



2018-2019
ST. LOUIS CATHOLIC HIGH SCHOOL
PARENT – STUDENT HANDBOOK

Under the Supervision
of the
Office of Catholic Schools
of the
Diocese of Lake Charles

Approved by
Southern Association of Colleges and Schools/SACS CASI
State of Louisiana Department of Education

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

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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 office. The plan is available for inspection upon request and appointment.

2018-2019 Schedule

Periods	Classes				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 ST 7:49 – 8:59	A	B	A	B	A
2 ND 9:03 - 10:13	B	C	Mass	C	C
Announcements & Break -- 10:13 – 10:23					
3 RD 10:27-11:37	E	D	D	E	D
1ST LUNCH 11:37-12:12					
4 TH <small>(students w/ 2nd lunch report to class)</small> 11:41-12:51	F	E	F	G	F
4 TH <small>(students w/ 1st lunch report to class)</small> 12:16 - 1:26					
2ND LUNCH 12:51-1:26					
5 TH 1:30 - 2:40	H	G	H	H	G

I. INTRODUCTION

Dear Parents and Students:

This Parent and Student Handbook has been prepared for your information. Contained herein is every important policy currently in effect for St. Louis Catholic High School. Careful reading of this handbook will make you aware of all the rules and regulations governing life in our school. The Administration reserves the right to add and/or amend policies during the course of the school year. Should this occur, you would be notified through the web site.

We need rules and regulations in our daily lives, and great civilizations and institutions throughout the world have been built on the force of just and equitable laws. Our disregard for society's rules can lead to severe social consequences for us. The rules and regulations in this handbook have been established by the Office of Catholic Schools and the St. Louis Catholic High School Board 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 all of the administrator's office for further clarification.

ADMINISTRATIVE SERVICES

Principal.....	Andrew Bradley
Assistant Principal.....	Mia Orgeron
Deans of Students.....	Dee Butts & Tony Johnson
Rector.....	Rev. Nathan Long
Guidance Counselor.....	Maci David
Athletic Director.....	Pat Neck
Financial Director.....	Ray Baggett

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.

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 the 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.

FRESHMEN

A freshman is accepted on the following criteria:

1. Scores using middle school achievement testing;
2. Grades from the middle school years; and
3. Scores on the High School Placement Test.

A complete transcript must be sent to the counselor at the end of the school year.

UPPERCLASSMEN

A transferring sophomore or junior may be accepted if he/she meets the following criteria:

1. Complete transcripts of previous academic work showing satisfactory averages;
2. Two recommendations from the student's previous school (teacher and Dean of Students);
3. A personal interview; and
4. A record indicating the student can achieve St. Louis Catholic graduation requirements.

ADMISSIONS

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

Pastors require that all applicants to the school submit their applications to their pastor for approval and signature. Should a pastor refuse to endorse a parishioner's application, the matter will be turned over to the Admissions Committee for review and if admitted, the applicant will pay the non-subsidized tuition rate.

To complete the application information needed for prospective students, principals of elementary schools are visited. The meeting is to review the disciplinary record, attendance record, academic record, extracurricular involvement, and other pertinent information about the prospective student. Transfer students are admitted at other levels based on their transcripts depending on how well their previous studies can be integrated with the St. Louis Catholic High School Academic Program.

Continuing students pre-register under the following conditions:

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

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 2018-19

One Child	\$6,500.00
Two Children	\$12,675.00
Three Children	\$18,200.00
Four Children or more	\$22,100.00

Non-Subsidized Tuition 2018-19

One Child	\$7,450.00
Two Children	\$14,527.00
Three Children	\$20,860.00
Four or more	\$25,330.00

Additional Fees

Registration Fee	\$510.00
Technology Fee	\$200.00
Administrative Fee	\$250.00
Activity Fee	\$50.00

Tuition Assistance

Students must be enrolled to apply.

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 by **July 20, 2018** or a **Facts payment plan in place.**

If payment is not received by that date the Bank Line of Credit must be used and signed on the date designated. A late fee of \$250.00 will be assessed. Under no circumstances will a student with a balance due be allowed to participate in extracurricular school activities.

Withdrawal Policy: Any student withdrawing prior to the end of the school year will be charged a \$50.00 fee by the school and reimbursement will be as follows:

- Withdrawal prior to August 1, full tuition refunded
- Withdrawal after August 1, but before October 19, $\frac{3}{4}$ of tuition refunded
- Withdrawal after October 18, but before December 21, $\frac{1}{2}$ of tuition refunded
- Withdrawal after December 20, but before March 15, $\frac{1}{4}$ of tuition refunded
- Withdrawal after March 14, no refund

Collection Policy: In the event parents elect to meet tuition and fee obligations through a bank "School Tuition Line of Credit," any default or cancellation of this type line of credit is a default of the parent's obligation to satisfy the tuition and fee requirements of St. Louis Catholic High School and the child(ren) will be terminated from St. Louis Catholic High School and dropped from the roster.

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:

1. 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. These can be delivered only into the hands of the parents/guardians.
2. 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.
3. 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:
 - (a) Documentation of at least three (3) separate instances when either the student or parent/guardian has failed to cooperate with school policies and procedures.
 - (b) 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.
 - (c) 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.
 - (d) All financial indebtedness to the school must be reconciled prior to the official withdrawal of the student.
 - (e) 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.
 - (f) 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.
 - (g) In situations where policies or procedures have not been established, the principal has the authority to determine and invoke consequences or disciplinary action.

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, the Southern Association of Colleges and Schools, and the general entrance requirements of colleges. It is designed to meet the needs of and to challenge the abilities of as broad a range of students as possible.

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

Elective courses give the student an opportunity to prepare himself/herself for particular careers. Such electives also provide a broader understanding and enjoyment.

HONORS DIPLOMA

6 credits from Honors/AP/DE courses from any subject area, with a limit of no more than 2 DE credits

*7 Honors/AP courses will be required starting with Class 2021

*3 years of same Foreign Language starting with Class of 2021

Minimum 8 Semesters Cumulative GPA: 3.75

CHRISTIAN SERVICE POLICY

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.

There are various forms of service, and for the sake of clarity we have designated two categories:

- 1) **Hands of Christ**, these encompass the Corporal and Spiritual Works of Mercy (Feed the hungry, give drink to the thirsty, care for the sick, comfort the afflicted, pray for the dead, visit the imprisoned, teach the ignorant, clothe the naked, welcome the stranger, and counsel the doubtful)

- 2) **Feet of Christ**, these include taking care of the environment, and service to animals.

APOSTOLIC HOURS

As part of the Theology Requirements, each student at St. Louis Catholic High School MUST successfully complete specific hours of apostolic service during the 2018-2019 school year. **At least half of all required hours must be from the Hands of Christ category.**

- 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 do 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 2018-2019 school year. All hours should be documented on the Apostolic Hours Form 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 student's Theology teacher as the student completes the service.

All hours will be recorded on the Apostolic Hours Form (**located on school website, Moodle page and in front office**) will be turned in to Religion 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.

GUIDANCE/COUNSELING PROGRAM

The guidance 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 Guidance and 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 offer assistance with college plans, work, future careers, personal counseling, academic counseling and a variety of special services. The following activities compose the guidance program:

1. To plan and develop the guidance program and the curriculum in relation to the needs of the students.
2. 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.
3. To collect and disseminate to pupils and their parent's information concerning curriculum, scholarships, and careers.
4. To assist students by providing placement services.
5. To provide a Guidance Counseling Center for the students so that they may investigate future career and educational needs.
6. To serve as consultant to members of the administration and teaching staff in the area of guidance by sharing individual student data.
7. To help identify pupils with special abilities and/or needs.

8. To conduct testing in the various levels and report results to administration, parents, and students.
9. To provide college entrance data for students to have the competence to make an intelligent decision concerning college selection and entrance.
10. To plan and participate in special services for the school community such as College Nights, Career Day, and faculty in-service workshops.
11. To maintain cumulative guidance records, including academic progress reports, test results, career plans, referral forms, and other pertinent information.
12. 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.

STUDENTS WITH SPECIAL NEEDS -

St. Louis Catholic High School offers a Study Skills course designed to teach and provide accommodations to students who have an accommodation plan approved by the State of Louisiana. Students may earn one elective credit per year in Study Skills.

Necessary paperwork and documentation must be provided to the school counselor to receive accommodations. Paperwork and documentation must be current (within one calendar year) 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.

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 Selections 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 within **10 school days of the close of school**. 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. Any course dropped after this time shall be considered as credit pursued. An "F" will be issued in the course that the student is no longer attending, and this "F" must be used in calculating the cumulative grade point average.

The granting of a student's request for adding or changing a course will depend upon the time the course is offered in the master schedule and the space available.

Request for level changes 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 Renweb. These reports can be both positive (praising outstanding achievement) or negative (warning of a concern on the part of the teacher about the student's work and/or behavior).

"I's"

An "I" 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 PROBATION and REMEDIATION –

I. At the first 4½ week grading period (Progress Report) of each quarter

Student with 2 or more F's in any subject will be placed on academic probation with the consequences:

1. Student, teacher(s), and coach will meet to create a plan to improve grades

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 probation and begin remediation with the following consequences:

1. Student, teacher(s), and coach will meet to create a plan to improve grades
2. Student cannot participate in any extra-curricular activity outside the school day
3. Student cannot practice with the team
4. Student will attend remediation conference with teachers and parents, which are offered each semester

Note:

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

The Dean of Students is responsible for distributing the list of students who have F's to the 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 program at St. Louis Catholic High School and count as such in determining honor graduate status. However, no more than two DE courses will be applied towards the minimum of the seven advanced level courses needed to graduate with Honors.

Fees for Dual Enrollment are set each year by the cooperating university/college and are paid directly to the 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 RenWeb.

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

- ▶ Math 113 – College Algebra
- ▶ Math 170, 175 – Algebra and Trigonometry
- ▶ Statistics 231 – Intro to Statistics
- ▶ Religion – Religion 201
- ▶ Art 251
- ▶ Philosophy 101
- ▶ Psychology 101

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

- ▶ GPA 2.75
- ▶ Composite ACT score – 19
- ▶ Math ACT score – 19
- ▶ English ACT score – 18

CARNEGIE UNIT POLICY – (Reprint from Diocesan Policy 8011)

Schools may permit students to earn Carnegie Credit as middle school students in all courses except Health and Physical Education (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 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.

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.

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. GPA is reported to the hundredth.

St. Louis Catholic High School Grading Scale

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

Scale for Determining Final GPA

Grade	Quality Points Regular	Quality Points Honors – Pre AP	Quality Points AP/DE
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
- Pre AP, 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.
- Driver’s Education credit will be entered in the transcript as a “P” pass, .5 credit.
- 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.

FAILURES

A student must have an overall 70 to pass a course for the year. The penalty "F" for a final average may apply if the student earns an "F" in the final quarter and also fails the exam. St. Louis Catholic High School does not have a summer school program, students going to summer school must see the guidance counselor for scheduling information.

SUMMER SCHOOL GRADES

1. Students who fail an entire course and retake the course 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 an accredited summer school program.
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, unless 2 courses are taken and passed in summer school.

EXEMPTION FROM FINALS

* A student may be exempt from **only** two final exams per school year, as per guidelines stated below:

1. One exemption may be allowed in a class for which the student maintains at least an "A-" at the end of each quarter and on the mid-term exam.
 - a. The student will receive an average of the quarters and the midterm for the final exam
2. One exemption may be allowed for a student who receives **no more than** two signatures on his/her violation card during the school year.
 - a. The student must not have any serious offenses or suspensions on his/her disciplinary record for the year.
 - b. The student must not have served any detentions during the year.
 - c. The student must have at least a 76 average in the class to be exempt.
 - d. The student's grade on the final exam will be calculated by the average of his grades for the four quarters and the midterm exam.
3. Teachers reserve the right to determine if a student may be exempted but are not required to exempt any student from final exams.
4. 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.

* A rally student may count that subject as one of the two exemptions.

HONORS AWARDED

- A. Awards Assemblies
 1. The Undergraduate Honor Assembly recognizes the outstanding achievements of underclassmen.
 2. The most important award, St. Louis Catholic Award, is presented to underclassmen at the Undergraduate Honors Assembly and to the seniors at the graduation ceremony.
 3. At the Senior Honor Assembly, 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 Guidance 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 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 Diploma 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 foreign language on the transcript. Advanced level courses include Honors, AP and Dual Enrollment courses. Of those seven courses, no more than two Dual Enrollment courses will count toward the Honors Diploma.
 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.

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 guidance counselor may also contact a student concerning a need for extra help.

NATIONAL TESTING OFFERINGS

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

Freshmen—Aspire

Sophomores—Aspire

Juniors—PSAT – ASVAB (career exploration)

**The ACT test should be taken during or before a student's junior year.

OFF SITE COURSES

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.

INCOMING 9TH GRADE TESTING

Incoming 9th grade students must be promoted to 9th grade by a state accredited middle school and are required to take the High School Placement Test (HSPT), which is used for appropriate placement in core subjects. Records and ACT Aspire results may also be used.

HOME-SCHOOL PLACEMENT

Incoming home-school students 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 guidance department to schedule and take the credit exam(s).

Home-schooled incoming ninth grade students are also required to take the HSPT to determine the student's appropriate placement in core subjects.

RECORDS

Parents and students have a right to review their records. Appointments to view records can be made through the guidance 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 guidance 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.

TRANSCRIPTS OF CREDITS

Request for transcripts must be directed to the guidance 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 guidance department at the beginning of the school year.

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. One essay.

Seniors are required to have a senior portfolio on file in the Guidance Department. **Scholarship and college applications will not be processed if this requirement is not met.**

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.

LIBRARY USE -

Landry Library has a well-rounded collection of materials for students and teachers and is open from 7:15 a.m. to 3:30 p.m. each school day.

1. Students must have 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.
2. 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 and damaged library property.
3. 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.
4. Students must return all borrowed books and/or materials to the check-out desk.

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 complete a digital form 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.

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

IV. ATTENDANCE

4011 MINIMUM ATTENDANCE – (REPRINT FROM DIOCESEAN POLICY)

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.

4012 ABSENCES

Absences will fall under four categories:

- Exempted 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.
- Non-Exempted and Excused: The student can make up the missed work, but the absence is counted against the attendance requirement. An example is 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.
- Unexcused: The student is not allowed to make up the missed work and the absence is counted against the attendance requirement.
- Suspensions: The student is allowed to make up the missed work but the absence is counted against the attendance requirement.

EXCUSED

Medical/Illness
Legal
Funeral-family
Wedding-family
Weather
Administrative (prior approval)

UNEXCUSED

Any other reason

EDUCATIONAL

Field Trip
School Related Event
Athletics

Students **ARE** allowed to make up work missed for *excused* absences.

Students **ARE NOT** 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.

ACCORDING TO DIOCESAN POLICY #4220:

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.

NOTIFICATION OF ABSENCES

A parent must notify the school office by phone or fax 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.

TARDY ENTRANCE

A tardy entrance may be explained in one (1) way: The physician explaining the tardy.

UNEXCUSED TARDY

4	1 Detention
5	1 Detention
6	1 Detention
7	Saturday Detention
8	Saturday Detention
9	Saturday Detention
10	In-School Suspension
11	In-School Suspension

DISMISSALS

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. A parent/guardian may send a written note explaining the reason for the dismissal and the time that the student needs to be released.
3. A parent/guardian may call the office to state the time and reason for the student's dismissal.

Parents should state the means by which the student is leaving school as well as mention any other students who would be riding with him/her.

Teachers will be informed of dismissals that are 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 Dean of Students if their schedule is changed during the year must clock in and out.

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. COMMUNICATION

In keeping with the church's principle of subsidiarity, St. Louis Catholic High School encourages problem solving at the lowest level possible in order to assure proper resolution.

ASSIGNMENTS

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

WEB PAGE

The St. Louis web page address is www.slchs.org. Any communications should be directed to the Administration.

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 9:05 a.m. Announcements will be made in the morning on regular schedule days.

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 observe the locker regulations and not to loiter or block hallways between classes.

MESSAGES AND TELEPHONE USAGE

The school will not be the ordinary means of communicating with your student. 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 (Reprinted from Diocesan 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 1: Appeal to the Local School Board

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 11: 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 1.
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. Written records of all committee meetings shall be carefully made.
4. The committee shall hear all parties involved in the grievance and shall review all materials presented at Level 1, and any testimony that it deems relevant.
5. The committee's final decision shall be communicated in writing by the superintendent to the bishop within ten (10) school days of the hearing.
6. 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.

VI. 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 that as a Christian, the student is a model for others, immediately recognizable as a member of SLCHS community. ***Southern Drifter Uniforms is SLCHS' official uniform vender.***

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 as long as the student is on campus.**
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) 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.
6. Hair Students' hair must be neat, clean, combed and of the student's natural hair color. Hair 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. Afros must not be over three inches. Ponytails, Mohawks, braids, twists, 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 clean-shaven at all times. 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 no more than three inches from knee to floor in a kneeling position, and touching the top of the knee in a standing position (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: the yellow oxford long or short-sleeve with the school logo. Shirts must be tucked in and buttoned appropriately as long as the student is on campus.
3. Socks Solid white, gray or navy socks **(crew-no logo)**. Plain navy, gray, or opaque color 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, 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. T-Shirts White short/long sleeve t-shirt or turtle neck shirt may be worn under shirt/blouse. **Neither should be visible beyond the shirtsleeve.**
3. 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
Prien Lake Mall
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.

VII. 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.*

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 is allowed to return to school. Both student and parent must sign a disciplinary agreement at this meeting. A student may be placed on probation for a single, major offense.

ID/VIOLATION CARD

A student must have an official St. Louis Catholic High ID/Violation Card (VC) on his/her person at all times 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/VC on demand to any administrator, faculty, or staff member. The administrator, teacher, or staff member will sign and date the student's VC every time a student commits a minor violation while on campus. Violation of this rule will result in the following:

- If the student does not/cannot present his/her VC to the administrator, teacher, or staff member upon request he/she will be sent to the Dean of Students.
- The student's violation card will be signed on every fourth (4th) temporary I.D. purchased.

Minor Violations Consequences:

1. Violations one, two and three – Administrator, teacher, or staff member will sign and date the student's card and immediately return the card to the student.
2. Violations four through thirteen the Administrator, teacher, or staff member will sign and confiscate the card, deliver it to the Dean of Students, and the student will be assigned detention.
 - **WHEN THE DETENTION HAS BEEN ASSIGNED, THE STUDENT'S VIOLATION CARD WILL BE RETURNED AND EACH SUCCEEDING VIOLATION WARRANTS A DETENTION.**
3. Upon the tenth violation, the student will serve one day In-School Suspension (ISS).
4. Upon the eleventh and twelfth violation, the student will merit an additional two day In-School Suspension (ISS) and the student will be placed on probation.
5. Upon the thirteenth violation, the student will be permitted to voluntarily withdraw or will be expelled.

The following will be considered Minor Violations and the student's violation card will be signed, dated and the minor violation procedures and consequences are to be followed.

Assemblies, School Masses and School Functions: At all times students must conduct themselves appropriately and in a manner befitting Christian students.

Announcements: Students are expected to give full attention to any announcement and are responsible for all announcements made.

1. **Cafeteria:** Students are expected to conduct themselves as Christian ladies and gentlemen.
2. **Dress Code:** Please note the St. Louis Catholic High School Dress Code.
3. **Electronics:** Radios, tape, MP3, or CD players (including those with headsets) or any type of beeper or laser pointer are not permitted on campus during the school day.
4. **Food / Drink / Gum Chewing:** Food or drinks are not permitted in the classrooms. Gum is not permitted on campus.
5. **Student Identification:** A student must visibly wear the official St. Louis Catholic High School ID at all times while on campus. A student must not deface the ID. A student must surrender the ID on demand to any administrator, faculty, or staff member. ID cards are to be used to gain admittance to any school function. A student who does not have his/her ID card will be sent to the Dean of Students immediately. A replacement ID is \$10.00. Misplaced/lost lanyard or ID holder must be replaced and can be purchased for \$2.00. The student can purchase a temporary ID card for the cost of \$1.00 per day.
6. **Classroom Detentions:** To be handled by the teacher.

The Dean of Students reserves the right to determine detention offenses and severity of offenses.

CELL PHONE POLICY

Cell phones may not be used on campus from 7:40 a.m. to 2:40 p.m. The first offense the student will receive a detention, signature on his/her violation card and his/her cell phone will be taken away for one week. The second offense the student will receive an in school suspension and the cell phone will be taken away for two weeks. The third offense the student will receive a two day in school suspension and the cell phone will be taken away for three weeks.

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.

SUSPENSION

Suspension is a severe punishment. The parent/guardian of the student will normally be notified prior to the suspension. Suspension 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. Major violations are subject to suspension:

1. 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.
2. Use of profane or obscene language or action
3. Fighting or encouraging of fighting on or off campus

4. Improper behavior at extracurricular activities, assemblies, Masses, or anywhere on campus
5. Cutting classes
6. Leaving campus without permission from the administration
7. Careless or reckless operation of a motor vehicle on or around campus.

Any major violation defined by the administration will result in external suspension(s).

In-School Suspension: The specified day per week for serving In-School Suspensions is Wednesday. A student placed on in-school suspension will be placed in a designated detention area or may be assigned to a work detail for a specific class period or an entire school day. He/she will not be allowed to attend or participate in school activities during the suspension period. He/she will not be allowed to attend co-curricular events the day of in-school suspension. He/she will be allowed to make up all work not to exceed 75% of the total credit earned.

Out-of-School Suspension: A student placed on out-of-school suspension will not be allowed to attend school or participate in school activities during the suspended period. He/she will be allowed to make up all work not to exceed 50% of the total credit earned.

EXPULSION

Expulsion is the most serious behavioral consequence.

MAJOR VIOLATIONS SUBJECT TO EXPULSION

The following may be grounds for dismissal from St. Louis Catholic High School:

1. Possession, use, or showing the effects of alcohol or tobacco, including electronic cigarettes on campus or at any school sponsored activity
2. Any illegal involvement with drugs on campus
3. Possession or use of weapons or instruments that can inflict bodily harm
4. Harassing or threatening, actual or implied of any student or any school personnel
5. Vandalism
6. Frequent suspension
7. Sexual misconduct on campus or at a school function
8. Any incident involving the police
9. Any seriously improper behavior anywhere on campus or at any school related activity
10. Destruction or stealing of school or other's property

The Administration is the final determinant in all matters of discipline including the consequences of detention, suspension, and expulsion.

HALL PASSES

No student is to leave his/her regularly assigned classroom without teacher permission. The student must be in possession of an official Hall Pass at all times while he/she is out of the classroom.

Note: The only exception to this rule is when a student has been summoned by the Administration or other administrative personnel.

BOUNDARIES

Before school, during lunch periods and other unassigned times, students are permitted in the commons, cafeteria, library, or courtyard (between Landry Gym and Athletic Building).

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 Diocesan Policy 4531)

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 Diocesan Policy 4550)

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.

4830 SCHOOLS AS WEAPONS FREE ZONES (Reprint from Diocesan 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.

5370 SUBSTANCE ABUSE (Reprint from Diocesan 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 SCHOOL BOARD 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. Students picked by lot on a daily basis will report to the Facilitator and Staff Observer to participate in the sampling procedure. The number of students chosen will correspond to the available testing days in a school year and the present enrollment of St. Louis. Students absent on their testing day will be tested upon returning to school.
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 paper work 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 Drug Testing Coordinator and the Facilitator will be the only individuals with the combination to the safe. 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 Guidance Counselor/Social Worker 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 Guidance Counselor/Social Worker 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 re-test where probable cause exists.

Consequences

1. A student who tests positive for the first time will receive a three (3) day in-school suspension.
2. Complete a drug counseling program at parent's expense.
3. May not attend any school activity until retested.
4. A student who refuses to be tested/retested will be dismissed from St. Louis Catholic
5. 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.

6. A student who tests positive on the retest following the initial test will be dismissed from St. Louis Catholic
7. A student who tests positive twice during his/her tenure at St. Louis Catholic will be dismissed.
8. A student who has removed all appropriate hair so as to hinder the facilitation of the hair sampling drug will be dismissed.
9. 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. Two 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.

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.

4900 SEARCH AND SEIZURE (Reprint from Diocesan 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 another school official with permission of the head of school, 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 when absolutely necessary and with a minimum of embarrassment to the student or students in the privacy of an administrator's office. A personal search should not be conducted if there is no danger that the illegal object will be destroyed and there is no absolute necessity to safeguard and protect individual students or school personnel. The parent/guardian of the student should be called prior to a personal search when the above mentioned dangers are not present. Personal searches should always be conducted by school personnel of the same gender as the student(s) being searched.

4620 RELEASE OF STUDENTS TO POLICE (Reprint from Diocesan 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.

4560 HARASSMENT (Reprint from Diocesan 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 of a student's academic success or academic success or achievement of any other nature.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.
3. 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.

4580 MARRIAGE DIOCESAN POLICY (Reprint from Diocesan Handbook)

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

MATERNITY-PATERNITY REGULATION

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 work on an individual basis with any student who becomes pregnant.
2. 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 insure 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:
 - 1 The recommendation of professional counselors;
 - 2 The psychological well-being of the student;
 - 3 The student's previous academic status in school and the level of her academic achievement during the pregnancy period.
- 3 The final decision concerning the continuation of her education in the Catholic School System is left to the discretion of the local school administration.
4. 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.
5. Students who are pregnant or a student who is a father, during pregnancy, shall not participate in extra-or-co-curricular activities but can participate in all school educational activities.

AIDS/HIV

5352 Admissions & Continued enrollment of students with AIDS (Reprint from Diocesan Handbook)

1. Students with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in grades Pre-Kindergarten through 12 shall be permitted to attend school or parish religious education programs in an unrestricted setting.
2. Students with Acquired Immune Deficiency Syndrome (AIDS) shall not be excluded from attending school or parish religious education programs for reason of infection unless the following exceptional conditions are evident as determined by the student's physician, the student's parents/guardians the appropriate school or religious education program administrator and, in a parish setting, the pastor:
 - a). The student is not toilet-trained or is incontinent, or is unable to control drooling, or presents a very disturbing appearance;
 - b). The student is unusually physically aggressive with a documented history of biting or harming others.
3. Cases shall be referred to the superintendent of schools or the diocesan director of religious education when disagreement on the existence of the excluding conditions prevents the student's physician, the student's parents/guardians, the appropriate school or religious education administrator and in a parish setting, the pastor from reaching a decision on admission or continued enrollment.

5353 Exclusion of a Student with AIDS

A student with Acquired Immune Deficiency Syndrome (AIDS) who is excluded from the school shall be provided with appropriate educational programs as well as catechetical instruction at the proper level as are available within the resources of the parish of the Diocese. A student with Acquired Immune Deficiency Syndrome (AIDS) in a parish religious education program who is excluded from attending school shall be provided with an alternate means of catechetical instruction.

5354 Confidentiality for a Student with AIDS

The identity of a student with Acquired Immune Deficiency Syndrome (AIDS) and all health records and other pertinent files shall be kept confidential in accordance with the law.

ACCIDENT AND INSURANCE

Every accident in the school building, on the school grounds, at practices, or at any athletic event sponsored by the school must be immediately reported to the person in charge. The Administration must be notified of any accident by the events/activity supervisor using the accident incident forms available in the school office. The claim form is then mailed to the parent/guardian whose responsibility it is to see that a claim is filed properly with the school insurance.

The school cannot assume responsibility for injuries sustained by students. St. Louis Catholic High School has student insurance that provides reimbursement of medical bills secondary to primary coverage for accidents occurring on school premises or while participating in school-sponsored activities. It is the responsibility of parents/guardians to provide primary coverage for the student. If there is a balance due after individual coverage has been paid, the school policy will pay the secondary portion of approved coverage. The required claim must be filed within 90 days with the insurance company by the parents and the attending physician. See the business manager for forms or more information.

5380 CASES OF SUSPECTED CHILD ABUSE (Reprinted from Diocesan Handbook)

School personnel have the responsibility to report incidents of apparent child abuse and cooperate with the authorities in relation thereto. Such reporting is required by law and offers immunity to educators who report child abuse suspicion. Under Louisiana law concerning the suspected abuse of minors, the school must permit authorities to question a student, even in the absence of specific parental authorization or court authorization. Except in instances where the school authorities have reasonable cause to believe that the return of a child to her/his parent/guardian without the intervention of the proper authorities would result in physical harm or abuse of a serious nature to the child, it is not possible to prevent such return. When in doubt, contact the local child protection office. Louisiana law provides immunity from any liability, civil or criminal, to the person or persons acting upon a reasonable cause of suspected abuse when a report is made.

5381 DIOCESE OF LAKE CHARLES POLICY ON THE ABUSE AND NEGLECT OF MINORS

5381.01 Introduction to the Policy on Abuse and Neglect

1. Every human being is created with a God-given dignity. Therefore, the Catholic Church condemns all forms of abuse or neglect of people of all ages. In regard specifically to minors, it is the policy of the Diocese of Lake Charles that abuse and neglect of minors is totally reprehensible and intolerable behavior. Any such conduct is to be considered, by its very nature, completely contrary to Christian morality and therefore is contrary to the duties and employment of all personnel serving within the diocese, and cannot be justified.
2. All who serve within the Diocese of Lake Charles must comply with all state laws (as well as applicable local or federal laws, if any) regarding incidents of actual or suspected abuse or neglect of minors, and with the provisions of this policy. For your information and convenience, a brief addendum regarding the laws of the State of Louisiana is provided.
3. Through this policy, the Diocese of Lake Charles takes steps to safeguard minors in the circumstances described in the following provisions. This policy establishes requirements and procedures in an effort to prevent sexual abuse, other physical abuse, and neglect of minors by personnel of diocese, while performing the work of the diocese, and to provide guidance to the personnel of the diocese as to how to respond to allegations of abuse or neglect of minors, if such allegations are received.

5381.02 Definitions for the policy on Abuse and Neglect

4. For the purpose of this policy:

Sexual abuse is the involvement, use, aiding, tolerating, employment, persuasion, inducement, enticement, sexual exploitation, or coercion of any minor to engage in, or having a child assist any other person to engage in, any sexual conduct, or producing any visual depiction of such conduct, as a result of relationships developed through a position while performing the work of the Diocese of Lake Charles, and which conduct is: a) contrary to the moral instruction, doctrines, and Canon Law of the Catholic Church, or b) unlawful.

Other physical abuse is the infliction of physical injury or the causing of the deterioration of a minor to such an extent that the minor's health, moral, or emotional well-being is endangered, as a result of relationships developed through a position while performing the work of the Diocese of Lake Charles.

Neglect is the failure by a caretaker to provide for a minor the proper or necessary medical care, nutrition, or other care necessary for the minor's well-being, as a result of relationships developed through a position while performing the work of the Diocese of Lake Charles.

Caretaker is any person legally obligated to provide or secure adequate care for a minor, including a parent, tutor, guardian, legal custodian, foster home parent, an employee of a public or private day care center or school, or the person providing residential care.

Chief administrator or **executive officer** shall mean the pastor of a parish, principal of a school, the head of an agency or office of a parish or of the diocese.

Minor is any individual under the age of eighteen years.

Personnel includes all persons, eighteen years of age and older, clergy, religious, or lay, who participate in the work of the Diocese of Lake Charles, whether full-time or part-time, paid or non-paid (volunteer).

Diocese of Lake Charles includes the diocesan departments and administrative offices, all parishes, missions, schools, institutions, agencies and other offices under its direct jurisdiction.

5381.03 Duty to Distribute the Policy on Abuse and Neglect

- 5A. A copy of this policy shall be sent by the bishop of Diocese of Lake Charles to all school principals, clergy, religious, seminarians, diocesan department and office directors, vice chairpersons of pastoral and financial councils, Principals of school boards, parish directors of religious education, and parish directors of youth ministry. Chief administrators or executive officers are obligated to distribute this policy to all personnel who have direct contact with minors.
- 5B. All caretakers who come into contact with children in the school or at any school-related activity, including school personnel (teaching and non-teaching), as well as volunteers serving in any capacity in the school or at any school-related activity, must sign a statement indicating that they are aware of and agree to abide by the terms of this policy. This statement is to be kept on file in the school office.

5381.04 Education for the Policy on Abuse and Neglect

- 6. The diocese may, from time to time, arrange educational programs on recognizing and preventing abuse and neglect of minors. When such programs are conducted, the following persons may be required to attend: all priests serving in the diocese, all parish staff personnel, all youth ministers, all school principals and directors of religious education and other diocesan personnel as deemed necessary by the bishop.

5381.05 Obligation to Report Abuse and Neglect

- 7.
 - A. Any person who has actual knowledge of or who has reasonable cause to suspect an incident of sexual abuse, other physical abuse or neglect of a minor by any personnel of the Diocese of Lake Charles shall comply with all applicable reporting requirements of state law (unless to do so would violate the priest-penitent relationship),
 - B. A verbal report shall be made immediately to the chief administrative officer or executive officer of a school, church agency or other institution of organization and to the pastor of the parish wherein the incident is alleged to have occurred. As soon as possible, but within a period of time not to exceed five (5) days, a written report must be submitted by the pastor to the chancellor of the diocese.
 - C. Should any person wish to make an allegation of abuse or neglect of a minor by a priest or deacon or religious such as a nun or brother, that person is to contact the deanery vicar of the diocese or the chancellor of the diocese.

5381.06 Investigation of an Allegation of Abuse and Neglect

- 8. The chancellor, once contacted, shall promptly begin the investigation of the reported incident, with care taken not to interfere with any criminal investigation, and with a high level of Christian care, concern, and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, and the alleged offender. The chancellor, after consultation with the bishop, may refer the matter to the diocesan attorney to ensure compliance with state and other laws and to conduct a further investigation, if necessary.

I. ALLEGATIONS AGAINST DIOCESAN PRIESTS AND DEACONS

- A. Due to the canonical relationship which diocesan priests and deacons have with the diocese, if the report alleges sexual abuse, other physical abuse, or neglect of a minor by a priest or deacon, an investigation shall be made in accordance with the policy pertaining specifically to priests and deacons which follows:
- B. As soon as an allegation has been received, it is the responsibility of the chancellor to investigate promptly. He may do this personally or he may request that other priests or lay persons, including those not in the employ of the diocese, conduct this investigation which he will coordinate. This investigation is to include speaking with the alleged offender, the alleged victim, the family of the alleged victim, and other appropriate persons, whenever possible. Legal advice, both civil and canonical, shall be obtained promptly.
- C. If the priest or deacon admits the allegations, or if the allegations are proven, he is to be relieved immediately from active ministry.
- D. If the priest or deacon denies the allegations, but the allegations are serious and the evidence warrants it, the priest or deacon is to participate in a professional, independent psychological evaluation as soon as possible. Further decisions concerning his active ministry are to be made after receiving the results of this evaluation.
- E. If the circumstances warrant, the priest or deacon may request an administrative leave of absence which the bishop of the Diocese of Lake Charles may accept. If the circumstances warrant, the bishop of the Diocese of Lake Charles

may impose, with or without the concurrence of the priest or deacon, an administrative leave and/or limitation or revocation of ministerial faculties, pending the outcome of the internal investigation and any outside investigation. An administrative leave may be imposed by the bishop of the Diocese of Lake Charles only after the bishop speaks with the accused priest or deacon. Such action does not imply guilt on the part of the accused priest or deacon.

- F. After adequate and appropriate investigation, the chancellor shall make a determination about the validity of the allegation and shall make a written report with the recommendations to the bishop of the Diocese of Lake Charles. The bishop of the Diocese of Lake Charles shall meet personally with the accused priest or deacon and will then take appropriate action.
- G. The bishop or his designee is responsible for making certain that pastoral care and solace are offered to all concerned. No medical, psychological or physical assistance may be offered without the approval of the bishop in consultation with the diocesan attorney.

II. ALLEGATIONS AGAINST PRIESTS, DEACONS, MEN, AND WOMEN WHO BELONG TO RELIGIOUS INSTITUTES SERVING THE DIOCESE OF LAKE CHARLES

- A. Due to the canonical relationship which members of religious institutes have with the Diocese of Lake Charles and with their own congregations, if a report alleges sexual abuse, other physical abuse, or neglect of a minor by a man or woman, clerical or lay, who belongs to a religious institute, an investigation shall be made in accordance with the policy pertaining specifically to them which follows:
- B. It is the responsibility of the chancellor of the diocese to investigate promptly as soon as an allegation has been received against a priest or deacon who serves in the Diocese of Lake Charles and who belongs to a religious institute. It is also the responsibility of the chancellor to notify the superior of the religious institute that an allegation against one of its members has been received and the chancellor shall request the full cooperation of the religious institute in the investigation.
- C. It is the responsibility of the chancellor to investigate promptly as soon as an allegation is made against a sister or brother who serves in the Diocese of Lake Charles and who belongs to a religious institute. It is also the responsibility of the chancellor to notify the superior of the religious institute that an allegation against one of its members has been made and the chancellor shall request the full cooperation of the religious institute in the investigation.
- D. This investigation may be made personally by the chancellor or the chancellor may request other persons, including those not in the employ of the diocese, to conduct this investigation which the chancellor will coordinate. This investigation is to include speaking with the alleged offender, the alleged victim, the family of the alleged victim, and other appropriate persons, whenever possible. Legal advice, both civil and canonical, shall be obtained promptly.
- E. If the member of the religious institute admits the allegations, or if the allegations are proven, he/she is to be removed immediately from active ministry.
- F. If the member of the religious institute denies the allegations, but the allegations are serious and the evidence warrants it, the member of the religious institute is to participate in a professional, independent psychological evaluation as soon as possible. Further decisions concerning his/her active ministry in the Diocese of Lake Charles are to be made after receiving the results of the evaluation.
- G. If the circumstances warrant, the alleged offender may request an administrative leave of absence which the bishop of the Diocese of Lake Charles may accept after consultation with the superior of the religious institute. If the circumstances warrant, the bishop of the Diocese of Lake Charles may impose, with or without the concurrence of the alleged offender, an administrative leave and/or limitation or revocation of permission to minister in the Diocese of Lake Charles, pending the outcome of the internal investigation and any outside investigation. An administrative leave may be imposed by the bishop of the Diocese of Lake Charles only after the bishop speaks with the alleged offender and the superior of the religious institute. Such action does not imply guilt on the part of the accused.
- H. After adequate and appropriate investigation, the chancellor shall make a determination about the validity of the allegation and shall make a written recommendation to the bishop of the Diocese of Lake Charles. The bishop of the Diocese of Lake Charles shall meet personally with the accused member of the religious institute after communicating with the superior of the religious institute.
- I. The bishop or his designee is responsible for making certain that pastoral care and solace are offered to all concerned. No medical, psychological or physical assistance may be offered without the approval of the bishop in consultation with the diocesan attorney.

III. ALLEGATIONS AGAINST OTHER PERSONNEL

- A. With regard to allegations of sexual abuse, other physical abuse or neglect of a minor against any personnel of the Diocese of Lake Charles, as defined herein, the procedure set forth in paragraphs 7 and 8 shall be initiated.
- B. Other appropriate action may be taken to protect the alleged victim, the alleged offender, or other affected persons during the investigation.

- C. If the chancellor deems it appropriate, the alleged offender will be immediately relieved of any position in the Diocese of Lake Charles and placed on administrative leave, pending the outcome of the internal investigation and any outside investigation. Administrative leave does not imply guilt on the part of the accused person.
- D. The diocese is responsible for making certain that pastoral care and solace are offered to all concerned. No medical, psychological or physical assistance may be offered without the approval of the bishop in consultation with the diocesan attorney.
- E. After adequate and appropriate investigation, the chancellor shall make a determination about the validity of the allegation and take appropriate action.
- F. Any personnel who admits to, does not consent, or is found guilty of an incident of sexual abuse, other physical abuse, or neglect of a minor shall be immediately terminated from employment, or service, or any position of responsibility within the diocese.

5381.07 Media Contact and Inquiries Regarding Alleged Abuse and Neglect

- 9. Any media contact or inquiries regarding an incident of sexual abuse of a minor or other physical abuse or neglect of a minor by personnel of the Diocese of Lake Charles must be directed to the Chancery of the Diocese of Lake Charles.
- 10. Within the confines of respect for the privacy of the individuals involved, the Diocese of Lake Charles pledges itself to deal as openly as possible with the members of the Church and the broader community about the incident of sexual abuse, other physical abuse, or neglect of minors.

VIII. STUDENT ACTIVITIES

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. All parents, students, and staff are welcome to attend mass.

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 Dean of Students.

SCHOOL DANCE POLICY

- 1. School dances are held on campus. Only with special permission of the Administration can a dance be held off campus.
- 2. All school dances will begin at 8:00 p.m. and end at 11:00 p.m.
- 3. Students and their guests must sign in upon arrival. Students and their guests may be subject to breath tests upon admission.
- 4. Students must present a current ID for themselves.
- 5. St. Louis Catholic students are allowed only one guest per dance.
- 6. St. Louis Catholic students take all responsibilities for their guests and/or escorts.
- 7. Students must arrive at the dance no later than one hour after it begins. Once a student leaves, he/she may not return.
- 8. 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.
- 9. 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.
- 10. Smoking is not permitted.
- 11. All regulations pertaining to student conduct are in effect throughout the dance.
- 12. 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.

CAFETERIA REGULATIONS

Students may buy their lunches in the cafeteria. No soft drinks are permitted in the cafeteria even when brought from home in accordance with Federal Guidelines.

Students are expected to observe the following regulations:

1. Lunches are provided on a "cash and carry" basis, either prepaid or pay-by day. Charging will no longer be allowed.
2. Cutting into line is prohibited; students observed doing so will be sent to the end of the line.
3. Students are expected to take responsibility for the entire table at which they sit, including the floor, so there will be no litter left when the table is vacated. This is a very simple request and makes a great difference in maintaining a pleasant eating situation for classmates.
4. Trays, utensils, cups, and milk cartons, etc. are to be returned to the dishwashing area as soon as students finish eating. Students may then return to their tables to "visit."
5. Students are not to sit on cafeteria tables at any time.
6. Students eating the cafeteria lunch will be seated in the cafeteria. Students bringing their lunches will also eat in the cafeteria, commons, or courtyard.
7. All vending machines are turned off at midnight until the end of the lunch period to comply with Federal Guidelines.
8. Fast food may not be delivered at any time.

LOCKERS

Student lockers, are to be kept locked at all times. Any student whose locker will not open must report the problem to the Administration office. Students are NOT to leave book bags on the floor of the Commons.

The school is not responsible for items that are reported as missing or stolen from student lockers or from their book bags. Materials kept at school are kept at the student's risk. Students are warned that any items of value and any sums of money larger than \$5.00 are to be placed in the school safe during the day with the student's name on it.

Decorations placed on the outside of any locker must first be approved by the Administration.

There are no private domains at St. Louis Catholic High School; in order to safeguard the moral and physical welfare of the students, all spaces, including lockers, desks, etc. and all property including purses, book bags, etc., are subject to inspection. Materials obtained from these inspections may be confiscated for use in disciplinary procedures.

Students may visit lockers before school, during the change of classes, during lunchtime, and at the end of the day. Tampering with another student's locker or possessions is a serious offense. The school maintains the right to examine any student, locker, or personal belongings, at school or at any school related function for contraband or to maintaining discipline or order.

PARKING ON ST. LOUIS CATHOLIC HIGH SCHOOL PROPERTY

Students bringing and parking their cars on campus or in parking areas adjacent to campus on Seventh and Ninth Streets must assume responsibility for the safety of their cars and its possessions. Since all student parking areas are off-limits during the school day as well as during evening school activities, no continuous supervision of these areas takes place.

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 a 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.

1. Only licensed drivers are permitted to drive on campus.
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. No parking is allowed on the median between the sidewalk and Bank Street or on any sidewalks.
5. No parking is allowed on Eighth Street.
6. Students using the school parking lots must buy a parking tag from the Dean of Students. 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.
7. Students are not to enter the gym parking area through the exit.
8. After entering the parking lot, students are not to leave school without permission from the office.
9. Parking is not allowed in the entrance or exit of the gym parking lot.

FUND-RAISING PROJECTS

Any fund-raising project or activity undertaken by the school or any organization of the school must have the authorization of the Principal. This includes, but is not limited to, selling tickets, raffle chances, taking collections, or selling t-shirts or other items.

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.

PARENT ACCOUNTS AND CLUB ACCOUNTS (Reprint from Diocesan Policy 2630)

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.

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.

DISMISSAL FROM TEAMS AND ORGANIZATIONS

1. 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.
2. **All students are subject to the rules and regulations contained in the bylaws of teams and organizations.**

CO-CURRICULAR ACTIVITIES

MU ALPHA THETA
ART CLUB

LATIN CLUB
FRENCH CLUB

SPANISH CLUB

EXTRA-CURRICULAR ACTIVITIES

AMBASSADORS
LITERARY RALLY
STUDENT COUNCIL
SWEETHEARTS DANCE LINE
CHEERLEADERS
CAMPUS MINISTRY TEAM

DRAMA
QUIZ BOWL
CELEBRATE TEAM
LITURGICAL CHOIR
STUDENTS FOR LIFE
NATIONAL HONOR SOCIETY

EARTH CLUB
LIBRARY SOCIETY
SHOW CHOIR
SPIRIT BAND
KEY CLUB
COLOR GUARD
TRUMPET
FBLA
CYBERPATRIOTS
CHESS CLUB
MINDING YOUR MIND
FISHING CLUB

SELECTION PROCESS FOR NATIONAL HONOR SOCIETY LUCIDUS CHAPTER

The process followed at St. Louis Catholic High School for selection of new members for the National Honor Society is a four-step process. This process is carried out by the NHS adviser and a faculty council of five teachers chosen by the SLCHS principal. The criteria for selection are SCHOLARSHIP, CHARACTER, LEADERSHIP, and SERVICE.

The first step is a verification of a prospective member's grade point average. To be considered for membership, a student must have a five-semester cumulative average of 3.50 (not rounded) or better. This information is provided by the Counselor's Office. Having the required GPA does not mean a student will automatically become a member of NHS.

After the GPA has been established, the second step in the process is to circulate among the faculty the names of all students being considered. If a faculty member has a concern about one of the students being considered, this concern is made known to the NHS adviser. If the concern is of a serious nature, the student will not be given a Student Activities Information Form to complete.

Completing a Student Activities Information Form is the third step in the selection process. This form asks the student to list all areas of involvement in activities where leadership and service can be shown. Extra-curricular, co-

curricular, and community organizations and services are noted on the form. This form is not to be considered an application for membership because students cannot apply to become members of NHS.

The final step in the selection process is a review of the Student Activities Information Form by the Faculty Council. Equal weight is given to each of the four criteria for membership. After a discussion of the prospective members, each teacher marks his/her evaluation sheet without knowledge of any other teachers' ratings.

When this process has been completed, the NHS adviser tallies the teachers' evaluations and informs each prospective member of the Faculty Council's decision concerning admission or non-admission into NHS. At an appropriate time (determined by the principal and NHS adviser), an induction ceremony is held to welcome the members into the Lucidus Chapter of the National Honor Society.

Members who fail to maintain the standard established for scholarship, character, leadership, and service will be placed on probation for the semester. Senior members on probation at the end of the school year will not receive honor cords for graduation.

IX. RELIGION

All students at SLCHS must complete Religion requirements.

The teachings in Religious Studies classes address the issues expressed in the Bishops' document for Adolescents and are 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 of the material being taught at St. Louis Catholic High School with Sharon Monteaux, Religion 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 Religion 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 Catholic Schools.

Ratified: Bishop Jude Speyrer
February 6, 1991

Guidelines:

1. Parents must be notified that the program will be conducted and must retain their right to withhold their child from participation if they so choose.
2. There should be appropriate involvement of the pastors in the program.
3. The program should be described/explained to parents before being conducted.
4. All teachings of the Roman Catholic Church must be upheld and promoted when conducting the program.
5. Students not participating in the Human Sexuality Program are not to be punished or penalized. However equitable assignments may be given by the teacher of each grade, so that the educational time is fully utilized. Students will be given assignments to compensate for grades missed while students participate in the Human Sexuality Program.

Guidelines for educating adolescents about human sexuality:

- A. Because there is a need to provide positive instruction about the wonder of the human body, sexual functioning, fertility, and reproduction, and the appreciation and care for their bodies in life-giving ways, the following areas need to be addressed:
 1. The punitive and procreative purpose of marriage and sexual activity in marriage relationship
 2. Respect for their own bodies and those of others
- B. Because love and sex are often equated, educators and parent/guardians need to explain the full meaning of love in the context of the gospels. The areas to be addressed are:
 1. An explanation of the nature of love
 2. The distinction between the meaning of sexuality and sex from the Catholic perspective
- C. Because Jesus showed everyone how to be fully human and how to develop friendships, educators need to proclaim the story of Jesus. Educators will:

1. Encourage adolescents to adopt Jesus as the model for personal maturity and committed friendship
 2. Provide adolescents with skills to assist them in developing healthy relationships
 3. Instruct adolescents on the mutual responsibilities of friendship
- D. Because human beings sin they are in need of forgiveness and reconciliation. Therefore, educators need to proclaim and model God's readiness to forgive and encourage adolescents to reconciliation by addressing the following areas:
1. Instruction of the nature and effects of sin, including those related to sexuality, affecting one's own psychosexual development as well as impacting one's relationships with others
 2. Teaching adolescents about God's forgiveness as expressed by Jesus in his life and ministry
 3. Encouragement of regular celebration of the sacraments of Eucharist and reconciliation
- E. Because normal impulses and feelings of adolescents lead them toward sexual experimentation, educators need to explain the Church's position on sexual intimacy. Some areas to address include:
1. Promote of the values of modesty and chastity
 2. Foster a wholesome respect for the equality and mutuality of the sexes
 3. Teach that genital sexual intimacy finds its proper place only in the context of marriage
 4. Instruct on a moral decision-making process rooted in gospel values and church teaching
- F. Because adolescents are approaching an age when they may take on the permanent commitment of marriage, the following areas need to be addressed:
1. Instruction of the covenant of marriage from the Catholic perspective
 2. Information on the Church's teaching and pastoral approaches regarding divorce, annulment, and remarriage
- G. Because the Church provides guidance to adolescents about objective right and wrong and is an integral resource in their conscience formation, the following areas need to be addressed:
1. Teach how to deal morally with pornography and the exploitation of sex and sexuality in entertainment
 2. Provide a simple explanation of the Church's teaching regarding reproductive technology and sterilization
 3. Teach the Catholic perspective on heterosexuality and homosexuality
 4. Instruct students on the source, nature, and effects of sexually transmitted diseases

X. FIELD TRIP POLICIES

PHILOSOPHY OF 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 the 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.

As a general rule field trips will not be allowed in the month of May.

XI. PARENT SERVICE AND VOLUNTEER

PARENT GUILD

All parents, administration, faculty, and staff are members of the Parent Guild.

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 guidance 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 Development Office advised as to any change in address.

ST. LOUIS CATHOLIC HIGH SCHOOL FOUNDATION

The St. Louis Catholic High School Foundation was established to help the school achieve assured future financial strength by creating and building a substantial endowment fund. The business of the foundation is conducted by a board of community and parent volunteers.

Besides gifts of pledges of cash, the foundation accepts stocks and bonds, real estate, paid up life insurance policies, or any item of value such as livestock, antiques, mineral rights, art objects, and jewelry. Also monies generated through certain forms of deferred giving programs are welcomed. For more information, contact the St. Louis Catholic High School Foundation.

MEMORIAL FUND

One way of contributing to St. Louis Catholic High School is through the Memorial Fund which accepts gifts of any amount given in memory of a deceased person or in honor of a living person. An appropriate card suitable for the occasion is sent with no amount mentioned. To make a memorial gift to St. Louis Catholic High School, contact the Development Office at 436-7275, extension 237 or send the name and address of the person to be honored or memorialized, the name and address of the person to be acknowledged and your name and address to St. Louis Catholic High School Foundation, 1620 Bank Street, Lake Charles, LA, 70601. You may specify the purpose of your gift. St. Louis Catholic parents and friends find making memorial gifts to the school a meaningful and lasting way to remember a loved one.

SCHOOL BOARD

The local school board, whose authority is derived from the Ordinary of the Diocese and the Diocesan School Board, is charged with providing quality Catholic education for all those young people in the Diocese whose parents desire to take advantage of such an opportunity. The school board serves as a resource to the school administrator in the implementation of diocesan policies and formulation of policies at the local level.

VOLUNTEERS

Proud parents positively produce at St. Louis Catholic High School. 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.

XII. USE OF GROUNDS AND FACILITIES

Any group wishing to use the facilities at St. Louis Catholic High School must contact the Dean of Students for guidelines and fees.

XIII. GENERAL INFORMATION

VISITORS

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

1. 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.
2. Other visitors: Others wishing to visit during the school day should make arrangements through the Administration.

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.

EMERGENCY Days (Reprint from Diocesan 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.

EMERGENCY PROCEDURES

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, classes that are against the outside walls should move into the department foyer, and huddle in a kneeling position with heads down and covered by hands. Classes away from outside walls should remain where they are and assume this same body position. The Commons is not a safe place in the event of a tornado. Some Drew Wing departments have glass windows; those teachers should do what they can to help students to stay clear from flying glass and other objects.

SPECIAL NOTE

The policies and procedures in this handbook have been prepared and presented to assist you in becoming an integral part of St. Louis Catholic High School. Our school considers you as an important part of its community; therefore, we want you always to be conscious of its traditions and expectations. We hope that the material you find here will help you maintain, and improve, its fine record and traditions.

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.

Further, the St. Louis Catholic administration reserves the right to amend this handbook for what it believes are justifiable reasons. If changes are made, all parents will be sent prompt notification. In this handbook, wherever "parent(s)" is used, "parent(s) or guardian(s)" is implied.



ST. LOUIS CATHOLIC HIGH SCHOOL PLAGIARISM CONTRACT

OBJECTIVE: To promote intellectual honesty and ethical values

To develop mutual knowledge construction

To support students in proper citation of resources

pected to conduct themselves in a responsible manner and maintain academic honesty and integrity. form of cheating, lying, and stealing. Using the ideas, thoughts, words, or insights of another person them as original ideas 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 permissions 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 taking 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.

Student Signature

Parent Signature

Date

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 been 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 assigned to students. Care must be taken with the carrying cases so that they last from year to year.
3. 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.

4. 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.
5. 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. Videoing 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.

Student Signature Date

Parent Signature Date

Sportsmanship Policy

- **Sportsmanship Expectations: 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 ID. Does not have to be worn, but must be on 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 to the expectations of our school.

Should Infraction Occur:

- If 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.
 - a. Possible disciplinary consequences, per details of the occurrence, upon return to school.
 - b. 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:
 - a. **Second Occurrence** - Forfeiture of **1 month** participation and attendance of home or away events, as spectator or participant.
 - b. **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: <https://youtu.be/EPOM2w60vII>

Student Name: _____ DATE: _____ Grade Level _____

STUDENT HANDBOOK CONTRACT

GRADE _____

We have read the rules and procedures of St. Louis Catholic High School as stated in this Handbook including the Christian Service Policy. We understand them and agree to uphold them.

_____ X _____
Date Student Signature

X _____
Parent/Guardian Signature

PERMISSION FOR RELEASE OF INFORMATION

St. Louis Catholic High School is required by the Buckley Amendment to obtain written permission from parents to release statistical and educational information about their children to colleges, scholarship organizations, media organizations, and military services that may request names, addresses, transcripts, grade point averages, and class rankings. Please sign the release form below.

I GIVE MY PERMISSION FOR ST. LOUIS CATHOLIC HIGH SCHOOL TO RELEASE STATISTICAL AND EDUCATIONAL INFORMATION ABOUT MY CHILD _____ FOR THE 2018-2019 SCHOOL YEAR.

Print Child's Name

_____ X _____
Date

Parent/Guardian Signature

PHOTOGRAPH/VIDEO PERMISSION

There are times in the school year that pictures/videos of our students can be submitted to area newspapers/television stations. The use of the pictures enables us to share the Good News about SLCHS. Please check the appropriate space and sign the form.

- YES, I HEREBY AGREE TO MY CHILD BEING PHOTOGRAPHED AND/OR FILMED AND THAT THESE MAY BE SHOWN TO THE GENERAL PUBLIC ON APPROPRIATE OCCASIONS. I UNDERSTAND THAT AT NO TIME WILL ANY PICTURES, SLIDES, OR FILMS BE SHOWN THAT WOULD CAUSE ANY EMBARRASSMENT OR BE DETRIMENTAL IN ANY WAY.
- NO, I DO NOT GIVE MY PERMISSION FOR MY CHILD TO BE PHOTOGRAPHED AND/OR FILMED.

_____ X _____
Date

Parent/Guardian Signature