

Vermilion Catholic High School
2011-2012
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
Danny McMurtry, 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: _____

VERMILION CATHOLIC HIGH SCHOOL STUDENT/PARENT HANDBOOK

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

TELEPHONE NUMBERS

School Office	893-6636
School Fax Number	898-0394

School Office Hours

7:15 a.m. – 3:00 p.m.

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MISSION STATEMENT _____

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

SCHOOL CREST _____

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

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

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

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

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

VERMILION CATHOLIC FACULTY AND STAFF

Administrative Team

Mr. Mike Guilbeaux	Principal
Danny McMurtry	Dean of Students
Mrs. Reba Broussard	Religion Administrator
Ms. Kayla Gaspard	Counselor
Mrs. Cheryl Landry	Development Director
Mrs. Claire Repp	Technology Coordinator

Support Staff

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

Faculty

Kalyn Akers	Mr. Casey Hutchens
Mrs. Reba Broussard	Ms. Tara Landry
Mr. Roch Charpentier	Mrs. Ferne Leblanc
Mr. Sean Comeaux	Mrs. Margie Lemoine
Mr. Julian Couvillon	Mr. Daniel McMurtry
Mrs. Blair Desormeaux	Mrs. Claire Repp
Mrs. Tricia Duhon	Ms. Elizabeth Robichaux
Mr. Trev Faulk	Mrs. Nealy Vardaman
Ms. Kim Guidry	Mr. George Veazey
Mrs. Erin Hebert	Mrs. Shawna White

SCHOOL BOARD

2011-2012 Board: Jude Broussard, Pat Patout, Gary Guidry, Leslie LeBlanc, Jackie Trahan, Duane Dartez, Stephanie LeBouef, Kimble Sagrera, Theresa Broussard

School Board Executive Committee

Patrick Patout	Chairperson
Jude Broussard	Vice-Chairperson
Duane Dartez	Secretary

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

ADMISSIONS POLICY _____

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

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

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

TUITION AND FEES POLICY _____

1. **Tuition** must be pre-paid or paid in monthly installments drawn from the bank of your choice beginning in August and ending in May or beginning in June and ending in May.
2. **Registration fee** must be paid at the time of registration and **is non-refundable**.
3. **Athletic fees** are due at the beginning of each school year or the beginning of the applicable sport.
4. **Senior fee** of \$50 is due by October 15th.
5. **Parking fee** will be assessed to students wishing to park on campus. Parking tags will be issued assigning each student to a designated parking spot.
6. In the event that any tuition and/or fees are outstanding at the beginning of the semester exam-testing period in December and/or in May, then students whose tuition and/or fees have not been paid will not be given semester exams. This is a policy of the Diocesan school system.
7. Students delinquent at the time of try-outs for activities for the next school term will not be allowed to participate.
8. **Tuition Refund Policy.** Tuition will be refunded on pro-rated basis only in the case of a bona fide move out of Vermilion Parish by the student and his or her guardian. Should a student leave Vermilion Catholic for reasons other than a bona fide move out of Vermilion Parish, tuition shall be refunded on a quarterly basis. If a student withdraws from Vermilion Catholic once a month has begun, the parents or guardian of that student shall be held responsible for the full month's tuition if tuition is paid on a monthly basis.

Scholarships

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

DEVELOPMENT PROGRAM _____

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

Publication Policy

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

Solicitation Policy

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

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

Fund Raising Activities

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

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

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

Guidelines for implementation of this policy include:

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

ACADEMIC PROGRAM _____

The program of studies is based on the Catholic philosophy of education, the requirements of the Diocese of Lafayette, and the Louisiana State Department of Education. Students are required by the State of Louisiana to earn 23 credits to graduate. Vermilion Catholic also requires a credit in theology for each year of attendance.

VC Required Program of Study for 2012 Seniors

English	4 units	I- IV
Theology	4 units	I – IV
Social Studies	4 units	World Geography, Civics, American History, World History
Mathematics	3 units	Algebra I and any two of the following: Geometry, Algebra II, Financial Math OR Algebra I and One of the following: Geometry, Algebra II
Science	3 units	Biology I and any two of the following: Physical Science, Chemistry, Biology II, Environ. Science, Physics
Physical Ed.	2 units	PE I-II, Health
Electives	6 units	
Total	26 units	

VC Required Program of Study for 2013 Seniors and Beyond

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

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

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

Graduation Policy

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

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

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

Louisiana Core Four

Effective for the class of 2012, students must meet the following state requirements for graduation:

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

After the completion of the sophomore year, a student may choose to opt out of the Louisiana Core Four Curriculum and complete the Louisiana Core Curriculum. For information on the Louisiana Core Curriculum please schedule a meeting with the administration and school counselor.

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

TOPS Core Curriculum for Seniors of 2012 and 2013

English	4 units	I-IV
Mathematics	3 units	Algebra I, or Applied Algebra 1A and 1B, Algebra II and any one of the following: Geometry, Calculus or an approved advanced math substitute
Science	3 units	Biology I, Chemistry, and any one of the following: , Physical Science, Biology II, Physics
Social Studies	3 units	American History, Civics and one of the following: World History, World Geography or Western Civilization
Fine Arts Survey	1 unit	Or substitute two units of performance courses in music, dance and/or theater; or two units of visual arts; or two units of studio art or one unit of an elective from among the other subjects listed in the core curriculum
Foreign Language	2 units	Same language
Computer Education	½ unit	Computer Science, Computer Literacy or Business Computer Applications
Math or Science	1 unit	Geometry, Calculus, Pre-Calculus, Algebra III, Probability and Statistics, Discrete Mathematics, Applied Mathematics III, Advanced Mathematics I, Advanced Mathematics II, Integrated Mathematics III, or Biology II, Chemistry II, Physics, or Physics II.
Total	17.5 units	
ACT Composite Score of 20 or greater and Core GPA of 2.5 or greater also required		

TOPS Core Curriculum for Seniors of 2012 and 2013

English	4 units	I-IV
Mathematics	4 units	Algebra I, or Applied Algebra 1A and 1B, Algebra II and any two of the following: Geometry, Calculus or an approved advanced math substitute
Science	4 units	Biology I, Chemistry, and any two of the following: , Physical Science, Biology II, Physics
Social Studies	4 units	American History, Civics and two of the following: World History, World Geography or Western Civilization
Fine Arts Survey	1 unit	Or substitute two units of performance courses in music, dance and/or theater; or two units of visual arts; or two units of studio art or one unit of an elective from among the other subjects listed in the core curriculum
Foreign Language	2 units	Same language
Total	19 units	
ACT Composite Score of 20 or greater and Core GPA of 2.5 or greater also required		

GRADING SYSTEM

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

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

Grade Point Average

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

Honor Roll

To achieve Honor Roll status, a student must maintain a GPA of 3.0 or higher in all courses.

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.

ACADEMIC ACCOUNTABILITY _____

Academic Honesty

Students are expected to maintain the highest standard of academic honesty. This includes work on research papers, homework, and other assignments as well as on tests. Students should refrain from loaning computer discs to other students. If work has been copied, there will be assumed guilt on the part of all students involved. Student work or behavior that, in the opinion of the teacher, is a violation of academic honesty will be subject to the consequences of the cheating rule. Students should have a strong desire to do their best and not to take credit for the efforts of another student.

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

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.

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 project as designed by the religion administrator in consultation with the pastor. 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.

Make Up Work/Tests

Students are responsible for initiating and completing makeup work in any/all classes missed. The number of days the student misses will reflect the number of days the student has to make up their work. For example, if the student misses one day they will be responsible for making up any missed test the day of their return. If the student misses two days then they should schedule a time with their teacher to take their tests and/or make up their work within the

next two days. All makeup tests will be given at a scheduled time before or after school under the direct supervision of their teacher. Violations of this policy may result in a grade of zero (0). Extended absences and/or extenuating circumstances will be reviewed by the administration.

Eligibility for Extra-Curricular Activities

Participation in any extra curricular 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.

All students who participate in extra curricular 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 extra curricular organizations.

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

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

Monitoring Student Grades

SCHOOL	STUDENT	PARENT
Progress Report distributed via Renweb. Parents will receive an email 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. End of year reports are mailed. Parents will receive an email notification for failing grades.	Students with failing grades are strongly encouraged to meet with their teachers	Parents are notified of failing grades via email. 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. Other students may have an exemption earned via the Homecoming Raffle or the May Fest Raffle.

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: Grades 9 and 10 – PLAN (Pre-ACT)
3. Level: Grade 11 – PSAT-NMSQT, (To qualify for National Merit Scholarships)
4. Level: Grade 12 – will participate in a community service project.

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, 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 dependant upon them for financial support. All of these exceptions are permitted under this act.

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

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

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

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

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

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

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

INTERNET ACCEPTABLE USE POLICY _____

Educational Purpose

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

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

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

Responsibility

The smooth operation and continued use of this resource requires that users adhere to guidelines. In general, it requires that the Internet connection be used ethically, legally, and efficiently. The use of the Internet is a privilege,

not a right. It is Vermilion Catholic's intent to set reasonable requirements for acceptable and responsible use. Any user who violates these guidelines will be denied further access through the school connection.

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

Security

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

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

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

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

Acceptable Use

1. All users are expected to abide by the general accepted rules of network etiquette. The most important of these are:
 - a. **All users:** Be respectful of others in all communications. Use of inappropriate language (vulgarity, profanity, obscenity, verbal abuse and threats, harassment, racial slurs, etc.) will not be tolerated.
 - b. **Students:** For safety reasons, do not reveal your personal address or telephone number, nor the personal addresses and/or telephone numbers of other students. Do not agree to meet with someone you have met online without your parents' knowledge and approval.
 - c. **Staff Members:** Give your personal address and/or phone number only when you deem it appropriate and safe. Do NOT give out personal information of colleagues and/or students.
2. All users are expected to abide by Louisiana and U. S. laws and regulations. Transmission of any material in violation of these laws and regulation is **PROHIBITED**. This includes, but is not limited to:
 - a. access and/or transmission of obscene, pornographic, or sexually explicit material
 - b. access material that advocates violence or discrimination (hate literature)
 - c. unofficial access and/or transmission of photographs or other material on Vermilion Catholic personnel (faculty, staff or students) without their expressed written consent.
 - d. activities that are disruptive to the network service, including destroying data or transmitting computer viruses.
 - e. unauthorized attempts to enter restricted areas of information
 - f. the sending of threatening, defamatory or fraudulent messages
 - g. use for commercial activities
 - h. deliberate violations of copyright, or other use of another person's intellectual property without their prior written approval and/or giving proper acknowledgement.
 - i. circumvention of filters or monitoring software whether successful or unsuccessful.
3. E-mail use and on-line chats, at this time, are generally restricted to staff members. However, students wishing to e-mail for a specific school project may be allowed to after consulting with the librarian or Technology Coordinator.
4. Students should respect the privacy of other students, should strive to maintain protection over personal passwords, and should inform the school administration and/or the Technology Coordinator if password privacy is in question.
5. Respect the Resource Limits. Use the system only for educational activities and high quality self-discovery activities.

Unacceptable Uses

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

1. Post personal contact information about themselves or other Vermilion Catholic students.
2. Post information or use Vermilion Catholic's name in any way on the internet without express permission of the school.

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

Privacy

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

Non-Liability

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

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

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

CONSEQUENCES

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

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

NOTICE

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

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

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

STUDENT BEHAVIOR _____

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

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

Student Misconduct: Any action by a student whereby the teacher's right to instruct or the right of other students to learn is violated. When misconduct is of a serious nature whereby the student is sent to the Assistant Principal, re-admission to class will be the decision of teacher/administrator involved. Make-up work for those students sent to the Assistant Principal for misconduct is left to the discretion of the teacher. Students are expected to be reasonably

diligent in carrying out their school obligations. Failure to do so or not adhering to school rules means the student is guilty of misconduct and may lose the privilege of attending Vermilion Catholic High School.

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. A new violation card is distributed to the student at the beginning of each nine weeks. Upon request, a student must surrender the VC to any administrator, teacher, or staff member.

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

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

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

Level 1

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

Level 2

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

Level 3

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

Level 4

- Skipping school
- Fighting
- Bullying
- Possession of weapon
- Damage to school property
- Alcohol

- Drugs
- Tobacco

Level 5

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

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

Level 1

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

Level 2

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

Level 3

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

Level 4

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

Level 5

- Expulsion

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

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

Disciplinary Referrals

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

MAJOR BEHAVIOR CONSEQUENCES

Lunch Detention

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

Saturday School

Students will attend school from 8:00 – 10:00 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 illness.

On Campus Suspension

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

Suspension

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

Dismissal/Expulsion

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

Appeal Process

When the parent of a student believes that a rule, regulation or policy has been violated, misapplied or misrepresented, and that person has not had the problem satisfactorily resolved at the school, an appeal may be made to the School Board. If, after review by the School Board, the complainant still believes the issue is not satisfactorily resolved, an appeal may be made to the Diocesan School Board. Procedures for the appeal process may be obtained from the Principal.

Drugs

The sale, purchase, possession or consumption of drugs, including anabolic 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. 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 in grades 10-12. Students parking a vehicle on campus must purchase a VCH parking tag (\$25.00 per year) and must park in their designated spot only. Parking tags will be issued after the first day of school. The school parking lot is absolutely off limits during the day. Parents must park in the visitor spots only or between VC and Mt. Carmel. Parents should not park in any numbered spot. Vehicles not registered for parking at VC may be towed at the owner's expense. Being a Catholic school, students should respect that inappropriate bumper stickers, signs, logo or other objects that may be offensive to others may be subject to disciplinary action that may include a loss of parking privileges till the offensive object is removed. **All students will be required to enter and exit through the front entrance.**

Announcements

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

Assembly

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

Athletic Events

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

Portable Electronics

The use of Ipods, mp3 players, or blue tooth headsets, are not permitted in the school building during school hours. Cellular phones and/or other communication devices are not to be in a student's possession, in the bags or lockers during school hours. Any cell phones on school property must be turned off. Cell phones may be turned into the office before school and picked up after school. Periodic searches will be conducted by the administration. If a student is found in possession of, using or is known to have used a cell phone during school hours it will be picked up. The device will be kept in the office until the end of the year, or until a parent picks it up. Repeated violation may cause the student will receive an on campus suspension

Books

Each student is responsible for all books, whether lost, stolen or damaged. The student or parents must pay for lost, stolen or damaged books. Book covers are mandatory. Any textbook found outside of the locker will be turned into the office.

Cafeteria

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

Calls/Deliveries

During regular school hours, students may not make or receive telephone calls except for emergency situations. Parents who call in for their students or want to leave messages may do so with the understanding that students will not be taken out of class for phone calls unless it is an emergency and messages will not be delivered during class periods but will be delivered at appropriate times. All deliveries, such as flowers or balloons, must be made to the office. Students may pick them up after school. Parents bringing items to a student must bring the items to the office and school personnel will present the items to the student at an appropriate time.

Distribution of Printed Matter

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

Damage to School Property

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

Food/Drinks

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

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. Replacement I.D. cards cost \$10.00.

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 **normally** follow the directives of the Vermilion Parish School system. Students and parents should listen to the radio and/or TV for news reports concerning whether or not school will be open or closed (Channel 3, Channel 10).

Liturgical Celebrations

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

Lockers

Locker space is the property of Vermilion Catholic. It is not a solely private area for the student. He/she is urged to keep his/her personal belongings in the locker and to make certain that it is locked at all times. The student must provide his/her own lock. An extra key or a copy of the combination must be turned in to the office. The student must assume all responsibility for the contents of the locker; the school is not liable for any losses that the student may incur. The Administration reserves the right to inspect any and all lockers at any time.

Medication

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

Parent Information Envelope

The Parent Information Envelope is a major vehicle of communication between school and home. Many important communications, such as report cards, progress reports, and 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 two days**). Failure of a student to return the envelope by the deadline date will result in a signature on the violation card for each day it is not returned. 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.

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 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).

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" and a one-day out of school suspension. A subsequent offense will result in a three day suspension and possible expulsion.

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. Parents will be informed when a student reaches four (4) and seven (7) absences in any semester class and at seven (7), eleven (11) and fourteen (14) absences in any full year class.

Tardiness

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

General Procedures

Students are never excused from class assignments missed because of absenteeism. **When a student is absent from school, the parents must 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 bring a note from the parents to the office. The student will be issued an admit slip which is to be presented to each teacher for initialing. At the end of the day, the admit slip is to be returned to the office.

Students must present a note to the office when they return to school; the note must be dated with the reason for absenteeism. This must be done before the first bell rings. If the student does not have a note from his/her parents,

the absence is unexcused. Classes cannot be disturbed to get homework. So, for extended illnesses (from 2 to 6 days) parents may call the office for assignment before 9:00 a.m. to be picked up after 1:00 p.m. on the following school day.

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, but he/she can receive no more than 50% of the credit. Repeated unexcused absences may result in further corrective action. **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.

Make-up Missed Time What this means is that a student can not miss any more than 10 days in a semester for any reason. For any day or partial day of absence beyond ten, in order for the student to receive credit they would have to make up the “seat time” at school in tutorial from 2:45 to 3:30 PM. It will take 7 days of tutorial to make up one full day of missed school. Failure to make up the time in tutorial will result in receiving of no credit for the course(s). Generally, the time must be made up within the semester in which it occurred.

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 at 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.

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

Request for Release from Instructional Time Form

Any student who knows in advance of an absence due to a family related trip, or personal reason, may fill out a Request for Release from Instructional Time Form and turn it in to the Administration for approval. The form must contain the following: a signature from all teachers of classes that will be missed, a parent signature, a reason for the absence and it must be turned in at least three (3) days in advance. Students can get this form from the front office.

Student Pick-Up

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

UNIFORM REQUIREMENTS _____

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

Uniform for Girls

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

Skirts: Maroon plaid uniform approved. Kneeling down, the length of the skirt shall be no higher than **three inches** from the ground. Girls are requested to wear skirts for all school Masses.

Shorts: Maroon plaid uniform approved shorts may be worn at any time, except at Mass. No style alterations to the length are allowed. Kneeling down, the short must be no higher than **three inches** from the ground. 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 or slits allowed at the hem or side seam. Uniform approved slacks may be worn by girls at school Masses with a belt. **Belts must be solid brown or black with no design or logo printed on the belt.**

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

Socks: Solid white, maroon, gray or black socks must always be worn. **Socks must be visible above the shoe.**

Shoes: Shoes must be brown, black, tan, gray, white, navy or 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, tan, gray, white, navy or maroon are acceptable. Shoes and tennis should not be plaid or any busy print.

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 or slits allowed at the hem or side seam. Boys are required to wear long pants for all school Masses

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

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

Socks: Solid white, maroon, gray or black socks must always be worn. **Socks must be visible above the shoe.**

Shoes: Shoes should be brown, black, tan, gray, white, navy or 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, tan, gray, white, navy or maroon are acceptable. Shoes and tennis should not be plaid or any busy print.

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.

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

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

General Requirements for Boys and Girls

All undershirts must be plain white (no Logos) or a VC T-shirt.

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

School shirts must be worn under all outerwear.

Tights, 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.
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.

Girls' hairdos are expected to be neat, clean, attractive, and in keeping with conventional styles. Earrings, other than located in/on ears, are not allowed. 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 cover the bottom of the ear lobe or the eyebrows. 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 into to the first period teacher. Failure to do so may result in a violation.

Shirt/Blouse: Any color/appropriate style. Must have sleeves and tucked in with pants, skirts, or uniform shorts. Spirit Shirts can be worn.

Skirt/Dress: Any color; **length of dress/skirt must conform to uniform policy**; no sun dresses allowed.

Shorts: Must be uniform shorts.

Pants: Khakis/jeans and Capri pants are acceptable. **Khakis/jeans or Capri pants with holes, tears, faded colors etc. are not acceptable and are a violation.**

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.

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.

**VERMILION CATHOLIC HIGH SCHOOL
PARENT/STUDENT ACKNOWLEDGEMENT
2011-2012**

I HAVE READ AND UNDERSTAND THE CONTENTS OF THE 2011-2012 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 2011-2012.

_____ PARENT'S SIGNATURE
Date

V.C. COMPUTER AND INTERNET USE AGREEMENT

Section I USER AGREEMENT

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

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

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

Signature: _____ Date: _____

Section II PARENT/GUARDIAN AGREEMENT

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

Signature: _____ Date: _____

PERMISSION TO PUBLISH INFORMATION

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

_____ Relationship _____ Date _____
Signature (Parent/Guardian)

Please sign, tear out and returned by student to the office by August 12, 2012