

**Vermilion Catholic High School  
2019-2020  
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  
Mr. Kevin Fouquier, Dean of Students  
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**

<b>School Office</b>	<b>893-6636</b>
<b>School Fax Number</b>	<b>898-0394</b>

**School Office Hours**

**7:15 a.m. – 3:00 p.m.**

**School Bells:**

**First Bell – 7:30 a.m.**

**Tardy Bell – 7:35 a.m.**

**Dismissal Bell – 2:45 p.m.**

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(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.

## **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.

## VERMILION CATHOLIC FACULTY AND STAFF

### **Administrative Team**

Mr. Mike Guilbeaux	Principal
Mrs. Christine Dubois	Asst. Principal
Mr. Kevin Fouquier	Dean of Students
Mrs. Reba Broussard	Religion Administrator
Mrs. Cheryl Landry	Counselor
Mrs. Jessica Cormier	Director of Development
Mrs. Jodie Dailey	Director of Advancement
Mr. Ben Harrington	Technology Coordinator
Mrs. Liz Dartez	Librarian

### **Support Staff**

Mrs. Jackie Nash	Bookkeeper
Mrs. Kathy Langlinais	Secretary
Ms. Kathy Broussard	Receptionist
Mrs. Susan Broussard	Custodian
Mrs. Dani Hebert	Bookkeeper

### **Faculty**

Mrs. Kalyn Akers  
Mr. Osmond Blaize  
Mr. Travis Blaize  
Mr. Cody Brodie  
Mrs. Reba K. Broussard  
Mrs. Laura Couvillon  
Mrs. Liz Dartez  
Mrs. Blaire Desormeaux  
Mrs. Tricia Gaspard Duhon  
Ms. Kim Guidry  
Mrs. Rebecca Hardee  
Mr. Ben Harrington  
Mr. Alex Hebert  
Mrs. Barbara Horaist  
Mrs. Liliana LeBlanc  
Mrs. Anne Catherine LaMotte  
Mrs. Michele Meaux  
Mr. Larry Romero  
Mrs. Cathy Sagrera  
Mr. Brodie Savoie  
Mrs. Erin H. Thomas

## 2019-2020 Advisory Board

Troy LaPorte – Chairperson  
\_\_\_\_\_ – Vice Chairperson  
Stephanie Lebouef – Secretary  
Francis Cao  
Erik Lege  
Rick Putnum  
Lenita Turner  
Brandon Gallet

**Committees and Chairpersons:**

Facilities	
Finance	_____
Development	Jessica Meaux and Jodie Dailey
Education	Christine Dubois

The Vermilion Catholic School Board conducts open meetings at 5:30 p.m. on the last Wednesday (usually) of the 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 and Maltrait Memorial);
- 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 15<sup>th</sup>.
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 alumni, 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 newsletter, *Eagle Tales*, is e-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 2019 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: Advanced Math, Pre-Calculus, Pre-Calculus H, Pre-Calculus DE, Calculus, Algebra III
Science	4 units	Biology I, Chemistry, and any two of the following: Physical Science, Biology II, Physics, Env. Science or approved TOPS University Science
Social Studies	4 units	U.S. History, Civics and two of the following: World History, World Geography or approved TOPS University Social Studies
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 and PE II
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 days 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 of a serious nature 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.

The criteria for honor graduates:

\*Summa Cum Laude 4.0 GPA      \*Magna Cum Laude 3.8 GPA      \*Cum Laude 3.7 GPA

These graduates wear a gold cord. If they are in Beta and NHS stoles are worn. NHS blue stole for a 3.7 and above. NHS gold stole for 3.5 – 3.69 graduates. All honor graduates with a 3.7 – 4.0 are on stage for capping.

Graduates of 2019 and beyond will receive on the state transcript a 5 point grading scale for honor and dual enrollment classes. Vermilion Catholic will continue to operate on a 4.0 scale for local transcript purposes but for the state transcript, dual enrollment and honors course will be on a 5.0 scale.

**2019-2020 school year dual enrollment courses on a 5 point scale for the state are:**

English III DE (ULL English 101 & 102)  
 English IV DE (ULL English 201 & 202)

Pre-Calculus Honors (ULL Math 105)  
 Pre-Calculus DE CMAT 1213 & 1223 (ULL Math 109 & 110)

**REQUIREMENTS FOR DISTINGUISHED HONOR GRADUATES:**

Distinguished Summa Cum Laude Graduate – 4.0 GPA with English III DE, English IV DE, and Pre-Calculus Honors Math 105 Dual Enrollment

Distinguished Magna Cum Laude Graduate – 3.8-3.99 GPA with English III DE, English IV DE, and Pre-Calculus Honors Math 105 Dual Enrollment

Distinguished Cum Laude Graduate – 3.7 – 3.79 English III DE, English IV DE, and Pre-Calculus Honors Math 105 Dual Enrollment

**State Diploma Requirements**

Effective for the classes of 2019 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, Algebra III, 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.

Please refer to the TOPS Core Curriculum for the Opportunity, Performance, and Honors Awards For High School graduates of 2019 and the TOPS Core Curriculum For the Opportunity, Performance and Honors Awards For High School graduates of 2019 and thereafter. These items are posted separately.

### **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	<b>BELOW 70</b>	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 2019-2020 school year, the 5.0 scale used in dual enrollment will 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 Dean of Students.
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. For the first offense, the teacher will contact the parents. Subsequent offenses will result in administration contacting the parents.
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. While we encourage family participation and serving other members of your family such as moving, lawn care, babysitting, etc., it is necessary that your service opportunities be community-minded and not family obligations. *If you have a unique or specific service request other than an organized community service opportunity, please have your Theology teacher approve any hours in question BEFORE December 1<sup>st</sup>.*

All students in grades 9-10 are expected to devote 4 clock hours of Apostolic service before the end of quarter 3. All students in grades 11-12 are expected to devote 8 clock hours of Apostolic service before the end of quarter 3.

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 hours and the reflection in the quarter in which the service was completed and submitted. Please submit these in 4-hour increments. Freshmen and Sophomores will submit ONE sheet to their Theology teacher. Juniors and Seniors will submit TWO sheets to their Theology teacher.

There will be some Apostolic service opportunities 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.

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.

## **Liturgical Celebrations**

### **MASSES**

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.

## MASS SCHEDULE

School Masses are held on most **Friday** 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 or assigned staff member (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>) or Mrs. Dubois (12<sup>th</sup>) 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, a button-down short or long sleeve white shirt, and a school tie purchased through Vermilion Catholic for all school Masses. Girls are required to uniform skirts or long pants for all school Masses with a uniform blouse. **FOR THE 2020-2021 SCHOOL YEAR, GIRLS WILL BE REQUIRED TO WEAR A VC MONOGRAMMED WHITE BUTTON DOWN OXFORD 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 semester 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 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:

<b>Beta Club</b>	<b>3.5 GPA</b>
<b>National Honor Society</b>	<b>3.7 GPA</b>
<b>Cheerleaders and Dance Team</b>	<b>2.0 GPA</b>

### **Vermilion Catholic Beta Club**

A student that finishes their 8<sup>th</sup> 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**

<b>SCHOOL</b>	<b>STUDENT</b>	<b>PARENT</b>
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 – ACT, 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 \_\_\_\_\_**

### **Acceptable Use Policy**

Vermilion Catholic High School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration-- a vital skill for our 21st-century learners. Students at VCHS utilize laptop computers on a wireless network. Laptops and campus computers are strictly for educational use consistent with the educational goals of Vermilion Catholic High School. Along with the opportunity this provides comes responsibility. This Acceptable Use Policy is designed to give students and their family clear and concise guidelines regarding the appropriate use of laptops as well as other computers on the Vermilion Catholic High campus. The underlying premise of this policy is that all members of the Vermilion Catholic High community must uphold the values of honesty and integrity. The proper use of technology reflects the strength of one's character, as does one's behavior. We expect our students to exercise good judgment and to utilize technology with integrity.

### **E-Mail**

- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- Students should always use appropriate language in their e-mail messages.
- No inappropriate e-mail is allowed including derogatory, obscene, or harassing messages. Email messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as an e-mail message asking you to pass information or messages on to other individuals or groups via email.
- Students are prohibited from accessing anyone else's email account without first receiving explicit permission from the account holder.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved mail programs may be used for student mail. (Vermilion Catholic Email address)
- School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school email system.

### **Social Media, Chatting and Blogging**

- Students may not use Vermilion Catholic's name or image on social media to start a new page unless authorized by school personnel.
- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

### **Audio and Video**

- Audio on computers should be turned off unless required for the activity being conducted.

- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. (Faculty and staff may relax this policy at their discretion)
- When sound is needed, headphones provided by the student must be used.
- The use of laptops to watch movies is not permitted during the school day unless assigned by a teacher.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music (including iTunes, Google Play, Sound Cloud, etc. music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

### **Games**

- Playing of electronic games is not permitted during school hours except as part of an assigned, in-class activity.
- The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the laptop program.
- No games that are played over the school network are allowed.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or “played” on school computers including the laptops.

### **Network Access**

- Students must not make any attempt to access servers or network information that is not open to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.

### **Downloading and Loading of Software**

- Students are not permitted to install custom/individual applications that require administrator privileges.
- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc. through the school’s network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the computer that impedes the educational purpose of the laptop program.

### **Internet Use**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, the Network Administrator, or the Technology Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

### **Privacy, Use, and Safety**

- Vermilion Catholic respects the privacy of every student, faculty member, and administrator with respect to stored files and email accounts. However, if inappropriate use, including honor code violations or harassment, are suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behavior.

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and laptop access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The school will monitor computer activities that take place on school-owned computers including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing between computers unless authorized by the technology staff.
- Students are prohibited from using laptops or any computer for acts of cruelty (including mean-spirited e-mails, offensive blogging, etc.).
- Laptops that are provided by the school continue to be the property of the school. Therefore the school has the right to view all content at any time.
- Any electronic device, including mobile and cellular devices, used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence.

### Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of privileges on a laptop, the loss of the use of the computer for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action.
- Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Random checks of Chromebooks will be conducted throughout the year to ensure that these policies are being followed.

## **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 Dean of Students/Assistant Principal, re-admission to class will be the decision of teacher/administrator involved. Make-up work for those students sent to the Dean of Students/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, DEAN OF STUDENTS, 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 Dean of Students. The usual consequence of such actions is the assignment of the student to a **DETENTION SESSION** to be served the Tuesday or Thursday following the report of an infraction. Detention refers to a period held before and/or after school in a designated room. The Dean of Students' office will determine the Detention session (morning or after school) to which a student is assigned. Should a student fail to report to Detention to which he/she has been assigned without being excused by the Dean of Students to do so, his first such absence will result in his receiving a Saturday School consequence. Any subsequent un-excused absence from Detention will result in a student having to serve an additional Detention or a Saturday School. If a student behaves inappropriately during a Detention, 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.

**\*ALL STUDENTS SENT TO THE OFFICE FOR A DISCIPLINE INFRACTION WILL HAVE A BEHAVIOR DOCUMENTATION IN RENWEB.**

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/Electronic cigarettes/JUULs
- Threatening another student
- **ACCESS AND/OR TRANSMISSION OF MATERIAL IN VIOLATION OF LOUISIANA AND/OR U.S. LAWS**

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 after school 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**

**All students sent to the office MUST have a written referral.** The referral can be an email, in Renweb, or in Google Docs. The referral should be sent to the Dean of Students and the Assistant Principal. Any student who does not report to the office will be subject to detention or suspension. The Dean of Students or 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. **ALL DISCIPLINARY REFERRALS WILL BE DOCUMENTED IN RENWEB.**



## **MAJOR BEHAVIOR CONSEQUENCES**

### **Detention – Before and After School**

Detention will be conducted and moderated by the administration under the supervision of the Dean of Students.

### **Saturday 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 however, **the highest grade that can be made on work or tests missed is a 70%.** 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 function (social, educational, or other) held upon the grounds of the school and sponsored by the school or any student organization.

## **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 on the side of St. Paul Street and on the side of the tennis courts. 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. Students MUST exit their vehicles as soon as they arrive at school. Students may not stay in their vehicles after they arrive on the school grounds.**

### **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, students will **NOT** be allowed to use the following electronic devices: personal laptops, tablets, iPads, etc. VC now has new portable Chrome labs that can be brought into classrooms when needed and/or in classrooms with dual enrollment classes. The library also has computers available for student use. VC has a new infrastructure and we are protecting our system from viruses. Students will **NOT** be allowed to bring personal laptops to school.

Cell Phones, Smart Watches, iPod, ear buds, or blue tooth headsets, are **NOT** permitted in the school building. Students may keep cells phones locked in their vehicles during the school day. Vermilion Catholic is not responsible for lost, damaged, or misplaced cell phone. Periodic searches will be conducted by the administration. Cell phones can be turned in to the library in the morning and picked up at the end of the school day.

Violations of this rule will have the following penalties:

- a. 1<sup>st</sup> offense – Cell phone and/or Smart watches confiscated and kept in the office. Student must complete 1 day of Saturday School and pay \$10.00. Items will be returned after payment and will be held for at least 1 day.
- b. 2<sup>nd</sup> offense – Cell Phone and/or Smart watches confiscated and kept in office. Student must complete 2 Saturday schools and pay \$20.00. Items will be returned after payment and will be held for at least 1 day.
- c. 3<sup>rd</sup> offense – Cell phone and/or Smart watches confiscated and kept in office. Consequence is 2 Saturday Schools, must pay \$20.00, must attend an Administrative Conference with parents. Items will be returned after payment, conference, and will be held for at least 1 day.

Refusal to turn over a cell phone in the event of a violation will result in further punishment by administration. If a teacher and/or administrator asks for a student's cell phone, it must be surrendered immediately. Penalties for violating this will include a 3 day Out-Of-School Suspension and a second refusal will result in a Discipline Committee Meeting with possible recommendation for expulsion.

### 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**

**THERE WILL BE NO FOOD OR DRINKS ALLOWED IN CLASSROOMS OR GYM! FOOD AND/OR DRINKS CAN ONLY BE CONSUMED IN THE HALLS OR LOCKER AREA!**

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. No stickers may be placed on students' faces on I.D.'s.**

#### **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).

### **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 signed 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. If you are uncertain as to whether your dress is appropriate, please turn in a picture of yourself in the dress to an administrator before the dance for approval. The following guidelines for dress **MUST** be used for all school dances:

#### **FEMALE DRESS CODE:**

1. No backless dresses. Openings on the back are allowed but the openings cannot go below the waist.
2. No cleavage will be permitted. No deep "V" or deep sweetheart necklines allowed.
3. No slits on sides, back, or front that go higher than 4 inches above the knee.
4. No cut-outs on the front or sides of dresses. A thick material must be used as an underlay for transparent fabric.
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!
7. Senior Girls – For Prom, cannot have a strapless dress.

#### **MALE DRESS CODE:**

1. HOMECOMING: Polo or collared dress shirt, dress pants, and dress shoes. T-shirts and tennis shoes are not allowed. Sports coats, tie, or bow tie are optional.
2. PROM: Tuxedo or suits recommended. Sports coats and slacks are permitted.

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, 8, and 12 classes missed. After the 8<sup>th</sup> absence, parents **MUST attend a conference with 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.

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 1<sup>st</sup> period. Only one (excused or unexcused) are allowed per nine weeks period for 1<sup>st</sup> period.

#### General Procedures

Students are never excused from class assignments missed because of absenteeism. **Mandatory: When a student is absent from school, the parents must send an email to [kathybroussard@vermillioncatholic.com](mailto:kathybroussard@vermillioncatholic.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 their first classroom teacher of the day for initialing. At the end of the day, the admit slip is to be returned to the office. 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 school in the library at 7:00 a.m. 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. Unexcused absences will result in the highest grade of a 70% on all missed class work and/or tests.

### **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.

**\*\*PLEASE CHECK THE SCHOOL HOLIDAYS BEFORE SCHEDULING VACATIONS. IF YOUR CHILD WILL MISS SCHOOL DURING MIDTERMS OR FINALS, ADMINISTRATION MUST KNOW AT LEAST 2 WEEKS IN ADVANCE. TESTS WILL BE GIVEN AFTER SCHOOL THE WEEK BEFORE STUDENTS ARE ABSENT.**

### 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 **four 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.

**\*GIRLS ARE ENCOURAGED TO WEAR VC WHITE BUTTON DOWN OXFORD BLOUSE FOR MASSES. FOR THE 2020-2021 SCHOOL YEAR, GIRLS WILL BE REQUIRED TO WEAR VC BUTTON DOWN OXFORD BLOUSES FOR MASSES.**

**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, navy, 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. Boys will be required to wear ties for all masses. Ties must be worn with white short or long sleeve button down shirts. Ties must be purchased through Vermilion Catholic.**

**Shorts:** Medium gray uniform approved shorts may be worn at any time, except at Mass. **Altered shorts or cuffed shorts 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, navy, 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.

**\*VC sweaters, sweatshirts, and/or jackets that are issued through the different sports may be worn in the school building.**

### 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.

## **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.

### **Trademark Policy**

The Vermilion Catholic High School logo and seal have been registered with the State of Louisiana to prevent any unauthorized use. Only officially recognized departments, personnel, individuals and groups of VCHS are authorized to use the school's name or logo and only with prior approval from the VCHS Development Office. The trademarks of Vermilion Catholic High School may not be distorted, modified, or infringed upon in any way. Contact the Development Office prior to the design and/or planning of use of school identification on items such as but not limited to: publications, tee-shirts, websites, documents, letterhead, stickers, decals, or promotional items. A proof of the final design should be approved by the Vermilion Catholic Development Director.

**VERMILION CATHOLIC HIGH SCHOOL  
PARENT/STUDENT ACKNOWLEDGEMENT  
2019-2020**

I HAVE READ AND UNDERSTAND THE CONTENTS OF THE 2019-2020 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 2019-2020.

\_\_\_\_\_  
Date

\_\_\_\_\_  
PARENT'S SIGNATURE

**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.

\_\_\_\_\_  
Signature (Parent/Guardian)

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Date

**Please sign and return this form to the office by Friday, August 16, 2019**