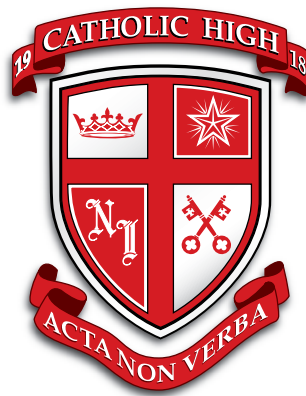


CatholicHigh

New Iberia

Student Handbook

2011-2012



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 Freedom
Louisiana Association of Principals

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Forward

The regulations and other provisions outlined in this Student/Parent Handbook are a material condition of the contractual agreement between Catholic High School - New Iberia and each student and parent in the school. In developing rules and policies for Catholic High School - New Iberia, 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.

■ **Mission statement** _____

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

■ **Vision and beliefs** _____

Success for all learners is the vision of Catholic High - New Iberia. 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.

■ **Student 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 students of Catholic High School, always work
and pray to be a community that reflects the love, justice, and peace of Your Kingdom.

Our Lady of Mt. Carmel, / Pray for us.
St. John Baptist DeLaSalle, / Pray for us.
Live, Jesus, in our hearts, / Forever!

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Phones will generally be answered between 7:30 a.m. and 3:30 p.m. on school days. A message machine 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. Please use the appropriate phone number listed below to address your specific question or concern.

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

■ History

The history of Catholic High School is part of a long and distinguished history of Catholic education in New Iberia. In October of 1870, the Sisters of Mount Carmel opened Mount Carmel Convent for girls. In the fall of 1873, the Attakapas Commercial and Industrial School, founded by Father Beaubien, was renamed Holy Cross College and offered instruction in religion and French as well as a college preparatory curriculum.

By 1881, Holy Cross College had been renamed St. Peter's Academy and prospered under the direction of Father Claude Jacquet, the pastor of St. Peter's Parish who built the second St. Peter's Church in 1888.

Through the efforts of Msgr. Jean-Marie Langlois, St. Peter's College opened on September 9, 1918, in the old Henshaw mansion on East Main Street with 106 students and 5 Christian Brothers. In the same year, the Sisters of the Blessed Sacrament founded St. Edward School.

St. Peter's College produced its first graduating class in 1922 (7 students), and over the next 35 years the school grew rapidly. By 1957, it had outgrown its downtown facilities (now the New Iberia Civic Center), and forty acres were purchased along 40 Arpent Road (now Admiral Doyle Drive) for the new school. The name was changed to Catholic High School but the tradition of discipline and academic excellence established in the original facility continued in the new one.

With the closing of Mount Carmel Academy in 1988, Catholic High became all the more cognizant of the significance of its name as "catholic" and the sacredness of its mission to provide "universal" education to the young men and women in the Catholic community of New Iberia and its environs. As the designated Catholic high school for the Iberia Deanery, Catholic High also serves as the high school for the students of Trinity in St. Martinville.

The close of the 1994-1995 school year marked the end of the tradition of administration of Catholic High School by the Christian Brothers and the beginning of lay leadership of the school. Catholic High and St. Edward Schools represent 130 years of Catholic education in New Iberia. The enrollment of 800+ students makes Catholic High one of the largest schools in the Diocese of Lafayette, a clear sign of faith on the part of our families and a sign of God's continued blessing on the Catholic community of greater New Iberia.

Through years of excellence in education, Catholic High School has graduated over 5,600 students, serving the New Iberia community in every major profession and providing religious and civic leadership for the continued growth of New Iberia. The school has been proud of the accomplishments of its faculty, students, and alumni/ae and looks forward to continued growth and development.

■ 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!
Hail to thee our Alma Mater!
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!

■ Admission and Withdrawal _____

Admissions are ordinarily made in the spring for the following fall semester. Early application is advisable. All admissions to Catholic High are for one year at a time. Admission does not guarantee placement in any particular course or with any particular teacher. Students applying for admission must contact the Guidance Office to obtain necessary application and documentation forms.

Students must be enrolled as full-time students. The current school advisory council approved Admissions Policy contains procedure and criteria for admission and is available at the Guidance Office.

Parents wishing to withdraw their child from Catholic High before the end of the school year should make the request with the school registrar to initiate the withdrawal process.

Parents withdrawing students during the school year will be required to pay tuition for the entire semester.

In the best interest of the child, parents should make every effort to resolve the problems or conflicts which may have precipitated the request for the child's withdrawal. If the withdrawal is pursued, the registrar will begin the process, which takes a minimum of one full school day after the balance is paid in full. Records will be withheld until tuition bill has been cleared.

A Policy Statement of Catholic High: Catholic High School's non-discriminatory policy is one that makes no discrimination on basis of race, religion, or gender in the administration of education policies, application for admission, and extracurricular and athletic programs.

■ Academic Information _____

Selection of Subjects

The selection of subjects is an important matter for all students. Certain subjects are required for graduation from high school while others are elective. Students who plan to go on to college should give careful attention to college entrance requirements in choosing their elective subjects in high school. Students in grades 9-12 will receive assistance from the Guidance Department when filling out their course selection requests. Once a student's schedule is received, schedule changes must be made prior to the first day of school. Students should make their request to the Guidance Department along with the reason for the request. A request does not guarantee a change. The principal makes the final decision concerning such requests.

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.

Dual Enrollment students are required to take the ACT by December of their junior year. Catholic High highly recommends that all juniors take the ACT by June of their junior year. For AP and DE courses, additional fees apply.

Louisiana Virtual School

As an 8(g) funded program of the Board of Elementary and Secondary Education (BESE), the Louisiana Virtual School (LVS) offers high school students courses in a virtual environment. LVS and its online teachers conduct each course and set their own policies and schedule of assignments and assessments. A CHS teacher acts as facilitator/technology troubleshooter in the classroom. LVS collects a \$150.00 fee per student per course. Students participating in the program must be self-motivated, able to read independently and follow written directions, and have a working knowledge of e-mail and Internet usage. Students will gain collaboration skills, responsibility, technology expertise, and subject matter knowledge. A commitment to the course and ability to adapt to independent learning are essential criteria. Students may not drop the course without approval of LVS.

Grading System • Grades

For grades 4-12: The scholastic year is divided into four periods (1st Quarter, 2nd Quarter, 3rd Quarter, and 4th Quarter).

For Grades 6-12: Two exams (semester 1 and semester 2) will be given.

For Grade 6-8: Exam grade will be worth 10 %. Each quarter will be worth 45 %.

■ Academic Information

Grading System • Final Yearly Averages

Grades 4-5: The final grade is determined by computing the average of the four grading periods.

Grades 6-12: There are two semesters with each semester consisting of two quarter grades plus an exam. The final average for any course is determined by adding the two semester grades and dividing by two. Any fraction of .5 or higher will be rounded up to the next higher whole number (Example: 87.5 becomes 88 or 87.3 becomes 87). For transcript purposes, the yearly average in each course is converted to a letter grade, as per the school grading scale found on the student's report card. In grades 6-8, the exams are worth 10 percent and each quarter grade is equal to 45 percent, while high school exams are worth 25 percent and the quarter grades worth 37.5 percent.

Regular Grading Scale 4th through 12th grade		Honors Grading Scale 6th through 12th grade		AP and DE Grading Scale	
Letter Grade	Numerical Grade	Letter Grade	Numerical Grade	Letter Grade	Numerical 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

Note: No average above 100% will be given for any quarter or exam.

Grading System • GPA

The Grade Point Average (GPA) is determined by assigning points on the following scale:

Full Credit Course		Half Credit Course	
Grade	Quality Points	Grade	Quality Points
A	4	A	2.0
B	3	B	1.5
C	2	C	1.0
D	1	D	.50
F	0	F	0

Students also receive conduct grades in each subject and a comment.

Failure

A student fails a course for the entire year if he/she has a final average of 69 or below. If a student fails a course which is offered in summer school through the Iberia Parish Schools it must be made up there (or in another approved summer school) in order for the student to be readmitted to Catholic High School the following school year. Summer school may be used for promotion or failure only, and grades received will be considered as regular level credit. If a student fails religion, he/she must make up that course through special arrangements with Catholic High School. High school students failing three or more courses and elementary students failing two or more core courses (math, science, language arts) in one year will not be readmitted to Catholic High School except with permission of the Administration. All failures are subject to administrative review.

Exams

Grades 6th – 12th: The school year is divided into four nine-week quarters and two examination periods. Examinations are normally cumulative in nature.

Honors Graduate

To graduate with the distinction of Honors Graduate at Catholic High School, the student must have taken a minimum of 16 honors courses and earn a cumulative GPA of 3.5 or better. Valedictorian and Salutatorian awards are determined by the GPA of the honors graduates. Because the school wishes to honor the outstanding accomplishments of all Valedictorians equally, there is no Valedictorian of Valedictorian Award.

■ Academic Information _____

Honors Courses

English: English I Honors, English II Honors, English III Honors, English IV Honors, DE English III Honors, DE English IV Honors

Fine Arts: AP Studio Art

Foreign Language: Spanish III Honors, French III Honors

Math: Algebra I Advanced (8th grade), Algebra I Honors, Geometry Honors, Algebra II Honors, Adv. Math Honors, AP Calculus

Science: Physical Science Advanced (8th grade), Physical Science Honors, Biology I Honors, Chemistry Honors, Physics Honors, Biology II Honors

Social Studies: World Geography Honors, Civics Honors, DE United States History Honors, DE World History Honors.

Report Card

Grades will be posted on RenWeb. A hard copy will be sent home each quarter to elementary students only.

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.

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's" in a grading period and who have no grades of "C" or lower in conduct in any class. Honor roll will be published for the 1st, 2nd, 3rd, and 4th quarters. At the Spring Academic Pep Rally, a certificate will be awarded to each student who has received Honor Roll for the 1st, 2nd **and** 3rd quarters of that school year. At the Fall Academic Awards Ceremony, Honor Roll certificates will be awarded to students who have achieved Honor Roll on this previous year's final averages, with no grades of "C" or lower in conduct during the year.

Diplomas

Catholic High School issues a Catholic High diploma in compliance with the State Board of Elementary and Secondary Education and the Diocese of Lafayette.

ACT Testing

Dual Enrollment students are required to take the ACT by December of their junior year. Catholic High highly recommends that all juniors take the ACT by June of their junior year.

Cheating

When a teacher or administrator has determined that a student has cheated on an evaluative instrument (quiz, test, project, exam), the student will receive no credit (0) and a conduct detention. Cheating on homework will also result in disciplinary action. If it is determined that a student cheated on a semester exam, the student will receive no credit ("0") on that exam. The student will then have the opportunity to take an alternative exam, which will be graded. The grade reported on the report card will be the average of the ("0") and the grade made on the alternate exam. Conduct points may be deducted for cheating. Number of conduct points lost will be determined by the administration based on the severity of the infraction.

In all cases, teachers will notify the administration and the parents of the student via the official school notification form. Parents and students should be aware that a record of cheating will be taken into consideration when awards are being determined by the administration.

Plagiarism

Plagiarism in any form is considered cheating and is a legal and moral offense. This includes copying information from the Internet. When a teacher or administrator has determined that a student has plagiarized, the student will receive no credit (0) and a conduct detention in accordance with administrative evaluation.

Catholic High Requirements

28 total units

Religion	4 units	I, II, III, IV
English	4 units	I, II, III, IV
Math	4 units	Algebra I, Algebra II, Geometry, AP Calculus or Advanced Math
Science	4 units	Physical Science, Biology, Chemistry, Environmental Science, Biology II Honors, Physics
Social Studies	4 units	World Geography, Civics, American History, World History
P.E.	2 units	H&PE I, H&PE II or Athletic PE
Fine Arts	1 unit	Fine Arts Survey, Band, Drama, Chorus, or Art
Foreign Language	2 units	Spanish or French (2 units in same language)
Electives	3 units	

TOPS Requirements

17.5 total units

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 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 College and Universities.

TOPS Award	Award (4 years or 8 semesters if renewal)	High School Grade Point Average (GPA) Computed on core courses only	Core Units Class of 2012 and 2013	Core Units Class of 2014 and beyond	Minimum ACT Composite Score Must be achieved no later than April of graduation year
Opportunity Award	Tuition	2.50	17.5	19	20
Performance Award	Tuition + annual stipend of \$400	3.00	17.5	19	23
Honors Award	Tuition + annual stipend of \$800	3.00	17.5	19	27

More information on the TOPS program and required courses can be obtained from the CHS Guidance Department.

Attendance Requirements

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.

Due to this fact, we are including the Louisiana State Code for student attendance which includes these provisions:

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. *Doctor excuses still count as a day absent.

■ Attendance Requirements _____

Types of Absences

Excused absences: An excused absence is one in which the student is absent for a legitimate reason as determined by the administration. Such absences may include illness, injury, death in the family, and verified medical or dental appointments.

Pre-arranged absences: If note is turned into the office in advance, make-up work can be allowed.

Unexcused absences: An un-excused absence is one in which the student is absent without an approved reason as determined by the administration. Make-up work is allowed for a maximum of 50 percent 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 shall....

- Have parents notify the office before 9:00 a.m. on each day of the absence.
- Present a note from parents explaining the nature of the absence upon returning to school. If a student does not have a note, he/she will be issued an unexcused absence. Temporary unexcused absences will be issued under some circumstances.
- Be responsible for making up all work missed. Obtain assignments from classmates.
Note: Parents must check with the school secretary before picking up a student's books from the locker (grades 6-12) or classroom (grades 4-5).

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

- Present a written request from his/her parents to the principal specifying the reason and time of the absence.
- This request should be submitted to the principal at least five school days in advance.
- Parents are advised NOT to request excused absences for their children on school days immediately preceding and/or following holidays.
- School related activity- 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 to be missed or turned in during the absence. All work should be turned in in advance.

Educational Absence:

An educational 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. A student with a "D" or "F" grade in a class will not be excused from that class for an educational absence.

Important Regulations Regarding Absences:

- Failure to follow any of the above 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.
- Any student participating in a school-sponsored event after school hours must be in attendance by 9 a.m. and remain in school for that day.
- A student missing more than 15 minutes of any class or checking in after 8:15 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.
- When absent for school activities, routine doctor/dentist appointments, etc., students must be prepared for the next day's assignment.
- Students are responsible for checking RenWeb in order to make up work and tests missed during any absence.
- If a student is found to have "skipped" school, the student may be required to serve at least the equivalent time in detention.

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. Please consider the academic welfare of your child when requesting to miss a school day for a family trip.

■ Attendance Requirements _____

Leaving School During the Day

Note: 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 insure that all required work and tests have been turned in and completed. A student falsely indicating by his/her signature that this has been completed will not receive credit for any and all 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.

1. 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.
2. 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.
3. Upon returning to school, students must follow the standard procedure for returning to school following an ordinary absence (Students must have a doctor, dental, etc. excuse to obtain an excused absence admit slip).

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

1. The student must obtain a dismissal pass from his/her teacher and bring the signed form to the Main Office during class breaks only. A teacher has the authority to send the student immediately to the office if he/she feels it is an emergency. The administrator or school secretary will notify the parents of the illness/emergency.
2. The student will be allowed to leave school only if one of his/her parents/emergency contact persons signs the child out. High schools 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.
3. **Note: 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.**

Tardiness

To School — A student who is tardy for first period must report directly to the Dean of Students office (high school) or main office secretary (elementary and middle school). Student will not be admitted to first period without an admit-to-class slip. Tardiness to first period will result in an application detention to be issued by the administration. Any student with an unexcused absence to first period is also considered tardy and will receive an application detention issued by the administration. The administration will keep a record of all first hour tardies for each quarter. Consequences for habitually tardy students (4 or more times per quarter) may include, but not be limited to conduct detention, in-school suspension, or out-of-school suspension.

To Class — A student must be on time for every class. A tardy student will a deduction in conduct points. If the student is tardy for at least half of the lesson time, the tardy becomes an unexcused absence for that class.

Cutting Class

Cutting class (partial truancy) is missing class without permission of the teacher or the administration and makes a student subject to corrective action, including in-school or out-of-school suspension.

College Visitation Days

College visitation days should be made on the special preview days designated by each university. Special consideration will be given for out of state university visits upon written parental request to the administration. Students will be considered absent for college visits. Students must return with proof of the visitation from the university involved in order for their absence to be excused.

■ **Conduct and Discipline** _____

Discipline

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 which enables everyone to realize the full benefits of school. Students are to conduct themselves in a manner which reflects respect for one another, their teachers, other staff members, and the school facilities.

Students are to follow directives from any teacher, administrator, or staff member when on school property or at a school-sponsored activity.

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.

Dismissed from class

If a student is dismissed from class, he/she must report to the Assistant Principal or Dean of Students immediately.

Classroom Behavior

The rules of good order concerning classroom behavior are the same whether the teacher is present or not. In the classroom, the teacher or substitute is in charge. All students are to be on time for class and are to bring the necessary materials. Tardiness and disruptive behavior will be handled by the teacher. Each teacher establishes the rules of classroom management for his/her class. Violations of these rules may call for a teacher-student conference after school. Continued inappropriate behavior may lead to an after-school detention, dismissal from class, or, suspension. If a student is dismissed from class, he/she must report immediately to the office.

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.

Harmful substances, objects and firearms

The possession or use of the following on campus or at school-related activities is forbidden and shall result in appropriate disciplinary action: tobacco products, 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.

Hall Passes

Students will have their own hall passport located inside their student planner. Students out of class anytime during class time will be required to have in their possession their hall pass completed by their teacher. A student who is in the hall without a hall binder clipboard will receive an application detention. The replacement cost of the planner will be \$15.00.

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 written assignments. Copying another student's written work not only defeats the purpose of the educational process, but also constitutes cheating, and will result in disciplinary action. 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.

■ **Conduct and Discipline** _____

Food or Drink

No water or other drink is to be consumed in the classroom. High school students are permitted to eat in the halls during designated 8-minute break only. Chewing gum is prohibited during the school day. Students are not permitted to have lunch delivered to them 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.

Language

The use of any vulgar/profane language or gestures is not appropriate and will result in disciplinary action.

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” the school with toilet paper, shredded paper or newspaper, or confetti is considered vandalism and will 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.

Resolving Conflict

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

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 nor 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 7:30 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.
 - Destruction of property will result in an automatic three (3) day suspension, the necessity for restitution, and the possibility of expulsion or disciplinary probation. Such destruction includes vandalism toward automobiles or homes, “rolling” or “trashing” any part of the campus or homes of administration, faculty, or staff members, etc.
 - Any 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 by administration. 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, laptops, e-readers and any other type of electronic devices 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.

■ Drug Testing and Controlled Substances

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 will 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. 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. Students whose observable behavior would lead the average educator to conclude that they appear 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 as a student of 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

CHS has developed a drug testing program in order 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 will be established and individually assigned for identity protection to all students in grades 6-12. Numbers will be 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. Current student athletes will be given preference for selection.

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 the 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

The Dean of Students will receive the results from the testing company. The Dean of Students will contact parents/guardians of the students who tested positive for drugs. The parents/guardians 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. Through mail, the Assistant Principal or Dean of Students will notify the parents/guardians of the students who did not test positive for drugs that their child's system was clear. Parents/guardians may choose to have a retest done at their own expense. For all positive test results, the school will begin retesting some time 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 extra-curricular activities, and alcohol/drug assessment from a medical professional. Students will pay for regular testing and will be held accountable for one calendar year after the first positive test.

A second positive test will result in the following consequence: a 5-day 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.

■ Discipline Policy _____

Identification Card

A student must wear the official Catholic High- New Iberia ID card 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 at the cost of \$1.00. Student will also receive an application detention for not having his or her ID. A replacement ID is \$5.00 and a replacement lanyard is \$5.00. The student ID card and violation card are the only items allowed in the ID pouch. (no stickers, pictures, etc.)

Hall Passes

A student's planner will serve as his/her hall pass during the school year. Any student out of class must have in his/her possession a hall pass completed by his/her teacher. If a student is caught without a hall pass, he/she is to be sent immediately to the building-level administrator. Once a student has used up all hall pass privileges for the quarter, he/she will not be permitted out of class. The cost to replace a lost planner is \$15.00.

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 is free to set up his or her own classroom rules and consequences that students must follow in accordance with school guidelines. Therefore, all teachers will use classroom conduct grades to handle discipline problems in their classroom. Each teacher will keep a record of all behavior deductions using the school point system. Conduct grades will be posted on report cards in RenWeb for parent access. Students not performing their duties, disturbing the class, or being disrespectful or disobedient to a teacher will either be disciplined by the teacher, or if the problem is serious, sent to the building-level administrator with a referral notice from the teacher.

Students will receive a conduct grade in every class each grading period. Each student will begin each quarter with 100 points in conduct. For minor classroom infractions including, but not limited to, being tardy to class, gum chewing, minor classroom disruptions or behavior which disrupts the learning atmosphere, each student will receive 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 with an office referral. After meeting with the student, the building-level administrator 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 imposed:

Less than 94 — Parents will be informed 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 will be notified through the issuance of a Disciplinary Referral from the building-level administrator 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 to the building-level administrator by the next day. The building-level administrator will issue further consequences if the referral is not returned signed. **Students with a "C" in conduct are not eligible for honor roll.**

Less than 77 — Student will receive an out-of-class suspension from that class. Parents will be notified by the building-level administrator 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 to the building-level administrator by the next day. The building-level administrator will issue further consequences 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 co-curricular activities.**

Less than 70 — Out-of-school suspension for entire school day. Parents will be notified by the building-level administrator that a student's conduct grade has dropped to a "F" which is failing. **Students with a "F" in conduct are not eligible for honor roll and will not be allowed to attend athletic or co-curricular activities during suspension period.**

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

Violation Cards

Violation cards will be 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) as well as all 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 in the back of the student's official ID card. A student must surrender the ID/Violation Card upon request to any administrator, teacher, or staff member upon request. A new card will be issued at the beginning of each quarter.

The administrator, teacher or staff member will sign, indicate infraction, and date the student's violation card every time a student commits a violation. Violations may include, but are not limited to, in hall without a pass, grooming and dress code violations, minor conduct violations during mass, assemblies, and school functions, cafeteria violations, chewing gum, etc.)

Violation Card Consequences

Violations 1-3: Administrator, teacher, or staff member will sign and date the student's card and immediately return the card to the student.

After the third violation, Administrator, teacher, or staff member will confiscate the card and deliver it to the building-level administrator.

Violations 4-5: 30-minute application detention to be served Thursday afternoon.

Violations 6-7: 1-hour conduct detention to be served on Saturday morning

Violations 8-9: One-day, in-school suspension.

Violations above 9 will be handled at the discretion of the building-level administrator.

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 the building-level administrator immediately. An after-school application detention is the consequence for not having a violation card.

Application Detentions

Application detentions will be issued by building-level administrators and served from 3:05 p.m. to 3:35 p.m. on Thursdays in the high school wing.

Conduct Detentions

Conduct detentions are served on Saturday morning. A student serving a conduct detention must report to the benches in front of the elementary wing not later than 7 a.m.

1st conduct detention	2-hour Saturday detention
2nd conduct detention	2-hour Saturday detention
3rd conduct detention	2-hour Saturday detention
4th conduct detention	2-hour Saturday detention
5th conduct detention	In-school suspension; Letter reviewing behavioral expectations will be sent home.
6th conduct detention	2-day, in-school suspension; student will meet with building-level administrator and guidance counselor to discuss behavior expectations.
7th conduct detention	2-day, out-of-school suspension; meeting will be set up with parents, counselors, and administration to discuss discipline policy develop a discipline committee.
8th conduct detention	3-day, out-of-school suspension and expulsion hearing.

In-school Suspensions

Students who have an in-school suspension will report to the building-level administrator by 7:45 a.m. and will be counted present. A student assigned in-school suspension will be placed in a designated detention area or may be assigned work detail for a specific class period or for the entire day. He/she will not be allowed to attend or participate in school activities during the suspension period. Students are allowed to make up work during an in-school suspension.

Out-of-school 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. Students will not be allowed to make up work missed. They will receive no credit for any work missed.

■ Discipline Policy _____

Examples of student behavior that may result in immediate suspension or dismissal 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 three-day suspension.
- Excessive harassment and hazing or bullying.

Probation Guidelines

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 Guidelines

Dismissal is the most serious consequence for the infraction 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 to reinstate the student, to put the student on probation, or to expel the student upon recommendation from a school expulsion committee.. The parents may appeal the decision to the Diocesan Superintendent of Catholic Schools.
4. The Diocesan Superintendent of Catholic Schools with an Ad Hoc committee will conduct a formal hearing to determine if any violations of justice affected the decision.

Bullying

Catholic High takes bullying very seriously. Bullying is defined as the repetitive act of saying hurtful things, hitting, kicking, teasing, or name calling. It is also from social isolation or telling lies about someone and spreading false rumors.

CHS teachers students to take a stand against bullying in 4-5 and 9-12 through our religion programs. In middle school there is an extensive character education presented through the Homeroom classes. The most important aspect of the bullying program is reporting. If a student is being bullied or if a student sees someone being bullied, he or she should report it to the teacher/ duty teacher/ counselor / or building level administrator. Please help CHS take a stand against bullying.

■ Cell phones _____

Cell phones on campus must remain off from the time a student in grades 6-12 arrives on the Catholic High campus until after the dismissal bell. Any cell phone on campus must remain locked in a student's locker or a student's vehicle from the time he or she arrives on campus until the dismissal bell. Students are not allowed to carry cell phones on their person or in any bag, purse, or backpack during this time. Cell phones will be confiscated if found in a student's possession even if the cell phone is turned off. **Students in 4th and 5th grades are prohibited from having a cell phone on campus at anytime during the school day.** Students in grades 6-8 must provide their own lock for their locker. Students in grades 9-12 must request a lock from the Dean of Students. Catholic High is not responsible for any lost, stolen, or damaged cell phones.

Any student who chooses to violate this policy will receive the following consequence:

- 1st offense: Cell phone will be confiscated and turned into the building-level administrator. The student will serve a 2-hour Saturday detention and the cell phone will be returned only to the parent at the end of three weeks.
- 2nd offense: Cell phone will be confiscated and turned into the building-level administrator. The student will serve a 2-hour Saturday detention and the cell phone will be returned only to the parent at the end of six weeks.
- 3rd offense and beyond: Cell phone will be confiscated and turned into the building-level administrator. Student will serve a one-day in-school suspension and the cell phone will be returned only to the parent at the end of the school year.

Note: No warning will be issued for cell phone violations.

■ Electronics _____

Radios, any type of beeper, laser pointers, tape players, CD players, DVD players, and personal music devices (including iPods and mp3 players) are not permitted in the building at any time. Personal laptops are not permitted on campus at any time unless special permission is granted by the Technology Director. Electronic readers (such as Kindles) are permitted only at the high school level with written permission of a student's English teacher. This form must be on file with the Dean of Student. Items that violate school policy will be confiscated and returned to the student at the end of the school year.

■ Uniform Regulations _____

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.

Girls uniform regulations

Skirts

For all girls, the uniform skirt is the Catholic High regulation plaid that must be purchased from an official uniform supplier. The length of the skirt must be no shorter than three inches above the floor when kneeling. Measurement should be taken all the way around the floor since some skirts rise up in the back.

Pants

High school pants must be Elderwear We Care-Becky Thatcher (65% polyester and 35% cotton) solid black long pants purchased from an official uniform vendor. Elementary and middle school girls are required to wear regulation long gray Tom Sawyer or Elder Brands purchased from an official uniform vendor. All pants must be hemmed with no slits in the side seams. Elementary and middle school girls will be allowed to wear regulation uniform shorts in Tom Sawyer or Elder Brands that are no more than three inches above the knee. High school girls are not allowed to wear shorts.

Belts

A belt is required at all times when wearing the 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.

■ Uniform Regulations _____

Shirts

For all girls, the uniform shirt is one of the following:

- Red or white short sleeve official polo-style shirt purchased from an official Catholic High School vendor with 2.5-inch school crest logo on the left front (red on white shirt or white red shirt).
- White long or short sleeve official oxford blouse purchased from an official Catholic High School vendor with red school crest logo on the left front. Blue oxford shirt is no longer permitted.

Shirts must remain tucked from the time a student arrives on campus until the dismissal bell.

Note: Starting in the 2011-2012 school year, girls in grades 9-12 will not be permitted to wear a black polo shirt.

Note: 2011-2012 is the final year for wearing items with the old CHS crest.

Undershirts

Only solid white, short-sleeve undershirts are permitted. Undergarments with designs, logos or writing are not permitted. P.E. uniform t-shirts may not be worn as undergarments.

Shoes

High school girls

The only acceptable shoes are the Eastland Classic II Women's Black Leather Penny Loafer or the Bass Wayfarer Black Leather Penny Loafer. Patent leather in either style is not permitted. 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. Uniform shoes can be purchased at Iberia Sewing, Lipari's Sporting Goods, various shoe stores throughout the Acadiana region, and various online stores.

Elementary and middle school girls

The only acceptable dress shoe is a solid black dress shoe. Boots are not permitted. The dress shoe must have a heel of at least 1/4 inch and not exceeding two inches. Elementary and middle school girls may wear tennis shoes. These shoes must be solid black. Tennis shoes must be laced and tied and on feet properly at all times. Cleats and hi-top basketball style shoes are not permitted. Shoelaces must be the same color as the shoe.

Socks

Socks must be worn with uniform and must be solid white or black ankle (high school only), crew, or knee high in length. Ankle or no-show socks are not permitted. Socks with logos are not permitted.

Tights

White, black, and flesh colored opaque tights are permitted in cold weather under uniform regulation skirts.

Hair

For all girls, hair must be neat. No extreme hairstyles. No bleaching or dyeing of hair in an unnatural or distracting color. Hair ribbons and bows must be white or red and solid in color. Headbands and other hair accessories must be neat and solid black, brown, or white. Colored headbands or feathers are not permitted.

Nail Polish

For high school and middle school girls, nail polish must be clear or in shades of red or pink only. Designs, glitter or multi-color nail polish is not permitted. Nail polish is not permitted in grades 4-5.

Jewelry

Girls are permitted to have only one earring per ear, worn only on the lower earlobe. Senior girls are permitted to wear their class ring. Girls are permitted to wear one single-strand chain, single leather cord, or single rope cord with a small medal of religious significance that does not drape more than 3 inches from the neckline. A student may also wear a scapular. Girls are permitted to wear appropriate wristwatches. No other jewelry is permitted. Bracelets, including rubber bands and pony-tail holders, are not allowed.

Make up

Heavy make-up, make up with glitter, or extremely dark lipstick is not permitted. Make up in grades 4-5 is not allowed.

■ Uniform Regulations _____

Dress Uniform

The following guidelines must be followed when a female student is wearing the “dress uniform”

- Full-length uniform pants with regulation belt.
- Plaid regulation skirt of the appropriate length.
- Long or short-sleeve plain white oxford shirt with 2.5 inch school crest in red on left chest.
- Regulation shoes and socks. Tennis shoes are not permitted on mass dress days.
- Official school sweater for girls may be worn with the dress uniform.
- Girls in grades 4-8 will be allowed to remove the sweater after the completion of mass on all-school mass days.

If a student is not properly dressed on dress uniform days, the student will be required to correct the problem by the end of 1st period or the beginning of mass on all-school and mass days. If the problem is not corrected by this time, the student will be sent home and charged an unexcused absence. In addition to correcting the problem, the student will also receive an application detention. If a second offense occurs throughout the school year, the student will receive a conduct detention.

Boys uniform regulations

Pants

For elementary and middle school boys, pants must be regulation long gray Tom Sawyer or Elder Brands. For high school boys, pants must be charcoal gray Elderwear-Mark Twain (50% polyester, 25% acrylic, and 25% rayon) long pants purchased from an official uniform vendor. Elementary and middle school boys will be allowed to wear regulation uniform shorts in Tom Sawyer or Elder Brands that are no more than three inches above the knee. High school boys are not allowed to wear shorts. 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 on this rule.

Belt

A belt is required at all times. 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.

Shirts

The uniform shirt is one of the following:

- Red, black, or white long or short sleeve official polo-style shirt purchased from an official Catholic High School vendor with 2.5 inch school crest logo on the left front (red on white shirt or white red shirt).
- White long or short sleeve official oxford shirt purchased from an official Catholic High School vendor with red school crest logo on the left front.

Shirts must remain tucked from the time a student arrives on campus until the dismissal bell.

Note: 2011-2012 is the final year for wearing items with the old CHS crest.

Undershirts

Only solid white, short-sleeve undershirts are permitted. Undergarments with designs, logos, or writing are not permitted. P.E. uniform t-shirts may not be worn as undergarments.

Ties

Uniform ties are required for mass days and will be sold by an official uniform vendor. Ties are to be worn correctly.

Shoes

High school boys

The only acceptable shoes are Timberland Men’s Montgomery Bay Plain Toe Oxford in Black or the Eastland Men’s Plainview Plain Toe Oxford in Black. 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. Shoelaces are to be tied. Uniform shoes can be purchased at Iberia Sewing, Lipari’s Sporting Goods, various shoe stores throughout the Acadiana region, and various online stores.

Elementary and middle school boys

The only acceptable dress shoe is a solid black leather dress shoe with laces. Boots are not permitted. Elementary and middle school boys may wear solid black tennis shoes. Tennis shoes must be laced and tied and on feet properly at all times.

■ Uniform Regulations _____

Cleats and hi-top basketball style shoes are not permitted. Shoelaces must be the same color as the shoe.

Socks

Socks must be worn and must be solid white or black crew socks worn to ankle (high school only) or mid calf. No-shoe socks are not permitted. Socks with logos are not permitted. Students are not permitted to fold crew socks.

Jewelry

Boys are not permitted to wear any type of earring. Senior boys are permitted to wear their class ring. Boys are permitted to wear one single-strand chain, single leather cord, or single rope cord with a small medal of religious significance that does not drape more than 3 inches from the neckline. A student may also wear a scapular. Boys are permitted to wear appropriate wristwatches. No other jewelry is permitted.

Dress Uniform

The following guidelines must be followed when a male student is wearing the “dress uniform”

- Full-length uniform pants with regulation belt.
- Official school tie, worn appropriately at the appropriate length.
- Long or short-sleeve plain white oxford shirt with 2.5 inch school crest in red on left chest. All buttons must be buttoned and tie must be tied from the time the student arrives on campus until dismissal. Shirt sleeves must remain unrolled for the duration that the student is in uniform.
- Regulation shoes and socks. Solid black tennis shoes are permitted on mass day for grades 4-8.
- Official school sweater for boys may be worn with the dress uniform.
- Students in grades 4-8 will be allowed to remove their ties and unbutton the top button after the completion of Mass.

If a student is not properly dressed on dress uniform days, the student will be required to correct the problem by the end of 1st period or the beginning of mass on all-school mass days. Student’s violation card will be signed in addition to correcting the problem.

Grooming

Boys must be clean-shaven. Beards, mustaches, or inappropriate sideburns are not allowed. No earrings are to be worn by male students. 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. Bleaching or dying of the hair is not permitted. Mild highlights are permitted. Hair will not be partially shaved. Designs, lettering, or lines of any kind are not acceptable. (Detention will be issued and student will be given two days to comply. If the student does not comply, the student will be sent home, unexcused, to get a haircut)

General Uniform Guidelines - Boys and Girls

Outerwear

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

- Official Catholic High School sweater (purchased from an official vendor; black for boys and red for girls)
- Official Catholic High School red fleece jacket (purchase from an official vendor)
- Official Catholic High School sweatshirt (purchase from an official vendor)
- Letterman jacket

•**Note: This policy does not allow for any team or organization apparel to be worn on campus.**

Extreme cold weather

During extremely cold weather, **only solid gray, white, 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 (i.e. main building, cafeteria, library, gym, etc.). Letterman jackets are permitted in the building during cold weather days.

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.

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.

■ Uniform Regulations _____

Hats/Caps/Sunglasses

Hats, caps and sunglasses are not to be worn in any school building at any time or on campus from the time a student arrives on campus until 3 p.m.

Interpretation of uniform guidelines

The administration of Catholic High - New Iberia 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.

Any time missed due to improper grooming or uniform violations will be regarded as an unexcused absence.

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 Iberia Sewing Center, Gulottas, and Lipari’s Sporting Goods.

Out-of-uniform pass

Out-of-uniform passes will be issued for medical reasons only. A out-of-uniform pass will be issued for no more than one month. All requests to excuse students from being out of uniform 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 appropriate building administrator. Any approved alteration of the school uniform must not alter the color of the official school uniform. For example, if a student must wear a different shoe, that shoe must be of the same color as the uniform regulation shoe.

■ General Policies _____

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.

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 during the school day. Additionally, since teaching 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 during the school day as classes will NOT be interrupted for such deliveries.

Students arriving late to school may not bring fast-food lunches with them to school.

Automobiles

Each student shall register the car he/she intends to drive to school with the office at the beginning of the year. There is a fee of \$40.00 for reserved parking permits prior to the first day of student orientation. After this date, the parking permit fee will increase to \$50.00. Permits purchased after midterm will cost \$25.00. Replacement cost is \$15.00. Students shall place the Catholic High - New Iberia 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 shall be parked, locked, and vacated upon 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 shall 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 shall not be on the school campus. Periodic checks of inanimate objects, such as lockers, desks, and automobiles are made by the administration and/or

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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 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.

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 \$50.00 replacement fee. All questions regarding textbook fees should be addressed to the Assistant Principal. The Religion Administrator handles issuance and replacement of religion textbooks (\$20.00).

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.
3. The School Food and Nutrition Manager will bill the students as needed for food purchases. This advance payment shall establish a food service account for the student. 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, the school makes a telephone available for use by students for school business and emergencies ONLY. These phones are located in front offices of the elementary, middle school, and high school buildings respectively. 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 his/her 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.

Crisis plan

CHS has developed a crisis plan. Faculty has been inserviced, and students should follow faculty/administrative directives. Plans are posted in all rooms and periodic drills are held.

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E-mail addresses for faculty and staff

All faculty and staff may be reached via e-mail. E-mail addresses are set up by first initial, last name @chspanthers.com (Example – Tonya Viator – e-mail address tviator@chspanthers.com). Faculty may be e-mailed through RenWeb.

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.

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.

Dances and socials

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 p.m. to 11 p.m. Students and their dates must be inside by 8:30 p.m. and must remain until 11:00.
11. Only Catholic High students in grades 6-8 may attend mixers for these grades. Ordinarily, these mixers are from 7:30 p.m. to 10:00 p.m. Students must be inside by 8:00 p.m. and must remain until 10:00 p.m.
12. Students are subject to random Breathalyzer checks at all dances.

Dress guidelines for dances

All dances at Catholic High School are events that reflect the philosophy of our school and the teachings of the Catholic Church. Among our 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 following dress guidelines for Catholic High students and their dates:

1. Neckline of a dress must be cut in a modest way.
2. Cut of the dress in the back must not be below the middle of the back.
3. The bodice of the dress must not have any fabric cut outs below the neckline cut of the dress. (Openings in the back of the dress must be covered with net-like fabric. Coverings with such fabric of openings in the front of the dress are not allowed.)
4. Slits in dresses of formal or tea length may not exceed the top of the knee. Therefore, dresses that are knee length or above may not have any slits.
5. The length of a dress should not be shorter than four (4) inches above the knee when kneeling.
6. In keeping with the formal atmosphere of the Jr.-Sr. Prom, girls must wear tea length gowns or formal gowns or other formal attire approved by administration. Boys must be properly attired in suit and tie or tuxedos.
7. Dress for boys should be appropriate to the nature of the dance.
8. Admittance to the dance, with consideration of attire, will be left to the discretion of the faculty/administration sponsors who are present that evening.
9. If a student is in doubt as to the expected modesty of his/her chosen attire, he/she should consult administration before the dance to avoid the embarrassment of being turned away.

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Fieldtrips

Fieldtrips are important academic experiences that take learning beyond the walls of the classroom. Students who choose not to attend fieldtrips or those who cannot attend because of other activities will receive related work to complete. Students are reminded that refunding of costs may not be possible for those who pull out of a field trip.

Fund-raising, 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.

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.

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 to the school board. To file an appeal, the complainant should contact the school board president.

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. Locks will be available to any student requesting one; however, locks issued must be locked on the locker at all times. The lock must be turned in to the school at the end of the year. Replacement fee for lost or damaged locks is \$5.00. CHS assumes no liability for lost or stolen books, school supplies, or personal belongings.
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. A charge of \$4.00 will be assessed for all PE locks. Replacement fee for lost or damaged locks is \$5.00.
7. If there are violations of locker use regulations, appropriate disciplinary measures will be taken as determined by the administration.
8. Lockers should be kept closed when not in use.

Lost and found

The school office maintains a lost-and-found department. 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 non-prescription medication with a consent form completed by parents.

1. All medication must be kept in the school office.
2. 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.
3. Parents should bring all medication to the school office and must complete a Medication Permission Form.
4. **All medications, whether prescription or over-the-counter, should be in the original container and placed in a clearly labeled zip-lock bag.**
5. 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.

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Participation in school-sponsored activities

Any student participating in or attending a school-sponsored event must be in attendance by 9 a.m. and remain in attendance for the remainder of the school day. Exception to this regulation will be determined by the administration.

Political Involvement

Catholic High School of New Iberia, 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. Posters or advertisements concerning school-sponsored activities must first be approved by the moderator of the sponsoring activity who will assign a removal date. The administration reserves the right of final approval. Posters, banners, and flyers must be attached with approved adhesive. Anyone violating the above procedure will be referred to the administration for appropriate action.

RenWeb

Catholic High School utilizes RenWeb as its student information system. Parent's Web, our school-home communication tool, will allow 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.

School grounds and facilities

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

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.

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 after care room. Parents will be billed on an hourly basis for this service. This policy is being implemented for the safety of your child/children due to the fact that 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 7:30 a.m. and after 3:30 p.m., other than for school activities directed by Catholic High personnel.**

Student profile sheet

Parents are asked to keep their children's Student Profile Sheet current by immediately notifying the school office of any changes in information regarding students and their families (e.g., address, phone number, legal custody, medical information). 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 emergency contact identified on the Student's Profile Sheet arrives at school to pick up the child or gives permission over the phone for the student to leave campus.

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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 as 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.

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 will use the MIDDLE ONE-WAY entrance on de La Salle Drive and either of the one-way exits. Parents are asked to be conscious of not blocking traffic in the driving lanes or parking lots.

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:

1. If a student leaves Catholic High during the school year, tuition for that semester and fees for the school year remain due.
2. 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.
3. Any past-due accounts will be referred to the Tuition Assistance Committee for further action, pending approval by the School Board.
4. Any account past due by 60 days may be asked by the Collection Committee to pay balance of school year in full.
5. Post-dated checks will not be accepted in payment of tuition bills.
6. Payment in full by June 15 for the following year will result in a \$100 per student reduction in tuition and fees per student.
7. Families who sign up for monthly automatic EFT transfer by July 1st will result in a \$50 per student reduction in tuition and fees per student.
8. Students with an outstanding balance will not be allowed to take exams therefore resulting in 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.

Turnitin.com

Teachers use the plagiarism-prevention web-site, www.turnitin.com. Teachers often require students to upload a paper to the web-site and hold students to submission deadlines in the same way they would when students submit hard copies.

Student E-mail Account

All students in grade 9 – 12 will be required to have an e-mail account. If a student does not have an e-mail account, he/she will be guided in the set-up of a free account during his/her English Class.

Athletic Eligibility

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

1. Be a good citizen. A student must meet eligibility requirements and be in good standing with the school.
2. Be a bona fide undergraduate 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.
3. Not be 19 years of age before September 1 of the current year.
4. Meet the requirements of the birth certificate rule. A birth certificate shall be required of students who take part in high

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Athletic Eligibility cont.

school athletics. Copies shall be kept on file in the Athletic Director's office.

5. Complete eligibility within 8 consecutive semesters after entering 9th grade.
 6. 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.
 7. 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.
 8. Not have competed under a false name for money or merchandise of value, and have observed all other provisions of the amateur rule.
 9. Have the following paperwork complete before he/she is eligible for 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.

Athletic Information

Information regarding athletics is contained in the CHS Athletic Handbook available online at www.chspanthers.com.

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.

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.

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

Library Circulation

1. Books may be circulated for two weeks. They may be renewed once for an additional two weeks provided another student has not requested them.
2. Reference books may be checked out only with permission for one (1) period or overnight and are due at 7:50 a.m. the following day. Overnight books must be checked out at the end of the school day.
3. 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.

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Guidance and Counseling

The Guidance Office has the following services available:

- 1. Student appointments:** Ordinarily, any student wishing to consult with a guidance counselor (grades 6-12) or with the Elementary Administrator (grades 4-5) should obtain teacher permission prior to the meeting.
- 2. Parent appointments:** Any parent wishing to contact a counselor may do so by phone or e-mail. Visits and conferences are welcomed and encouraged.
- 3. Tutoring:** Any student interested in being tutored should contact the Guidance Office.
- 4. College information:** The Guidance Office is in constant contact with all Louisiana and out-of-state colleges and universities concerning entrance requirements, curricula offerings, scholarships, etc.
- 5. Testing program:** Among the tests administered by the CHS are the following:
4-8th Grades will take Stanford Achievement Tests; Freshmen take the PLAN test; Sophomores take the PLAN test; Juniors take the PSAT/NMSQT, SAT (Voluntary), ACT (Voluntary-but required for admission to Louisiana universities); and Seniors take the ASVAB, ACT (Voluntary-but required for admission to Louisiana universities), and SAT (Voluntary-but required by most out-of-state universities). Parents are expected to assume all financial responsibility for testing services.
- 7. 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 shall 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 18 or attending a post-secondary institution, only the student may grant such release.

■ Internet Safety Policy _____

Introduction

In order to provide the best and most current information available, Catholic High School gives its students and staff access to online electronic materials. These resources contain a wealth of valuable information. 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.

It is the policy of Catholic High School to:

- prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- 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, 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:

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

Supervision and monitoring

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

Installation and operation of any Internet filtering system on Catholic High School computers by no means precludes staff,

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students and community members from their responsibility 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 Acceptable 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.