeting location.
- Following the meeting, the student will check back in at the student services office prior to returning to class.
- During an academic period, students are required to complete any testing that is taking place prior to attending a meeting with a college coach.

### **Clubs and Extracurricular Activities**

Descriptions for the clubs and activities may be found on the [Plus Portals](#) activities link, or saintx.com.

### **Financial Policies**

Saint Xavier values the partnership of trust with the families and students it serves. For its part, Saint Xavier extends the benefits of a quality Catholic education to its students. Parents and students, for their part, agree to the educational policies as well as the following financial policies:

Tuition for the 2020-21 school year is \$14,625 if paid in full by July 1; \$14,835 if paid in three equal installments due on July 1, November 1 and February 1, and \$15,025 if paid in 10 monthly installments due each month on the 5<sup>th</sup> or 20<sup>th</sup>, July through April. Payments under the monthly payment option must be made electronically from your checking or savings account on a monthly basis. Contact the Business Office for more information.

The tuition amounts listed above do not include costs associated with the following items:

- All students will be assessed a \$300 annual **technology fee** that covers a school-issued iPad, various apps, and technology management infrastructure
- **Admission/Registration** (freshman year only - \$100 non-refundable fee)

- **Student Textbooks/e-Books/i-Books** (estimated cost range of \$250 to \$450 each year)
- **Lunch** (meal plans available through FLIK, or students may elect to bring their own lunch)
- **Sophomore, Junior and Senior Retreats** (\$100 to \$200)
- **Senior Graduation** (\$150)
- **Freshmen P.E. Fee** (\$40)

Parents choose the tuition payment plan most suitable to their needs and agree to adhere to the due dates of the plan in order to allow Saint Xavier to meet its financial obligations in providing the educational program to their sons.

Payment may be made in cash, credit card (MasterCard, Discover or Visa only) or by personal check. The school does reserve the right to require payment in cash or a bank check when:

- Payment is being made on a delinquent account.
- Payment on any account is made after the last due date of the school year.
- The school has received a personal check which has not cleared the bank. In this case the school reserves the right to request all future payments in cash or in a bank check.

Checks are to be made payable to Saint Xavier High School and mailed to the school Business Office.

Families settling accounts in person need to do so at the Business Office within normal school hours.

There is a late charge of 1% on tuition payments received after the 10th of the month.

There will be a minimum fee of \$25 charged for all returned checks.

When there is a problem relative to the payment of tuition when due, the family is asked to address an explanation to the Vice President for Finance in writing.

A student is in good standing and is entitled to the full benefits of Saint Xavier's educational program and to the certain other privileges when his tuition account is current.

**A student whose tuition is not current is not entitled to attend classes, sit for semester and final examinations, or participate in school activities.** The school cannot, therefore, issue a report card, transcripts or diploma until course work is completed, but will do so once tuition is paid.

All tuition charges must be paid and up to date if a student wishes to make a deposit for a class ring, receive the ring or attend the senior prom.

Should a student leave for any reason during the school year, the parents are responsible for tuition according to the following:

- 25% of tuition from the first day of school through September 30
- 50% of tuition from October 1 through November 30
- 75% of tuition from December 1 through January 31
- 100% of tuition after January 31

Enrollment Agreements are sent to parents during the spring for the following year. In signing this agreement parents choose a tuition billing option and agree to all of the school's financial policies. These agreements must be signed and returned to the school before a student will be scheduled for classes for the next school year.

Students will register online for the retreat programs at [saintx.com](http://saintx.com).

### **Tuition Assistance**

Saint Xavier High School provides assistance to any student, regardless of race or religion, on the basis of demonstrated financial need.

Financial aid application is made ANNUALLY. Application for financial assistance is not renewed automatically. Financial aid applications must be completed each year, and are due March 15. Applications are processed by an independent, outside company. The application must be accompanied by a copy of the Federal 1040 income tax return. Decisions regarding aid requests are communicated by mail in early May.

A student receiving financial assistance must be in good standing. Academically, the student demonstrates a consistent [spirit of study](#) and effort outlined in this handbook. He is expected to maintain an unweighted grade point average of 2.0. If the grade point average falls below 2.0, he will be put on probation and have one semester to obtain 2.0 or lose his financial assistance. In addition, his attitude and behavior reflect the values described in the [Student Code](#).

For purposes of participation in KHSAA sanctioned sports, families receiving tuition assistance agree to abide by all provisions of the Bylaws of the Kentucky High School Athletic Association in particular the provisions of Bylaw 13 – Financial Aid.

Tuition payments for students participating in KHSAA sanctioned sports may be made by any member of the participant's immediate family as defined by KHSAA Bylaw 13 including the student, the student's father, mother, brother, sister, step-father, step-mother, step-brother, step-sister, aunt, uncle, or grandparent.



## **Emergency Drills**

### **Fire Drill Procedure**

- Students are to move as quickly as possible as soon as the alarm sounds.
- Complete silence is to be maintained throughout the drill.
- Students are to walk in single file.
- Each classroom has a specific route posted on the front wall.
- Teachers are instructed to use discretion as to the quickest route in specific circumstances.
- After exiting, students should move away from all buildings and remain silent until they return to the classroom.

### **Tornado Drill Procedure**

The signal for a tornado drill is the Civil Emergency alarm. If time allows, an announcement will be made via the PA system. When the alarm rings:

- Leave all windows as they are.
- Maintain ABSOLUTE SILENCE.
- Move quickly and quietly to designated area and sit as closely together as possible.
- Bend knees to chest, fold arms and place on knees, lower head onto arms.
- Students should attempt to leave a passageway through the first floor corridor.
- Students should not be in the gym, center area of CMC, Cafeteria, or any large open area.

### **Conforming to the Law**

In conformity with the law of the Commonwealth of Kentucky we have posted in the school the following message: UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.

Please also note that SAINT XAVIER HIGH SCHOOL IS IN COMPLIANCE WITH AHERA ASBESTOS REGULATIONS AND HAS A MANAGEMENT PLAN ON FILE. Should you have questions concerning the school's asbestos management plan, contact Mr. Rico Mooney, Director of Plant, at (502) 634-2143.

In addition, SAINT XAVIER HIGH SCHOOL PROVIDES AN INTEGRATED PEST MANAGEMENT (IPM) PROGRAM to prevent pest infestations on school property. State regulations require St. X to provide the opportunity for all parents to receive, upon request, 24-hour notice prior to any IPM applications made on school property. To be placed on the notification registry, please contact Mr. Rico Mooney, Director of Plant, at (502) 634-2143.

## School Songs

### Alma Mater

Hail Saint Xavier Alma Mater, hail, we pledge our loyalty,  
May thy sons be ever faithful, ever true to thee.  
Let thy praises roar, thundering to the sky.  
We will ever love thee, dear Saint Xavier High.  
Hail Saint Xavier Alma Mater, hail, we respect thy legacy,  
We are brothers called to serve in God's community.  
Let our zeal explode; let our spirit fly.  
We are proud to be the men, of Saint Xavier High.

*Words and music by Brother Edward Joseph, CFX*

*Additional Lyrics by Rick Mattingly '68*

### St. X High

St. X High, St. X High, you're the best of schools around  
And we're proud of the Green and Gold.  
St. X High, St. X High, all your rivals you astound,  
When the feats of the Tigers are told.  
And we'll stay on top, we'll battle 'till we drop  
Holding our banner up on high!  
And we'll fight, fight, fight for Xavier and the right.  
For the Tigers we'll do or we'll die.  
For the Tigers we'll do or we'll die.

## Support Opportunities for Adults

### Advancement

The Board of Directors formally established the Office of Advancement of Saint Xavier High School in June, 1980 to assist the Head of School in planning and providing for the future of Saint Xavier High School. The Office of Advancement carries out its mission through a variety of activities. The annual fund supports a large portion of the student aid program and other special projects. It includes contributions from alumni, parents, faculty, staff and friends of Saint Xavier. The Office of Advancement also coordinates major campaigns which support capital improvement in the campus and facilities. For more information on the Advancement program and any related areas, please contact the Office of Advancement.

Title	Name	Ext.
Vice President for Advancement	<a href="#">Michael Littell, Honorary '07</a>	370
Director of Advancement	<a href="#">Charles Willenbrink, '77</a>	380
Assistant Director of Advancement, Annual Giving	<a href="#">Holly Morris</a>	378
Associate Director of Advancement, Alumni and Constituent Relations	<a href="#">Kelly Stratman</a>	368
Assistant Director of Advancement, Leadership Gifts	<a href="#">Samantha Carroll</a>	364
Communications Coordinator	<a href="#">Megan Stearman</a>	256

### Parents' Association

The Parents' Association at Saint Xavier High School, which every current parent is a member of, strives to engage all parents and/or guardians of current students in the life of the school by supporting its mission, vision, educational philosophy and activities. Additionally, the Association will aid in the distribution of information on relevant topics for school families, work to grow parent involvement in school events as volunteers and attendees, and support parent to parent and parent to student relationship growth.

### Alumni Association

The Saint Xavier Alumni Association was first organized in 1884. While it has grown and developed since that time, its purpose has remained the same. Organized to promote good fellowship among its members, to promote the Catholic environment in professional and business life and to offer support and assistance to the activities of Saint Xavier High School. All graduates of Saint Xavier High School are automatically members of the Alumni Association.

## **COVID-19 HANDBOOK ADDENDUM**

### **Masks**

Masks that cover the mouth and nose are required for students in the building. The school will supply students with two neck gaiters, but students are welcome to wear their own masks. Student's masks must be plain in design with no wording. With written permission from a physician, a student may use a face shield instead of a cloth mask.

Masks must fit securely, but comfortably.

Masks must include multiple layers (Students using the St. X gaiters must double the material over their mouth and nose).

Masks must be laundered regularly or be disposable.

### **Social Distancing**

Social distancing will be practiced as much as feasible in the school setting. Every attempt will be made to keep proper distancing.

### **Assigned Seating for Lunch Periods**

In order to comply with contact tracing guidelines students will have assigned seating during lunch periods.

### **Dress Code**

Students will not be required to wear ties while the mandatory face mask policy is in place. Students may wear a polo shirt or their dress shirt without a tie. The polo shirt does not have to be from St. X, but if the shirt has a logo on it, then the logo must be something neutral, like a college, brand name, or a team. All shirts must be tucked in.

### **Backpacks**

We will suspend the use of lockers until further notice. Students may carry a backpack with them throughout the day. St. X has the right to search student backpacks if we have reasonable suspicion that a student may be in possession something illegal or a banned substance.

### **Dropping off Items for Students**

The only forgotten item a parent may drop off is medication.

### **Arrival to School**

Students may begin arriving on campus at 7:20 AM.

## **Temperature Check**

All students will have temperatures taken upon arrival. We will contact the parent of any student who registers a fever of 100.4 degrees or higher. With parental permission, the student may drive home, or we will keep the student with the nurse until he can be picked up.

## **After-school Pick-up**

This year, we ask that students be picked up from campus by 4:00 PM. The only exception to this will be for students who must wait past 4:00 PM for a practice or rehearsal to begin. This includes athletes, musicians, and St. X Players. They will be assigned specific areas to wait with their coach or director.

## **Quarantine**

Saint Xavier will follow all recommended local, state, and federal guidelines. If a student travels internationally or to another state that is experiencing a high rate of COVID 19 transmission he must be quarantined for a period of two weeks. This quarantine will also be required for any student who has been exposed or who has had close contact with someone who tested positive for COVID 19, or suspected to have COVID 19.

*ALL POLICIES AND PROCEDURES OF THE PARENT/STUDENT HANDBOOK ARE SUBJECT TO CHANGE DUE TO INFECTIOUS DISEASE OR GOVERNMENT MANDATE.* If you have any questions please refer to the COVID 19 INFORMATION SECTION on the Saint Xavier Website, [saintx.com/Covid19](http://saintx.com/Covid19).