

VERMILION CATHOLIC

a legacy of Mount Carmel

Parent/Student Handbook

2025-2026



Approved by

Louisiana State Department of Education
Diocese of Lafayette

Accredited by

Cognia

Member of

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

VERMILION CATHOLIC

a legacy of Mount Carmel

Table of Contents

Vermilion Catholic, a legacy of Mount Carmel	7
Foreword	7
Parent Cooperation Statement	7
Contact Information	8
Leadership Team	8
Support Staff	9
Student Services	9
Faculty and Staff	10
2025-2026 Advisory Board	12
About Us	12
Mission Statement	12
Our Vision Statement	12
Belief Statements	12
School Crest	12
School History	13
Admissions	15
Admissions Policy	15
Admissions and Enrollment Procedure	15
Tuition & Fees	15
Scholarships	16
Absences & Tardies	18
Attendance	18
Absences	18
Makeup Work/Tests	19
Lower/Middle School	19
Upper School	19
Types of Absences	19
Excused	19
Educational	19
Extended	19
State Attendance Law	20
Check In/Out Procedure	20
Lower/Middle School	20
Request for Release from Instructional Time Form	20
Tardiness	21

VERMILION CATHOLIC

a legacy of Mount Carmel

Lower/Middle School	21
Upper School	21
Student Pick-Up	21
Lower/Middle School	21
Upper School	21
Academics	22
Academic Integrity	22
Academic Alert	23
Accelerated Reader	23
Upper School Failures	23
Grading Scale	23
Grade Point Average	24
Honor Roll & Principal's List	24
Progress Reports/Failure Letters	24
Rally Participation	24
Report Cards	25
Eligibility for Extracurricular Activities	25
Upper School/Middle School Beta Club & National Honor Society Eligibility	25
Monitoring Student Grades	26
Final Exam Exemption Privileges	26
Grade Promotion	26
Lower/Middle School	26
Algebra I & Physical Science	26
Middle School	26
Course Information - Upper School	27
VC Requirements for Graduation	27
Graduation	28
TOPS Requirement Checklist	28
Class of 2022 and beyond	28
Graduation Policy	29
Honor Graduates	29
Distinguished Honor Graduates	30
Honors & Dual Enrollment Grading Scale	30
Branding & Fundraising	31
Publication Policy	31
Solicitation Policy	31
Fundraising Activities	32

VERMILION CATHOLIC

a legacy of Mount Carmel

Parent Event Obligations	32
May Festival	32
Trademark Policy	33
General Policies & Procedures	34
Aftercare	34
Allergies	34
Lower/Middle School	34
Automobiles/Parking	34
Announcements	34
Assembly	34
Athletic Events	35
Birthday Treats	35
Cafeteria	35
Books	35
Calls/Deliveries	36
Distribution of Printed Matter	36
Damage to School Property	36
Emergency Drills	36
Food/Drinks	36
Gum/Candy	36
Health Records	37
Illness	37
Emergency Announcements	37
Lockers	37
Messages	38
Phone Calls Home	38
Sexual Identity Policy	38
School Dance Policy	39
Girls' Dress Code for Dances:	39
Boys' Dress Code for Dances:	39
Special Events Dress Policy (Mass, Awards Ceremony, etc.)	39
Girls' Dress Code for Events:	40
Boys' Dress Code for Events:	40
School Parties	40
School Sponsored Trips	40
Skip Days/Skipping Class/Leaving School Prior to Dismissal	41
Textbooks	41

VERMILION CATHOLIC

a legacy of Mount Carmel

Transportation	41
Visitors on Campus	41
Academic Services	42
Standardized Testing	42
Lower/Middle School	42
Vermilion Parish Pupil Appraisal Services	42
Family Educational Rights and Privacy Act of 1974	43
Student Behavior	44
Lower School Behavior	44
PK-5th	44
Upper/Middle School Behavior	45
Infraction Levels	45
Disciplinary Referrals	47
Detention Referrals From Teachers	47
Behavior Consequences	47
Major Behavior Consequences	47
Cell Phones & Personal Electronics Policy	48
Appeal Process	50
Substance Abuse Testing Policy	50
Policy on Searches	51
Dishonesty	52
Disrespect	52
Fighting	52
Firearms/Weapons	52
Harassment	53
Language (Obscene/Vulgar/Gestures)	53
Threats of Violence	53
Smoking and Tobacco Products	53
Stealing/Possession of Stolen Property	53
Unwed Pregnancies	53
Technology Policies & Procedures	55
Acceptable Use Policy	55
Email	55
Social Media, Chatting and Blogging	55
Audio and Video	56
Games	56
Network Access	56

VERMILION CATHOLIC

a legacy of Mount Carmel

Downloading and Loading of Software	56
Internet Use	56
Privacy, Use, and Safety	57
Upper School Daily Procedures	58
Damage to School-Issued Student Chromebooks	58
Consequences	58
Theology Department Requirements	59
Liturgical Celebrations	59
Student Conduct	59
Upper and Middle School Mass and Attendance	59
Lower School Mass and Attendance	60
All School Mass	60
Service Requirements	60
Retreats	60
Sacraments	60
Uniform Policies	62
Grooming & Hair	63
Girls' Uniform Policy	64
Boys' Uniform Policy	65
Mass Uniform	66
Eagle Pride & Out of Uniform Days	66

VERMILION CATHOLIC

a legacy of Mount Carmel

Vermilion Catholic, a legacy of Mount Carmel

Foreword

The administration, faculty, and staff would like to take this opportunity to welcome you to Vermilion Catholic. 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 principal, with the approval of the school board, reserves the right to amend this handbook for a cause that, in his/her 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.

Vermilion Catholic, a legacy of Mount Carmel admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the organization. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other organization-administered programs.

Vermilion Catholic, a legacy of Mount Carmel, is an equal opportunity employer.

Parent Cooperation Statement

An integral part of the educational philosophy of Vermilion Catholic 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 encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, Vermilion Catholic 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 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

a legacy of Mount Carmel

Contact Information

Pastoral Team

Fr. Alexander Albert	Pastor	fralbert@stmmabbeville.com
Fr. Matthew Barzare	Parochial Vicar	frbarzare@stmmabbeville.com

Administrative Team

Dr. Stella Arabie	Principal	stellaarabie@vermilioncatholic.com
Amanda Trahan	Assistant Principal	amandatrahan@vermilioncatholic.com
Laurn Lee	Assistant Principal	laurynlee@vermilioncatholic.com

Leadership Team

Brett Blakey	Co-Athletic Director	brettblakey@vermilioncatholic.com
Ashley Boling	Administrative Assistant	ashleyboling@vermilioncatholic.com
Jessica Cormier	Director of Admissions and Development	jessicacormier@vermilioncatholic.com
Rachael David	Director of Faith & Formation	rachael david@vermilioncatholic.com
Anne deGraauw	Technology Coordinator and Ed Tech Liaison for Curriculum & Instruction Coordinator	annedegraauw@vermilioncatholic.com
Mackenzie Fontenot	School Counselor	mackenziefontenot@vermilioncatholic.com
Kim Guidry	Co-Athletic Director	kimguidry@vermilioncatholic.com
Ann Hargrave	Director of Advancement & Alumni Relations	annhargrave@vermilioncatholic.com
Ben Harrington	Technology Director and Facilities Coordinator	benharrington@vermilioncatholic.com
Broc Prejean	Dean of Students	brocprejean@vermilioncatholic.com
Gina Trahan	Bookkeeper	ginatrahan@vermilioncatholic.com

VERMILION CATHOLIC

a legacy of Mount Carmel

Support Staff

Michelle Abshire	Religion Coordinator	michelleabshire@vermilioncatholic.com
Reba Broussard	Student Services Assistant	rebabroussard@vermilioncatholic.com
Nanette Cope	Librarian, LS/MS campus	nanettecope@vermilioncatholic.com
Carolyn Clark	Student Support Teacher	carolynclark@vermilioncatholic.com
Ashley Crowe	College and Career Advisor	ashleycrowe@vermilioncatholic.com
Liz Dartez	Librarian, US campus, Student Services	lizdartez@vermilioncatholic.com
Farrell Fontenot	Head Custodian and Facilities	farrellfontenot@vermilioncatholic.com
Marcy Lege	Merchandise, Production, Planned Giving	marcylege@vermilioncatholic.com
Michele Meaux	Receptionist, LS/MS campus	michelemeaux@vermilioncatholic.com
Jackie Nash	PT Bookkeeper, Tuition, Aid & Scholarships	jackienash@vermilioncatholic.com
Amber Salsman	Upper School Receptionist	ambersalsman@vermilioncatholic.com

Student Services

Reba Broussard	Student Services Assistant	rebabroussard@vermilioncatholic.com
Carolyn Clark	Student Support Teacher	carolynclark@vermilioncatholic.com
Ashley Crowe	College and Career Advisor	ashleycrowe@vermilioncatholic.com
Liz Dartez	Librarian, Upper, Student Services	lizdartez@vermilioncatholic.com
Mackenzie Fontenot	School Counselor	mackenziefontenot@vermilioncatholic.com
Michelle Hebert	VPSB Speech-Language Pathologist	michellehebert@vermilioncatholic.com
Broc Prejean	Dean of Students	brocprejean@vermilioncatholic.com

Faculty and Staff

Michelle Abshire	michelleabshire@vermilioncatholic.com
Dr. Stella Arabie	stellaarabie@vermilioncatholic.com
Christi Beraud	christiberaud@vermilioncatholic.com

VERMILION CATHOLIC

a legacy of Mount Carmel

Alisa Bertrand	alisabertrand@vermilioncatholic.com
Megan Bertrand	meganbertrand@vermilioncatholic.com
Brett Blakey	brettblakey@vermilioncatholic.com
Sarah Blakey	sarahblakey@vermilioncatholic.com
Ashley Boling	ashleyboling@vermilioncatholic.com
Caire Beth Boudreaux	caireboudreaux@vermilioncatholic.com
Jessi Broussard	jessibroussard@vermilioncatholic.com
Katelyn Broussard	katelynbroussard@vermilioncatholic.com
Reba Broussard	rebabroussard@vermilioncatholic.com
Suzette Broussard	suzettebroussard@vermilioncatholic.com
Nolan Brown	nolanbrown@vermilioncatholic.com
Nanette Cope	nanettecope@vermilioncatholic.com
Jessica Cormier	jessicacormier@vermilioncatholic.com
Ashley Crowe	ashleycrowe@vermilioncatholic.com
Liz Dartez	lizdartez@vermilioncatholic.com
Rachael David	rachaeldavid@vermilioncatholic.com
Anne deGraauw	annedegraauw@vermilioncatholic.com
Blaire Desormeaux	blairedesormeaux@vermilioncatholic.com
Matt Doktor	mattdoktor@vermilioncatholic.com
Cailin Dubois	cailindubois@vermilioncatholic.com
Alaina Dupuis	alainadupuis@vermilioncatholic.com
Kate Faulk	katefaulk@vermilioncatholic.com
Farrell Fontenot	farrellfontenot@vermilioncatholic.com
Mackenzie Fontenot	mackenziefontenot@vermilioncatholic.com
Emily Gallet	emilygallet@vermilioncatholic.com
Martha Gilfoil	marthagilfoil@vermilioncatholic.com
Matt Glafke	mattglafke@vermilioncatholic.com
Kim Guidry	kimguidry@vermilioncatholic.com
Ann Hargrave	annhargrave@vermilioncatholic.com
Ben Harrington	benharrington@vermilioncatholic.com
Lauren Hebert	laurenhebert@vermilioncatholic.com
Michelle Hebert	michellehebert@vermilioncatholic.com

VERMILION CATHOLIC

a legacy of Mount Carmel

Ashley Johnston	ashleyjohnston@vermilioncatholic.com
Katie Landry	katielandry@vermilioncatholic.com
Laurie LaPorte	laurielaporte@vermilioncatholic.com
Elizabeth LeBouef	elizabethlebouef@vermilioncatholic.com
Lauryn Lee	laurynlee@vermilioncatholic.com
Marcy Lege	marcylege@vermilioncatholic.com
Brandie Lewis	brandielewis@vermilioncatholic.com
Jason Lopez	jasonlopez@vermilioncatholic.com
Anne-Catherine Mathews	annecatherinemathews@vermilioncatholic.com
Michele Meaux	michelemeaux@vermilioncatholic.com
Monica Moresi	monicamoresi@vermilioncatholic.com
Jackie Nash	jackienash@vermilioncatholic.com
Andrea Noegel	andreanoegel@vermilioncatholic.com
Broc Prejean	brocprejean@vermilioncatholic.com
Bobbie Rider	bobbierider@vermilioncatholic.com
Amy Roberts	amyroberts@vermilioncatholic.com
Larry Romero	larryromero@vermilioncatholic.com
Julie Roy	julieroy@vermilioncatholic.com
Fr. Francois Saint-Marie	frsaintmarie@vermilioncatholic.com
Amber Salsman	ambersalsman@vermilioncatholic.com
Brodie Savoie	brodiesavoie@vermilioncatholic.com
Gabriella Scelfo	gabriellascelfo@vermilioncatholic.com
Meghan Schexnayder	megschexnayder@vermilioncatholic.com
Heather Schlicher	heatherschlicher@vermilioncatholic.com
Torri Steen	torristeen@vermilioncatholic.com
John Thompson	johnthompson@vermilioncatholic.com
Amanda Trahan	amandatrahan@vermilioncatholic.com
Gina Trahan	ginatrahan@vermilioncatholic.com
Leah Trahan	leahtrahan@vermilioncatholic.com
Lucia Vidos	luciavidos@vermilioncatholic.com
Nikki Williams Rigmaiden	nikkiwilliams@vermilioncatholic.com

VERMILION CATHOLIC

a legacy of Mount Carmel

2025-2026 Advisory Board

Troy Laporte - Chairperson

Effective August 2022, all information regarding the Advisory Board will be posted and updated on our school website. (<https://www.vermilioncatholic.com/about/advisory-and-finance-board-members.cfm>)

About Us

Mission Statement

Vermilion Catholic, a legacy of Mount Carmel, EMPOWERS students to learn and serve Christ, ENGAGES students in a rigorous learning community, and guides students to EXCEL in an inclusive, opportunity-driven environment.

Our Motto: Empower, Engage, Excel; Through Christ, We Soar

Our Vision Statement

Enter to Learn Christ, Leave to Serve Christ

Belief Statements

1. Vermilion Catholic's staff, students, and parents establish comprehensive religious and academic standards and share the responsibility of advancing the school's mission.
2. Students are challenged to develop spiritually, personally, physically, and academically through curricular, extracurricular, and athletic activities.
3. Common goals and shared values, which honor the traditions of the Sisters of Our Lady of Mount Carmel, are part of our culture, community, and success.
4. The school provides a safe, caring, family-oriented environment with small class sizes that embrace diversity and inclusion.

School Crest

The Vermilion Catholic, a legacy of Mount Carmel, Crest was designed and created in 2021 by a VC teacher and artist, Erin Thomas. The VC crest represents the mission and goals of our school and the spirit of the unified Vermilion Catholic. From earliest known history, crests and coats of arms have been used to announce a family's place in the community, its allegiance to a leader, and it is also used as a mark of distinction and pride in the family's heritage. VC's crest is such an emblem.

VERMILION CATHOLIC

a legacy of Mount Carmel

THE EAGLE grounds the logo. In the Bible, the eagle is 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 stands above the eagle. It represents our Catholic heritage and reminds us that our faith and our beliefs are part of all we do. The cross symbolizes both life and love, illustrating Christ's life-giving love poured out for us: *"...for God so loved the world that He sent his only Son..."*

THE CROWN honors the legacy of the Sisters of Mount Carmel, and represents the unity of our new school. It comes from the original Mount Carmel School crest, where it honored the Carmelite Order who founded Mount Carmel School in Vermilion Parish. It symbolizes our school community's devotion to the Blessed Mother as the Queen of Heaven and Earth.

School History

More than 120 years ago, the pastor of St. Mary Magdalen Catholic Church extended an invitation to Mother Theresa Chevrel, the foundress of the Sisters of Mount Carmel to send members of her order to begin a school in Abbeville, Louisiana. Father Alexander Mehault began preparations for a convent building using the lumber from a demolished old Catholic Church. The convent for the Sisters of Mount Carmel on the Place des Beaux Arts (now known as Vermilion Street) was completed in 1885. That same year, four sisters arrived in Abbeville and opened a school with a total enrollment of 40 girls. In 1889, boys were also allowed to attend Mount Carmel. Early tuition was \$1.00 per month.

The 20th century saw a strong growth with students in grades 1-12. Mount Carmel gained a reputation for religious development, academic excellence, athletic superiority, and civic pride. In 1940, through the efforts of the Sisters of Mount Carmel, the pastor of St. Mary Magdalen Church and numerous benefactors from Abbeville, a new building and gymnasium were erected right next to the old building. In 1947 Mother Mary Grace came to Mount Carmel as the new principal, and alongside Father LaFleur, Monsignor Paul Fusilier, and Monsignor Ignatius Martin, saw that the school was rapidly growing. In that same year Cabrini Hall was built, permitting the enrollment to increase by two hundred students.

In October of 1949, with the dream of a bigger and greater Mount Carmel School in mind, Mother Mary Grace signed the papers for the purchase of the land on which the present Mount Carmel School is located. By May of 1953, it was evident that the new school being constructed would not accommodate all the students applying for entry, so the old Cabrini Hall was moved from the site of the old school to the site of the new school. In July of 1953, Bishop Jeanmard blessed the cornerstone of the new school. In October of that same year, the dream came true as the new Mount Carmel opened its doors, at the present site, 405 Park Avenue, housing grades kindergarten through 12.

In the mid-1960s, the need to expand classrooms and overall space became necessary again. As expansion was examined, the idea of a new high school separate from Mt. Carmel was explored. Since it would be the only Catholic high school in Vermilion Parish, the name Vermilion Catholic High School was chosen

VERMILION CATHOLIC

a legacy of Mount Carmel

and its doors opened in September 1967. Mount Carmel School continued to serve grades kindergarten through 8th.

Because of a need to accommodate an increase in enrollment, St. Mary Magdalen donated Mouton Hall to Mount Carmel. Under the direction of Monsignor Richard Mouton, the building was moved here in 1984 and housed preschool classes. St. Mary Magdalen's support illustrated the continued close relationship between Mount Carmel School and Vermilion Catholic High School.

Twenty-nine years later, in 1996, Vermilion Catholic High School was awarded the Presidential Blue Ribbon Schools of Excellence Award from the United States Department of Education. This distinction confirmed the school's goal of providing high school students of Vermilion Parish a quality Catholic education.

In 2008, Vermilion Catholic was again recognized for its academic excellence when the school received accreditation by the Southern Association of Colleges and Schools, which demonstrates a commitment to offer the best educational environment possible.

AdvancedEd and the Southern Association of Colleges and Schools Council on Accreditation awarded Vermilion Catholic a five year accreditation again in 2015, marking the quality of Vermilion Catholic's commitment to educational excellence.

The future is bright for Vermilion Catholic, as we will acquire and integrate Mount Carmel School of Abbeville over the next year, forming the only Pre-Kindergarten 3 through 12th grade Catholic School in the lower Acadiana region. The school will be named "Vermilion Catholic, a legacy of Mount Carmel", bringing our shared history full circle, as we come together to offer new programs, the most advanced technology, and the greatest enrichment opportunities for all of our students.

Today, as we are moving through the 21st century, Vermilion Catholic High School is continuing its long and proud tradition of striving for excellence, and remains committed to continuing the vision and noble tradition of Carmel.

VERMILION CATHOLIC

a legacy of Mount Carmel

Admissions

Admissions Policy

Vermilion Catholic 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 (Maltrait Memorial)
3. children of VC faculty and staff
4. siblings of students enrolled at VC
5. children of VC graduates

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.

Admissions and Enrollment Procedure

Any family interested in joining the Vermilion Catholic community should contact the Admissions Director. The Admissions Director will obtain any necessary documents and arrange all required steps for an admissions decision to be made. All enrollment decisions are at the discretion of Vermilion Catholic administration.

Any family interested in withdrawing from Vermilion Catholic, a legacy of Mt. Carmel should contact the Admissions Director. The process for withdrawal may take up to 48 business hours and will involve a meeting with Administration. All tuition and fees must be paid before withdrawal is finalized and all records are released.

Tuition & Fees

Enrollment is continuous. This completed Enrollment Contract will be effective until the student's date of graduation or until the family opts out of enrollment and completes the withdrawal process. If a family chooses to opt out of continuous enrollment, they must do so by January 25th each year. In order to opt out, families should email the Admissions Director stating such.

Registration Fee: To secure enrollment, this completed Enrollment Contract must be accompanied by a non-refundable registration fee of \$400 paid by February 15th. After February 15th registration will be \$500.

Annual Tuition and Fees:

- Payment of tuition and fees is due by the selected of each month and is considered past due on the ten days after that date, when a \$25 late fee will be assessed. No exams will be given for any

VERMILION CATHOLIC

a legacy of Mount Carmel

student with an outstanding balance; the student's final grade will be considered incomplete until the balance is paid in full. Students must take exams within two weeks from the last day of the previous semester. Any student with an outstanding balance in the first semester, and who has not taken exams by the end of the two weeks will be dismissed from VC. No student with an outstanding balance will be allowed to register or be readmitted for the next school year.

- Collection of Unpaid Balances: I, the undersigned, agree to pay all fees associated with the legal recovery of any delinquent amounts due under this agreement including but not limited to cost of demand letters, 25% attorney fees in the event the account is submitted to an attorney for collection along with interest at a rate of 18% accruing from the date the account becomes delinquent through the date of collection.
- If a student withdraws during the school year, tuition remains due and payable for that school year. Fees are also due for the entire school year. Athletic fees are assessed for each sport at the start of its season when rosters are finalized.
- Tuition Assistance applications are available online annually starting on January 1 upon completion of enrollment process and payment of registration fee. Please note the deadline is March 31st for tuition assistance applications through our Work Study Program. Assistance is based on many factors and is not guaranteed.
- Damage to facilities, books, and/or equipment caused by any child enrolled in Vermilion Catholic is the responsibility of the child's parent/guardian.
- Records. Report Cards and Transcripts may not be released unless outstanding balances are satisfied.
- All debts incurred at prior Catholic Schools in the Diocese of Lafayette must be cleared before attending class at Vermilion Catholic.
- Students trying out for an organization, activity, or sport must be registered for the upcoming school year in order to try out.

Tuition Refund Policy: Tuition will be refunded on a prorated 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

Scholarships are defined as a grant to support a student's education and are awarded on the basis of academic or other stipulated achievements.

The Scholarships offered at Vermilion Catholic are independently funded scholarships established by families of Vermilion Catholic in the name of their family or an individual family member. Funds of these scholarships are either managed by the family and presented to Vermilion Catholic each year in the name of the scholarship recipient or are held and managed by Vermilion Catholic in the Family's name. Collectively, these are known as Legacy Scholarships. The following Legacy Scholarships are offered for the 2025-2026 school year.

VERMILION CATHOLIC

a legacy of Mount Carmel

- Anne Marie Bertrand Scholarship (9th through 12th)
- [John David Perrin Memorial Scholarship \(Freshmen Boys Only\)](#)
- [Dr. Joe and Debbie Kite Scholarship \(9th through 12th\)](#)
- [Lt. Fr. Joseph Lafleur Scholarship \(9th Only\)](#)
- [Theall Scholarship Fund \(9th through 12th\)](#)
- KC Scholarships (1 boy & 1 girl lower grades) (1 boy & 1 girl upper grades)
- Kaylee Abigail McLain Memorial Scholarship (6th through 12th)
- Spirit of VC Scholarship (Kindergarten)
- Roy and Lenora Bertrand Memorial Scholarship (PreK through 8th)
- Bob and Gladys Trahan Memorial Scholarship (9th through 12th)

Absences & Tardies

Attendance

Students are obligated to attend all PreK-12th grade classes every day school is in session (State attendance policy Bulletin 741) and to arrive at school on time. When a student has missed more than 5 days in any class in a 9 weeks, parents will be contacted by the Dean of Students. Subsequent absences will require a parent meeting to address concerns and identify a plan of action. A student who misses more than nine (9) days in any class per semester (18 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. Upper school students returning to school after an absence should report immediately to the receptionist window for an Absentee Slip.

Once a student misses 18 days of school, excluding doctors' excuses and/or a death in the immediate family, students may be denied credit for classes with excessive absences.

Absences

To ensure the smooth operation of Vermilion Catholic, it is imperative that students arrive at school on time. If a student is absent:

- All homework for grades K-5th will be collected by the homeroom class and will be placed at the receptionist desk by 2:00 p.m. Parents should come by 2:30 p.m. to pick up the homework.
- For students in 6th – 8th, the homework will be placed in their lockers. The student will be given appropriate time to complete the work. Should the student not complete the work in the assigned amount of time, a grade of "0" will be recorded.
- For students in 9th - 12th, teachers will place all missed assignments in Google classroom.

General Absence Procedures

- When a student is absent from school, the parents must send an email to Amber Salsman for upper school or Michele Meaux for lower/middle school or call the school before 8:30 a.m. to report this matter.

VERMILION CATHOLIC

a legacy of Mount Carmel

- 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).
- In Upper School, the student will be issued an admit slip which is to be presented to their first classroom teacher of the day for initialing. If a student does not have a written note from a parent or guardian, the absence will be unexcused.
- At the end of the day, the admit slip is to be returned to the office.

Makeup Work/Tests

Lower/Middle School

Students are responsible for getting their homework from a classmate if they leave school during the day. Classes will not be interrupted to obtain work, but students should take their books home to be sure they have materials needed to complete their work.

Upper School

Students are responsible for initiating and completing makeup work in any/all classes missed by communicating directly with their teacher as soon as they are able to do so. Students are never excused from class assignments missed because of absenteeism. 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., during lunch, or after school under the direct supervision of their teacher. Violations of this policy may result in a grade of zero (0). Unexcused absences will result in the highest grade of a 70% on all missed class work and/or tests.

Extended absences and/or extenuating circumstances will be reviewed by the administration. For extended absences (2 to 6 days), parents may call the office before 9:00 a.m. to request that material be placed in the office for pick 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. Immediately upon his/her return to school, the **student** must make arrangements to complete missed classwork. **All excused absences are counted as part of the student's total attendance record as required by state attendance policies.** The student must make up the assignments missed during the absence. The student will be able to receive no more than 70% on all missed assignments for unexcused absences. 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.

VERMILION CATHOLIC

a legacy of Mount Carmel

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 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. This mandate only allows students to be absent for 18 days over the course of the school year.

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 work due.

All requests for a student to be dismissed from school for a part of the school day **must be made in writing** to the school office by a parent at least 24 hours in advance. No phone calls will be accepted. If a student checks out during the school day without prior 24 hour notice, A PARENT/GUARDIAN MUST SIGN THEM OUT.

No student will be granted permission to provide transportation to another student leaving school other than siblings, at the request of the parents in the event of emergencies.

A student must be present for at least half of the school day (4 classes) in order to participate in any extracurricular or athletic activity scheduled that day.

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

All students leaving before dismissal are required to sign out in the office with a parent/guardian before leaving and upon returning to campus.

Lower/Middle School

Students will not be allowed to check out after 2:15 p.m., except for illness or an emergency. In the event of an anticipated check-out, the parent/guardian should send a note that states the time of check-out and reason for leaving.

VERMILION CATHOLIC

a legacy of Mount Carmel

Request for Release from Instructional Time Form

If a student's parents know in advance of an upcoming absence due to a family related trip, personal reason, or college visit, parents should email administration for permission. The Request for Release form must contain the following: a signature from all teachers of classes that will be missed, a parent signature, and a reason for the absence. It must be turned in to administration at least three (3) days prior to the planned absence.

Instructional time is crucial to your child's academic success. Please make every effort to use the school holiday schedule in scheduling vacations. If your child will miss school during midterms or final exams, the administration must know at least two weeks in advance. Tests will be given the week before the student is absent.

Tardiness

It is imperative that students arrive on time for every class and liturgical celebration.

Lower/Middle School

Students who are tardy must report to the Receptionist with a parent/guardian to receive a tardy slip before they report to their classroom. Upon the 5th unexcused tardy, a notice will be sent home; this will serve as a warning. Upon the 7th unexcused tardies, a formal meeting between the administration and the parents/guardians will be required to discuss the habitual tardiness. Habitual tardiness is in violation of the Louisiana Compulsory Attendance Law. Further violations of the tardy policy may result in additional action as deemed necessary by the administration.

Upper School

If a student is tardy for his/her first period class, he/she must report to the Receptionist to receive an admit slip. If the student is tardy for at least half of the time in a lesson, 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) tardy is allowed per nine weeks period for 1st period. All subsequent tardies will receive a 7:00 am morning detention. Students in the parking lot at 7:34 am tardy bell will be identified as tardy. This report will be run periodically throughout 9 weeks - each tardy beyond the 1st will qualify as a date of detention upon the running of those reports.

Student Pick-Up

If there are any changes to your student's normal pick-up procedure (i.e. not riding the bus, grandma picking up) please contact the school office **before 2:00**.

Car tags are made for all families and should be placed in the front window of your car when picking up students. These are created by the school. Please do not create your own tags or make copies of these tags. Additional tags are available on request.

All persons picking up must be listed on your student's pick up contacts. Individuals unfamiliar to the staff will be asked to pull out of the car line and **present identification**.

VERMILION CATHOLIC

a legacy of Mount Carmel

Lower/Middle School

All students must be picked up by the completion of the carline. Any student left after carline is completed will be sent to Carmel Care, and the parent will be charged a one day drop in fee (\$14).

Upper School

All students must be picked up from school by 3:00 pm unless they are participating in an extracurricular activity and the moderator of that activity is present. Any students on campus after 3:15 must leave the building and campus.

VERMILION CATHOLIC

a legacy of Mount Carmel

Academics

RenWeb/FACTS is an online comprehensive school administrative and student information system. VC uses ParentsWeb, a component of RenWeb, to improve the flow of information among administrators, parents, students, and teachers. Through this program, parents have the ability to access information such as student grades, attendance, homework, progress reports, quarter report cards, announcements, schedules, etc.

Academic Integrity

Students are expected to maintain the highest levels of honesty and integrity in all dealings with others, especially in the academic environment. 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 academic dishonesty. Additionally, attempting 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 or having unauthorized materials (open notes, textbook, note cards, etc.) close by and accessible during a test or an assignment.
- Writing formulas, notes, etc. on one's person or on objects, for use during a test or exam
- Submitting the same paper/work to another teacher for credit (self-plagiarism).
- Using an unauthorized communication device during a test or exam
- Copying 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 the work for all group members
- Taking words or ideas from someone else without giving proper attribution to the author/artist and source
- Utilizing any form of Artificial Intelligence to create content to be submitted in any capacity

Consequences of Academic Dishonesty:

- A written referral to the Administration
- Receiving no credit (0% F) on the assignment or assessment
- If a student copied an assignment or received answers from another student, both papers will receive 0% F.
- The incident of academic dishonesty becomes a part of the student's permanent record.
- Administration will take into consideration a student's record of academic dishonesty when awards are considered.

VERMILION CATHOLIC

a legacy of Mount Carmel

Academic Alert

- Students with an F average in a class and/or in conduct cannot leave school early for an extracurricular activity if such departure results in the student missing the class(es) in which he/she has an F.
- The student may leave school early for extracurricular activities once the F(s) has been brought up to a passing grade as reflected on either progress reports or term grades.
- A potential exception to the policy denying early departure is during play-off games or an extracurricular activity that entails extensive travel time. An administrative decision will be made in conjunction with the teacher and respective coach.
- It will be the responsibility of the proper sponsors, coaches, and/or administrators to inform both students and parents if students are unable to attend an event because of an F average.

Accelerated Reader

AR is a computer program that helps teachers and librarians manage and monitor a student's independent reading practice. Each student picks a book at his/her level as determined by STAR testing and reads at his/her own pace. When finished, the student takes a short quiz on the computer. A passing grade on the quiz is an indication that they comprehended what was read. AR gives students, teachers, and librarians feedback based on the quiz results, which the teacher then uses to help them set goals and direct ongoing reading practice.

Upper School Failures

Any student who fails a core course, including theology, is required to make up that course in summer school. If a student fails two or more courses, or does not make up required credits, he/she may be denied readmission.

All students must earn one theology credit for each year of attendance at Vermilion Catholic. Any VC student who fails his/her Theology course for the year will be required to earn summer school credit using a recovery credit program during the summer under the direction of the Religion Administration. There will be a cost assessed to complete the course.

Senior students who fail Theology for the year will not receive a VC Diploma until the course recovery credit is earned and will not be able to participate in any school related graduation activity.

Grading Scale

LETTER GRADES	NUMERICAL AVERAGE	DESCRIPTION	QUALITY POINTS
A	94-100	Excellent	4
B	87-93	Above Average	3
C	77-86	Average	2

VERMILION CATHOLIC

a legacy of Mount Carmel

D	70-76	Below average, passing	1
F	BELOW 70	Failing work	0
I		Incomplete	0

The scholastic year is divided into four quarters. A student's grade for each quarter is based on multiple forms of assessment. 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 for grades 8-12 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.
- Midterms:
 - All 6th and 7th grade courses will administer midterm exams, but the midterm exam grade will be included in the student's 2nd quarter grade. 6th grade midterms will be worth 10% of the students' 2nd quarter grade. 7th grade midterms will be worth 15% of the students' 2nd quarter grade.
 - Students in grades PK-5th will not have midterm exams.
- Finals:
 - All 6th and 7th grade courses will administer final exams, but the final exam grade will be included in the student's 4th quarter grade. 6th grade finals will be worth 10% of the students' 4th quarter grade. 7th grade finals will be worth 15% of the students' 4th quarter grade.
 - Students in grades PK-5th will not have final exams.

A numerical average of 70% or better is required to receive credit for each course. 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 & Principal's List

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. To achieve Principal's List status, a student must maintain all As.

Progress Reports/Failure Letters

Weekly Progress Reports will be emailed to parents from Rebweb/FACTS.

After the 2nd and 3rd quarter report cards, letters will be mailed to the parents of any student who is 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 the State Rally, the student is obligated to attend. Any

VERMILION CATHOLIC

a legacy of Mount Carmel

student who does not attend rally after committing to attend will be subject to disciplinary action by the school. All students who attend State Rally will be exempt from their final exam in that subject based upon teacher approval.

Report Cards

Report cards are sent home at the end of each quarter via Renweb. Specific report card dates can be found in the school calendar. The master school calendar can be located via our school website at www.vermilioncatholic.com

Eligibility for Extracurricular Activities

Participation in extracurricular activities, whether it is sports, speech, drama, music, or other, is a privilege for our students, 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 extracurricular activities at Vermilion Catholic must be passing at least six (6) classes, with a grade of 2.0 or its equivalent. Students must be in good behavioral standing to participate in athletics or extracurricular activities.

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

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

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

Upper School/Middle School Beta Club & National Honor Society Eligibility

A student that finishes their 5th grade year with a 3.5 GPA can be invited to join the VC Beta Club. A student that finishes with a 3.7 GPA in 9th grade can be invited to join the VC Upper School National Honor Society.

Students entering Vermilion Catholic (Grades 6th to 12th) 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 in 9th-12th grade can be invited to join NHS.

If a student's cumulative GPA falls below the 3.5 or 3.7 mark, they will be on probation with Beta/NHS 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 VC Beta and/or NHS club.

VERMILION CATHOLIC

a legacy of Mount Carmel

Monitoring Student Grades

School	Student	Parent
Progress Report distributed via Renweb. Parents will receive a notification for failing grades.	Students with failing grades will be required to meet with their teachers	Parents are urged to contact teachers in the event of a failing grade.
Report Cards distributed via Renweb. Parents will receive a notification for failing grades.	Students with failing grades will be required to meet with their teachers every week	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” average 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.

Grade Promotion

Lower/Middle School

- Kindergarten students who do not meet the kindergarten end of the year report card criteria of 80% in both ELA (Reading Readiness) and Math (Number Development) will not be promoted. Additional criteria for Kindergarten students is a score of on level or above level on end of the year diagnostic assessments. Administration will have the final discretion on all promotion decisions.
- Any student in grades 1st through 5th who fail reading or math on their final report card will not be promoted. Successful completion of summer school will be required for promotion.
- Any student in grades 6th through 8th who fail math, reading, or ELA will be referred to an administrative committee for summer school referral and a promotion decision.
- If any student fails two or more subjects, he or she will be referred to an administrative committee for summer school referral and a promotion decision.
- The final decision for promotion to the next grade or for a student to continue at VC Lower/Middle School will be made by the administration.

Algebra I & Physical Science

Middle School

In May of the 7th grade, all students in the Middle School take a Pre-test in both Algebra I and Physical Science.

- Students are then asked to enroll in Algebra I and/or Physical Science for their 8th grade year based on the criteria: Pre-test scores, 7th grade report card averages, and teacher recommendations.

VERMILION CATHOLIC

a legacy of Mount Carmel

- Following a parent and student meeting, parents must agree to the 8th graders taking a high school course.
- At the end of the 8th grade year, if a child successfully meets the requirements for Algebra I and/or Physical Science he/she will have earned an Algebra I and/or Physical Science Carnegie unit with the grade(s) earned becoming part of their high school transcript.

Course Information - Upper School

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 Requirements for Graduation		
Theology	4 units	Theology I, II, III, IV
English	4 units	English I, II, III, IV
Mathematics	5 units	Financial Literacy Algebra I Geometry Algebra II 1 additional unit
Science	4 units	Biology Chemistry I 2 additional units
Social Studies	4 units	World Geography Civics US History World History
World Language	2 units	Two units of the same language French I, II, III, IV Spanish I, II
Health & PE	2 units	Health/PE I, II
Fine Arts	1 unit	Art I, II, III, IV Theatre Fine Arts Survey Piano
Electives	3 units	

VERMILION CATHOLIC

a legacy of Mount Carmel

	28 units	
--	----------	--

Graduation TOPS Requirement Checklist Class of 2022 and beyond	
Requirements for VC Diploma	Requirement for TOPS Award (as of 2/2019)
<input type="checkbox"/> Theology I <input type="checkbox"/> Theology II <input type="checkbox"/> Theology III <input type="checkbox"/> Theology IV	
<input type="checkbox"/> English I <input type="checkbox"/> English II <input type="checkbox"/> English III <input type="checkbox"/> English IV	<input type="checkbox"/> English I <input type="checkbox"/> English II <input type="checkbox"/> English III <input type="checkbox"/> English IV
<input type="checkbox"/> World Geography <input type="checkbox"/> Civics <input type="checkbox"/> US History <input type="checkbox"/> World History	<input type="checkbox"/> World Geography <input type="checkbox"/> Civics <input type="checkbox"/> US History <input type="checkbox"/> World History
<input type="checkbox"/> Biology I <input type="checkbox"/> Chemistry <input type="checkbox"/> Science: Physical Science, Environmental Science, Physics, Biology II <input type="checkbox"/> Science: Physical Science, Environmental Science, Physics, Biology II	<input type="checkbox"/> Biology I <input type="checkbox"/> Chemistry <input type="checkbox"/> Science: Physical Science, Environmental Science, Physics, Biology II <input type="checkbox"/> Science: Physical Science, Environmental Science, Physics, Biology II
<input type="checkbox"/> Financial Literacy <input type="checkbox"/> Algebra I <input type="checkbox"/> Geometry <input type="checkbox"/> Algebra II <input type="checkbox"/> Math: Algebra III, Advanced Math, Pre-Calculus, Calculus	<input type="checkbox"/> Financial Literacy <input type="checkbox"/> Algebra I <input type="checkbox"/> Geometry <input type="checkbox"/> Algebra II <input type="checkbox"/> Math: Algebra III, Advanced Math, Pre-Calculus, Calculus
<input type="checkbox"/> Fine Art: Theatre, Art, Piano, Fine Arts Survey	<input type="checkbox"/> Fine Art: Theatre, Art, Piano, Fine Arts Survey
<input type="checkbox"/> World Language I <input type="checkbox"/> World Language II	<input type="checkbox"/> World Language I <input type="checkbox"/> World Language II

VERMILION CATHOLIC

a legacy of Mount Carmel

Graduation TOPS Requirement Checklist Class of 2022 and beyond	
<input type="checkbox"/> Health/PE I <input type="checkbox"/> Health/PE II	
<input type="checkbox"/> Elective #1: _____ <input type="checkbox"/> Elective #2: _____ <input type="checkbox"/> Elective #3: _____	

It is required that all seniors enroll in a minimum of 5 classes in their senior year, and all students must take a math course during each of their four years in the Upper School at Vermilion Catholic.

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 VC diploma. Senior students who fail theology for the year will not receive a VC 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 practice is 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 does not fulfill the above theology requirements will be allowed to participate in graduation ceremonies, however that student will not receive a VC 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 Awards Ceremonies.

Honor Graduates

The criteria for honor graduates:

- Summa Cum Laude - 4.0 GPA
- Magna Cum Laude - 3.8-3.99 GPA
- Cum Laude - 3.7-3.79 GPA

VERMILION CATHOLIC

a legacy of Mount Carmel

All students who have achieved the highest honor graduate distinction will have a class ranking of 1st, allowing them to compete in valedictorian scholarships.

Honor Graduate Designations:

- Gold Cord -3.9 GPA
- Gold stole - previously inducted Beta member (3.5-3.69 gpa)
 - *Only inducted members of Beta/NHS will be allowed to wear stoles/cords.
- Blue stole - previously inducted NHS member (3.7 gpa and above)
- Blue stole & gold cord - previously inducted Beta and NHS member with at least a 3.9 gpa.

**GPAs for eligibility in Beta Club and NHS do not round up (eg. a 3.699 will not round up to a 3.7)

Distinguished Honor Graduates

To be recognized at graduation as a Distinguished Honor Graduate, students must meet the following criteria:

- Distinguished Summa Cum Laude Graduate
 - 4.0 GPA
 - English III DE, English IV DE, and Algebra II Honors Math 105 Dual Enrollment and Math 109/110 Pre-Calculus DE or Calculus if student tested out of 105
- Distinguished Magna Cum Laude Graduate
 - 3.8-3.99 GPA
 - English III DE, English IV DE; Algebra II Honors Math 105 Dual Enrollment and Math 109/110 DE Pre-Calculus or Calculus if student tested out of 105
- Distinguished Cum Laude Graduate
 - 3.7 – 3.79 GPA
 - English III DE, English IV DE, and Algebra II Honors Math 105 Dual Enrollment and Math 109/110 DE Pre-Calculus or Calculus if student tested out of 105

All distinguished honor graduates wear a silver cord.

Honors & Dual Enrollment Grading Scale

Graduates of 2020 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, AP and honors courses will be on a 5.0 scale.

2025-2026 Courses on a 5 point scale for the State:

- English III DE (UL English 101 & 102)
- English IV DE (UL English 201 & 202)
- Algebra II Honors (UL Math 105)
- Pre-Calculus DE CMAT 1213 & 1223 (UL Math 109 & 110)
- AP Calculus and DE Statistics (UL Stat 214)
- AP Physics

VERMILION CATHOLIC

a legacy of Mount Carmel

Branding & Fundraising

As a parochial, Catholic PK-12 co-educational school, Vermilion Catholic 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

- Prior to publication, the Administration must review all press releases and news articles.
- Prior to publication, all documents produced in the name of Vermilion Catholic, i.e., yearbook, newsletter, literary books, sports programs, and special events programs must be reviewed by the Administration.
- 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.
 - Mail-outs by individual groups of Vermilion Catholic, 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, and 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 fundraising efforts. Prior to any fundraising transaction, all persons and organizations that solicit in the name of Vermilion Catholic must complete a fund raising project proposal and receive approval from the Principal and Advisory Board Committee. The Advisory Committee and Principal reserve the right to limit or refuse a proposed solicitation.

- No individual or business is to be solicited without the concurrence of the Administration.
- Solicited funds must be targeted to a specific project or event that has received the prior approval of the Administration.
- 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.
- Under no circumstances may the solicitor promise or guarantee any specific returns or favors for the donor's contributions.
- All donors should receive a written acknowledgement for the contribution from the 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.
- In order to maintain a permanent record of donor history, the following information must be given to the School Office:
 - Name and address of donor
 - Amount of donation (if applicable, indicate type of in-kind donation or item donated)

VERMILION CATHOLIC

a legacy of Mount Carmel

- Project or campaign in which donation was made
- Date of donation
- Solicitor's name
- In-kind donations, or gifts of property, which might incur additional expenses, must receive School Board approval and permission.

Fundraising Activities

All fund-raising activities within the community done by **any VC 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 VC 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 VC Advisory Board for final approval no later than the May School Board meeting. Any amendments or additions must have the approval of the VC Advisory Board. The Finance Committee of the Advisory Board must be kept informed of any proposed fund raising activities.

Guidelines for implementation of this policy include:

- 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.
- The Administration will present the request to the Advisory Board at the earliest meeting after the request but no later than the May Board meeting. After approval by the Advisory Board, written notification will be presented to the contact person with the organization.
- 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.

Parent Event Obligations

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, our entire school comes together to promote our school, share in family fun, and embrace our community.

VERMILION CATHOLIC

a legacy of Mount Carmel

The Advisory Board has adopted a policy with regard to sharing the work responsibilities for this weekend.

- Each family must provide an 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, parents may provide an adult replacement (**at least twenty-one years of age.**)
- If there is no replacement, or you do not sign up, or if you do not show up for your shift, families will be assessed a fee of \$500.00 per shift that is not worked. This fee will be drafted from your FACTS account accordingly.
- If you (or your worker) are more than 30 minutes late you will be charged \$250 per late shift, to your FACTS account accordingly.

May Festival worker schedules will be sent to you via email. An email will be sent allowing you to schedule your shift(s) on SignUpGenius.com on a first come first serve basis.

We want all families to take part in this Vermilion Catholic family event to raise funds for our precious school.

Athletic Work Schedule

Our school benefits from the proceeds raised from these events. A form will be sent at the beginning of the school year with each sport. You may then choose three sports that you would prefer to work. As each sporting season nears, you will receive an email to sign up for your top choices. If you do not sign up and work an event, a fee will be charged to your FACTS account at the end of the school year.

Trademark Policy

The Vermilion Catholic 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 VC are authorized to use the school's name or logo and only with prior approval from the VC Development Office. The trademarks of Vermilion Catholic 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

a legacy of Mount Carmel

General Policies & Procedures

Adjusted Schedules

On occasion the school schedule may be adjusted to accommodate special school or community events. This could include things such as funeral services, state level athletic playoffs, or other significant community events.

Aftercare

Carmel Care is the aftercare program started to help parents/guardians have a place for the students to go when they could not be here in time for dismissal. To register, contact ashleyboling@vermilioncatholic.com.

Allergies

Lower/Middle School

A conscious effort is being made to create an environment on campus that is safe for our students that suffer from severe allergies. Please be mindful that students may have food allergies, including peanut allergies.

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 VC parking tag (\$25.00 per year) and must park in their designated spot. The school parking lot is absolutely off limits during the day. Parents must park in the marked visitor spots. 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, logos or other objects that may be offensive to others may be subject to disciplinary action that may include a loss of parking privileges until the offensive object is removed. Students are not allowed to have loud music coming from their vehicle. Music with inappropriate language is definitely not allowed. All students will be required to enter and exit through the front entrance. There is an expectation that once students arrive on campus and are parked in their assigned spots that they vacate their vehicle and enter the school building. Students are not allowed to loiter in their vehicles, failure to disembark from vehicles will be assessed an initial warning and then consequence for subsequent violations.

Announcements

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

VERMILION CATHOLIC

a legacy of Mount Carmel

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 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 building either at games or other events is prohibited.

Athletic Events

Vermilion Catholic 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.

Birthday Treats

Birthday treats will only be allowed in grades Pre-K and Kindergarten. Birthdays at other grade levels can be acknowledged in class, and procedures will be determined by each classroom teacher. All treats should be nut-free.

Cafeteria

The Diocese of Lafayette, as the sponsoring agent, administers the Food and Nutrition Programs under the guidelines set forth by the State Department of Education and the United States Department of Agriculture.

- School policy requires that all students PreK-5th eat a cafeteria meal.
- For the 2025-2026 school year, please see the Diocese of Lafayette [website for lunch](#) information.
- 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.

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 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

VERMILION CATHOLIC

a legacy of Mount Carmel

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.

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.

NO LUNCHES ARE ALLOWED TO BE DELIVERED TO STUDENTS.

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.

Emergency Drills

Unannounced emergency drills are held so that students may learn appropriate safety procedures. Signs are posted in each room indicating which exit is to be used in case of an emergency. School-wide threats will be turned over to the authorities, and any student found guilty will be expelled.

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 designated areas. Students are NOT allowed to have food delivered to them at school by anyone. Students are NOT allowed to bring in drinks from merchants in the morning. **Water is the only acceptable liquid to be brought into school in a container and the container has to be capable of being fully closed, leak proof, and absolutely no external straws. No food should be allowed in classrooms.**

VERMILION CATHOLIC

a legacy of Mount Carmel

Gum/Candy

Gum chewing 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. After a warning, a Renweb behavior documentation may be completed.

Health Records

The Louisiana State Department of Health requires that all students have a current record of immunization on file. The cards may be obtained from the local health unit and require a doctor's signature or stamp of the department of health. Parents who fail to have the records made current may be asked to withdraw their children from Vermilion Catholic.

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.

Students should be fever free for a minimum of 24 hours and/or submit a doctor's note before returning to school after illness occurs.

Emergency Announcements

In case of an emergency where school may be called off due to dangerous weather or other circumstances, Vermilion Catholic 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 (KATC, KLFY).

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 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 lockers at any time.

Medication

Students may not have any form of pain relief or prescription in their possession. Students found in violation of this procedure are subject to expulsion.

- Over the counter

Vermilion Catholic is able to provide simple over the counter medication (such as Neosporin, Benadryl Cream, Tylenol, Ibuprofen, Pepto Bismol ...) to students with completed RenWeb consent. An email is sent home for your records each time medication is dispensed.

VERMILION CATHOLIC

a legacy of Mount Carmel

- Prescription

All prescribed medicine must be brought to the office by a parent, and the parent must complete a form. These medication forms are in the office. In addition the prescribing physician must complete a Medication Order form. All medication must be dispensed from the office. At the end of the school year, a parent must pick up all medication; otherwise, it will be discarded.

Messages

Only in cases of extreme emergency can school personnel interrupt classes to deliver messages to students. All messages concerning the pick-up of students at dismissal time must be given to the office by 1:00 p.m. No message is to be left on our automated phone service regarding student pick up; messages must be given to a person in the office.

Phone Calls Home

In order to make students responsible for their actions, students will not be permitted to call home if they forget gym bags, reports, homework, class projects, field trip forms, notes for after school activities, etc. An exception will be made in cases of medical emergencies or changes in school-sponsored activities.

Sexual Identity Policy

Vermilion Catholic, a legacy of Mount Carmel is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Roman Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Roman Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded and safe environments are fostered. When parents send their children to Roman Catholic schools and when persons choose careers in Roman Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Roman Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

(For further reading, please see [Male and Female He created Them: Toward a Path of Dialogue on the Question of Gender Theory in Education](#), Congregation for Catholic Education, published on June 10, 2019)

VERMILION CATHOLIC

a legacy of Mount Carmel

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. For 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 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:

Girls' Dress Code for Dances:

- No backless dresses. Openings on the back are allowed, but the openings cannot go below the waist.
- No cleavage will be permitted. No deep "V" or deep sweetheart necklines allowed.
- No slits on sides, back, or front that go higher than 4 inches above the knee.
- No cut-outs on the front or sides of dresses. A thick material must be used as an underlay for transparent fabric.
- Dresses should not be too tight where they cannot walk with natural strides or where undergarment lines are clearly seen.
- Shoes should be comfortable enough to walk and dance in.

Boys' Dress Code for Dances:

- **Homecoming:** Polo or collared dress shirt, dress pants, and dress shoes. T-shirts and tennis shoes are not allowed. Sports coats, ties, or bow ties are optional.
- **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.

Special Events Dress Policy (Mass, Awards Ceremony, etc.)

Since we are a Catholic school and stress modesty in dress, it is mandatory that students attending any special event should be modestly dressed in keeping with good Christian morals. If you are uncertain as to whether your outfit is appropriate, please turn in a picture of yourself in the outfit to an administrator before the event for approval. The following guidelines for dress **MUST** be used for all SPECIAL school events:

VERMILION CATHOLIC

a legacy of Mount Carmel

Girls' Dress Code for Events:

- No tank tops, spaghetti straps, strapless, or backless tops or dresses.
- No cleavage will be permitted. No deep "V" or deep sweetheart necklines allowed.
- No slits on sides, back, or front that go higher than 4 inches above the knee.
- No cut-outs on the front or sides of dresses. A thick material must be used as an underlay for transparent fabric.
- Dresses/skirts should not be too tight where they cannot walk with natural strides or where undergarment lines are clearly seen. Length of all garments cannot go higher than 4 inches above the knee.
- Dress pants are allowed with an appropriate top that is the minimum length of the waist band.
- Shoes should be comfortable enough to walk in throughout the day or event.
- No blue jeans allowed.

Boys' Dress Code for Events:

- FOR AWARDS AT SCHOOL: Polo or collared dress shirts tucked in, dress pants, and dress shoes/tennis shoes are required.
- **For Mass, a necktie or bow tie is required with a collared dress shirt and dress slacks.**
- No blue jeans allowed.

All school rules apply at school events. All students and attendees must adhere to school policies.

Please Note: If dress codes are not followed, those students will need to contact their parents to either pick them up or bring appropriate clothing. Students will be required to change before attending the event.

School Parties

All classroom parties must be approved by the teacher and the administration. Refreshments should be pre-approved by the teacher. Private party invitations given out at school in grades PK3 – 8th grade will be allowed only if all girls and/or all boys receive an invitation.

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.

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.

VERMILION CATHOLIC

a legacy of Mount Carmel

Textbooks

It is the responsibility of each student to care for his/her school issued textbooks. If a student damages a textbook, parents will be billed for the cost of the replacement.

Transportation

To learn the availability of potential Vermilion Parish School Board bus service, please call their office at (337) 893-3973. If students do ride buses, they are subject to the rules and regulations of the bus driver and, in the case of misbehavior, will be removed from the bus for a period deemed suitable by the principal. Continued violations will result in bus privileges being withheld.

Visitors on Campus

All visitors, including parents/guardians, must report to the receptionist upon entering the school building. Students may not have visitors except in cases approved by the Principal. Parents and visitors should not visit the classrooms during the school day unless an appointment has been made.

VERMILION CATHOLIC

a legacy of Mount Carmel

Academic Services

Standardized Testing

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

Grades	Test	Timeframe
3rd - 7th	Terra Nova	Spring
8th	Pre-ACT 8/9	Spring
9th	Pre-ACT 8/9 ACT	Fall Spring
10th	PreACT ACT	Fall Spring
11th	PSAT ACT	Fall Spring
12th	ACT	Fall

Lower/Middle School

Students will be given the TerraNova NEXT in Third to Seventh Grade. TerraNova NEXT is a proficiency based test in Reading, Language, and Math. It provides mastery scores on objectives aligned to National Standards and the College and Career Ready standards, and scores will align with previously administered tests (ACT Aspire) so we can continue to monitor student progress over grade levels.

The variety of assessments (Grades PreK-5), STAR Reading (Grades 6-8) and STAR Math (Grades 2-8) assessments are given five times throughout the school year to continually monitor student progression. These scores help administration and teachers to make data-driven decisions. The score reports help to clarify the student's performance, guide planning, and to analyze student and class progression in all subject matters. Students in 6th-8th will be given mid-term tests and final tests each year.

Vermilion Parish Pupil Appraisal Services

Pupil appraisal support services provided to Vermilion Catholic students, if the student qualifies through the Vermilion Parish School Board, may include the following: Individual evaluation by pupil appraisal: Speech Therapy, and/or TAG.

VERMILION CATHOLIC

a legacy of Mount Carmel

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 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 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 attorney, designated law enforcement officials, corporate owner pastor and any other person deemed by the school as official.

At its discretion, Vermilion Catholic 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 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

VERMILION CATHOLIC

a legacy of Mount Carmel

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's policy warrants.

Student Behavior

Code of Conduct

Vermilion Catholic 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 Code of Conduct

Student conduct off campus should reflect the culture, philosophy, policy, commitments, and goals set forth by Vermilion Catholic. 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. This may extend to videos, posts, and social media content that is created, uploaded, or promoted by students off of campus.

Student Misconduct

- Any action by a student whereby the teacher's right to instruct or the right of other students to learn is interrupted or interfered with.
- When misconduct is of a serious nature whereby the student is sent to the administration, re-admission to class will be the decision of the teacher/administrator involved.
- Failure to adhere to school rules means the student is guilty of misconduct and may lose the privilege of attending Vermilion Catholic .
- Discipline Committee: Serious behavioral infractions can be referred to the Vermilion Catholic Discipline committee, which consists of the principal, assistant principal(s), school counselor, disciplinarian, and teacher(s). The committee will determine the severity of the conduct and the consequences assigned to the student.

VERMILION CATHOLIC

a legacy of Mount Carmel

Lower School Behavior

PK-5th

*All students with a discipline infraction must have either a Behavior Documentation in Renweb or a detention referral sent home to parent/guardian to be signed. Classroom management and student behavior policies will be set by each classroom teacher. Teachers will review such policies periodically throughout the school year, and they will send those policies home at the beginning of the school year.

Upper/Middle School Behavior

*All students with a discipline infraction must have either a Behavior Documentation in Renweb or a detention referral sent home to parent/guardian to be signed. Teachers will review such policies periodically throughout the school year, and they will send those policies home at the beginning of the school year.

There is an expectation that students, primarily 6-12, check their email throughout the day in the event that they have received communications related to referrals or consequences.

There are no conduct grades for all 6th-12th grade students, but teachers may elect to use conduct points as a classroom management strategy at their discretion.

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

Infraction Levels		
Level	Behaviors <i>(include listed items but are not limited to only listed items)</i> CELL PHONES ON SEPARATE CONSEQUENCE PAGE	Consequences <i>(can be handled with any combinations of the following)</i>
Level 1	<ul style="list-style-type: none"> ● Tardy ● Dress Code or Grooming Violations ● Disrespect ● Inappropriate Language or Body Language ● Motor Vehicle Violations ● Minor Damage to School Property ● Minor Habitual Discipline Issues ● Forgotten Chromebook or Unavailability ● Unprofessional Communication ● Teacher Issued Detentions ● Behavior Deemed Unacceptable ● Eating/Drinking in Unacceptable Areas 	<ul style="list-style-type: none"> ● Morning Detention ● Lunch Service Detention ● Parental conference ● Referral to school counselor
Level 2	<ul style="list-style-type: none"> ● Public Displays of Affection ● Repeated or Severe Motor Vehicle Violations ● Damage to School Property 	<ul style="list-style-type: none"> ● Morning Detention ● Lunch Service Detention ● Parental conference

VERMILION CATHOLIC

a legacy of Mount Carmel

	<ul style="list-style-type: none"> ● Habitual Discipline Issues ● Threats Made to Another Student ● Skipping Class ● Inappropriate Presence in Spaces 	<ul style="list-style-type: none"> ● Referral to school counselor ● Extended/Differentiated Detentions
Level 3	<ul style="list-style-type: none"> ● Disrespect of Teacher/Students ● Repeated Patterns of Behaviors ● Skipping School ● Bullying (1st offense) ● Dishonesty - Academic/Behavioral ● Significant Motor Vehicle Violations ● Major Damages to Property ● Habitual Disciplinary Occurrences 	<ul style="list-style-type: none"> ● Saturday School ● Extended/Differentiated Detentions ● Parental Conference ● Referral to School Counselor ● Behavior Contract
Level 4	<ul style="list-style-type: none"> ● Repeated Patterns of Behavior or Instances of Disciplinary Referrals ● Fighting or Causing Physical Harm ● Harassment, Hazing, or Bullying ● Significant Damage to Properties ● Nicotine Products or Products of Age Restriction ● Disobedience or Defiance ● Transmission of Inappropriate Materials in any capacity ● Habitual Discipline Issues / Patterns ● Cheating or AI Usage - 2nd offense 	<ul style="list-style-type: none"> ● Out of school suspension ● Parental conference ● Referral to school counselor ● Behavior contract ● Potential expulsion hearing
Level 5	<ul style="list-style-type: none"> ● Possession of weapon ● Severe Damage of School Property ● Possession of Alcohol or Banned Substances ● Possession of Drugs ● Activities of Extreme or Severe Nature 	<ul style="list-style-type: none"> ● Expulsion hearing
<p><i>Any issues that arise not contained on this list will be dealt with accordingly by administration.</i></p>		

Administration reserves the right to determine the severity of any infraction, the resulting consequences, and any activities or situations not covered directly by our behavioral matrix.

VERMILION CATHOLIC

a legacy of Mount Carmel

Disciplinary Referrals

All students sent to the office MUST have a written referral documented in Renweb. The referral should be sent to the Assistant Principal and Disciplinarian. The Assistant Principal and/or 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.

Detention Referrals From Teachers

Teachers will reserve the right to issue detentions to students who fail to observe specific behaviors outlined in the “Teacher Detention Referral” slips that will be issued each 9 weeks. Students must have detention slips signed by parent/guardian acknowledging receipt of detention and consequence prior to serving detention.

Behavior Consequences

Major Behavior Consequences		
Detentions	<ul style="list-style-type: none"> • Morning and lunch detention will be for 30 minutes either before school or during lunch. • School service detentions may occur before, after, or during school day depending on service that is mandated. Extracurriculars do not take precedence over consequences. • Any tardies for detentions will require an additional detention(s) served. • Failure to appear for a detention may require additional and potentially escalated consequences. <p>Detention will be conducted and moderated by the administration under the supervision of the Administration Team.</p>	
Saturday School	Students will report to school from 8:00 a.m. until 10:00 a.m. on an assigned Saturday under the supervision of an assigned faculty member. Failure to attend the assigned 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 with a doctor's excuse. Saturday School will then be reassigned to another Saturday.	
Out of School Suspension-	Suspension is the second most serious form of disciplinary action at Vermilion Catholic. It serves as a notice to the parents and student that the student is in jeopardy of being dismissed if	*For a 1-day suspension, there will be a *1%

VERMILION CATHOLIC

a legacy of Mount Carmel

	<p>the behavior continues. Students with an out of school suspension must remain off of school property for the entire period of the suspension and are counted absent. They are not allowed to participate in or attend any school-related activity, including school trips, for a length of time, pursuant to the number of days of the suspension.</p> <p>A student serving an out of school suspension is allowed to make up tests with no penalty. The student is also allowed to make up certain assignments as determined by the teacher and the nature of the assignment.</p> <p>At the end of the quarter for upper school students, percentage points will be deducted* from the final numeric grade for each course the student takes, pursuant to the number of days of suspension. If an out of school suspension falls on a semester exam day, percentage points will be deducted from the most recent quarter average for each course, and the student will be required to take make-up exams on the assigned make-up exam days.</p>	<p>deduction on their 9 weeks' grades and 2 days out from extracurricular activities beginning with day of suspension. *For a 2-day suspension, there will be a *2% deduction on their 9 weeks' grades and 3 days out from extracurricular activities beginning with day of suspension * For a 3-day suspension, there will be a *3% deduction on their 9 weeks' grades and 1 week out from extracurricular activities beginning with day of suspension.</p>
Dismissal / Expulsion	Dismissal requires that a student withdraw immediately from Vermilion Catholic. Expulsion is the most serious form of disciplinary action at Vermilion Catholic. Procedures for expulsion are available from the Principal.	

Cell Phones & Personal Electronics Policy

<p>Cell Phones & Personal Electronics Policy *** in accordance with LA State law</p>
<p>All School</p>
<p>NO WARNINGS WILL BE GIVEN FOR CELL PHONE USAGE.</p>

VERMILION CATHOLIC

a legacy of Mount Carmel

Due to our technology improvements, students will NOT be allowed to use the following electronic devices: personal laptops, tablets, iPads, etc.

Cell Phones: Students may not carry cell phones on their person during the school day. If the student is in an after school activity, cell phones must be checked in at the library or receptionist desk as they enter the school building in the morning and picked up at dismissal time. Vermilion Catholic is not responsible for any lost, stolen, or damaged cell phones. **THEY ARE NOT ALLOWED IN HALLWAYS BEFORE, DURING, OR IMMEDIATELY FOLLOWING SCHOOL DAY.**

Earbuds: No earbuds or headphones that are bluetooth based. Only headphones that are wired directly into the chromebook auxiliary jack are acceptable. Earbuds or headphones may only be used during class time for educational purposes. **THEY ARE NOT ALLOWED IN HALLWAYS BEFORE, DURING, OR IMMEDIATELY FOLLOWING SCHOOL DAY.**

Smart watches: Smart watches (Apple Watches, and any data enabled watches) may NOT be worn during the school day.

Random searches will be utilized to enforce wearable technology policies or cell phones.

Cell Phones & Personal Electronics Consequences

	Lower School	Middle & Upper School
1st Offense	<p>NO WARNING WILL BE ISSUED FOR CELL PHONE VIOLATIONS.</p> <p>Cell phones or devices will be confiscated, and the student's parent must pick it up in the office.</p> <p><u>Student will serve 1 full week of detention as a result.</u></p>	<p>NO WARNING WILL BE ISSUED FOR CELL PHONE VIOLATIONS.</p> <p>Cell phones or devices will be confiscated, and the student's parent must pick it up in the office.</p> <p><u>Student will serve 1 full week of detention as a result.</u></p>
2nd Offense	<p>Parent will be required to pick up the device.</p> <p><u>Student will receive a 1 day suspension for 2nd consequence.</u></p>	<p>Parent will be required to pick up the cell device.</p> <p><u>Student will receive a 1 day suspension for 2nd consequence.</u></p>
3rd Offense	<p>Parent will be required to pick up the device.</p> <p><u>Student will receive a 3 day suspension</u></p>	<p>Parent will be required to pick up the device.</p> <p><u>Student will receive a 3 day suspension</u></p>

VERMILION CATHOLIC

a legacy of Mount Carmel

4th Offense	<u>Student will be up for expulsion hearing</u>	<u>Student will be up for expulsion hearing</u>
<p>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 1 day Out-Of-School Suspension and a second refusal will result in a Discipline Committee Meeting with possible recommendation for expulsion.</p> <p>NOTE: Removable SIM cards may not be removed from confiscated devices.</p>		

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 Chancellor. If, after review by the Chancellor, 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.

Substance Abuse Testing Policy

It is the policy of Vermilion Catholic 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 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, 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 tests 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 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

VERMILION CATHOLIC

a legacy of Mount Carmel

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 set up 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. Students may also lose privileges such as but not limited to: participation in extracurricular 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 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 as well as metal detecting devices. 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

VERMILION CATHOLIC

a legacy of Mount Carmel

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 an 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.

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

VERMILION CATHOLIC

a legacy of Mount Carmel

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.

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 gestures/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.

Smoking and Tobacco Products

Smoking, vaporizers, possession and/or the use of smokeless tobacco, or any age restricted substances are strictly prohibited on the school property or at any school-related activity. Students who are caught smoking and/or vaping on campus or with the possession of tobacco/nicotine 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.

VERMILION CATHOLIC

a legacy of Mount Carmel

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 school.

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.

VERMILION CATHOLIC

a legacy of Mount Carmel

Technology Policies & Procedures

Acceptable Use Policy

Vermilion Catholic 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 VC utilize chromebooks on a wireless network. Chromebooks and campus computers are strictly for educational use consistent with the educational goals of Vermilion Catholic. 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 campus. The underlying premise of this policy is that all members of the Vermilion Catholic 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.

Email

- Email 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 as well as appropriate etiquette at all times to include clear and concise subject lines, appropriate greetings and sign-offs, audience based considerations, and clear attempts to use proper grammar and punctuation.
- No inappropriate email 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.
- Students are prohibited from accessing anyone else's email account without first receiving explicit permission from the account holder.
- 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.

VERMILION CATHOLIC

a legacy of Mount Carmel

Audio and Video

- Audio on chromebooks 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, wired headphones provided by the student must be used.
- The use of chromebooks 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, SoundCloud, etc. music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

Games

- Games are not allowed to be played on the school network, unless as part of an in-class activity.

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 or extensions that require administrator privileges.
- 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 educational purpose.

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.

VERMILION CATHOLIC

a legacy of Mount Carmel

- 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 Director as quickly as possible so that such sites can be blocked from further access.

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 their email 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 chromebook 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, 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 or Crosh menu in Chrome. 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 using chromebooks or any computer for acts of cruelty (including mean-spirited e-mails, offensive blogging, etc.).
- Chromebooks 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.

VERMILION CATHOLIC

a legacy of Mount Carmel

Upper School Daily Procedures

- Students are required to bring their assigned Chromebook to school everyday.
- Students are responsible for charging their Chromebooks at home.
- Chromebooks must be in their computer bag when carrying in the halls.
- Violation of these procedures will result in a behavior referral.

Damage to School-Issued Student Chromebooks

- Any damage to a student's assigned Chromebook will be the responsibility of the parent or student for the cost of repairs or replacement.
- Students are not allowed to remove any part of their chromebook. If their device needs to be fixed, they must bring it to a member of the Tech Team.
- Students are not allowed to put any type of stickers or decals on their chromebooks.

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 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.
- Students will have consequences for not having their Chromebooks charged for the school day and/or not in the appropriate Chromebook case/bag. This is a documented behavior infraction that will be recorded in Renweb.

VERMILION CATHOLIC

a legacy of Mount Carmel

Theology Department Requirements

It has always been the tradition at Vermilion Catholic to develop a faith community of love and compassion in an environment of Christian values, to provide Sacramental encounters with Jesus, and to nurture relationships in light of Catholicism. In addition to the curriculum, a variety of events and opportunities throughout each year execute this goal and enable our students to both learn and serve Christ. We take great care in forming our students with the following standards and expectations.

Liturgical Celebrations

Student Conduct

In order to establish a reflective and reverent mood, each student is to enter the area of the liturgical 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 are required at all school Masses and other liturgical celebrations.*

Upper and Middle School Mass and Attendance

Upper/Middle School Masses are held on **Thursday** mornings at St. Mary Magdalen. Students are required to attend all school Masses, and each student will earn a ten (10) point Theology participation grade for each Mass which includes attendance and a reflection on the liturgy. All students are allowed 1 excused or unexcused absence per quarter without a penalty. After the first absence, a 0 will be given.

Students are expected to be at church before 7:30 a.m. and to check in with a Theology teacher or assigned staff member in their assigned entrance of the church. It is the student's responsibility to check in with the proper teacher in order to obtain credit for that Mass. The roster from mass will be used as the official copy for credit points. These rosters will be kept on file if questions arise.

Late arrival not only disrupts the pastor but all who are engaged in the liturgy. Students will not receive partial credit for arriving late and will receive a 0 for that Mass. Points can/will also be deducted for inappropriate behavior during Mass (talking, sleeping, etc.) or being in the incorrect Mass uniform. Late arrivals for Mass must enter through the main center entrance of the church and will be required to check-in with the Dean of Students or the individual assigned to check students in. Student tardies or unexcused late arrivals for mass will result in consequence.

Lower School Mass and Attendance

Lower School Masses are held on designated **Wednesday** mornings in the Lower School gym at 7:45 a.m. Since great priority is placed on the celebration of the Eucharist, students are required to attend. We discourage students from scheduling other appointments during this time.

VERMILION CATHOLIC

a legacy of Mount Carmel

All School Mass

All students in grades PreK through 12 will attend Masses together in the upper school gym or St. Mary Magdalen Catholic Church. Expectations, attendance, and uniform regulations for all grade levels will apply.

Service/Devotional Hour Requirements

Apostolic Service Hours

The gospel mandate to serve is a central tenet of the Catholic faith. All students in grades 6 through 12 will have to complete a number of annual service hours appropriate to their grade levels. These requirements, along with the submission guidelines, will be included in each Theology teachers' classroom management plans and discussed in class.

For upper school, these hours will be completed outside of school and submitted for a grade by the conclusion of each nine weeks. All hours must be pre approved by the student's theology teacher. For the middle school students, these hours will be completed within the context of a school day on campus. Teaching service as a part of our curriculum is a necessary way to reinforce the idea that all Catholics are called to serve and helps to model this teaching as they grow and confirm as adults in our Church.

These Apostolic Service Hours should be both meaningful and effective toward teaching our students their Christian responsibility to serve others as Christ has served us. While we encourage our students to serve their family with generosity such as moving, lawn care, babysitting, etc., it is necessary that your official service opportunities be community-minded and not family obligations.

Devotional Hours

Along with service requirements, students will be expected to earn devotional hours during the school year. The purpose of our devotional hours is for students to make a personal effort to grow in their faith outside of required activities like Sunday mass. The goal of these hours is to build personal habits to allow themselves to grow in their prayer life and personal relationship with God.

Our 6th - 8th grade students will fulfill the obligations within the context of the school day under the guidance of their theology teachers.

Our 9th - 12th students will be expected to complete a set amount each nine weeks.

These hours are within the academic school year and can not be obtained during the summer. Required school religious activities (weekly school liturgies, etc) do not count as devotional hours. Optional activities sponsored by the school will count. These hours must be obtained within the 9 weeks time frame.

Examples include: holy hour in Adoration Chapel, praying the rosary (family or group) , Stations of the Cross, Lenten or Advent mission talks, weekday Mass (not school sponsored), optional retreats, etc.

Opportunities for service and devotional hours will be announced at school throughout the year. Documentation of hours and reflection paperwork will be required to fulfill grading requirements each

VERMILION CATHOLIC

a legacy of Mount Carmel

nine weeks. These will be explained in further detail in each theology classroom at the beginning of the school year.

Retreats

Students are required to attend their grade level retreat. If they fail to do so, they will be required to complete another spiritual formation opportunity at the discretion of the Religion Administrator and/or Theology teacher.

Sacraments

Although Vermilion Catholic places great emphasis on our religious education program, the Church believes that parents who have bestowed life to their children are the primary religious educators and serve as Christian role models to their children. Ideally, all parents should lead their children into Sacramental encounters with Jesus regularly.

Students who are in the 2nd grade are encouraged to make their First Reconciliation and First Communion through his/her Church parish. The school will provide all of the names of the second graders enrolled in VC to St. Mary Magdalen Catholic Church. It will be the parents' responsibility to contact their own church parish for sacramental preparation and reception for their children. The students' pastor, not the school's administration, has the final decision regarding eligibility for the Sacraments.

Students are encouraged to make their Sacrament of Confirmation through his/her Church parish. The school will provide all of the names of the students enrolled in VC to St. Mary Magdalen Catholic Church. It will be the parents' responsibility to contact their own church parish for sacramental preparation and reception for their children. The students' pastor, not the school's administration, has the final decision regarding eligibility for the Sacraments.

Through the Religion curriculum and other various formation opportunities, the school will work to further form and prepare the students for these Sacraments.

VERMILION CATHOLIC

a legacy of Mount Carmel

Uniform Policies

The following required uniform items must be purchased from Phil's in Abbeville.

General Uniform Information:

- Middle/Upper School Teachers will be required to evaluate student uniforms each morning as attendance is taken, any issues that cannot be immediately resolved should be referred to the front desk. This is to include uniform and grooming violations.
- Lower Teachers will document the uniform violation by completing a uniform violation form. A copy of this form will be sent home with the student, signed, and returned to the teacher.
- If a lower school student accumulates three uniform violation forms, the administration will be notified and will contact parents directly to discuss the ongoing uniform concern.
- All undershirts must be plain white. 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.
- Spirit shirts may not be worn over the school uniform shirt.
- Hats are not to be worn during the school day.
- Outerwear is not allowed to be cut in any way.
- **Outerwear (sweatshirts, jackets, sweaters) must be VC branded attire ONLY.**
- **For the 2025-2026 school year, length of uniform girls' and boys' shorts and girls' skirts and jumpers must be knee length. There are NO exceptions. Please plan accordingly which may require the purchase of a larger short or skirt that may need to be altered at the waist.**
- **VC BRANDED HOODIES WILL BE ALLOWED ON ALL DAYS OTHER THAN MASS DAYS. HOODS MUST REMAIN OFF OF STUDENT HEADS. IF STUDENT PUTS THEIR HOODIE OVER THEIR HEADS, THEIR HOODIE WILL BE PICKED UP AND HELD IN THE OFFICE.**

VERMILION CATHOLIC

a legacy of Mount Carmel

Grooming & Hair

The administration reserves the right to determine what grooming standards are acceptable. Students are expected to stay ahead of grooming and hair violations, and as such are subject to consequence without warning until issue is remedied.

1. Any class time missed due to improper grooming will be regarded as an unexcused absence.
2. All grooming regulations are applicable to VC students when they represent the school at any event or competition.
3. 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	Boys
<p>Bows, ribbons, or headbands in school colors (maroon, white, gray) only are permitted.</p> <p>No visible tattoos.</p> <p>Hair must be neat, with no extreme hairstyles, bleach, dye, unnatural, or distracting colors.</p> <p>No tinsel hair clips allowed.</p>	<p>Face and neck must be clean shaven.</p> <p>No visible tattoos</p> <p>Conventional hairstyles should not extend beyond the eyebrows, ears, or collar. This should be PROACTIVELY handled prior to school intervention.</p> <p>Only evenly blended or faded haircuts are allowed. Trendy haircuts often do not satisfy policy and should be considered prior to. (Mullets for example).</p> <p>Hair must be neat, with no extreme hairstyles, bleach, dye, unnatural, or distracting colors.</p>

VERMILION CATHOLIC

a legacy of Mount Carmel

Girls' Uniform Policy	
All School	
Shirt	<ul style="list-style-type: none"> ● Maroon or white cotton or dri-fit shirts with the crest ● White oxford shirt with crest <p><i>Students must wear a shirt that is long enough to be tucked in at all times.</i></p>
Dresses	<p>Maroon checkered knee-length dress with white collar may be worn by PK-K students.</p> <p>(Middle/Upper) Not applicable</p>
Skirts Jumpers (PK3-3)	<p>Plaid VC skirt or Jumper. <i>Length of skirts/jumpers must be knee-length. Skirts/jumpers must fit appropriately (neither too short or too tight), at the discretion of the administration.</i></p>
Trousers	<p>Uniform gray pants. <i>Pants must fit appropriately (neither too short or too tight), at the discretion of the administration.</i></p>
Shorts	<p>Uniform plaid shorts <i>Length of shorts must be knee-length. Shorts must fit appropriately (neither too short or too tight), at the discretion of the administration.</i></p>
Belts	<p>Solid black or brown. <i>(required on all shorts/pants for grades 1st-12th)</i></p>
Socks	<p>Solid white or black socks. <i>A small logo is permissible. Socks must be visible above the shoe.</i></p>
Shoes	<p>Brown, black, gray, white, navy, or dark maroon closed toe shoes and laces. <i>Shoes must be worn properly at all times (feet must be completely inserted).</i></p> <p><i>No slides or sandals are allowed. Shoes should not be plaid, have a busy print, or have a neon color.</i></p> <p><i>It is recommended that PK-K students have velcro or elastic closures.</i></p>
Outerwear	<p>Sweatshirts, sweaters, jackets, etc must be VC apparel.</p>
Tights	<p>White or gray tights under skirts are allowed on cold days.</p>
Accessories	<p>Hats are not allowed. Stud earrings are allowed. Necklaces that are considered excessive or distracting are not allowed. Chokers are not allowed.</p>
Gym Uniforms (Gr. 6-12)	<p>VC athletic gym shirt and shorts</p> <p><i>Uniforms can be purchased at VC.</i></p> <p><i>Length of shorts must be knee-length.</i></p> <p><i>Shorts must fit appropriately (neither too short or too tight), at the discretion of the administration.</i></p>

VERMILION CATHOLIC

a legacy of Mount Carmel

Boys' Uniform Policy	
All School	
Shirt	<ul style="list-style-type: none"> ● Maroon or white cotton or dri-fit shirts with the crest ● White oxford shirt with crest <p><i>Students must wear a shirt that is long enough to be tucked in at all times.</i></p>
Trousers	Uniform gray pants. <i>Pants must fit appropriately (neither too short or too tight), at the discretion of the administration.</i>
Shorts	Uniform gray shorts. <i>Length of shorts must be knee-length. Shorts must fit appropriately (neither too short or too tight), at the discretion of the administration.</i>
Belts	Solid black or brown <i>(required on all shorts/pants for grades 1st-12th)</i>
Socks	Solid white or black socks. <i>A small logo is permissible.</i> <i>Socks must be visible above the shoe.</i>
Shoes	Brown, black, gray, white, navy, or dark maroon closed toe shoes and laces. <i>Shoes must be worn properly at all times (feet must be completely inserted).</i> <i>No slides or sandals are allowed.</i> <i>Shoes should not be plaid, have a busy print, or have a neon color.</i> <i>It is recommended that PK-K students have velcro or elastic closures.</i>
Outerwear	Sweatshirts, sweaters, jackets, etc must be VC apparel. No additional monogramming is to be done on outerwear.
Accessories	Hats are not permitted. The only allowed necklaces are those representing our Catholic faith. Earrings are not permitted.
Gym uniforms (Gr. 6-12)	VC athletic gym shirt and shorts <i>Uniforms can be purchased at VC.</i> <i>Length of shorts must be knee-length.</i> <i>Shorts must fit appropriately (neither too short or too tight), at the discretion of the administration.</i>

VERMILION CATHOLIC

a legacy of Mount Carmel

Mass Uniform		
	PK3-1st	2nd-12th
Girls	Regular school uniform	<ul style="list-style-type: none"> • Plaid jumper (2nd-3rd only), Plaid skirt, or gray uniform pants • Button-up white oxford with crest • Black or brown belt if pants are worn • ONLY maroon sweater, v-neck sweater, or sweater vest with the VC logo will be allowed on Mass days. Letterman jacket and sweater also allowed.
Boys	Regular school uniform	<ul style="list-style-type: none"> • Button-up white oxford with crest (Top button must be buttoned. Size accordingly.) • Plaid tie • Gray uniform pants • Black or brown belt • ONLY maroon crewneck sweater, v-neck sweater, or sweater vest with the VC logo will be allowed on Mass days. A Letterman Jacket and sweaters are also allowed.

Eagle Pride & Out of Uniform Days		
Out of uniform passes must be turned in to the teacher on duty as the student enters school.		
	Eagle Pride Days	Out of Uniform Days
Shirt	Any VC spirit shirt	No tank tops Nothing profane, discriminatory, or advertising alcoholic beverages/drugs.
Pants	Uniform bottoms	Traditional blue jeans with no holes or tears. Sweatpants/Joggers or Uniform bottoms No shorts besides uniform bottoms. No pajama pants
Socks/Shoes	Any color athletic shoe and sock that is appropriate for PE.	Any color/style. Sandals will be allowed on out of uniform days. PE students must have athletic shoes.
Outerwear	Any color/style, as long as it is not profane, discriminatory, or advertising alcoholic beverages/drugs.	Any color/style, as long as it is not profane, discriminatory, or advertising alcoholic beverages/drugs.