STUDENT/PARENT HANDBOOK

FOR THE 2026-2027 SCHOOL YEAR

SAINT XAVIER HIGH SCHOOL
1609 Poplar Level Road
Louisville, Kentucky 40217
www.saintx.com

Important Numbers

Main Line	502.637.4712
Absence Reporting	SchoolPass App
Athletic Office / Tickets	502.635.5300
School Nurse	502.634.2176

TABLE OF CONTENTS

Welcome to Saint Xavier 4
The School and the Xaverian Brothers 4
Mission Statement 4
Vision Statement 4
Educational Philosophy 4
The Student Code 6
Personal Integrity 7
Academic Integrity 8

Academic Requirements 10
Promotion and Graduation 10
Early Graduation 10
Service Requirement 11
Course Selection 11
Schedule Change Policy 11
Change in Class Level 11
Course Requirements 13
Electives 14
Honors Courses 14

Grades and Reporting 15
Semester Exams 15
Quality Point Average and Class Rank 15
Communication 16
Academic Probation 17
Addressing Concerns 17
Transcripts 17
Record Release and Unpaid Tuition 18

Attendance 19
Student Expectations 19
Late Arrivals 19
Absence Policy 20
College Visits 22
Unexcused Absences 22
Returning to School 23

Student Health Policies 24
Immunization 24
Parental Consent/Permission to Treat 24
Medications During the School Day 24
Certain Medical Conditions 25
Service Animals 27

General Policies 28
Dress Code and Grooming 28
Arrival at School 29
Dismissal 30
Parking and Driving 30
Personal Belongings 31
Cell Phones/Electronic Devices 31
Water Bottle Policy 32
Student Publications 32
Underclassmen Dance Policies 33
Bullying 34

Drug and Alcohol Policies 35
Education and Prevention 35
Intervention and Assessment 35
Drug and Alcohol Testing 36
Infractions 37

Disciplinary Censures 39
Detention 39
Suspension 39
Behavioral Probation 40
Dismissal 41

Technology 42
Ethical Use of Technology 42
iPad Responsible Use Policy 42
General Care of the iPad 43
Consequences of Inappropriate Use 44

Student Resources 45
Resource Areas 45
School Counseling Program 46
Religious Formation 46
Extracurricular Activities 46
Interscholastic Sports 47
Student Section Expectations 48

Financial Policies 49
Tuition Information 49
Tuition Assistance 50

Emergency Drills 51

School Songs 52

Opportunities for Support 53
Advancement 53
Parents' Association 53
Alumni Association 53

Contact Information

Main line – 502.637.4712

Saint Xavier Administration

Title	Name	Extension
President	Paul Colistra	122
Principal	Dan McCue	221
Assistant Principal for Academics	Nic Crider	121
Assistant Principal for Academics	Tony Scheler '83	123
Assistant Principal for Mission and Identity	Sorin Spohn	125
Assistant Principal for Student Services	Jesse Cantrall	124
Assistant Principal for Student Services	Ronzell Smith	127
Vice President for Finance, Chief Financial Officer	Jim Mattingly '97	132
Executive Assistant to the President	Nicole Zickel	122
Administrative Assistant to the Principal	Karen Lyons	221
Administrative Assistant for Academics	Michelle Stack	120
Administrative Assistant for Academics	Jennifer Osborne	222
Administrative Assistant for Student Services	Natalie DeNardo	129

Admissions

Title	Name	Extension
Assistant Vice President for Enrollment Management	Curt White '03	145
Enrollment and Marketing Coordinator	Kevin Doherty	256
Enrollment Coordinator - Recruitment and Retention	Ryan Fleming '12	146
Enrollment Coordinator - Office Management and Event Planning	Teri Dedas	245

Athletics

Title	Name	Extension
Director of Athletics	Christoper Tinius	172
Associate Director of Athletics	Brent Bach	133
Administrative Assistant for Athletics	Ruth Ray	232

Campus Ministry

Title	Name	Extension
Coordinator of Campus Ministry	Stephen Murphy	276
Campus Ministry Service Coordinator	Josh Mullin	239
Campus Ministry Service Coordinator	Mark Wolz '09	239
Administrative Assistant for Campus Ministry	Gail Ernstberger	148

Information Technology

Title	Name	Extension
Director of Information Technology	Efren Quirino	136
Assistant Director of Information Technology	Dan Able	137
Instructional Technology Resource	Rosanna Vessels	260

Plant Maintenance

Title	Name	Extension
Director of Plant	John Leide	143
Director of Safety and Security	Todd Mottley	161

School Counseling and Learning Support

Title	Name	Extension
Director of Learning Support	Tony Kemper	252
Learning Support Assistant, Retreat Coordinator Grades 9 and 10	Ben Cottrell	251
Instructional Coach	Tighe Brown '95	358
Excel Coordinator	Kyle Yochum	539
Director of College Counseling, College Counselor (A-K)	Carrie Foster	247
College Counselor (L-Z)	Lisa Hague	246
Department Chair, Counselor (Sh-Z)	Elizabeth Newkirk	263
Counselor (Mi-Se)	David Ianke '84	236
Counselor (Ho-Me)	Christina King	249
Counselor (A-C)	Jill Tucker	250
Counselor (D-Hi)	Amber Wissing	237
Administrative Assistant for Counseling	Cheryl Williams	279
Director of Student Career Development	Nick Baisch '09	147

Saint Xavier Faculty

Name	Ext.	Name	Ext.	Name	Ext.
Abell, Aaron	261	Horton, Kristopher	519	Nolan, Kendra	510
Able, Daniel	137	Huelsman, Chris '97	534	Payne, Kevin	586
Anderson, Miranda	521	Hunter, William	504	Picota, Samuel	262
Ashby, Stephen '00	562	Jaffe, Susan	569	Porta, Andrew '85	402
Bader, Chad '03	550	Jankowski, Ben '95	210	Quirino, Efren	136
Barker, Tanya	355	Jefferson, John '85	523	Reynolds, Mike '93	599
Barnes, Merly	509	Klein, Kevin '95	404	Riddle, Michael	554
Berghausen, Ned '98	517	Knable, Isaac '02	286	Rodriguez, Gabriel '11	577
Blaser, Danny '03	527	Kraeszig, James '85	541	Scheler, Robert	587
Bodenbender, Nelson	561	Kresse, Benjamin	547	Scheler, Tony '83	123
Bornschein, Anne	549	Landis, Brian	154	Schork, Linda	594
Bowman, Mary Ann	576	Larkin, Todd '86	131	Schulten, Andy '87	403
Brockman, Kate	540	Lawson, Nolan	575	Schweitzer, Robert '81	354
Brockman, Mike '97	567	Logsdon, Kelly	544	Sedelmeier, Kevin '88	352
Bruner, Bart	556	Lyons, Chad	552	Smith, Kelly	530
Cambron, Gregory	516	Martin, Daniel '94	511	Smith, Stephen	257
Caudill, Eric	571	Martin, Jennifer	595	Spears, Tyler	546
Chitwood, Patrick	208	Medley-Cain, Kay	560	Stack, David '92	522
Cottrell, Benjamin	251	Meirose, Andy '96	512	Stewart, David '06	548
Derrick, Brad '99	558	Meirose, Jennifer	277	Stewart, Emily	168
Downs, Gil '70	535	Meredith, Michael '17	551	Stuber, Daniel '95	529
Durbin, Nathan '01	543	Metcalfe, Michele	266	Tapia, Letty	259
Estephan, Bernard '01	593	Metzger, Mark '95	505	Tebbe, Stephanie	597
Faust, Ben '05	502	Miles, Amanda	513	Turki, Ahmad '16	545
Frank, James	568	Mitchell, Brian '89	253	Vessels, Rosanna	260
Glaser, Alexander '11	588	Morgan, Susan	533	Walsh, Todd '86	573
Glaser, Michael '70	156	Morrison, Grace	506	Willman, Christopher	564
Gold, Christopher	356	Mullin, Josh	239	Wolz, Mark '09	240
Harrison, Johnathan	217	Murphy, Stephen	276	Yarborough, Kristin	255
Hilbert, Jed '96	233	Naeem, Sadia	589	Yarborough, Matt	285
Hinton, Michael '99	533	Noe, Ed '00	536	Yochum, Kyle	539

Welcome to Saint Xavier

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, a Catholic secondary school sponsored by the Xaverian Brothers, has remained faithful to the Xaverian legacy since 1864. We empower young men with diverse learning styles and backgrounds to grow in faith and service, pursue unparalleled opportunities, build enduring personal relationships, and achieve their highest potential.

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.

Civility Policy

Saint Xavier depends on and reliably works with families to achieve our goals. This relationship must remain civil. In order to maintain a safe and professional environment, the behaviors listed below will not be tolerated by employees or visitors to our campus.
Unacceptable Behavior:

- Foul Language
- Personal Attacks or name calling
- Actions or statements that imply a threat to individuals or the school
- Any physical action that could cause harm or threaten an individual

If these behaviors occur, Saint Xavier reserves the right to end any phone call or meeting immediately. Additionally, the school may ask the individual to leave campus. Campus security or law enforcement may be called at the discretion of the administration.

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. 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 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 understanding 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.

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 or using a "cheat sheet," paper or electronic; 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, or 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.

During any quiz, test, or exam, students must follow the teacher's instructions regarding the storage of iPads, electronics, papers, and other belongings. Failure to comply will be considered a violation of academic integrity and may result in up to three hours of detention and a grade of zero on the assessment.

Artificial Intelligence (AI) Policy

Unless specifically directed to use AI by their teacher to complete an assignment, use of Artificial Intelligence will be considered a violation of the Academic Integrity policy and subject to disciplinary action. **In addition, students who violate the Academic Integrity Policy may have their school-issued iPad restricted for one semester. During this restriction, all games and non-essential school applications will be blocked, and the device will be limited to educational purposes only.**

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 Administration, Student's counselor, and notify the parents by phone or e-mail. If necessary, an Assistant Principal will meet with the student.

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 Administration 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 an Assistant Principal.

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

Promotion and Graduation

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. Any appeal should be made to the Administration.

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 (same Language / consecutive years)
Science	3 units (Biology, Chemistry and one additional)
Health/P.E.	1 unit
Fine Arts	1 unit
Electives	4 units
TOTAL	**26 units**

Early Graduation Policy

Saint Xavier High School is committed to the formation of the whole person—mind, body, and spirit—through a comprehensive four-year educational experience rooted in the Catholic and Xaverian traditions. We believe that a student's growth is shaped not only by academic achievement, but also by the spiritual, social, and leadership opportunities that unfold across all four years of high school. For this reason, Saint Xavier expects students to remain enrolled and engaged for the entirety of their freshman, sophomore, junior, and senior years.

Accordingly, Saint Xavier does not permit early graduation for the primary purpose of collegiate athletic participation, enrollment advantage, or similar external opportunities. While we recognize the changing landscape of college athletics and recruitment, our priority remains the long-term development and well-being of each student. Graduation from Saint Xavier signifies the completion of the full four-year program and the formation that comes with it.

Service Requirement

The service-learning program is fundamental to the educational formation program at an XBSS school. The Campus Ministry service requirement is designed to engage students in both direct and indirect service-learning experiences. All freshman students must complete six (6) hours of service, all sophomore students must complete 12 hours of service, and junior students must complete 24 hours of service by the established deadline in order to be eligible to return to Saint Xavier High School the following school year. More information can be found at saintx.com/parents.

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

*Saint Xavier High School requires 4 consecutive years of Math and English courses.

Course Selection

In January, the Registration Process provides each student and his parent(s) with the time, information, and counseling needed to make careful decisions about his schedule of classes for the upcoming school year. The Master Schedule of Classes reflects the courses required for each student to reach candidacy for graduation and honors student preference whenever possible. Students and parents are encouraged to thoughtfully consider course selections, seeking input from teachers and counselors as needed. When selecting courses, students should be mindful of both Saint Xavier graduation requirements as well as post-high school plans. Students may take a maximum of four total semesters of study hall during their four years at Saint Xavier.

Schedule Change Policy

Once the Master Schedule is set, it is often difficult to change a student's schedule. However, elective change requests will be honored if possible. A student may drop or add an elective course within the first five days of the course. After the first five days, a student is not allowed to switch into a new elective course; however, a student may drop an elective and opt to take a study hall within the first ten days of the course (not an option if already enrolled in a study hall). Requests for change of elective courses will be processed, if the Master Schedule permits, at a cost of $25.

Change in Class Level

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 of student performance after this time period with the parent(s) and student by the teacher, counselor and/or Assistant Principal; either by phone call or formal meeting.
- 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 Administration 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 and if he has study hall options remaining. 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

	EXCEL	ACADEMIC	HONORS
FRESHMAN	Theology English Algebra 1 Biology World Geography Health/P.E. Core Learning	Theology English Algebra 1 or Geometry Biology World Geography Health/P.E. World Language, Independent Study, or Elective	Theology H. English H. Math H. World Languages H. Biology H. World Geography Health/P.E.
SOPHOMORE	Theology English Geometry Integrated Physical Science World Civilizations Two Electives from: Fine Arts, Physical Education, Technology, Mechanical Drawing, or Independent Study	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 Independent Study	Theology H. English H. Math H. World Languages H. Chemistry H. World Civ or AP W History Elective or Fine Arts Req.
JUNIOR	Theology English Algebra 2 U S History Intro to Spanish 1 Chemistry One Elective from: Business, Fine Arts, Physical Education, Social Studies, Science, Technology, Mechanical Drawing or Independent Study	Theology English Algebra 2 or Precalculus World Languages Chemistry or Physics U.S. History Choice of Elective	Theology H. or AP English H. Math H. World Languages H. or AP Physics Honors or AP U.S. History Elective or Fine Arts Req.
SENIOR	Theology English Math Intro to Spanish 2 Electives to complete graduation requirements	Theology English Math Electives to complete graduation requirements	Theology H. or AP English H. or AP Math Electives to complete graduation requirements

Electives to Complete Graduation Requirements

All Saint Xavier students are required to complete at least four units of elective credit to be eligible for graduation. Any coursework completed beyond core graduation requirements will be considered as elective coursework. Please refer to the Course Booklet posted on our school website for the most up-to-date list of courses. It can be found at saintx.com/parents.

Honors Courses

The Saint Xavier Honors courses are designed to meet the needs of exceptionally talented students. Students are selected for admission to Honors courses on the basis of native aptitude, strength of motivation, and past record of achievement.

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 with more challenging standards of achievement. In the sophomore, junior, and senior years, these students will have the opportunity to take college level courses in several subject areas.

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. 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 the regularly scheduled times. Conflicts in exam schedules are to be addressed to the Administration 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, and each letter grade will be assigned a Quality Point value. Grades and their equivalents are as follows:

100-97	A+	4.0	89-88	B+	3.65	82-81	C+	2.8	75-74	D+	1.8
96-92	A	4.0	87-85	B	3.5	80-78	C	2.5	73-72	D	1.5
91-90	A-	3.8	84-83	B-	3.0	77-76	C-	2.0	71-70	D-	1.0

One quality point will be added to the scale in each category for all honors courses. Two quality 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" (90-100)
First Honors - All grades except one must be an "A", the other grade must be a "B" (83-89)
Second Honors - All grades must be a "B" (83-89) or higher

Communication with Parents and Students

Saint Xavier High School uses two main programs to communicate with parents and students. These are **Plus Portals** and **Schoology**. While Plus Portals gives a career-level view of grades and behavioral/attendance records, Schoology gives a detailed look at individual courses, grades on specific assignments, and teacher contact information.

Plus Portals

Previous year report cards and current behavioral and attendance records can be found at https://www.plusportals.com/saintx. Because information is readily available at any time, Saint Xavier does not send report cards each quarter. GPA is not calculated until the final grades for the year are submitted, so a final report card will be emailed and also available on Plus Portals through the end of the student's academic career at Saint Xavier.

Plus Portals activation information is emailed to new families over the summer. It is important that both the student and the parent activate their individual accounts. As is true for any online service, students and parents are responsible for recording their own screen name and password.

SchoolPass

Parents use this app to report a student's absence, a late arrival, or an early pickup. Reporting in this way will automatically send an email to the front office, the first period teacher, and linked parents. All absence, late arrival and early dismissal entries must include detailed information about why the student is missing school.

SchoolPass activation information is emailed to new families over the summer.

Students will use this app to scan in to each class period daily. Failure to scan will result in disciplinary action as follows: 1 Non-scan = verbal warning; 2 = 1/2 hour detention; 3+ = 1 hour detention

Schoology

This learning management system allows students to find information on courses, view and submit assignments, and complete assessments. It is the resource to find student's ongoing grades throughout the semester and to find contact information for teachers.
Any discrepancies or corrections to quarter grades must be addressed in writing to the Administration within three weeks of the end of the quarter in question. All grades become final three weeks after the end of the quarter.

Schoology activation information is emailed to new families over the summer. Parents can use the system to view student assignments, view grades and find contact information for teachers.

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 assigned academic support outside of regular school hours. 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, 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:

Area	Contact	Extension
Academics	Nic Crider Tony Scheler	121 123
Faculty	Sorin Spohn	125
Student Life	Jesse Cantrall Ronzell Smith	124 127
Athletics	Christopher Tinius	172

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.

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 Counseling 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.

Record Release and Unpaid Tuition

St. Xavier High School relies on tuition payments to maintain its operating budget and educational services. In fairness to all families, accounts must be kept current. For delinquent accounts, the school reserves the right to withhold official report cards, online grade portal access, and official academic transcripts until the balance is paid in full or a formal payment plan is approved by the Business Office. By signing the Student/Parent Handbook, parents authorize the school to restrict access to the aforementioned academic records for outstanding balances. Furthermore, graduating seniors with unpaid tuition or school fees will be barred from receiving their physical diploma, participating in graduation ceremonies, or receiving official transcripts for college admissions.

Attendance

Student Expectations

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. Cutting class or school is not acceptable.

The regular school day at Saint Xavier High School runs from 8:00 AM to 2:47 PM. If a student misses the whole day, arrives after 11:30 AM, or leaves before 11:30 AM without returning, 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.

Late Arrivals

If a student has a prearranged appointment with a professional such as doctor or physical therapist, he may be considered a late arrival. These are excused with a professional note, and are not counted as tardy in the system.

Excused Tardy

A student is considered tardy if he is not in homeroom by 8:00 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. He will receive a yellow admit card to show his teachers. If he does not have a note, he has until the next day to bring it. He may make up any quizzes, tests or assignments.

Unexcused Tardies

Students are allowed three excused tardies in each semester. All tardies beyond this, regardless of parent note, are considered unexcused. If the tardy is unexcused, a 1/2 hour detention will be issued for each unexcused tardy arrival, and a student may forfeit his right to make up any quizzes, tests or assignments. If a student has been late ten times without permission or a valid reason, he can be placed on probation.

Excessive Tardies

10 Times Tardy	Student will receive a full hour of detention for subsequent tardies.
15 Times Tardy	Student and Parent/Guardian may have a conference with an Assistant Principal. Student will be placed on tardy probation. Student may lose privilege of attending dances and participating in clubs, activities, or sports.
20 Times Tardy	Decision will be made to determine whether student will remain a student at Saint Xavier.

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 whenever possible. Students will not be permitted to leave campus without a handwritten note from a parent or guardian. Pictures of handwritten notes may be accepted via email or fax with appropriate notice, but a call to the office or typed email will not suffice.

If a student continuously misses 1 or 2 classes due to Early Dismissals or Late Arrivals, Administration may apply the standard attendance policy rule to those classes, even if the student's daily attendance does not meet those thresholds.

On the day of an early dismissal, 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.

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 school reserves the right to verify an absence or excused time away from school.

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. Driving lessons 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 Schoology 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. The burden will not fall on teachers to re-teach an entire class.

Excessive Absences

Saint Xavier requires persistence and stamina to be successful. Missing classes is disruptive to both teachers and student learning. If a student accumulates ten absences, he may be placed on probation. A student may be required to make up missed days to complete academic requirements in order to receive credit for his course work. Any exception must be made at the discretion of the Administration.
Each student's eligibility to return the next year will be reviewed in May.

10 Days Absent	Doctor's note Required or unexcused
15 Days Absent	Doctor's note Required or unexcused; 50% credit with doctor's note
20 Days Absent	Unexcused no matter what; may forfeit academic credit/withdraw

If a student has a documented medical condition that causes him to miss without needing to see a doctor, we must have a doctor's note at the start of the school year, or when the condition is diagnosed, explaining that condition or the absence will not be excused. When a long-term illness or family/personal crisis occurs, parents may submit a letter to Student Services requesting a waiver to Saint Xavier Attendance/Tardy policies. The request should include a physician note or other official statement detailing the student's need to be absent or tardy.

Reporting Absences

Absences may be reported on SchoolPass until 7:30 AM the day of the absence. After 7:30 AM on the day of the 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 9:00 AM to (502) 637-4712. All absence, late arrival and early dismissal entries in SchoolPass must include detailed information about why the student is missing school. Students should not call to report their own absence.

Elective Absence

Elective absences must be reported at least one week in advance and an absence sheet must be filled out and turned in prior to the absence. Failure to follow this procedure will result in an unexcused absence.

Excused Absence

Permitted 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. If an absence is excused, 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. 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.

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. He must not have a history of excessive absences, and the dates of an excused absence are not to conflict with school-wide programs or exams. A student must submit a parent note to Student Services at least one week in advance of all absences.

If a student does not meet the requirements for an excused absence, he will not be permitted to make up missed work.

Absence for School Mass and Prayer Service

School Masses and Prayer Services help build our community, and are an integral part of our Catholic educational program. A student's absence from a Mass or Prayer Service will be unexcused unless a doctor's note is supplied. Additionally, an absence from either without a doctor's note will be considered skipping school; a half hour detention will be issued unless the absence was pre-approved by the administration.

Absence During Mid-Terms or Final Exams

Only the school Administration has the authority to excuse a student from taking exams at the regularly-scheduled time. Exams should only be rescheduled for emergencies; examples include illness or a family death. Vacations and/or travel plans are not valid reasons to reschedule exams. Students who miss exams due to an emergency will be permitted to take them on a later date if the following conditions are met:

- The student's parent/guardian calls Student Services as soon as possible to explain the emergency.
- In the case of illness, the parent/guardian must either have a doctor's statement claiming the student is incapable of taking exams, or must have a conversation with the Administration to discuss the nature of the illness.
- The parent/guardian and student work with Administration to reschedule the exam for the earliest possible make-up date.

Students not meeting these criteria will not be allowed to take the missed exams and will receive a zero for that exam. Students may not take their exams early.

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 and has not made arrangements prior to his absence, parents may call the Studies Office to request their son's textbooks or other materials from his locker. Parents should check Schoology for assignments and class materials.

College Visits

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

- 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 an official letter from the college verifying his visit.
- A student must be in good academic standing and have good attendance.
- Juniors are eligible for college visits only during the second semester.
- A college visit may not be scheduled immediately before or after a long weekend without explicit approval of the Administration.
- College visits will not be permitted after May 1.
- Juniors and seniors are limited to four total college visits and job shadows per school year.

Job Shadowing

Seniors, juniors, and sophomores are allowed to participate in job shadowing experiences with the approval of the Director of Student Career Development following these guidelines:

- The job shadow experience must be vetted and approved by the Director of Student Career Development.
- A student must pick up a Job Shadowing form from the Director of Student Career Development at least two weeks prior to the job shadow experience. He returns the form to the Director of Student Career Development with his parent's or legal guardian's signature and those of each of his teachers prior to his job shadow.
- When he returns, he must have an official letter from the job shadow host verifying his experience.
- A student must be in good academic standing and have good attendance.
- A job shadow may not be scheduled immediately before or after a long weekend without explicit approval of the Administration.
- Job shadows will not be permitted after May 1.
- Students are encouraged to take advantage of X Days when scheduling job shadow experiences. Job shadows on X Days will not count against the total annual allowance.
- Sophomores are limited to two job shadow days.
- Juniors and seniors are limited to four total college visits and job shadows per school year.

Unexcused Absences

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

Skip Days

Saint Xavier does not recognize or condone class cut days. As a result, students who miss class under such pretense can face disciplinary action and forfeit their right to make up any quizzes, tests or assignments missed.

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. Disciplinary actions may be taken, and the school will work with the student and his family to deal with his situation.

Absences Before or After a Break

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 exams and school holidays. On days immediately before or after a school holiday, a doctor's note will be required for an absence to be excused.

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. 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 Student Service Office. Failure to do so will result in disciplinary consequences.

Missed Work

The policy for missed work due to absence 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. Therefore, students are asked to take responsibility for their learning and ask their teachers what assignments and/or assessments they will miss during retreat. Students are encouraged to anticipate assignments 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

The freshman retreat is a mandatory one-day experience that occurs off campus. Freshmen are granted three school days to makeup any missed assignments and/or assessments due to the retreat experience.

Sophomore Retreat

The sophomore retreat is an optional one-day experience that occurs off campus. Sophomores are granted three school days to makeup any missed assignments and/or assessments due to the retreat.

Junior and Senior Retreats

Juniors and seniors who miss three (or more) days of school in order to attend a retreat are granted ten school days to make up any assignments and/or assessments they may have missed due to the retreat. For any retreat which 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 instead of the usual two weeks or ten days.

Student Health Policies

By state law, all students are to have an updated medical examination upon entry to Saint Xavier (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/parents.

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 necessary treatment for the well-being of the student. The parents or legal guardians will be notified of their son's situation in a timely manner.

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 purpose 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 unregistered medication on them.

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

- The student takes his medicine and authorization form (found online at saintx.com/parents) to the Student Services Office in its original container. It will be kept locked in the nurse's office. At the end of the year, all unclaimed medicines are disposed of.
- If necessary, 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. Forms for medication, seizure disorders, life-threatening allergy, asthma, and diabetes are available on saintx.com/parents.

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 saintx.com/parents. 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.

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 Administrative team. That information is shared with 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 Administrative team. 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 against physician recommendation during this time.

Teachers will allow asterisks to remain in the grade book for missed work until the Administration and the teacher meet to determine which work will need to be made up. This determination may not be able to occur until the student is able to return to school.

A physician's statement releasing the student to return to school must be provided 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 Administrative team when the student is released to return to school. They will then communicate this to the student's teachers and counselor. If concussion-like symptoms occur, the student will need to go home from school and follow the recommendations of his physician.

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 experienced difficulties in the past.

Service Animals

Saint Xavier High School is committed to providing a safe, supportive, and accessible learning environment for all students. In accordance with applicable law, Saint Xavier permits the use of trained service animals by individuals with disabilities when such animals are necessary to assist the individual in accessing the school's programs and activities. A service animal is defined as a dog individually trained to perform specific tasks directly related to a person's disability. Requests for a service animal on campus will be reviewed by the school on a case-by-case basis to ensure that the animal's presence is appropriate to the educational setting and consistent with the health, safety, and well-being of the school community.

Approved service animals must remain under the control of the handler at all times and must be properly tagged, leashed, vaccinated, and compliant with all applicable health and safety requirements. The animal may not disrupt the educational environment or interfere with school operations. Emotional support animals, comfort animals, and therapy animals are not recognized as service animals under applicable law and are not permitted on campus or at school-sponsored events.

General Policies

Dress Code and Grooming

Saint Xavier's grooming and dress codes are intended 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 encourages attention to detail. Grooming expectations are in effect for all school sponsored events. Students should not change or get dressed at their school locker before or after school.

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 Administration.

YES	NO
Dress pants designed to be worn with a belt. A belt or suspenders must be worn at all times.	Jeans, zippered pocket pants, pants with a drawstring waist or excessively baggy pants
Dress shirt designed to be worn with a necktie; necktie or bow tie with appropriate design.	Flannel or casual shirts
Sport coat or approved Saint Xavier quarter zip pullovers/ v-neck sweaters may be worn over regular school dress. • The only approved quarter zip styles are (a) the green or black Nike quarter zip pullover with the St. X logo and no additional writing and (b) the Senior Class quarter zip. The only approved sweater is the green v-neck with the St. X logo and no additional writing. Approved pullovers/sweaters must be purchased through the campus store. • All quarter zip pullovers must be unzipped so that tie is visible at all times.	Outerwear style jackets or coats, hoodies, and sweatshirts; non-Saint X pullovers. These must be kept in lockers during the school day.
Dress shoes, either oxfords or loafers. Shoes may be black, brown, gray, navy blue, or tan. Crew-length socks must be worn at all times.	Boots, UGGs, HEYDUDEs, moccasins /slippers, tennis shoes or shoes with rubber "tennis sole;" shoes different from specified colors
Appropriate grooming standards: • 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. Cultural hair styles are allowed within the bounds of hair policies.	Inappropriate grooming includes: • Mustaches, beards, goatees, chin strips, eyebrow shaving • Non-traditional hairstyles including spiked hair, lettering in the hair, coloring, Mohawks, shaved heads, uneven length, hair buns, pony tails • Fingernail polish
A student may wear a wristwatch, bracelet and ring. Students may wear a button, bracelet, or other symbol representing a positive cause. Necklaces and religious medals with neck chain are to be worn under the shirt.	Paraphernalia that promotes or glorifies alcohol, drugs, promiscuity, and illegal activities. Final discretion on appropriate symbols will be held by the Administration.
Official school lanyard correlating to a student's current grade must be worn with student ID at all times. Lanyards must be visible and worn around the neck.	Lanyards may not be kept in pockets or tucked into pullovers or shirts. Students who are not in possession of their lanyard must purchase a new ID or rent a loaner from the Student Services office. Students may be subject to disciplinary action for excessive infractions.

Inappropriate Attire and Appearance

The following is unacceptable:

- 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.
- 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.

If a student's attire is inappropriate, the Administration 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. An Assistant Principal will decide the appropriate disciplinary action.

Friday Dress

On Fridays, freshmen, sophomores, and juniors may substitute a St. X polo for the regular dress shirt and tie. They must wear dress pants and dress shoes. As a senior privilege, seniors may wear All year on Friday: a St. X or College polo; a St. X or College ¼ zip over the polo (must have a polo under the ¼ zip) with dress pants, a belt and tennis or dress shoes.

Friday dress down days take place on Fridays only - this policy does not shift to the last day of the school week on shortened weeks. If there is a Mass or special assembly on a Friday, regular school attire will be required.

Spirit Days

Students may wear T-shirts, polo shirts, hoodies or fleece shirts that have the St. X logo or name on designated Spirit Days. 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.

Arrival at School

- Students are expected to allow themselves enough travel time to arrive at school by 7:50 AM. Students are to enter through the cafeteria doors before 8:00 AM.
- Students should enter campus at the main entrance (traffic light), and students should only be dropped off and/or picked up at the traffic circle by the cafeteria doors. Unacceptable locations for drop off/pickup include faculty parking lots, the front office entrance, or local businesses. Violations will result in detention.
- Pedestrians are to cross Poplar Level Road at the crosswalk by the crossing guard or at the light located at Clarks Lane.
- 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 7:40 AM.
- Students are expected to be in first period by 8:00 AM.
- Students are expected to be in their seats with their books and materials 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.
- On days when a late opening schedule is in effect, the following areas are open to the students: the cafeteria is open from 7:30 AM to 9:15 AM. The Media Center opens at 8:30 AM for quiet study. The classrooms open at 9:10 AM. Students are expected to be on time.

Dismissal

- Students are dismissed according to the following schedule: on Monday, Tuesday, Wednesday and Friday, seniors and juniors are dismissed at 2:45 PM, followed by sophomores and freshmen at 2:47 PM. Students are dismissed at 2:00 on Thursdays.
- The cafeteria closes at 4:00 PM on regular school days. The Media Center closes at 4:00 PM on regular school days.
- Students are not permitted to roam freely through the hallways or locker rooms after classes end. If students are not in a supervised are of the school (such as the cafeteria, CMC, or Viscusi Learning Support Center), or participating in an approved extracurricular activity or program (e.g. clubs or sports teams), they are required to leave campus immediately after school.

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 begins at 9:30 AM.

Parking and Driving

Parking on campus is a privilege. Students driving to school must park on campus. There are no exceptions to this rule. All school rules apply to students riding the school bus.

Students are to register their car with the Student Services Office during the summer before school opens in August, or once they receive their Driver's License during the school year. 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. All student parking spaces 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.

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. Disciplinary actions, including suspension or withdrawal of parking privileges, may be required 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 their assigned space, or for loud or offensive music. The speed limit on campus is 5 M.P.H.

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 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. Students are not to go to the parking lot at any time during the school day without permission from an Assistant Principal. Saint Xavier complies with the No Pass No Drive Law KRS159.051.

Personal Belongings

Book bags and backpacks are not permitted in classrooms, resource areas, or the cafeteria during lunch. All cell phones and/or any unregistered iPads, laptops, etc. are to be turned off 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.

Student Identification/Lanyard

Each student will be issued a St. X identification card with a sleeve and lanyard, which he should wear at all times during the school day, and carry at any school event. Freshman lanyards are red; sophomore lanyards are blue; junior lanyards are gold; senior lanyards are green. Failure to have this card may result in a detention. Additional ID cards can be purchased for $5, ID sleeves for $5 and replacement lanyards for $10 in Student Services.

Lockers

Saint Xavier provides each student with a school locker. Athletes are also provided a locker for athletics. 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 loiter 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.

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.

Students are not allowed to use their cell phone and/or electronic device during the school day. Cell phones must be out of sight and turned off during school hours (8:00 AM—2:47 PM).

If a student is caught with an audible or visible cell phone and/or an electronic device during the day, the teacher is to confiscate it and issue the student a disciplinary detention. The cell phone will be held in Student Services to be released at the discretion of the Administration.

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 an Assistant Principal 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.

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 and let him know of the breach of academic integrity. The student will receive disciplinary action proportionate to the gravity of the offense. He may receive an automatic zero on the test or quiz. Depending on the gravity of the offense and prior disregard of the rule, disciplinary actions may include suspension, probation or dismissal.

Headphone Policy

Use of headphones/earbuds is prohibited in the building from 8:00 AM until dismissal, with the exception of lunch periods, Study Hall, and the general area of the CMC. Headphones/earbuds may be worn in class with teacher permission, but may not be worn or in use in the hallways. If a student chooses to ignore this simple rule, he chooses disciplinary consequences and confiscated headphones.

Water Bottle Policy

Students may use clear, non-disposable, 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 may result in disciplinary consequences including losing water bottle privileges for the remainder of the school year.

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.

Use of Student Images

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.

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. Students must adhere to standard school grooming policies.

Class Rings

A class ring must come from Jostens 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.

Personal Behavior

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

Underclassmen Dance Policies

Saint Xavier sponsors several underclassmen dances during the school year. Male participants must be current Saint Xavier students. Attendance at school-sponsored social activities is optional.

Dances begin at 7:00 PM and end at 11:00 PM. All students and their guests must arrive at the dance by 8:00 PM. A student and his guest may arrive after 8:00 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. A student who arrives late without a note will not be allowed to enter the dance until his parents are contacted.

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.

A Passive Alcohol Sensor will be used when a student or his guest is suspected of being in possession of or under the influence of alcohol. Parents will be notified to pick up their son and his guest if either is under the influence of alcohol. Any student who chooses to attend agrees to abide by the following guidelines in addition to regular school rules and policies.

Senior Prom

The prom begins at 7:00 PM and ends at 11:00 PM. All students and their guests must arrive at the prom by 8:00 PM. A student and his guest may arrive after 8:00 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. A student who arrives late without a note will not be allowed to enter the dance until his parents are contacted.

Students must remain at the prom until 10:00 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 Passive Alcohol Sensor may be used upon entry.

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. A student's date must be under 21 years of age. 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.

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, traveling 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.

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.

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 or staff member. 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.

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.

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 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 reserves the right to randomly drug test any student or test any student suspected of drug activity. All students must consent to and abide by this policy to remain a student at Saint Xavier High School.

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 absence or 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, 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.

Retention of Records

No documentation pertaining to each student's screening for drug use will be made part of the student's permanent record. All documentation will be kept in a separate confidential file with the Drug Screening Coordinator, and will be destroyed upon three (3) years of the student's graduation from High School.

Infractions of Rules Related to Drugs and Alcohol

Possession/Use of or Positive Test for Drugs or Alcohol

When a student tests positive for illegal drugs or alcohol or 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 Saint 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, random drug testing for a time determined by the administration, **and completion of an online drug and alcohol education course at the student's and family's expense. The course must be completed within one month of the incident, or within a timeframe designated at the discretion of 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. Any costs incurred will be the responsibility of the student's parents or guardians.

Distributing or Selling

If a student is found distributing or selling drugs or alcohol, an administrator will confiscate the substance or paraphernalia. The parents will be called to take the student home. Authorities are notified as required by Kentucky law, and legal requirements regarding reference on records and transcripts are followed. Disciplinary action will be decided at the discretion of school administration, up to dismissal.

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/Vaping

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.

In addition, students found in violation of this policy may be required to complete an online nicotine, vaping, tobacco, and/or substance awareness course at the student's and family's expense. The course must be completed within one month of the incident, or within a timeframe designated at the discretion of the administration. Failure to complete the course may result in additional disciplinary action.

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, 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 "The Student Code" on page 6. Detention is served either the day it is issued or the next available day. There is no detention on Thursdays. 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.

A notification of each incident report will be emailed to the student, as well as his parent or guardian. A student repeatedly failing to report to detention is subject to suspension. Should a pattern of detentions develop, an Assistant Principal will have a conference with the student and his parent or legal guardian(s) and, when appropriate, guidance 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 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 policies set forth in the student handbook.

During the period of suspension, which may last from one to five days, the student will be required to stay at home. An Assistant Principal 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 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 Administration. They 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 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 Administration will monitor and review the student's progress. Before the end of the probation period, they may ask the student's teachers for appropriate feedback. A recommendation will be made 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.

Behavior Warning Notice and Expectations for Students

The behavior warning notices are intended to clarify behavioral expectations and provide a structured process for addressing instances where behavior deviates from these expectations. This policy encompasses behavior on campus, during school activities, and school-related off-campus activities.

Receiving a behavior warning

- When a student demonstrates a pattern of incidents, verbal warning or jugs.
- The warning may be issued verbally by a teacher, counselor, or administrator.
- It will clearly outline the behavior in question, why it is unacceptable.

Expectations Following a Behavior Warning:

1. Acknowledgment and Understanding:
    - The student is expected to acknowledge receipt of the warning and understand the reasons behind it.
    - They should discuss with the Assistant Principal to clarify any questions or concerns.
2. Behavior Improvement:
    - The student must make a sincere effort to modify their behavior according to the expectations outlined in the warning.
    - They should actively work towards demonstrating respectful and appropriate conduct.
3. Parent/Guardian Involvement:
    - Parents or guardians are encouraged to support the school's efforts in behavior management.
    - They should communicate with school personnel to discuss strategies for improvement and monitor progress.
4. Follow-Up and Monitoring:
    - Administration will monitor the student's behavior following the warning.
    - Counselors will conduct regular check-ins or progress reviews may be scheduled to assess improvement and provide guidance as needed.

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 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 on the school property, repeated misconduct on public transportation, trafficking in alcohol or other drugs, possession of or selling stolen goods, or problems 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.

Technology

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 student or faculty/staff, offensive communications and safety threats. Disciplinary consequences include detention, probation, suspension and/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; at which time the iPad, case, and charging cord shall become the property of the graduate.

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. 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.

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. A student who is withdrawing and wishes to keep his iPad may contact the Business Office for the payoff amount.

General Use of the iPad

The student and his parent/guardian must have read the iPad Responsible Use Policy and signed and returned the Handbook Agreement Form prior to the student's receipt of the iPad. Students are responsible for keeping the iPad charged so that it can be used at school daily. Any student who continually fails to bring his iPad to school will have take-home privileges revoked.

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.

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 for a particular assignment. 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.

YES	NO
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.	Students are not to alter the configuration of the iPad. Examples include but are not limited to loading unauthorized applications; changing the iPad name; altering the pre-loaded operating system, security software, or applications; taking the iPad apart for access to internal parts. Bypassing Saint Xavier's web filter or firewall through use of a web proxy or VPN is strictly prohibited. "Jail-breaking" or otherwise tampering with the iPad will result in disciplinary action and removal of the privilege of using the iPad.
School rules concerning appropriate communication are to be obeyed. E-mail should be used only for legitimate and responsible communication. 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.	Students are not allowed to text/message individuals in or outside of the school building during the school day unless it is part of class instruction monitored by a teacher. Rude, abusive, threatening, or otherwise inappropriate language is not permitted. Sending, receiving, downloading, or distributing any offensive, profane, pornographic, sexually explicit, or illegal transmission of copyrighted material is strictly prohibited.
Student-loaded apps, music, videos, and other downloads are acceptable as long as they do not interfere with instructional/educational requirements. Students may play non-academic internet and app games only in the cafeteria before and after school, or during their lunch period.	Students are prohibited from playing non-academic Internet and app games during any class time. This includes study hall.

General Care of the iPad

Students are expected to treat their iPad with care and respect. Student iPads come with AppleCare Plus. While coverage is active, an iPad may be replaced at the Apple store for a $50 fee paid directly to Apple. iPads should be protected from the weather, water or other liquid, food, and pets. Any inappropriate or careless use of an iPad should be reported to a teacher or other staff member.

If the iPad gets wet, turn the machine off and allow it to dry thoroughly before using again. 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 Assistant Director of IT during the next school day. A school loaner may be issued while the iPad is replaced or repaired.

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. To provide the best care for their device:

YES	NO
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.	Heavy objects should never be placed or stacked on top of the iPad. This includes books, musical instruments, sports equipment, etc.
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 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.	Students may not leave their iPad charging in an unsupervised position, such as an empty classroom, library, or cafeteria.

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

Google Workspace for Education Notice

At Saint Xavier, we use Google Workspace for Education and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Saint Xavier students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st-century digital citizenship skills.

This notice (https://wearestx.co/googleparentnotice) provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

When signing the handbook, you also indicate that you've read the notice (linked above) and give your consent to create your child's account for their use.

Student Resources

Resource Areas

When students have a study hour during the school day, they may go to 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 from 7:30 a.m. to 4:00 p.m. except on Thursdays when it closes at 3:00 p.m. Hours may be adjusted to accommodate special schedules, such as noon dismissals.
- Students may use the space before and after school for silent study. The CMC is not to be used simply as a lounge area.
- Students must formally check out books at the library desk.
- Physical books may be borrowed for three weeks. Books can be renewed in person or via email if another student has not placed a hold on them. Students who have overdue books may not borrow additional books from the CMC until their overdue books have been returned or renewed.
- 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.
- Students will be charged a replacement fee for losing library books and equipment or damaging them beyond repair.
- NO eating or drinking is allowed in the CMC with the exception of approved clear water bottles.
- 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. 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. Food and drinks may not be taken out of the cafeteria. 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. Should the area be left with debris, the privilege of going outside during lunch will be lost.

School Counseling Program

The focus of the school counseling program at Saint Xavier is to offer a holistic approach; aiding students in their social, emotional, academic, and college/career growth. Counselors will work with students, parents, teachers, and other stakeholders to help support all students. At the beginning of their freshman year, students will be assigned a school counselor who will follow them all four years. In addition to their school counselor, students will also be assigned a college counselor to assist with the college application process.

The counseling department has an open-door policy; students and parents can request meetings as needed. Counselors will schedule meetings with students to offer support and provide necessary resources to ensure all students can be successful throughout their high school years and beyond.

Religious Formation

Saint Xavier provides many opportunities for religious formation for its students through theology 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 community and class-specific retreats and service activities, which are coordinated by faculty members. Numerous service opportunities are offered to students in all grade levels. See saintx.com/faith for details.

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. Descriptions for the clubs and activities may be found on Plus Portals or saintx.com.

Eligibility

To participate in any athletic or extracurricular program, a student may only have one course grade lower than 70. Students with two course grades lower than 70 will be granted an annual total of three probationary weeks in which to raise one of the grades to passing. Students with three course grades below 70 forfeit any probationary period. The school reserves the right to withhold a student from participation in co-curricular activities if there is evidence of diminished spirit of study or chronic disregard for the Student Code, even if the student meets the minimum requirement for eligibility. Seniors who are not allowed to participate in the graduation ceremony will also be ineligible in any remaining athletic or extracurricular events.

Interscholastic Sports

Saint Xavier offers a variety of KHSAA-sanctioned sports and other athletic activities. A full list can be found online at saintx.com/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; and
- keep these activities and games in proper perspective, serving as a positive example by accepting both victory and defeat with pride and compassion.

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.

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 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.

Student Section Expectations

Our expectations for your behavior come directly from our Xaverian values and student handbook.

1. Respect for the dignity of the individual human person:
    - "Saint Xavier expects students to demonstrate courtesy and respect in the civic community..."
2. Courtesy:
    - Students are expected to develop and demonstrate in their language, attitude, and behavior, the courtesy that characterizes a gentleman..."
    - Students are expected to address and speak ... in a courteous manner at all times."

Examples of Things to Do:

- Organized, appropriate cheers.
- Cheer loudly for our team.
- Be loud when the other team has the ball (clap, make noise).

Examples of Things Not to Do:

- Single out an opponent (heckling).
- Chanting disrespectful remarks during opponent introductions.
- Any foul or degrading language.

Consequences:

- Violation of these expectations will result in ejection from the event; no warning is required
- Students who are ejected will receive a minimum of 3 hours jug. Harsher discipline may be issued at the discretion of administration, including suspensions or bans from sporting events.
- If an administrator observes the student section as a whole violating these expectations, the administrator will issue one warning. If that warning is disregarded, the administrator will eject the entire student section from the event.

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, directing the student to the meeting location.
- During an academic period, students are required to complete any testing that is taking place prior to attending a meeting with a college coach.

Financial Policies

Tuition Information

At Saint Xavier, we are committed to maintaining academic excellence for all students. We are equally determined to offer tuition payment plans and Tuition Assistance opportunities that make Saint Xavier the right choice for families.

The amount of tuition due is based on the particular payment plan chosen by the student's family. For the 2026-2027 school year. Saint Xavier will offer the following tuition payment options:

Option 1: Tuition of $17,000; payable in one payment due July 1, 2026.
Option 2: Tuition of $17,295; payable in three equal payments of $5,765 to be paid on July 1, 2026, November 3, 2026, and February 2, 2027.
Option 3: Tuition of $17,500; payable in ten monthly payments of $1,750 beginning July 7 or July 21 through April 2027.

CURRENT FAMILIES will be automatically enrolled for 2026-27 in the tuition payment plan utilized in 2025-26. If a different plan is desired, please contact the St. X Business Office at 502.634.2130.

NEW FAMILIES will receive an email notification with instructions from FACTS and must select a tuition payment plan. The ONLINE ACCESS and UNIQUE CODE provided in the email received from FACTS will allow direct access to your account. Once a payment plan has been selected, your account will be in "pending status," and Saint Xavier will finalize all plans before payments begin. If your family qualified for tuition assistance, the total amount will be credited to your son's account before payments begin.

A tuition payment plan must be selected on FACTS for the 2026-27 school year before May 1, 2026.

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

- Technology Fee - All students will pay a $400 annual technology fee that covers a school-issued iPad, various Apps, and technology management infrastructure.
- Activity Fee - All students will pay $250 annual activity fee that covers participation in all athletics, after-school clubs, student admission to all home athletic events, a school yearbook and coverage under the school's student accident insurance plan.
- Student Textbooks - The estimated cost ranges from $200-$500 annually.
- Admission - A one-time fee of $100 will be assessed for incoming freshmen only.
- Re-enrollment - Each year, existing freshmen, sophomores, and juniors will pay a $50 fee to re-enroll for the following school year and is required to complete the course registration process.
- English/Theology Course Fee - Freshmen, Sophomores and Juniors will pay a $65 fee; Seniors will pay $40.
- Freshman P.E. Uniform Fee - A one-time fee of $40 will be assessed freshman year only.
- Retreats - Freshmen $70; Upperclassman (optional) with fees ranging from $70-$200.
- Senior Graduation - The fee is $300.
- Lunch - Meal plans are available through FLIK or students may elect to bring their own lunch.

Collection and Refund Policies

Tuition is due according to the payment plan selected above. The amount of any tuition assistance grant that is awarded is deducted from the annual tuition, and the balance of tuition is due according to the payment plan selected.

Should a student leave for any reason during the school year, 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

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 at the end of November for the following school year. 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 will be communicated by mail in early March, if a financial aid application is complete.

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" on page 6.

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.

Any student participating in a KHSAA sanctioned sport must be no more than 60 days deficient in the payment of tuition according to bylaw 11, section 2e.

Tigers Care

If a student is having difficulty purchasing required items such as food, clothing, or books, please reach out to Student Services, as our Tigers Care fund may be able to assist with these needs.

Emergency Drills

Fire Drill Procedure

- Students are to move as quickly as possible as soon as the alarm sounds.
- Students are to walk in single file.
- Each classroom has a specific emergency route posted.
- 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. John Leide, 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. John Leide, 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.

Opportunities for Support

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 Institutional Advancement at 502.637.8485.

Title	Name	Extension
Executive Director for Institutional Advancement		364
Senior Vice President for Special Initiatives	Michael Littell, Honorary '07	370
Director of Special Events, Moderator - Parents' Assoc.	Holly Morris	378
Director of Advancement Services	Jon Wysong	366
Annual Giving Coordinator	Chloe O'Connor	380
Alumni Engagement Coordinator	Michael McCormick '09	365
Advancement Project Manager	Nicole Zickel	122
Office Administrator	Lucy Wathen	369
Front Office Administrator	Shelly Ball	376

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.