



2021-2022
ST. LOUIS CATHOLIC HIGH SCHOOL
PARENT - STUDENT HANDBOOK

Accredited by
AdvancEd/Cognia



Approved by
State of Louisiana Department of Education



Member of
National Catholic Educational Association
Louisiana High School Athletic Association College Board

I. INTRODUCTION

Dear Parents and Students:

This Parent and Student Handbook has been prepared for your information. Contained herein are policies for St. Louis Catholic High School. Please read over the policies, rules and regulations that help St. Louis Catholic operate as a harmonious and safe school for all students. The Administration reserves the right to add and/or amend policies during the school year. Should this occur, you will be notified through the web site.

According to the Catechism of the Catholic Church, *“The way God acts in governing the world, which bears witness to such great regard for human freedom, should inspire the wisdom of those who govern human communities. They should behave as ministers of divine providence”* CCC 1884. Therefore, we at St. Louis Catholic High School have a moral obligation to be ministers of divine providence. We set forth these policies, rules, and guidelines, not to take freedom away from our students. Instead, they are meant to be the means by which our students can be free in the truest sense of the word. To have the freedom to recognize their true human dignity as a son or daughter of God. In essence, we are allowing the students of St. Louis Catholic High School to recognize their true humanity and function as members of God’s family. These policies, rules and regulations have been established by the Office of Catholic Schools (OCS) and the St. Louis Catholic High School Advisory Council and administrators to build Christian community, to achieve academic excellence, and to create a safe and caring environment for all of our community, especially our students.

Please take the time to carefully read and discuss this handbook with your child. If you have any questions, please call the school office for clarification of policies. The Office of Catholic Schools Handbook of Policies is available in the administrator’s office for further clarification.

ADMINISTRATIVE SERVICES

Rector.....	Rev. Nathan Long
Principal.....	Mia Touchet
Assistant Principal.....	Blaine Wyninger
Dean of Academics.....	Emily Pettaway
School Counselor.....	Kacy Aycock
School Counselor.....	Elaine Segura
Athletic Director.....	Pat Neck
Finance Director.....	Ray Baggett
External Operations Director.....	Matt Fontenot
Admissions Director.....	Heather Ieyoub
Campus Minister.....	Elizabeth “Bit” Thompson
Director of Religious Education.....	Monica Broussard

MISSION STATEMENT

Called as friends of Jesus Christ and led by the knowledge and wisdom of the Holy Spirit, we gather to honor and praise God the Father.

MANTRA

Honor and Praise God...In All Ways

STATEMENT OF PHILOSOPHY

St. Louis Catholic High School is an educational center for the Catholic Church in the Diocese of Lake Charles. Formed from its parent institutions, St. Charles Academy, Sacred Heart High School, and Landry Memorial, the first graduation was held in 1971. St. Louis Catholic High School continues a long tradition of providing its students with a Catholic education. St. Louis Catholic is named after King Louis IX of France and patron saint of Louisiana and Msgr. Louis Boudreaux.

The school, supporting the parents as the primary educators, strives to create an atmosphere in which the students value God and develop their own giftedness in order to take their respective places in the global community as responsible Catholic Christians. To accomplish this task each student is encouraged to be intellectually, morally, physically, socially, and spiritually prepared.

St. Louis Catholic High School is dedicated to the ideals of a living faith community in which mutual trust, mutual respect, and mutual responsibility are lived examples for all as we model our teacher, Jesus Christ.

PARENTS' ROLE IN EDUCATION

St. Louis Catholic High School recognizes that parents are the primary educators of students. An ongoing positive working relationship between the parents/guardians and the school is crucial for success. As part of that working relationship, parents/guardians are expected to be active participants in the educational process, to refrain from conduct which inhibits 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. St. Louis Catholic High School reserves the right to terminate the enrollment of any student(s) if 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.

SPECIAL NOTE

Asbestos Management Plan Asbestos containing building materials are located within St. Louis Catholic. In their present condition, they present no hazard to school occupants. An Asbestos Management Plan has been developed to prevent the asbestos from becoming a hazard and is on file in the school.

This handbook does not attempt to be an exhaustive list of all guidelines, but each student should remember that he/she is always a representative of our school community. In this handbook, wherever “parent(s)” is used, “parent(s) or guardian(s)” is implied.

2021 - 2022 CLASS SCHEDULE					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1ST 7:50 – 9:00	A	B	A	B	A
2ND 9:04 – 10:14	B	C	MASS	C	D
HOUSE TIME 10:18 – 10:38					
3RD 10:42 – 11:52	C	D	E	D	E
COMMON LUNCH 11:52 – 12:22					
4TH 12:26 – 1:36	E	G	F	F	G
5TH 1:40 – 2:50	F	H	H	G	H

4-day week	CLASSES			
	DAY ONE	DAY TWO	DAY THREE	DAY FOUR
1ST 7:50 – 8:47	A	A	A	C
2ND 8:51 – 9:48	B	B	B	D
9:52 – 10:12	HOUSE TIME			
3RD 10:16 – 11:13	C	C	E	E
COMMON LUNCH 11:15 – 11:45				
4TH 11:49 – 12:46	D	D	F	F
5TH 12:50 – 1:47	E	G	G	G
6TH 1:51 – 2:48	F	H	H	H

3-day week
A 7:50 – 8:35
B 8:39 – 9:28
C 9:32 – 10:17
D 10:21 – 11:06
COMMON LUNCH 11:06 – 11:36
E 11:40 – 12:25
F 12:29 – 1:16
G 1:20 – 2:05
H 2:09 – 2:54

II. ADMISSIONS PROCEDURE

St. Louis Catholic High School is in compliance with Title IX of the Civil Rights Act of 1964. We admit students of any race, color, national or ethnic origin, and handicapping condition, (if, with reasonable accommodation on the part of the school the handicapped person can be accommodated) to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, national or ethnic origin, or handicapping condition in the administration of our educational policies, admission policies, scholarship and loan programs, and athletic or other school administered programs. Under normal circumstances a student is not to be deprived of an education on grounds relating to the attitude of parents. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting loco parentis that continuation of the student in the school might not be possible.

St. Louis Catholic High School is a co-educational, Catholic high school serving students in grades 9-12. Admission is open to students who wish to pursue a high school education in a safe, caring learning environment and who meet admissions standards. Based upon God-given individual worth, every applicant to St. Louis Catholic High School deserves serious consideration as a potential recipient of a quality Catholic education.

Thus, the St. Louis Catholic staff strives to admit students who can complete our program successfully. It does not discriminate on the basis of race, sex, creed or national origin in the applications and/or acceptance of students for admission, nor in the administration of educational policies, the awarding of scholarships and loans other than those developed in consideration of special needs, and participation in extracurricular and athletic programs.

Admissions information is evaluated to determine if the student is prepared to meet the school's academic and disciplinary standards. A student who has been expelled from another school, who has not met the academic requirements of the former school, or who, in the view of the St. Louis Catholic administration, has a history of serious academic or behavior problems, may not be admitted.

ADMISSIONS PROCESS

- Applications must be completed and submitted online to SLCHS for review by the published deadline.
- Students accepted to SLCHS are expected to register for classes during the published registration dates.

I. Admission Priority

Priority Status One

1. A student enrolled in a parochial school in the territory of an owner parish or
2. The child of faculty and staff members of St. Louis Catholic or
3. A sibling of a student currently enrolled or who has graduated from St. Louis Catholic or
4. A child of a graduate of St. Louis Catholic

Priority Status Two

1. A Catholic child attending a Catholic School
2. Other Catholic students
3. Other non-Catholic students

II. Admission After Registration Deadline

Students applying after the registration deadline (or those that have incomplete applications) will be placed in a waiting pool. Applicants will be evaluated by an admissions committee that will employ the priority system listed below.

Students applying after the start of the school year will be evaluated by an admissions committee providing there is space available. Candidates will be evaluated and will employ the priority system as well as the transferability of credits from another accredited institution. Applications will not be accepted for the current school year during the last nine weeks of that school year.

III. Admission Criteria

FRESHMEN

A freshman is accepted on the following criteria:

1. Scores using middle school achievement testing (6th & 7th grade);
 - a. LEAP 2025, or
 - b. Aspire and Star testing
2. Report cards from the middle school years (6th through December of 8th grade); and
3. A complete transcript/final report card must be sent to the Counseling Office at the end of the school year.

UPPERCLASSMEN

Transfer students are admitted at other levels based on their transcripts and the following depending on how well their previous studies can be integrated with the St. Louis Catholic High School Academic Program. Documents needed are:

1. Complete transcripts of previous academic work showing satisfactory averages;
2. Test scores on standardized achievement tests or public-school state tests
3. A personal interview; and
4. An audit of the student's transcript by a SLCHS counselor showing that the student can complete the graduation requirements for St. Louis Catholic.

HOME-SCHOOL PLACEMENT

Incoming home-school students coming from an accredited Home School Program must present a complete transcript from the program for high school credits to be awarded. Students coming from a nonaccredited program must take a validation/credit exam(s) and pass with a 70% or above to earn St. Louis Catholic High School credit. Students who pass the credit exam(s) will earn credit with a "P" (pass) recorded on the transcript. Contact the St. Louis Counseling Department to schedule and take the credit exam(s).

All students from a home school program will be required to take the Renaissance 360 STAR online assessment in both Reading and Math.

IV. Student Schedules

A student will be issued a schedule and admitted to classes only when the admission file is complete. Required documents include:

1. A copy of the student's birth certificate,
2. A copy of the student's social security card
3. A copy of the student's current shot record
4. Middle school report cards including the final report card of the eighth-grade year
5. Standardized test scores for the three previous years (EOC, LEAP 2025 or Aspire scores)

V. Conditions for Re-Registration

1. Fulfillment of all the requirements for the prior academic year;
2. A discipline record which shows the ability to conform to the requirements and maintain the rules and standards of the school; and
3. Pastor's signature for subsidized tuition; and
4. Completion of a registration form and payment of a non-refundable registration fee

St. Louis Catholic High School will continue to:

1. Offer coeducational approved 9-12 high school education primarily to Catholic children;
2. Abide by the registration policies established by the Office of Catholic Schools.
3. Admit students on a space available, first-come first-served basis according to the established priority list; and
4. Application does not guarantee admission.

TUITION AND FEES POLICY AND PROCEDURES

Tuition payments can be paid in full, semi-annually or in 10 monthly installments through the FACTS plan.

Subsidized Tuition 2021-2022

One Child	\$6,700.00
Two Children	\$13,065.00
Three Children	\$18,760.00
Four Children or more	\$22,780.00

Non-Subsidized Tuition 2021-2022

One Child	\$7,700.00
Two Children	\$15,015.00
Three Children	\$21,560.00
Four or more	\$26,180.00

Additional Fees

Registration Fee	\$500.00
Technology Fee	\$250.00
Administrative Fee	\$250.00
Activity Fee	\$140.00

Financial Aid is based on financial need. All information is available under the admissions tab on the school website www.slchs.org.

- **Figaro Scholarship** is for African American and Native American Catholic students. Please contact Deacon Ed Lavine at the Diocese of Lake Charles Office of Community Services for information.
- **Louisiana Scholarship, Ace Scholarship, and School Choice Scholarship for Students with Exceptionalities are also available.** Please email adminsaints@slchs.org.

For questions regarding tuition payment and financial assistance, please contact Ray Baggett, Director of Finance, at 436-7275 or email at rbaggett@slchs.org

Payment options

Tuition, Technology Fee, and Administrative Fee must be paid in full **before a student takes any final exams.**

Withdrawal Policy

Any student withdrawing prior to the end of the school year will have any tuition pre-paid refunded in a prorated manner. No refunds are completed until transfer forms are completed, textbooks, uniforms and other materials as well as the student's tablet with all issued pieces are returned.

III. ACADEMIC POLICIES

PROGRAM OF STUDIES

The program of studies is based on the Catholic philosophy of education, the requirements of the Diocese of Lake Charles, the Louisiana Department of Education, AdvancEd/Cognia, and the general entrance requirements of colleges.

St. Louis Catholic High School offers a TOPS University (College Diploma) curriculum that includes a regular college preparatory program as well as an honors program. Course offerings include On-Level, Advanced, Honors, Advanced Placement, and Dual Enrollment courses. Ninety-seven percent of St. Louis Catholic High School graduates enroll in a four-year college.

Elective courses are a required part of the state's graduation requirements and are designed to give the student an opportunity to prepare himself/herself for careers. Such electives also provide an opportunity for wonder and growth in a student's identity rooted in Christ.

STUDENTS WITH SPECIAL NEEDS

St. Louis Catholic High School is open to students with disabilities who are seeking a Catholic education. It is our desire to help students with a learning difference achieve success in their academic courses. SLCHS offers opportunities for students with a disability to include 504 students, gifted and talented students, learning disabled students, speech/language disabled students, and students who fall on the autism spectrum to the extent that SLCHS can meet the needs of the individual student.

St. Louis Catholic High School offers a Study Skills course designed to supplement academic classes and assists classroom teachers with accommodations for students who have an Individualized Service Plan approved by the State of Louisiana. Students may earn one elective credit per year in Study Skills.

Students with an Individualized Service Plan who are not placed in the Study Skills class may utilize the Study Skills classroom for approved accommodations as needed. Students and teachers are expected to follow the guidelines for testing accommodations or student drop-ins.

St. Louis Catholic High School also offers a class called Transitions for students who are pursuing a Certificate of Completion or high school diploma. The Transitions Program is specially designed to teach educational, vocational, and life skills to students. Language arts, math, theology, science, and social studies lessons introduce, review, and practice skills in these academic areas. Vocational skills introduce and develop skills necessary for the transition into the work world following high school. Life skills and social skills include lessons to prepare students to live life as independently as possible and to their highest potential.

SLCHS established a Student Advocacy Team to make sure that all exceptional students have the services available to them to reach their optimum learning potential within the most enabling environment. The focus of the team is to identify and develop a plan that provides for the individual student's needs. For students accessing the general education program, SLCHS can provide accommodations through an Individualized Service Plan within the guidelines of the TOPS University Diploma curriculum. The goals for students are:

- To incorporate techniques and study skills that will help students compensate for their learning differences
- To take ownership of their learning
- To celebrate their God-given talents

- To become independent life -long learners

Necessary paperwork and documentation must be provided to the school counselor to receive accommodations. Paperwork and documentation must be current and on file at school. St. Louis Catholic High School follows all procedures and policies as set forth within the Office of Catholic Schools Handbook.

GRADUATION REQUIREMENTS

Students must earn a total of 30 credits*, four of which are from theology and those necessary for an approved Louisiana Diploma or course of studies. Candidates for graduation who are approved by the administration will be allowed to participate in graduation activities. Only students earning an approved diploma and dressed appropriately, subject to the approval of the Administration, may participate in graduation activities sponsored by the school. Graduates will be searched prior to graduation and any student having anything in his/her possession that will disturb graduation will be removed from the activity. Any student disrupting the dignity of graduation activities will also be removed from the activity. Graduation candidates must attend all activities and practices.

**Transfer students may have fewer than 30 credits, depending on number of theology courses earned.*

HONORS DISTINCTION DIPLOMA

To receive an Honors Distinction Diploma from St. Louis Catholic High School a student must:

- Have a minimum Weighted Cumulative GPA: 3.75 at the completion of Senior final exams
- Earn 6 credits* from Honors/AP/DE courses from any subject area, with a limit of no more than 2 DE credits
- Completed two years* of the same World Language
 - * ***Starting with the class of 2021, students must have:***
 - 7 Honors/AP courses with a limit of no more than 2 DE credits & three years of same World Language

SCHEDULE CHANGES

Current SLCHS students enter their courses online in the spring after meeting in class with their counselor to discuss diploma plans, graduation requirements, course offerings and recommended levels of core courses. Students will be required to return a Course Selection Verification Form with parent signature approving their selection of courses. Changes to course requests can be made in writing by parents and will be reviewed by the counselor to determine placement level and space available. **The deadline to request a change in a course request is on or before the last student school day.** Changes to course requests will not be considered in the summer, unless there is a conflict in the master schedule that needs to be resolved, or to meet diploma or graduation requirements.

The fifth-class meeting of a course shall be the last time to add or drop the course without penalty.

Requests for level changes (from an Advanced, Honors or AP) in a core course will only be considered through the first 9 weeks grading period (1st quarter) with the recommendation of the teacher, based on an evaluation of the student's ability or inability to handle material. The granting of the request will also depend upon the time the course is offered in the master schedule and the space available in the course sections. All level changes are final. Students are not allowed to change back into the previous level of that course.

PROGRESS REPORTS

At the mid-point of each quarter, an Academic Progress Report will be available to each student on FACTS SIS and emailed to parents, as listed on the school calendar. The purpose of progress reports is to give families a glimpse of a student's academic standing prior to the end of a grading period. This can either indicate outstanding achievement or provide a warning of a concern on the part of the teacher about the student's work and/or behavior.

INCOMPLETE

An "I" on a report card means "Incomplete" and indicates that a student has failed to do a portion of the required work due to extenuating circumstances. Administration, teachers, and the student will work together to create a plan to make up the work in a timely manner.

ACADEMIC HELP

Whenever a student begins to experience academic difficulty in a specific course, he/she should contact his/her teacher immediately to request extra help. Teachers may also request with a 24- hour notice that certain students report to the teacher for extra help either before school, at lunch, or after school. Such a request takes precedence over all other activities. At times, the counselor may also contact a student concerning a need for extra help. St. Louis Catholic High School offers weekly Academic Study Hall throughout the school year, free of charge for any student, regardless of grades.

ACADEMIC PROBATION AND REMEDIATION

- I. At the first 4½ week grading period (Progress Report) of each quarter, students with 2 or more F's in any subject will be placed on academic support and have the Academic Review team:
 - a. Student, teacher(s), counselor and coach will create an academic improvement plan
 - b. Student will attend weekly tutoring sessions offered on campus.
- II. At the second 4½ weeks grading period (Report Card) of each quarter, students with 2 or more F's in any subject will remain on academic support and continue remediation with the following guidelines:
 - a. Student, teacher(s), counselor and coach will meet to revise a plan to improve grades
 - b. Student cannot participate in any extra-curricular activity outside the school day
 - c. Student cannot practice with the team
 - d. Student will attend weekly tutoring sessions offered on campus.

Note:

The student remains on probation/remediation until he/she removes all but one F from his/her grades. At that time, the student may again participate in extra-curricular activities.

The Counseling department is responsible for distributing the list of students who have F's to sponsors and coaches. Coaches and sponsors are responsible for enforcing the policy.

DUAL ENROLLMENT

Dual Enrollment (DE) is the enrollment of a high school student in a college course for which dual credit (both college and high school credit) is attempted and recorded on both the student's secondary and postsecondary academic record. A college course offered for Dual Enrollment is: (1) an on-site or online college course taught by the postsecondary institution, or (2) a specially scheduled college course taught at the high school. Postsecondary institutions must adhere to Board of Regents Policy and must comply

with all accreditation requirements for awarding credit.

Students in Dual Enrollment courses receive grades from McNeese State University. Grades for those courses are determined by the university criteria. Students are reminded that all Dual Enrollment grades will be included on all future college transcripts and may affect a student's TOPS status the first semester of college.

Dual Enrollment students must follow all guidelines, including those for plagiarism, student dishonesty, and prerequisites, as set by the individual university, as well as all St. Louis Catholic guidelines.

Dual Enrollment courses are considered part of the Honors Distinction program at St. Louis Catholic High School and count as such in determining an Honors Distinction status. However, no more than two DE courses will be applied towards the minimum of the seven advanced level courses needed to graduate with the Honors Distinction.

Fees for Dual Enrollment are set each year by the cooperating university/college and are to be paid to St. Louis Catholic High School by the set date. St. Louis Catholic will then make a single payment to McNeese State University. Credit is issued for the college course by the appropriate institution, based on the college grading scale. Parents and students are responsible for all fees associated with the university credit. Failure to pay fees by university-set deadlines not only results in loss of college credit but may require a change to the student's schedule. DE courses receive a full Carnegie credit but are offered in semester terms. ***Unless approved by administration at the beginning of the school year, all students enrolled in any DE course must take one in both fall and spring semesters.***

Students enrolled in Dual Enrollment classes are also considered to be students of the applicable university. FERPA guidelines adopted by the individual university pertain to those classes. In general, students in those classes are considered adults by the university, regardless of age, and grades, transcripts, and other records are not accessible by parents unless a FERPA release has been signed by the student and are on file at the university. Dual enrollment grades, as recorded by St. Louis Catholic High School, are accessible by parents through FACTS SIS.

Dual Enrollment courses available at St. Louis Catholic High School:

Fall Semester

Math 113 – College Algebra
Math 170 – Trigonometry (Precalculus)
Art 251 – Creative Arts, Culture & Community♦
Psychology 101 – Intro to Psychology
Religion 201 – World Religions
French 201 - Intermediate French I
Latin 201 - Intermediate Latin I
English 101 – English Composition I

Spring Semester

Math 231 – Introduction to Statistics
Math 175 – Algebra & Trigonometry (Precalculus)
Psychology 101 – Intro to Psychology
Art 251 – Creative Arts, Culture & Community♦
Philosophy 101 - Intro to Philosophy
French 202 – Intermediate French II
Latin 202 - Intermediate Latin II
English 102 - English Composition II

- ♦ This course is equivalent to the state course Fine Arts Survey and may not be taken for SLCHS credit if a student has previously taken Fine Arts Survey.

Minimum requirements to take DE courses (set by Board of Regents)

- ♦ GPA 2.75 (SLCHS Weighted)
- ♦ Composite ACT score – 19
- ♦ Math ACT score – 19
- ♦ English ACT score – 18

*Minimum requirements are subject to change and individual student schedules are reviewed case by case.

Any student interested in Dual Enrollment Courses must complete the following steps:

1. Take an ACT and score a minimum of 19 Composite.
2. Pick up a packet on MSU Dual Enrollment requirements in the Counseling Office or online at slchs.org/counseling/ and complete the steps:
 - a. Submit an application to attend McNeese State University (choose dual enrollment option)
 - b. If ACT English or Math sub-scores are lower than required, arrange to take an Accuplacer in that subject area
 - c. Submit ACT scores to McNeese – Order through ACT.org (reporting code = 1594)
 - d. Submit complete Course Enrollment Request Form (CERF) to the SLC Counseling Office.
 - e. Register your MSU email account and check email regularly
 - f. Pay your MSU tuition & fees to St. Louis Catholic when billed

CARNEGIE UNIT POLICY (Reprint from OCS Handbook)

Schools may permit students to earn Carnegie Credit as middle school students in all courses except Health and Physical Education (Non-public Bulletin 741). Students may earn Carnegie credit by passing a course, in which the student is enrolled and meeting instructional time requirements as set forth in Nonpublic Bulletin 741.

Students meeting the instructional time requirements and passing the course, (70% or higher per Policy 8010 – Office of Catholic Schools – Handbook of Policies and Regulations) shall have the course title, grade earned, and Carnegie credit earned on their transcript.

Each elementary school is responsible for determining which Carnegie credit courses are offered and adhering to any certification policies required for teaching staff.

Each elementary school shall establish a policy by which parents and students are informed of the Carnegie credit courses that are offered as well as the requirements needed to enroll in a Carnegie credit class.

****Once a Carnegie Credit is earned with a passing grade (70% or above), that grade must be on the student's official transcript and the course cannot be retaken.***

SENIOR PORTFOLIO

A senior portfolio consists of the senior profile packet with the following attached:

1. A student's resume
2. Two letters of recommendation
3. A signed Senior Records Release form

Seniors are required to have a senior portfolio on file in the Counseling Department.

Scholarship and college applications cannot be processed if this requirement is not met.

TRANSCRIPTS OF CREDITS

Request for transcripts must be directed to the counseling office. A transcript of a student's credits will be sent on request of the student. No transcript will be sent if the student has not met his/her financial

obligations. Transfer of credit is an official transaction between schools. An official transcript from another school will not be accepted directly from a student.

A student's test scores will be released as part of the transcript sent to colleges/universities unless a written request to withhold scores is received in the counseling department at the beginning of the school year.

GRADING POLICY

Grade changes - Grades printed on the report card are grades as submitted by the teacher and are considered to be final. If a student believes an error has been made, he/she must contact his/her teacher within FIVE SCHOOL DAYS of the close of a quarter/semester requesting a review of the grade. If the grade is to be changed, the teacher must report that change in writing to the Administration, so that a new report card may be issued to the student with the correct grade recorded.

Seniors will receive an unofficial copy of their eight-semester transcript at rehearsal for graduation. It is the student's responsibility to check grades, and, if applicable, challenge any discrepancies within three days of graduation. After this date, transcripts will be signed "as is." These will become the student's official transcript and a copy will be forwarded to the student's college of choice.

Grade transfer – to another high school will be submitted on the St. Louis Catholic High School letter grade scale. The receiving school will determine the method of conversion. St. Louis Catholic does not change or alter the grade scale in order to meet the receiving school's grading scale. Conversely, St. Louis Catholic receives grades according to the transcript provided, using the transferring school's grading scale.

Grade computation - the grade point average is computed on all courses pursued by a student, even when the failed course is repeated in its entirety at St. Louis Catholic High School. GPA is reported to the hundredth.

LATE WORK POLICY

While it is expected that students will turn in assignments on time, we realize that certain unexpected circumstances may arise. Therefore, when a student requires extra time on an assignment, the following are the conditions for accepting late work:

- Work turned in one (1) weekday after the due date will receive a 20% deduction in the grade earned.
- Work turned in two (2) weekdays after the due date will receive a 40% deduction in the grade earned.
- Except in extreme circumstances, late work will NOT be accepted more than two (2) weekdays after the due date.
- Any work that was graded or checked in class will not be accepted late, since the answers were given.
- Long-term or major assignments will not be accepted after the due date.

FAIR ASSESSMENT POLICY

The primary purpose for grading is to give an indication of a student's progress. It is essential that all assessments be objective and fair for all students. To provide a clear picture of student achievement, a balance of formative and summative activities is expected as no one type of assessment will cover all the

objectives of a discipline or appeal to the range of diverse learning styles found in our classrooms. Assessment of student learning and instruction is on-going and should include various forms of assessment. Teachers remain objective and attempt to give as accurate a picture as possible when assigning quarterly grades.

ST. LOUIS CATHOLIC HIGH SCHOOL GRADING SCALE (Class of 2022-2023)

Scale	Grade-
100 – 98	A+
97 – 95	A
94 – 92	A-
91 – 90	B+
89 – 86	B
85 – 84	B-
83 – 82	C+
81 – 78	C
77 – 76	C-
75 – 73	D+
72 – 70	D
69 – 00	F

Quality Points for Determining Final Weighted SLCHS GPA

Grade	Quality Points On-Level	Quality Points Pre-AP [®] /Honors	Quality Points AP [®] /Dual Enroll
A+	4.333	5.000	5.333
A	4.000	4.667	5.000
A-	3.667	4.333	4.667
B+	3.333	4.000	4.333
B	3.000	3.667	4.000
B-	2.667	3.333	3.667
C+	2.333	3.000	3.333
C	2.000	2.667	3.000
C-	1.667	2.333	2.667
D+	1.333	2.000	2.333
D	1.000	1.667	2.000
F	0.000	0.000	0.000

- The final average will be determined by the average of the 10 following grades:
 - First Quarter will count as.....2 grades
 - Second Quarter will count as2 grades
 - First Semester Exam will count as1 grade
 - Third Quarter will count as2 grades
 - Fourth Quarter will count as2 grades
 - Second Semester Exam will count as.....1 grade
- Advanced, Honors, Advanced Placement[®] and Dual Enrollment will be indicated on the transcript.
- The 4.0 scale is used by St. Louis Catholic for reporting unweighted transcript GPA to outside agencies/institutions.

- Any course in which a student earns a “P” (pass) will not affect in anyway a student’s GPA or class rank.
- The transcript cumulative weighted GPA will be used to determine senior rank in class.
- TOPS, and many colleges, use core grade point averages for their requirements. St. Louis Catholic High School does not provide core GPA.

**ST. LOUIS CATHOLIC HIGH SCHOOL GRADING SCALE
(Class of 2024 & beyond)**

SLCHS Courses	
Scale	Grade
100 – 92	A
91 – 84	B
83– 76	C
75 – 70	D
69 – 00	F

SLCHS AP & Dual Enrollment	
Scale	Grade
100-90	A
89-80	B
79-70	C
69-60	D
59 & below	F

Quality Points for Determining Final Weighted SLCHS GPA

Scale for Determining Final GPA Grade	Quality Points Regular	Quality Points Honors/AP/DE
A	4.000	5.000
B	3.000	4.000
C	2.000	3.000
D	1.000	2.000
F	0.000	0.000

- The final average will be determined by the average of the 10 following grades:
 - First Quarter will count as.....2 grades
 - Second Quarter will count as2 grades
 - First Semester Exam will count as1 grade
 - Third Quarter will count as2 grades
 - Fourth Quarter will count as2 grades
 - Second Semester Exam will count as.....1 grade
- Advanced, Honors, Advanced Placement® and Dual Enrollment will be indicated on the transcript.
- The 4.0 scale is used by St. Louis Catholic for reporting unweighted transcript GPA to outside agencies/institutions.
- Any course in which a student earns a “P” (pass) will not affect in anyway a student’s GPA or class rank.
- The transcript cumulative weighted GPA will be used to determine senior rank in class.
- TOPS, and many colleges use core grade point averages for their requirements. St. Louis Catholic High School does not provide core GPA.

EXEMPTION FROM FINALS

1. Students may earn two or more final exam exemptions per school year based on discipline and grade. In order to be eligible for exemptions, a student must
 - a. satisfy all financial obligations to the school and school- sponsored organizations
 - b. return all textbooks issued by the school and library materials.
2. Teachers are not required to exempt any student from final exams.

Student Behavior

- One exemption may be allowed for a student who receives no more than two behavior referrals in FACTS SIS during the school year.
 1. The student must not have any serious offenses or suspensions on his/her disciplinary record for the year.
 2. The student must have at least an 84 average in the class to be exempt.
 3. The student's grade on the final exam will be calculated by the average of his/her grades for the four quarters and the midterm exam.

Student Grade

- One or more exemptions may be allowed in a class for which the student maintains at least a 92 average for the year, up to the time of final exams. The student will receive an average of the quarters and the midterm for the final exam. The number exemptions that may be earned are as follows:
 1. Freshmen may exempt 1 additional exam
 2. Sophomores may exempt 2 additional exams
 3. Juniors may exempt 3 additional exams
 4. Seniors may exempt all additional exams

A student who participates in literary rally may count the subject they competed in as an extra exemption.

HONORS AWARDED

A. Awards Assemblies

1. The most important award, St. Louis Catholic Award, is presented to underclassmen and to the seniors.
2. At graduation, a monetary award or scholarship will only be announced if the award is merit based and a copy of the award letter is on file in the Counseling Office by the deadline given to the seniors in the spring. ***Only those college scholarships received from the school that the student plans to attend will be announced.***

B. Honor Distinction Graduates

1. Only honor course(s) taken while a student is attending St. Louis Catholic High School will be considered in grade point average and class rank.
2. The Honors Distinction will be awarded to those students with a minimum overall grade point average of 3.75 who have met the curriculum requirements with a minimum of six honors/Advanced Placement courses. *Starting with the Class of 2021, a minimum of seven advanced level courses are needed, with a minimum GPA of 3.75 and three years of the same world language on the transcript.* Advanced level courses include Honors, AP® and Dual Enrollment courses. Of those seven courses, no more than three Dual Enrollment courses will count toward the Honors Distinction.

3. The student with the highest GPA and rank will be designated as valedictorian. The student with the second highest GPA and rank will be salutatorian. If a tie for valedictorian occurs, the following criteria will determine the valedictorian and salutatorian: 1) Grade point averages will be calculated to the next decimal place, 2) The number of Honors and AP courses will be totaled, 3) The number of AP[®] courses will be totaled.

FAILURES

A student must have an overall 70 to pass a course for the year and pass either Q4 or the final exam. Failure to pass a course will result in either attending summer school or retaking the course. Students going to summer school must see the school counselor for scheduling information.

SUMMER SCHOOL GRADES

1. Students who fail a course and retake it in summer school will have their final grade in summer school and the “F” final grade from St. Louis Catholic shown on their transcript.
2. If a student fails a core course, he/she must repeat the entire course for full credit at St. Louis Catholic High School.
3. Students who fail 2 core subjects **MUST** attend summer school to earn the needed credit. Students who fail 3 or more subjects may not be readmitted to SLCHS, without review and approval from the Academic team.

NATIONAL TESTING OFFERINGS

The following national tests are given to the various grade levels at St. Louis Catholic High School:

Freshmen: Pre-ACT, STAR math & reading benchmarks

Sophomores: PSAT, STAR math & reading benchmarks

Juniors: ACT, PSAT & AP[®] Exams where applicable

- *All Juniors are highly encouraged to have taken their first ACT by May of their Junior year.*

Seniors: AP[®] Exams where applicable

- *All Seniors should check individual college admissions websites for final ACT score dates.*

OFF- SITE COURSES

Students may not take courses in summer school for initial credit to be awarded on an SLC transcript without a specific need that must be approved by the school administration prior to the end of the school year.

A student may enroll in and complete college course work during the summer or after school. The St. Louis Catholic transcript will *not* reflect credit earned from an off-site course. The student can request that a college transcript from the institution where credit was earned be sent directly to the college where the student is seeking to be admitted.

WITHDRAWAL AND HIGH SCHOOL CLEARANCE

Students may be withdrawn from SLCHS for several reasons, including but not limited to the following. In each case, the following conditions will be observed:

- Parents/guardians make the decision to withdraw the student for personal reasons. In this case, parents have a right to copies of all school records that pertain to their child upon fulfillment of financial

obligations. These can be delivered only into the hands of the parents/guardians or sent to the receiving school with a signed parent release from that school.

- Disciplinary reasons such as expulsion necessitate the withdrawal of the student from school. Again, parents/guardians have a right to copies of all school records pertaining to the student.
- Lack of cooperation and persistent disregard for school policy from the student and/or his/her parents/guardians forces the school to insist on the withdrawal of the student from the school. In this case the following will be observed:
 - Documentation of at least three (3) separate instances when either the student or parent/guardian has failed to cooperate with school policies and procedures.
 - Documentation indicating that at least two (2) efforts have been made by the school to reconcile difficulties prior to the final action. These efforts could include conferences with the teacher(s), principal, or pastor.
 - A letter to the parents/guardians indicating the reason for the action, when the withdrawal of the student is to take place, and a statement indicating that the student is not being expelled for disciplinary reasons.
 - All financial indebtedness to the school must be reconciled prior to the official withdrawal of the student.
 - Notification of the action taken and a copy of the letter to the parents/guardians is to be sent to the student's pastor, if Catholic, and to the superintendent.
- Parents/guardians have a right to copies of all school records that pertain to their child. These can be delivered only into the hands of the parents/guardians or sent to the receiving school with a signed parent release from that school.
- In situations where policies or procedures have not been established, the principal has the authority to determine and invoke consequences or disciplinary action.

IV. ATTENDANCE

MINIMUM ATTENDANCE (Reprint from OCS Handbook)

All attendance guidelines in Non-Public Bulletin 741 should be followed. The Diocese will adopt a calendar that meets the states requirement of 57,750 minutes of instructional times per year.

Secondary students must be present a minimum of eighty (80) days per semester to be eligible to receive credit for the course taken.

Any student not meeting the minimum attendance requirement will not be promoted to the next grade.

ABSENCES

Absences will fall under four categories:

1. Educational and Excused: The student can make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. There is no limit to these absences.
2. Non-Exempted and Excused: The student can make up the missed work, but the absence is counted against the attendance requirement. An example is a personal or family illness documented by a parent's note. The number of non-exempt and excused absences is based on the number of school days offered. Based on the required minutes, a student can be absent ten days.
3. Unexcused: The student is not allowed to make up the missed work and the absence is counted against the attendance requirement.

4. Suspensions: The student is allowed to make up the missed work, but the absence is counted against the attendance requirement.

<u>EXCUSED</u>	<u>UNEXCUSED</u>	<u>EDUCATIONAL</u>
Medical/Illness	Any other reason	Field Trip
Legal		School-Related Event
Funeral-family		School Athletics
Wedding-family		
Weather		
Administrative (<i>prior approval required</i>)		

- Students **ARE** allowed to make up work missed for excused absences.
- ***Students may not be allowed to make up work for unexcused absences from class.***
- Students who return to school without a written explanation from their parents of the absence will have three days to bring the note. After that time, the absence will be unexcused regardless of the reason for the absence. Educational absences are not included in the absence count and students **ARE** allowed to make up work missed. In accordance with state policies for non-public schools, secondary students who are not present to meet the minimum required minutes will not receive credit for the course in which the absences occur which includes excused and unexcused absences.

SEAT TIME

Any student not meeting the minimum attendance requirement will not be promoted to the next grade. Exceptions to the minimum attendance policies can be made only in the event of an extended personal illness as verified by a physician or at the discretion of the Administration. The reason(s) for the exception must be communicated in writing to the superintendent of Catholic Schools. The difference between days absent and seat time required minutes can be found in NP Bulletin 741. Seat time may affect a student's passing a course, regardless of the earned grade.

NOTIFICATION OF ABSENCES

A parent must notify the school office by 9:00 A.M. on the day of the student's absence. An explanation for the absence must be given so that the absence can be declared excused or unexcused.

AN UNEXPLAINED ABSENCE IS AN UNEXCUSED ABSENCE.

NOTIFICATION OF POTENTIAL TRUANCY

St. Louis Catholic High School shall notify parents/guardians by letter of Non-Exempted, Excused and Unexcused when those absences reach the 5-day, 8-day and 10-day mark. Schools should work with the Office of Catholic Schools and the local School Board Truancy offices when necessary.

Exception to the minimum attendance policies can be made only in the event of an extended personal illness as verified by a physician or at the discretion of the principal. The reason(s) for the exception must be communicated in writing to the superintendent of Catholic schools. If a waiver of the attendance requirement is granted because of extenuating circumstances, students are eligible to make up missed work, receive grades and earn credit if they complete the missed work and pass the course.

UNEXCUSED TARDY

3	Lunch Detention
4	Lunch Detention
5	Lunch Detention
7 or more	Saturday Detention

STUDENT CHECK OUT

Parents/guardians may request a student be released from class in one (1) of three (3) ways:

1. A parent/guardian may come to the office to sign the check-out book and request student's release from class.
2. Students are not allowed to use their cellular device to request a check out, they must come to the front office to place a call to a parent/guardian.
3. A parent/guardian may send a written note explaining the reason for the student to check out and the time that the student needs to be released.
4. A parent/guardian may call the office to state the time and reason for the student's release. Parents should state the means by which the student is leaving school.

Teachers will be informed when a student check out is not considered excused. (See the beginning of the Attendance section for a list of excused and unexcused reasons for absence from school.)

SENIORS WITH OFF PERIODS

Seniors with off periods during the school day must return a permission form before they will be allowed to leave school early. Those seniors will be given this form on the second day of school or may request it from the office if their schedule is changed during the year must clock in and out. *Reminder that a student may not have more than two off periods, regardless of graduation requirements.

EXTENDED ABSENCE

Extended absence because of illness, hospitalization, or situations that have been approved in advance by the Administration must be confirmed in writing. In the case of extended illness or hospitalization, a doctor's note is required for any absence. ***The doctor's note must be submitted to the school within three (3) days of returning.***

EDUCATIONAL ABSENCES

An educational absence may occur if a student is absent from regular classes because of some school-related activity (field trip, band, chorus, LHSAA approved event, etc.) To be eligible for an educational absence, the student must be in good standing with the school and obtain permission to miss class by his/her teacher. Sponsors shall provide all teachers with a list of students for such events 48 hours prior to the event. (This list should be sent by e-mail unless there is a temporary problem with the computers.) Any teacher that expresses concern for any student missing class time for such activity shall do so in writing to the sponsor in charge 24 hours before the event takes place. Sponsors will be responsible for notifying students who will not be able to participate in an activity due to a teacher's withholding permission. Students are required to meet with teachers prior to the approved absence to determine a make-up schedule and work missed.

LHSAA EVENTS

In accordance with the Louisiana High School Athletic Association which governs high school athletics, Article 10.2.2 states “A student shall attend school at least one hour prior to RELEASE TIME in order to be eligible to participate in a contest. Only the school administrator can grant exceptions to this rule.”

RECORDING ABSENCES

A student who is absent the last half of a school day **IS NOT PERMITTED TO PARTICIPATE IN OR ATTEND ANY SCHOOL FUNCTION** on the afternoon or night of the absence unless he/she obtains written permission from the Administration. Students who are absent the last half of the day on Friday may not participate in or attend any school function during the weekend unless he/she obtains written permission from the Administration.

A student who is too ill to remain in school must report to the office where he/she will be allowed to speak to his/her parents if they can be contacted. Students will be allowed to go home with parental approval.

The administration reserves the right to have a student make up any school time he/she misses.

V. THEOLOGY

All students at SLCHS must complete Theology requirements.

The curriculum follows the USCCB Doctrinal framework and is in accord with the guidelines of the Diocese of Lake Charles. Parents are the first and primary educators of their children. This is a basic assumption of all that is done in the sensitive and important area of education. Parents/guardians are encouraged and invited to discuss any, and all the material being taught at St. Louis Catholic High School with the Theology Department Chairperson.

GENERAL, HOLISTIC APPROACH

It must be stated that the foundation of the mandate from the Bishops is addressed in many general ways at school masses and school assemblies.

It is very important to understand that the specific teachings in Theology classes are provided in the environment of the conscious, holistic commitment on the part of St. Louis Catholic High School administration.

EDUCATION IN HUMAN SEXUALITY-DIOCESAN POLICY

Each school shall develop a program of education in family living, human sexuality, and sexual morality appropriate to the age and maturity of the students. SLCHS incorporated “Theology of the Body” into the curriculum of each grade level. The program shall be developed and administered according to guidelines issued by the Office of Religious Education.

VI. GENERAL POLICIES

APOSTOLIC HOURS

At Saint Louis Catholic High School, in addition to seeking to maintain the highest of academic standards, we also seek to cultivate the heart of a servant in our students. We do this by requiring our students to actively serve the community because it is our duty to be the hands and feet of Christ.

As part of the Theology Requirements, each student at St. Louis Catholic High School **MUST** successfully complete specific hours of apostolic service during the 2021-2022 school year. **At least half of all required hours must be of direct service to others.**

- 9th grade - 10 hours
- 10th grade - 15 hours
- 11th grade - 20 hours
- 12th grade - 25 hours

Half of the hours must be performed and turned in before *Progress Reports of Quarter 2*. The remaining hours must be performed and turned in by *Progress Reports of Quarter 4*. We encourage students to have a variety of service experiences during their four years here. Completion of Apostolic hours will be counted as a test grade (100 points) in both the 2nd and 4th quarters of the 2021-2022 school year. All hours should be documented on the Innerview application which will be given and explained to each student in their Theology class during the month of August. These completed forms should be given to the students.

Theology teacher as the student completes the service.

All hours will be recorded on the Innerview application as well as turned in to his/her Theology teacher upon completion of each service task. The students must obtain a signed letter from the organization to verify their service. The Apostolic hour program is not intended to be overly burdensome, nor are we aiming to "punish" those who do not serve. However, serving the poor and marginalized is at the very heart of the Gospel and therefore at the very heart of the mission of our school. We know and trust that the time and effort gifted by our students will not only benefit the community, but also the students themselves, as they learn valuable lessons of hard work, sacrifice, and seeing the face of Christ in the stranger.

Retreats

Retreats are a vital part of the spiritual growth at St. Louis Catholic High School. All students may attend retreat programs. Seniors will attend an overnight off-campus retreat. During the school year the faculty attends periodic retreats for their spiritual growth and nourishment. ***Attendance at all retreats is mandatory for St. Louis Catholic High School students.***

CAFETERIA REGULATIONS

Students may buy their lunches or bring them from home.

Students are expected to observe the following regulations:

- Lunches are provided on a "cash and carry" basis, either prepaid or pay-by day. Charging will no longer be allowed.
- Cutting into line is prohibited; students observed doing so will be sent to the end of the line.

- Students are expected to take responsibility for the area in which they sit, including the floor, so there will be no litter left. This is a very simple request and makes a great difference in maintaining a pleasant eating situation for classmates.
- Fast food may not be delivered
- Parents should avoid bringing lunches to school during the day. Should a student forget to bring lunch, they may purchase a meal from the cafeteria.

FIELD TRIPS

The purpose of a field trip is to enhance the academic program. Field trips are privileges afforded to students and students can be denied participation if they fail to meet the stipulated requirements. Parents also have the right to refuse to allow the student to participate in field trip activities. In addition, teachers of classes the students will miss may refuse to sign the permission form on academic grounds.

Students who fail to submit a proper field trip permission form will not be allowed to go on the field trip. For liability purposes, telephone calls will not be accepted in lieu of proper forms.

Students are to be in school uniform for all field trips unless other dress has been officially approved by the administration.

FUND-RAISING

All fundraising opportunities will go directly through the Advancement Department. Students may not take up a collection or sell on campus anything for themselves or for individuals, clubs, groups, or organizations which are not connected with St. Louis Catholic High School.

LIBRARY USE

Landry Library has a well-rounded collection of materials for students and teachers and is open from 7:20 a.m. to 3:30 p.m. each school day.

Students must use their ID cards to check out books and/or materials. Lost or damaged books and/or materials must be replaced or repaired at a cost to the student.

- Books may be checked out for a two-week period and renewed if necessary. A student may not check out new books and/or materials until payment is received for lost or damaged library property.
- Periodicals (magazines, etc.) and reference books are ordinarily used in the library; however, they may with special permission from the librarian be checked out for an independent study period or for overnight.
- Students must return all borrowed books and/or materials to the check-out desk.
- The library purchases research databases to supplement the book collection. Bookmarks with database login information can be found in the library or on Microsoft Teams.

Library Printing

If students are given an assignment and have the option to print at home but choose to print in the library, the student must pay or charge for the printing. Students will check out with his/her ID when printing in the library unless the teacher has made prior printing arrangements with the librarian.

Charging is a privilege. If the quarterly charges are not paid by the due date specified, the student will not be able to continue to charge or print in the library until that charge is paid.

- Library OKI Printer (B&W) - 10 cents per page
- Color Printer - 25 cents per page - document must be emailed to the librarian

LOST AND FOUND

Losses should be reported in writing promptly to the Administration. Articles that are found should be taken to the office. Lost items that are not claimed within a reasonable time will be given to the needy.

MEDICATION

The office should be notified of special medical cases and/or medication prescribed by a student's physician. All medication must be kept in the school office. In such cases where it is necessary for school personnel to administer medication, the Diocesan form must be used. These forms can be obtained in the front office.

NON-CUSTODIAL PARENT

St. Louis Catholic High School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, St. Louis Catholic will provide the non-custodial parent with access to the academic records and to other school information regarding the student. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

PARENT ACCOUNTS AND CLUB ACCOUNTS (Reprint from OCS Handbook)

All parent clubs and all other booster club accounts shall be under the direct monitoring and supervision of the principal and local school board. Expenditures from these accounts, except for normal operations, must have approval from the principal and the local school board. Periodic reporting on the status of these accounts shall be made to the principal and the local school board.

PARKING ON ST. LOUIS CATHOLIC HIGH SCHOOL PROPERTY

Students are issued a parking tag from the Attendance Officer. This tag must be placed on any car driven by that student to anywhere on or near school grounds. The tag is to be placed on the front windshield of the car. Any student failing to display this will be issued detention.

Cars parked inappropriately (blocking roads, other cars, private driveways) on school property will be issued detentions. The Lake Charles City Police will tow away vehicles parked on sidewalks or blocking private residential driveways in the school's neighborhood.

St. Louis Catholic High School will assume no responsibility for either costs or inconvenience created by towing away of a vehicle. The school also does not assume responsibility for any damage done to student vehicles, including theft or break-ins.

Daily Procedures for Parking

1. Driving and parking on school grounds is a privilege. Only licensed drivers are permitted to drive on campus and must adhere to all guidelines.
2. Students are not to remain in their cars before school starts.
3. The cars and parking areas are off limits to students during school hours.
4. Students using the school parking lots must buy a parking tag each year from the front office. They are required to fill out a form listing make, model and license plate number of the car(s) the

student will drive. In addition, students must show his/her license as well as proof of insurance on the car(s). The fee will be \$35.00.

5. After entering the parking lot, students are not to leave school without permission from the office.
6. Parking is not allowed at the entrance or exit of the gym parking lot.

RECORDS

Parents and students have a right to review their records. Appointments to view records can be made through the counseling department. Prior to the opening of school each year, students' files are checked to determine if immunizations are up to date. Medical histories and medical conditions that could affect school attendance are kept on file. Any condition that arises after the start of school should be reported to the counseling office.

SCHOOL COUNSELING PROGRAM

The academic counseling program is an integral part of the total educational process at St. Louis Catholic High School. To follow the philosophy of St. Louis Catholic High School, the Counseling Department has as its main goal to help students to develop skills for dealing more successfully with the situations they meet while in school and the world of work. The counseling relationship is primarily focused on assisting each pupil to understand himself/herself in relation to God, Church, and the social and psychological world in which one functions. The department attempts to reach out to all students and help with college plans, work, future careers, personal counseling, academic counseling and a variety of special services. The following activities compose the counseling program:

- To plan and develop the counseling program and the curriculum in relation to the needs of the students.
- To assume the role leader and consultant in the school's program of pupil appraisal by the accumulation and use of meaningful information about each pupil.
- To collect and disseminate to pupils and their parent's information concerning curriculum, scholarships, and careers.
- To assist students by providing placement services.
- To provide a School Career Center for the students so that they may investigate future career and educational needs.
- To serve as consultant to members of the administration and teaching staff in the area of counseling by sharing individual student data.
- To help identify pupils with special abilities and/or needs.
- To conduct testing in the various levels and report results to administration, parents, and students.
- To provide college entrance data for students to have the competence to make an intelligent decision concerning college selection and entrance.
- To plan and participate in special services for the school community such as College Nights, Career Day, and faculty in-service workshops.
- To maintain cumulative records, including academic progress reports, test results, career plans, referral forms, and other pertinent information.
- To provide psychosocial adjustment counseling, making referrals when necessary.

Students are invited to take advantage of this counseling assistance either by appointment or a drop-in basis. All communication between student and counselor is strictly confidential.

VISITORS

All visitors must report to the office upon their arrival to obtain a visitor's pass.

- Prospective students: Students attending other schools, either elementary or high school, who wish to visit St. Louis Catholic High School during the school day before making a final decision to attend must first make arrangements with the Director of Admission.
- Other visitors: Others wishing to visit during the school day should make arrangements through the Administration.

VOLUNTEERS

Not everyone can contribute material goods to our school, but almost everyone can give of their God given talents, professional expertise or time. St. Louis depends upon a true spirit of volunteerism to accomplish things for the school for which we could not afford to pay people. Each year parents are asked to fill out a volunteer form indicating how they might be willing to volunteer. There is no better way of getting to know other parents than working side by side for a common cause. If you want to feel a part of the St. Louis Catholic family, offer your parent power through your volunteering form.

VII. STUDENT DRESS CODE

The St. Louis Catholic High School uniform is to be worn 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 a St. Louis Catholic High School 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 each student of his/her own innate dignity as a child of God, and immediately recognizable as a member of SLCHS community. Southern Drifter Uniforms is SLCHS' official uniform vendor.

FOR BOYS:

1. Pants Khaki pants purchased from Southern Drifter Uniforms or Dockers pants (basic khaki). Cutting the bottom leg seam is not permitted. Pants should be appropriately sized.
2. Shirts Two choices exist for the uniform shirt: light blue oxford long or short sleeve purchased from our uniform outlet and displaying the approved school logo. Shirts must be tucked in and buttoned appropriately, including collar buttons.
3. Belt Belts must be solid brown, navy, or black with plain buckle.
4. Socks Socks must be an appropriate solid color (white, navy, khaki, gray or black) to blend with uniforms (crew - no logo).
5. Ties Solid navy Blue or the Saints tie properly worn are required for Mass and "Dress Up" days with the oxford shirt. Ties will be required for the entire school day.
6. Hair Students' hair must be neat, clean, combed and of the student's natural hair color. For hair that grows down, it should not extend below the top of the collar in the back, below the earlobe on the sides, and free from the eyes in the front. For hair that grows up, it must not be over three inches. ponytails, mohawks, or other exaggerated styles will not be permitted. A design shaved into hair is not allowed. Greased hair with the intention of violating the grooming guidelines is unacceptable. Hats, bandannas, sweatbands and wigs are not allowed.

- 7. Facial Hair Boys should be always clean-shaven. Beards and goatees are not allowed. Sideburns will be tapered and well groomed, not extending below the middle of the ear. Appropriate mustaches are acceptable.
- 8. Jewelry Moderate jewelry is acceptable. Earrings, visible body piercing, linked-wallet chains, and visible tattoos are not permissible.

FOR GIRLS:

- 1. Skirts The official St. Louis plaid skirt length will be to the top of the knee (this includes front, back, and sides). This measurement applies when the skirt is worn at the student’s natural waist. The skirt will be required for “Dress Up” days with the oxford shirt.
- 2. Blouse Two choices exist for the uniform shirt: light yellow oxford long or short sleeve purchased from our uniform outlet and displaying the approved school logo. Shirts must be tucked in with all buttons buttoned, with the exception of the top button, as long as the student is on campus.
- 3. Socks Solid white, gray, navy or black socks (crew-no logo). Plain navy or gray opaque tights/stockings are permissible.
- 4. Pants Khaki pants purchased from Southern Drifter Uniforms or Dockers.
- 5. Belt Belts must be solid brown, navy, or black with plain buckle.
- 6. Hair Students’ hair must be neat, clean, and combed and must be the students’ natural hair color. Highlights are allowed, provided that they are not unnatural, excessive or distracting, upon the discretion of the administration. Hats, scarves, sweatbands, or feathers are not allowed.
- 7. Jewelry Modest and appropriate. Linked neck chains and linked wallet chains are not permissible. Earrings are permissible only on the ears. Visible tattoos are not permissible.
- 8. Makeup Makeup worn must be modest and appropriate. Face painting, decorations, and glitter makeup is not permitted.

FOR BOYS AND GIRLS:

- 1. Shoes Two possible choices exist for the uniform shoe: Sperry AO Original and Sperry Bluefish/Billfish. Codes for the boy’s shoes are 0191312 (navy) & 0799023 (tan). The girl’s colors are Linen and Navy. Boots, clogs, moccasins, and sandals are not permitted. Tennis shoes and athletic shoes are not permitted except during P.E. Shoes with laces must be tied and laces must blend with shoes.
- 2. Masks In the case of a pandemic, masks may be required. Masks are not to have any political and/or offensive words or graphics on them. “Gator” masks are permitted as well.
- 3. T-Shirts White short/long sleeve t-shirt or turtleneck shirt may be worn under shirt/blouse. Neither should be visible beyond the shirtsleeve.
- 4. Outerwear Six possibilities exist for outerwear: the official St. Louis Catholic High School letter

jacket, cardigan sweater, navy sweater vest, navy sweatshirt, navy fleece jacket and navy-blue windbreaker. Sweatshirt, windbreaker, vest, and cardigan must have a monogrammed St. Louis logo. All other outerwear will be stored in the student's locker upon entering the building. All outerwear must be purchased through Southern Drifter Uniforms or The Parent Guild Spirit Store with the exception of the letter jacket which is purchased through SLCHS. Sweatshirts, cardigan, and jackets are not to be worn around the waist.

Uniform Vendor: Southern Drifter Uniforms

3101 Ernest St Suite 2, Lake Charles, LA 70601

Phone 337-602-6668

Email: southerndrifteruniform@gmail.com

The administration makes the final decision in all matters of dress and grooming.

OTHER SCHOOL EVENTS

During school-sponsored activities the student should dress accordingly, always keeping in mind neatness and modesty (special dress days, dances, etc.). *The administration reserves the right to determine if the student meets the standards of the school regarding dress and grooming.*

School Mass attire for boys is khaki pants (long), blue oxford shirt, tie, shoes, socks, and belt.

School Mass attire for girls is skirt or khaki pants (long), yellow oxford blouse, shoes, and socks.

VIII. DISCIPLINE

The foundation of any code of conduct is the concept of self-discipline. Based on the example of free will given by God to his people, we attempt to encourage students to do the right thing at the right time in order to provide a Christian environment of respect and understanding in which all members of the St. Louis community can feel comfortable and secure.

Students are encouraged not only to follow the specific rules and procedures set forth in this handbook, but also to observe the general rules of good conduct, which include showing respect for teachers, other students, and the school itself. Therefore, a student must refrain from conduct that is detrimental or harmful to him or herself and/or to others. Any view that a particular violation of good conduct is not subject to discipline, because it is not specifically contained in this handbook, is unacceptable. Such a view is contrary to the purpose and goals of this handbook.

STUDENT CONDUCT

Registration with St. Louis Catholic High School is deemed an agreement by students and parents to be familiar with school regulations and to comply with them. The guidelines are strictly for the purpose of maintaining a quality academic and Christian atmosphere.

The purpose of St. Louis Catholic High School is not simply to develop 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 good judgment on the part of the students and parents.

Behavioral Contract/Probation is a serious warning to a student who persists in disregarding school regulations. Unless the student shows a definite improvement in behavior, suspension or expulsion follows. The term of probation will depend upon the severity and nature of the offense. All probational occurrences require a meeting of student, parents/guardians, and Administration before the student can return to school. Both student and parent must sign a behavioral contract at this meeting. A student may be placed on probation for a single, major offense.

PROCEDURES FOR BEHAVIOR DOCUMENTATION

- Behavior expectation will be taught and modeled by teacher.
- When minor behavioral incidents occur, students will be verbally warned. Behavior will be documented in FACTS for logging purposes.
- If minor behavioral incidents persist, student will have official behavioral infraction recorded, and parents notified of incident. Demerits will be issued.
- Continual minor behavioral infraction and/or any major behavioral infraction, will result in greater severity of CONSEQUENCES issued, parents will be notified of incident, demerits will be issued.
- Behavioral contracts will be issued for those students who administration deem as in need.

REFERRAL: A referral is a written report of a behavioral infraction logged into FACTS. It is provided to the Administration by the teacher and kept on file through FACTS SIS. Administration determines disciplinary action for a referral.

CONSEQUENCES

- Restorative Justice practices
- Detention (lunch or after school)
- Saturday Detention
- In School Suspension
- Out of School Suspension
- Behavior Contract/Probation
- Expulsion

RESTORATIVE JUSTICE PRACTICES: Any form of punishment that causes the student to reflect on the negative choice made and encourages the student to choose a positive replacement behavior in similar situations in the future. (i.e., reflection essays, trash clean up, service opportunities, repair of damaged property, etc.)

DETENTION: It is conducted and moderated by the administration under the supervision of the Administration. Failure to attend an assigned detention may result in suspension. Both lunch and after school detention will be set weekly by the Administration. After the 2nd detention issued within the same semester, the 3rd detention will result in a Saturday detention. Any further detentions may result in a parent meeting and student suspension. All detention notices must be returned with a parent signature.

SATURDAY DETENTION: Held quarterly from 8:00 a.m. to noon. Students assigned to Saturday detention must be at the front entrance of the school, in school uniform, promptly by 8:00 a.m. Students should bring school issued computer, and class materials. Students must check-in their phones at the front desk upon arrival.

SUSPENSION: Suspension is a severe punishment. The parent/guardian of the student will be notified prior to the suspension. Administration will determine if the suspension is IN SCHOOL or OUT OF

SCHOOL SUSPENSION. A student that has been suspended cannot participate in any extra-curricular activity on those specified days.

BEHAVIORAL CONTRACT/PROBATION: A behavioral contract may be necessary, as deemed by the school-level discipline committee if the student has experienced chronic behavioral problems and/or a serious behavioral problem. During the contractual time, no serious misconduct will be tolerated. At the end of the contract, a student may be removed from probation, may have the probationary period extended, or may be subject to withdrawal or expulsion.

EXPULSION: Expulsion is the most serious behavioral consequence. Should a student be subject to expulsion, a complete review of the situation would be handled by the discipline committee, including the Rector and Superintendent of Catholic Schools.

MINOR CONSEQUENCES VIOLATIONS

The following will be considered Minor Violations and the minor violation procedures and consequences are to be followed. The Administration, along with discipline committee will determine the severity of the infraction and consequences.

1. **Lunch:** Students are expected to keep the area clean and self-regulate noise level.
2. **Dress Code:** Please note the St. Louis Catholic High School Dress Code.
3. **Electronics:** Cell phones, smart watches, headphones or any type of beeper or laser pointer are not permitted in class without the explicit consent of the teacher for educational purposes.
4. **Food / Drink / Gum Chewing:** Food or drinks are not permitted in the classrooms. Gum is not permitted on campus.
5. **Assemblies, School Masses and School Functions:** At all times students must conduct themselves appropriately and, in a manner, befitting Christian students.
6. **Announcements:** Students are expected to give full attention to any announcement and are responsible for all announcements made.

MAJOR INFRACTIONS SUBJECT TO SUSPENSION/PROBATION

1. Cumulation or multiple minor infractions. Failure to correct repeat infractions.
2. Cheating (which includes violation of testing procedures). A grade of zero will be given on the test, quiz, or homework that led to the violation.
3. Use of profane or obscene language or action
4. Fighting or encouraging of fighting on or off campus
5. Improper behavior at extracurricular activities, assemblies, Masses, or anywhere on campus
6. Cutting classes
7. Leaving campus without permission from the administration
8. Careless or reckless operation of a motor vehicle on or around campus
9. Disrespect of authority
10. Improper use of technology/social media

MAJOR INFRACTIONS SUBJECT TO EXPULSION

1. Possession of illegal drugs, tobacco/e-cigarettes/alcohol on campus or during school event.
2. Stealing
3. Harassment
4. Bullying
5. Threats of violence

STUDENT ID

A student must have an official St. Louis Catholic High ID visible while on campus. The student photo & bar code must be visible. Any marking or drawings on the photo/bar code will result in the purchase of a new one for \$10.00. A student must surrender the ID on demand to any administrator, faculty, or staff member. The administrator, teacher, or staff member will enter a behavior referral every time a student commits a violation while on campus. Violation of this rule will result in the following:

- If the student does not/cannot present his/her ID to the administrator, teacher, or staff member upon request he/she will be sent to the Administration
- Students will be required to purchase a temporary ID from the office for \$1.00
- A behavior referral will be issued on every 4th temporary I.D. purchase

CELL PHONE POLICY

Cell phones may not be used on campus from arrival bell to dismissal bell. Students are to turn in their cell phones to the designated area for each classroom upon arrival and are to pick it up at the end of class, for them to be attentively present during each class period. Cell phones should be on "Do Not Disturb" mode throughout the school day. In addition to the consequences given for a minor violation, the cell phone will be confiscated and kept in the office, during the school day, for a week. It is the responsibility of the student to surrender and collect said phone to the office daily during this time.

UNACCEPTABLE TECHNOLOGY USAGE

The inappropriate use of technology, on or off campus, may subject the student to discipline, up to and including expulsion. Inappropriate use of technology includes, but is not limited to, the use of technology (e-mail, Internet, cell phones, etc.) to create and/or reproduce and/or disseminate any messages or images which harass, threaten or publicize any event in which the participants have a reasonable expectation of privacy; it also includes, but is not limited to, the unauthorized publication or use or depiction of the school name, logo, mascot and/or uniform(s) and the dissemination of defamatory remarks directed to or about students, teachers, administrators and/or staff.

HALL PASSES

No student is to leave his/her regularly assigned classroom without teacher permission. A hall pass must always accompany the student. *Note:* The only exception to this rule is when a student has been summoned by the Administration or other administrative personnel.

CAMPUS BOUNDARIES

Before school, during lunch periods and other unassigned times, students are to remain on the school boardwalk or soccer field.

Students are NOT permitted to go to their vehicle for any reason without a pass from the office.

SUSPENSION DURING A CRIMINAL INVESTIGATION (Reprint from OCS Handbook)

If any student of a Catholic school is suspected of criminal activity, that student may, at the discretion of the pastor and principal, be placed on suspension until an investigation has been conducted to ascertain her/his guilt or innocence. The length of the suspension shall be governed by the length of the investigation. This suspension time shall not count as part of the number of days absent when determining passing and failing according to state attendance regulations but shall be considered excused absence

time. The student shall be allowed to complete assignments at home and may be allowed to make up all tests either under supervision at home or upon returning to school.

CORPORAL PUNISHMENT (Reprint from OCS Handbook)

CORPORAL PUNISHMENT IS NEVER PERMITTED IN THE SCHOOLS OF THE DIOCESE OF LAKE CHARLES

Although corporal punishment, within a reasonable degree, is actually permitted as a method of discipline in the schools of Louisiana by state law, this practice stands against the very ethos of Christian behavior. Corporal punishment shall include, but is not limited to, the following actions: spanking, shaking, slapping, pinching, hair pulling, etc. In the event that a teacher should strike a child or use any other form of inappropriate physical restraint upon a child, the teacher shall inform the principal immediately and shall file a written explanation of the incident with the principal within twenty-four (24) hours of the incident.

SCHOOLS AS WEAPONS FREE ZONES (Reprint from OCS Handbook)

Schools must follow the regulations as stated in Louisiana State law. It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus, or at school sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police. The principal should notify the parents of any student who is arrested for violation of this statute.

CRIMINAL ACTS

A student accused of a criminal wrong can be placed on home study pending the outcome of judicial review proceedings or internal investigation by the principal.

IX. COMMUNICATION

In keeping with the church's principle of subsidiary, St. Louis Catholic High School encourages problem solving at the lowest level possible in order to assure proper resolution. Persons with concerns about a teacher should first attempt to address the concern with the teacher. If the attempt to resolve the concern fails, the parent is asked to address the concern with the department head. Should concern persist, the parent should contact the office to schedule an appointment with the administrator.

Department Heads are:

English/Language Arts	Julie Hebert	jhebert@slchs.org
Mathematics	Laurie McNally	lmcnally@slchs.org
Science	Caleb Monroe	cmonroe@slchs.org
Social Studies	Jason Oertling	joertling@slchs.org
Theology	Monica Broussard	mbroussard@slchs.org
World Languages	Katie Fournet	kfournet@slchs.org
Business/Technology	Melanie LeJeune	mlejeune@slchs.org
Fine/Practical Arts	Robbie Austin	raustin@slchs.org
Health/PE/Athletics	Pat Neck	pneck@slchs.org

SCHOOL HOURS

The office hours for official school business are from 7:15 a.m. to 3:15 p.m. during the school year. The building is locked after 3:15 p.m. for security purposes.

St. Louis Catholic High School cannot assume the supervisory responsibility for students on campus before 7:00 a.m. or after 3:15 p.m. unless they are participating in an approved, supervised activity with a faculty or staff sponsor.

Students are not permitted in school buildings after 3:15 unless working with a teacher.

All students are expected to take their books with them after school. Athletes, yearbook staff, student council and all others taking part in after school activities will not be permitted in any part of the school buildings other than their assigned area after 3:15. Students should not ask to be let in the buildings to get books or personal belongings.

A reasonable degree of quiet and order must be maintained in the corridors and hallways before school and between classes. Good order prevents accidents. Students are asked to loiter or block hallways between classes.

ASSIGNMENTS

Students should check MS TEAMS and email every school day. Each teacher posts a tentative weekly agenda that outlines what is happening in class along with homework and due dates. Students who are absent can check the weekly agenda to see what was missed and can email the teacher for any clarification needed.

PA ANNOUNCEMENTS

PA announcements are made daily. All club/sports announcements must have the signature of the club sponsor/coach and the approval of the Administration. Announcements are to be submitted to the office no later than 8:00 a.m. Announcements will be made in the morning on regular schedule days.

WEEKLY SCHOOL TO HOME COMMUNUCATION

Per Diocesan Policy 6019, schools shall communicate regularly with parents to include a calendar of events, an account of significant school activities, programs, news and reports on student achievement. At St. Louis Catholic High School all parents are sent weekly updates through the school's *Halo Notes* which is emailed to parents and available on the school website.

MESSAGES AND TELEPHONE USAGE

Communication with students should be emailed to them. Should an emergency arise, contact the front office. A student phone will be available at the window of the front office. This phone is for necessary phone calls to parents/guardians. Phone calls should be brief. Courtesy is expected.

POSTERS

No decorations, flyers, or posters of any type are to be put on any part of the building without permission of the Administration. Students permitted to post signs are responsible for the timely removal of the posters.

GRIEVANCES (Reprint from OCS Handbook)

Every Catholic school of the Diocese of Lake Charles must make available to the school community the following procedures.

In keeping with the Gospel values of justice, compassion and reconciliation, the following regulations and procedures are designed to facilitate a resolution of any grievance at the lowest possible administrative level and in a cooperative manner.

Grievances may be registered according to the following guidelines:

- 1) Any parent or guardian may file a grievance on behalf of a student about any dispute relating to the application or interpretation of any school related policies.
- 2) Any school employee may file a grievance about any dispute relating to the application or interpretation of any employing school or diocesan school policies.
- 3) Any parent or guardian may file a grievance on behalf of a student who has been expelled from a Catholic school.
- 4) Any parent, guardian or school employee may continue the grievance process should there be dissatisfaction with a decision made except if that decision or action is the final judgment of the bishop.

Criticism and complaints which do not involve violation of local or diocesan policies should be addressed to the principal. These are not considered grievances as far as this policy is concerned.

Neither party to the grievance shall be represented by any legal counsel during any phase of this process.

Ascending Levels of The Grievance Process

The following is an outline of the ascending levels of the grievance resolution procedure:

- 1) Initial process at the local level:
 - a. **If the grievance is with a teacher**, there must be an initial conference with the teacher. If this conference fails to resolve the grievance, then there must be a conference with the principal.
 - b. **If the grievance is with the principal**, there must be an initial conference with the principal,
 - c. If the conference with the principal does not resolve the problem the process enters the formal stage.
- 2) Formal process at the local level:
 - a. Completion of the official Diocesan Grievance Form by the party filing the grievance.
 - b. Submission of the Diocesan Grievance Form to the local school board president.
 - c. Appeal hearing with the local school board grievance committee.
- 3) Formal process at the diocesan level:
 - a. Submission of the Grievance Form to the Superintendent of Schools through the Office of Catholic Schools.
 - b. Appeal hearing with the Diocesan Grievance Committee.
 - c. Decision of the Bishop of the Diocese of Lake Charles.

Explanation of The Grievance Process

The following procedures shall be strictly adhered to and any alteration of the procedures shall terminate the process.

Initial Resolution Process at The Local Level

A grievance may be made by a student's parents against a teacher or the principal, or by an employee against the principal. The person or persons initiating the grievance shall be referred to as the complainant(s). All people involved in the grievance shall endeavor to reach a mutually satisfactory resolution of the matter at the initial level.

An initial conference or conferences shall take place at which the problem is discussed and attempts are made to bring the grievance to resolution. Without exception, initial attempts must be made to resolve the issue before the formal process is begun.

If the complainant has a grievance with a teacher, he/she must first have an initial meeting with the teacher and then, if the issue is not resolved, must have a meeting with the principal.

If the complainant has a grievance with the principal, he/she must first have an initial meeting with the principal and then, if the issue is not resolved to the complainant's satisfaction, the complainant may begin the formal process.

Each school will publish the official Diocesan Grievance Form for distribution whenever requested.

On the official Diocesan Grievance Form, the complainant must provide dates for the initial conference(s) held at school with the teacher and/or the principal.

Formal Resolution Process at The Local Level

If a satisfactory resolution is not reached at the initial level, the complainant may begin the formal process. A formal grievance may be withdrawn at any level without prejudice or record.

Level I: Appeal to the Local School Advisory Council

- 1) The Diocesan Grievance Form must be submitted to the president of the local school board within ten (10) school days of the conference with the principal, with the signed statement of the complainant indicating their desire to appeal. The president of the local school board will notify the pastor and will call a meeting of the local school board Grievance Committee within ten (10) school days of receiving the Diocesan Grievance Form.
- 2) The pastor and the local school board grievance committee will meet with all parties concerned to hear the grievance. Written records of all committee meetings shall be carefully made.
- 3) The committee shall make a recommendation to the pastor after the meeting with the parties involved. The pastor may accept, reject, or modify the committee's recommendation, and his decision must be communicated in writing on the official Diocesan Grievance Form to the complainant within ten (10) school days. He shall also identify the person to whom an appeal may be directed should the complainant so desire.

Formal Grievance Process at The Diocesan Level

Level II: Appeal to a Diocesan Grievance Committee

- 1) The Diocesan Grievance Form may be submitted to the Superintendent of Catholic Schools within ten (10) school days of the local school board grievance committee decision at Level I.
- 2) The superintendent will then convene a formal committee, established by the Moderator of the Curia to hear the complaint within ten (10) school days of receiving grievance form.
- 3) All materials submitted at Level 1 shall be submitted to this committee.
- 4) Written records of all committee meetings shall be carefully made.
- 5) The committee shall hear all parties involved in the grievance and shall review all materials presented at Level I, and any testimony that it deems relevant.
- 6) The committee's final decision shall be communicated in writing by the superintendent to the bishop within ten (10) school days of the hearing.
- 7) The bishop may accept, reject, or modify the committee's recommendation. His decision shall be final for all purposes. The bishop will communicate his final decision to the all parties involved within ten (10) school days.

X. STUDENT ACTIVITIES

WEEKLY LITURGY

School liturgies are special events throughout the school year at St. Louis Catholic High School. Liturgies are held weekly celebrating special school events and holy days of obligation. The liturgies are planned by the Campus Ministry Team. As the Mass is central to the St. Louis experience, all students, faculty and staff are required to attend. Mass is held on Wednesday mornings and all students are expected to attend, as part of their theology grade. Please check the Master Calendar at www.slchs.org for specific dates and times.

ASSEMBLES, PEP RALLIES, ETC.

On certain occasions, assemblies, pep rallies, musical presentations, and/or concerts will be scheduled for the entire student body. Students will:

1. Leave books in assigned classrooms unless instructed otherwise, proceed to the gym or cafeteria or Commons area quietly and promptly and sit in the designated areas by class groups;
2. Give the person in charge full attention when the event begins; and
3. Remain in assigned places until dismissed by the Administration.

SCHOOL DANCE POLICY

- School dances are scheduled through administration
- All school dances will begin at 8:00 p.m. and end at 11:00 p.m.

- Students and their guests must sign in upon arrival. Students and their guests may be subject to breath alcohol tests upon admission or departure.
- Students must present a current ID for themselves.
- St. Louis Catholic students are allowed only one guest per dance.
- St. Louis Catholic students take all responsibilities for their guests and/or escorts.
- Students must arrive at the dance no later than one hour after it begins. Once a student leaves, he/she may not return.
- Students will dress appropriate to the theme of the dance. Students not dressed appropriately will be denied admission. Chaperones on duty and/or the Administration will determine if dress is appropriate.
- No alcoholic beverages of any type are allowed at the dances. Students and/or their escorts who arrive at the dance under the apparent influence of alcohol or drugs will not be admitted. Disciplinary action will be applied to students following handbook regulations. Parents of such students will be telephoned immediately and so advised. St. Louis Catholic High School students are responsible for the actions of their guests. The administration may request any student to take an alcohol breathalyzer test at any school function.
- Smoking or vaping is not permitted.
- All regulations pertaining to student conduct are in effect throughout the dance.
- Chaperones will be on duty during the dance and will include members of the St. Louis Catholic High School faculty and staff, parents of students, and members of the Calcasieu Parish Sheriff's Department.

PARTIES

No parties for teachers or students are to be held during class periods unless prior approval has been granted by the Administration. In general, such approval is not granted.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

The purpose of extra- and co-curricular activities is to supplement but not to take priority over academics. St. Louis Catholic High School recognizes that student involvement in co-curricular and extra-curricular activities plays an important role in motivation and self-esteem. Students are encouraged to develop their interests and talents as well as leadership, teamwork, and responsibility through the variety of activities offered.

Co-Curricular Activities currently offered at St. Louis Catholic High School include:

Spanish Club	Art Club	Campus Ministry
Show Choir	Literary Rally	Yearbook
Pride of St. Louis Band		

Extra-Curricular Activities currently offered at St. Louis Catholic High School include:

Black History Club	Library Advisory Board	Cheerleaders
FBLA	Helping Hands	Key Club
Sweethearts	National Honor Society	Student Leadership Committee
Students for Life	Trumpet Newsletter	

The National Honor Society is a nationwide organization for high school students in the United States and outlying territories, which consists of many chapters in high schools. Selection is based on four criteria: scholarship, leadership, service, and character. Membership in the NHS is by invitation only. For more information on the selection process for The National Honor Society Lucidus Chapter, please see the link listed on the St. Louis Catholic website under Student Life > Saints Opportunities > National Honor Society.

DISMISSAL FROM TEAMS AND ORGANIZATIONS

The Administration reserves the right to dismiss any student from any team or organization at any time that he feels it is in the best interest of St. Louis Catholic High School.

All students are subject to the rules and regulations contained in the bylaws of teams and organizations.

Please refer to the SLCHS website for club sponsors and more details on the various organizations offered to our Saints. slchs.org > *Student Life* > *Saints Opportunities*

XI. SUBSTANCE ABUSE AND DRUG TESTING

SUBSTANCE ABUSE (Reprint from OCS Handbook)

The Catholic school will attempt to prevent the problems of substance (alcohol and drugs) abuse. Programs designed for prevention should be developed. For the purposes of the policy, drug shall mean any mind-altering substance which may not be possessed or used by a student according to the law. The purchase, possession, use, sale, or distribution of these substances is illegal. Each school shall develop and publish a policy for dealing with situations which may arise involving drug abuse.

If any student brings to school or has in his or her possession the school grounds during or outside of school hours, or at any school-sponsored function held off campus, any illegal drug or its look-alike, or drug paraphernalia, he or she is liable to disciplinary action.

Upon receiving information that a student is buying or has bought, it or has been in possession of, or has been using or encouraging the use of any illegal drug, the following steps shall be taken:

1. The person having the aforesaid information shall notify the principal of the school wherein the student is enrolled.
2. The student's parents or sponsors shall be notified, and written documentation shall be made of the incident.
3. The principal may discipline the student according to the disciplinary code of the school.

STUDENT SUBSTANCE ABUSE REGULATION

The illegal possession or illegal misuse of drugs including depressants, stimulants, and hallucinogens is a violation of the law. St. Louis Catholic High School cannot protect students from prosecution under Federal and State Laws. The following rules shall be enforced and are applicable regardless of other consequences:

1. St. Louis Catholic High School cannot accept the illegal possession, use, consumption, provision, and/or sale of alcohol and other illegal substances.

2. A student who is found to be providing, ordering, selling, or becoming illegally involved with drugs on campus or in connection with a St. Louis Catholic High School function will be expelled.
3. Possession of, consumption of, or being under the influence of any alcoholic beverages either on school grounds or while attending any event sponsored by or given for a St. Louis Catholic High School organization or group is sufficient reason for expulsion after a principal's review.
4. Students in the company of others using prohibited drug or alcoholic beverages could be subject to expulsion.

LHSAA SUBSTANCE ABUSE/MISUSE REGULATION

A copy of the LHSAA substance abuse/misuse regulation is on file with the Athletic Director for any parent/guardian or student who would like to read it.

SLCHS DRUG AND ALCOHOL TESTING PROCEDURES

Initial Setup

1. A set of random numbers will be established and individually assigned to each current student to protect the identity of the student. The Drug Testing Coordinator and the Testing Facilitator will be the only individuals with knowledge of the random number/student relationship.
2. Numbers will be chosen randomly to facilitate testing on the predetermined testing days.
3. Any student may be chosen for testing where probable cause exists.
4. Those drugs tested for are identified as "Illegal Drugs" in the Principals Executive Order 12564 and are the mandated drugs for testing by the Federal Government in both urine and hair tests.
5. A standard screen covers a period of approximately ninety (90) days. The hair sample is cut as close to the scalp as possible and the most recent 3.9 centimeters (approximately 1½ inches) are tested.

Testing Procedure

1. Hair can be collected from several locations on the head. Body hair can be used as an alternative to cranial hair. Arm, leg and chest hairs (male only) are appropriate in this testing procedure.
2. The Facilitator fills out the appropriate paperwork and identification is processed using the predetermined randomly assigned number. The student will have the opportunity to list any and all medications taken in the last ninety (90) days. The student ID number will be the assigned identification number.
3. The Facilitator will remove approximately 3.9 centimeters of hair from the individual. The sample is placed into the proper receptacle with the root end clearly marked. The sample is then deposited into the first of two receptacles for storage. The student identifies the storage devices with his/her initials. The final protection against tampering is an adhesive tamper proof strip placed over the final packaging.
4. The acquired samples are then placed into a safe located inside of the school's vault. The school will use overnight mail to send the samples to the testing center on a weekly basis.
5. A Chain of Custody form will follow the samples to the lab and require signatures of all persons coming into contact with the sample.

Notification of Results

1. The Drug Testing Coordinator will receive the results.
2. A positive test result will be communicated by a telephone call and by certified letter from the Drug Testing Coordinator to the parent and/or guardian of the student. The Drug Testing Coordinator will request a meeting to discuss the situation. This meeting will include the parent and/or guardian along with the student. Attendance by a school Counseling Counselor and

Chaplain is optional and made available upon request of the Drug Testing Coordinator or the parent and/or guardian.

3. The student can choose to have a retest done by a school approved testing facility at the parent's expense at any time.
4. A school retest date will be established approximately one hundred (100) calendar days from that meeting.
5. Upon request, the Counseling Counselor will provide the parent and/or guardian with available services in the community. The responsibility to utilize these services rests with the student and his/her family.

Retest Procedure

1. On the scheduled date a student who tested positive will be retested following the procedures as stated above.
2. A student who tested negative may be subject to a retest where probable cause exists.

Consequences

1. A student who tests positive for the first time will attend a meeting with parents and school-level team.
2. Complete a reflection on current behaviors.
3. Serve a consequence set forth by school-level team.
4. Complete a drug counseling program at parent's expense.
5. May not attend any school activity until retested.
6. A student who refuses to be tested/retested will be dismissed from St. Louis Catholic.
7. Any individual deliberately tampering with results, falsifying records, or attempting to make financial profit from this test procedure will be dismissed from St. Louis Catholic High School.

Consequences for Failed Retest

1. A student who tests positive on the retest may be dismissed from St. Louis Catholic High School.
2. Student will meet with school-level team to formulate a contract
3. A student who has removed all appropriate hair to hinder the facilitation of the hair sampling drug will be dismissed
4. If dismissed for any of the above reasons, a request for re-admittance will be considered after six months If:
 - the student and family have participated in and successfully completed an extended alcohol or drug treatment program, which is fully licensed and certifiable in the treatment of addictive behaviors. An evaluative progress summary from such a program will be required and permission for the release of this documentation given to school administrative personnel for re-admittance consideration.
 - the student has completed six months of sobriety from any alcohol, addictive drug or chemical use.
 - a student being considered for re-admittance must submit to a new drug test, at his/her expense, and the results must be negative.

All procedures are to be consistent with the testing company, Diocese of Lake Charles, and Diocese of Lake Charles Law Office requirements.

ALCOHOL TESTING PROCEDURE

1. Hand-held breathalyzers will be made available to the staff and faculty of St. Louis Catholic High School. They will be instructed in the use of the machines.

2. The breathalyzers and staff or faculty to operate them will be available at all school-related activities.
3. Students will be required to submit to the test on a random and/or suspicion of use basis. Failure to submit may be reason for expulsion.
4. Consequences for failing the breathalyzer test will be notification of parents and will be consistent with the student/parent handbook.

XII. SEARCH AND SEIZURE POLICY

At St. Louis Catholic High School, the student's right to privacy is respected; however, when there is "probable cause" to believe that stolen items, illegal drugs, alcoholic beverages, or other items specifically prohibited by law or school regulations are in lockers, desks, on the person, in cars, these may be searched.

School officials may require a student to reveal the contents of his/her purse and/or items carried on his/her person when there is reasonable ground to believe that the student has items prohibited by law and/or school policy.

Similarly, when there is reason to believe that a student has possession of illegal or stolen property, the individual or entire group may be detained and an on-the-spot search may be conducted. Items found that are stolen and those whose use is specifically prohibited may be used as evidence in school disciplinary proceedings against the student, in addition to the illegal property being turned over to the School Resource Officer (SRO).

SEARCH AND SEIZURE (Reprint from OCS Handbook)

In that legal relationship between the Catholic school and the student (or the student's parents/guardians) is one of contract law, the school's handbook of rules and regulations governing school operations and procedures must contain a statement concerning the use of lockers, the possession of illegal substances and objects, and the resulting disciplinary action for violation of the school rules in these areas.

The school principal, or his/her designee, may search students themselves, or their lockers, or the students' belongings, including, but not limited to, handbags, briefcases, book bags, etc., under the following conditions:

1. The students have been warned in writing (via the student handbook) or orally (before an assembly) that lockers or belongings will be searched and inspected periodically for neatness and/or for contraband substances for the purpose maintaining discipline and order.
2. The administrator must have a reasonable belief that contraband, illegal substances or objects, or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed. The administrator must not act arbitrarily nor capriciously but must have a good reason for the search and seizure.
3. The search of a person necessitating the removal of clothing should be conducted only in the presence of a law enforcement official.

RELEASE OF STUDENTS TO POLICE (Reprint from OCS Handbook)

The following procedures shall be observed when students are released to police:

1. Ask for identification to verify that the person is a police officer. The officer is not required to present a warrant speak with a student but will be required to wait until parents are notified and given reasonable time to come to the school.

2. Contact and ask the parents/guardians to come to the school to be present with the student during the interview. If a parent/guardian cannot come to school, the principal or his/her designee will sit in for the interview in loco parentis.
3. A warrant for arrest must be presented by a police officer before removing the student from the school. If the student has been involved in some suspected illegal activity immediately prior to the police arrival on campus, or while the police officer is present, the principal must contact the parent/guardian to come to the school.
4. If the parent/guardian cannot come, the principal or designee must accompany the student to the police station.
5. Contact the superintendent within 24 hours if a student is arrested.

XIII. OTHER DIOCESAN POLICIES

HARASSMENT (Reprint from OCS Handbook)

The schools of the diocese do not condone harassment of any kind. All students of the Diocese of Lake Charles are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants. It also applies equally to all clergy, religious, and lay persons.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition toward the student.
2. Academic success or achievement of any other nature.
3. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.
4. Such conduct has the purpose or effect of unreasonable interference with a student's school Performance or of creating an intimidating, hostile, or offensive school environment.

Verbal harassment shall include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

Each school shall establish a policy regarding the identification, reporting, investigation, and disciplinary action taken for any reported instances of harassment involving any members of the school community. This policy shall be published for all persons in the school community and should be in the school's faculty and parent-student handbook.

MARRIAGE DIOCESAN POLICY (Reprint from OCS Handbook)

Married students shall not be permitted to attend the Catholic schools of the Diocese of Lake Charles.

MATERNITY-PATERNITY REGULATION (Reprint from OCS Handbook)

Catholic schools of the Diocese of Lake Charles are concerned with the Christian moral development of individual students and student bodies 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.

Pre-marital sex is not in keeping with Christian values and principles and violates the moral teachings of the Catholic Church. Therefore, it is not acceptable for Catholic school students. Moreover, Catholic schools are concerned with respect for life as well as the individual. Should pregnancy occur, every possible measure should be taken to encourage counseling, health care, continued education and direction to help each student make mature decisions in accordance with the directives of the Roman Catholic Church.

The following guidelines shall be observed:

1. The school will accept responsibility in such cases as follows:
 - a. All counseling provided by the school will be directed to respect life.
 - b. Once pregnancy is confirmed in order that the health and safety of both mother and child be insured, the decision to remain in school is left to the discretion of the local school administration. The attitude of the student and her parents towards the moral teachings of the Catholic Church shall be given serious consideration in this matter. Alternatives should be explored to offer what is best for the pregnant student, her family, and the unborn child.
 - c. All reasonable attempts should be made for the pregnant student, together with her family, to participate in counseling through the school, through her parish clergy, and through professional counseling services recommended by Catholic agencies.
 - d. All reasonable attempts should be made to ensure that the pregnant student will continue her education after the baby is born. The continuation of her education in the Catholic School System depends upon:
 - i. The recommendation of professional counselors;
 - ii. The psychological well-being of the student;
 - iii. The student's previous academic status in school and the level of her academic achievement during the pregnancy period.
2. The final decision concerning the continuation of her education in the Catholic School System is left to the discretion of the local school administration.
3. The Administration and faculty will assist the teenage father and his family by referring them to Counseling through the school counselor, parish clergy, or through professional counseling services recommended by Catholic agencies. Consideration will be given to the appropriateness of allowing the father to remain in school.

To ensure the safety of the pregnant student and the unborn child, written consent from a physician is required for a pregnant student to attend school during the pregnancy.

Students who are pregnant or a student who is a father, during pregnancy, shall not participate in extra- or-co-curricular activities.

XIV. ADVANCEMENT

ALUMNI

The Alumni of Consolidated Catholic Schools was formed to foster the bonds of friendship among alumni, to offer intellectual, spiritual or material resources to the school, to offer alumnus counseling in his Christian life, and to provide a unified nucleus of leadership that will exert a Christian influence on our community. With an international membership of some 7,000 alumni of Landry Memorial, St. Charles Academy, Sacred Heart, and St. Louis Catholic High School, this organization promises to be one of St. Louis' strongest supporters. Anyone who attended one of the four merging schools is considered an alumnus. After graduation, students are urged to keep the Advancement Office advised as to any change in address.

THE SAINTS FUND

The Saints Fund is St. Louis Catholic's campaign for unrestricted annual giving. It is the vehicle by which alumni, parents, parents of alumni, grandparents and friends provide financial support to help keep St. Louis Catholic strong. Contributions to The Saints Fund represent real savings for our young men and women and their families.

The Saints Fund adds to the general fund of the school's budget to help improve facilities, purchase state-of-the-art equipment, upgrade technology and recruit and retain outstanding faculty – all ensuring the continuation of quality education for our Saints students!

By making your gift today, you are helping St. Louis Catholic stay faithful to its mission and continue building tomorrow's leaders.

All Saints clubs, teams and organizations will be supported by this fund so that our constituents will no longer be burdened with traditional fundraising activities.

PATRON SAINT BUSINESS ALLIANCE

The Patron Saint Business Alliance Program is the year-round advertising initiative at St. Louis Catholic High School designed to provide your business with true marketing value while providing critical funding to help enhance student programs. We offer three different sponsorship levels with corresponding benefits: King Louis (\$10,000), Platinum Louis (\$5,000) and Gold Louis (\$2,500).

ST. LOUIS CATHOLIC HIGH SCHOOL FOUNDATION

The St. Louis Foundation, the Trust Fund for The Future, was established in 1983 for the sole purpose of giving financial assistance to St. Louis Catholic High School. Any gift would be appreciated: one-time gift, recurring gift, planned giving or an endowed scholarship.

Memorial Fund

A gift to the St. Louis Foundation is a fitting memorial in honor of a loved one or to acknowledge a birthday, wedding, anniversary, Christmas or other occasion. All gifts are invested perpetually with only the interest being spendable.

Endowed Scholarship

It is the desire of the St. Louis Catholic High School community to provide a Catholic education to all students who meet the criteria for admission and who choose St. Louis Catholic for their high school education.

Governed by a Board of Directors, the St. Louis Foundation distributes one-half of its earned income to the school and reinvests the second half, meaning that every gift to the Foundation is perpetual.

To provide additional support to the school in the form of scholarships, and to offer donors a means of permanently naming a scholarship in honor or in memory of a loved one, The St. Louis Foundation Endowed Scholarship Program has been established.

Donors will receive recognition or remain anonymous according to their wishes. The donor decides upon what basis the scholarship is distributed, as long as it is consistent with the principles of Catholic education. For example, the scholarship criteria may be based upon a student's academic accomplishments or financial need.

Planned Giving

The St. Louis Legacy Society consists of forward-thinking individuals who make or bequeath planned gifts of any amount to secure the future of St. Louis Catholic High School.

Planned gifts usually are gifts that you plan now but the school does not receive until later. When received, planned gifts are held and invested by the St. Louis Foundation.

XV. EMERGENCY AND CRISIS PROCEDURES

EMERGENCY DAYS (Reprint from OCS Handbook)

In the event of emergency bad weather conditions, the superintendent of Catholic schools will follow the decisions made by the respective civil parishes' public school superintendents for the closing of schools. The diocesan superintendent will alert the media to the fact that the Catholic schools will follow the lead of the public school systems when an emergency closure occurs.

When it is officially announced that schools in a particular civil parish are closed, all must close. There is no local option to this kind of announcement.

In case of any other emergency, the Administration shall confer with the diocesan superintendent before any official announcement of school closure is issued. The superintendent will notify the media of these individual closings.

FIRE DRILLS

Fire Drills are held within the school day at regular intervals and are required by law as an important safety precaution. Students are expected to conduct themselves in a manner which reflects responsibility for their safety and for that of their classmates.

When the alarm sounds, all students must follow the procedures listed:

1. All students are to respond immediately;
2. Turn off all lights;

3. Close nearby windows with the last person out closing the door;
4. Walk quickly and quietly to the assigned location. Do not push or run. Remain in the safety area until the signal is given to return to the classroom.
5. Remain with the class throughout the drill. The teacher will be taking attendance in the safety area.
6. Always assume that there is a fire. There is never an occasion when anyone is to remain inside the building during a fire drill.

The evacuation routes are posted in all classrooms for the most efficient evacuation of the school building in case of fire. Please exit accordingly.

BLACKOUTS (power failure)

In the event that a power outage takes place, the emergency lights in each foyer should come on. In such cases,

1. Students should not panic.
2. Students should remain in their desks.
3. Students should wait for further instructions from the administration.
4. If dismissal from the room has occurred, students are to stay with their class until power is restored or until school is dismissed.

TORNADO

In the event of a tornado, students should move under their desks and huddle in a kneeling position with heads down and covered by hands and teachers should do what they can to help students to stay clear from flying glass and other objects.

LOCK DOWN PROCEDURES

In a lock down situation, the Administration will follow the direction and guidance of local law enforcement. No students or parents will be admitted or released during this time.

XVI. APPENDIX

ST. LOUIS CATHOLIC HIGH SCHOOL PLAGIARISM CONTRACT
ST. LOUIS CATHOLIC TECHNOLOGY POLICY
DIOCESE OF LAKE CHARLES INTERNET USE CONTRACT
ST. LOUIS CATHOLIC HIGH SPORTSMANSHIP POLICY

ST. LOUIS CATHOLIC HIGH SCHOOL PLAGIARISM CONTRACT

*Completed in English courses at the beginning of the school year

OBJECTIVE: To promote intellectual honesty and ethical values

- To develop mutual knowledge construction
- To support students in proper citation of resources

Students are expected to conduct themselves in a responsible manner and maintain academic honesty and integrity. Plagiarism is a form of cheating, lying, and stealing. Using the ideas, thoughts, words, or insights of another person and submitting them as original thought are dishonest acts. Claiming to author another's work that is not your original thought is plagiarism. All printed work, including internet articles, charts, graphs, photographs and pictures, is copyrighted.

Acceptable behavior in the writing process includes consulting writing handbooks such as the *MLA Handbook for Writers*, acknowledging authors in the body of the text and on the reference page, discussing the assignment with others for clarification, discussing ideas in literary works for understanding, reviewing peer drafts for revision, and participating in classroom activities pertaining to the writing process.

I. Plagiarism Policies

Review each of the policies below; then put initials in the box next to each policy to indicate that you have read it and understand it.

I understand that plagiarism includes:

- Submitting work that is not your own
- Copying a friend's work
- Allowing someone to copy your work
- Sharing student work that should be independently produced, i.e., sharing Google docs for independent work, using Google translate or any other translation site, using Quizlet to complete an assignment, etc. Submitting work previously submitted in another course without the consent of the teacher
- Buying or borrowing papers
- Cutting and pasting blocks of text from electronic sources without documenting
- "Borrowing" from online sources inclusive of images without documentation
- Web publishing without permission of creators
- Careless paraphrasing
- Poor documentation
- Quoting excessively
- Citing web information without determining its accuracy
- Failure to use your own "voice"

I understand that during research, the unacknowledged use of research sources gathered by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the faculty member. Failure to indicate the extent and nature of one's reliance on other sources is plagiarism. Any work, in whole or in part, taken from the internet without properly referencing the source is plagiarism. It is the learner's responsibility to be aware of the above policies and know how to properly use sources so as to avoid violating this responsibility.

I understand that if a learner uses or relies on others' work in preparing any academic materials (i.e., written assignments, posters, presentations), the learner must cite the source correctly

according to the directions provided by the instructor. Failure to do so is plagiarism. Copying and pasting even part of a sentence or phrase is plagiarism, even when the source is cited correctly. Paraphrasing a source in a way that copies the phrase or sentence structure of a source is also plagiarism. To avoid plagiarism, learners are expected to properly paraphrase other's ideas and parenthetically to cite the source.

II. Consequences

- I understand that if any assignment submitted is found to be plagiarized, I will incur:
- A zero on the assignment
 - Parent notification
 - Administrative consequences: subject to suspension for cheating which can result in loss of any credit for any work due during that day. The student must report to school but will not attend classes. The student must make up all assignments but may not get credit for that work. A student that has been suspended cannot participate in any extra-curricular activity on those specified days. (per SLCHS Student Handbook)

III. Plagiarism Training

Read the statement below regarding how you have been trained about plagiarism - - what it is, how to recognize it, how to avoid it, and what the penalties are for committing plagiarism at this school. Put your initials in the box next to each statement that is true for you.

- I have viewed the YouTube video titled "What is Plagiarism?" found on each class Moodle page. (Freshman, Sophomore, Junior, Senior class pages)
- I have read the introduction to plagiarism on the first page of this contract.
- I have attended, participated in and fully understand the lesson taught on plagiarism in my English class.

IV. Plagiarism Statement

Read the statement below and sign/date beneath it to indicate agreement and understanding.

I have read the policies on plagiarism from the learning facilitator and understand them. If I have any questions about plagiarism, I have already addressed them with my instructor to my satisfaction. I will do everything I can to avoid committing plagiarism, including (but not limited to) allowing sufficient preparation time for assignments, saving electronic drafts of my assignments at each stage of development so I do not lose them and take notes in my own words from outside sources that I use. Any work I submit with my name on it will reflect my own ideas and effort. I will properly cite all material that is not my own. I understand that there is no acceptable excuse for committing plagiarism and that doing so is a violation of the plagiarism contract. Should plagiarism be found in my work, the incident will be reported to Administration. The penalty for this violation is a zero on the assignment, parental notification, and administrative disciplinary consequences deemed appropriate.

Some of the contract and wording originally created by Diamond High School. Many thanks to the instructor who freely provided it for other usage on the AP community website.

TECHNOLOGY POLICY

(Adapted from St. Joseph Academy's Technology Policy)

The goal of St. Louis Catholic High School's technology program is to provide students a wide array of technological tools so that when they graduate from St. Louis Catholic, they have the technology skills set to be successful in their post-high school endeavors. Likewise, St. Louis graduates should have developed habits that ensure their use of technology is responsible, ethical, appropriate, and legal.

The technology policy contains standards that support the school's mission and goals. The policy is reviewed yearly to address any new technology and issues that may have occurred in the previous school year. St. Louis students and parents must read and agree to abide by the technology standards.

Passwords and Security

1. Students will be issued password-protected network, email, and software application accounts. Each student will be given private storage on the network servers.
2. Each student must ensure the confidentiality of his/her password. Individuals will be held responsible for the information stored or transmitted via their account or equipment even if it resulted from another individual who was given access.
3. Virus detection software and other network security applications are part of the tablet image and must be updated regularly. Students are prohibited from deleting, disabling, or preventing updates to the security applications. Students are required to log onto the network daily to obtain the most recent security update.
4. Student users are prohibited from any action that will compromise the privacy and/or security of users.
5. The student has no reasonable expectation of privacy.
6. All storage, network communication, equipment, and software provided by St. Louis Catholic High School remains the property of St. Louis. While the school endeavors to honor the privacy of the individual whenever possible, it does reserve the right, however, to access any email, file, network transmission or other information stored on or communicated through its property should a compelling reason arise to do so. Furthermore, St. Louis Catholic retains the right to monitor network activity in any manner it sees fit.
7. Students using SLCHS email or internet access are representatives of the school and are expected to act in a manner consistent with the school's goals and values. Communications on the internet and/or using school email reflect on the school and must not damage the reputation of SLCHS.
8. SLCHS students are not allowed to change the display name on their email address.
9. Students are not permitted to participate in chat rooms, games, or email during class time unless these activities are authorized by the teacher.
10. Students must use the school-hosted email account to communicate to and from faculty and staff members and must also use proper email etiquette.
11. Webcams are provided on the school tablet for educational purposes only.

Responsibilities of the Student Regarding Tablets

1. Students are required to bring their tablet to school every day.
2. Students must keep their tablet in the SLCHS-provided carrying case when not in use. (Simply transporting the tablet in the student backpack is not acceptable and poses the potential for the tablet to be damaged.) Failure to properly transport the tablet may result in disciplinary consequences. Additionally, the cases are the property of the school and are
3. assigned to students. Care must be taken with the carrying cases so that they last from year to year.
4. It is the student's responsibility to charge his/her tablet battery overnight so that they are fully charged and ready for school the following day. Critical files not stored in one of the cloud drives

should be backed up to the network, CD, or flash drive, on a regular basis. Students having difficulty with the functioning of the tablet should see the Help Desk immediately – before school, in between classes, during lunch, or with a written pass from a teacher. Likewise, tablet malfunction is not an acceptable excuse for failure to turn in work.

5. Tablets should never be left unattended and/or unsecured, loaned to others, or otherwise placed in situations that are likely to increase the possibility of theft or damage. Students are to take tablets home each day and not to leave them in their cars, for example, where they might be damaged by extreme temperature conditions.
6. Once the tablet is no longer on the SLCHS campus, it is the responsibility of the parent and student to ensure that the tablet is being used for educational purposes only. Home monitoring of the student's use of the tablet is determined by the parent and is the responsibility of the parent. The school is not liable for injuries caused while a student operates the tablet.

Help Desk Policies

1. The Help Desk is open before school in the morning and throughout the school day. Students needing assistance may contact the Help Desk before school, between classes, during lunch, and/or with a pass from a teacher. Students must be proactive in the maintenance of their tablets and seek help from the Help Desk as soon as there is an issue with the tablet.
2. Students must log into the school domain regularly to download important updates.
3. Students must back up important files on a regular basis.
4. The tablet warranty covers tablet component failure. However, the warranty coverage does not include damage that is aesthetic, intentional, or the result of neglect, abuse, or an accident. The student/parent is not charged for repairs covered by the warranty. Additionally, such items as the stylus are not covered by the warranty and the student is responsible for the full cost of replacing such accessories.
5. In situations where the tablet is damaged due to negligence, misuse, or carelessness, the student will be responsible for the entire cost of the repair. Negligence and/or misuse instances are determined by the Deans of Students and may result in disciplinary consequences in addition to monetary consequences.
6. In the event of a stolen tablet, the student is responsible for the out-of-pocket cost for replacing the tablet. Before a student is issued a replacement tablet, the student must contact the police and file a police report which must then be provided to the school.

Prohibited Actions

1. Participating or conducting in any activities which are illegal by city, state, or federal law
2. Violating any of the school's policies
3. Infringing upon software copyright and/or licensing agreements
4. Purposefully viewing, displaying, storing, or transmitting any obscene or discriminatory material or material deemed terroristic, gang-related, etc.
5. Threatening, bullying, or harassing others
6. Intentionally hindering others from achieving their educational goals
7. Downloading games, images, and/or MP3s, movies and any other medium which is illegal
8. Posting/sending inappropriate personal photos or videos
9. Using the tablet to copy another student's work
10. Abuse of the web cam
11. Videoining another person without his/her permission
12. Using racial, ethnic, religious or gender-based slurs
13. Conducting commercial or private/personal business enterprises
14. Sending unauthorized bulk or random messages such as junk mail, advertisements, etc.
15. Soliciting for organizations that are unrelated to SLCHS' mission or purpose

16. Purposefully installing or invoking a computer virus or other disruptive mechanism
17. Seeking or gaining unauthorized access to network resources or resources on the internet or attempting to breach security mechanisms
18. Sharing school-related files when the project or assignment is to be done independently
19. Communicating on the internet or via email in a manner which reflects negatively on St. Louis Catholic High School
20. Soliciting donations without written school approval
21. Promoting private businesses, product advertisement, or political lobbying
22. Destroying the integrity of computer-based information
23. Altering system files and/or configuration to disrupt computer or network functions

Consequences of Violations

It is a privilege for SLCHS students to have the use of a school-owned tablet device. Students whose behavior and/or repair record indicate careless use or abuse of the tablets will be referred to the Deans of Students for appropriate disciplinary action. Consequences of violations include but are not limited to detention, suspension or revocation of tablet use, denial of internet access, and network privileges.

St. Louis Catholic High School has the right to restrict or terminate network and/or internet access at any time to protect the integrity of the network or to prevent misuse.

DIOCESE OF LAKE CHARLES
ACCEPTABLE USE POLICY FOR TECHNOLOGY

*Completed during the enrollment period

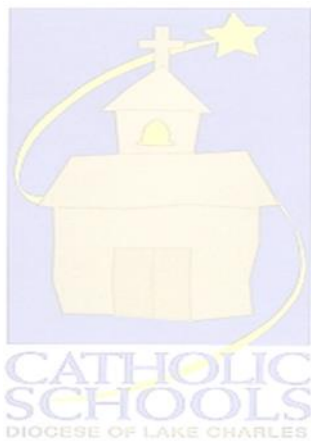
Student Internet Access Contract

My signature below and that of my parent(s) or guardian(s) signature means that I agree to follow the guidelines of the *Diocese of Lake Charles- Acceptable Use Policy for Technology*. I understand that when I am using the Internet and any other computing/telecommunications devices, I must adhere to all rules of courtesy, privacy and laws regarding the use of information and data as prescribed by either Federal, State, or local laws, the Diocese of Lake Charles and St. Louis Catholic High School

Student Access Contract

I will instruct my child regarding any restrictions against accessing materials that are outlined by the *Diocese of Lake Charles- Acceptable Use Policy for Technology*. I will emphasize to my child the importance of following the rules. As the parent or guardian of this child, I have read the *Diocese of Lake Charles- Acceptable Use Policy for Technology*. I hereby give permission for my child to use the Internet and will not hold St. Louis Catholic High School liable as a result of my daughter's/son's use of the Internet on school premises.

The full Diocesan Policy can be found on the SLCHS website at: slchs.org>Academics>Technology



Revised 04-20-2015

ST. LOUIS CATHOLIC HIGH SPORTSMANSHIP POLICY

Sportsmanship Expectations for Athletes and Spectators: Home and Away

- Aim / Goal
 - Promote a safe and fun environment where school spirit encourages team, fans etc. in competition.
- Cheers, chants, etc.
 - Positive message and representative of our school community and Jesus Christ.
 - Must not be directed at specific players, officials or individual team members.
 - Cannot involve or contain profanity or lewdness, actual or implied.
- Student Entrance
 - Must have a Student ID. It does not have to be worn, but must be on the person, in pocket, etc.
 - Outside containers, bags, backpacks, etc. not permitted.
- Dress is to be appropriate.
- If a guest is with you, you are responsible for their compliance with the expectations of our school.

Should Infraction Occur

If an infraction occurs, ID will be taken by any administrator, faculty or staff member and minimum consequences assigned will include, but not be limited to:

- Immediate removal from event.
- Two-week forfeiture of extracurricular participation privilege, at home or away venues, as a player and/or spectator.
 - Possible disciplinary consequences, per details of the occurrence, upon return to school.
 - Disposition will be firmly, fairly, and consistently administered by Deans/Disciplinarian and supported by the school's Principal.
- Further occurrences **beyond the first** mentioned above:
 - **Second Occurrence** - Forfeiture of **1 month** participation and attendance of home or away events, as spectator or participant.
 - **Third Occurrence**- Forfeiture of **Semester** participation and attendance of home or away events, as spectator or participant.
- The school reserves the right and authority to make amendments to the application of the above policy based upon the severity or details surrounding the incident.

Additional Information:

LHSAA POSITION STATEMENT: <https://youtu.be/EPOM2w60vII>

Upon enrollment at St. Louis Catholic High, students and parents hereby agree to uphold all the policies and procedures outlined in this handbook. If there are any concerns with the information outlined in this handbook, please contact the Administration.