

# Catholic High School Student/Parent Handbook

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**2017-2018**

**Approved By**



Diocese of Lafayette

Louisiana State Board of Education

**Accredited by**

AdvancED/Southern Association of Colleges and Schools

**Member of**

National Catholic Educational Association

Association for Supervision and Curriculum Development

National Association of Secondary School Principals

Louisiana High School Athletic Association

Citizens for Educational Choice

Louisiana Association of Principals

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

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

## Foreword

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The regulations and other provisions outlined in this Student/Parent Handbook are a material condition of the contractual agreement between Catholic High School and each student and parent in the school. In developing rules and policies for Catholic High School, the Administration has tried to anticipate as many situations as possible. But as new and unusual situations may arise, the Principal will have the authority to use his discretion in whatever circumstances the handbook rules do not precisely apply. Therefore, realizing that not everything can be covered in the handbook, the Principal reserves the right to also interpret any rule in the handbook or to make a judgment on any situation that might not be covered in this handbook. The Principal and Administration of Catholic High School reserve the right to amend this handbook for a cause that, in their judgment, is just. If changes are made, all parents will be sent prompt notification. In this handbook, wherever the term “parent(s)” is used, parent(s) or guardian(s) is implied.

## Parent Cooperation Statement

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An integral part of the educational philosophy of Catholic High School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students.

As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly Administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community.

While Catholic High School encourages the constructive exchange of ideas, feedback, and suggestions intended to foster the continued growth and improvement of the school, Catholic High School is ultimately responsible for the orderly Administration and operation of the school, including the policies and procedures implemented to achieve the school’s goals. Catholic High School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school’s Administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged by conversations/pictures on social media or in the public which are destructive to the school and the reputation of the school or its employees or (2) that the parents/guardians have failed to provide the support, assistance, and example necessary for the religious and secular education to which each child is entitled.

Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations, and policies as outlined in the school handbook may result in termination of the student’s enrollment from the school.

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## Contact Us

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Phones will generally be answered between 7:30 a.m. and 3:30 p.m. on school days. Voicemail will be activated on weekends and during holidays. Please be aware that the phones are especially busy between 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m. Use the appropriate phone number listed below to address your specific question or concern.

High School Office	337.256.5400	Development Office	337.364.1253
High School Fax	337.364.5041	Development Fax	337.376.6931
Middle School Office	337.256.5650	Guidance Office	337.256.8940
Middle School Fax	337.376.6932	Guidance Fax	337.376.6930
Elementary School	337.256.5750	Attendance	337.256.5872
Athletic Office	337.256.5216		

Please check our Web sites, [chspanthers.com](http://chspanthers.com) and [geauxbigred.com](http://geauxbigred.com) for answers to your questions.

## History

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Catholic High School, New Iberia celebrates its 60th year at the de La Salle Drive location in 2017, continuing a long and distinguished history. The tradition of Catholic education in Iberia Parish began in 1870 with the opening of Mount Carmel Academy for girls by the Sisters of Mount Carmel. Holy Cross College, later renamed St. Peter's Academy, was opened three years later by the Christian Brothers in order to educate young men of the area. In 1918, the Sisters of the Blessed Sacrament founded St. Edward School and a growing St. Peter's College moved to East Main Street. By 1957, SPC had outgrown its facility, and the school was moved to its present 40-acre location. The move outside the church parish boundary prompted a final name change to Catholic High School.

In the 1970s, St. Edward School became the primary feeder school for both Catholic High and Mt. Carmel Academy. Catholic High School enrolled its first female students in 1987. In the spring of 1988, Mt. Carmel Academy closed its doors, and Catholic High School became the sole Catholic high school for the Iberia Deanery. The end of the 1994-1995 school year marked the end of Christian Brothers as Administration and faculty members and the beginning of lay leadership.

Growth continued as the school validated its vision through curriculum refinement, school-community relations, and site enhancement. Major renovation and expansion projects in 1992 and 2003 added central air conditioning, science laboratories, new classrooms and offices, and improvements to the school's athletic facilities. The Cheryl Courrage Burguieres Memorial Library, new cafeteria, school chapel, and Matt Gymnasium were added in 2008 and 2016.

Beyond structural growth the school has made great strides in the use of twenty-first century tools and innovative teaching techniques through technology grant acquisition, continued professional development, and a commitment to improvement. By developing, updating, and implementing a curriculum that is rigorous and relevant as well as need and data driven, Catholic High provides a strong college-preparatory program. Traditions established many years ago provide a strong foundation for continued growth and future success.

## School Crest

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Although the school crest has had many modifications, the current version celebrates all of Catholic High School's history. The year 1918 displayed on both ends of the top banner marks the year St. Peter's College was founded. The shield is divided into four quadrants by a cross, the core of all Christian symbols and a testament to the school's adherence to Catholic values and traditions. In the bottom right quadrant, the keys of St. Peter represent St. Peter's College. The upper right quadrant bears the star of faith of the Christian Brothers, signifying the faith the school seeks to foster in its students. The five-pointed crown in the upper left quadrant represents the Sisters of Mount Carmel and their devotion to Mary. The crown can also be found on the Mt. Carmel crest. The "NI" in the lower left quadrant stand for New Iberia and the rich history of our city. The Catholic High School motto is displayed at the bottom of the crest. Acta Non Verba, which means "Actions Not Words," which is the motto of the first St. Peter's College graduating class in 1922.



## Mission, Vision, and Beliefs

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### Mission Statement

Catholic High ... dedicated to the development of 4th-12th grade students through academic excellence and Christ-centered values rooted in caring discipline, compassion, and zeal.

### Vision

Success for all learners is the vision of Catholic High. We seek to inspire our students to become confident, self-directed, life-long learners who keep Christ at the center of their words and actions.

### Belief Statements

1. The Catholic Church provides the foundation of faith and truth.
2. As a child of God, every person is a valued individual.
3. The school must provide a safe, caring, family-oriented environment.
4. All students have the ability and the need to learn.
5. Students must be provided with engaging, challenging, and diverse learning opportunities.
6. Common goals and shared values, which honor the traditions of the Christian Brothers and the Sisters of Our Lady of Mount Carmel, are a part of our culture, community, and success.
7. A zealous commitment to continuous improvement is imperative.



## School Prayer

O God, we, your children, remember that we are always in Your holy presence  
and rejoice in the promise that You watch over us.  
Help us to become confident, self-directed, lifelong learners  
who keep Christ at the center of our words and actions.  
Guided by the wisdom and traditions of the Christian Brothers and the Carmelite Sisters,  
may, we, the members of the Catholic High family,  
always work and pray to be a community that reflects  
the love, justice, and peace of Your Kingdom.

Our Lady of Mt. Carmel, **R.** Pray for us.  
St. John Baptist de La Salle, **R.** Pray for us.  
Live, Jesus, in our hearts, **R.** Forever!

## Alma Mater

Hail, Hail, Alma Mater  
Hail to Catholic High!  
We'll hold your banner high and bright,  
A shield of red and white,  
We'll fight to keep your honor bright,  
And never shall we fail, Hail to thee our Alma  
Mater! Hail! Hail! Hail!  
We'll wear your crest upon our chest, Forever  
CHS!

## Fight Song

We are loyal C-H-S We're loyal and true;  
Though the odds are great or small,  
We'll still be cheering you;  
Go Big Red!  
Fight you Panthers for the glory  
Of our dear name; Fight on for Catholic,  
Come on Panthers, win this game.  
C-H-S  
We are loyal C-H-S We're loyal and true;  
Though the odds are great or small,  
We'll still be cheering you;  
Go Big Red!  
Fight you Panthers for the glory  
Of our dear name; Fight on for Catholic,  
Come on Panthers, win this game.  
C-H-S Fight! C-H-S Fight!  
C-H-S Fight!

## Admissions and Withdrawals

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*Catholic High School makes no discrimination on basis of race, religion, or gender in the administration of education policies, application of admission, extracurricular and athletic programs.*

### Admissions

Catholic High School maintains an open admissions policy. Applications will be accepted beginning on the first day of the school year. Registration begins in December for returning students and applications for new students are also reviewed at this time. Interviews for new applicants are conducted by respective administrators. All academic, disciplinary and attendance records are carefully reviewed to determine placement and potential for success. Catholic High School institutes a college preparatory curriculum and has graduation requirements which exceed the minimum requirements of the State of Louisiana. All inquiries regarding admission to Catholic High School should be directed to the Admissions Director at 337.256-5383 or email to [admissions@chspanthers.com](mailto:admissions@chspanthers.com).

### Withdrawals

Parents wishing to withdraw their child during the school year should make the request through the Guidance Department to initiate the withdrawal process. In the best interest of the child, every effort will be made by Catholic High School to resolve the problems or conflicts which may have precipitated the request for the child's withdrawal. If the withdrawal is pursued, the Guidance Department will formally initiate the process. Parents will be asked to complete an exit survey. This process will take a minimum of one full school day after all outstanding balances or debts are cleared. Records will be withheld until tuition has been cleared.

## Academic Information

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Catholic High provides a challenging, up-to-date, college preparatory curriculum for all grades, giving students a strong academic foundation and essential skills for today's changing world. Academic excellence is assured through rigorous courses, technology integration, cross-curricular activities, and teacher professional development. Course grades are comprised of varied assessments deemed appropriate by classroom teachers as outlined in their classroom management plans.

### Grade Scale

On-level Classes (grades 4-12)		Honors (grades 6-12)		Advanced Placement (AP) and Dual Enrollment (DE)	
Letter Grade	Numeric Grade	Letter Grade	Numeric Grade	Letter Grade	Numeric Grade
A	100-94	A	100-93	A	100-90
B	93-87	B	92-84	B	89-80
C	86-77	C	83-76	C	79-70
D	76-70	D	75-70	D	69-60
F	69-0	F	69-0	F	59-0

## Grading System

The scholastic year is divided into four grading periods (1st, 2nd, 3rd, and 4th Quarter) for all grade levels. Additionally, two semester exam grades are calculated as part of the semester average for grades 6-12.

- In grades 6-8, each quarter is worth 45% of the semester average. Each exam is worth 10% of the semester average.
- NOTE: The 8th grade Algebra I class follows the policy for 9-12 grade averages as listed below.
- Grades 9-12: Each quarter is worth 37.5% of the semester average. Each exam is worth 25% of the semester average

## Exams

Examinations are normally cumulative in nature. Requests for early midterm and final exams will not be granted. Permission to miss exams is granted by the Administration only for extenuating circumstances. If a student is absent for an exam for any reason, he/she will receive a “O” for that exam if it is not made up on the official exam make up day.

### **Final Exam Exemption**

**Seniors:** Seniors may be exempt from their final exam with an end of year average of A and all A's and B's in each grading period and on the fall semester exam. No exam exemptions are allowed for 1/2 credit (one semester) courses.

**Rally Winners:** Students at all levels who represent Catholic High at District Rally and qualify for and participate in State Rally may be exempt from their final exams with an end of year average of A and all A's and B's in each grading period and on the fall semester exam.

## Homework

Homework is a necessary part of the educational process. Consequently, students must satisfactorily complete all homework assignments, including reading and studying as well as completing written assignments. Copying another student's written work not only defeats the purpose of the educational process, but also constitutes academic dishonesty (see p.). Failure to do homework may result in disciplinary as well as academic consequences. It is up to the teacher's discretion whether homework is turned in at the beginning of class or prior to the start of the school day.

## Final Average Calculation

Final grades for year-long courses are calculated as follows for each school division:

Elementary (Grades 4 and 5)		Middle (Grades 6, 7, and 8)		High (Grades 9 – 12)	
Q1 =		Q1 =		Q1 =	
Q2 =		Q2 =		Q2 =	
		S1 Exam =		S1 Exam =	
		Q1 x .45 =		Q1 x .375 =	
		Q2 x .45 =		Q2 x .375 =	
		S1 Exam x .10 =		S1 Exam x .25 =	
		<b>Total (S1 Avg)=</b>		<b>Total (S1 Avg)=</b>	
Q3 =		Q3 =		Q3 =	
Q4 =		Q4 =		Q4 =	
		S2 Exam =		S2 Exam =	
		Q3 x .45 =		Q3 x .375 =	
		Q4 x .45 =		Q4 x .375 =	
		S2 Exam x .10 =		S2 Exam x .25 =	
		<b>Total (S2 Avg)=</b>		<b>Total (S2 Avg)=</b>	
Q1 + Q2 + Q3 + Q4 =	* _____ _____	S1 Avg + S2 Avg=	* _____ _____	S1 Avg + S2 Avg=	* _____ _____
* _____ ÷ 4 =	_____	* _____ ÷ 2 =	_____	* _____ ÷ 2 =	_____
	<b>Final Grade</b>		<b>Final Grade</b>		<b>Final Grade</b>

**Note:** All grades are rounded to the nearest whole number (Example: 87.5 rounds to 88, and 87.3 rounds to 87). For state transcript reporting, semester and yearly averages are converted to a letter grade, as per the school grading scale above. For half-credit courses, the semester average is the final grade.

## Grade Reporting

### ParentsWeb

Catholic High School utilizes *RenWeb* as its student information system. *ParentsWeb*, our school-home communication tool, allows families to view a variety of school data through a password protected and secure Web site. Parents see ONLY their children's information, including announcements, assignments, attendance and discipline records, billing statements, and much more. Parents and students should check ParentsWeb regularly for homework, assignment and test scores, teacher comments, and course averages.

**Progress Reports:** Catholic High issues online progress reports mid quarter through ParentsWeb. A current grade and comment is given for each subject. Dates for progress reports are posted on the Catholic High calendar and school Web site.

**Report Card:** End of quarter, semester, and final grades are posted on ParentsWeb. A hard copy is sent home each quarter to elementary students only.

## Failures

A student fails a course if he/she has a final average of 69% or below.

### Grades 4-8:

- If a student in grades 4-8 fails any subject, that student's future status at CHS will be reviewed by the Academic Committee who will determine if the student should attend an approved summer school program, repeat a grade, or withdraw from Catholic High. The student's behavior and academic effort are taken into consideration.
- If a student attends summer school, the earned grade of "F" will stand and, after the student has successfully completed the summer school program, his or her earned grade will be recorded and included in calculations as well.
- If a student fails religion, the student must successfully complete Catholic High's summer school religion program. A \$200 fee is assessed. The grade of "F" will be changed to a "D" after the student has successfully completed the required religion assignments.

### Grades 9-12:

- If a student in grades 9-12 fails one or two courses during one school year, he/she must repeat those failed courses in an approved summer school program in order to receive Carnegie unit credit. The earned "F" remains on the student's permanent transcript; however, credit for the summer school passing grade will also be included after the student has successfully completed the summer school course. All summer school course selection and registration must be handled through the guidance department.
- If a student in grades 9-12 does not complete the summer school program or if he/she fails three or more courses, that student's future status at CHS will be reviewed by the Catholic High Academic Committee. A senior will not graduate with credits pending.
- If a student fails religion, the student must successfully complete Catholic High's summer school religion program. A \$200 fee is assessed. The grade of "F" will stand and, after the student has successfully completed the required religion assignments, his or her earned grade will be recorded and included in calculations as well.

## Honor Roll

Students earning academic distinction in each grading period and final averages are named to the appropriate honor roll under the following criteria:

**Principal's Distinguished Honor Roll:** Students who receive all "A's" in a grading period and who have no grades of "C" or lower in conduct in any class.

**Honor Roll:** Students who receive all "A's" and "B" in a grading period and who have no grades of "C" or lower in conduct in any class. Honor roll is published for the 1st, 2nd, 3rd, and 4th quarters. At the Fall Academic Awards Ceremony, Honor Roll certificates are awarded to students who have achieved Honor Roll status at the end of each quarter grading period of the previous school year.

## Lettering

The CHS Letterman's Jacket is awarded to students in their junior year if they have earned TWO letters in one or more Varsity sports or TWO letters in one of the non-athletic Academic areas. Students must have two athletic letters or two academic-area letters to be eligible to receive their jackets. Students may earn an academic-area letter through the following:

**The Academic Letter** is presented for excellence in academic areas as measured by each student's GPA. The letter is earned by students who are in the top 10% of their class and who have taken at least three honors classes during the current academic year. Academic Letter recipients are not determined until grades have been finalized in May. Academic Letters are presented at the Fall Academic Awards Ceremony at the beginning of the next academic year.

**The Torch of Knowledge Award** is given to students who acquire a required amount of points. To earn the award, students must accumulate points on a predetermined scale which gives primary weight to their academic activities, but also includes their participation in service, leadership, extra-curricular and athletic activities. Only directly school related or sponsored activities are considered. A deduction of 25 points shall be made per officially recorded cheating incident and suspension. A 5-point deduction will be made for each conduct detention received during the year. The number of Torch Awards given each year is equal to 5% of the student body in grades 9-12. Students who earn one of the Torch awards are eligible for the CHS Letterman's Jacket according to criteria set forth in those guidelines.

**The Quiz Bowl Letter** is earned by members of the Varsity Quiz Bowl Team who represent CHS in competitions with other schools. A letter is awarded to any Varsity Quiz Bowl Team member who has attended 75% of the practices and played/participated in 50% of the matches. Students not meeting these requirements will earn a certificate of participation for the year. Quiz Bowl Letters are awarded at the Academic Awards Ceremony in May.

## Literary Rally

The Catholic High School Literary Rally Team is composed of dedicated high school students\* who represent the school in academic competition in the spring. These students have excelled in their assigned subject and commit to prepare for competition by meeting with teachers throughout the year and engaging in independent study that goes beyond the normal class curriculum. \*The Algebra I contestant may be an 8th grade student.

## Make up Work for Suspensions and Unexcused Absences

**Out-of-school suspensions:** A student serving an out-of-school suspension is allowed to make up tests with no penalty. The student is also allowed to make up certain assignments as determined by the teacher and the nature of the assignment. At the end of the quarter, percentage points will be deducted from the final numerical grade for each course the student takes, pursuant to the number of days of suspension as follows:

- 3% will be deducted for a 1 day suspension
- 5% will be deducted for a 2-day suspension
- 7% will be deducted for a 3-day suspension

If a student serves additional out-of-school suspensions during the quarter, additional percentage points will be deducted from the final numerical grade for each course for each suspension, following the same guidelines above. If an out-of-school suspension falls on a semester exam day, percentage points will be deducted from the most recent quarter average for each course, and the student will be required to take make up exams on the assigned make up exam days.

**Unexcused absences:** Make-up work is allowed for up to 50 % credit. It is the student's responsibility to meet with the teacher to arrange a schedule for work due.

## Tutoring

Catholic High offers several tutoring and extra help opportunities for students.

- All teachers offer individual and group student help in their classrooms at least once a week at a scheduled time and more often as requested. Contact individual teacher for more information.
- Refer to the school Web site's Academics section for up-to-date information on tutoring opportunities.
- Both current and former teachers offer homework and study sessions. Contact the Guidance Department for more information.

## Guidance and Counseling

The Guidance Office has the following services available:

1. **Student appointments:** Ordinarily, any student wishing to consult with the Guidance Counselor or an Administrator should obtain teacher permission prior to the meeting.
2. **Parent appointments:** Any parent wishing to contact the Counselor may do so by phone or e-mail. Visits and conferences are welcomed and encouraged.
3. **College information:** The Guidance Office is in constant contact with Louisiana as well as out-of-state colleges and universities concerning entrance requirements, curricula offerings, scholarships, etc. This information is shared with students through the school Web site, monthly senior bulletins, class visits, and one-on-one conferences.
4. **Testing program:** Standardized tests administered at CHS are:

- Aspire—grades 4 through 8
  - Pre-ACT – 9<sup>th</sup> and 10<sup>th</sup> grades
  - PSAT/NMSQT—11th grade (Voluntary)
  - ACT—10th, 11th, and 12th grades (Voluntary-but required for admission to LA universities)
  - ASVAB—11th grade
  - SAT—11th and 12th grades (Voluntary-but required by most out-of-state universities)
5. **Student Records:** It is understood that parents have access to their child’s cumulative record. The student’s records or information contained in those records may not be released to anyone other than school or educational officials without the informed written consent of the student’s parents. If the student is above the age of 18 or attending a post-secondary institution, only the student may grant such release. Official school transcripts are provided to the student two weeks after graduation. Transcripts may be requested free of charge for one year from graduation date. After one year, a fee of \$5.00 is assessed for a transcript.

## Graduation Policies

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### Graduation Credits

A student at Catholic High must follow the school’s 4-year graduation plan. Catholic High issues a Catholic High diploma in compliance with the State Board of Elementary and Secondary Education and the Diocese of Lafayette. The Catholic High diploma meets all requirements of the Louisiana Core 4 Curriculum for graduates of 2016 and 2017, and the TOPS University diploma for graduates of 2018 and beyond. To graduate with a Catholic High diploma, a student must successfully take a minimum of 28 Carnegie units of high school credit, which includes the CHS course requirements. A senior must have completed and passed all courses and have received the required credits before he/she may participate in the ceremony on graduation day in order to graduate from Catholic High. Only seniors may take two math courses (Advanced Math Honors or Advanced Math Dual Enrollment and AP Calculus AB) during their senior year.

Students may not take correspondence or virtual courses in place of courses that are offered by Catholic High. Summer school courses are allowed only for credit recovery (failed courses). High school students at Catholic High must be enrolled in 7 CHS courses each school year. Students are not allowed to attend on a part time basis. Students must take a religion, math, science, social studies, and English course each year, in addition to other CHS graduation requirements. Students cannot take a class to get ahead in the curriculum; this includes attendance in summer school programs or through programs offered by other schools or course providers.

#### **French Immersion Credit**

Students who enter Catholic High from a French immersion program may receive credits for French I and French II if the credit is awarded from the previous school system and if the parish school board sends official notice of program completion. A letter grade will not be assigned for the designated course, only a “P” for Passing. In order to continue with the Catholic High required curriculum, the student must take another progression of 2 foreign languages at the high school level.

#### **Home School Credit**

Home schooled students who have attended a state approved home school program may apply for admission to Catholic High. The Academic Committee will review the home school program of study before a student may be admitted. In order to receive Carnegie Unit credit for high school courses and to



assure correct course placement, high school students entering Catholic High from a home-schooled program may be required to pass an end of course test for each course.

**Withdrawal Credit**

Catholic High does not issue 1/2 credit for full credit courses for students withdrawing from Catholic High. A student’s new school may choose to give credit, depending on the date of withdrawal.

**Enrichment Credit**

High school students who wish to gain Carnegie unit credit by taking additional enrichment courses that are not offered by Catholic High must register and have course and provider approved through the Guidance Department.

**High School Program of Study**

<b>Catholic High School Course Requirements</b>		
<b>Religion</b>	4 units	I, II, III, IV
<b>English</b>	4 units	I, II, III, IV
<b>Math</b>	4 units	Algebra I, Geometry, Algebra II, Pre-Calculus, AP Calculus AB*
<b>Science</b>	4 units	Physical Science, Biology I, Chemistry, One of: Environmental Science, Chemistry II H, Biology II Adv. Bio, Biology II Anatomy/Physiology H, or Physics H
<b>Social Studies</b>	4 units	World Geography, Civics, US History, World History
<b>Fine Arts</b>	1 unit	Art, Band, or Fine Art Survey
<b>Foreign Language</b>	2 units in same language	Spanish I, II or French I, II
<b>Health/Physical Education</b>	2 units	HPE I, II
<b>Electives</b>	3 units	

\* Required for students on the math fast track

**Honors Graduate**

**For the classes of 2016-2018**

To graduate with the distinction of Honors Graduate at Catholic High School, the student must have taken a minimum of 16 honors courses (recommended at least 4 per high school year) and earn a cumulative GPA of 3.5 or better at the time of graduation.

**For the classes of 2019 and beyond**

To graduate with the distinction of Honors Graduate, students must graduate with a GPA of 3.5 and a minimum of 16 honors courses. These 16 must include 4 in each core subject: English I, II, III, and IV;

World Geography, Civics, US History, and World History; Algebra I, Geometry, Algebra II, and Pre-Calculus, Physical Science, Biology I, Chemistry, and a choice of honors science at the senior level. AP Calculus, French II, French III, Spanish III, AP Art Studio, and other honors courses are all additional honors courses that may be taken beyond the required 16. If a student begins high school in the accelerated math track, he/she must take Calculus during the senior year.

Beginning with the class of 2018, CHS will apply the TOPS five-point weighted GPA calculations for only CHS and TOPS approved junior and senior level honors courses and only for TOPS award calculations and state transcripts. CHS uses a non-weighted GPA for graduation and ranking purposes for all students, including students who transfer in from other schools during high school.

**Current Honors Courses** offered at Catholic High are English I, II, III, and IV, Dual Enrollment English III/ENGL 101, Dual Enrollment English IV/ENGL 102, Algebra I, Geometry, Algebra II, Dual Enrollment Algebra II/MATH 100 or 101, Pre-Calculus, Dual Enrollment Pre-Calculus/MATH 112, AP Calculus AB, Physical Science, Biology I, Biology II Anatomy, Chemistry, Chemistry II, World Geography, Civics, US History, World History, Dual Enrollment US History/ HIST 201/202, Dual Enrollment World History/HIST 101/102, AP Studio Art, Dual Enrollment /French II and III FREN 101/102, and Spanish III

**Valedictorian and Salutatorian Awards** are determined by the GPA of the honors graduates. Four non-rounded decimal places are used to determine ranking of graduates.

## TOPS

TOPS (Taylor Opportunity Program for Students) is a program of state scholarships for Louisiana residents who attend one of the Louisiana Public Colleges or Universities, schools that are a part of the Louisiana Community and Technical College System, Louisiana approved Proprietary and Cosmetology Schools, or institutions that are a part of the Louisiana Association of Independent Colleges and Universities.

Families should refer to the state Web site, <https://www.osfa.la.gov/TOPS.htm>, for the latest information on this program.

## ACT Testing

Catholic High is an ACT testing center. High school students elect when and how often they will take the ACT. The ACT is administered 7 times during the school year (September, October, December, February, April, June, and July). September and July testing are not offered at CHS. Catholic High highly recommends that all juniors take the ACT at least once by June of their junior year. Dual enrollment students are required to take the ACT at least once by February of their sophomore year in order to determine eligibility.

## College Credit Courses

Catholic High School offers designated AP (Advanced Placement) and DE (Dual Enrollment) course selections for qualifying high school students at the honors level. Students who participate in the AP program can earn college credit upon a successful score on the Advanced Placement examinations administered in May. Students enrolled in Dual Enrollment courses are under the requirements of both

Catholic High and the partnering university. DE students receive both Carnegie units of high school credit and college credit for the course. A senior who participates in the Dual Enrollment program has the opportunity to graduate from high school with as much as 36 hours of college credit. Students must meet eligibility requirements in order to enroll in the Dual Enrollment program. For DE courses, additional fees apply.

## Seniors

The Guidance Office provides seniors with a hard copy of a monthly senior bulletin. A copy of the bulletins is also emailed to students and their parents. The bulletin gives a month-by-month list of items seniors and their parents need to complete during this very important last year of high school. An extensive list of scholarship opportunities is also included. During November, parents of seniors are invited to attend a Senior Parent Night where TOPS requirements, financial aid, university admission, and more are discussed.

## Attendance Information

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In order to benefit from the academic programs of Catholic High School and its religious training, as well as to contribute to and benefit from the overall learning environment of the school, it is important that students be in attendance on all school days.

The Louisiana State Code for Student Attendance is:

1. Schools shall administer attendance regulations in accordance with school-adopted policies.
2. Students shall be expected to be in attendance every school day scheduled on the official school calendar.
3. In order to be eligible to receive grades, high school students shall be in attendance a minimum of 80 days per semester. Elementary students shall be in attendance a minimum of 160 days in a school year.

Parents will receive notification from Administration when students place themselves in attendance jeopardy. After accumulating 7 absences in one semester, parents will be required to attend a meeting with Administration.

## Types of Absences

**Excused absences:** An excused absence is determined by the Administration. Such absences may include illness, injury, death in the family, and verified medical or dental appointments.

**Unexcused absences:** An unexcused absence is one in which the student is absent without an approved reason as determined by the Administration. Make-up work is allowed for up to 50 % credit. It is the student's responsibility to meet with the teacher to arrange for scheduled work.

## Process Regarding Absences

**Ordinary Absence:** When a student is absent, he/she must

- Have parents notify the office before 9:00 a.m. on each day of the absence.
- Be responsible for making up all work missed. Obtain assignments from classmates.
- Parents must check with the building's administrative assistant before picking up a student's books from the locker (grades 6-12) or building level office (grades 4-5).
- Present a written note from parents explaining the nature of the absence prior to or upon returning to school. Notes may be emailed, faxed, or hard copy. If no note is presented, the student will be issued an unexcused absence (only up to 50% of value of make-up work/tests).

**Pre-Arranged Absence:** When a student needs to miss school for some personal reason other than illness, he or she must

- Present a written request from his/her parents to the Principal specifying the reason and dates of the absence.
- This request should be submitted to the Principal at least two school days in advance.
- The student's attendance record and academic standing will be taken into consideration in order for a pre-arranged absence to be approved.
- Parents are advised NOT to request excused absences for their children on school days immediately preceding and/or following holidays.
- When a student misses all or part of a school day because of a school related activity, he/she will not be counted absent. Beforehand, the student must obtain and have signed by his/her teachers an "Activity Permission Form" and make arrangements for work that will be missed.

### **Educational or Athletic Absence**

- An educational or athletic absence is one in which the student is absent from regular classes to participate in a school-sponsored activity.
- Such absences are not counted as days absent from school, but the student must make up whatever work is missed. If possible, most work should be completed before the absence occurs.
- A student with a "D" or "F" grade in a class on the previous progress report or report card will not be excused from that class for an educational or athletic absence, unless given special approval by Administration.

### **Senior College Visit Policy**

- The only college visits approved by CHS will be for seniors on the designated college visitation days. Each college and university sets senior preview days when seniors are provided with guided tours along with other activities. Students must pre-register for these events.
- In order for students to receive an excused absence for college visits during the school day, before the visit, seniors must first get approval *from the guidance department* who will forward approved request to Administration. Permission forms must be picked up in Guidance, signed by Administration and all teachers, and then returned to Guidance in order for the designated colleges visit days to be excused. If this procedure is not followed, the absence will be unexcused.
- Upon return to school, students must submit an official letter from the university as the final step to receive an excused absence.
- Special consideration will be given for out of state university visits upon written request. This request must be submitted when the student visits the Guidance department to request approval.
- Seniors also have the options to set up individual tours with colleges and universities during CHS holidays when schools are in session. These visits do not require permission from CHS. These are made by appointments with the college.
- Underclassmen are to visit colleges during non-school days.

### **Retreat absence policy:**

All students are required to attend grade-level retreats; Kairos for juniors and seniors is optional and has limited openings. Grade-level retreats for grades 4th through 8th and 10th and 11th are conducted during school hours. Frosh retreat is an overnight retreat held on campus. Seniors have a mini retreat in the fall and a day long retreat during the spring.

If a student misses a retreat for any reason, he/she will have to complete an alternate 100-point assignment. If the absence is unexcused, the student will only receive up to 50% credit for the work. In the high school, this assignment will be a detailed report on an apologetics topic assigned by the student's religion teacher. In middle school, the student must attend a church sponsored retreat or write a report assigned by the religion teacher. There will be no refund of costs if a retreat is missed.

### **Important Regulations Regarding Absences**

- Failure to follow any of the school's absence procedures may result in disciplinary action depending on the extenuating circumstances.
- Missing more than 10 days in a semester and/or 20 days in a school year could result in loss of all academic credit. Doctor excuses and appointments are included in the 20-day rule.
- A student missing more than 15 minutes of any class or checking in after 8:15am does not qualify for perfect attendance.
- A student missing more than one full period but less than four full periods constitutes a half day's absence.
- In order to attend any after-school activity, students must check in to school by 9:00 a.m. AND must be present at school for at least half of the school day.
- When absent for school activities, routine doctor/dentist appointments, etc., students must be prepared for the next day's assignment. Students returning from a school-related event (i.e. sporting event, field trips, etc.) after midnight must be in class by 2nd period. If the group returns after 1am, students must be in class by 3rd period.
- Students are responsible for checking RenWeb in order to make up work and tests missed during any absence. Homework assignments, projects, papers, reports, presentations, and other graded assignments, including electronic submissions, are not automatically excused because the absence is excused. Students must refer to departmental policy and class management plans to determine how these assignments are handled in individual classes.

### **Family Trips**

Family trips are included in the pre-arranged absence guidelines. The key to having an absence excused is the appropriate advance notice given to the school. Parents should consider the academic welfare of their child when requesting to miss a school day for a family trip.

### **Leaving School During the Day**

All students checking in or out of school for any reason must sign the check-in/check-out statement in the building-level main office. The signed statement indicates the student's responsibility to ensure that all required work has been turned in and tests are completed. A student falsely indicating by his/her signature that this has been completed will not receive credit for any work due.

## **Check out – Anticipated**

When it is necessary for a student to leave school before the regular dismissal time, as for a doctor's appointment:

- The student must present to the office prior to the start of the school day, a written note from his/her parents explaining the reason for the early dismissal or anticipated absence.
- The office will issue a Permit to Leave Class. The student must show this to the teacher at the designated time and then report to the appropriate office to sign-out before leaving campus.
- Upon returning to school, students must follow the standard procedure for returning to school following an ordinary absence.

## **Check out - Unanticipated**

When it is necessary for a student to leave school during the day due to illness/emergency:

- The administrator or administrative assistant will notify the parents of the illness/emergency.
- The student will be allowed to leave school only if one of his/her parents/emergency contact persons signs the child out. High school students who drive to school will be allowed to leave school with verbal permission from parents/emergency contacts. No student will be granted permission to provide transportation to another student leaving school. An exception is made for brothers and sisters in emergencies at the request of parents.

## **Tardiness**

**To School:** A student who is tardy to school must report directly to his/her building level administrative assistant. Tardiness will result in an application detention issued by the building level administrative assistant. Consequences for habitually tardy students (4 or more times per quarter) may be more severe.

**To Class:** A student must be on time for every class. A tardy student will receive an application detention.

## **Cutting Class**

Cutting class (partial truancy) is missing class without permission of the teacher or the Administration and makes a student subject to suspension.

## **Conduct**

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One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole education structure. It is this training that develops self-control, character, orderliness, and efficiency. It is the way to good conduct and proper consideration of other people.

The presence of a relatively large number of participants in a school environment makes necessary a code of conduct that enables everyone to realize the full benefits of school. Students are to conduct themselves in a manner that reflects respect for one another, their teachers, other staff members, and the school facilities. When on school property or at a school-sponsored activity, students are to follow directives from any teacher, administrator, or staff member.

The immediate goal of discipline is to create favorable conditions for learning by nurturing such

Christian habits as courtesy, honesty, reverence, helpfulness, cooperation, and respect for the rights of others. The long-range goal of discipline is to help students improve their own self-discipline as they gradually assume greater responsibility for their own lives.

## Academic Integrity

The school Mission Statement Prayer asks students to keep Christ at the center of their words and actions. Therefore, Catholic High students are expected to uphold the highest levels of honesty and integrity in all dealings with others, and especially in the academic environment. Students must understand that cheating, plagiarism, copying another student's work (homework, classwork, projects, essays, etc.), or having someone do the work for them are legal and moral offenses and incidents of academic dishonesty. Trying to cheat is academic dishonesty, even if the attempt is discovered before the cheating occurs.

The teacher is responsible for explaining academic integrity expectations, designing lessons and assessments that attempt to discourage cheating and plagiarism, and monitoring students in a classroom setting that does not promote academic dishonesty.

Examples of academic dishonesty include ***but are not limited to:***

- Communicating or attempting to communicate answers or hints during a test or exam.
- Sharing questions with other students from other class sections after the assessment.
- Copying or looking at another student's test responses during an assessment.
- Using unauthorized materials (notes, websites, teacher resources, etc.) to complete a test, exam, or assignment.
- Having unauthorized materials (open notes, textbook, note cards, etc.) close by and accessible during a test or an assignment.
- Writing formulas, notes, etc. on one's person or on objects, for use during a test or exam.
- Submitting the same paper/work to another teacher for credit (self-plagiarism).
- Using an unauthorized communication device during a test or exam.
- Copying or sharing homework or any work that was assigned to be done independently.
- Allowing others to copy one's work or providing another student with test/exam answers or one's assignment or paper.
- When working in a group, having one person complete and submit the work for all group members.
- Taking words or ideas from someone else without giving proper attribution (generally in MLA format) to the author/artist and source.

### **Consequences of Academic Dishonesty:**

1. If a student has committed an act of academic dishonesty, the teacher will complete the official school academic dishonesty notification form and submit to the Assistant Principal, Dean of Students and parents.
2. The student will receive no credit (0% F) on the assignment or assessment.
3. If a student has copied an assignment or received answers from another student, both papers will receive 0%F.
4. The student(s) will receive a conduct detention.
5. The incident of academic dishonesty becomes a part of the student's permanent record.

6. Administration will take into consideration a student's record of academic dishonesty when awards are being considered.
7. For multiple occurrence of academic dishonesty, the second offense will include a one-day suspension, and the third offense will include an expulsion hearing. Offenses will accumulate throughout the academic year.

### **Consequences of Academic Dishonesty on a Semester Exam:**

If a student has cheated on a semester exam, the following additional consequences apply.

1. The student will receive a conduct detention determined by dates of exam period.
2. The student will receive no credit (0% F) on that exam.
3. The student will have the opportunity to take an alternate exam that will be graded.
4. The grade reported on the report card will be the average of the 0% and the grade made on the alternate exam.

## **Bullying**

It is the primary mission of Catholic High to educate students in Christ-centered values. Love, respect, compassion, discipline, and zeal are integral components that each Catholic High student should strive to live by. Each student should love and respect his fellow student. Compassion must be utilized to realize that everyone is a brother or sister in Christ, and all should be accepted and appreciated for their individual differences. Self-discipline should grow throughout a student's time at Catholic High as he/she chooses to make the right decisions daily. Zeal is defined as an eager desire or having enthusiastic diligence in one's Christian life.

Bullying in all its forms (physical, verbal, and cyber) goes against all of Catholic High's teachings relating to Christ-centered values and will not be tolerated on or off the campus of Catholic High. Students who are bullied are to report it immediately to Administration. Anonymous reporting can also take place by turning in a written report into the CCV (Christ Centered Values) boxes located with each building-level administrative assistant. All reports are reviewed by the Catholic High safety team, which consists of a building-level administrator, a building-level teacher, and the Guidance counselor.

If a student is found to be in violation of the CCV bullying policy, he/she will receive the following consequences:

- **First offense:** Parents of all involved are notified and the incident is documented as Bullying 1st Offense. Student receives a Saturday detention or a suspension depending on Administration review.
- **Second offense:** Parents of all involved are notified, and incident is documented as Bullying 2nd Offense. Student receives a Saturday detention or a suspension.
- **Third offense:** Parents of all involved are notified, and incident is documented as Bullying 3rd Offense. Student receives a one day suspension.
- **Fourth offense or more:** Parents of all involved are notified, and incident is documented as Bullying, resulting in an out-of-school suspension with review by Discipline Committee and possible expulsion.



## Cell Phones

Students in 4th and 5th grades are prohibited from having a cell phone on campus at any time during the school day. Students in grades 6-12 must have their cell phones turned off by the first bell and until after dismissal. Students are not allowed to use cell phones during the day. Any phone in a bag, purse, or backpack must remain powered off while in the building and throughout the school day. Catholic High is not responsible for any lost, stolen, or damaged cell phones.

No warning will be issued for cell phone violations. Any student who chooses to violate this policy will receive the following consequence:

- **First offense:** Cell phone will be confiscated and turned into Administration or Dean of Students. The student will serve a 2-hour Saturday detention, and the cell phone will be returned at the end of 3 weeks.
- **Second offense:** Cell phone will be confiscated and turned into Administration or Dean of Students. The student will serve a 2-hour Saturday detention, and the cell phone will be returned at the end of 6 weeks.
- **Third offense and beyond:** Cell phone will be confiscated and turned into Administration or Dean of Students. The student will serve a 1-day suspension, and the cell phone will be returned at the end of the school year.

## Conduct Grades

Students are expected not to disturb the classroom or other students in the classroom. Since different subjects require different forms of behavior, each teacher sets up his or her own classroom management rules and consequences in accordance with school guidelines. All teachers use classroom conduct grades to handle discipline problems in their classroom. Each teacher keeps a record of all behavior deductions using the school conduct point system. The conduct grade for each class appears on the report card each quarterly grading period as part of the student's permanent academic record.

The student begins each quarter with 100 points in conduct. For minor classroom infractions including, but not limited to, minor classroom disruptions or behavior which disrupts the learning atmosphere, etc., each student receives a 3-point deduction in the conduct grade in the individual class in question. For more serious infractions, a teacher may send a student out of class to the building-level administrator or Dean of Students. After meeting with the student, the building-level administrator or Dean of Students will determine the disciplinary penalty and number of conduct points deducted.

When a student's conduct grade reaches the following numerical point standing, the listed consequence will be as follows:

**Less than 94** — Parents are informed by the teacher through either **e-mail or phone call** that the student's conduct grade has dropped to a "B" because of minor infractions.

**Less than 87** — Parents are notified through the issuance of a **conduct detention** from Administration or Dean of Students that the student's conduct grade has dropped to a "C". The student has the responsibility to bring the referral home to be signed by the parent or guardian and returned the next day. Further consequences are issued if the referral is not returned signed. Students with a "C" in conduct are not eligible for Honor Roll.

**Less than 77** — The student receives an **out of class suspension from that class**. The Administration or Dean of Students notifies parents that a student's conduct grade has dropped to a "D".

The student has the responsibility to bring the referral home to be signed by the parent or guardian and returned by the next day. Further consequences are issued if the referral is not returned signed. Students with a “D” in conduct are not eligible for Honor Roll and will not be excused from class to attend athletic or extracurricular activities.

**Less than 70** — The student receives an **out-of-school suspension for the entire school day**. Parents are notified by Administration or Dean of Students that a student’s conduct grade has dropped to a failing grade of “F”. Students with an “F” in conduct are not eligible for Honor Roll and will not be allowed to attend athletic or extracurricular activities during the suspension period.

At the end of each quarterly grading period, students with three or more conduct grades below a “C” and their parents may be required to meet before a disciplinary committee within one week of report card distribution. The committee will give the Principal a recommendation pertaining to the future status of the student.

## **Classroom Behavior When a Substitute Is Present**

The rules of good classroom behavior are the same whether the teacher is present or not. In the classroom, the teacher or substitute is in charge. Students are not to leave the classroom when there is a substitute. Inappropriate behavior may lead to loss of conduct points, detention, or other disciplinary measures.

## **Corporal Punishment**

In concert with the Diocese of Lafayette’s policies, corporal punishment is not permitted at Catholic High School. Thus, there is to be no striking, pushing, or any physical contact with the students at Catholic High School.

## **Dismissed from Class**

If a student is dismissed from class, he/she must report to the building level office immediately.

## **Food or Drink**

No food, water, or other drink is to be consumed in the classroom without teacher permission. High school students are permitted to eat in the halls during designated 8-minute break only. Chewing gum is prohibited during the school day. Chewing gum will result in an application detention. Students are not permitted to have lunch delivered to them *at any time during the school day*. Students are not allowed to eat lunch in a classroom unless part of an official club or organization meeting that is supervised by the official club or organization moderator.

## **Harmful Substances, Objects, and Firearms**

The possession or use of the following on campus or at school-related activities is forbidden and will result in appropriate disciplinary action: tobacco products, e-cigarette/vaping products,

alcohol, drugs, knives, guns, ammunition, weapons, mace, tasers, explosive devices, stink bombs, fireworks, matches, lighters, or any other substance or object which the Administration may consider harmful. Act 833 of the 1991 regular session of the Louisiana Legislature makes it a crime for a student or non-student to carry a firearm on school property.

## Identification Card (ID)

A student must wear the official Catholic High School ID card at all times. A student's lanyard must be worn on the outside of any outerwear at all times. A student must surrender the ID on demand to any administrator, faculty, or staff member. ID cards are also used to gain admittance to any school function. A student who does not have his/her ID card will be sent to his/her administrator immediately to be issued a temporary ID. The student will receive an application detention for not having his or her ID. A replacement ID is \$5.00 and a replacement lanyard is \$2.00. Needs for special ID passes will be determined by teachers with approval of Administration or by the Guidance Department.

## Language and Gestures

The use of any vulgar/profane language (spoken or written) or gestures is not appropriate and will result in a minimum consequence of a conduct detention.

## Leaving Class

Students must be in class on time and remain in class for the entire period. Only in emergency circumstances will students be allowed to leave class. Only one student will be allowed out of class at a time, and this will be at the discretion of the teacher and by following the building level's hall pass process. Students out of class at any time during class time must have in their possession the hall pass provided by their teacher. ***A student who is in the hall without a hall pass will receive an application detention. Students are NOT ALLOWED to leave class for ANY reason if their class is being supervised by a substitute teacher.***

## Personal Conduct

Conduct on or off campus that in the professional opinion of school Administration is contrary to the religious or ethical principles of the Roman Catholic Church or the philosophy or policies of Catholic High School will make a student subject to corrective measures including detentions, suspensions, or dismissal.

1. Students are responsible for the cleanliness of the grounds, classrooms, lockers, and school buildings.
2. Inappropriate public displays of affection will not be condoned.
3. During the lunch periods, students are allowed only in the cafeteria and in the designated areas.
4. Students are not to loiter in the administrative offices, halls, parking lots, or classrooms during the school day, especially during lunch. They are not to loiter in the parking lot before school or in the neighborhood before or after school. Once students arrive on campus, they may not leave

until the end of the school day without permission from the Administration. Parents are reminded that there is no school supervision of students on school grounds before 7:15 a.m. and after 3:30 p.m., other than for school activities directed by personnel.

5. Students are to respect the property and privacy of the Administration, faculty, and staff and the neighbors of Catholic High. Any destruction of property or vandalism by a student will result in an administrative review.
6. Harassing or obscene communication, e-mails, Facebook posts, or text messages made to teachers, Administration, or staff members are illegal and will not be tolerated. Making such communication will be grounds for suspension and possible legal ramifications.
7. Pets or animals may not be brought on the campus without administrative permission.
8. Laser pens, noisemakers, water guns, tape recorders, video cameras, radios, personal stereos, etc. are not allowed on Catholic High's campus without permission from the Administration. Items will be confiscated, students will be issued a conduct detention, and parents will have to pick up items from the Principal.
9. Harassment, hazing, and bullying of any kind will not be condoned and will result in disciplinary consequences.
10. Appropriate behavior is required at all sporting events and/or extracurricular events.
11. Administration may examine, use, and disclose any data found on social media sites should it cause significant disruption to the instructional environment. Administration may use this information in disciplinary actions and furnish evidence of crime to law enforcement.

## **Resolving Conflict**

Fighting is not an appropriate way to resolve conflicts and will not be tolerated. Students who choose this behavior are also choosing the consequences that accompany that behavior. As determined by Administration, students involved in fighting are subject to serious disciplinary action. This action may also extend to students who encourage others to fight.

## **Safety and Surveillance**

Catholic High School has great concern for the safety of all students, staff, and the public on school property. To better provide a safe and healthy environment, surveillance cameras are used. Employees, students, and visitors must be aware that areas under surveillance may be recorded at all times. Video surveillance is viewed as being useful in accomplishing four main goals: (1) enhancing the safety of students, staff, and the public; (2) protecting school property against theft or vandalism; (3) maintaining discipline; and (4) aiding in the identification of intruders and of persons breaking the law.

Surveillance footage may be reviewed on a routine basis by authorized personnel, and evidence of student misconduct may be obtained from the tapes or images. Only authorized personnel will view surveillance tapes. A student who violates the school's Student Code of Conduct shall be subject to appropriate disciplinary consequences. Evidence of misconduct by non-students may be used in administrative, civil, and criminal proceedings. Recordings will remain in the custody of authorized school personnel and be maintained and used for purposes allowed by applicable law. Footage captured by this system will be

retained locally until (1) the data storage device is at full capacity and the data is automatically recorded over and (2) until no longer needed in disciplinary or legal proceedings.

## **Stealing and Vandalism**

The stealing, defacing, or destruction of any property belonging to the school, a teacher, an administrator, or a fellow student warrants serious action, which first includes financial responsibility for any loss suffered as well as disciplinary measures to be taken as deemed necessary by the Administration, including expulsion.

“Rolling” with toilet paper, shredded paper or newspaper, or confetti is considered vandalism and may result in disciplinary consequences as well as possible consequences involving civil authorities. This applies to school buildings, vehicles, and grounds, and the homes, vehicles, and property of the Administration, faculty, and staff members.

## **Discipline Policy**

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### **Violation Cards**

Violation cards are issued for grades 6-12. Violation cards are used to monitor minor behavior violations in the open domain of the campus (outside of any classroom) and grooming and uniform infractions. A student must have an official Catholic High School Violation Card in his/her possession at all times while on campus. The Violation Card will be placed on the back of the student’s official ID. A student must surrender the ID/Violation Card upon request to any administrator, teacher, or staff member. A new violation card is issued at the beginning of each year for high school students and at the beginning of each semester in middle school.

The administrator, teacher, or staff member signs, indicates infraction, and dates the student’s violation card every time a student commits a violation. Violations may include, but are not limited to, grooming and dress code violations, minor conduct violations during mass, assemblies, and school functions, cafeteria violations, etc.

### **Violation Card Consequences**

- Violations 1-3: Administrator, teacher, or staff member signs and dates the student’s card and immediately returns the card to the student. After the third violation, Administrator, teacher, or staff member confiscates the card and delivers it to Administration or Dean of Students.
- Violations 4-5: 30-minute application detention to be served after school
- Violations 6-7: 2-hour conduct detention to be served on Saturday morning
- Violations 8-9: One-day, suspension
- Violations beyond 9: Handled at the discretion of Administration and Dean of Students

If a student does not/cannot present his Violation Card to the administrator, teacher, or staff member upon request, he is to be sent to Administration or Dean of Students immediately. An after-school application detention is the consequence for not having a violation card.

## Detentions

### **Application Detentions**

Application detentions are issued by teachers and administrators as a consequence for not following the application of a rule or policy. These are served from 3:05 p.m. to 3:35 p.m. on a designated day in the high school wing. Elementary and middle school detentions may also be served at lunch or other times during the school as assigned by administration. An accumulation of four application detentions per semester results in a conduct detention.

### **Conduct Detentions**

Conduct detentions are issued as a consequence for behavioral violations or for an accumulation of application detentions. These are served on Saturday morning. A student serving a conduct detention must report to the benches in front of the elementary wing no later than 7 a.m.

<b>1st conduct detention</b>	2-hour Saturday detention
<b>2nd conduct detention</b>	2-hour Saturday detention
<b>3rd conduct detention</b>	2-hour Saturday detention
<b>4th conduct detention</b>	2-hour Saturday detention and letter reviewing behavioral expectations sent home.
<b>5th conduct detention</b>	1 day suspension; Student meets with Administration and/or Dean of Students to discuss behavior expectations.
<b>6th conduct detention</b>	2-day suspension; Meeting is set up with parents, Administration, and Dean of Students to create discipline improvement plan.
<b>7th conduct detention</b>	3-day suspension and expulsion hearing

Conduct detentions will accumulate over the course of the year. **The number of conduct detentions received will NOT reset at the beginning of the second semester.**

## Suspensions

Students who have an out of school suspension remain off school property for the entire period of suspension and are counted absent. They are forbidden from participating in or attending any school-related activity for that day/days of suspension. See page 15 for policy regarding make-up work for suspensions.

Examples of student behavior that will result in immediate suspension or dismissal unless otherwise determined by administration include, but are not limited to, the following:

- Disobedience or defiance of authority.
- Disrespectful words or actions.
- Fighting or willfully harming another person.
- Dishonesty or theft.
- Leaving campus without permission.
- Excessive number of detentions.

- Use of, being under the influence of, possession of, or being in the company of persons in possession of alcohol, drugs, tobacco products, or substances deemed potentially harmful by the Administration as well as buying or selling/attempting to buy or sell alcohol or drugs on campus or at school functions on or off campus.
- Possession of a firearm or dangerous weapon on campus or at a school-related activity.
- Conduct, whether on or off campus, that is detrimental to the safety of others or the reputation of the school.
- Destruction of property belonging to the Administration, faculty, or staff will result in an automatic 3-day out-of-school suspension.
- Excessive harassment and hazing or bullying.

## Probation

Students may be placed on probation for a single serious violation of school policy or for an accumulation of less serious violations as determined by the Administration. The terms of a student's probation are determined by the Administration and may include service work to the school on the student's own time. Violating the terms of the probation may lead to being suspended or dismissed, depending on the extenuating circumstances.

## Expulsion

Dismissal is the most serious consequence for violation of school policy because of its finality. The decision to dismiss is the Principal's alone and is done in consultation with other administrators. It is important to understand that a student may be expelled for a single serious violation of school policy or for the accumulation of less serious violations depending on the circumstances surrounding the infraction(s). In the event of the dismissal of a student from Catholic High School, the procedure for dismissal as outlined by the Diocese of Lafayette will be followed.

### *Expulsion Procedures*

1. The Principal is to notify the parents immediately by phone that the student is suspended for three days away from the campus and that expulsion is being seriously considered.
2. The Principal is to confer with the parents during the three days of suspension at which time an expulsion committee is formed.
3. The Principal then decides whether to reinstate the student, to put the student on probation, or to expel the student upon recommendation from a school expulsion committee.

## Drug Testing and Controlled Substances

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Catholic High School mandates student participation in its drug-screening program. In accordance with school policy, students are subject to random drug screening through the utilization of hair samples and/or urinalysis collected from students.

1. Controlled substances include alcohol, any other chemical substance not prescribed by a doctor and registered with the school office, or substances deemed potentially harmful by the Administration.
2. Students must bring all medication, whether over-the-counter or prescription, to the school office with a note from a parent or doctor indicating the dosages necessary during school time.

Medication must be brought to school in its original container/package. Students who are found to be taking medication without supervision in the office will be subject to disciplinary action as determined by Administration.

3. Use, possession, or being in the company of someone using a controlled substance on school property, at a school event, or when representing Catholic High at any event is considered a grave violation of school regulations. Any student violating this regulation is subject to dismissal from Catholic High School.
4. A student whose observable behavior would lead a faculty or staff member to conclude that the student appears to be under the influence of alcohol, marijuana, or any other drugs on campus or at any school-sponsored function or event on or off campus will be referred to the Administration. The Administration will determine the appropriate disciplinary measure to be taken.
5. Upon acceptance of their child to Catholic High, parents consent to their child taking a test for screening controlled substances upon request of an administrator who believes there is reasonable cause to suspect a student's use of a controlled substance.

## **Rationale**

The goal of Catholic High's drug testing program is to deter students from using illegal drugs. The consequences are designed to assist students in confronting alcohol and drug problems as well as to hold students accountable for breaking rules.

## **Selection**

A set of random numbers is established and individually assigned for identity protection to all students in grades 6-12. Numbers are chosen randomly to facilitate testing on predetermined testing dates. Students may also be selected if, in the opinion of the Administration, their actions and attitudes show reasonable suspicion that they might be under the influence of a controlled substance. Student athletes are given preference for selection. Students in grades 4 and 5 may also be tested.

## **Testing Procedures**

The company contracted to conduct drug testing will conduct the urinalysis under the supervision of the CHS Administration. Students currently taking prescription drugs must notify Administration before the test. A urinalysis and test screen will determine if drugs are present in the sample. A standard screen covers a period of approximately thirty (30) days. Students refusing to participate will be subject to expulsion.

## **Notification**

Parents of all students tested will be notified by letter that testing took place. The Dean of Students will receive the results from the testing company and will contact parent(s) of the students who tested positive. The parent(s) and student will meet with the Principal, Dean of Students, Assistant Principal, and Guidance Counselor to discuss the situation. The Guidance Counselor will provide parents/guardians with a list of available services for substance abuse in the community. For all positive test results, the school will begin retesting sometime after 100 calendar days—in addition to the possibility that the student might be randomly selected.



## Consequences

Any student deliberately tampering with results, falsifying records, or attempting to make financial profit from this test procedure will be dismissed from CHS.

- A first positive test will result in the following consequences: a 3-day out-of-school suspension, a 2-week suspension from all extracurricular activities, and alcohol/drug assessment from a medical professional. Students will pay for regular testing and will be held accountable for 1 calendar year after the first positive test.
- A second positive test will result in the following consequence: a 3-day out-of-school suspension, a suspension from all extracurricular activities for up to 2 months, 5 or more counseling sessions, community service hours, possible expulsion.
- A third positive test will result in immediate expulsion.

## Uniform Guidelines

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Wearing a Catholic High School official uniform is a privilege. It instills school pride, esprit de corps, a sense of unity, and discipline in students. Students in a Catholic High School uniform are representatives of the school. Conformity to uniform regulations should thus be considered a serious matter. All students are required to be in their complete uniform, worn in the appropriate manner (i.e. shirt tucked in, pants not sagging or too tight, shoe laces tied, etc.), every day, from arrival on campus, until the end of the school day.

Failure to comply with any of the following regulations on dress and appearance may result in students receiving a detention and/or being required to call parents to take them home. Class absence caused by having to remedy uniform or appearance infractions will be considered unexcused.

The Administration of Catholic High is the official interpreter of dress code guidelines. Parents and students should check with the Administration before purchasing any school clothing that does not conform to these exact regulations.

The words “official” and/or “approved” are used to designate apparel that has been deemed acceptable for wear at Catholic High School. These items are available for purchase at these authorized vendors: Iberia Sewing Center, Educational Outfitters, and Lipari’s Sporting Goods.

## General Uniform Guidelines

- The official school crest logo must be 2.5” in height and positioned on the left front of all uniform shirts. Its color must be red on white shirts and white on red and black shirts.
- Shirts must remain tucked into uniform bottoms from the time a student arrives on campus until the dismissal bell.
- Only solid white, short-sleeve undershirts are permitted. Undergarments with logos or writing are not permitted. P.E. uniform t-shirts may not be worn as undergarments. Long-sleeve undershirts are not permitted with short-sleeve shirts.
- A belt is required at all times with uniform pants. The belt is 1-inch or 1 ¼ -inch solid black leather with a plain metal belt buckle. No embellishments are permitted on either the belt or the belt buckle.
- All uniform pants and shorts must be hemmed with no slits in the side seams.

- Socks must be worn with uniform at all times and must be solid white, black, red, or gray. No-show socks are not permitted. Socks with logos are not permitted.
  - Girls are permitted to wear white, black, and flesh colored opaque tights with uniform skirts. Socks **must** cover the ankle when wearing the uniform skirt.
  - Boys must wear crew socks to the ankle or mid-calf. Students are not permitted to fold crew socks.
- Boots, cleats and hi-top basketball style shoes are not permitted.
- Administration has the final decision on whether or not a hairstyle is appropriate and meets school regulations.
  - Girls' hair must be neat. No extreme hairstyles. No bleaching or dying of hair in an unnatural or distracting color. Hair ribbons and bows must be white, red, black, gray, or a combination of these colors. Other hair accessories must be black, brown, red, or white in color as well as neat and appropriate for a school setting. Colored headbands or feathers are not permitted.
  - Boys must be clean-shaven. Beards, mustaches, or sideburns below the middle of the ear are not allowed. Hair must be off the collar, above the ear, and above the eyebrows without the use of styling products. Extreme hairstyles (including mohawks, ponytails, dreadlocks, etc.) are not permitted. Hair may not extend more than two inches off the head in any direction. Bleaching or dying of the hair is not permitted. Hair will not be partially shaved. Designs, lettering, or lines of any kind are not acceptable. An application detention will be issued for violations, and the student will be given two days to correct the haircut. If the problem becomes habitual, Administration may issue a conduct detention.
- Hats, caps, and sunglasses are not part of the school uniform and must not be brought on campus.

## Daily Uniform Regulations

	<b>Girls</b>	<b>Boys</b>
<b>ACCESSORIES</b>	<p>Jewelry, makeup, and nail polish must be simple, reasonable, and not distracting for a school setting. Administration will determine if jewelry, makeup, and nail polish are appropriate. Fourth and fifth grade girls may wear clear nail polish or shades of reds, corals, and pinks. Make up in grades 4-5 is not allowed.</p>	<p>Boys are not permitted to wear any type of earring. Senior boys are permitted to wear their class ring. Any neck cords/chains must be of religious significance. Administration will determine if jewelry is appropriate for a school setting.</p>
<b>SHIRTS</b>	<ul style="list-style-type: none"> <li>• Red or white long or short sleeve official polo-style shirt.</li> <li>• Black polo-style shirts may only be worn by 8th-12th grade students. High school girls must wear them with skirts only.</li> <li>• White long or short sleeve official oxford blouse.</li> </ul>	<ul style="list-style-type: none"> <li>• Red or white long or short sleeve official polo-style shirt.</li> <li>• Black polo-style shirts may be only worn by 8th-12th grade students.</li> <li>• White long or short sleeve official oxford shirt.</li> </ul>
<b>BOTTOMS</b>	<ul style="list-style-type: none"> <li>• Catholic High regulation plaid skirt, no shorter than three inches in length above the floor when kneeling. Measurement should be taken all the way around the floor, as some skirts rise up in the back.</li> <li>• <b>High school</b> pants must be Elderwear We Care-Becky Thatcher or Rifle/Kaynee solid black long pants.</li> <li>• <b>Elementary and middle school</b> girls are required to wear regulation long gray Tom Sawyer, Elder, or RK Rifle/Kaynee Brand pants; or they may wear regulation uniform shorts in Tom Sawyer, Elder, or RK Rifle/Kaynee Brands that are no more than three inches above the knee.</li> </ul>	<ul style="list-style-type: none"> <li>• Pants are to be worn at the waistline and must be of the proper size and length. The faculty and Administration judgment will determine if there is an infringement of this rule.</li> <li>• <b>High school</b> pants must be charcoal gray Elderwear-Mark Twain (50% polyester, 25% acrylic, and 25% rayon) or A+ long pants.</li> <li>• <b>Elementary and middle school</b> boys' pants must be long gray Tom Sawyer, Elder, or RK Rifle/Kaynee pants, or they may wear regulation uniform shorts in Tom Sawyer or Elder Brands that are no more than three inches above the knee.</li> </ul>
<b>SHOES</b>	<p><b>High School</b> students may wear a low ALL BLACK lace up shoe. There must be no other color visible on any part of the ALL BLACK shoe. Shoes must be worn in the proper manner with heels inside the shoe at all times. Students will be required to purchase new shoes if the structural integrity of the shoe has been compromised and the shoe can no longer be worn properly. Lace up shoes must be tied. <b>Elementary and Middle School</b> students may wear solid black tennis shoes. Tennis shoes must be laced and tied and on feet properly at all times. Shoelaces must be the same color as the shoe.</p>	

## Dress Uniform Regulations

The following guidelines must be followed when a student is wearing the “dress uniform.” Failure to follow these guidelines on dress uniform days will result in an application detention.

	<b>Girls</b>	<b>Boys</b>
<b>SHIRTS</b>	<p>Official uniform long or short-sleeve plain white oxford blouse.</p> <p>Official red school sweater or cardigan for girls OR an official Letterman’s jacket may be worn with the dress uniform on cold mornings.</p>	<p>Official uniform long or short-sleeve plain white oxford shirt will all buttons buttoned and shirt sleeves unrolled.</p> <p>Official uniform ties must be worn correctly and at the appropriate length. The 2014-2015 school year was the final year that the “old” tie could be worn.</p> <p>Students in grades 4-8 will be allowed to remove their ties and unbutton the top button after the completion of Mass.</p> <p>Official black school sweater for boys OR Letterman’s jacket may be worn with the dress uniform on cold mornings.</p>
<b>BOTTOMS</b>	<p>Full-length uniform pants with regulation belt OR plaid regulation skirt of the appropriate length.</p>	<p>Full-length uniform pants with regulation belt.</p>
<b>SHOES</b>	<p><b>High School</b> - The only acceptable dress shoe is a solid black leather dress shoe. Shoes must have a closed back. The heel of the dress shoe may not exceed two inches. Boots and booties are not permitted.</p> <p><b>Elementary and Middle School</b> - Solid black tennis shoes are permitted on mass day for grades 4-8 only. Boots are not permitted.</p>	<p><b>High School</b> - The only acceptable dress shoe is a low, solid black leather dress shoe. Shoes must have a closed back.</p> <p><b>Elementary and Middle School</b> - Solid black tennis shoes are permitted on mass day for grades 4-8 only. Boots are not permitted.</p>

## Outerwear

From the time a student arrives on campus until the dismissal bell, only the following outerwear garments are permitted:

- Official Catholic High School sweater (purchased from an official vendor; black for boys and red for girls)
- Official Catholic High School black, gray, or red fleece jacket or half-zip pullover (purchased from an authorized vendor)
- Official Catholic High School sweatshirt (purchased from an authorized vendor)
- Letterman jacket
- Official team or organization outerwear may be worn with coach/moderator approval.
- Blankets are not considered outerwear and, therefore, are prohibited.

## Extreme Cold Weather

During extremely cold weather, only solid gray, white, red, or black heavy coats as well as gloves and scarves in solid gray, white, or black are allowed on campus. Students are to remove these garments prior to entering any building (main building, cafeteria, library, gym, etc.). Letterman jackets are permitted in the building during cold weather days.

## Out-of-Uniform Pass

Out-of-uniform passes will be issued for medical reasons only. An out-of-uniform pass will be issued for no more than one month and must be accompanied by a letter from a physician with a detailed explanation of the purpose and time frame for the out-of-uniform pass. The pass must be approved by the building-level administrator. Any approved alteration of the school uniform must not alter the color of the official school uniform. If a student must wear a different shoe, that shoe must be of the same color as the uniform regulation shoe. Shoe passes will be issued for no more than two days. After this period, it is the student's responsibility to purchase a new pair of regulation shoes.

## Special Dress Days

**Current year** spirit shirts are allowed with uniform bottoms on Wednesdays. Shirts **MUST** be tucked in, and the rest of uniform must be worn on Wednesdays. Additional dress days will be allowed at the discretion of administration. Guidelines will be provided in advance.

## Pay-to-Dress Guidelines

Pay-to-dress days will be held on the first Friday of each month. No article of the uniform is allowed on pay-to-dress days for students who choose to pay. Students who choose to participate in pay-to-dress days must abide by the following dress guidelines which are aligned with our standard dress code for students: no tank tops, sunglasses, baseball caps, jeans with holes, pajama pants, flip flops, jogging pants, or hooded sweatshirts are permitted. Shoes must have a back. Clothing that is political in nature is not permitted. Clothing that is too revealing or tight is not permitted. Shorts that are no more than three inches above the knee are only allowed for students in grades 4-8 who can wear shorts on a normal school.

## P.E. Uniforms

All students are to wear regulation P.E. uniforms that consist of the P.E. shirt and shorts that are available through the Physical Education Department at Catholic High School. Jewelry of any kind is not permitted during P.E. class. Freshmen must come to school in full school uniform, including regulation shoes, and must change into their PE uniforms at the beginning of first period PE.

## Tattoos and Body-Piercing

Visible tattoos and body-piercing of any kind are not permitted. Writing or drawing on the body or uniform is not permitted.

# General Policies

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## Asbestos

In accordance with the Asbestos Hazardous Emergency Relief Act (AHERA), a Management Plan has been prepared and approved by the State Department of Environmental Quality (DEQ) and is administered by trained and qualified personnel. This management plan is available for review in the high school main office upon request during regular school hours.

## Athletic Eligibility

Catholic High School is a member of the Louisiana High School Athletic Association (LHSAA). Consequently, a CHS student-athlete must:

- Be a good citizen. A student must meet eligibility requirements and be in good standing with the school.
- Be a bona fide student. A player must be a bona fide student of an LHSAA member high school (as is Catholic High) by being properly enrolled in the school and must be in regular attendance at that school.
- Not be 19 years of age before September 1 of the current year.
- Meet the requirements of the birth certificate rule. A birth certificate shall be required of students who take part in high school athletics. Copies will be kept on file in the Athletic Director's office.
- Complete eligibility within 8 consecutive semesters after entering 9th grade.
- Meet the requirements of the LHSAA scholastic rule.
  - To be eligible for the first semester of the school year, a student shall have earned at least six units from the previous year which shall be listed on the student's official transcript and shall have earned at least a "C" average when considering all "graded" subjects.
  - To be eligible for the second semester of the school year, a student shall pass at least six subjects from the first semester.
- Not take part in any branch of athletics not sponsored by the school while a member of a school team or squad in that same sport.
- Not have competed under a false name for money or merchandise of value, and have observed all other provisions of the amateur rule.
- Have the following paperwork complete before he/she is eligible for tryouts and/or any other athletic participation: LHSAA physical form, LHSAA athletic participation form, LHSAA substance abuse/misuse contract, and a Catholic High medical release.
- LHSAA governs athletics in grades 9-12. Catholic High extends these guidelines to include athletes in all grades.

Information regarding athletics is contained in the CHS Athletic Handbook.

## Automobiles

Each student must register the car he/she intends to drive to school with the office at the beginning of the year. There is a fee of \$50.00 for parking permits prior to the first day of student orientation. Permits purchased after midterm will cost \$25.00. Replacement cost is \$5.00. Students must place the Catholic High parking tag on the rear-view mirror of their vehicle.

Automobiles with stickers deemed inappropriate by Administration will not be allowed to park on campus. Cars driven to school must be parked, locked, and vacated upon the student's arrival at school. There is to be no returning to cars without permission from the Administration until dismissal from school. There is to be no loitering in the parking lot at any time. Students and parents must observe the campus speed limit of 10 mph.

Catholic High School assumes no liability for damages to any car, motorcycle, or bicycle of any student or any materials left in or connected to these vehicles damaged by acts of vandalism, accidents, theft, storms, etc. Students are advised not to leave automobiles on campus while they are attending overnight activities.

Students are not to have any type of weapon, ammunition, or other explosive devices such as fireworks in their cars or in their lockers or in their possession. In addition, any type of alcoholic beverages or illegal drugs must not be on the school campus. Periodic checks of inanimate objects, such as lockers, desks, and automobiles are made by the Administration and/or by the Iberia Parish Sheriff's Department's trained narcotic detection dogs.

Students and parents must observe designated parking areas. Students may not park in the faculty area. Cars must not be parked so as to block a driveway or another car, must not be parked parallel so as to use more than one parking space, and must not be parked on any grassy area.

Students and parents should observe the one-way entrance and exit signs for the parking lot along de La Salle Drive. Students and parents should not drive across the grass medians.

The parking lot at the Admiral Doyle Drive/Bank Street entrance to the campus is reserved for faculty and visitors to the Administration building. ***This parking lot is not to be used to drop off or pick up of students.*** Students cannot visit automobiles during the school day.

Failure to follow any of these guidelines may result in loss of campus driving/ parking privileges and/or other disciplinary action as determined by the Administration.

## Cafeteria

The Food and Nutrition Program of the Diocese of Lafayette manages the school cafeteria. The purpose of the Food and Nutrition Program at CHS is to ensure the service of attractive and nutritious meals and to comply with federal, state, and local regulations.

1. All elementary students in grades 4 - 5 are required to participate in the school lunch program and will be billed monthly.
2. All students will be required to pay for lunch in advance. This advance payment shall establish a food service account for the student.
3. The School Food and Nutrition Manager will bill the students as needed for food purchases. The food service bill will be sent home during homeroom with instructions to make checks payable to School Nutrition Program.
4. The school issued identification card will serve as each student's food service card. The food service cashier will scan the card as the student leaves the serving line. Students may not borrow or loan student identification cards. This is prohibited by federal and state regulations. Students who borrow another student's identification card will be disciplined.

5. Food service charges are withdrawn as the student receives a meal. Extras or seconds will be sold, and when purchased by the student, the appropriate amount will be deducted from the student's food service account. This will leave a balance, which may not cover meals for the remainder of the month. Whenever the balance becomes low, the student will be told to make another advance payment.
6. Parents who want the food service account used only for the purchase of a single meal daily should notify the School Nutrition Manager. In accordance with state policy, extra servings or second meals can only be purchased along with a subsidized lunch. Milk and juice are exceptions.
7. Students will not be allowed to eat in the cafeteria if their account has been depleted.
8. Inappropriate behavior or rudeness to cafeteria personnel will result in disciplinary actions.

## Calls and Emergencies

Since the use of cell phones is not allowed on campus during school hours, the school makes a telephone available for use by students in each building level office for school business and emergencies **ONLY**. **ONLY** in the case of medical or other such emergencies may students be contacted at school.

## Conduct on Buses

Catholic High students must comply with the regulations of Iberia Parish concerning conduct on school buses. Each bus driver will make riders aware of the regulations for his/her bus. The bus driver will report those students who are in violation to the Administration of CHS for appropriate disciplinary measures.

## Copies

Catholic High students **must** use the copy machine in the library when it is necessary they make copies. Students may not ask building secretaries to make copies. Students may not go to teacher workrooms, offices, or the Guidance department to make copies.

## Crisis Plan

Catholic High has a detailed crisis plan in place. Faculty have been inserviced, and students must follow faculty/administrative directives. Plans are posted in all rooms and periodic drills are held. In the event of an emergency, all entrances to the school grounds will be sealed and no one allowed in or out except under the advisement of the proper authorities. Procedural communications will be provided through the usual outlets as deemed prudent (email, Web sites, school blog, media outlets, etc.).

## Dances and Socials

### Attendance

1. Student ID cards may be required for students' admittance to a dance.



2. Anyone who is a non-Catholic High student seeking admittance must follow the procedure for admittance obtained from Administration.
3. Appropriate dress is required whether the dance is casual, semi-formal, or formal.
4. Once a student leaves the dance, he/she must leave the property.
5. Students must pay attention to announcements regarding the dress, time, place, price, and duration of a particular dance.
6. Students and their dates must adhere to normal school rules regarding conduct during dances.
7. Failure to follow these guidelines may result in expulsion from the dance by the designated school official, an accompanying phone call to the parents, and/or other disciplinary actions.
8. Special dances (Homecoming, Prom, etc.) may have guidelines other than those mentioned above.
9. Party buses are not allowed on campus.
10. No student below the 9th grade will be admitted to high school dances. Ordinarily, high school dances are from 8:00 pm to 11:00 pm. Students and their dates must be inside by 8:30 pm and must remain until 11:00 pm.
11. Only Catholic High students in grades 6-8 may attend mixers for these grades. Ordinarily, these mixers are from 7:30 pm to 10:00 pm. Students must be inside by 8:00 pm and must remain until 10:00 pm.
12. Students are subject to random Breathalyzer checks at all dances.

### **Dress Guidelines and Procedures**

All dances at Catholic High School are events that reflect the philosophy of the school and the teachings of the Catholic Church. Among the most important considerations is adherence to Church teachings regarding modesty. According to The Catechism of the Catholic Church, Purity requires modesty. Modesty protects the intimate center of the person. It means refusing to unveil what should remain hidden. It is ordered to chastity to whose sensitivity it bears witness. Modesty is decency. It inspires one's choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. Teaching modesty to children and adolescents means awakening in them respect for the human person. In accordance with these directives, CHS sets forth the specific dress guidelines and procedures for Catholic High students and their dates. These are communicated well in advance of the event so that participants have adequate time to adhere to expectations.

### **Electronic Devices**

Radios, any type of pager, laser pointers, and personal music devices are not permitted in the building at any time. Personal laptops, tablets, iPads, etc. are not permitted in grades 4-9.

### **E-mail Addresses for Faculty and Staff**

All faculty and staff may be reached via e-mail. Most e-mail addresses follow the format <first initial last name>@chspanthers.com (Example: Mr. Ray Simon's e-mail address is rsimon@chspanthers.com). Faculty may be e-mailed through RenWeb or through the school's Web site.

## **Emergency Drills**

Students should know the exit route for each room; routes are posted in classrooms. Students should move in single file out of the building as directed. They shall remain silent throughout the drill. The drill is over when the all-clear tone is sounded. No student should tamper with fire extinguishers, fire alarms, or other safety devices. Since the rules outline a very important safety procedure, any violators of the above regulations will be subject to suspension, expulsion, or other disciplinary measures.

## **Field Trips**

Field trips are important academic experiences that take learning beyond the walls of the classroom. Students who choose not to attend a field trip or those who cannot attend because of other activities will receive related work to complete. Students should be reminded that refunding of costs may not be possible for those who pull out of a field trip. Students must realize that attending field trips is a privilege. Disciplinary issues may result in loss of these privileges.

## **Forgery**

Because of the importance of communication between students, teachers, parents, and the school Administration, the falsification of any correspondence is regarded as a serious violation. Students involved in this type of dishonest behavior will be subject to suspension, expulsion, or other disciplinary measures.

## **Forms and Permission Slips**

Forms and permission slips serve not only as school documentation but also as notification to legal guardians of activities involving their child(ren). While attending Catholic High, all students, regardless of age, must have all school-issued forms and permission slips signed by a parent or legal guardian. They may not self-sign any school-issued document, even if they have reached the legal age of majority.

## **Fundraising, Collection, Solicitation, and Sales**

According to Diocesan policies, all funds, activities, or organizations affiliated with Catholic High School are under the supervision of the Principal and the Development Director. All fundraising activities must be coordinated through and have the approval of the Development Director as authorized by the Principal. The name of Catholic High School may not be printed on items without the permission of CHS Administration. As the school is neither a public forum nor a public property, no person is allowed to distribute any type of printed materials on campus without the permission of the Administration.

## **Grievances**

When a school employee or the parent of a student at the school believes that a rule, regulation, or policy has been violated, misapplied, or misrepresented, and that person has not had the problem satisfactorily resolved at the school (starting with teacher/ moderator/coach and ending with the Principal), an appeal may be made. Grievance procedures must be approved by the Chancellor in order to take place.

## **Insurance**

There is no mandatory school insurance for students. All athletes must have insurance coverage through the school-sponsored option or personal coverage to participate in sports.

## **Library**

It is the responsibility of each student at Catholic High School to abide closely by the following regulations so the library can best serve the needs of all students.

- The library may be used by all students and staff members unless otherwise restricted.
- The library is open on school days from 7:30 am until 3:30 pm.
- Individual students must have a hall pass or, if more than one student is sent, a note listing not more than five names from a teacher to enter the library during class time.
- The librarian is available to assist anyone in finding library material.
- The copier is available for student use. Copies are \$.05 per page. Monies are used to purchase additional library materials.
- A student's official school issued identification card is required to check out materials from the CHS library.

### ***Library Circulation***

- Books may be circulated for two weeks. They may be renewed once for an additional two weeks provided another student has not requested them.
- Reference books may be checked out only with permission for one (1) period or overnight and are due at 7:50 am the following day. Overnight books must be checked out at the end of the school day.
- Current issues of magazines cannot be checked out. Back issues of magazines can be checked out for two weeks. They can be renewed one time.

### ***Conduct in the Library***

Students should return books, magazines, and other materials used to the proper places on the shelf. Students are required to sit in chairs properly. Students who report to the library during class hours may not leave without the librarian's permission. No conduct will be allowed which disturbs others. The librarian will apply appropriate disciplinary measures toward students not in compliance with the above conduct rules. The library continues to update with computers and software for the students' and teachers' use. Any misuse of school equipment or materials will lead to disciplinary action.

### ***Library Fines and Penalties***

A fine of five cents per school day will be charged for each day a book is overdue. A fine of \$1.00 will be charged for each day an overnight book is not returned on time and may result in further disciplinary action. Students losing books, magazines, etc. are responsible for the purchase price of these items. Any student owing a fine or having overdue books will not be allowed to check out anything else until books are returned or renewed and the fine is paid. Fines assessed are to be paid in the library at the circulation desk. All library material must be turned in before a student can take his/her final exams.

## **Lockers**

Since lockers are school property, students are not given any expectation of privacy in the use of their

lockers. The school is co-tenant of all lockers and desks; therefore, the Administration reserves the right to inspect the school's lockers and desks.

1. All students in grades 6-12 will be issued a locker. CHS assumes no liability for lost or stolen books, school supplies, or personal belongings. High school students who wish to have a lock on their lockers must obtain one through Vivian Brown in Room 116; middle school students will obtain theirs through Tina Indest in the middle school office. Locks require a \$5 deposit, which will be returned at the end of the school year once the lock is turned in.
2. Lockers shall be kept neat and clean.
3. No paper or poster can be placed on the outside of a locker or other surface without approval of an appropriate moderator who will assign a removal date and specify the type of adhesive that may be used. Students may not deface lockers in any way.
4. Food shall not be kept in the lockers overnight.
5. A student may use only the locker assigned to him/her.
6. If there are violations of locker use regulations, appropriate disciplinary measures will be taken as determined by the Administration.
7. Lockers should be kept closed when not in use.

## Lost and Found

The school office maintains a lost-and-found area. Unclaimed articles will be donated to charity quarterly. All losses shall be reported to the office, and all items found shall be turned in to the office immediately. Catholic High School looks on the failure to turn in such items as theft, which falls under the general policy dealing with stealing. Parents are advised to label students' clothing (e.g., sweaters, sweatshirts, PE clothing, tennis shoes) with indelible markers.

## Medicine

School personnel will administer prescription or nonprescription medication with a consent form completed by parents.

- All medication must be kept in the school office.
- Students are not allowed medicine in their possession on campus at any time or on school sponsored activities. Exceptions will be made for life threatening disease such as asthma with written notification from the student's health care provider.
- Parents should bring all medication to the school office and must complete a Medication Permission Form.
- All medications, whether prescription or over-the-counter, should be in the original container and placed in a clearly labeled zip-lock bag.
- Ordinarily, the students will report to the appropriate office (4-5 to the elementary office, 6-8 to the middle school office, 9-12 main office) during their lunch periods and sign the medicine log before taking medication.

## **Participation in School-Sponsored Activities**

In order to attend any after-school activity, students must check in to school by 9:00 a.m. In addition, students must also be present at school for at least half of the school day. Students not in good standing with the school may not be allowed to participate in school-sponsored activities.

## **Political Involvement**

Catholic High School, as a non-political entity, will not support or oppose any candidate for political office. It is therefore the policy of CHS that no person performing volunteer work on behalf of, or employed by, Catholic High School, or representing Catholic High School in any matter, shall, at the time of performing duties for or representing Catholic High School, promote the support of or opposition to any political candidate in any form or fashion.

This policy will not prohibit campaigning and advertising by political candidates at the properties of Catholic High School, at its various school functions and/or in its various publications, provided all such political office candidates have equal access and opportunity to such campaigning and advertising allowed by CHS, and provided further that the mode and extent of such campaigning and advertising shall be subject to the mandatory prior approval of the CHS Administration.

## **Posters and Printed Material**

No printed materials, circulars, advertisements, or similar material may be distributed on campus or at any school-sponsored function unless approved by the Administration. Approval will be based on the determination that such printed materials adhere to the educational standards of Catholic High School. The moderator of the sponsoring activity and the Student Activities Director must first approve posters or advertisements concerning school-sponsored activities. The Administration reserves the right of final approval. Posters, banners, and flyers must be attached with approved adhesive and removed soon after the event has taken place. Anyone violating the above procedure will be referred to the Administration for appropriate action.

## **Religious Activities and School Conflicts**

If there is a conflict between a required religious activity for a student (e.g. confirmation class or retreat) and a school activity, the religious/church activity will always take precedence. There will be no penalty of any type for the student missing the school activity. This policy does not prohibit the student from asking to be excused from a part of the religious activity. If there is a conflict between an optional religious/church activity and a school activity, a common sense approach is expected. The moderator/coach of the school activity will make the final decision concerning the student's status as excused or unexcused from school responsibilities.

## **School Grounds and Facilities**

No one may use school grounds or facilities without proper supervision and prior permission from the Administration.

## **School Pick up Policy**

Students must be picked up after school no later than 3:30 p.m. After this time, the duty teacher will walk the student to after school care, and parents may pick students up in the aftercare room. Parents will be billed on an hourly basis for this service. This policy is implemented for the safety of your child/children. Teachers are on duty until 3:30 p.m., and offices close at 3:30 p.m. Parents are reminded that there is no supervision of students on school grounds before 7:15 a.m. and after 3:30 p.m., other than for school activities directed by Catholic High personnel.

## **School-Sponsored Trips**

On any school trip, including those to and from athletic events, students must go and return on the means of transportation provided by the school and must remain for the entire event. Parents should request an exception in person or in writing from the teacher, moderator, or coach prior to the event. School dress is required on any trip unless otherwise specified, and all appropriate school regulations remain in effect. Any student embarking on a school sponsored trip must have an appropriate permission slip signed by parents, teachers, and moderators. The Administration and individual teachers reserve the right to deny students' requests for participation.

## **Spiritual Growth and LaSallian Service**

Catholic High considers our LaSallian and Carmelite heritage to be of utmost importance, and so we honor that by teaching our students the importance of service and spiritual growth. All students will have to complete a number of Spiritual Growth and LaSallian Service Hours appropriate to their grade levels. These requirements, along with submission guidelines, will be included in religion teachers' management plans and discussed in class.

## **Student Demographic Information**

Parents are asked to keep their children's demographic information current. Information on file is viewable in the "Family Information" section of ParentsWeb. Any changes in this information (e.g., address, phone number, legal custody, medical information) should be e-mailed to [renweb@chspanthers.com](mailto:renweb@chspanthers.com) for updating. Parents are urged to supply the office with the names and phone numbers of LOCAL family or friends who may be contacted in case of illness or emergency. If a student asks to leave school during the day due to illness, he/she will be allowed to leave school ONLY if a parent or identified emergency contact arrives at school to pick up the child or gives permission over the phone for the student to leave campus.

## **Student Search**

Catholic High School recognizes its contractual relationships with the students. Part of the contractual agreement contains the rights of the school to exercise reasonableness under all circumstances in the area of search and seizure.

For Catholic High, the conditions for reasonableness are twofold. Such justification includes suspicion that the search will turn up evidence that the student has violated the law or rules of the school.

- First, the officials of Catholic High make a determination of whether the search was justified at its inception. In other words, the officials of Catholic High have reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.
- Second, the search conducted must be reasonably related in scope to the circumstances that justified the search in the first place. Reasonably related in scope means (1) the type of search conducted by the officials of CHS is reasonably related to the objective of the search and (2) the search is not excessively intrusive in light of the student's age and sex and the nature of the infraction.

## Textbooks

All textbooks must be covered. The covers may either be book covers that may be purchased in stores or other plain book covers. Book covers may not display any inappropriate advertising. The Administration decides what is or is not appropriate and what disciplinary measures will be given for non-compliance. It is the responsibility of each student to care for his/her school issued textbooks. If a student damages or loses a textbook, he/she will be responsible for paying a minimum \$70.00 replacement fee. The Religion Administrator handles issuance and replacement of religion textbooks (\$25.00). If a student loses a textbook, he/she may not take the final exam until the book is paid for.

## Transportation

**Buses:** For information concerning buses, please contact the Iberia Parish Transportation Supervisor at 365-2341, extension 120. School buses will enter the Catholic High School campus at the light on Admiral Doyle Drive at Bank Street and proceed to the bus canopy and exit the same way.

**Cars:** Cars enter campus through the right-side entrance on de La Salle Drive. Parents must not drop off or pick up children in the area of the Administrative Offices or bus loop (Bank Street entrance). Parents are asked to be conscious of not blocking traffic in driving lanes or parking lots and to respect nearby residential property.

## Tuition Collection Policy

All matters regarding tuition should be referred to the Accounts Receivable Office in the Administration Building. The following Advisory Board policies govern the collection of tuition at Catholic High:

- If a student leaves Catholic High during the school year, tuition remains due and payable for that semester. Fees are due for the entire school year.
- Payment is due by the first (1st) of the month. If payment is not received by the tenth (10th), it is considered past due, and a \$25.00 late fee will be added.
- Any past-due accounts will be referred to the Tuition Assistance Committee for further action, pending approval by the Advisory Board.
- Any account past due by 60 days may be asked by the Collection Committee to pay balance of school year in full.
- Post-dated checks will not be accepted in payment of tuition bills.
- Payment in full by July 1 (with no grace days) for upcoming year will result in a \$100 per student reduction in tuition and fees per student.
- Students with an outstanding balance will not be allowed to take exams and will be given an

incomplete (I) on their report card. A student with an outstanding balance in the first semester may be denied re-admission for the second school semester. No student with an outstanding balance will be allowed to register or be re-admitted for the next year.

## **Tryouts and Elections**

Students must be registered for the upcoming school year in order to participate tryouts or elections for that year. This includes spirit groups, athletic teams, officer elections, etc. All students must have a current physical on file before they can try out for any team.

## **Un-wed Pregnancies**

Catholic Church teachings do not condone un-wed pregnancies; however, when an un-wed pregnancy does occur, the Administration will counsel those involved in a Christ-like manner and follow the Diocesan Policy.

## **Visitors and Deliveries**

The safety of students, faculty and staff is of major concern to Catholic High School, as is the continuity of the educational process. Thus, the presence of visitors on campus will be severely restricted.

- All visitors to the campus, including parents and alumni, should report to the main office upon arrival to receive a visitor's pass.
- Students may not have personal visitors on campus unless these visitors are approved by the Administration.
- Deliveries of lunches, flowers, balloons, presents, etc. will not be allowed at lunch time or during the school day.
- Additionally, since teaching the value of responsibility is of importance in the education of CHS students and it is important that CHS students take responsibility for their actions and the consequences thereof, NO material (textbooks, assignments, projects, personal items) should be brought to the offices by parents during the school day as classes will NOT be interrupted for such deliveries.
- Students who arrive late may not bring fast-food lunches with them to school.



# Internet Safety Policy

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In order to provide the most current information available, Catholic High School provides students and employees access to online electronic materials. However, users should be aware that some information may be inaccurate, outdated, or offensive. Use of these resources carries a responsibility to evaluate the quality of the information accessed.

## Purpose

It is the policy of Catholic High School to:

- a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- b) prevent unauthorized access and other unlawful online activity;
- c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 54(h)].

## Access to Inappropriate Information

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information on all computers and for all users. Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Catholic High School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- 1) unauthorized access, including so-called hacking, and other unlawful activities; and
- 2) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## Supervision and Monitoring

- Procedure for the disabling or otherwise modifying any technology protection measures is the responsibility of the Technology Director or designated representatives.
- Installation and operation of any Internet filtering system on Catholic High School computers by no means precludes staff, students and community members from their duty to use Catholic High School network services responsibly. Should any student fail to abide by the Catholic High School Internet Safety Policy as well as the applicable Responsible Use Policy, he/she may face loss of computer privileges and/or disciplinary action.
- Catholic High School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for

examples, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications, and safety threats.

- Catholic High School does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc.). While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

## Definitions

Key terms are as defined in the Children’s Internet Protection Act (CIPA):

**TECHNOLOGY PROTECTION MEASURE** – The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

**OBSCENE** – as that term is defined in section 1460 of title 18, United States Code; **CHILD**

**PORNOGRAPHY** – as that term is defined in section 2256 of title 18, United States Code; or **HARMFUL TO MINORS** – The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- a) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. **SEXUAL ACT**; **SEXUAL CONTACT** – The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

## Student Responsible Use Policy (RUP)

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Catholic High School is committed to moving students and staff forward in a twenty-first century learning environment. Our goal in providing electronic information resources, including access to the Internet and network files and accounts, is to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of computers, the Internet, and other online services supports education and research consistent with the educational mission of Catholic High School.

### Purpose

The smooth operation of the network relies upon the proper conduct of the end users. In general, this requires efficient, ethical, and legal utilization of the network resources. This policy sets forth the expectation that all members of the CHS community use their computers and the network in a safe, responsible, considerate, and appropriate manner both on and off campus.

## Disclaimers

Catholic High School has taken precautions to restrict access to controversial materials by filtering its Internet access and by monitoring student use. However, users may encounter offensive and controversial material on the Internet. Any inadvertent breaches of this policy must be immediately reported to the appropriate teacher or administrator.

Catholic High School makes no warranties of any kind, whether expressed or implied, for the access it provides; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system. Catholic High School denies any responsibility for the accuracy or quality of information obtained through electronic information sources.

School and network administrators and their authorized employees monitor the use of information technology resources and may use data found on the school's information networks to further the health, safety, discipline, or security of any student or other person or to protect property. They further reserve the right to examine, use, and disclose any data found on social media sites should it cause disruption to the instructional environment.

## Responsible Behavior

Students MUST:

### 1) **Be polite and show respect.**

- a. Show respect for property, others, and self.
- b. Communicate with common sense and civility, abiding by the school's code of conduct. Do not swear or use vulgarities or any other inappropriate language. Electronic communication cannot cause disruption to the school environment or normal and acceptable school operations.
- c. Represent Catholic High School in a manner consistent with the school's mission, vision, and beliefs in all digital interactions.

### 2) **Be honest and obey the rules.**

- a. Use electronic resources for appropriate educational purposes only.
- b. Avoid material that violates the school's code of conduct.
- c. Report any incident that breaches the Responsible Use Policy immediately to a teacher or the technology director.

### 3) **Respect and protect the intellectual property of others.**

- a. Respect copyrights (no making illegal copies of music, games, or movies!).
- b. Use your own words and give proper credit all items used in assignments.
- c. Properly document all material obtained through research on the Internet and then used in academic work.

### 4) **Respect and protect the privacy of all users.**

- a. Use only assigned accounts. Do not attempt to access information you are not allowed to view.

- b. Establish and maintain secure passwords.
- c. Keep your personal information and that of others secret.
- d. Obtain verifiable consent for any produced recording (i.e. sound, photo, video) from all parties involved before publishing it.

**5) Respect and protect the integrity, availability, and security of all electronic resources.**

- a. Observe all network security practices as posted.
- b. Conserve, protect, and share these resources with other students and Internet users.
- c. Scan any and all file transfers and disks for viruses before opening them.
- d. Report any unusual activities such as "spam" communications, obscene email, and the like to your teacher for action.

## **Consequences for Misuse of Technology**

Use of electronic information resources is a privilege, not a right. Technology usage, including electronic communications, cannot cause disruption to the school environment or normal and acceptable school operations. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person or to protect property. They further reserve the right to examine, use, and disclose any data found on social media sites should it cause significant disruption to the instructional environment. They may use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Students found to be in violation of this Responsible Use Policy will be referred to the appropriate building level disciplinarian. Consequences will be assigned according to the severity of the offense. Repeat offenders will be assigned disciplinary action for the next highest level of offense. Habitual offenders face additional disciplinary measures at the discretion of Administration and/or legal action and prosecution by the proper authorities.

No warning will be issued for RUP violations. Any student who chooses to violate this policy will receive the following consequences:

**Level I:**

Suspension of all technology resources for three weeks of school time, and 2-hour Saturday detention.

**Level II:**

Suspension of all technology resources for six weeks of school time, and 2-hour Saturday detention.

**Level III:**

Revocation of all technology resources for the remainder of the year, and a 1-day suspension.

Anyone accused of any violation has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

## Google Apps Student Accounts

Catholic High School utilizes G Suite for Education, an online collection of collaboration and productivity tools. Accounts are assigned to all students for the purpose of communication, collaboration, and research. Student accounts for grades 4-8 will be restricted to communication within the chspanthers.com domain only. There is no expense associated with this access and no need for Internet access at home in order to participate.

- The G Suite account, while assigned for individual student use, is the property of Catholic High School. Catholic High School reserves the right to retrieve the contents of student accounts for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts, or to recover from system failure.
- Student accounts will be suspended upon graduation, in the event the student discontinues enrollment, regardless of reason, or for inappropriate use while still enrolled.
- Accounts are filtered, monitored, and archived according to school policy and federal laws. Catholic High School reserves the right to intercept, store, archive, delete, or view such emails for security/audit purposes and, where necessary, instigate appropriate proceedings against the parties involved. Email is not guaranteed to be private.
- Students are responsible for content associated with their accounts and should not share their passwords. Students will not use their accounts to provide any personally identifying information.
- Catholic High School scans all inbound and outbound e-mails, plus attachments, for viruses, but does NOT guarantee such messages to be virus free. Catholic High accepts no responsibility for any damage caused by sending or receiving e-mails through our e-mail system.
- All e-mails sent from school accounts have the following legal notice appended to the content:

*"This e-mail is confidential and is intended solely for the use of the individual or group to whom it is addressed. Any views or opinions presented are solely those of the author and do not necessarily represent those of Catholic High School. If you are not the intended recipient, be advised that you have received this e-mail in error and that any dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. Please note that Catholic High School may monitor and intercept e-mail communications."*

- Account user names and passwords may be provided to parents upon request.

## Wearable Technology

Wearable technology, such as smart watches, have created increased distraction and opportunity for cheating in classrooms. From a teacher's perspective, wearable technology is very difficult to police. From a student's perspective, wearable technology is difficult to ignore. For these reasons, wearable technologies are currently prohibited on campus.

## E-Readers

Electronic readers, simply called "e-Readers," are digital devices that can store books, periodicals, magazines, and other electronic media. Catholic High School provides the opportunity for students to use these devices. The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets. Therefore, our e-Reader Responsible Use Guidelines need to be clear:

1. E-Readers are to be used **only** for the reading of school-approved material (books, etc.). These must be downloaded off campus. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
2. All material on the e-Reader accessed at school must comply with the mission and policies of Catholic High School.
3. E-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
4. Students are responsible for knowing how to properly and effectively use their e-Readers. This should not be a burden for teachers.
5. Students are responsible for their own devices and may not loan them to others. Catholic High School is not responsible for any damage or loss associated with a student's e-Reader.

## **1:1 Early Adopter or Student Loaner Program – Grades 9**

Freshmen (the Class of 2021) fall under a special case this year. Their device usage will be governed by a separate Chromebook Usage Policy.

## **Bring Your Own Device (BYOD) – Grades 10 -12**

Students in grades 10 - 12 may utilize their own personal technology devices (laptops, iPods, iPads, tablets, and e-readers) during the school day to access Internet-based resources, communicate with other learners, and use productivity tools. This opportunity is a privilege that requires extra caution and responsibility on the part of both students and their parents. A student who violates any of the following guidelines may immediately lose the privilege of using his/her personal technology device at school as well as school technology privileges for a length of time commensurate with the nature of the violation.

### **Personal Device Guidelines**

- Students are expressly forbidden to access any software or Web site that is deemed inappropriate or violates the school's network policy, especially File Sharing, Peer-to-Peer, Proxy Avoidance, and Pay-to-Surf Web sites.
- Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission.
- Personal devices must be used at appropriate times in accordance with teacher instructions. A teacher reserves the right to deny use of the device within his/her class if its use is deemed unnecessary or disruptive.
- All devices must have cellular network capabilities disabled (turned off) while the device is at school. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the tool you use to access it while at school.
- Students are responsible for knowing how to properly and effectively use their devices.
- Students are responsible for maintaining the battery life of their own device. It must be brought to school fully charged with no expectation of power to be provided. A student may only plug his/her device in with the permission of the teacher and must provide his/her own power cord.
- Students are prohibited from sharing devices with one another.
- Catholic High School is not responsible for personal device repairs, software updates, or virus

removal. It is the student's responsibility to remove any virus discovered.

- Catholic High School assumes no responsibility for any lost data, damage, or theft of students' personal devices. This includes but is not limited to electrical or physical damage incurred while on school property.
- Catholic High School reserves the right to audit a student's personal device with or without notice to ensure the student is using it in a manner consistent with all school policies and guidelines. Audit results may be turned over to the proper administrator(s) and law enforcement officials for any action required.

## Definitions

**Illegal activities** shall be defined as those that violate local, state, and/or federal laws.

**Inappropriate use** shall be defined as a violation of the intended use of the network and/or purpose and goal.

**Obscene activities** shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.

**Privacy** should be respected at all times. Students should not reveal personal information such as home address, phone numbers, password, credit card numbers, social security number, etc.; this also applies to others' personal information or that of organizations.

**Responsible use** means that a student uses the Internet and other electronic information resources in manner consistent with the mission, vision, and beliefs of Catholic High School, abiding by the rules and regulations as described in this agreement.

**Security** refers to all measures adopted to prevent inappropriate activity on Catholic High School computer systems. This is a high priority because of multiple users. Any security concern must be reported to the classroom teacher for further reporting and investigation.

**Social media** refers to the various online technology tools that enable people to communicate easily via the Internet to create, share, and exchange information and resources. Social media can include text, audio, video, images, podcasts, blogs, and other multimedia communications.

**Vandalism** refers to any malicious attempt to harm or destroy property or data. This includes, but is not limited to, abusive overloading of data on the server and the transmission or creation of computer viruses.