

Vermilion Catholic High School
2016-2017
Handbook for Students and Parents

Approved by
Louisiana State Department of Education
Diocese of Lafayette

Member of
National Catholic Educational Association
Association for Supervision and Curriculum Development
National Association of Secondary School Principals
Louisiana High School Athletic Association
Louisiana Association of Principals

Mr. Michael Guilbeaux, Principal
Mrs. Christine Dubois Assistant Principal
Mrs. Reba Broussard, Religion Administrator
Ms. Kim Guidry, Athletic Director

Vermilion Catholic High School admits male and female students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin or disability in violation of state or federal law or regulation in administration of its educational policies, admission policies, scholarship programs, and athletic and other school administered programs.

Vermilion Catholic High School is an equal opportunity employer.

Student Name: _____

Phone Number: _____

**VERMILIONCATHOLICHIGH SCHOOL
STUDENT/PARENT HANDBOOK**

The administration, faculty, and staff would like to take this opportunity to welcome you to Vermilion Catholic High School. The information in this student handbook is an outline of general rules and regulations. It is not all-inclusive; therefore, additions and deletions may occur during the school year with proper notification. The Vermilion Catholic High School principal, with the approval of the school board, reserves the right to amend this handbook for a cause that, in his judgment, is just. If changes are made, all parents will be sent prompt notification. Please read it carefully. You will be held accountable for its contents.

TELEPHONE NUMBERS

School Office	893-6636
School Fax Number	898-0394

School Office Hours

7:15 a.m. – 3:00 p.m.

TABLE OF CONTENTS

MISSION STATEMENT	5
FACULTY AND STAFF	6
SCHOOL BOARD	6
ADMISSIONS POLICY	6
TUITION AND FEES POLICY	7
Scholarships	7
DEVELOPMENT PROGRAM	7
Publication Policy	8
Solicitation Policy	8
Fund Raising Activities	8
ACADEMIC PROGRAM	9
Required Program of Study	9
Graduation Policy	10
Louisiana Core Four	11
TOPS Core Curriculum	12
Grading System	13
Honor Roll	13
Class Ranking	13
ACADEMIC ACCOUNTABILITY	13
Academic Honesty	13
Academic Alert	13
Progress Reports/Failure Letters	14
Rally Participation	14
Report Cards	14
Theology Requirements	14
Failures	14
Make Up Work/Tests	14
Eligibility for Extra-Curricular Activities	14
Final Exam Exemption Privileges	15
GUIDANCE SERVICES	15
Standardized Testing	15
Family Educational Rights and Privacy Act of 1974	15
INTERNET ACCEPTABLE USE POLICY	16
STUDENT BEHAVIOR	19
Violation Card	19
Disciplinary Referrals	21
MAJOR BEHAVIOR CONSEQUENCES	22
Detention	22
Saturday School	22
On Campus Suspension	22
Suspension	22
Dismissal/Expulsion	22
Appeal Process	22
Drugs	22
SUBSTANCE ABUSE TESTING	23
Policy on Drug Detection and Searches	23
CONDUCT ON CAMPUS	24
Automobiles/Parking	24
Announcements	24
Assembly	24
Athletic Events	24
Portable Electronics	25
Books	25
Cafeteria	25
Calls/Deliveries	25
Distribution of Printed Matter	25
Damage to School Property	25
Food/Drinks	26
Gum/Candy	26

Hall Passes	26
ID Cards	26
Illness	26
Emergency Announcements.....	26
Liturgical Celebrations	26
Lockers	26
Medication	27
Parent Information Envelope.....	27
School Dance Policy	27
Skip Days/Skipping Class/Leaving School	27
Smoking and Tobacco Products	27
Stealing/Possession of Stolen Property	27
Unwed Pregnancies	28
School Sponsored Trips	28
AREAS OF SPECIAL CONCERN	28
Cheating	28
Dishonesty	28
Disrespect	28
Fighting	28
Firearms/Weapons	28
Fire Drills/Bomb Threats	29
Harassment	29
Language (Obscene/Vulgar/Gestures)	29
Threats of Violence	29
ABSENTEEISM AND TARDINESS	29
Attendance	29
Tardiness	30
General Procedures	30
Types of Absences	30
Check In/Out Procedures	31
Release from Instructional Time Form	31
Student Pick up.....	31
UNIFORM REQUIREMENTS	31
WITHDRAWAL PROCEDURES	34
PARENT COOPERATION STATEMENT	34
MAY FESTIVAL	34
PARENT/STUDENT ACKNOWLEDGEMENT	36

(PINK COPIES MUST BE SIGNED AND RETURNED BY AUGUST 17th)

MISSION STATEMENT _____

Vermilion Catholic actively engages students in the educational process, which is rooted in learning and serving Christ in the Catholic tradition.

SCHOOL CREST _____

The Vermilion Catholic School Crest was designed and created in 1967 by a local artist, Leo Manes, of New Iberia. The VC crest represents the mission and goals of our school and the spirit of Vermilion Catholic. From the time of the Crusades, crests and coats of arms have been used to announce a family's place in the community, its allegiance to a leader, and as a mark of distinction, and pride in the family's heritage. VC's crest is such an emblem.

THE SCREAMING EAGLE dominates the logo. In the Bible the eagle is also sometimes seen as a messenger from God. In Christian tradition, based on the New Testament, St. John the Evangelist is represented by an eagle. For that reason, he was chosen as our school patron, and the Screaming Eagle as our school mascot.

THE CROSS dominates the background. It represents our Catholic heritage and reminds us that our faith and our beliefs are part of all we do. RED is used for the cross, symbolizing both life and love, Christ's life-giving love poured out for us: *"...for God so loved the world that He sent his only Son..."*

THE OPEN BOOK held in the eagle's talon represents the Bible, the source of all true wisdom and spiritual knowledge. The open book also represents our search for academic knowledge and our openness to learning.

THE FRENCH FLEUR-DE-LIS to the right just below the eagle reminds us our Cajun French heritage.

VERMILION CATHOLIC FACULTY AND STAFF

Administrative Team

Mr. Mike Guilbeaux	Principal
Mrs. Christine Dubois	Asst. Principal
Mrs. Reba Broussard	Religion Administrator
Mrs. Cheryl Landry	Counselor
Mrs. Michele Meaux	Development Director
Mrs. Kim David	Technology Coordinator

Support Staff

Mrs. Jackie Nash	Bookkeeper
Mrs. Kathy Langlinais	Secretary
Ms. Kathy Broussard	Receptionist
Mr. Jesse Faulk	Custodian
Ms. Dani Vice	Bookkeeper

Faculty

Mr. Steven Adams, Jr.
Mr. Ozzie Blaize
Mrs. Reba Broussard
Mrs. Blair Desormeaux
Mrs. Kim David
Mrs. Tricia Duhon
Ms. Kim Guidry
Mrs. Rebecca Hardee
Mr. Ben Harrington
Mrs. Jillian Hebert
Mr. Russell Kuhns
Mrs. Ferne LeBlanc
Ms. Liliana LeBlanc
Miss Melissa LaCour
Mr. Jordan McCoy
Ms. Cindy Morgan
Mrs. Cathy Sagrera
Mrs. Nicole Small
Mrs. Erin Thomas
Mr. George Veazey

SCHOOL BOARD

2016-2017 Board: _____, Stephanie LeBouef, Andy Veazey, Eric Lege, Rick Putnam, Suzanne Vicknair, Francis Cao

School Board Executive Committee

Chairperson
Vice-Chairperson
Secretary

The Vermilion Catholic School Board conducts open meetings at 6:00 p.m. on the last Wednesday (usually) of each month in the VC Library. Individuals wishing to place items on the agenda must submit their information to the School Board Chairperson ten (10) days prior to the meeting.

ADMISSIONS POLICY _____

Vermilion Catholic High School accepts applications for admission regardless of race, creed, or national origin. The order of priority of admission will be:

- 1) students currently attending VC who wish to re-enroll for the next year;
- 2) students from feeder schools (Mt. Carmel, Maltrait Memorial and St. Peter);
- 3) siblings of students enrolled at VC;
- 4) children of VC graduates
- 5) children of VC and Mt. Carmel faculty and staff; and
- 6) additional openings will be filled utilizing the criteria (in no particular order) of students from area public schools, other Catholic schools, and transfers from other areas of Louisiana or other states.

Vermilion Catholic administration reserves the right not to accept students who were expelled from other schools or possess poor grades and/or poor discipline records.

TUITION AND FEES POLICY _____

1. **Tuition** must be pre-paid or paid in monthly installments drawn from the bank of your choice beginning in August and ending in May or beginning in June and ending in May.
2. **Registration fee** must be paid at the time of registration and **is non-refundable**.
3. **Athletic fees** are due at the beginning of each school year or the beginning of the applicable sport.
4. **Senior fee** of \$65 is due by October 15th.
5. **Parking fee** will be assessed to students wishing to park on campus. Parking tags will be issued assigning each student to a designated parking spot.
6. In the event that any tuition and/or fees are outstanding at the beginning of the semester exam-testing period in December and/or in May, then students whose tuition and/or fees have not been paid will not be given semester exams. This is a policy of the Diocesan school system.
7. Students delinquent at the time of try-outs for activities for the next school term will not be allowed to participate.
8. **Tuition Refund Policy.** Tuition will be refunded on pro-rated basis only in the case of a bona fide move out of Vermilion Parish by the student and his or her guardian. Should a student leave Vermilion Catholic for reasons other than a bona fide move out of Vermilion Parish, tuition shall be refunded on a quarterly basis. If a student withdraws from Vermilion Catholic once a month has begun, the parents or guardian of that student shall be held responsible for the full month's tuition if tuition is paid on a monthly basis.

Scholarships

Students who qualify may apply for the Theall Honor Scholarships, which are awarded annually in each grade level. Application forms are available in the school office. Additional forms of student aid are also available. Application forms and information are available from the administration.

DEVELOPMENT PROGRAM _____

As a parochial, Catholic, secondary school, Vermilion Catholic High School receives no funds from the Diocese of Lafayette but operates on tuition, donated services and gifts from benefactors. Although tuition is the primary source of funding for the daily operation of Vermilion Catholic, it is the financial support of the alumnae, present and former parents and grandparents, and other friends of VC that strengthens Vermilion Catholic for today's students and those yet to come.

Publication Policy

- A. Prior to publication, the Administration must review all press releases and news articles.
- B. Prior to publication, all documents produced in the name of Vermilion Catholic High School, i.e., yearbook, newsletter, literary books, sports programs, special events programs, letters must be reviewed by the Administration.
- C. School Newsletter *Eagle Tales*:
The parent monthly newsletter, *Eagle Tales*, is mailed to the primary parent of the entire student body (secondary parent upon request). Information may be suggested for inclusion in this publication but must be submitted in writing to the Administration.
- D. According to the publication policy, the Administration must review all letters. Once a copy of the letter has been approved and filed in the Office, mailing labels can be provided.
 - 1. Mail-outs by individual groups of Vermilion Catholic High School, e.g., School Board, Booster Club, sports, classes, etc. are handled by that group. The VC office staff does not prepare these mail-outs or deliver them to the post office. The postage is paid by the group/club. A purchase order should be completed prior to the mailing. An instruction sheet on bulk mailing (200 or more pieces) can be obtained from the school office. Postage for any club, organization or department will be charged to that account.

Solicitation Policy

It is the responsibility of the Administration to coordinate all fund raising efforts. Prior to any fund raising transaction, all persons and organizations that solicit in the name of Vermilion Catholic High School must complete a fund raising project proposal and receive approval from the Principal and School Board Development Committee. The Development Committee and Principal reserve the right to limit or refuse a proposed solicitation.

- 1. No individual or business is to be solicited without the concurrence of the Administration.
- 2. Solicited funds must be targeted to a specific project or event that has received the prior approval of the Administration.
- 3. Restricted donations must be applied to the area or project specified by the donor unless the donor is contacted by the Administration and such permission is granted.
- 4. Under no circumstances may the solicitor promise or guarantee any specific returns or favors for the donor's contributions.
- 5. All donors should receive a written acknowledgement for the contribution from solicitor within fifteen (15) days of receipt. A copy of the letter must be filed in the Development Office on the day that it is mailed. The School Office sends a second thank you note from the school.
- 6. In order to maintain a permanent record of donor history, the following information must be given to the School Office:
 - a. Name and address of donor
 - b. Amount of donation (if applicable, indicate type of in-kind donation or item donated)
 - c. Project or campaign in which donation was made
 - d. Date of donation
 - e. Solicitor's name
- 7. In-kind donations, or gifts of property, which might incur additional expenses, must receive School Board approval and permission.

Fund Raising Activities

All fund-raising activities within the community done by **any VCHS organization** using the name of the school must be approved by the *Development Director* and the Principal prior to the commencement of any fund-raising activity.

All fund-raising activities done by **any VCHS organization** within the school must have the principal's permission only but that permission must be secured **prior** to beginning the activity and/or sending out notification of the event.

The Principal will review all extra-curricular budgets, which would include their proposed fund raising activities. In the review, this committee would limit and consolidate these activities as well as prepare a master calendar to be presented to the VCHS School Board for final approval no later than the May School Board meeting. Any amendments or additions must have the approval of the VCHS School Board. The Finance Committee of the School Board must be kept informed of any proposed fund raising activities.

Guidelines for implementation of this policy include:

1. A special request form will be submitted to the Administration, which must include the name of the organization, the date(s) of the fund raising activities, type of fundraiser, purpose, method, and contact person. Sample form can be obtained from the school office.
2. The Administration will present the request to the School Board at the earliest meeting after the request but no later than the May Board meeting. After approval by the School Board, written notification will be presented to the contact person with the organization.
3. An 8% fee will be deducted from the net proceeds of the fundraiser and placed into a contingency fund for Vermilion Catholic. Funds generated by the Booster Club will not be subject to this fee.

ACADEMIC PROGRAM _____

The program of studies is based on the Catholic philosophy of education, the requirements of the Diocese of Lafayette, and the Louisiana State Department of Education. Students are required by the State of Louisiana to earn 24 credits to graduate. Vermilion Catholic also requires a credit in theology for each year of attendance.

VC Required Program of Study for 2017 Seniors

Theology	4 units	I-IV
English	4 units	I-IV
Mathematics	4 units	Algebra I, Geometry, Algebra II and any one of the following: Calculus, Financial Math or an approved advanced math substitute
Science	4 units	Biology I, Chemistry, and any two of the following: Physical Science, Biology II, Physics, Env. Science
Social Studies	4 units	U.S. History, Civics and two of the following: World History, World Geography or Western Civilization
Arts	1 unit	Fine Arts Survey or one unit of art, dance, music or theater
Foreign Language	2 units	Of Same language or two speech courses
Health & P E	2 units	PE I-IV
Electives	1 units	
Total	26 units	

VC Required Program of Study for 2018 Seniors and Beyond

Theology	4 units	I-IV
English	4 units	I-IV
Mathematics	4 units	Algebra I, Geometry, Algebra II and any one of the following: Calculus, or Advanced Math
Science	4 units	Biology I, Chemistry, and any two of the following: Physical Science, Biology II, Physics, Env. Science
Social Studies	4 units	U.S. History, Civics and two of the following: World History, World Geography or Western Civilization
Arts	1 unit	Fine Arts Survey or one unit of art, dance, music or theater
Foreign Language	2 units	Of Same language
Health & P E	2 units	PE I-IV
Electives	1 units	
Total	26 units	

It is required that all seniors enroll in a minimum of 5 classes in their senior year

The principal, guidance department, and parents must approve all class schedules. Any change must be completed within the first two weeks of school unless approved by the principal. The principal, guidance department, teachers who are affected, and parents must approve all class changes. There will be a \$15.00 fee for any approved schedule change unless the change is requested by the administration of Vermilion Catholic.

Graduation Policy

Any senior who does not complete all VC graduation requirements will not receive a VCHS diploma. Senior students who fail theology for the year will not receive a VCHS Diploma unless a summer project is completed under the supervision of the religion administrator. Senior students who do not complete one theology credit for each year of attendance at Vermilion Catholic will not be allowed to participate in any school sponsored graduation activities. Attendance at graduation and capping ceremony practices are mandatory. Failure to attend will result in the graduate not participating in those ceremonies. Any absence must be excused in advance by the Administration of Vermilion Catholic.

Any student who completes only the state requirements for graduation and fulfills the above theology requirements will be allowed to participate in graduation ceremonies, however that student will not receive a VCHS diploma. Any student who does not complete the state requirements for graduation will not be allowed to participate in any school sponsored graduation activities.

Any student who commits a serious violation of Christian ethics will not be allowed to participate in any school sponsored graduation activities including Graduation and Capping Ceremonies.

State Diploma Requirements

Effective for the classes of 2016 and 2017, students must meet the following state requirements for graduation to obtain a Louisiana Core Four Diploma:

English	4 units	I-IV
Mathematics	4 units	Algebra I, Geometry, Algebra II and any one of the following: Calculus, Financial Math or an approved advanced math substitute
Science	4 units	Biology I, Chemistry, and any two of the following: Physical Science, Biology II, Physics, Env. Science
Social Studies	4 units	U. S. History, Civics and two of the following: World History, World Geography or Western Civilization
Arts	1 unit	Fine Arts Survey or one unit of art, dance, music or theater
Foreign Language	2 units	Of Same language or two speech courses
Health & P E	2 units	PE I-IV
Electives	3 units	
Total	24 units	

Effective for the classes of 2018 and beyond, students must meet the following state requirements for graduation to obtain a Tops University Diploma:

English	4 units	I-IV
Mathematics	4 units	Algebra I, Geometry, Algebra II and any one of the following: Calculus, Advanced Math, or approved state math course
Science	4 units	Biology I, Chemistry, and any two of the following: Physical Science, Biology II, Physics, Env. Science or an approved state science course
Social Studies	4 units	U. S. History, Civics and two of the following: World History, World Geography, or an approved state social studies course
Arts	1 unit	Fine Arts Survey, Art, Theater, Music or an approved state art course
Foreign Language	2 units	Of Same language
Health & P E	2 units	PE I-IV
Electives	3 units	
Total	24 units	

The TOPS program is offered by the State of Louisiana. Additional requirements are necessary to obtain this award. Complete information and applications are available in the Guidance Office.

TOPS Core Curriculum for Seniors of 2016 and 2017

Insert TOPS Core Curriculum here ☺

For the 2016-2017 school year it will be 3 pages

GRADING SYSTEM

LETTER GRADES	NUMERICAL AVERAGE	DESCRIPTION	QUALITY POINTS
A	94-100	Excellent	4
B	87-93	Above Average	3
C	77-86	Average	2
D	70-76	Below average, passing	1
F	BELOW 70	Failing work	0
I		Incomplete	0

The scholastic year is divided into four quarters. The grade for each quarter is based on daily assignments, class participation, quizzes, and tests. In the computation of the student's quarter, semester and final grade, only the one-digit fraction of .5 or greater is automatically rounded to the next higher number. Semester grades are determined by averaging the two quarter numerical grades (80%) and the semester exam numerical grade (20%). The final grade in any course is the average of the two semester numerical grades. A numerical average of 70% or better is required to receive credit. Students who do not meet the attendance requirements will not receive credit for the course.

Grade Point Average

To determine GPA, divide the number of quality points by the number of credits.

Honor Roll

To achieve Honor Roll status, a student must maintain a GPA of 3.0 or higher in all courses with grades of A's and B's only.

Class Ranking

All students with a GPA of 3.7 and above will be recognized as honor graduates. Students with a GPA of 3.70 – 3.79 will be honored as cum laude graduates. Students with a GPA of 3.80 – 3.99 will be honored as magna cum laude graduates. Students with a GPA of 4.0 will be honored as summa cum laude graduates. Additionally, all students who have achieved the highest GPA will have a class ranking of 1 to allow them to compete for valedictorian scholarships at various universities. For the 2017-18 school year, the 5.0 scale used in dual enrollment may be used in determining class rankings.

ACADEMIC ACCOUNTABILITY _____

Academic Integrity

Students are expected to maintain the highest levels of honesty and integrity in all dealings with others, and especially in the academic environment. Students must understand that cheating, plagiarism, copying another student's work (homework, classwork, projects, essays, etc.), or having someone do the work for them are legal and moral offenses and incidents of academic dishonesty. Trying to cheat is academic dishonesty, even if the attempt is discovered before the cheating occurs.

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

- *Communicating or attempting to communicate answers or hints during a test or exam.
- *Sharing questions with other students from other class sections after the assessment.
- *Copying or looking at another student's test responses during an assessment.
- *Using unauthorized materials (open notes, textbook, note cards, etc.) close by and accessible during a test or an assignment.

- *Writing formulas, notes, etc. on one's person or on objects, for use during a test or exam.
- *Submitting the same paper/work to another teacher for credit (self-plagiarism).
- *Using an unauthorized communication device during a test or exam.
- *Copying homework or any work that was assigned to be done independently.
- *Allowing others to copy one's work or providing another student with test/exam answers or one's assignment or paper.
- *When working in a group, having one person complete and submit the work for all group members.
- *Taking words or ideas from someone else without giving proper attribution (generally in MLA format) to the author/artist and source.

Consequences of Academic Dishonesty:

1. A written referral to the Assistant Principal.
2. The student will receive no credit (0% F) on the assignment or assessment.
3. If a student copied an assignment or received answers from another student, both papers will receive 0%F.
4. The student(s) will receive an after school detention.
5. The incident of academic dishonesty becomes a part of the student's permanent record.
6. Administration will take into consideration a student's record of academic dishonesty when awards are considered.

Academic Alert

Any student who has an "F" average in one or more classes will be placed on "Academic Alert". Said student cannot leave school early for an extra-curricular activity if such departure results in the student missing the class(es) in which he/she has an "F". The student will be removed from "Academic Alert" and may leave school early for extra-curricular activities once the "F(s)" has been brought up to a passing grade as reflected on either mid-quarter progress report or report card given at the end of the quarter.

Progress Reports/Failure Letters

Progress Reports will be sent out at the midpoint of each nine weeks. Dates for progress reports are contained in the school calendar.

After the second and third quarter report cards, failure letters will be mailed to the parents of any student in danger of failing a subject for the year.

Rally Participation

Any student that has been selected and agrees to participate in District Rally must attend Rally and take the appropriate test. If that student qualifies for State Rally, the student must attend state rally. Any student who does not attend rally will be subject to disciplinary action by the school.

Report Cards

Report cards are sent home at the end of each quarter via Renweb. Dates for report cards are contained in the school calendar. Students who receive an "F" will be placed on Academic Alert. Each student will be encouraged to schedule an appointment with the counselor. **Academic Alert also carries the consequence that a student may not miss that class for extra-curricular functions.** Parents are urged to contact the teacher of the subject involved.

Theology Requirements

"Come, O blessed of my Father, inherit the kingdom prepared for you from the foundation of the world; for I was hungry and you gave me food. I was thirsty, and you gave me drink. I was a stranger and you welcomed me. I was naked, and you clothed me. I was sick and you visited me. I was in prison and you came to me. Truly, I say to you, as you did it to the least of these my brethren, you did it to me." – Matthew 25:34

Students at Vermilion Catholic High School will strive to ease the suffering of others through fundraisers, mission drives, food drives, ministry to the elderly and handicapped and other projects both as a part of groups and as individuals. These Apostolic Service Hours should be completed in the spirit of the gospel and we hope these services will be meaningful and effective toward teaching our students their Christian responsibility to serve others as Christ has served us.

All students in grades 9-10 are expected to devote 4 clock hours of Apostolic service before March 11th. All students in grades 11-12 are expected to devote 8 clock hours of Apostolic service before March 11th.

After each service is completed, the student will need to complete the “Reflection Guide” regarding the service provided. The student will receive a grade for the service and the reflection in the quarter in which the service was completed.

Many of the Apostolic service opportunities will be provided through school. If a student does not reach his/her requirements through these, it is important that students, with the help of their parents or peers, take the initiative to arrange other opportunities to complete his/her hours. It is not the school’s responsibility to complete or arrange the required hours.

At each service opportunity, Service Forms must be completed, signed by the supervisor of the project/event/activity, and submitted to the student’s Theology teacher by the deadline given.

We encourage students to go beyond the minimal requirements! An extra grade can be earned during a quarter if a student participates in one of the recommended projects after having completed his/her basic requirements. A reflection guide needs to be turned in for this as well.

During the fourth quarter, all students are required to provide service for the May Festival. (Information will be provided at the appropriate time.)

Any student falling short of his or her requirement will be given an Incomplete for that grading period and “Failure to Complete” notice which requires a parental signature – advising the parents of a possible failure in his/her child’s Theology class.

Students are required to attend their grade level retreat. If they fail to do so another grade level retreat must be attended. Failure to complete all religious service requirements may result in an “I” or non-credit for the year. For seniors, an “I” would prohibit them from participating in school sponsored graduation ceremonies. All students must earn one theology credit for each year of attendance at Vermilion Catholic.

MASSES

MASS SCHEDULE

School Masses are held on most Thursday mornings at St. Mary Magdalen at 7:30 a.m.

Students are expected to be at church before 7:30 a.m. and to check in with a Theology teacher (9th, 10th, 11th) or Mrs. Dubois (12th) in the main entrance of the church.

The Sacrament of Reconciliation (confession) is offered before every weekly school mass. Catholic students are invited to celebrate this sacrament. Non-Catholic students are invited to take part in this opportunity to speak to the priest for spiritual advice.

DRESS CODE FOR MASS

Boys are required to wear long uniform pants and a uniform shirt for all school Masses. Girls are required to wear uniform skirts or long pants for all school Masses with a uniform blouse.

Absences from weekly Mass – the following procedures will be followed across the board in all Theology classes for absences from weekly mass:

- a. Each student will be given a 10 point participation grade per weekly mass each nine weeks.
- b. A student will be allowed 1 absence per nine weeks without a penalty.
- c. After the first absence a "0" will be given for other masses missed.
- d. No excuses will be accepted after the 1 free absence is used.
- e. It will be the student's responsibility to check in with the proper teacher taking role for their grade level each week in order to obtain their credit for that week.
- f. The roster from mass will be used as the official copy for credit points. These rosters will be kept on file if questions arise.

Failures

Students who fail a core course are required to make up the course in summer school. If two or more courses are failed, or required credits are not made up, a student may be denied readmission.

Any VCHS student, who fails his/her theology course for the year, will be required to repeat the course or "make-up" the grade through a summer course as designed by the religion administrator in consultation with the pastor. There will be a cost of assessed to complete the course in the summer. Senior students who fail theology for the year will not receive a VCHS Diploma unless a summer project is completed under the supervision of the religion administrator and the pastor. Any senior student who fails his/her Theology course for the year will not be allowed to participate in any school related graduation activity including Capping Ceremony and Graduation.

Eligibility for Extra-Curricular Activities

Participation in any extracurricular activities whether it be sports, speech, drama, music, or other is a privilege and not a right. This privilege is based on consistent academic performance. It is the intent of this school that all students perform at a higher standard. To that end the policy on eligibility is guided by a desire to reinforce our commitment to academic performance.

STUDENTS WHO HAVE SCHEDULED ABSENCES FOR ACADEMIC OR ATHLETIC REASONS MUST MEET WITH ALL TEACHERS WHOSE CLASSES THEY ARE MISSING AND MUST SUBMIT ANY CLASS WORK THAT IS DUE.

All students who participate in extracurricular activities at Vermilion Catholic High School shall be passing in six (6) classes with a grade of 2.0 or its equivalent.

The administration in consultation with the Advisory Board shall recommend procedures for enforcement of this policy in compliance with Louisiana Law, Louisiana High School Athletic Association (LHSAA) rules or any other organizations governing extracurricular organizations.

The above requirements are the minimum established by the school. Certain organizations and groups have established the following additional requirements:

Beta Club	3.5 GPA
National Honor Society	3.7 GPA
Cheerleaders and Dance Team	2.0 GPA

Vermilion Catholic Beta Club

A student that finishes their 8th grade year with a 3.5 GPA can be invited to join the VCHS Beta Club. A student that finishes with a 3.7 GPA can be invited to join the VCHS National Honor Society.

Students entering Vermilion Catholic or present students that have a 3.5 cumulative at the end of a school year can be invited to join Beta and those with a 3.7 can be invited to join NHS.

All Beta and NHS students will be able to wear Beta polo shirts with uniform bottoms on Wednesdays.

If a student’s cumulative GPA falls below the 3.5 or 3.7 mark, they will be on probation for one year. Following the one year probation period, if a student has a 3.5 or 3.7, they will remain in good standing for Beta and/or NHS. If a student does not have the grade point average, the student can no longer be a part of the VCHS Beta and/or NHS club.

Graduation: Stoles are only worn if inducted into Beta or NHS.

Beta – Student wears gold Beta stole for graduation.

Beta & NHS – Student wears the blue NHS stole for graduation if they finish with a 3.7. If they finish with a 3.5 but lower than a 3.7, the student just wears the Beta stole.

3.9 GPA – Student wears the gold cord for graduation plus the NHS stole.

**Beta and NHS does not round up. A 3.699 is not a 3.7.

Monitoring Student Grades

SCHOOL	STUDENT	PARENT
Progress Report distributed via Renweb. Parents will receive a notification for failing grades.	Students with failing grades are advised to meet with teacher	Parent urged to contact teacher in event of a failing grade.
Report Cards distributed via Renweb. Parents will receive an notification for failing grades.	Students with failing grades are strongly encouraged to meet with their teachers	Parents are notified of failing grades. Parents are urged to set up a conference with the teacher.

Final Exam Exemption Privileges

Only students participating (any grade level) in state literary rally or other state academic contest and taking a comprehensive subject test may be exempt from the final examination in the subject of their participation. That exemption shall be granted in writing by the Principal. Only Seniors with an “A” averages for each nine weeks and an “A” on the mid-term exam are eligible for exemption. Senior Exemption privilege is granted by the teacher and is subject to teacher discretion.

GUIDANCE SERVICES _____

Standardized Testing

The following standardized tests will be administered to help determine progress and needs of students.

1. Level: Grades 9-10-11-12 (Testing is open to all students) American College Test (Battery ACT)
2. Level: Grade 9 – Practice ACT
3. Level: Grade 10 – Practice ACT
4. Level: Grade 11 – ASVAB or PSAT-NMSQT, (To qualify for National Merit Scholarships)
5. Level: Grade 12 – will participate in a job shadow activity.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 is a federal law, which states that a written institutional policy must be established and that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the school will maintain the confidentiality of student education records.

Vermilion Catholic High School accords all the rights under the law to students and their parents. No one outside the school shall have access to nor will the school disclose any information from students' educational records, including records to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, or to accrediting agencies carrying out accrediting functions without the **written** consent of the student and his/her parent. Exceptions to this written consent include qualified personnel in the school, persons in compliance with a judicial order, and persons in an emergency in order to protect the health and safety of students or other persons, and to parents who present sufficient evidence that the student is dependent upon them for financial support. All of these exceptions are permitted under this act.

Within the Vermilion Catholic High School community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Guidance Office, Administration Office, Business Office, Financial Aid Office, other academic personnel within the limitations of their need to know, the Vermilion Catholic High School attorney, designated law enforcement officials, corporate owner pastor and any other person deemed by the school as official.

At its discretion, Vermilion Catholic High School may provide directory information in accordance with the provisions of the Act. Directory information at Vermilion Catholic includes: student name, primary parent name, address(es), telephone number(s), and date of birth.

Requests for non-disclosure will be honored by Vermilion Catholic High School for only one year; therefore, authorization to withhold directory information must be filed each year in the guidance office.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the appeals committee to be unacceptable.

Students may **not** inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations; employment or job placement, or education records containing information about more than one student, in which case Vermilion Catholic will permit access only to that part of the record which pertains to the inquiring student. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document that exists elsewhere).

Any student who believes that his/her education records contain information that is inaccurate or misleading, or are otherwise in violation of his/her privacy or other rights may discuss his/her problems informally with the Vermilion Catholic guidance department. If the decisions are in agreement with the student's request, the appropriate records will be amended. If the records will not be amended, the student will be notified within a reasonable period of time and will be given a reason. The student will then be informed of his/her right to appeal to the next higher authority.

Revisions and clarifications will be published as experience with the law and Vermilion Catholic High School's policy warrants.

INTERNET ACCEPTABLE USE POLICY _____

Educational Purpose

Access to the Information Superhighway and the development of electronic information research skills are now fundamental requirements for preparing students to take their place in a technological society. Vermilion Catholic currently provides limited access through the placement of Internet service in the school library and in the computer lab, and in every classroom. The service is open to students and staff and exists to enhance the educational process.

Use of the internet facilitates research, makes available unique resources, and enables faculty and staff to explore the riches of thousands of libraries and databases, provides the means for interacting with others beyond the school community, and encourages communications, collaboration and greater participation in the global community. It is an essential tool for the future.

Teachers will make every effort to point students to sites that they have evaluated **prior** to suggesting their use.

Responsibility

The smooth operation and continued use of this resource requires that users adhere to guidelines. In general, it requires that the Internet connection be used ethically, legally, and efficiently. The use of the Internet is a privilege, not a right. It is Vermilion Catholic's intent to set reasonable requirements for acceptable and responsible use. Any user who violates these guidelines will be denied further access through the school connection.

For purposes of this policy, USER is herein defined as any faculty or staff member, who uses a Vermilion Catholic Internet connection.

Security

Along with the wealth of information resources comes the availability of material that may not be of educational value in the school setting, and material that can be morally objectionable (pornography, violence, etc.) We firmly believe that the richness of education information and global interaction far outweigh the dangers.

However, to assure that guidelines are followed, student Internet use in the school must always be a **supervised** activity. Any user identified as a security risk, or having a previous history of problems with other systems, may be denied access to the school's Internet connections.

Vandalism of any kind will also result in cancellation of privileges. Vandalism is defined here as "malicious or deliberate attempt to harm or destroy hardware, software, or to disrupt service, whether by physical means or by the uploading or creation of computer viruses."

To assure that viruses are not introduced into the system, floppy disks are not allowed and students are not allowed to download files of any type, without the express permission of the school Technology Coordinator.

Acceptable Use

1. All users are expected to abide by the general accepted rules of network etiquette. The most important of these are:
 - a. **All users:** Be respectful of others in all communications. Use of inappropriate language (vulgarity, profanities, obscenities, verbal abuse and threats, harassment, racial slurs, etc.) will not be tolerated.
 - b. **Students:** For safety reasons, do not reveal your personal address or telephone number, nor the personal addresses and/or telephone numbers of other students. Do not agree to meet with someone you have met online without your parents' knowledge and approval.
 - c. **Staff Members:** Give your personal address and/or phone number only when you deem it appropriate and safe. Do NOT give out personal information of colleagues and/or students.
2. All users are expected to abide by Louisiana and U. S. laws and regulations. Transmission of any material in violation of these laws and regulation is **PROHIBITED**. This includes, but is not limited to:
 - a. access and/or transmission of obscene, pornographic, or sexually explicit material
 - b. access material that advocates violence or discrimination (hate literature)
 - c. unofficial access and/or transmission of photographs or other material on Vermilion Catholic personnel (faculty, staff or students) without their expressed written consent.
 - d. activities that are disruptive to the network service, including destroying data or transmitting computer viruses.
 - e. unauthorized attempts to enter restricted areas of information
 - f. the sending of threatening, defamatory or fraudulent messages

- g. use for commercial activities
 - h. deliberate violations of copyright, or other use of another person's intellectual property without their prior written approval and/or giving proper acknowledgement.
 - i. circumvention of filters or monitoring software whether successful or unsuccessful.
3. E-mail use and on-line chats, at this time, are generally restricted to staff members. However, students wishing to e-mail for a specific school project may be allowed to after consulting with the librarian or Technology Coordinator.
 4. Students should respect the privacy of other students, should strive to maintain protection over personal passwords, and should inform the school administration and/or the Technology Coordinator if password privacy is in question.
 5. Respect the Resource Limits. Use the system only for educational activities and high quality self-discovery activities.

Unacceptable Uses

Students are not allowed to use technology resources in any of the following ways. Students may not:

1. Post personal contact information about themselves or other Vermilion Catholic students.
2. Post information or use Vermilion Catholic's name in any way on the internet without express permission of the school.
3. Use inappropriate language or bully/harass others students in public messages, private messages, or material posted on web pages.
4. Download any files without the express permission of the Technology Coordinator.
5. Publicize any information that was shared by another student who intended for that information to remain private.
6. Play any games, including but not limited to Solitaire, Hearts, online games, etc. Only those educational programs that have been loaded in conjunction with curriculum software may be played.
7. Chat, e-mail, or post on a message board while using school computers without the express permission of the Technology Coordinator.
8. Plagiarize works found on the internet or violate copyright laws.

Privacy

Student users should NOT expect that files stored on school computers will be private. Electronic messages stored on school computers may be treated like lockers. The files may be reviewed to ensure that users are following the rules set forth in this Acceptable Use Policy. If you are granted e-mail privileges, the Technology Coordinator, administration, and/or your parents have the right at any time to see the content of your e-mail files.

Non-Liability

Vermilion Catholic High School makes no warranties of any kind, whether expressed or implied, for the service it provides, and will not be held responsible for any loss of data resulting from delays and service interruptions.

Vermilion Catholic High School makes no guarantees that the system will be error free and is not responsible for the accuracy or quality of information obtained through the system. All users make use of the information obtained at his or her own risk.

Students are NOT AUTHORIZED to make any purchases of goods and/or services through school accounts. Vermilion Catholic High School is not responsible for financial obligations arising from such purchases made by students through the unauthorized use of the system.

CONSEQUENCES

Depending on the severity of the infraction, consequences will be as follows:

- 1st Violation – Detention or Suspension and restriction of computer privileges
- 2nd Violation – Suspension and removal of all computer privileges at school
- 3rd Violation – Suspension and possible expulsion

NOTICE

This policy and all its provisions are subject to local, state, and federal laws.

ALL staff members, students and any V.C. parent wishing to use the system MUST have a completed copy of the Agreement for Users on file with the Technology Coordinator.

Complete the User Agreement Form at the end of this Handbook and return it to school.

STUDENT BEHAVIOR _____

Code: Vermilion Catholic High School conducts a Christian instructional program for all students. Therefore when student misconduct occurs, the consequences will be treated in a Christian manner according to the offense committed.

Off Campus Conduct: Student conduct off campus should reflect the culture, philosophy, policy, commitments, and goals set forth by Vermilion Catholic High School. Therefore any violations of the law and/or disruption of moral turpitude by the student could result in disciplinary measures by the school upon return to campus.

Student Misconduct: Any action by a student whereby the teacher's right to instruct or the right of other students to learn is violated. When misconduct is of a serious nature whereby the student is sent to the Assistant Principal, re-admission to class will be the decision of teacher/administrator involved. Make-up work for those students sent to the Assistant Principal for misconduct is left to the discretion of the teacher. Students are expected to be reasonably diligent in carrying out their school obligations. Failure to do so or not adhering to school rules means the student is guilty of misconduct and may lose the privilege of attending Vermilion Catholic High School.

SERIOUS BEHAVIORAL INFRACTIONS CAN BE REFERRED TO THE VERMILION CATHOLIC DISCIPLINE COMMITTEE. THE COMMITTEE WILL CONSIST OF THE PRINCIPAL, ASSISTANT PRINCIPAL, GUIDANCE COUNSELOR, AND ONE OTHER TEACHER. THE COMMITTEE WILL DETERMINE THE SEVERITY OF THE CONDUCT AND THE CONSEQUENCES ASSIGNED TO THE STUDENT.

Discipline: While discipline usually denotes correction or punishment, properly understood it refers to self-control or to ordering one's activities toward a particular goal. Whether athlete or artist, scholar or craftsman, there is no achievement without discipline – including the achievement of maturity. Such discipline which involves discovering one's responsibilities and meeting those responsibilities should be shared by every member of the VCHS community. While one's self-discipline will manifest itself most clearly in actions, attitudes are in fact even more crucial. A system of discipline that concerns itself only with actions and disregards the attitudes underlying those actions will soon become mechanistic and legalistic. Discipline at VCHS involves a student's fundamental acceptance of the school's philosophy and values, as well as proper behavior according to its rules.

Orderly Running of the School: In light of these considerations every member of the VCHS Community is responsible for a disciplined approach to the common goal of the school. Specific breaches of discipline in the classroom are under the authority of the teacher. Infractions that affect the overall operation of the school, e.g., tardiness, misbehavior outside the classroom, violation of the dress code, are the responsibility of the Assistant Principal. The usual consequence of such actions is the assignment of the student to a session of **PENANCE HALL (P.H.)** to be served on the school day following the report of an infraction. Penance Hall (P.H.) refers to a period of detention held before and/or after school in a designated room. The Assistant Principal's office will determine the P.H. session (morning or after school) to which a student is assigned. Should a student fail to report to Penance Hall to which he has been assigned without being excused by the Assistant Principal to do so, his first such absence will result in his receiving a Saturday School consequence. Any subsequent un-excused absences from P.H. will result in a student having to serve and additional P.H. or a Saturday School. If a student behaves inappropriately during a P.H., he/she will receive a Saturday School.

Violation Card (VC)

A student must have an official Vermilion Catholic Violation Card (VC) card on his/her person at all times while on campus. The violation cards should be in the vinyl pouch with student ID's. A new violation card is distributed to the student at the beginning of each nine weeks. Upon request, a student must surrender the VC to any administrator, teacher, or staff member.

The administrator, teacher or staff member will sign and date the student's VC when the student is in violation of being tardy or has a uniform violation.

If a uniform or tardy violation occurs and the student does not/cannot present their VC to the administrator, teacher or staff member upon request, they are to be sent to the Dean of Students immediately. **THE RESULT WILL CONSTITUTE 2 VIOLATIONS** (original violation plus an added violation for not having card.) A lost violation card will result in detention.

The Vermilion Catholic discipline policy will be a system of levels as follows:

Level 1

- Infractions will include but not limited to:
 - Tardy
 - Dress code violation
 - Disrespect (minor)
 - Public displays of affection
 - Cell phone (must be picked up by a parent upon confiscation)
 - Inappropriate language
 - Bullying
 - Motor vehicle violations
 - Damage to school property
 - Habitual discipline issues

Level 2

- Infractions will include but not limited to:
 - Public displays of affection
 - Bullying
 - Motor Vehicle violations
 - Damage to school
 - Habitual discipline issues
 - Threatening another student

Level 3

- Disrespect (major)
- Public displays of affection
- Skipping school
- Cheating
- Bullying
- Stealing
- Motor violations
- Damage to school properties
- Habitual discipline issues
- Threatening another student

Level 4

- Skipping school
- Fighting
- Bullying

- Possession of weapon
- Damage to school property
- Alcohol
- Drugs
- Tobacco
- Threatening another student

Level 5

- Possession of weapon
- Damage to school property
- Alcohol
- Drugs

Any issues that arise not contained on this list will be dealt with accordingly by administration. Results of the above infractions can be handled with any combinations of the following:

Level 1

- Card signature
- Morning or lunch detention
- Parental conference
- Referral to school counselor
- Behavior contract
- Saturday School

Level 2

- Loss of privileges
- Community service
- Parental conference
- Referral to school counselor
- Behavior contract
- Saturday School

Level 3

- Saturday School
- In School suspension
- Parental conference
- Referral to school counselor
- Behavior contract

Level 4

- Out of school suspension
- Parental conference
- Referral to school counselor
- Behavior contract

Level 5

- Expulsion

A student will be allowed 2 violations inside a level each 9 weeks. If the student has two Level 1 violations and receives a third, it will become a Level 2 violation. All students will start fresh after each 9 weeks with Level 1 and Level 2 violations.

Administration reserves the right to determine the severity of any infraction and the resulting punishment.

Disciplinary Referrals

Teachers will write up a referral to send students to the discipline office through Renweb. Any student who does not report to the office will be subject to detention or suspension. The Assistant Principal will meet with the student and depending on the situation the following consequences may follow: a conference with the student/parents, detention, Saturday School, suspension, or expulsion hearing.

MAJOR BEHAVIOR CONSEQUENCES

Detention

Detention will be conducted and moderated by the administration under the supervision of the Assistant Principal.

Saturday / After School Detention

Students will attend school from 8:00 – 11:00 a.m. on Saturday in school uniform, under supervision of a teacher. Failure to attend Saturday school will result in an Out of School suspension the following Monday. The only excused absence for Saturday school will be a death in the family or documented illness by a medical professional.

On Campus Suspension

Students serving an on campus suspension will serve a one day suspension on campus in an assigned room. Through supervision, students will be allowed to work on class lessons given to them throughout the day by their teachers. Students are required to bring their lunch and will receive one appropriately timed break during the course of their day. On Campus Suspension will not result in an absence. If the suspension is on a mass day, the student is required to attend mass.

Suspension

Suspension is the second most serious form of disciplinary action at Vermilion Catholic High School. It serves as a notice to the parents and student that the student is in jeopardy of being dismissed if the behavior continues. Students will not be allowed to attend school for the length of the suspension. Students will be allowed to make up work missed that day or days following the makeup work/test policy. The student will not be allowed to participate in any extracurricular activity on the day(s) of the suspension. If the suspension is on a mass day, the student is invited to attend mass with his or her class.

Dismissal/Expulsion

Dismissal requires that a student withdraw immediately from Vermilion Catholic. Expulsion is the most serious form of disciplinary action at Vermilion Catholic High School. Procedures for expulsion are available from the Principal.

Appeal Process

When the parent of a student 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, an appeal may be made to the School Board. If, after review by the School Board, the complainant still believes the issue is not satisfactorily resolved, an appeal may be made to the Diocesan School Board. Procedures for the appeal process may be obtained from the Principal.

Drugs

The sale, purchase, possession or consumption of drugs; including synthetic drugs, steroids, or alcohol, (either before or during a student's academic day or at any school related function) is strictly prohibited. Anyone

violating this regulation or choosing to remain in the presence of someone who is in violation is subject to suspension or expulsion.

SUBSTANCE ABUSE TESTING POLICY

It is the policy of Vermilion Catholic High School to take all precautions necessary to ensure that students will be accorded every reasonable health and safety measure. Since the mid to late 1980's, discipline problems have accelerated, athletes have suffered increased injuries, and school officials have noticed that students and athletes have begun to glorify the drug culture. Vermilion Catholic High School intends to ensure the optimum health and safety for our students through a substance abuse testing program.

The purpose of this program is not to invade the privacy of the student, but rather to bring to the surface a potential health and safety problem. This would include any controlled substance dependency or usage of illegal substances that would be counter-productive to the health and safety of our students. This policy was formed to detect and DETER substances of abuse and thus ensure the safety of all students in our school.

All members and employees of Vermilion Catholic High School, faculty, administration, auxiliary staff, school board members and students will be subject to periodic drug screen testing. Each student will undergo one or more drug screen test to ascertain the presence of controlled substances. The tests will be strictly enforced, and participation will be mandatory since the parent/guardian has freely chosen to allow his/her child to attend Vermilion Catholic. By signing the "Substance Abuse/Misuse Contract and Consent Form", the parent/guardian and student acknowledge that they have consented to the administration of the tests and waive any claim of invasion of privacy and any objection to the furtherance of this program. The refusal of a student to submit to a requested search or a drug screen will result in the student's dismissal from Vermilion Catholic.

Initial testing is paid for by Vermilion Catholic High School and conducted in accordance with recommendations made by the Substance Abuse and Mental Health Services Administration (SAMHSA) of the United States Department of Health and Human Services. A drug test screen will be collected using the established protocols and submitted for processing. According to SAMHSA standards, two tests will be performed on the specimen. The test will be used to detect the following: AMPHETAMINES, BARBITURATES, METAB, BENZOYLECGONINE-COCAINE, BENZODIAZEPINES, ETHANOL, METHADONE, OPIATES, PHENCYCLIDINE (PCP), PROPOXYPHENE, AND MARIJUANA. The confirmation test is performed using Gas Chromatography/Mass Spectrometry, the recommended method of courts and scientists.

The results of the tests will be kept strictly confidential in the principal's office, and the student will be allowed to indicate if he or she has been taking any prescription medication prior to the test. The parent/guardian of a student who yields a positive test result will be notified within 24 hours of the Laboratory results being recovered. A meeting time will be setup for a conference between an Administrator, Parent/Guardian, and student to discuss the findings.

Routine urinalysis drug testing will take place during the school year. Any student who attempts to circumvent the drug testing process, interfere with the process, or assist another student in doing the same shall be subject to disciplinary actions that may include suspension and/or expulsion. Any student who tests positive for the first time will be called into a parent/administrator meeting and will be suspended for three days. Student may also lose privileges such as but not limited to: participation in extra-curricular activities, athletic participation, and attending school events. A retest will be conducted 35 days from notification of a positive test at the parents' expense. The student will be required to undergo assessment by a qualified counselor, at parent expense, within a set period of time. Failure to follow through will be construed as a second positive test. Any student who has a second positive test within one calendar year of the first positive test will be dismissed from Vermilion Catholic.

It is imperative to note that these procedures are only to be used for the appearance of non-apparent controlled substances. Consequently, if a student apprehended by anyone as a result of being in illegal possession of alcohol and/or a controlled substance, the regular school disciplinary policies will apply.

Policy on Searches

All members and employees of Vermilion Catholic High School, faculty, administration, auxiliary staff, School Board members and students will be subject to periodic searches. Entry into or upon any vehicle, offices,

grounds or facilities of the school by any person is conditioned upon the school's right to search the person, personal effects and vehicles of any entrant for illicit or controlled drugs, drug-related paraphernalia, intoxicating beverages, firearms or weapons, or possession of unauthorized property or equipment.

Searches may include the person, personal effects, lockers, desks, offices, vehicles or any vehicle being used for school purposes, personal baggage or any other item on school premises. In addition, surveillance cameras can be used to provide a safe and healthy environment. Contraband items shall be taken into custody. When such a search finds a person subject to these policies to be in possession of a contraband item, that person shall be considered in violation of these policies. Parents and the police will be notified.

Any student subject to these policies who has been determined to use, possess or sell or distribute illegal drugs, drug related paraphernalia, controlled substances, on or off campus, or to be in possession of firearms or weapons on campus, or to have possessed prescribed drugs of another person, or who possessed any drug that is not properly identified or in a proper container, or who possessed "Look-Alike" or "Designer" drugs shall be subject to disciplinary action.

The principal is further authorized to solicit and provide for periodic use of trained animals in the search for or detection of illicit drugs. In the event that such animal should detect or indicate the presence of such substances, then the principal (or designate) shall be authorized to demand all students in the area of the detection to display or otherwise exhibit the contents of the affected area.

Use of the parking facilities provided by the school and exercise of the privilege of parking on the premises by the students constitutes an implied consent to have said automobile periodically and reasonably searched or inspected for the purpose of detecting the presence of drugs or other unauthorized material.

The above policies shall likewise apply to any grounds of the school and sponsored by the school or any

Once front parking space is full all other students must park at field.

Numbered or first come/first serve??????

CONDUCT ON CAMPUS _____

Automobiles/Parking

Driving privileges for the regular school day to/from school are extended to students. Students parking a vehicle on campus must purchase a VCH parking tag (\$25.00 per year) and must park in their designated spot only. After all parking spots are full in the front of the school, students will be required to park at the other designated spaces either on the side of the tennis courts or at the football field. Parking tags will be issued at the end of each school year. The school parking lot is absolutely off limits during the day. Parents must park in the visitor spots only or between VC and Mt. Carmel. Parents should not park in any numbered spot. Vehicles not registered for parking at VC may be towed at the owner's expense. Being a Catholic school, students should respect that inappropriate bumper stickers, signs, logo or other objects that may be offensive to others may be subject to disciplinary action that may include a loss of parking privileges till the offensive object is removed. **All students will be required to enter and exit through the front entrance.**

Announcements

Each day announcements are made for the entire school population. **Each student is expected to pay attention to the announcements.**

Assembly

From time to time the student body assembles to recognize achievements of fellow students or the achievements in co-curricular activities, to hear a guest speaker, or to enjoy the entertainment of a performing group. Each of these assemblies requires a formal setting. Any whistling, shouting, noise making or talking is entirely out of order. As reasonable and prudent people, in response to health concerns and safety, the use of hand held or personal air horns inside the Vermilion Catholic High School building either at games or other events is prohibited.

Athletic Events

Vermilion Catholic High School is a member of The Louisiana High School Athletic Association. The school adheres to the rules and regulations of that body. An important aspect of the athletic program is good sportsmanship. In Louisiana, the home team is responsible for sportsmanship and conduct at its events. A school is also responsible for the action of its students and fans away from home. Misconduct such as but not limited to: booing, fighting, obscene gestures, removing clothing or off-colored cheers will not be tolerated.

Portable Electronics

Due to our technology improvements over the summer, students will NOT be allowed to use the following electronic devices: personal laptops, tablets, iPads, etc. VC now has a new portable laptop lab that can be brought into classrooms when needed. The library also has all new computers. VC has a new infrastructure and we are protecting our system from viruses. If students are required to use personal devices for certain classes, those devices will have to be registered through the teachers.

Cell Phones, IPod, MP3 players, or blue tooth headsets, are not permitted on a student during school hours. Cell phones may be kept inside locked student lockers and MUST be turned off. Students may NOT use a cell phone inside the school building during the day including at the end of the school day. Periodic searches will be conducted by the administration.

Cell phones are the responsibility of the student and should be secured in their vehicle or locker during the school day. It is the recommendation of the administration not to bring cell phones in the school building. Vermilion Catholic is not responsible for lost, damaged, or misplaced cell phones.

Violations of this rule will have the following penalties:

- a. 1st offense – Level 1 discipline – phone confiscated/ parent (or guardian) must pick up/can be picked up afternoon on day confiscated/Saturday School
- b. 2nd offense – Level 2 discipline – withheld 1 week from date it is confiscated/parent (or guardian) must pick up/2 Saturday Schools
- c. 3rd offense – Level 3 discipline – confiscated for the remainder of the 9 weeks and withheld at least 2 weeks/parent (or guardian) must pick up/3 Saturday Schools

Refusal to turn over your phone in the event of a violation will result in further punishment by administration. If a teacher and/or administrator ask for your phone it must be surrendered immediately. Penalties for violating this can include suspension of extra-curricular activities, in-school suspension, and out-of-school suspension among others.

Books

It is the responsibility of each student to care for his/her school issued textbooks. Books and other belongings are not to be left out of lockers on school property after school hours. Textbooks should not be jammed into lockers. If textbooks are left in the classrooms, all students must let the teacher know if they are using them outside the classroom and show the teacher that they are using their assigned textbook. Access to online textbooks are provided to students in some classes. The passwords and access to these textbooks are granted to individual students and are not to be shared. If a student damages a textbook he/she will be charged a fine correlating to the damage assessment. Assessment of textbook damages are: \$10.00 for minor damage, \$50.00 for moderate damage, and total cost of the textbook for severe damage. Students will be responsible for paying a replacement fee for any lost textbooks. Textbook fines must be paid before a student may take final exams.

Cafeteria

Students are expected to conduct themselves in an orderly manner when entering the cafeteria. Students are expected to return their trays and clean up their space when they are finished eating.

Calls/Deliveries

During regular school hours, students may not make or receive telephone calls except for emergency situations. Parents who call in for their students or want to leave messages may do so with the understanding that students

will not be taken out of class for phone calls unless it is an emergency and messages will not be delivered during class periods but will be delivered at appropriate times. All deliveries, such as flowers or balloons, must be made to the office. Students may pick them up after school. Parents bringing items to a student must bring the items to the office and school personnel will present the items to the student at an appropriate time.

Distribution of Printed Matter

No student is allowed to distribute any type of printed material on campus without the permission of the Principal. This includes maps, invitations, pamphlets, or announcements. Posting signs and bulletins by the students must be approved by the principal and must be promptly removed after such activity by sponsoring groups.

Damage to School Property

Any student who by his/her action causes damage to school property is obliged to replace that property. Any act of vandalism against school property, the property of another school or the property of any other member of the faculty, staff, or student body, either on or off campus, could result in severe corrective action including expulsion.

Food/Drinks

Federal rules prohibit access to the snack/drink machines prior to all being served at lunch. NO snacks/soft drinks may be purchased before lunch. All students bringing lunches from home or purchasing snacks/soft drinks must consume these items in the Main Mall or locker area during break or lunch. **Students are NOT allowed to have lunches delivered to them at school. No food items can be brought to school by parents. Students are NOT allowed to bring in drinks from merchants in the morning.**

Gum/Candy

The chewing of gum in school is prohibited. This includes the auditorium, lunchroom, mall, student commons and especially Church. In addition, the eating of candy or other snacks in class is prohibited. Violation card may be signed.

Hall Passes

Students are not allowed to leave the classroom without the teacher's permission. Students must carry a hall pass with them at all times.

I.D. Cards

Required I.D. cards are issued in conjunction with school pictures and students are required to have the card on their person at all times. Vermilion Catholic lanyards along with a vinyl pouch will be purchased for school ID's. Replacement I.D. cards with the lanyard and pouch cost \$10.00. Replacement stickers can be purchased in the office for lost I.D.'s for a \$2.00 on a daily basis if student knows where their ID is located but does not have it at school. Individual replacement costs are: \$5.00 for student ID, \$3.00 for Vermilion Catholic lanyard, and \$2.00 for the vinyl pouch.

Illness

A student who becomes ill during the course of the school day is to report to the office. Should the Administrator determine that the student is too ill to remain at school, a parent will be notified.

Emergency Announcements

In case of emergency where school may be called off due to dangerous weather or other circumstances, Vermilion Catholic High School will make decisions on school closures as early as possible. Students and parents should listen to the radio and/or TV for news reports concerning whether or not school will be open or closed (Channel 3, Channel 10).

Liturgical Celebrations

In order to establish a reflective and reverent mood, each student is to enter the area of the event in silence and maintain silence until the celebration begins. A student is expected to participate in the singing and appropriate congregational responses; and, when appropriate, to give full and silent attention to the actions of the celebration. Continuous disruptions will result in more severe consequences. Adherence to uniform regulations requiring skirts or uniform approved slacks for girls and long pants for boys are required at all school Masses. Students who are not in attendance at liturgical celebrations or tardy to Mass will be subject to disciplinary consequences that may include attending a parish morning Mass and obtaining the signature of the celebrant as proof of attendance.

Lockers

Locker space is the property of Vermilion Catholic. It is not a solely private area for the student. He/she is urged to keep his/her personal belongings in the locker and to make certain that it is locked at all times. Locker combinations are printed on the back of violation cards and are also available in the office. The student must assume all responsibility for the contents of the locker; the school is not liable for any losses that the student may incur. The Administration reserves the right to inspect any and all lockers at any time.

Medication

Vermilion Catholic will not provide even simple medication (such as aspirin) to students without a sign consent form. All medicine must be brought to the office and the parent and physician must complete a form. These medication forms are in the office. Any medication must be dispensed from the office. Students may not have in their possession any form of aspirin or prescription. Students found in violation of this procedure are subject to expulsion. A parent at the end of the school year must pick up all medication; otherwise it will be discarded.

Parent Information Envelope

The Parent Information Envelope (PIE) is a major vehicle of communication between school and home. Many important communications, such as fundraising material are sent home in these envelopes. Parents are asked to remove and read all information from the envelope, sign the envelope and return it to school with the student by the announced deadline date (**usually one week**). Failure of a student to return the envelope by the deadline date will result in a signature on the violation card and/or Saturday School. Replacement cost for a lost envelope is \$5.00.

School Dance Policy

Students who attend dances at VC may arrive no later than 30 minutes after the start of the dance and must remain until its completion. Any exception must be cleared with the administration prior to the date of the dance. As the students arrive at the dance, girls' purses and boys' coats are searched for contraband items. Students will be randomly asked to submit to a Breathalyzer test. No eighth grade students and no persons over the age of 21 will be allowed to remain for the dance. Any student who purchases a ticket for a dance and does not attend the dance, the parents will be called to inform them that the student is not present.

Since we are a Catholic school and we stress modesty in dress, it is mandatory that students attending any dance should be modestly dressed in keeping with good Christian morals. The following guidelines for dress **MUST** be used for all school dances:

1. No backless dresses. Openings on the back are allowed but the openings cannot go below the waist.
2. No excessive cleavage exposed. No deep "V" or deep sweetheart necklines allowed.
3. No slits on sides, back, or front that go higher than right above the knee.
4. No cut-outs on the front or sides of dresses.
5. Dresses should not be too tight where they cannot walk with natural strides or where undergarment lines are clearly seen.
6. Consider the shoes you must walk and dance in!

All school rules apply at school dances. All students and attendees must adhere to school policies. Students and parents should be aware that the drug and alcohol policy will be strictly enforced at dances. VC students are responsible for their dates' behavior and observances of school rules and dress while at the dance. **All dates who are not students of Vermilion Catholic must have the appropriate permission slip completed and a pictured ID to be admitted to the dance**

Skip Days/Skipping Class/Leaving School Prior to Dismissal

Vermilion Catholic does not authorize nor recognize student skip days. Skipping classes or leaving school prior to official dismissal will result in a suspension. Leaving a class without permission or failure to report to a class will result in a suspension.

Smoking and Tobacco Products

Smoking, possession, and/or the use of smokeless tobacco are strictly prohibited on the school property or at any school-related activity. Students who are caught smoking on campus or with the possession of tobacco products on campus or at any school related activity will be suspended. In accordance with the Louisiana Smoke-Free Air Act (Act 815), smoking is not allowed on campus or at any school function.

Stealing/Possession of Stolen Property

Stealing, or the possession of stolen property, will be subject to disciplinary action which may include: suspension/expulsion or referral to the appropriate law enforcement agency or both.

Unwed Pregnancies

The Catechism of the Catholic Church reaffirms the teaching of Christ regarding chastity in stating “All the baptized are called to chastity. The Christian has ‘put on Christ’, the model for all chastity. All Christ’s faithful are called to lead a chaste life in keeping with their particular state of life.” As we continue to form young men and women in their baptismal commitments through Catholic education, each educator within our school system should take an active part in teaching the virtue of chastity. When a student or unmarried faculty member has not lived according to the virtue of chastity and the sexual act results in an unwed pregnancy, the clergy and the principal are to counsel and offer pastoral care to those involved. Counseling should include the added responsibilities of the new parents, which will arise, with the birth of the child(ren). Multiple unwed pregnancies by any VC faculty, staff or student may result in dismissal from VCHS.

While pre-marital sex is wrong, the pregnancy is a gift from God and unless the sex act occurs on campus or at a school-sponsored event, students may not be penalized or punished by the school. Female students who become pregnant may continue their education on campus unless her own physical, spiritual or psychological state requires at least temporary withdrawal and the beginning of a course of home study. As one major concern is for the health and safety of the pregnant girl while attending school, the student shall furnish a Pregnancy Status Report to the principal as soon as the pregnancy is confirmed and then at least every six weeks thereafter. If this form is not completed or if it is not submitted within the time frame set forth, then the principal may consult the appropriate people and then take whatever action is deemed suitable to ensure that the health and safety of the young lady involved is protected.

School Sponsored Trips

On any school trip, students must go and return on the means of transportation provided by the school and must remain at the event unless explicit permission to the contrary is obtained from the administration. School dress is required on any trip unless otherwise specified, and all appropriate school regulations remain in effect.

Areas of Special Concern _____

Cheating/Plagiarism

Cheating at Vermilion Catholic includes but is not limited to cheat sheets, stealing or sharing of tests/answers, plagiarism, copying of assignments, looking at another student’s test/quiz while having a test/quiz in your possession, having notes or study guides available to use while a test is in a student’s possession or talking with a test paper in your possession. The student caught in any of these situations will be given a “zero” on the assignment/test. See the Academic Integrity section.

Dishonesty

Students who are guilty of or involved in falsification of faculty, staff signatures, transcripts, letters of recommendation, college/university applications, or school documents, are subject to disciplinary action. Any student who is guilty of a school violation and fails to admit wrongdoing is subject to being suspended.

Disrespect

Any student who displays disrespect to any legitimate authority or staff member at Vermilion Catholic will be disciplined appropriately by the administration and may include suspension or expulsion.

Fighting

Fighting is a serious offense at Vermilion Catholic and may result in suspension or expulsion. Fighting is defined as an act of aggression when alternatives are available for avoiding such an act. Any student striking another student will be disciplined. Any student returning a strike may also be disciplined.

Firearms/Weapons

La. R.S. 14:95.2 creates the crime of carrying a firearm by a student or non-student on school property and mandates that school officials notify all students and parents of the impact of the legislation at each major point of entry to the school.

La. R.S. 14:2 creates the crime of carrying of a firearm or dangerous weapon (such as knives, clubs, gas, liquid or other substance or instrumentality), which, in the manner used, is calculated or likely to produce death or great bodily harm by a student or non-student on school property. The crime is defined as the intentional possession of any firearm by any student or non-student on a school campus or on a school bus during regular school hours. Whoever is convicted of the crime of carrying a firearm on school property or on a school bus is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years.

The law exempts from its provisions a federal, state, or local law enforcement officer. Violations of firearms policy will result in expulsion and possible criminal prosecution.

The law prohibits possession of a firearm or dangerous weapon not only on school property or within 1,000 feet of the school's property or on a school bus, but also at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties or any extra-curricular activities.

The law specifically mandates that when a principal or other school official detains a student for violation of R.S. 14:95.2, and the principal confiscates or seizes a dangerous weapon from a student while a student is on school property or at a school function, or on a school bus, the principal or other school official must immediately report the detention or seizure to the appropriate law enforcement authority, and notify the student's parents if he/she is detained for any of the above.

Fire Drills/Bomb Threats

Unannounced fire drills are held so that students may learn to evacuate the building properly. Signs are posted in each room indicating which exit is to be used in case of fire. STUDENT EXIT refers to the student area exits. EXIT BIOLOGY refers to the exit nearest the biology lab. EXIT GYM refers to the back door of the gym. Students leaving the building from the above mentioned exits would go to the tennis courts. FRONT EXIT refers to the exit in the front of the school. Students leaving from this exit will go to the sidewalks near the highway. Bomb threats will be handled in a similar manner. Bomb threats will be turned over to the authorities and any student found guilty will be expelled.

Harassment

Each student at Vermilion Catholic has inherent dignity and individuality. Thus, any student found engaged in harassing or demeaning another student or teacher will be disciplined. Harassment is not limited to but includes constant teasing or embarrassment of a student by a fellow student.

Language (Obscene/Vulgar/Gestures)

The use of obscene/vulgar gesture/language (either spoken or written) is prohibited. The administration will not tolerate inappropriate language in the classroom, on the campus, or at school functions. Students using this disrespectful language will be disciplined.

Threats of Violence

Because safety in our schools is of utmost importance and one of our top priorities, when informed of possible violence or even threats of violence, the school administration will take this information seriously. This is a no tolerance policy for dealing with and addressing not only real threats of violence but also those that may be considered frivolous. Even frivolous threats can disrupt the operation of the school. The school administration will immediately contact the appropriate civil authorities, the sheriff's office or local law enforcement agency and follow their directives.

ABSENTEEISM AND TARDINESS _____

Attendance

Students are obligated to attend all classes every day school is in session (State attendance policy Bulletin 741) and to arrive at school on time. A student who misses more than seven (7) school days per semester (14 per year) cannot receive credit for courses taken. This policy applies to individual classes as well as whole school days. Exceptions are for extended absences due to serious illness or injury or extenuating circumstances as determined by the principal.

Attendance letters will be sent to parents after 5, 7, and 12 classes missed. After the 3rd letter, a conference with the parents will be requested by administration. Excessive absentees will result in no exemptions. Students returning to school after an absence should report immediately to the receptionist window for an Absentee Slip. The last teacher to sign absentee slip must pick up and return it to Ms. Kathy Broussard at the receptionist window near the front entrance.

Once a student misses 14 days of school excluding doctors' excuses and a death in the immediate family, students will be required to complete "seat time" for each class missed. "Seat time" is 52 minutes before or after school for EACH CLASS. Letters will be mailed to parents when this must be completed.

Tardiness

A student must be on time for every class or liturgical celebration. Any student tardy for the first period class must report directly to the Administrative Office to receive an admit slip. If the student is tardy for at least half of the lesson time, the tardy becomes an unexcused absence for that class. The teacher concerned will handle tardiness to any class other than 1st period. Only one (excused or unexcused) are allowed per nine weeks period for 1st period.

General Procedures

Students are never excused from class assignments missed because of absenteeism. **When a student is absent from school, the parents must send an email to kathybroussard@vermilioncatholic.com or call the school before 8:30 a.m. to report this matter.** Upon the student's return to school following an absence, the student must either have an email sent to school or bring a note from the parents to the office with the date(s) of the absence(s). The student will be issued an admit slip which is to be presented to each teacher for initialing. At the end of the day, the admit slip is to be returned to the office. Parent excuses must be turned in before the first bell rings. If a student does not have a written note from a parent or guardian, the absence will be unexcused. Classes cannot be disturbed to get homework. For extended absences (2 to 6 days), parents may call the office for assignments before 9:00 a.m. to be picked up after 1:00 p.m. on the following school day.

Make Up Work/Tests

Students are responsible for initiating and completing makeup work in any/all classes missed. Guidelines established in individual teacher's classroom procedures will be followed. Tests will be made up before or after school under the direct supervision of their teacher. Violations of this policy may result in a grade of zero (0). Extended absences and/or extenuating circumstances will be reviewed by the administration.

TYPES OF ABSENCES

Excused – An excused absence is one in which the student is absent for a legitimate reason as determined by the Administration. The student is allowed to make up all the work missed during the absence. The STUDENT immediately upon his/her return to school must make arrangements for “make-up” work. **All excused absences are counted as part of the student’s total attendance record as required by state attendance policies (Bulletin 741).**

Unexcused – An unexcused absence is one in which the student is absent without an approved reason or simply as a matter of convenience (e.g., out of town trips, work, getting a haircut or a driver’s license, etc.) The student must make up the assignments missed during the absence. **HOWEVER, THE STUDENT CAN RECEIVE NO MORE THAN 70 PERCENT CREDIT ON ALL ASSIGNMENTS AND TESTS MISSED.** All unexcused absences are **counted** as part of the student’s total attendance record as required by state attendance policies (Bulletin 741).

Educational – 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 assignments are missed. A student with an “F” in an academic or conduct grade in a class will not be excused from that class for an educational absence.

Extended – A student absent for an extended period must present a doctor’s certificate to the Administration before being readmitted to class. Before being readmitted to school, a student who is absent ten days or more in a semester must be accompanied by at least one parent to discuss with the Administration the reason for the excessive absences. **All extended absences are counted as part of the student’s total attendance record as required by state attendance policies (Bulletin 741).**

State Attendance Law - Information from a meeting for Non-Public Schools in the State of Louisiana. This meeting was hosted by the Department of Education. One of the topics discussed by the personnel from the Department was the change to Louisiana Law that now mandates that in order for a student to receive credit for the courses they take in high school they must be in attendance for at least the equivalent of 60 contact hours per semester per course. All absences reduce the number of contact hours. The state law does NOT recognize any difference between excused and unexcused absences as it pertains to the intent of this law. The ONLY absences that do not affect the contact hours per semester per course are doctor’s excuses or a death in the immediate family.

Check In/Out Procedure

All students checking in or checking out of school must sign the check in/check out statement in the office. The signed statement indicates the student’s responsibility to ensure that all required work and/or tests have been turned in and completed. A student falsely indicating by their signature that this has been completed will not receive credit for any and all work due. All requests for a student to be dismissed from school for a part of the school day must be made in writing by a parent to the school office. No phone calls will be accepted.

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 the parents.

A student must be present for at least half of the school day in order to participate in any co-curricular or athletic activity scheduled that day,.

All senior students who have an Early Out must sign out in the office before leaving campus.

Request for Release from Instructional Time Form

Any student who knows in advance of an absence due to a family related trip, or personal reason, may fill out a Request for Release from Instructional Time Form and turn it in to the Administration for approval. The form must contain the following: a signature from all teachers of classes that will be missed, a parent signature, a

reason for the absence and it must be turned in at least three (3) days in advance. Students can get this form from the front office.

Student Pick-Up

All students must be picked up from school by 3:30 unless they are participating in an extracurricular activity and the moderator of that activity is present. Any students on campus after 3:30 must leave the building and campus.

UNIFORM REQUIREMENTS _____

The following required uniform items must be purchased from Phil's in Abbeville; Fashion World Uniforms, Inc., in Lafayette; or Linda's School Time in Lafayette

Uniform for Girls

The uniform for girls will consist of a maroon plaid skirt and a solid white button down oxford blouse. Maroon plaid uniform shorts, uniform gray slacks and white knit pullover shirts are allowed.

Skirts: Maroon plaid uniform approved. Kneeling down, the length of the skirt **MUST** touch the back of the calves on their legs. Girls are requested to wear skirts for all school Masses.

Shorts: Maroon plaid uniform approved shorts may be worn at any time, except at Mass. No style alterations to the length are allowed. Kneeling down, the short must be no higher than **three inches** from the ground. Uncuffed shorts **MUST** have a minimum length of the manufactured hem. If the shorts have belt loops a belt is required.

Belts must be solid brown or black with no design or logo printed on the belt.

Slacks: Only gray uniform approved slacks may be worn with a belt; no cuts, slits, or elastic allowed at the hem or side seam. Uniform approved slacks may be worn by girls at school Masses with a belt. **Belts must be solid brown or black with no design or logo printed on the belt.**

Blouse: Solid white button down oxford blouse, long or short sleeve with VC monogrammed crest or VCHS or white knit pullover shirt, long or short sleeve with VC monogrammed crest or VCHS, with a two pointed collar.

Socks: **SOLID** white or black socks with only a small logo must always be worn. **Socks must be visible above the shoe.**

Shoes: Shoes must be brown, black, gray, white, or dark maroon and, if of the tie variety, always tied. Shoelaces should be the same color as the shoe body. No open toe, open back shoes, sandals, or boots of any height are allowed. Tennis shoes that are brown, black, gray, white, or dark maroon are acceptable. Shoes and tennis shoes should not be plaid, have a busy print, or have a neon color.

Pantyhose: Colored stockings are allowed on cold days provided they are white, maroon, gray or black. No thermal undergarments allowed.

Uniform for Boys

The uniform for boys will be a solid white button down oxford shirt with medium gray uniform pants. Medium gray uniform shorts and white knit pullover shirts are allowed.

Shirt: Solid white button down oxford shirt, long or short sleeve, with VC monogrammed crest or VCHS or white knit pullover shirt, long or short sleeve, with VC monogrammed crest or VCHS, with a two-pointed collar.

Trousers: Only medium gray uniform approved pants are allowed; no cuts, elastic, or slits allowed at the hem or side seam. **NO JOGGERS ALLOWED!!** Boys are required to wear long pants for all school Masses

Shorts: Medium gray uniform approved shorts may be worn at any time, except at Mass. Altered shorts or cuffed are not allowed

Belts: Belts are required on pants and shorts. **Belts must be solid brown or black with no design or logo printed on the belt.**

Socks: **SOLID** white or black socks with a small logo must always be worn. **Socks must be visible above the shoe. NO stripes down in back of socks allowed.**

Shoes: Shoes should be brown, black, gray, white, or dark maroon and, if of the tie variety, always tied. Shoelaces should be the same color as the shoe body. No open toe or open back shoes are allowed. No sandals

are allowed. Tennis shoes that are brown, black, gray, white, or dark maroon are acceptable. Shoes and tennis should not be plaid, have a busy print, or have a neon color.

Items for Both Girls and Boys

Sweaters: Sweaters must be of a **solid** maroon, white, or gray. Uniform shirt's collar must be visible. Writings, symbols or pictures are not allowed unless in reference to Vermilion Catholic. **Black sweaters are not acceptable.**

Sweatshirts: Sweatshirts must be **solid** white, maroon, or gray. Writings, symbols, or pictures are not allowed unless in reference to Vermilion Catholic. **Black sweatshirts are not acceptable.** Black Vermilion Catholic team sweatshirts are the only black sweatshirts allowed.

Jackets: Jackets that are **solid** white, maroon, gray, or the VC School Award Jackets are the only jackets that may be worn inside the school building. **No other jackets may be worn inside the building.**

Gym Uniforms: Girls and boys are required to wear a PE uniform as required by the instructor.

General Requirements for Boys and Girls

All undershirts must be plain white (no Logos). **NO COLORED UNDERGARMENTS INCLUDING SPORTS BRAS!!!**

Pants, shorts or skirts may not be rolled, cuffed or split.

School shirts must be worn under all outerwear.

Legwarmers and thermals are not allowed.

Warm-ups and wind suits are not allowed.

Blankets are not allowed.

Sweaters tied around the waist or necks are not allowed.

No spirit shirts may be worn over the school uniform shirt.

Hats are not to be worn during the school day.

Belts must be solid brown or black with no design or logo.

Shirts must be tucked in at all times during the day.

Grooming:

The administration reserves the right to determine what grooming standards are acceptable.

1. Writing or drawing on the body or uniform is unacceptable. NO visible tattoos!!
2. Students whose grooming is unacceptable may be sent home immediately and not allowed to return to class until their grooming conforms to administration standards.
3. Any class time missed due to improper grooming will be regarded as an unexcused absence.
4. All grooming regulations are applicable to VCHS students when they represent the school at any event or competition.
5. **Girls' and boys' hairstyles are expected to be neatly groomed and not distracting in the educational environment which will be determined by both instructional staff and administration.**

Girls' hairdos are expected to be neat, clean, attractive, and in keeping with conventional styles. Hair accessories can only include bows, ribbons, or non-adorned headbands in school colors ONLY – white, maroon, and/or gray. Earrings, other than located in/on ears, are not allowed unless religious traditions warrant an earring located on another area. This must be approved by the administration. Necklaces that are considered excessive or distracting are not allowed. Hats are not allowed in the building. No ornament that represents illegal paraphernalia, advertisement or unchristian symbols will be allowed.

Young men must be clean-shaven at all times. Mustaches, beards, “pony tails” and long sideburns are not allowed. Conventional hairstyles should be clean and neatly groomed and should not fall over the collar of the shirt or below the eyebrows. Hair must be styled above the ears. Hair should not be curled or flipped. Hair strands will be straightened to ensure hair is above eyebrows and shirt collars. No ornament that represents illegal

paraphernalia, advertisement or unchristian symbols will be allowed. Hats are not to be worn inside the building. Necklaces are not to be worn unless they represent the Catholic faith. Earrings are not permitted.

Out of Uniform Days

Student Responsibility: If the student is using an out of uniform pass it is their responsibility to turn it in as they enter school to the teacher on duty. Failure to do so may result in a violation. Only traditional blue jeans and VC spirit shirt will be allowed on out of uniform days. Traditional blue jeans with **holes, tears, faded colors etc. are not acceptable and are a violation. Jeans MUST have a zipper. No elastic waists allowed.**

Socks/shoes: Any color/style. Sandals will be allowed on out of uniform days.

Sweater/jackets: Optional. No writing that could be considered profane, discriminatory, or advertising alcoholic beverages/drugs.

Grooming: Same policy as with wearing uniforms for both boys and girls.

All students attending Vermilion Catholic High School are obliged to wear the school uniform every day or be subject to consequences determined by the administration.

“SPONTANEOUS UNIFORM CHECKS” WILL BE CONDUCTED THROUGHOUT THE SCHOOL YEAR!

VIOLATIONS WILL RESULT IN CARDS BEING SIGNED!

WITHDRAWAL PROCEDURES

The student meets with the Guidance Counselor and obtains a Withdrawal Form. The student reports to each class and obtains grades and signatures, and returns books. Signatures from the Bookkeeper, Principal, Librarian, Cafeteria and athletic coach must be obtained before withdrawal is accepted.

A copy of the Withdrawal Form will be kept at Vermilion Catholic and the original will be hand-carried by the student to his/her new school along with a copy of the most recent report card, current schedule and absentee report.

If the student is physically unable to complete the above procedure, the school requires at least two days to gather the necessary grades, signatures etc. to withdraw the student.

PARENT COOPERATION STATEMENT

An integral part of the educational philosophy of Vermilion Catholic High School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community. While Vermilion Catholic High School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, Vermilion Catholic High School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. Vermilion Catholic High School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled. Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

MAY FESTIVAL

Vermilion Catholic is deeply rooted in family and tradition. Part of our wonderful tradition is the annual May Festival event which will be held on the first weekend in May. During May Festival weekend both Mount Carmel and Vermilion Catholic come together to promote our schools, share in some family fun, and embrace our community.

The Mount Carmel Board of Directors and the Vermilion Catholic High School Advisory Board have adopted a policy with regard to sharing the work responsibilities for this weekend.

- Each family is asked to provide one adult to work a two-hour shift for each registered student.
- If work or family obligations interfere with your mandated two-hour shift(s) for May Festival, you may provide an adult replacement (at least twenty-one years of age.)
- If there is no replacement, you will be assessed a fee of \$500.00 per student. This fee must be paid before the May Festival.

May Festival worker schedules will be assigned after February 1. An email will be sent home allowing you to make necessary requests on SignUPGenius.com. If parents do not take the opportunity to sign-up, the May Fest Committee will assign the shift(s) as needed.

We want all of our families to take part in the Mount Carmel/Vermilion Catholic family event. The May Festival is something our whole family and community look forward to every year. It cannot be a success without the participation of every family.

**VERMILION CATHOLIC HIGH SCHOOL
PARENT/STUDENT ACKNOWLEDGEMENT
2016-2017**

I HAVE READ AND UNDERSTAND THE CONTENTS OF THE 2016-2017 STUDENT/PARENT HANDBOOK AND AGREE TO ABIDE BY THE REQUIREMENTS.

FATHER'S SIGNATURE: _____ DATE: _____
(Guardian)

MOTHER'S SIGNATURE: _____ DATE: _____
(Guardian)

STUDENT'S SIGNATURE: _____ DATE: _____

RELEASE OF INFORMATION

The Buckley Amendment requires written permission from parents to release statistical and educational information about their children to colleges, scholarship organizations, media organizations and military services which may request names, addresses, transcripts, grade point averages and class ranking. Please sign the release form below.

I GIVE MY PERMISSION FOR VERMILION CATHOLIC HIGH SCHOOL TO RELEASE STATISTICAL AND EDUCATIONAL INFORMATION ABOUT MY CHILD _____ FOR THE SCHOOL YEAR 2016-2017.

_____ PARENT'S SIGNATURE
Date

V.C. COMPUTER AND INTERNET USE AGREEMENT

Section I USER AGREEMENT

I, _____, have read the Vermilion Catholic High School Acceptable Use Policy.

I realize that the use of school computers, especially the Internet connections, is a privilege, not a guaranteed right. Therefore, I agree to abide by guidelines stated in the policy. In using computers, I realize that educational purposes shall always take precedence over any other activity, especially recreational or personal activities. I also understand that inappropriate behavior and/or inappropriate use of resources may lead to penalties that could include revoking of any or all computer privileges, disciplinary action, and/or financial liabilities.

I agree not to make use of the computers for inappropriate or illegal transfer of information and to abide by all school, parish, state, and federal laws concerning Internet communications. I will accept full responsibility and liability for the results of my actions with regard to computer and Internet use. I release the school and all related organizations from any liability relating to consequences resulting from any use of the Internet.

Signature: _____ Date: _____

Section II PARENT/GUARDIAN AGREEMENT

I, _____, parent/legal guardian of the above named student agree to this student's use of Internet facilities and other computer resources. I agree to accept any financial and/or legal liabilities that may result from my child's inappropriate use of the Internet, or irresponsible use of hardware and software.

Signature: _____ Date: _____

PERMISSION TO PUBLISH INFORMATION

This is to certify that I/we _____, individually and as parent(s)/guardian(s) of _____, hereby grant permission to Vermilion Catholic High School and/or its employees, agents or responsible persons to publish information, including, but not limited to names, pictures, biographies, accomplishments, and extracurricular activities of Vermilion Catholic High School.

_____ Relationship _____ Date _____
Signature (Parent/Guardian)

Please sign and return this form to the office by Monday, August 19, 2016

2016-2017 HALL PASS FOR _____
 (STUDENT NAME)

	DATE	CLASS	TIME OUT	DESTINATION	TIME IN	TEACHER'S INITIALS
Ex	8/31	English III	8:15	Bathroom	8:20	xx
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						