

St. Charles Catholic High School
— Mission Statement—

St. Charles Catholic High School educates our students in a supportive, diverse, Christ-centered environment while inspiring them to excel in academics, extracurricular activities, and service.

SCC...EXCELLENCE IN EDUCATION SINCE 1948!
WWW.SCC-COMETS.COM

STUDENT HANDBOOK 2008-2009

****Student Honor Code**

SCC will put forth extra effort to ensure that students uphold the school code of academic integrity during the course of the school year. Whenever a student signs his/her name to an assignment, it is understood that they agree to uphold the academic integrity of SCC by choosing to complete the assignment without cheating in any way. This will be considered a confirmation of their commitment to academic integrity. Our hope is that emphasis on upholding this standard will discourage cheating as an option.

Statement of Philosophy

St. Charles Catholic believes that our primary concern is the Catholic education of our students. In our service to the young men and women of the River Parishes, we are attempting to provide an atmosphere which stresses Catholic values while challenging students to become self-disciplined, self-motivated, and well-adjusted individuals.

The SCC curriculum, which is primarily college preparatory, strives to meet emotional, physical, and social needs of our students. Our academic program attempts to develop thinking skills, reasoning skills, and decision-making skills necessary for our students to grow into mature adults capable of positively contributing to society. We strive to develop responsible citizens who practice the principles of a democratic society and respect the rights and dignity of all individuals.

By establishing an atmosphere where Christian values are practiced, taught, and developed, it is our desire to model a Christian community for our students so that it can be continued through life. SCC's goals support our philosophy of developing the whole person.

Admissions Policy

The schools of the Archdiocese of New Orleans, Louisiana, admit students of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national, or ethnic origin in administration of their education policies, scholarship and loan programs, and athletic and other school-administered programs.

All admissions to SCC are for one year at a time. Each year after the initial year, the administration reserves the right to refuse admission to a former student. A student's academic and disciplinary record will be reviewed in determining readmission for the following year. A student who leaves SCC and wishes to return must apply for readmission. Readmission is not automatic. The student's academic and behavioral record will be reviewed. A decision will be made based on what is best for the school and the student at that time.

Accreditation

St. Charles Catholic is accredited by the Southern Association of Colleges and Schools and is approved by the Louisiana State Department of Education. Membership is held in the National Catholic Education Association.

Asbestos Management Plan

In accordance with the Asbestos Hazardous Relief Act (AHERA), a management plan has been prepared and approved by the State Department of Environmental Quality (DEQ). This management plan is available for you to review in the office during regular school hours. If you desire a copy of the plan, it will be made available to you at the cost of \$5.00 (the cost of reproduction).

Curriculum Plan

St. Charles Catholic High School operates a four or five year program. Students will not be allowed to graduate before the completion of 12th grade. All graduating seniors in good standing will participate in graduation ceremonies.

Each SCC student must earn 26 units to graduate. Students schedule seven periods each year. On a normal schedule, six of these seven periods meets each day with one rotating out. Students are required to take religion every year, for which they will receive one unit of credit per year.

Required Courses:

All **8th Graders** must take the following subjects:

Religion 8, Integrated Math, English 8 or English I, Reading 8 or French I, World Geography, Physical Science or Environmental Science, and P.E.

FRESHMEN

Religion I
English I or II (H)
Algebra I, Integrated Math, or Geometry
Physical Science or Biology
Creative Writing or World Geography (H)
Health/Physical Education
Foreign Language (French I or Spanish I)

SOPHOMORES

Religion II
English II or III
Geometry or Algebra II
Biology or Chemistry
World History
Health/Physical Education
Foreign Language (French II or Spanish II)

JUNIORS

Religion III
English III or IV
Adv. Math or Algebra II
Chemistry /Human Anatomy
or Physics
Environmental Science
American History
Foreign Language II

SENIORS

Religion IV
English IV OR V—AP
Adv. Math Pre-Calculus, or Calculus—AP
Civics
Physics, Biology II, or Chemistry II—AP
Electives

Electives

Advanced Math
Biology II
Calculus – AP
Chemistry
Christian Ministry
Computer Science I,II
Computer Architecture
Computer Applications/Media Programming
Dynamics of Effective Study
English V-AP
Environmental Science
Financial Math
Food Science

French I, II, III, IV - AP
Human Anatomy
Integrated Math
Intermediate Composition
Language Composition - AP
Physical Education III, IV
Pre-Calculus
Publications (Yearbook)
Spanish I, II, III, IV - AP
Studio Art I, II
Theater
World Geography

Schedule Changes

Students are allowed to request schedule changes during the week prior to the first day of school. The fee for personally requested schedule changes is \$25.00. Students will not be allowed to request schedule changes once school begins, except in the case of a student having to take a subject to graduate or one who must repeat a course previously failed. Teachers are allowed to recommend schedule changes up to one week after the first nine weeks interim reports have been issued. After that day, no schedule changes will be allowed.

Religion Program

Education in the living and learning of the Roman Catholic religion is considered the most important aspect of life at St. Charles Catholic High School. The Religion Department's course offerings are structured to cover the basic elements of the Roman Catholic faith as rooted in the study of Sacred Scripture. It is expanded through the life and teaching of the Church. It is expressed in the witness of those life-styles rooted in the Catholic faith experience.

As young Christian adults, the students are encouraged to exhibit Christian behavior at all times. They are encouraged to build genuine Christian friendships with one another. They are helped to understand the value and strength which come from common goals. They are led to appreciate the bond which is formed in and through Christian prayer and liturgy. The expression fostered in the classroom is directed toward a deeper experience of community which is found in the various religious services and retreat programs which are offered throughout the year.

The religion program constantly holds before the student's view the call of Christ to be of service to others. Through the "Service Project," the student is exposed to the kinds of services that are practical and possible for young men and women to aid in their religious education and faith development.

St. Charles Catholic High School Service Project Program Information Guide

Philosophy: The best way to spread the Good News of Christ to the world is to live the Good News of Christ in our daily lives.

Goal: To enable each student of our St. Charles Catholic community to serve others and fulfill the commandment of Jesus to love one another as He has loved us.

Requirement: All students are required to serve a minimum of 15 hours of service in order to pass Religion.

Due Date: All service hours are due no later than March 13, 2009. Failure to meet this deadline will mean a double letter grade reduction. Any student not completing the service hour project by 4th quarter exam time will receive an "F" for their religion course and will not be allowed to return to SCC unless the project is completed by August 1st. To make up the service project over the summer the student must do 30 hours. The grade for summer make up will be a 70D.

All service hours must be pre-approved. You have been provided with a list of pre-approved projects with quality point values. **Any other projects must be approved by turning in a written request to your religion teacher prior to performing the service.**

There is a reward system for those students who feel called to go beyond the minimum hours. The service project grade will count 20% toward your fourth quarter grade in religion. Your teacher will provide more information to you.

Criteria for Approved Service Projects: The primary criteria for a service projects's approval is that services are performed on behalf of a non-profit organization,

Pre-approved Service Projects: Students may choose a project from the catalog of projects listed on the Pre-Approved Service Project List. Otherwise, students should get prior approval on any project that is not listed by putting in a written request to his or her religion teacher or the service project coordinator (Ms. Gabb).

Criteria for Non-Approved Service Projects: Reasons for service projects not approved would include the following:

- The organization is in business for profit.
- The service would monetarily profit the person doing the project.
- The service is for a family member or long time friend.
- The service is seen as exploiting the person doing the service.
- The service takes place during a school day.

Service Project Grade: All students will receive a grade on their service project that will count for 20% of the fourth quarter grade.

Grade Calculation: The grade received on a service project is determined by:

1. The quality points assigned to projects as indicated on the Pre-Approved Service Project List.
2. The number of hours of service provided.
3. Bonus received from the service project incentive program.

Quality Points and Grade Equivalent:

Bonus Points

- 500 Points if minimum number of hours are reported before September
- 300 Points if minimum number of hours are reported by the end of 2nd Quarter (not added to summer bonus)
- 200 points if minimum number of hours are completed with CYO.
- 200 points if minimum number of hours are completed with your parents serving alongside of you.
- 100 points if minimum number of hours are completed with Church parish (not added to CYO bonus).

1500 points = A

1125 points = B

Less than 1125 points = F

Note: See Pre-Approved Service Project List for point scale.

Service Awards:

10,000 points = Golden Service Award

6,000 points = Silver Service Award

3,000 points = Bronze Service Award

Term Paper Policy

† Each year students whose English teacher requires a term paper must complete requirements for term papers to an acceptable level. Students who fail to fulfill this requirement by June 30 of their current school year will not be allowed to return as a student to SCC for the following school year.

Procedures for Averaging Grades

† Exams will account for one-fourth of the entire nine-weeks grade.

† To obtain averages for 1/2 unit courses, average the two nine-weeks numerical grades for that course.

The numerical average is posted and converted to a letter grade using the scale below. If the student fails the second grading period, the student fails the course.

† To obtain averages for one unit courses, average the first, second, third, and fourth nine-weeks numerical grades, then convert the final average to a letter grade using the scale below.

† **A student who has a passing numerical FINAL AVERAGE but does not pass the fourth quarter will receive an "I" until student has successfully completed the requirements.**

These requirements shall be completed during the St. Charles Catholic Summer Program.

Grading Scale

<u>Hnrs/AP</u>	<u>Acad/Standard</u>	<u>Letter</u>	<u>Progress</u>	<u>Quality Pts.</u>
90-100	94-100	A	Superior	4 points
80-89	86-93	B	Above Average	3 points
70-79	78-85	C	Average	2 points
60-69	70-77	D	Below Average	1 point
Below 60	Below 70	F	Unsuccessful	0 points

Nine-weeks examinations will cover the entire nine-weeks period of work and will count one-fourth of the nine-weeks grade. If a semester course is taken the first semester and a student fails the second nine-weeks, the student fails the semester course. **Should the grade of F be earned in the fourth nine-weeks period, the student will receive an "I" until requirements are met.** No 1/2 credits will be issued. A student must have a passing grade for the yearly average in order to receive credit for the course.

Final grades are obtained by averaging the numerical scores for all 4 nine-weeks.

Class Rank

To determine class rank only, a point system is used.

	<u>A.P</u>	<u>Honors</u>	<u>Academic</u>	<u>Standard</u>
Grade A	5.5	5.0	4.0	3.5
Grade B	4.5	4.0	3.0	2.5
Grade C	3.5	3.0	2.0	1.5
Grade D	2.5	2.0	1.0	0.5
Grade F	0.0	0.0	0.0	0.0

STANDARD subjects are designed for students who need assistance in small classes. Emphasis is placed on basic skills.

ACADEMIC courses are designed for students who have an average to above average background of achievement.

HONORS courses are available to students who are willing to assume responsibility for their own learning and pursue a more accelerated program of studies.

ADVANCED PLACEMENT courses are available to senior students who are taught courses on the college level and are tested to earn college credit.

Yearly averages are used to determine the grade point average. All courses taken at SCC are averaged to determine class rank.

To be eligible for valedictorian and salutatorian, a student must be enrolled at SCC for their junior and senior years. Candidates for val and sal must be enrolled in seven classes at SCC (no study halls or off-campus courses) during their junior and senior years. **Beginning with the Class of 2011, only courses taken at SCC will be used in tabulating class rank. Also beginning with the Class of 2011, a student must have attended SCC for at least four years to be eligible for the Top Ten ranking.**

Summer School

Failures in the subjects of English, math, and religion **MUST** be made up in summer school. All electives **SHOULD** be made up in summer school, especially if the student will not meet the requirements for the next grade level. To be classified a sophomore, one has to have 6 credits. To be classified a junior, one must have 12 credits. No students will be admitted to the senior class unless he/she has earned at least 19 credits.

SCC will only offer remediation in Religion. Summer remediation IS NO LONGER OFFERED for other courses.

Honor Roll

Any student who earns an “A” in every subject for a nine-weeks grading period will be named to the Principal’s List.

Any student who earns the average of 3.5-3.99 for a nine-weeks grading period with no “C’s” will be named to the Alpha Honor Roll.

Any student who earns the average of 3.0-3.49 for a nine-weeks grading period with no “C’s” will be named to the Beta Honor Roll.

Students who make either list for all four nine-weeks grading periods will be honored at the end of the year awards ceremony.

Exemptions

A student will be exempted from the fourth nine-weeks examination in a particular subject if either of the following criteria is met:

1. The student has earned an “A” for the first, second, and third nine-weeks and has an “A” average for the fourth nine-weeks.
2. The student has met ALL of the following conditions:
 - a) a “C” or better in the first, second, and third nine-weeks and a “C” average for the fourth nine-weeks
 - b) arrived to school after the morning bell (7:30 a.m.) **LESS** than 3 times for the year with no more than **one time** in the fourth nine weeks.
 - c) **LESS** than two absences for the year with **NO MORE THAN 1/2 DAY OF ABSENCE (EXCUSED OR UNEXCUSED)** in the fourth nine weeks (4th Nine weeks begins March 20th.)
 - d) no suspensions nor office assigned detentions

Make-Up Work

Work missed on days absent must be made up within the number of calendar days missed. Responsibility for making up work lies **entirely with the student.** Normally tests must also be made up within the number of calendar days missed. In the event of extended absence or numerous tests missed during an absence, tests must be scheduled in writing with the various teachers involved. Anyone not completing work within the allotted time automatically loses credit for that work. Continuous absences on test days could result in a student losing the privilege of making up the test. If a student is absent on the test day only and the test was announced in advance, the student must take the test upon return to school.

Pre-Approved Service Project List

A Project List – 100 Points Per Hour (Projects that include person to person contact, training and preparation and long term commitment – weekly or monthly.)

1. Coaching
2. Heart Camp Mission Trips
3. Meals for the needy program
4. Religion Teacher / Aid
5. River Parish Hospital Candy Striper
6. Tutoring (with a school or organization.)
7. Teacher / Aid
8. Special Olympics
9. Refereeing athletic events
10. Foreign Mission Trips
11. Serving the homeless
12. Nursing home
13. Retreat Leader
14. Summer Camp Counselor
15. Vacation Bible School
16. Volunteer Firefighter
17. Homeless shelter visit

B Project List – 75 Points Per Hour (Projects that include person to person contact and are short term commitments – one to three days. Or projects that do not include person to person contact but are long term commitments – weekly or monthly.)

1. Christmas Giving Programs
2. Open House Tour Guide
3. Right To Life awareness projects
4. Sunday Choir
5. Thrift shop
6. Blood Drive volunteer
7. Fairs for any non-profit organization
8. Maintenance for non-profit organizations
9. Thanksgiving Baskets
10. Thanksgiving Day Meal Delivery or Serving
11. Meals for the needy
12. Relay for Life
13. Sunday Altar Servers
14. Sunday Lectors
15. Bingo for non-profit organization
16. Library Volunteer
17. School Fairs
18. Church Fairs
19. Toys for Tots
20. Fund raisers for any non-profit organization that helps the needy

PROJECTS NOT APPROVED

1. Assistance to an individual person, e.g.—babysitting, yard work for neighbor, etc.
2. Working for a private office, e.g.—law, insurance, doctor, etc.
3. Working at a mall or retail outlet.
4. Dance instruction at a local dance school.
5. Dance or cheerleading camp that is part of a fundraiser for the organization.

NOTE: This is not an exhaustive list. Any project not on the approved list must get prior approval to be used for service hours.

Any service hours done for an organization in business FOR PROFIT — WILL NOT BE ACCEPTED.

Edline/Grade Quick

Students and parents will now be held responsible to check grades on Edline. Mid-quarter progress reports will no longer be sent home for parental signatures. If a parent has a question about a grade, he or she can email the instructor.

Report Cards

Report Cards are issued at the end of each of the four nine-weeks periods. These report cards will indicate grades earned during the past grading period, attendance record, and comments from each teacher. **(If the student has a D or F, parents must sign them and return them to the office by the specified date.)**

Parent-Teacher Conferences

If a parent wants a conference with a teacher, an appointment should be made in advance by calling the office. At the time of the appointment, the parent should report to the office. The teacher will be notified of the parent's arrival.

Guidance, Counseling, and Testing Services

A full-time guidance counselor is employed. Through counseling interviews, parent conferences, teacher conferences, and other group techniques, students are assisted in all of their attempts to deal with their vocational, educational, and personal-social needs. By signing the handbook agreement, parents give permission for their child to participate in counseling services provided by SCC.

St. Charles Catholic High School will adhere to the following guidelines regarding counseling. If there is evidence of a student being a victim of sexual or physical abuse or if a student tells the counselor or someone else that he/she plans to harm himself/herself, then the counselor has a moral, ethical, and legal obligation to report such disclosures to the proper authorities, including the principal and assistant principal.

Standardized tests are administered to provide information necessary for admissions screening, course selection, college entrance, and career aptitude. Tests commonly used include Preliminary Scholastic Aptitude Test/ National Merit Scholarship Qualifying Test, College Placement Tests of the College Entrance Examination Board the American College Testing Program, and the Scholastic High School Placement Test.

Library

The library is one of the most important centers in the school. For this reason, the following policies must be observed in order to ensure maximum use of the library by all students:

1. The library is open for the students' use from 7:25 a.m. to 2:55 p.m. (The time can be extended as need arises.) The library is also open during the lunch periods.
2. No food, drinks, radios, or other electronic devices are allowed in the library.
3. Most materials can be checked out for two weeks. Materials may be renewed up to 6 weeks provided no one has requested them.
4. Materials should be returned promptly. A book fine will be assessed for overdue books.
5. A student is responsible for library materials that are stolen, lost, or damaged beyond repair. The student will pay the replacement cost.
6. All library accounts must be cleared one week before the end of the 2nd and 4th quarter. Otherwise, a student will not be allowed to take exams for that period.
7. While using the library, a student is expected to treat the facility, the materials, and the library staff with respect.
8. [A 25¢ per page fee will be charged for all copies and computer printouts.](#)
9. The library phone is off limits to students.

General Dress Code Guidelines

The St. Charles' uniform is to be worn to school every day except on special dress days. Students may be refused admittance to class if they come to school out of uniform without a valid excuse. Clean, neat, and attractive uniforms are a discerning mark of an SCC student. **The uniform not only includes the items that should be worn, but also the manner in which they are worn.** The uniform serves to remind you that as a Christian, you are a model for others. You are immediately recognizable as a member of our school community.

- a. Shirts and blouses are to be completely tucked in at all times.
- b. Cosmetics and jewelry for girls should be modest, appropriate for your school wear and **not attract undue attention.** [GIRLS' EARRINGS SHOULD BE IN THE LOBE, NOT IN THE UPPER EAR.](#) Earrings are not allowed for boys during school or at any school-related function. This includes having it attached to your shirt or pants. [Chains may NOT be worn.](#) Lanyards are not allowed to be worn around the neck. [Bracelets MAY NOT BE WORN.](#)

c. Hats, scarves, curlers, head bands, and wigs are not allowed.

d. All students' hair should be **neat, clean, and combed**. Girls hair must be a natural blend -no extreme or multiple colors. It is **REQUIRED** that students who desire to have their hair dyed check with Mr. Montz beforehand. Boys' hair must not be long enough to touch their eyebrows, must be cut above the ears, and must not touch their shirt collar. Mohawks, tails, layered and shaved sides, letters or designs, wedges, dyed or other exaggerated styles deemed unconventional by the administration will not be permitted. Sideburns cannot extend below the ear lobes.

Upon your first violation of the hair code, you be sent home and must have your hair adjusted to conform to school policy. Your parents will be notified and you will receive a participation grade of zero in all classes missed during your absence. If you incur a second hair violation, your parents will be notified, you will be sent home, receive a participation grade of zero, and you will receive a detention. If you violate the hair policy a third time, you will receive a one-day out of school suspension and will receive a grade of zero on all assignments for that day. If a fourth violation occurs, you will be put on probation and a parental conference will be scheduled.

e. Every male student is expected to be clean shaven daily -**NO FACIAL HAIR**. Boys needing a shave will be sent to the Mr. Montz and required to shave at school. A fee of \$1.00 will be charged to cover expenses and that student will receive a participation grade of zero for that class period.

f. T-Shirts worn under uniforms must be **short sleeved, SOLID WHITE** or the **SCC P.E. SHIRT ONLY**.

g. Extreme clothing styles which bring undue attention will not be permitted.

h. All uniforms should be in good condition. No faded or torn skirts, blouses, shirts, pants, shoes or socks will be permitted.

i. **All shoes must be worn properly (laces should be tied, straps fastened, and no walking on the backs of shoes.)**

j. Tattoos are prohibited.

k. Body piercing is not to be allowed with the exception of modest ear piercing for girls. (Ex: no tongue, navel, nose piercing, etc.) Any special exemption from the recommended guidelines must be approved in advance by the administration.

Boys' Uniforms

Each boy will wear navy blue twill pants with the white Comet tag over the right rear pocket; a white oxford style shirt, short or long sleeved with the school crest; approved SCC socks; and a **BLACK OR NAVY BLUE BELT**. Belt buckles should be modest. Any buckle that brings undue attention will not be permitted. Only the Eastland Plainview shoe and the approved SCC socks may be worn. If shoes are worn improperly, that student will be disciplined for a uniform violation.

Girls' Uniforms

Each girl will wear a navy plaid kick-pleat skirt, **NO SHORTER THAN 2 INCHES ABOVE THE KNEE** when kneeling; a white oxford style short or long sleeved blouse with the school crest; approved SCC socks; and the Eastland Plainview shoe. If shoes are worn improperly, that student will be disciplined for a uniform violation. During cold weather white or navy leggings may be worn.

Outerwear For Boys and Girls

The only acceptable outerwear for boys is the navy blue sweatshirt introduced in 2007-08 with St. Charles Catholic written in yellow on the chest with white trim. Girls may wear the St. Charles Catholic V-neck sweaters or the same navy blue SCC sweatshirts as the boys. **A school uniform shirt MUST be worn under the sweatshirt or sweater.** The sweatshirt or sweater must be worn right side out.

Top coats or non-regulation outerwear may be worn to school, but must be stored in the student's locker upon arrival at school. They may not be worn or carried in hallways or to class after the tardy bell or they will be confiscated and students will be issued a detention. **THIS INCLUDES JACKETS, SWEATSHIRTS, ETC., DISTRIBUTED BY ANY CLUB, ATHLETIC TEAM, OR SCHOOL ORGANIZATION.**

Finances

Tuition and fees for the 2008-09 school year are \$5,600.00 for Catholics and \$5,750.00 for non-Catholics. 50% of tuition is due by April 30, 2008, with the remaining due by June 30, 2008. A student will not be allowed to start school unless all tuition and fees are paid in full. A student will not receive any transcript of grades at this school unless all indebtedness to the school has been removed.

For the 2008-2009 school year each student who presents his or her I.D. at the gate, will be admitted free to all HOME REGULAR SEASON athletic events.

Fees

Please refer to the fee sheet provided at registration for information on any fees for the 2008-2009 school year. NOTE: Any student who has not paid his/her registration fee for the 2008-2009 school year will not be allowed to try out for cheerleader, dance team, or participate in any spring sports or activities related to the next school year.

Fund-Raising

Tuition and fees cannot cover the cost of educating each student. Successful fund-raising drives help keep tuition costs at a minimum. Parents and students are encouraged to assist and participate in fund-raising activities.

Student Conduct

Registration with St. Charles Catholic High School is deemed an agreement by students and parents to be familiar and comply with school regulations. The guidelines are strictly for the purpose of maintaining a quality academic and Christian atmosphere. The purpose of SCC is not simply the development of academic skills. **The school wishes to show the importance of values such as courtesy, respect, humility, concern for others, honesty, integrity, and trust.** The ultimate goal is developing persons who are capable of responsible freedom and who exhibit healthy attitudes toward life and others. The following guidelines are not supposed to be exhaustive; they assume good will and judgment on the part of the students and parents.

1. Courtesy toward the faculty and school personnel is always expected.
2. Items which interfere with the learning atmosphere are forbidden anywhere on campus. These include such things as radios, stereos, CD players, ipods, and other technological items that can interfere with the learning environment, water pistols, fireworks, beepers, weapons of any kind, tobacco, alcohol, and drugs or drug-related paraphernalia.
3. It is each person's responsibility to see that the furniture and equipment are kept in good condition. Students who damage school property will be held liable for repair costs. Littering in the school or on the school grounds is forbidden.
4. Students should always demonstrate the highest level of sportsmanship at athletic contests.
5. Dress and behavior at any school related function for students, as well as for their guests, must conform with the standards established by St. Charles Catholic High School. Extreme clothing styles which bring on undue attention will not be permitted. No refunds will be given to students who are denied admission to a school function because of their dress or the dress of their guests.
6. A student should remember that whether on or off campus, he/she represents SCC and should conduct himself/herself in a manner that will bring praise to the student and the school. Therefore, behavior during school activities should be dignified, Christian, and cooperative.

**ST. CHARLES CATHOLIC
2008-2009 DISCIPLINE POLICIES**

Teachers should use the Teacher Disciplinary Notices to handle discipline of the following offenses:

- Failure to complete homework
- Talking out of turn, minor disruptions in class
- Lack of class participation
- Sleeping/putting head down on desk excessively.
- Failure to turn in signed papers/tests
- Minor incidents of disrespect
- Chewing gum, eating or drinking in class

Teachers should use the Office Disciplinary Referrals to refer the following discipline problems to the office for further discipline: (Parents get the pink copy, teachers get the gold copy, and administration keeps the green copy)

OFFENSE

PUNISHMENT/S

Excessive minor violations and teacher notices

An Office Disciplinary Referral with attached paperwork showing the previous Teacher Disciplinary Notices given to the student should be sent to the Disciplinarian.

Hair violation

1st offense – Sent home to have hair adjusted to conform to school policy. Parent will be notified and the student will receive a grade of zero in all classes missed.
2nd offense - Sent home to have hair adjusted to conform to school policy. Student will receive a grade of zero in all classes missed and receive a detention.
3rd offense – Student will be sent home for a one-day out of school suspension and will receive a grade of zero on all assignments that day.
4th offense – Parental conference and probation.

Shaving violation

1st offense – Student must be sent to Mr. Montz to shave. He will receive a **participation** grade of zero for that class period.
2nd offense – Same as 1st. Parental phone call.
3rd offense – Detention.
4th offense– STEP ON LADDER

Uniform violation

1st offense - Teacher detention/punish work.
2nd offense - Teacher detention/punish work.
3rd offense –Refer to office. Lose dress down privilege for 1st semester plus detention.
4th offense – Refer to office. Lose dress down privilege for year plus detention.

*If a student is wearing the wrong outerwear, it will be confiscated.

Chewing gum or Eating/drinking in class

1st –3rd offense – Teacher detention or punish work.
4th >offense – Office detention and clean up duty during the last ten minutes of lunch for one week.

*Students are not to drink water during class time. Water bottles should not be on desks. They should be put away in the students' bags. ENERGY DRINKS SUCH AS RED BULL, MONSTER, ROCK STAR, ETC. ARE NOW BANNED FROM THE SCC CAMPUS.

Littering (bottles inc.) 1st offense – Morning and/or afternoon detention to pick up trash around campus.
2nd offense – Saturday detention to clean up and/or work on campus.
3rd offense – STEP ON LADDER. Saturday detention.

Going to locker without permission

SEE LOCKER POLICY ON PAGES 21 & 22.

Possession/use of a camera, ipod, or CD player without administrative permission.

1st offense – Saturday detention/communication with parents.
2nd offense – In school suspension.
3rd offense – Out of school suspension.

Cell phone not locked in locker during school hours or being used during school hours.

1st offense – Loss of privilege to have cell phone on campus.
2nd offense – Out of school suspension
3rd offense – Discipline Committee Hearing

Failure to report to an office detention without reasonable excuse.

1st offense – Double the detentions.
2nd offense – Saturday detention plus original detention.
3rd offense – In school suspension.
4th offense – Out of school suspension

Some conduct violations result in immediate suspension. Sometimes, in place on an out-of-school suspension, a student will receive several detentions or other discipline which will be identified as a suspension. After three (3) suspensions, the student will be asked to withdraw from school. Suspension is appropriate for the following cases:

- a. Destruction of school property (includes writing on desks, picnic or cafeteria tables, walls, etc.)
***SEE NEXT PAGE**
- b. Cheating (which includes violation of test procedures, copying of assignments, plagiarism)
****SEE STUDENT HONOR CODE**
- c. Use of profane language or obscene language or action
- d. Fighting or encouraging fighting on or off campus
- e. Seriously improper behavior at extracurricular activities or anywhere on campus
- f. Cutting classes (truancy)
- g. Leaving campus without permission from the Principal or Assistant Principal
- h. Possession or use of tobacco on campus, in school uniform off campus, or at any school sponsored activity
- i. Frequent detentions
- j. Continuous failure to report to detention on assigned day/s without acceptable excuse
- k. Careless or reckless operation of motor vehicle on campus
- l. Insubordination/disrespect
- m. Gambling
- n. Forgery of a parent/guardian's name
- o. Possession of inappropriate literature, pictures, images, etc. on campus
- p. Internet code violations. (See RUG and Technology Policies)

***Destruction of school property, graffiti**

It has become a concern of the administration that some students are showing little or no regard for the hard earned dollars put toward the aesthetics of our campus. Desks, bleachers, lab tables, drafting tables, restroom stalls, walls, the gym floor, etc. have been carved into and written on. Since maintaining our facility and its resources is already a costly endeavor, this type of activity only adds to expenses which in turn becomes more of an overall financial burden to the school. The administration asks for full support from parents in discouraging this destructive behavior.

Discipline for this type of offense will be

1st offense - Out-of-school suspension

2nd offense - Referral to the Discipline Committee/Probation

3rd offense - Expulsion

****Student Honor Code**

In order to promote and encourage that students uphold the school code of academic integrity during the course of the school year, all teachers at St. Charles Catholic will include a statement in regard to honesty and integrity in their discipline policies. Whenever a student signs his/her name to an assignment, it is understood that they agree to uphold the academic integrity of SCC by choosing to complete the assignment without cheating in any way. This will be considered a confirmation of their commitment to academic integrity. Our hope is that emphasis on upholding this standard will discourage cheating as an option.

Some infractions which require an office assigned punish work or detention include but are not limited to the following:

- a. Insubordination/major incidents of disrespect
- b. Lying
- c. Violation of parking regulations
- d. Failure to bring a written note from a parent for an absence
- e. Violation of standard procedure for network use, including sharing one's username and/or password.

4. A student may be suspended from school at any time for one or more days, depending upon the severity and repetition of the offense. Before a student is sent home, a parent or guardian will be notified. The student will not be allowed to return to class until a parent conference is held. When a student is suspended, he/she is not allowed to attend school, will receive F's in all work missed, and are counted **absent**. A student cannot participate in athletic competition or practice or any other extracurricular activity while on suspension.

5. Expulsion is the most serious behavioral consequence. The following will be grounds for dismissal from SCC:

- a. Stealing on or off campus
- b. **Promoting the use of**, bringing, using, selling, buying, possessing, smelling of, or being under the influence of items such as marijuana, inhalants, stimulants, depressants, hallucinogens, narcotics, or other designer drugs either on the campus or at any school-sponsored activity.
- c. Bringing, selling, buying, possessing, smelling of, or being under the influence of alcoholic beverages either on the campus or at any school-sponsored activity
- d. Using, buying, selling or possessing drug-related paraphernalia such as rolling papers, clips, pipes, magazines, drawings, small decongestant containers either on the campus or at any school-sponsored activity.
- e. **Students in the company of others using illegal drugs**

- f. Any violation of civil or criminal law that adversely impacts the well-being of the school or its good name or reputation, or adversely reflects upon the moral, religious, or principles of the Roman Catholic Church, or the policies, goals, and statements of SCC as indicated in the Student Handbook.
- g. Disgraceful public conduct
- h. **Harassing or threatening** of any student or any school personnel (Bullying will not be tolerated at SCC) *** This includes via the internet, on or off of campus.
- i. Vandalism
- j. Frequent suspensions
- k. Flagrant disrespect
- l. Possession or use of weapons or instruments with the intent to do bodily harm
- m. Any involvement or membership in a gang or gang activity
- n. Any activity, action, or behavior which violates the spirit of the above listed regulations

DRUG TESTING POLICY – ST. CHARLES CATHOLIC HIGH SCHOOL

SCC reserves the right to require drug screening tests of any student. Any parents wishing help because they suspect their child might be using drugs and/or who tests their child on their own may confer with the administration to discuss their concerns and test results. In this case, the initial test results will not result in disciplinary action. But the student will then become subject to mandatory random testing from then on and positive results will make the student subject to expulsion. Students may also be randomly checked for the presence of drugs in their system periodically throughout the school year. Any parent who refuses to comply with his/her child's testing will be asked to withdraw the child from school. Hair specimens from any number of students may be collected and labeled with the intent to randomly test a certain number from any given collection. If a student is found to have traces of drugs in their system, parents/guardians will have a conference with the administration to be informed and the student will be put on disciplinary probation with the purpose of entering into some form of therapy or counseling to combat this addictive behavior. This student will then be tested periodically to ensure that they are keeping themselves free from drug use. If one of these follow-up tests shows traces of drug use, the student will then be asked to leave SCC or will be expelled from school. Please join us in taking the necessary steps to protect our students from the harms associated with drug use.

6. A student is put on Disciplinary Probation because of a serious violation of school rules and/or establishes a pattern of misbehavior at school. Such consistent breaking of school regulations should be considered seriously by the student, his/her parents or guardians, and the administration before the student can be allowed to continue at SCC. Such a student will be on probation one year, during which time, he/she must prove good faith by adhering to all school rules. If the student breaks his/her probation, the student will be asked to withdraw from the school.

A student who is on probation cannot be a Student Council member, a class officer, or an office holder.

7. A student may be placed on Academic Probation for failure of two or more subjects during one grading period, a lack of effort in classes, or whenever the administration feels it is in the best interest of the school or the student.

8. A select group of faculty members will be appointed at the beginning of the school year by the principal to serve as a DISCIPLINE COMMITTEE. These committee members along with the Assistant Principal in charge of discipline, will serve in an advisory capacity in matters of serious rules violations. The committee will make recommendations to the Principal who will make the final decision.

9. There are no private domains at SCC. In order to safeguard the moral and physical welfare of all students, all spaces, which include students' lockers, students' desks, etc. and all property which includes students' purses, bookbags, etc., are subject to inspections. Any materials obtained may be confiscated for use in disciplinary procedures.

DETENTION SCHEDULE

MORNING: Wednesdays 6:30-7:20

AFTERNOON: Mondays, Tuesdays, Wednesdays, and Thursdays 2:40-3:40

SATURDAYS: 2-3 hours depending on workload. Normal starting time: 7:00 a.m. This could be adjusted dependent on the situation.

LUNCH DETENTION: This may be enforced any day/s of the week.

NOTE: Any student who misses an afternoon detention must serve a make-up afternoon detention and a morning detention. Any student who arrives late for an afternoon detention must serve that detention and an additional morning detention. If the student arrives later than ten minutes it is considered a missed detention. Any student who misses a morning detention will have another morning detention and an additional afternoon detention.

Discipline Ladder

- 1st Violation- Morning and/or afternoon detention
- 2nd Violation- Morning and/or afternoon detention
- 3rd Violation- Three detentions (Morning and/or afternoon)
- 4th Violation- Saturday detention
- 5th Violation- In-school/Out of school suspension
- 6th Violation- Suspension/Probation
- 7th Violation- Referral to Discipline Committee

This ladder pertains to violations that would warrant office detentions. Incidents that would warrant a suspension or expulsion will be handled differently.

(See #8 on this page for a description of the Discipline Committee.)

Themed Dress-Up and Dress Down Days

Dress down days are a PRIVILEGE and must be treated as such by both students and faculty at SCC. If any student violates this privilege, he or she will not be allowed to participate in dress down days for a given period of time. In addition to any specific regulations that are communicated by the administration for specific theme days, the following regulations apply:

Theme Days: No shorts, jeans with holes, flip-flops, low-cut tops, bare-backs, **shirts must be able to be tucked in pants**, no part of the stomach may be showing, pants must be worn at the waist.

School Dance Policy (see dress regulations on this page and next)

1. Admission and Attendance

- a. To ensure the success of the dance and justify the time, effort, and money expended for each dance, those participating are expected to attend for at least two hours. No one will be allowed to enter the dance any later than 30 minutes after the dance has begun nor leave any earlier than 30 minutes before the dance ends.
- b. Unusual circumstances that would necessitate an exception in the arrival or departure time must be cleared through the Principal.
- c. Once a student leaves the school premises, the school is no longer responsible for his/her safety or whereabouts. Once someone leaves the dance, he/she may not return.
- d. All students will sign in upon arrival and will sign out if leaving prior to the end of the dance.
- e. No dance will last beyond 1:00 a.m.
- f. Only SCC students and their dates may attend as long as they both enter at the same time.
- g. Students who bring an out of school guest must pick up a "Dance Permission Form" from the administration and have this completed and turned in by the due date stated on the form.
Failure to meet the deadline will negate your privilege of bringing an out of school guest.
- h. In particular, girls apparel at dances should reflect modesty. Any outfit that is considered lacking in modesty will result in that student being asked to leave the dance.

2. Conduct Before and During the Dance

- a. The possession and/or use of alcoholic beverages or illicit drugs is strictly forbidden. Anyone suspected of violating this rule will be expelled from the dance. The students involved will be subject to expulsion. If not an SCC student, they will be excluded from future functions. Parents will be notified.
- b. Smoking is a violation of the city fire code for gymnasiums and cafeteria and, hence, is not permitted in the gym cafeteria.
- c. Students are to uphold Christian conduct in the way that they dance. Any vulgar or elicited dance styles are not acceptable. We must not forget our call to honor each individual with respect in the way that we celebrate during dances.
- d. Pre/Post activities: We realize that activities before and after dances are a normal part of everyday life; however, we do ask that students and parents be mindful of the following guidelines:
 1. Expenses should be kept to a minimum.
 2. Activities involving the serving of alcoholic beverages to minors is a serious violation of civil and school rules.
 3. Dance admission times must be observed.
 4. Guidelines for guests must be adhered to.

Dance Dress Codes and Regulations

Back to School and Sadie Hawkins

Girls-

- Casual pants, jeans (no holes or shreds); pants must fit properly (no oversized clothing) and must be worn at an appropriate level to the waist
- NO shorts
- Hemlines for dresses or skirts must be a modest length
- No skin tight or excessively short skirts or dresses

- No tube tops, midriffs, bare backs, or low necklines
- Tennis shoes, dress shoes, or sandals may be worn
- No blouses with vulgar or inappropriate sayings, pictures, or symbols
- **No pierced body parts may be visible**

Boys-

- Casual pants, jeans (no holes or shreds); pants must fit properly (no oversized clothing) and must be worn at an appropriate level to the waist
- NO shorts
- Tennis shoes, dress shoes, or sandals may be worn
- **No pierced body parts may be visible**
- No shirts with vulgar or inappropriate sayings, pictures, or symbols

Homecoming and Personality Dances

Girls-

Same as above with the following additions:

- No jeans
- No immodest bare backs, no low necklines, visible midriffs or cut-outs
- Dress shoes must be worn

Boys-

Same as above with the following additions:

- No jeans; dress shoes must be worn

Prom (Specific Prom dress guidelines will be distributed in March)

Girls-

- May wear a long or short evening dress, appropriately fitting and modest
- **NO** visible midriffs
- Backs must be covered below traditional waistline. Material from the front of the dress must be visible when viewing the dress from behind.
- No front or side cut outs below the traditional bra-line will be allowed unless they are covered by sheer material. Back cut outs do not have the waistline fully on the back (not wrapping to the side).
- Necklines must be moderate. Strapless dresses are acceptable if the neckline is moderate.
- Dress shoes must be worn. No casual sandals, tennis shoes, boots, or slippers.

Boys-

- Boys may wear a tuxedo or suit (no sport coats and slacks)
- Dress shoes and dress socks (no tennis shoes)
- No pierced body parts are to be visible
- Shirts must be tucked in at all times

Any clothing advertising sex, drugs, alcohol, or violence will not be accepted. Non-SCC students who do not meet the dress requirements will not be admitted and no refunds will be given. SCC students are responsible for informing their guests of the dress guidelines.

Attendance

Absences

Progress at school depends largely on the punctuality and regularity of attendance. As such, we urge that students be absent only in cases of extreme necessity.

If a student is to be absent, a parent or guardian must call the school (652-3809) between 7:00 a.m. and 8:00 a.m. the morning of the absence. When a student returns to school, **he/she must bring a written excuse from home**. If a student forgets his/her note, parents will be called and informed that if a note is not sent to school the next day, the student will receive a detention. Medical appointments should be made after school hours or during holidays.

Any day of non-attendance, except school-sponsored activities, is considered an absence (excused or unexcused).

1. Excused Absences-Students will receive an excused absence for the following reasons:
 - a. A medical statement from a doctor
 - b. Death in the immediate family (not more than 5 days)
 - c. Religious matters (a note must be signed by an authority-minister, priest, pastor, rabbi, etc.)
 - d. other extenuating circumstances
2. Unexcused absences- Absences for any other reason other than those listed above are considered unexcused absences. Examples of unexcused absences may include being absent in order to complete homework assignments, term papers, reports, to study for exams, skip out functions, shopping, working on a job, and hairstyling appointments. Such absences are unexcused even with parental permission. **Students who have more than eight (8) unexcused absences in a semester will not receive any credit for any course during that semester.** Make-up work will not be allowed for any unexcused absences.

Note: Students who were ill but do not have a doctor's statement will be allowed to make up work with a note from their parents, but the absence is still considered UNEXCUSED.

3. If a student is absent for **more than 3 classes**, he/she will be marked a full day absent. If a student **misses 1-3 classes**, he/she is considered 1/2 day absent.

4. Students must attend **3 FULL classes** to be eligible for extracurricular activities (both practice and games). If a student is not present for the 3 full classes but is present part of the school day and has an **excused absence**, he/she will be eligible for extracurricular activities. If a student becomes ill at school, the

Attendance Clerk will notify parents or relatives.

Arrived Late (7:30-7:45)

Students who are not seated in their first period by 7:30 a.m. should report to the office for an admit slip. **Students who arrive to the office between 7:30 a.m. and 7:45 a.m. are categorized as ARRIVED LATE.**

For every two ARRIVED LATEs, students will be marked 1/2 day absent. Students will receive a **detention on their 4th ARRIVED LATE and on every ARRIVED LATE thereafter.** **THIS DOES NOT START OVER EACH QUARTER.** (*SEE NOTE BELOW)

***Student detention for a fourth arrived late and any thereafter will be in the form of a Special Morning Detention to be served on a Wednesday from 6:30-7:20 in Room 127. If a student shows up late for a Special Morning Detention, he or she must make it up in addition to serving an afternoon detention on that day or on the next available detention day. If a student continues to be habitually late, further disciplinary action will be taken.**

Leaving School Early

If it is necessary for a student to leave school for any part of the day, a parent or guardian of the student must speak with the Attendance Clerk. The principal or an assistant principal will then decide if the student may leave the campus. However, students may not sign out during last period prior to 2:15 p.m. without being considered 1/2 day absent.

Students are not allowed to leave campus for lunch unless a designated off-campus lunch has been announced for a particular group. In that case, students must bring a permission slip signed by a parent.

Between Class Tardies

Between class tardies are cumulative and require students to report to the Attendance Clerk for an admit slip. **Students will receive a detention on the fourth tardy and every tardy thereafter.**

Cafeteria

The Federal Lunch Program is provided by the school cafeteria. All students are encouraged to participate. All students bringing lunch to school must abide by the cafeteria regulations. **No student may bring canned soft drinks. ENERGY DRINKS SUCH AS RED BULL, MONSTER, ROCK STAR, ETC. ARE NOW BANNED FROM THE SCC CAMPUS.** Students are expected to dispose of trash properly and leave their areas clean for the students who come behind them. This is nothing more than **COMMON COURTESY**. All students should conduct themselves in a courteous and orderly manner. **STUDENTS ARE NOT ALLOWED TO HAVE FAST FOOD LUNCHES DELIVERED TO THEM. BREAKFAST WILL BE SERVED ON AN INTERIM BASIS. If after a period of time students do not follow cafeteria guidelines sufficiently enough to merit this privilege, it will be taken away. This includes ordering no later than 7:20 and picking up all trash and dispensing of it properly.**

Cafeteria Traffic/Order

Seniors will be released for lunch first, they should close all files/programs, turn off their notebooks, and place them in the proper manner in their computer carry bags while announcements are being made. After seniors have been dismissed there will be a short period prior to the dismissal of juniors. The next dismissal call will be for underclassmen who are **NOT ALLOWED IN THE CAFETERIA UNTIL 20 MINUTES INTO LUNCH OR UNTIL INSTRUCTED TO DO SO BY A DUTY TEACHER.** At this time, juniors and seniors should be finishing up lunch and preparing to move to the gym or outside depending on the weather. Students are allowed in the hallway during lunch to seek tutoring, make up tests or quizzes, attend meetings, and go to the library or front office. **THERE SHOULD BE NO LOITERING IN THE HALLWAY.** Access to this area during lunch is not for socializing, eating, drinking, or recreation. The sole intent of this privilege is for students to gain access to the aforementioned areas. Students must sign-in with the on-duty teacher and with the teacher at their destination (library, club meeting, tutor, office, etc.)

Emergency School Closings

The following information is given to you in the event that SCC would not have school as a result of an emergency:

1. The only official media for announcements concerning emergency closings is Radio Station WWL-AM 870.
2. When it is announced that all St. John the Baptist Parish schools are closed, SCC is automatically included.
3. When it is announced that all Archdiocesan schools are closed, SCC is automatically included.
4. If any announcement is made on a TV station or another radio station, tune in immediately to radio

WWL AM 870. DO NOT CALL the school, administrators, or faculty.

Fire and Other Special Drills

Fire drill evacuation procedures are posted in the hallways, cafeteria, and gym. It is the responsibility of each student to become acquainted with these evacuation procedures.

1. Total silence must be maintained.
2. Students must move quickly and quietly to designated outdoor areas.
3. Windows and doors should be closed.
4. Students are to remain in the designated areas until the “all clear” signal is given.

Student Insurance

The school cannot assume responsibility for injuries sustained by students. SCC has student insurance which provides reimbursement of medical bills secondary to primary coverage for accidents occurring on school premises or while participating in school-sponsored activities. It is the responsibility of parents or guardians to provide primary coverage for the student. If there is a balance due after individual coverage has been paid, the school policy will pay the balance. All accidents are to be reported immediately to the office, and the required claim form must be filed within 90 days with the insurance company by the parents and the attending physician.

Locks and Lockers

A student will be assigned a locker at the beginning of the school year. To assure neatness and conformity to school regulations, there may be periodic unannounced inspections. Locks will be available for rent (\$1.00) on the first day of school. A student must pay for a lost lock. Students are expected to keep lockers locked at all times, and only school locks may be used. SCC cannot be responsible for lost or stolen items. Locks will be returned at the end of the school year. Students may go to their lockers only at these times: before school, during their assigned times (locker time and during lunch), and after school.

LOCKER POLICY

Each student is assigned a locker for his/her own use. Students are required to use their assigned locker and are **NOT ALLOWED TO SHARE LOCKERS**. It is the student's responsibility for loss of valuables or money in their locker. Students are to keep their lockers locked at all times other than specified locker times. It is the responsibility of the student to make sure that all books needed for class are brought to each class. Students will not be allowed to go to the lockers for books once class has begun. If a lock fails to function or the combination does not work, the student should report to the assistant principal's office immediately. Students who violate the locker policy will lose the privilege and will have to carry books to all classes.

Lockers are school property, may be searched by school officials with or without student permission, and should not be damaged or defaced. No “right to privacy” claimed by a student is recognized with regard to lockers. The school administration has the right to conduct periodic searches of student lockers and may include searches using a drug-detecting dog. The following rules will be enforced.

1. Students are not permitted to share hallway lockers unless assigned to do so.
2. Defacing the inside or outside of a locker is forbidden.
3. All contents of a locker are the responsibility of the student to whom the locker is assigned.
4. Only the SCC assigned lock may be used on hallway lockers. Any other locking device used on school lockers will be removed without advance notice given.

5. Random searches of lockers may be conducted at any time. Individual lockers may be searched under any suspicious circumstances.
6. A \$1.00 fine will be charged if a student forgets his/her locker combination and must seek help from the office to open a lock.

Violation of this policy may result in loss of locker privileges, confiscation of property, detention, suspension, expulsion, or other school imposed penalty. Any evidence of criminal activity obtained through a search of the locker will be turned over to law enforcement officials. Students whose lockers are found to contain drugs, narcotics, tobacco, alcohol, or other illegal substances will be disciplined according to school policy and, if appropriate, be subject to criminal charges. Failure to follow the rules stated above will result in one or more of the following disciplinary actions:

1. Removal from locker, loss of locker privilege for no less than one month and up to the entire school year.
2. Detentions.
3. Out-of-school suspension
4. Expulsion

Lost and Found

The Lost and Found area will be located at the reception desk. Articles not claimed will be sold or given to Goodwill.

Office Services

Xeroxing-Materials may be copied in the library. The office copy machine is not for student use.

Transcripts-One day notice should be given. The first copy is free. One dollar will be charged for each additional copy requested, to be paid in advance.

Change-Change may be obtained in the bookkeeper's office only at breaks (between classes and at lunch).

Telephones/Messages

CELL PHONES ARE NO LONGER ALLOWED ON A STUDENT FROM THE BEGINNING OF FIRST PERIOD UNTIL THE END OF LAST PERIOD EACH DAY. THEY MUST BE LOCKED IN THE STUDENT LOCKERS UPON ARRIVAL AT SCHOOL AND ARE NOT ALLOWED ON THEIR PERSON THE ENTIRE SCHOOL DAY. STUDENTS ARE NOT ALLOWED TO CHECK MESSAGES OR USE THEIR CELL PHONES IN ANY WAY DURING SCHOOL HOURS. ANY VIOLATION OF THIS WILL RESULT IN THAT STUDENT BEING DENIED THE RIGHT TO BRING A CELL PHONE TO SCHOOL. Students are not allowed to use the office telephone except in emergencies. The library telephone is off limits to students. Cell phones may be used outside the building after school hours.

Student Traffic

Upon arriving at school in the morning, students must use the cafeteria entrance. Students may go to their lockers before the first warning bell, but should return to the cafeteria immediately. (There should be NOT LOITERING in the hallways) At the first warning bell, students should begin reporting to classrooms. They should get books for ALL morning classes. After the second lunch shift, all students should get their books for ALL afternoon classes. At the signal ending each period, students are to move quickly and quietly to their next assigned class.

If a student has permission to drive to school, he/she must use the school parking area and observe all campus parking regulations. Once the student arrives on campus, he/she must leave the vehicle at once and may not enter the vehicle again until school dismissal without permission from a teacher or administrator. This also pertains to students in detention. The speed limit on campus is 15 MPH. One-way traffic signs must be observed. Students are only allowed to park in the assigned areas and slots. Students are not allowed to double park, block other vehicles, entrance and exit doors or gates to the school. **In order to expedite traffic flow in the mornings and afternoons, a traffic plan known as COMETFLOW is in place which assists in this matter. A copy of the COMETFLOW is included at the end of this handbook. (SEE PAGE 33)**

Students may go to the library during their lunch period using the classroom wing. Students are not allowed to enter the faculty lounge nor the faculty workroom.

At the end of the day, students should go directly to their vehicles and depart the parking lot immediately. Those waiting for rides should remain outside the cafeteria until their ride arrives. **There is to be NO loitering in the front parking lot! By 2:55 p.m. all students not engaged in extracurricular activities should have left campus.**

Textbooks

State and local textbooks should be treated with gentle care and respect. Students should cover each textbook to protect it. Damaged or lost books must be paid for by the student.

Visitors on Campus

All visitors on campus must check in with the front office. This pertains to guest speakers or parents bringing something to school. Students are not to visit with anyone not enrolled in SCC during school hours, including persons passing by in cars and stopping by school, unless permission has been secured from the Principal. Students bringing guests to classes must get to classes must get permission from the Principal.

The Student Council

The Student Council is an organization of official representatives elected by the students to serve the school and the student body. It is the most important student organization; and the respect, understanding, and cooperation of students, faculty, and staff are needed in order for it to function effectively. The Student Council is led by a president, vice-president, secretary, and treasurer. These officers, plus the school moderators, comprise the Executive Board. They are assisted by the faculty, class officers, homeroom teachers, and elected school representatives.

Student Council officers for the 2008-2009 school year are as follows:

President: Carly Trepagnier
Vice President: Brittini Landry
Secretary: Diana Martinez
Treasurer: Ricky Poche

Class Officers for 2008-2009 are:

Senior Class

President: Jessica Estorino
Vice President: Reyna Lubin

Junior Class

President: McQue Hollins
Vice President: Lindsey Walker

Sophomore Class

President: Shelby Bourgeois
Vice President: Brooke Stein

Freshman Class

To be elected in September

Extracurricular Activities

Extracurricular activities, including all fund-raising projects, must be approved by the Principal. Activity calendar dates must be approved by the Principal and entered before the beginning of each calendar month on the master calendar. Before the end of the school year, all clubs will meet with member of the administration to outline plans for the coming year. The following clubs have been approved for the 2007-2008 school year:

Beta Club	Library Club
Cheerleaders	Drum Corps
The COMET Newspaper	French Club
Drama Club	StarSteppers
ENTRE NOUS Yearbook	Spanish Club
Fellowship of Christian Athletes	Varsity Quiz Bowl
Gov. Program on Abstinence	Ambassadors
Art Club	

Inter-scholastic Athletics

Students are encouraged to participate in inter-scholastic sports programs. The following sports are offered

<u>Girls</u>	<u>Boys</u>
Volleyball	Football
Cross Country	Cross Country
Swimming	Swimming
Basketball	Basketball
Soccer	Soccer
Softball	Baseball
Sparks	Track
Track	Golf
Golf	Tennis
Tennis	Powerlifting

Technology policy

The advent of notebook PC's into the mainstream of SCC academic life brings with it some concerns in regard to maintenance, handling, use, etc. of equipment. All students and faculty should adhere to the policies listed in regard to use of technology at SCC.

**ST. CHARLES CATHOLIC HIGH SCHOOL
2008-2009 TECHNOLOGY POLICIES AND PROCEDURES**

Technology Policy

The mission of the Technology Department at St. Charles Catholic High School is to provide a full range of technology services, tools, and experiences to further opportunities for academic excellence, faith development, and leadership. Each SCC graduate should possess skills in using a wide variety of technology; they also should have developed habits that ensure their use of technology is efficient, respectful, legal, moral and safe. The Technology Department will offer elective courses for students who seek advanced technological expertise.

We believe that technology users will develop good technological skills and habits if they are allowed as much freedom as possible to manage their technology in life. On the other hand, technology tools need to be as failsafe and consistent as possible to ensure their productive use in the classroom and for school communication. The Technology Department seeks to balance these sometimes-contradictory needs to develop a policy that supports both.

The technology policy contains standards that foster our mission and goals. The policy is revised yearly to reflect any new technology and issues identified in the previous year. Each year, all SCC faculty, students and staff members must read and agree to abide by these standards:

Network IDs, Passwords, and Security

Students and faculty will eventually be issued password-protected network, email, and, where applicable, application accounts.

Students are not to change the user name domain or workgroup assigned to their computer.

It is the responsibility of each faculty member and student to ensure the confidentiality of his or her password. Users should not select passwords that might be obvious to a potential intruder, such as family members' names or a girlfriend's name. Individuals will be held responsible for the information stored or transmitted via their account or equipment even if it resulted from someone else who was given access.

Virus detection and other network security applications are part of the tablet image and must be updated regularly. It is a violation of disciplinary policy for an individual to delete, disable, or prevent updates to these applications.

Individuals are prohibited from any action that will compromise the privacy and/or security of users.

All storage, network communications, equipment, and software provided by St. Charles Catholic High School remains the property of SCC. It reserves the right to access any file, email, network transmission or other information stored on or communicated through this property. We will do so if a compelling reason arises. The individual has no reasonable expectations of privacy. St. Charles Catholic High School retains the right to monitor network activity in any manner it sees fit.

Communications

Faculty and students using St. Charles Catholic email or internet access are representatives of the school and are expected to act in a manner consistent with the school's mission and values. Communications on the internet and via email will be monitored by the Archdiocese of New Orleans, will reflect on St. Charles Catholic, and must not damage the school's reputation.

Individuals are prohibited from changing the display name of their email address. Doing so may result in disciplinary consequences.

Once issued, faculty and students are required to use the Archdiocese-hosted email account for *all school related* correspondence.

Students must not participate in chat rooms, games or email unless this activity is directly related to the class. Doing so may result in disciplinary consequences.

Network Storage

Faculty and students have more than enough adequate storage on their portable computers. It is their responsibility to manage this local storage space by periodically removing files and folders that are not longer needed.

Each faculty member and student is required to have a USB flash drive having a capacity of *at least* 1 GB. This device is to be used to keep copies of *ALL* current work. It should be updated on a daily basis. In the case of a computer malfunction, the student can then recover their current files from the flash drive. Loss of a computer or a computer malfunction are not excuses for not having all current school work, handouts, assignments, papers, homework, etc. available when they are needed.

Tablet Responsibilities

Students must keep their tablets in the school-assigned case unless they are sitting down and are working on their computer. It is against school policy for students to carry their tablet out of the school issued case or in their book-bag. Tablets should be closed with the hard case on the outside while being carried.

Individuals are to charge their tablet batteries overnight so they are ready for work the next day. A stylus is required in school everyday. Only a stylus can be used as a writing device.

Individuals are required to log on/off the school network every school day.

Individuals should back up critical files to the network or a flash drive or network storage on a regular basis. Tablet malfunction is not an acceptable excuse for failure to turn in work. Help Desk technicians are not responsible for the backup of files.

Tablets should not be put in situations that increase the risk of theft or incidental damage. Tablets must never be loaned to someone or left unattended/unsecured. During the school day, users must have tablet computers with them or locked in their school locker (or placed in other designed areas as directed by school officials). Tablets should go home with individuals each evening and must not be left at school during vacations. When off-campus, tablets should be stored in a secure, temperature-controlled place.

Help Desk Policies

The help desk is open from 7:00 a.m. until 3:30 p.m. daily. Students needing technical help may seek it before or after school or during lunch or unstructured time.

Students must seek help as soon as a computer problem surfaces. Unresolved problems can magnify support issues and cause additional problems to develop.

Students are expected to be active participants in problem resolution.

Accident Insurance

Tablets are covered by accidental damage insurance. There is no deductible fee associated with accidents that happen within normal tablet use. The coverage *does not* include damage that is intentional or the result of neglect or misuse. *The individual is responsible for the costs of all repairs that are not covered by the insurance agreement.*

The tablets are covered by theft insurance, which covers most, but not all, of the replacement cost. It is the individual's responsibility to report the theft as soon as possible. A police report must be provided. The student is responsible for the out-of-pocket cost for replacing a stolen tablet. Homeowners insurance may cover this amount.

Prohibited Behaviors

SCC students may not engage in any of the following:

- conducting or participating in any actions which are illegal (according to city, state, or federal law)
- violating any of these instruction's or the archdiocesan policies
- may not participate in non-academic school sites
- threatening or harassing others
- advocating racial, ethnic, religious, or gender-based slurs
- purposely frustrating others from achieving their educational goals
- infringing software copyright or licensing agreements
- purposely viewing, displaying, storing, or transmitting any obscene or discriminatory material or material of terrorists, gangs, hate groups, etc.
- conducting commercial or private/personal business enterprises
- promoting private business, product advertisement, or political lobbying
- sending unauthorized bulk or random messages (i.e. Junk mails, ads, etc.)
- soliciting for organization that are unrelated to the institution's mission or purpose
- destroying the integrity of computer-based information
- maliciously installing or invoking a computer virus or other disruptive mechanism
- altering system files or configuration to disrupt computer or network functions
- no labels stickers or writing will be allowed on the computer or the case
- no instrument besides a stylus may be used for writing purposes

- seeking or gaining unauthorized access to network resources or resources on the internet or attempting to breach security mechanisms
- downloading copyrighted MP3s or movies, which is against the law
- downloading copyrighted games, images, etc.
- sharing school-related files when the project, activity, or assignment is to be done independently
- not bringing the tablet to class will have disciplinary action
- using computers, PDA's, scientific calculators, cell phones, or any other electronic device having infra-red or wireless capabilities to communicate information during a test
- using computers, PDA's, scientific calculators, cell phones, or any other electronic device having infra-red or wireless capabilities to communicate information from room-to-room without the teacher's express permission
- students are not to load any programs that are known to damage the computer in any way
- students are not to attempt in any way to interfere with the smooth running of the school's network and computer systems
- students are not to remove or disable any of the programs that the school has installed on the computers
- students are not to change program settings in such a way that they reduce the required functionality of the programs
- students are not to access sites blocked by the Archdiocese of New Orleans through their normal filtering process. Attempting to circumvent the filtering through *ANY* means is prohibited
- any other action deemed inappropriate by the administration

Consequence of Violation

A student whose behavior or repair record indicates careless use or abuse of tablets or other technical resources, even if repairs are covered by our damage agreement, will be referred to the Assistant Principal for disciplinary action. The institution has the right to restrict or terminate network and internet access at any time to protect the integrity of the network or prevent misuse. Consequences of violation include but are not limited to detention, suspension, or revocation of internet access, network privileges, and computer access. Other standard disciplinary measures may be applicable to students.

Responsible Use Guidelines(RUG) For The Internet

Students, staff, and administrators of Archdiocese of New Orleans School District have the opportunity to access the Internet to facilitate the need to prepare students, staff, and administrators to be computer literate in an increasingly technological world, to foster educational and personal growth in technology, information gathering, and communication skills. It is understood that the Archdiocese of New Orleans School District does not have sufficient staff to monitor every aspect of your use of the Internet. However, the purpose of the Responsible Use Guidelines is to foster the independent use of the School District's network, subject to compliance with procedures and standards for appropriate network behavior and communication. The following Responsible Use Guidelines apply to all users when they access any School District network connection.

1. It is understood that cooperation is critical in the use of the Internet at the Archdiocese of New Orleans School District. It is the goal of the use of the Internet to prepare the students to become computer literate in an increasingly technological world. It is understood that a minor's independent use of the School District's network is necessary to attain such a goal, subject to the procedures and standards for appropriate network behavior.

2. Violations of these Responsible Use Guidelines may result in student discipline, subject to the Student Disciplinary Code, and/or staff and administrative discipline, subject to the guidelines adopted by the School District Administration.

3. Only those individuals who fulfill the basic minimum skills necessary to obtain an account shall be authorized to use the Internet. The District reserves the right to update and/or modify the basic minimum skills necessary from time to time.

4. Transferring copyrighted material to or from any Archdiocese of New Orleans School District network without the express consent of the owner of the copyright is a violation of federal law and is expressly prohibited.

5. It is understood that the Internet is a privilege. The primary use of the network shall be reserved to those individuals who utilize the materials that are of “educational value” to students of the Archdiocese of New Orleans School District. For the purposes of these Guidelines, “educational value” shall mean those area of network access that have a direct or indirect impact on the student’s educational program at the Archdiocese of New Orleans School District. The use of the network for e-mail to be remitted to friends, chatting, reading jokes, searching MT, searching sport sites, farming out information on games, or other actions that are directly or indirectly related to the school’s curricula are not deemed to be of “educational value” and will not be given any priority use of the system. The use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, and racially-offensive, and illegal material or other prohibited activities shall not be permitted and the Archdiocese of New Orleans School District will use any and all efforts available to it, within the confines of the law, to prevent such material from entering the school network. Individuals are encouraged to report such entry to material into the system to the Network Administrator.

6. Use of e-mail accounts and other network communications facilities to harass, defame, offend, or to disseminate defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially-offensive, or illegal material, or otherwise annoy other users of the network is forbidden. Each user has the responsibility to report all such violation. Only those contacts leading to appropriate educational and personal growth on the Internet are permitted.

7. All users must recognize that e-mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on students, personnel applicants, or various vendors. Such discussions or use on the network is expressly prohibited.

8. No personnel or students information, which is protected by the FERPA, shall be disseminated through the network.

9. All users of the network must comply with the ECPA, and may need to comply with the CDA. These Acts prohibit the unauthorized interception or disclosure of e-mail messages by third parties, as well as the appropriateness of certain material being remitted on the Internet. The ECPA does permit interception or disclosure if either the mender or the receiver of the communication consents. Further, the Act recognizes the School District may monitor an employee’s e-mail messages, as long as the interception device is included in the e-mail equipment.

10. Users of the network must recognize that the District Administration does have the authority to intercept e-mail messages of all users and that there will be no privacy right construed by the District to exist in the statements made in the network. Users of the network are encouraged to not store extensive e-mail messages in the network and that messages should be stored for a period of no longer than fourteen (14) calendar days.

11. Network users may not allow any other person to use their password or share their account. It is the users responsibility to protect e-mail accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. A user may find it difficult to establish the identity of the e-mail perpetrator who stole a password and sent harassing letters under the user’s name.

12. Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local network resources is prohibited.

13. Use of the Internet for commercial gain or profit is not allowed from an educational site.
 14. Users may not move, repair, reconfigure, modify, or attach external devices to the system.
 15. The District Administration reserves the right to monitor all accounts.
 16. Additional rules and restrictions may be added at any time.
 17. Time restrictions on the use of the Internet may be imposed to ensure equity of use.
 18. From time to time, the District will encourage students and employees to use certain informational sources in order to control Internet costs.
 19. The District Administration reserves the right to use electronic devices, cards, or any other media on how individuals perform their research in order to determine whether or not the employee or student is using the system for items of true “educational value.”
 20. Professional employees of the school will monitor the use of the Internet.
 21. Students or employees who violate the Internet guidelines of the school may be denied future Internet privileges for a defined period of time or other disciplinary measures set forth in the Student Code of Conduct or in any other rules of the District, which may be applicable.
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Policy on Married Students, Pregnancies, and Abortion

St. Charles Catholic is concerned with the Christian moral development of the individual and of the student body as a whole. In a society which often undermines Christian values and principles, we strive to provide an atmosphere which stimulates and fosters the growth of these same principles. In view of current social values and the unfavorable statistics regarding young and/or immature marriages, married students will not be admitted to SCC nor may they be maintained on school rolls. Pre-Marital sex is not in keeping with the formative and educational goals of the school. For this reason, if a student becomes pregnant or fathers a child, the school will take every means to encourage counseling, continual education, and direction for the student. In light of Christian values, decisions will be reached in order to assist the girl/boy, ensure the life of the unborn, and minimize the concerns of other students and their parents. The school administration will give whatever help is possible for the student to complete his/her education, but the student must assume the responsibility of informing the Principal as soon as the pregnancy is known. The parties may be asked to leave SCC since we do not have sufficient means to provide the added counseling and directions which students need. However, each case will be considered on an individual basis and solutions will be worked out according to individual needs and situations.

SCC also emphasizes the value and importance of life. Abortion, being the conscientious and deliberate act to end life, is against the teaching of the Roman Catholic Church and is not acceptable. Students who willfully participate in an abortion must immediately leave SCC. All reasonable attempts will be made to complete their education and to participate in counseling.

Conclusion

It is impossible to cover every situation that will arise and have a guideline in print that will handle it. If a student is involved in a situation that is unacceptable and in opposition to the philosophy and goals of SCC, the situation will be dealt with in as fair and appropriate a manner as possible. THE ADMINISTRATION IS THE ULTIMATE INTERPRETER OF THESE GUIDELINES. The administration also reserves the right to make changes, deletions, or additions to this handbook.

AT SCC, STUDENTS ARE ENCOURAGED TO BECOME RESPONSIBLE MEMBERS OF THE COMMUNITY, DEVELOPING POSITIVE ATTITUDES AND VALUES, INCLUDING A SENSE OF SELF-DISCIPLINE AND RESPECT BOTH FOR THEMSELVES AND OTHERS. IT IS OUR DESIRE THAT CONCERN FOR EACH INDIVIDUAL PERSON WILL BE AN UNDERSTOOD CHARACTERISTIC OF ALL IN THE SCC FAMILY.

The primary criterion of the success of these guidelines will be the willingness of EACH STUDENT to make them work—to realize that each person here has a responsibility to every other person and to the community as a whole.

Armed Forces Recruiter Access to Secondary School Students

DENIAL OF ACCESS TO MILITARY RECRUITERS OPT-OUT FORM

TO: _____, Principal
_____ High School

I object to the release of the name, address, or telephone number of

_____ [print name of student]
to military recruiters during this school year. I understand that once this form has been signed by either the student or a parent, only a parent may change it. I also understand that if I want to change it, the parent must notify the principal in writing that the form is no longer in effect and that student information may be released.

Signature of student or parent: _____

Name of signing student or parent---please print _____

Date: _____

Armed Forces Recruiting Important Notice to The Parents of Juniors & Seniors:

The “No Child Left Behind Act of 2001” passed certain new requirements with respect to Armed Forces Recruiter Access to Student Recruiting Information.

St. Charles Catholic High has a duty to provide information (Jr. & Sr. names, addresses, and home phone #'s) to Military Recruiters upon their request. The parent may choose to request an opt-out form (which will deny the recruiters this information about your child). These forms will be in Mrs. Poche’s office available until October 3, 2008.

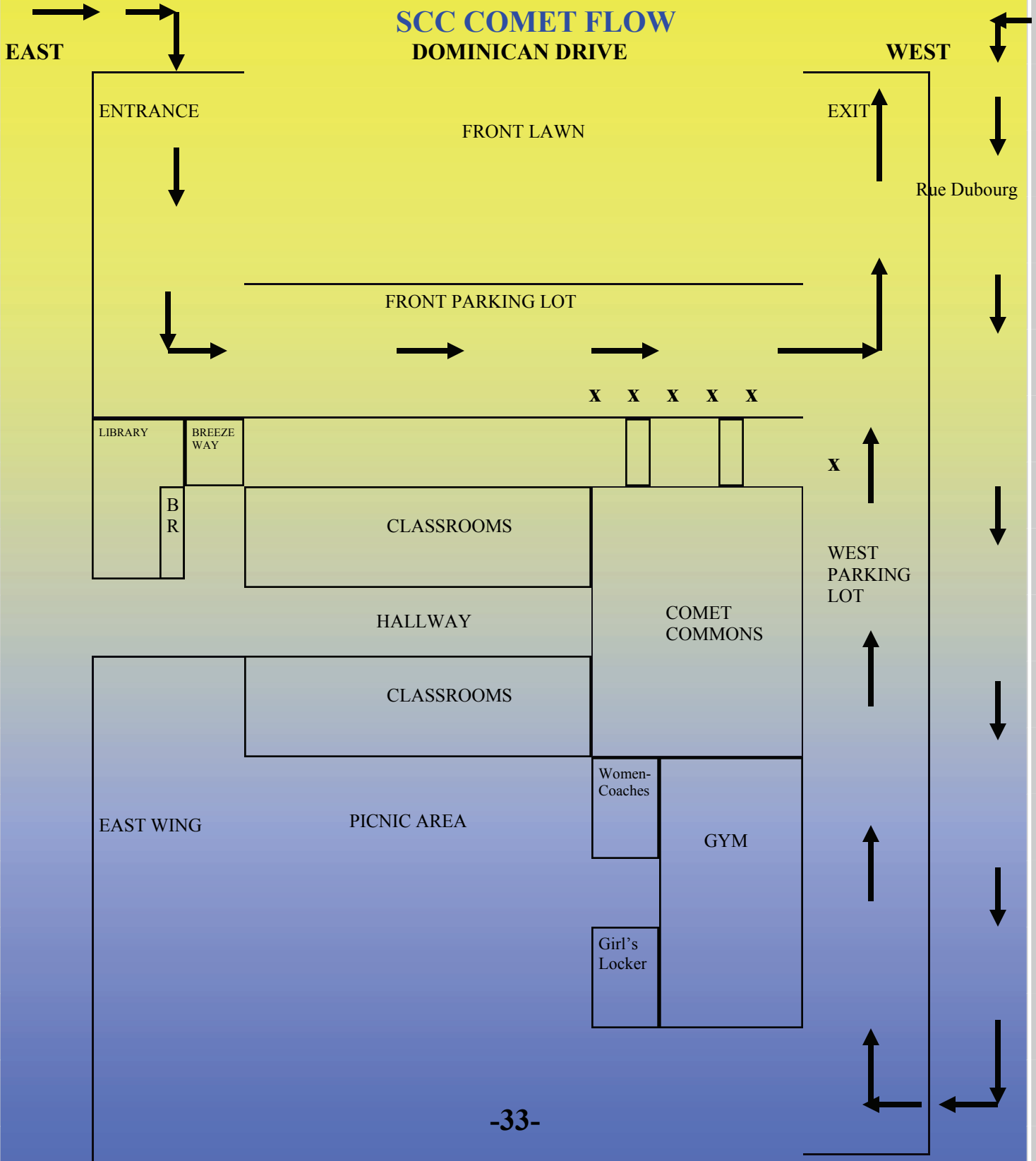
I understand that the school will release my child’s information to a military recruiter unless I go in and sign an opt-out form.

PARENT’S SIGNATURE _____

Please return this form by August 15, 2008.

Parents of juniors & Seniors please note:

IT IS YOUR RESPONSIBILITY TO GO TO MRS. POCHE’S OFFICE BEFORE OCTOBER 1, 2007 TO OBTAIN AN OPT-OUT FORM AND HAVE THIS SIGNED AND RETURNED.



Any vehicle coming from the east on Dominican Drive should enter the east entrance and proceed to drop off just past the second breezeway. (Five vehicles can let students off at once if the first vehicle pulls up to this point) Any vehicle coming from the west on Dominican Drive should enter on Rue Dubourg and use the rear northwestern entrance and proceed along the western parking lot to let students off just past the delivery doors to the cafeteria. **The same plan should be used to pick up students in the afternoon. THE FRONT LAWN IS NO LONGER BEING USED FOR PICKING UP STUDENTS AS IT IS NO LONGER A NECESSITY.**

ST. CHARLES CATHOLIC HANDBOOK AGREEMENT

The undersigned student and parent hereby acknowledge that they RECEIVED, READ, SUPPORT, and AGREE TO ABIDE BY AND FOLLOW the regulations, mission, and philosophy of the school contained in this handbook.

POLICY ON PUBLIC/COMMUNICATION RELEASE

By signing the acknowledgement below, I agree that, for the 2008-2009 school year, the name, voice and/or likeness of my child (children), a student(s) at St. Charles Catholic may be used in any publications, audiovisuals and other electronic transmissions issued by employees or designees at St. Charles Catholic High School or members of the media with permission of officials from schools or offices within the Archdiocese of New Orleans School System. These information items may include, but are not limited to photographs, videotapes, live broadcasts, sound recordings and/or electronic transmissions related to school activities.

My signature also waives compensation or reimbursement of any kind related to use of the above material for myself or the minor child.

Telephone Book Release

I **AGREE** **DO NOT AGREE** to have my home telephone number and address as part of a school-published phone book. Failure to circle either choice will be interpreted as **AGREE**.

Student's name (PRINT)

Grade level

Student's Signature

Parent's name (PRINT)

Parent's Signature

**PLEASE PRINT, SIGN, AND RETURN THIS FORM TO THE OFFICE BY
AUGUST 15, 2008.**