



2011-2012
Student Handbook

Vandebilt Catholic High School
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Approved by the Louisiana State Department of Education
Accredited by the Southern Association of Colleges and Schools

Guidelines are based on the Handbook of Policies for Catholic Schools in the Diocese of Houma-Thibodaux and on the Non-Public School Commission Handbook for the State of Louisiana.

Vandebilt Catholic High does not discriminate on the basis of color, race, sex, or ethnic origin in administration of educational policies, admissions, procedures, co-curricular activities, and/or other school related programs.

Vandebilt Catholic High School participates in *The Safe Environment Program* as prescribed by the Diocese of Houma-Thibodaux.

ADMINISTRATION

President	David Keife	580-1935
Principal	James Reiss	876-2551
Ass't Principal - Academics	Quinn Moreaux	876-2551
Ass't Principal - Discipline	Keri Dupre	876-0098
Ass't Principal - Activities	Melissa Adams	876-2551

MISSION STATEMENT

Vandebilt Catholic High School, founded by the Marianite Sisters of Holy Cross in 1870 is continued in the spirit of the Brothers of the Sacred Heart, is a diocesan coeducational institution for grades 8-12 in the Diocese of Houma-Thibodaux. We are committed to spiritual formation and academic excellence in an environment rooted in Catholic values and in the teachings of Jesus Christ.

We primarily serve Catholic students of the Diocese in a caring and orderly atmosphere. We offer a college preparatory curriculum and stress a personal spiritual approach to the education of the whole student through diverse academic, athletic, and co-curricular programs.

This agenda belongs to:

Name _____

Address _____

City _____

HOPES FOR OUR GRADUATES

We are confident that based on their experiences as students in a Brothers of the Sacred Heart School, our graduates are becoming well-rounded, faith-filled, self-disciplined, compassionate, and academically prepared men and women who respond to God's love.

As a result of our emphasis on holistic education, we hope our graduates are well-rounded young people who:

- are aware of their own gifts, talents, and limitations;
- recognize the need to continue their own spiritual, psychological, emotional, social, intellectual, and physical growth;
- respond to God's call to be balanced, compassionate adults.

Because of our emphasis on spiritual growth and religious values, we hope that our students graduate with:

- a strong belief that God loves them;
- a willingness to respond to Jesus' directive to love one another;
- a commitment to compassion, justice, and service;
- a desire for a deeper relationship with God through prayer;
- an intentional integration of faith and daily life;
- an understanding of the teachings and traditions of the Catholic Church;
- a willingness to become active members in their local church communities.

Because of our efforts at firm and friendly discipline, we hope that our graduates:

- have developed self-discipline that guides their actions;
- are sensitive and respond with compassion to the limitations of others;
- have respect for authority and for persons for whom they are responsible;
- approach relationships with fairness, mutual trust, and cooperation.

Because of the caring nature and personal attention given to our students, we hope our graduates:

- genuinely care for others;
- value themselves and others as unique children of God;
- nurture positive relationships and build community

As a result of our commitment to academic excellence, we hope our graduates:

- are intellectually curious;
- are prepared to meet the academic demands of college;
- strive to reach their intellectual potential; use their intellectual gifts to serve others more effectively and generously;

TO THE STUDENT

The faculty and administration welcome you to Vanderbilt Catholic High School. You and your parents have selected a school committed to academic excellence, to the message of The Gospel, and to the teachings and traditions of the Catholic Church. We are looking forward to you becoming a member of our school family. You, the student, are the most important part of our educational community. You are a unique individual--a gift of the Father. We as a faculty recognize your uniqueness, and are here to guide you and to serve you through your school year. You have the power to determine your success or failure. An honest endeavor to learn, an honest cooperative attitude with your classmates and teachers, punctuality, and thoroughness are some of the factors necessary for your success at Vanderbilt.

In a school operated in the spirit and the tradition of the Brothers of the Sacred Heart, our school has several characteristics that make it different from many other Catholic schools. First of all, we advocate a holistic approach to education of the whole student. We teach religious values, including Gospel values and the traditions of the Catholic Church. We offer a friendly discipline, attempting to maintain a positive relationship with a student, even one who has been corrected. We give personal attention to the student through our interest in each student. We advocate academic excellence, which we define as having each student strive to do his or her best. We attempt to maintain an atmosphere of respect for God, self, and others. We are partners with parents in their student's education and notify parents when possible of concerns regarding student life or behavior, even off campus.

As a student of this school, you are expected to reflect the ideals and standards of Vanderbilt. Any serious action, which would bring discredit upon you or the school, either on or off campus, may be considered cause for cancellation of your enrollment.

This publication has been prepared to inform you and to help you understand your involvement in the day-to-day operation of Vanderbilt. It provides you with our basic school policies and services, and encourages your responsible conduct in the affairs of the school. The regulations are a material condition of the contractual agreement between Vanderbilt Catholic High School and the students and their parents of this school. In developing regulations and policies for our school community, we have tried to be as explicit as possible. We are aware that through the course of the year new and unusual situations will arise. The principal will have the authority to use his discretion in unforeseen circumstances.

Each year and each moment of life is so precious that you should make the most of it. It is our sincere prayer and hope that you will enjoy success and happiness this year.

Please read this booklet carefully and completely, and become acquainted with its contents. After you and your parents have done so, you and they must sign the form inserted herein, and return it to school as directed.

ADMISSION

Vandebilt admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, financial aid programs, athletics or any other school-administered programs.

Prospective students must be interviewed and take placement tests. Vandebilt admits students whom the school discerns will contribute to the school and who will adhere to the philosophy of Vandebilt Catholic High School. In admitting students, preference is given to those who are Catholic. Non-Catholics who have been enrolled in Catholic feeder schools, and those who are brothers or sisters of Vandebilt students or graduates, or children of alumni are given priority in admission over non-Catholics with no previous Catholic school affiliation.

Any student applying from the public system who has not passed the LEAP test cannot be admitted to Vandebilt Catholic High School. A student who has been asked to leave Vandebilt because of academic or disciplinary reasons will rarely be readmitted. A student who withdraws from Vandebilt to attend other area schools may not be readmitted. Readmission is at the discretion of the school administration.

Units earned from non-accredited institutions or from home-school programs will not be recognized.

RELIGIOUS FORMATION

The Religion Department seeks to bring a strong academic education program alive in a program of religious formation and experiential faith. One method of putting the Gospel into practice, service to others, is stressed at every level. Consequently, service hours are a required part of the religion program.

SERVICE HOURS

Students in the eighth grade are to earn ten service hours, freshmen fifteen, and sophomores twenty (*all of which are to be completed before the start of school*). Juniors must earn twenty-five, and seniors thirty. For eleventh and twelfth grades, one half of the total service hours required must be completed and turned in to the student's religion teacher by the end of the first week of school (August 12, 2011). The remainder must be completed by the beginning of the second semester (January 6, 2012). The religion course grade, advancement to the next level, and readmission for the next school year, are dependent upon completion of the required service hours.

CAMPUS MINISTRY

The campus ministry program at Vandebilt is based on the belief that each person has his/her own gift from God, and

that each gift is to be used for the common good (1 Cor. 12:7). The program also recognizes that it is through the Catholic school's special charism that students gain an experience of the teaching of the Church in a faith community that complements the family and is directed toward the local parish.

Therefore, the campus ministry program at Vandebilt seeks to recognize the ministerial gifts of its students and staff, and to call each person to share those manifestations of the Holy Spirit in the context of the mission and ministry of the Catholic Church.

The primary goal is to bring each person to a knowledge of Jesus Christ; from that knowledge, a relationship; from that relationship, a genuine love; from that love, a life that integrates faith with action.

The campus minister, responsible for the overall program, works closely with the Religion Department in serving the needs of the school community in the areas of sacramental life, prayer, retreats, pastoral counseling, and religious education.

LITURGIES

School Masses are celebrated monthly for the entire school. These Eucharistic celebrations are presided over by local clergy, or by the school chaplain. A member of the local clergy will also celebrate Mass in the school chapel before school on most mornings. Please check Edline for the weekly Mass schedule. Students, parents, and staff are invited to participate. A communal celebration of the sacrament of reconciliation is held during Lent, as is a Way of the Cross.

OTHER PRAYER EXPERIENCES

Because the essential role of personal prayer is recognized, students are offered regular and varied experiences of prayer. Seniors are required to participate in an overnight closed retreat. Days of spiritual retreats are also provided for each underclass level with special attention to the needs of that age group.

ACADEMICS

Our curriculum, providing broad and varied elective offerings, is college preparatory. With a wide variety of interests, needs and abilities evident among the students, the curriculum is continuously being evaluated and revised so that the students at Vandebilt Catholic High School may have the opportunity to develop those Christian insights that will enable them to best contribute to the political, social, economic, moral and intellectual life of American society.

The integration of Christian truths and values within the framework of learning experiences characterizes the educational approach of Vandebilt Catholic High School. In all its curricular endeavors, Vandebilt Catholic High School strives to provide educational opportunities that will enhance the continued growth and development of its students. In

order to encourage students to work to their fullest potential, to use their talents most effectively and to give themselves the broadest possible education, Vandebilt Catholic High School encourages each student to plan his own academic schedule with the assistance of his teachers, his guidance counselor and his parents. The student is thereby guided to foresee his future plans and to assume responsibility for meeting those goals.

Offerings are designed to permit the student to select courses that are within his range of ability and interest. In the areas of English, mathematics, science and social studies, courses are available to meet the needs of the honors academic student as well as the regular college-preparatory student. A fine arts program encourages the student to develop his musical and artistic abilities. Business, computer applications, foreign language, physical education and religion programs promote the formation of the well-rounded, well-informed Catholic individual.

Through its philosophy, admission policies, curriculum and facilities, Vandebilt Catholic High School strives to create an atmosphere for learning and self-growth. Each student is given the opportunity to realize his potential and to develop healthy attitudes and responsible behavior that will permit him to pursue continued studies and to assume his place in society as a concerned Christian.

GENERAL ACADEMIC INFORMATION

ACADEMIC RECORDS

Vandebilt has adopted a policy concerning access to personally identifiable educational information in consideration of the Family Educational Rights and Privacy Act (FERPA). Academic transcripts, report cards, standardized test scores, and absentee records are kept in the student's official folder. Parents who wish to view student records may request in writing to do so, and must give the school 24-hour notice.

CORRESPONDENCE COURSES

Students who wish to take a correspondence course from an accredited university must obtain permission from the academic assistant principal and the guidance department. Required courses are not allowed to be taken by correspondence unless permission is granted by the academic assistant principal.

COURSE OF STUDIES

While the state of Louisiana requires fewer units, requirements for a Vandebilt diploma are a minimum of 26 units of credit: four units of religion, four units of English, four units of mathematics, four units of science, three units of social studies, two units of physical education, two units of the same foreign language, one unit of an arts elective, and two units of additional electives. Students must carry at least seven credits in the freshman year, at least six and a half in the

sophomore year, at least six and a half in the junior year, and at least six in the senior year.

The Vandebilt curriculum is designed with preparation for college as its focus. **Students must be enrolled in a math, English, science and religion course every year of attendance at Vandebilt.** Students will meet most college and university entrance requirements if they earn a Vandebilt diploma. However, parents and students are cautioned to investigate individual target university requirements. All four-year Louisiana universities require two units of the same foreign language.

Graduation Requirements beginning with the Class of 2012 VCHS Diploma Honors Diploma *

Religion	4	4
English	4	4
Mathematics	4	4
Science	4	4
Social Studies **	3	3
Foreign Language***	2	2
Health and P.E.	2	2
Art Elective	1	1
Electives	<u>2</u>	<u>3</u>
	26	27

* must be enrolled in the honors program with appropriate course credits

** Students must earn 4 units of social studies for graduation. Religion III (Church History) has been approved to fulfill the state social studies requirement for graduation.

***must be two years of the same foreign language

TOPS requirements differ from VCHS graduation requirements. Students should see their guidance counselor for more information.

EDLINE

Every parent and student will receive an activation code for an Internet porthole called Edline. Vandebilt offers Edline as a communication tool for teachers, students, and parents and works in conjunction with the school's electronic grading system. Any and all correspondence is password protected in a secure site. Teachers are asked to update students' grades every 2 weeks during each quarter. Some teachers may post assignments on Edline as a backup for students. Many features of Edline may be active at the discretion of the individual teacher. **However, Edline is not the definitive source for assignments, and students are ultimately responsible for the assignments that are given in their classes.** Contact the school should you not have Internet availability in your home. Vandebilt will post school information and daily calendar events. Edline orientation classes for parents are offered during the fall semester.

GRADE POINT AVERAGE

The cumulative grade-point average (GPA) is determined by final grades. In determining the cumulative GPA, all final grades are included.

Summer school course grades and correspondence course grades are included in the GPA as reported by the course administrator. A grade earned in summer school does not cancel or replace a failing grade earned during the scholastic year in a particular course. Both grades are included in the GPA.

Any transfer student's grades recorded in percentages are converted to letter grades. Questions about calculating GPA should be addressed to the appropriate guidance counselor.

GRADING SYSTEM

The letter system of grading is employed at Vanderbilt as follows:

- A = (94-100) - 4 quality points
- B = (86 - 93) - 3 quality points
- C = (78-85) - 2 quality points
- D = (70-77) - 1 quality point
- F = (0-69) - no quality points given

Daily Grades: Each teacher outlines his/her method of determining daily grades at the beginning of each course.

Homework: Homework assignments are considered an extension and reinforcement of classwork, and are to be completed with as much individual conscientious effort as is expected of the student during class time.

Quarter Grade: A student's quarter grades are the average of daily work grades earned in the subject, including the exam grade for the first and the third quarters. Quarter exams should count for a minimum of 25% of the quarter grade.

Semester Grade: The semester grade is the average of the grades of the two previous quarters and the semester exam, each of these grades counting as 1/3 of the semester grade.

However, if any two of the three grades are "F's," the semester grade is "F."

Final Grades: The final grade is the average of the two semester averages with more weight placed on the second semester.

1st Semester Avg.	2 nd Semester Avg.	Final Avg.
A	A	A
A	B	B
A	C	B
A	D	C
A	F	F
B	A	A
B	B	B
B	C	C
B	D	C
B	F	F
C	A	B
C	B	B
C	C	C
C	D	D
C	F	F
D	A	B
D	B	C
D	C	C
D	D	D
D	F	F
F	A	C
F	B	C

F	C	D
F	D	F
F	F	F

If a student fails a course for the second semester, the student fails the course for that year.

GUIDANCE

The Guidance Department at Vanderbilt strives to assist each individual to grow to his/her maximum potential. The department, in working with students individually and in classes, stresses moral values, coping skills, achieving full academic potential, problem solving, and planning for the future.

LIBRARY

Students are encouraged to use the library. The library is available at 7:30 a.m., during the student's lunch hour and after school until 3:30 p.m. as needed. The book collection, computers, periodicals, newspapers and other materials are available to students at these times. The library is maintained as a place of silence conducive to study, research and reading.

REPORT CARDS, INTERIM REPORTS

Report cards are mailed home at the end of each quarter. At the middle of each quarter an interim grade for each class will be available on Edline. Parents should contact teachers if their student is doing D or F work in any subject.

SCHEDULE CHANGES

Each student receives a copy of his/her class schedule prior to the opening of the school year. Students and parents are given the opportunity to request schedule changes for the academic year prior to August 1st. Requests to change a student from one teacher to another are not honored. Requests for changing classes from one period to another must be approved by the academic assistant principal and is contingent upon availability and class size.

ACADEMIC EXCELLENCE

ACADEMIC LETTERING POLICY

Vanderbilt awards academic letters to students who earn the alpha or principal's honor roll for three marking periods in one academic year. These marking periods are: 1st 9wks, Semester I, 3rd 9wks, and the final grading period. The school issues only one letterman's jacket during an individual student's high school years. The jacket is awarded at the beginning of the junior year. **A student must receive an academic letter for three years to be eligible for an academic jacket.** Students who earn academic letters during the junior or senior year receive their jackets as soon as possible after earning them.

If a student letters for additional years or in more than one area, he/she may order at his/her expense an insert indicating the area of lettering for each additional letter earned

after the first letter. A student who outgrows his/her jacket may purchase a new one. A student who transfers from another school must be enrolled at Vanderbilt for two years before becoming eligible to receive a jacket.

Lettermen jackets are only awarded to students who have registered at Vanderbilt for the subsequent school year and whose membership is in good standing with that organization. Students should consult club or athletic organization requirements for lettering in these areas.

HONOR ROLLS

At the end of each grading period an honor roll of students who have earned a grade point average of 3.0 or higher is published. The rolls are based on the first quarter grades, the first semester averages, the third quarter grades, and the final grades in each course.

Three separate rolls indicate three levels of achievement: **Principal's Honor Roll** is merited by students whose grade point average for that period is 4.0.

Alpha Honor Roll is merited by students whose grade point average for that period is 3.5 or better, with no grade lower than B.

Beta Honor Roll is merited by students whose grade point average for that period is 3.0 or better, with no grade lower than C.

To be eligible for the honor rolls, a student must carry at least five units. Physical education and religion grades have equal weight with other subjects.

HONORS PROGRAM AND DIPLOMA

The honors program is offered in order to encourage students to work to their fullest potential, to use their talents effectively, and to give themselves a broader education. At graduation each year, special recognition is given to students who have earned the Vanderbilt honors diploma. Students who meet all the requirements for the honors diploma are automatically ranked above other graduates in the class.

In determining placement into Level I classes, guidance counselors refer to placement test scores, as well as to other standardized test scores and grades. Students new to Vanderbilt at other grade levels must show ability to perform in this school's Level I program. They will not receive automatic placement in Level I courses because they had honors status at their previous schools.

Continued placement in the honors program in any subject area other than English is contingent upon a student's earning at least a "C" average in the subject for the year, and receiving the recommendation of his/her current teacher in that subject area. In English, a grade of "B" is required to remain in Level I English at the next level.

Present students who wish to apply for admission into a Level I course must have earned an "A" average for the year and "A's" for each quarter in previous courses in that subject area. He or she must also have the recommendation of their previous teacher(s) in that subject area. Placement in a Level I course is also subject to available class space.

Students who take Level I courses are given one extra quality point for each class in which a grade of "C" or better is earned.

To qualify as an honor graduate, a student must earn an overall 3.5 GPA, exclusive of extra quality points, by the end of the senior year. In addition, a student working toward an honor diploma must earn at least ten credits in Level I courses, with a minimum of two carried during both junior and senior years.

Students who wish to earn an honors diploma, but because of scheduling conflicts cannot meet the exact course requirements of the program, may petition the academic assistant principal for an alternative, equivalent course of study.

An honors course is offered only if a sufficient number of students pre-register for the course.

Honor graduates will be divided into three categories:

- ◆ Summa Cum Laude 3.85 – 4.0, with 14 honor credits (27 total credits) to include: 4 Lv I English, 4 Lv I Mathematics (including Calculus), 4 Lv I Science (Including Lv I Physics), Lv I American History, Lv I Civics/American Government AP, and 2 Foreign Language (Same Language).
- ◆ Magna Cum Laude 3.65 – 4.0, with any 12 honor credits (27 total credits) and 2 Foreign Language (Same Language).
- ◆ Cum Laude 3.45 – 4.0, with any 10 honor credits (27 total credits) and 2 Foreign Language (Same Language).

Courses Considered Level I (Grades 9-12)

English I-IV, Lv I, Geometry Lv I, Algebra II Lv I, Pre-Calculus, Calculus, Calculus AP, Biology I Lv I, Chemistry Lv I, Biology II, Chemistry II, III, Physics Lv I, American History Lv I, Civics Lv I/American Government AP, Foreign Language III, IV.

NATIONAL HONOR SOCIETY

Academic criteria for invitation to membership in the Junior National Honor Society include a cumulative 3.5 weighted grade point average, and active participation in at least two co-curricular activities.

Academic criteria for invitation to membership in the Senior National Honor Society include a cumulative 3.5 weighted grade point average, and active participation in at least two co-curricular activities. Students who qualify academically are admitted on the basis of their leadership, conduct and character, and teacher recommendations.

Upon invitation, students must apply for membership. Current Junior High members, if invited, must apply for membership into the Senior National Honor Society.

RANK IN CLASS

All summa cum laude graduates will be ranked above magna cum laude graduates, who will be ranked above cum laude graduates, who in turn will be ranked above all other graduates. Within each category, however, the number of quality points lost will be used to rank those students.

The ranking of the students who are not honor graduates involves the use of a weighted grade-point average. The weighted GPA equals the number of quality points plus the number of Level I courses with grades A, B, or C, divided by the number of graded credits.

VALEDICTORIAN, SALUTATORIAN

To be considered for valedictorian and salutatorian, students must fulfill requirements for the summa cum laude honors diploma and must complete a core curriculum. The number of quality points lost will be used to determine valedictorian and salutatorian rankings. In the event two or more students are tied for valedictorian honors, no salutatorian will be named.

RESOURCE PROGRAM

PROGRAM DESIGN

The resource program at Vandebilt is primarily focused on the student with dyslexia or a similar learning difference. Skills classes in English are offered for students in grades 8, 9 and 10. The student teacher ratio in skills classes is a maximum of 15:1. On the eighth grade level, skills math is also offered. A resource hour is also available in which the purpose is to assist with organizational and study skills. Resource hour is a non-credit course. All resource students have access to a morning study hall in which a teacher is available. Other accommodations/modifications will be individualized for each student as needed. Classroom teachers work closely with resource personnel to implement these accommodations/modifications for each student in the program.

ADMISSION

In order for a student to be admitted to the resource program, an updated professional evaluation must be submitted to the Special Needs Committee. The committee is composed of faculty members, a member of the guidance department, and the Resource Director. After reviewing all information, the committee will determine if the program is appropriate for the student. While we recognize the exceptionalities that often accompany such learning differences, appropriate classroom behavior and work attitude are essential for a student to be placed and remain in the program.

RESOURCE TUITION

A supplemental tuition fee is assessed for this program and can be financed along with the basic tuition.

ACADEMIC GROWTH

ACADEMIC PROBATION

Students may be placed on academic probation for failing to make satisfactory academic progress. Should significant improvement and effort not be shown during the probation period, the student may be asked to withdraw from Vandebilt.

COURSE FAILURES

A student who fails a course for the first quarter, first semester, or third quarter is not permitted an educational absence from that class for any reason such as athletics, band, field trips, academic team, etc. during the subsequent grading period.

Eighth grade: If an eighth grade student fails one major subject, he/she is conditionally promoted to the ninth grade. The condition must be removed by successfully completing an approved summer program in the subject specified by the principal. Any eighth grader who fails two major subjects must repeat the eighth grade year.

Ninth-Twelfth Grades: It is recommended that any student who fails a subject required by the state or by Vandebilt make it up by successfully completing an approved summer program in the specified subject. Any course that is taken to fulfill the credit requirements for graduation is considered a required subject. If a needed course is not taken in summer school, an accredited correspondence course to alleviate the deficiency may be approved by the principal or academic assistant principal. To be considered a sophomore, a student must have earned 6 credits; a junior, 12 credits; and a senior, 19. Any senior who is more than 2 credits short of meeting graduation requirements will not be allowed to participate in commencement exercises.

ACADEMIC INTEGRITY

Cheating shall be defined as any cooperative, or solitary attempt to represent the work of any other person as one's own. Examples include, but are not limited to, copying homework, sharing information on test questions (in and out of class), talking during a test/quiz, the use of cheat sheets, dishonest use of calculators or other electronic devices of any type, stealing testing materials or knowledge of another committing this act, plagiarizing research papers, creating the perception of dishonesty, or stealing property of others.

Discipline in such instances will be meted to both the student who copies and the student who offered materials for copying. **Students should be aware that personal dishonesty is an offense against the entire VCHS family and may adversely affect the student's position in the Vandebilt community. In the event of cheating, the student(s) will receive 0% academic credit for the assignment, quiz, test, or exam and disciplinary consequences.**

STUDENT BEHAVIOR

The philosophy of Vandebilt calls for an atmosphere of respect, which fosters discipline with dignity. Respect, which Vandebilt holds to be important to the growth of the individual young person, must be promoted through clear understanding of the expectations of the school community in this area. In developing rules and policies, the school has attempted to be as explicit as possible to delineate its expectations as to student behavior. However, it is impossible for any document to contain in a detailed, specific manner everything that is expected of students and what they should or should not do in every situation. Faculty and administrators provide daily guidance and make decisions in light of the best interests of the students and the school. School officials may discipline any student who engages in conduct on or off campus that is detrimental to the reputation of the school. **The administration renders decisions in all matters not specifically addressed herein. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion.**

ALCOHOLIC BEVERAGES, DRUGS

Vandebilt is a drug-free and alcohol-free zone. Using, consuming, possessing, or dealing in illegal drugs or alcohol by a student or his/her date at school or any school-related function is not permitted. Students are not permitted to consume alcohol or use drugs prior to their attendance at school or any school activity. All students in vehicles in which alcohol or drugs are found or consumed will be subject to suspension or expulsion from school even if they may not have consumed. The school reserves the right to subject the student to testing procedures to detect the presence of drugs or alcohol. Parents of all parties involved are notified to pick up students in the event of an alcohol violation. In the case of drug possession or use, the principal is mandated by law to contact law enforcement officers, as well as parents. Any student violating either regulation is subject to expulsion.

BOUNDARIES

Unless a student has an appointment with a teacher it is requested that a student not be on campus before 7:20 a.m. when proctoring assignments begin.

After 7:20 a.m., during lunch periods, and other unassigned times, a student is permitted to be in any one of the following areas:

1. the shelters in front and along the sides of the cafeteria
2. the quadrangle
3. in the seating area behind the library
4. in the meditation garden between the front two buildings

Before school, during the lunch period, and other unassigned times, no student is permitted to be in the following areas:

1. the parking lot (See Discipline #6)
2. the band/soccer practice field
3. the front yard

4. the gym balconies, stairwells and foyers
5. the hallways before during lunch time (Students entering the building before school hours are to go only to their lockers and/or the library or their first period classrooms. Students are not to congregate in the halls or resource area. Nor are they to be in any classroom unless a faculty member is present.)
6. the gym, locker rooms, field house, stadium area or Bro. Alfred Center (unless a faculty member is present)
7. the faculty workroom, lounge, or any faculty restroom
8. the outside stairwells near the library and band field
9. the walkways and yard behind the Kolb Center
10. upon dismissal from school, students are not allowed in the gym or Bro. Alfred Kolb Center or any classroom unless supervised by a teacher.

Students are to remain on campus from the time they arrive in the morning until they are officially dismissed at the end of the school day. At the end of the school day students are required to remain on campus until their transportation arrives. **Students who are not in a supervised activity are strongly encouraged to be picked up by 3:40 pm.** Permission to leave campus before dismissal must be cleared at the attendance office. **To leave campus without permission is an offense that may result in suspension.**

BUS TRANSPORTATION

1. Students who use the transportation provided by the Terrebonne Parish School Board to and from school are expected to comply with their rules and regulations.
2. No one is allowed to smoke or carry cigarettes or smokeless tobacco or have or consume alcoholic beverages on a bus going to or from a school activity.
3. No student who rides to an out-of-town school activity on a bus is allowed to return home from the out-of-town site with any person other than his/her parents.
4. Any student wishing to ride a bus home other than the one ordinarily ridden is to obtain written permission of his or her parents and certification from the Discipline and Attendance Office.

CAFETERIA

Students are expected to conduct themselves as Christian ladies and gentlemen and to help to make the cafeteria a pleasant place by observing the following rules:

1. Students are to refrain from breaking in the serving line.
2. When students are finished eating, they are to dispose of all litter, return their trays to the proper place, and exit the cafeteria.
3. Only food or drinks served by the cafeteria are allowed in the cafeteria, with the exception of lunches brought from home. No drinks from outside are allowed in the cafeteria.
4. Students are not allowed credit in purchasing meals.

CLASSROOMS

No student is allowed in a classroom or the gyms unless a teacher is present and permits him/her to stay. No food or drink, including water, is to be visible in the classroom. Each student is responsible for the neatness of his/her classroom and especially of the desk he/she uses. Writing on a desk is considered an act of vandalism subject to disciplinary action. A student should not leave anything in the desk or classroom after class.

DANCES

1. For both Jr. High and Sr. High dances, no one is permitted to enter any dance later than one-half hour after it begins.
2. No one may leave until the dance is over.
3. No one is permitted to smoke or use any tobacco product at any dance.
4. No alcoholic beverages or illegal drugs are permitted on campus, nor is anyone who is judged as being under the influence of alcohol or an illegal drug allowed to remain at a dance. Parents are notified to pick up any such student. Vanderbilt is a drug- and alcohol-free zone; thus, the police may be called in such cases.
5. Students are not permitted to sit in their cars in the parking lot either before or after the dance. When they leave the dance, they must also leave the campus.
6. No petting, kissing, or suggestive dancing is allowed at any dance.
7. A person who is not a Vanderbilt student or graduate is not permitted to enter any dance unless he/she has a date with a Vanderbilt student.
8. Students who have been asked to leave or have been expelled from Vanderbilt are not allowed to attend any dance, or other school assembly, without prior written permission of an administrator.
9. Eighth and ninth grade students from any school may not attend any dance for senior high students. No tenth, eleventh, or twelfth grade students may attend any junior high dance.
10. Students are responsible for the conduct of their dates at any dance, particularly when dates are not Vanderbilt students. Students must register the names of non-Vanderbilt dates with the discipline assistant principal at least two days before the dance.
11. Students are to arrive in and remain in proper attire throughout all dances.
12. Students may not arrive or depart from a dance in a limousine, limo-bus, motorhome, or motorcoach.
13. Students and guests are subject to alcohol and drug testing at all dances.
14. Same sex couples are not allowed to attend any Vanderbilt dance or social event.

DISCIPLINE

Our mission signifies key behavioral expectations where all students have the right to formation in an environment rooted in Catholic values and in the teachings of Jesus Christ. This is done in a caring and orderly atmosphere

where students' conduct should reflect respect, accountability, and pride in themselves, their school, and their community.

Enrollment as a student at Vanderbilt Catholic High School implies the willingness of both parents and students to comply with the academic decisions, policies, and regulations of the school. In order to realize the school's aims, parents and students are expected to support the philosophy of the school.

The disciplined atmosphere of the school serves the twofold purpose of respecting the rights of the individual to learn and of teaching the students the Christian dimensions of self-discipline. EMM

The school considers the following to be against school policy and will be subject to disciplinary consequences:

1. Open defiance, disrespect or willful disobedience shown toward any staff member or campus visitor...Profane/obscene language or indecent gestures directed toward students, staff members, or campus visitors...Hitting, striking, or threatening staff members or campus visitors.
2. Failure to serve assigned detention...Failure to follow rules and instructions during assigned detention.
3. Constant or repetitious classroom talking or persistent minor acts of disobedience or disorderly behavior. This includes conduct in the hallways, dining hall, quad, etc...
4. Bringing matches, tobacco, or related materials to school (cigarettes, chewing tobacco, lighters, etc...)....Using any tobacco product on school property.
5. Fighting with other students...Profane/obscene language, indecent gestures or any inappropriate behavior/comments of a sexual nature...Throwing any item that may cause bodily harm.
6. Leaving a class, school activity, or the campus without permission. **After a student arrives at the school site in the morning, he/she must leave the vehicle and report immediately to an approved area on school campus and is not permitted to leave regardless of whether or not the first bell has rung.**
7. Defacing school property...Vandalizing school property.
8. Being untruthful or dishonest....Stealing, Cheating, Lying
9. Possession of any weapon or dangerous instrument on school campus. Appropriate law enforcement agencies will be notified. Violators are liable for expulsion.
10. Bringing or possessing any items that are considered to be disruptive to the educational process. Examples: cameras, laser pointers, squirt guns, etc. (NOTE: Any of these items that are seen will be confiscated only to be returned to the parent.)

11. Unexcused tardies to school and class...truancy or skipping an individual class....Being in "off-limit" areas any time during the day.
12. Excessive, relatively minor repeated offenses.
13. Being under the influence of, using, selling, purchasing, and/or possessing illegal drugs, drug paraphernalia, and/or alcohol at any time....at school or school functions. (Suspension is immediate. Violation of this policy renders those involved liable for expulsion as well.)
14. Any other behavior, considered unbecoming a student at Vandebilt Catholic High School.
15. Infractions of the uniform code as outlined in this handbook.
16. Gum chewing on campus.
17. Possession of pornography in any form.
18. Careless or reckless operation of a motor vehicle on or around campus...Violations of the parking code.
19. **Food and/or drinks in the building.** This includes before and after school, and applies to all beverages including coffee and bottled water.
20. Gambling in any form.

RESPECT

Harassment/bullying towards any member of the Vandebilt community is unacceptable. **This is defined as any intentional written, electronic, verbal or physical act or actions another person knowingly has the effect of: placing a person in reasonable fear of harm emotionally or physically, creating a humiliating or abusive environment, and perpetuating bullying by inciting, soliciting, or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.**

Electronic harassment such as misusing social networks and texting is subject to disciplinary action. Authorities may become involved in these types of cases.

All students, parents and fans are expected to abide by a code of conduct which incorporates Catholic values at all athletic and other school sponsored events. Foul or otherwise profane language will not be tolerated. Arguing, booing, throwing items, or any behavior towards athletes or officials which is disruptive to the event will not be tolerated. Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to return to future events.

CORRECTIVE ACTION

Conduct which digresses from what is considered good behavior, following policy, or is contrary to Christian principles is subject to appropriate disciplinary action.

Vandebilt reserves the right to take disciplinary action and/or suspend a student either temporarily or permanently if the administration feels that such action is in the best interest of the individual, the student body, or the school.

Should corrective action be necessary, the Vandebilt Catholic High School administration chooses from among

counseling, denied privileges, detentions, Saturday School, out-of-school suspensions and expulsion.

Detentions are held from 7:15 to 7:50 on Thursday mornings, and from 3:00 to 3:35 on Thursday afternoons. If a student does not attend the AM session, the student is expected to attend the PM session no matter what activities the student has after school.

Saturday School will be held at least twice a month from 8 AM to 12 PM. Students assigned Saturday school should report to the front of the school by 8 AM, in comfortable clothes suitable for labor and having enough academic work to occupy the allotted time. A student is allowed, in advance, to reschedule a Saturday School once during the year with the assistant principal of discipline. Failure to report to a Saturday School, behavior problems during Saturday School, and multiple Saturday School detentions raise the possibility of further discipline including suspension, probation and expulsion.

Students serving detention or Saturday School must report on time and bring the assignment form to the detention, with parent signature. Failure to bring the form or a note will result in an additional detention.

Out-of-school suspensions will be assigned as necessary. Suspended students **will not** participate or attend any school function while under suspension. A suspension is recorded as an unexcused absence which is subject to the five-day attendance rule. A student must make up work missed but will only receive 80% of the grade earned for the first suspension and 50% of the grade earned for the second suspension. No credit or the opportunity to make-up work is given for the third suspension. An assignment will be given by the assistant principal of discipline which must be completed upon returning to school. A conference with the student and parent may be required with the assistant principal of discipline, guidance counselor, or the principal upon returning to school. Suspensions may place a student on probation. Students on probation are subject to expulsion in the event of future behavioral infractions.

DISCIPLINARY PROBATION

A student may be placed on probation at the discretion of the administration. While the usual review of a student's performance is done at the end of each semester, a student may be placed on probation at any time if circumstances warrant such action. A student may be placed on disciplinary probation if he/she has experienced several and/or serious disciplinary problems. This disciplinary action places a student in jeopardy of expulsion from Vandebilt. While the length of the probationary period may vary, it is usually for a semester. During this time no misconduct is tolerated. If any problem arises, the student may be expelled. Also, during this time the faculty looks for positive and concrete signs of growth in the student's behavior and overall attitude. A student thereby indicates by his/her behavior and attitude whether he/she wishes to remain a student at Vandebilt.

At the end of a probationary period, a student's record is reviewed. He/She may be taken off probation, may have the probationary period extended or may be asked to leave school. No student may be on probation for more than two semesters.

A student, who has been on probation for two consecutive semesters, either will be taken off probation or will be asked to leave school.

DISCIPLINE COMMITTEE

The Discipline Committee consists of the discipline assistant principal and five faculty members. Before a student is expelled, he/she has the right to attend the hearing before the Discipline Committee concerning his/her case. The committee also meets upon request of the assistant principal of discipline to consider further disciplinary action, including expulsion, for any one student incident or violation. The committee recommends certain action to the principal; the principal then makes the final decision.

DRUG TESTING

Students and faculty may be tested at random during the school year. The testing will detect the use of drugs in certain categories. Those students testing positive will have their parents contacted to discuss the need for counseling with required follow-up. Students may be retested a second time. Students who test positive twice in a single year or in two consecutive years will be dismissed from school. Students who themselves refuse testing or those whose parents refuse testing will be dismissed from school. The complete guidelines for this program are available upon request.

SYMBOLS

Vehicles parked on campus, book bags, etc. may not be used to display symbols which are considered by the administration to be offensive and/or inappropriate. Bumper stickers, license plates, stickers that are vulgar or racist in nature are not permitted. The administration reserves the right to determine what is and what is not offensive.

OFFICE TELEPHONES

Students MAY NOT take time from class to use the office telephone. Telephone usage is limited to lunch time and break time only. Telephone messages from home will only be relayed to students in case of emergency.

CELL PHONES

Once a student arrives on campus and until dismissal, cell phones must be kept in book bags, lockers, or vehicles, and be kept off. A cell phone that rings or vibrates or is visible in any manner will be confiscated up to 5 days and will only be returned to the parent/guardian. The student will be assigned one day of out-of-school suspension. Administrators have the right to examine confiscated cell phones to check for possible usage during the school day. If the examination of a confiscated phone leads to the discovery of other students using their phones during the school day, these students will incur the same consequences as the initial violator.

VANDALISM

Any act of vandalism against school property, the property of another school, or the property of any member of the faculty, staff, or student body results in severe disciplinary action and possible expulsion. Furthermore, any student who commits such an act of vandalism is required to make full restitution for damages which could include labor and materials.

WEAPONS

Students found on campus to be in possession of any knife, weapon, or object that may be used as a weapon are subject to arrest and immediate expulsion.

STUDENT ATTENDANCE

State law requires that students be in school every day that school is in session unless absence is due to one of the justifiable reasons allowed by law.

ABSENCES

Absences are accumulated by semester and all absences are posted to students' record.

1. Parents must call school before 8:15 a.m. (876-2551) to report reasons for absences and types of illness for each day missed. Requests for assignments for more than two days absent may be made at this time. Students may check Edline for assignments.
2. After an absence from school, a student must report to the attendance office **by 7:55 a.m.** with a note signed by one of his/her parents explaining the reason for the absence, even if a phone call has been made, to receive an admit back to class. Doctor's notes may be turned in at this time. All absences must be covered by written verification. The note should include a phone number where the parent can be reached.
3. A student is considered absent one-half day if he/she misses more than one complete period. The student is considered absent a whole day if he/she attends fewer than two entire periods for that day.
4. All absences are posted to a student's record. Absences in any class period exceeding five per semester may result in a student not receiving academic credit for that class. Only educational absences and absences for which a student turns in a doctor's note at the time the student returns to school will not be counted in those five days.
5. **Except in the case of an educational absence, a student may not attend or participate in any athletic event or school activity on the date of his/her absence without special permission of the administration. This applies in cases of one-half day or full day absences as defined in #3 above.**

EARLY DISMISSALS

1. Early checkouts for medical or dental appointments during the school day should be avoided. Requests for such dismissal, when necessary, must be in written form and signed by the student's parents. The student must present this note before 7:55 a.m. in the attendance office for an early dismissal slip.
2. Students who request to check out during the day due to illness or extreme emergencies must have the permission of a parent and an administrator.
3. If an appointment needs to be scheduled for the student and an early dismissal is required, the parent may call the school with the information. Parents should make arrangements at home with the student so that he/she may periodically check with the office for the dismissal.
4. With all early dismissals, to receive an admit slip back to class, the student must return the dismissal slip signed by the doctor or parent to the attendance office when he/she returns to school.
5. Early dismissals for other reasons are unexcused and will be handled according to the school policies.
6. Early dismissals are posted to the student's attendance record.
7. Students who check out of school for more than one complete period may not attend or participate in any athletic or school event on the day of the dismissal without special permission from the administration.
8. Students may not leave campus to take medication. Parents are permitted to bring medicine to the Discipline and Attendance Office for their child to take.

TARDIES

1. A student who is tardy at the beginning of the school day (first period) must obtain an admit slip from the attendance office before reporting to class. Students who drive to school are subject to losing their driving privilege for two weeks upon their fourth morning tardy. Excessive tardiness will result in Saturday school and/or suspension.
2. Any student who is tardy more than 15 minutes for first period may receive a detention. Any student with a record of tardiness or absences, who is late for school more than 30 minutes for any reason, may receive a Saturday school.
3. Students tardy for 2nd through 8th period are to report directly to class. The teacher will record the tardy and refer it to the attendance office for posting. The student is also subject to the disciplinary action of the teacher.
4. **Consequences for Tardies will be assigned as follows:**
 - 1 through 3 – written warning on discipline record via Edline.
 - 4 through 7 – Detention
 - 8 through 11 – Saturday School Detention
 - 12 and above – Out of school Suspension

Tardy violations will accumulate for the entire year.

EXCUSED ABSENCES

Absences are counted as excused if the student is absent for a justifiable reason such as personal illness, illness in the immediate family, a death in the family, or a professional medical or dental appointment.

UNEXCUSED ABSENCES

Absences are recorded as unexcused if the student is absent or checks out for an unjustifiable reason or simply as a matter of convenience to self or family. Any absence such as out-of-town trips, work, physicals for sports teams, hair cut appointments, senior pictures, etc. are considered unexcused absences. An absence or dismissal just before the start of a school holiday is also considered unexcused (See make-up work).

Any student receiving an unexcused absence will also serve a Saturday school. The school does not concede to parents the right to alter the school calendar for their personal convenience.

EDUCATIONAL ABSENCES

These absences are for school-related activities or functions including athletics, band, field trips, quiz bowl, etc. These absences are not counted as days absent from school, though the student's actual whereabouts on that particular day are recorded in school records. **Educational absences are not permitted for any class that the student has failed for the previous marking period. It is ultimately the responsibility of the student to know if he/she has failed a class and is therefore unable to miss that class for an educational absence.** Any student with an incomplete grade for a grading period must obtain administrative permission to miss that class for an educational absence. If in doubt, students must check with the academic assistant principal's office in advance of an educational absence.

PERSONAL ABSENCES

These are absences from school because of some non-school related activities or functions, such as college interviews and tours, athletics events, etc. **In order for any of these absences to be excused, they must be cleared with the Discipline and Attendance office two days or more in advance in writing.** Personal absences are counted as days absent from school and are subject to the five-day per semester rule. Any absences that are not cleared in advance will be unexcused and will be handled as such under the school's policy.

MAKE-UP WORK

Whether an **excused, unexcused, or educational** absence, students are held responsible for any and all material covered or work completed in class. **It is the responsibility of the individual student upon his/her return to school to see his/her teachers to make arrangements for completing work missed.** If a student will be absent for more than 2 days, his/her parents may contact the Discipline and Attendance Office between 7:30 a.m. and 8:15 a.m. for

assignments. (Assignments will not be sent to the office for short-term absences.) For ***excused*** and ***educational absences***, students will be allowed to make up any work missed and will be given full credit. **For an *unexcused absence*, a student must make up any work missed (including tests), but will only receive 80 percent of the grade earned.**

Students have as many days to make up any assigned work as they are consecutively absent. Lack of cooperation on the part of the student in making up work or tests in a timely manner may result in a grade of ***F*** for the missing work or test. Students who are absent on the day a major project or term paper is due for a class must make arrangements to have that project or paper delivered to the teacher on that day. Students missing exams should schedule make up exams with the Academic Assistant Principal. Incomplete grades at the end of a marking period have one week to be made up, unless special permission is granted by the Academic Assistant Principal.

COLLEGE VISITATION DAYS (12th Grade)

Seniors are allowed two college visitation days during the course of the year. We encourage visits to be coordinated around school holidays for students to miss less school and to extend the college experience. We utilize the following procedure:

- A. The senior student brings a note from his/her parent requesting a college day. The note must be approved by the administration and turned in to the attendance office.
- B. The senior student must provide verification of the visit from the university upon his/her return to school.
- C. It is the senior student's responsibility to notify all teachers prior to the visit and to make arrangements to make up any and all work that will be missed.
- D. Seniors may lose the College Visitation privilege if they have already accumulated an unusually large number of absences or tardies.

STUDENT DRESS

By enrolling in Vandebilt, the student and his/her parents accept the rules governing dress and agree to abide by these rules. These policies apply whenever the student is on campus and at all school functions. **When a student is not dressed properly for school, it is the responsibility of the parents to bring proper attire to the school so that the student may change. When a student is not dressed appropriately for some other function as determined by an administrator, he/she may be denied admittance to or participation in that function. The administration and faculty reserve the right to confiscate all items that are prohibited by the policies on student dress. In all cases concerning dress, the school administration has the final decision.**

SCHOOL TIME, located in Houma, is the official merchant for our school uniforms. They carry slacks and shirts for boys and skirts and blouses for girls. They also carry

official Vandebilt ties and sweaters/jackets. The official school sweatshirts will only be available through the front office. Shoes may be purchased anywhere as long as the shoe brand and style conform to the school policy.

BOYS' DRESS

1. Slacks must be dress khaki with the *SchoolTime* "VC" label and must be worn at the waist. Pants are not to be cut, slit, or unhemmed at any time.
2. Shirts must be white, of the appropriate size, with the *SchoolTime* "VC" logo on the pocket and tucked in so that the belt is visible while on campus.
3. Belts must be brown, black, or khaki and must be worn with slacks. Belt buckles must be plain and of modest size.
4. The only acceptable shoes are brown oxfords: Eastland Plain View - style #7150. All other shoes are not considered regulation.
5. Sock length must be clearly above the ankle. Socks may be solid navy, black, white, brown, gray or khaki. No argyle socks, ankle socks, or socks with logos are permitted.
6. Boys are required to wear official school ties on days of liturgies and for special occasions. (1st offense – detention) **Ties are to be worn correctly with the top button of the shirt buttoned.**
7. Boys must be clean shaven and properly groomed. Beards and mustaches are not allowed. Sideburns are to be no lower than the ear. Extreme hairstyles (including dreadlocks, mohawks, fauxhawks, etc.), bleaching of hair, or dying of hair is **NOT allowed**. Mild highlights are permitted. Hair must be short enough to be off the collar, above the ears, and above the eyebrow without the use of styling agents. Students will receive one warning, a uniform violation, and then be given two days to comply. If the student does not comply, the student will be sent home, unexcused, to get a haircut.
8. No earrings or spacers are allowed at school or any school event.

GIRLS' DRESS

1. Skirts must be regulation *SchoolTime* skirts. Skirt length is to be no more than 2" above the floor if the girl is kneeling.
2. Blouses must be white with the *SchoolTime* "VC" logo on the pocket and tucked inside skirts at all times while on school grounds.
3. The only acceptable shoes are the Eastland Plain View – style #3150 brown oxford or Eastland Ontario Leather # 3585. All other shoes and brands do not conform to regulations.
4. Sock length must be clearly above the ankle. Colors must be solid white, navy or gray.

5. During cold weather tights are permitted. Colors must be solid navy blue or gray.
6. No heavy makeup, makeup with glitter or extremely dark lipstick is allowed.
7. Fingernail polish must be clear or shades of red or pink only. No designs, glitter, multicolor nail polish, or black nail polish can be worn.
8. Earrings must not exceed the size of a quarter. Girls are permitted to have only one earring per ear, worn only on the earlobe.
9. Hair ribbons, bows, and other hair accessories must be blue, gold, gray, white, or uniform material. Ribbons must be solid colors or a combination of the colors stated.
10. Hair must be neat. Extreme hairstyles, bleaching hair, or dyeing hair a distracting color is **NOT allowed**.

GENERAL RULES FOR BOTH BOYS AND GIRLS CONCERNING DRESS

1. **From the time a student arrives on campus until the bell for dismissal rings, ONLY the official Vandebilt navy sweater or jacket (purchased at SchoolTime), navy sweatshirt (purchased through the school office), or letterman jacket, are the only permitted outer garments. The policy does not allow for any team, club, band, or other organization's apparel to be worn except on official school dress-down days and after dismissal.**
2. During cold weather, suitable heavy coats are only allowed outside the school building. Once inside the school building, only the outer garments described in #1 above may be worn. A coat/jacket should not be worn merely as a replacement of the official school sweatshirt/jacket.
3. **Shoes must be tied and worn in the proper manner with heels inside the shoe at all times. Students will be required to purchase new shoes if the structural integrity of the shoe has been compromised and the shoes can no longer be worn properly.**
4. All buttons, except for the very top button, must be fastened at all times. This includes the buttons on shirt/blouse collars and the on the cuffs of long-sleeved school shirts/blouses.
5. Undershirts and undergarments must be solid white. Turtlenecks and long-sleeved undershirts may be worn only under long-sleeved school shirts. For hygienic purposes, PE shirts are not to be worn as undershirts.
6. Students may wear one discreet chain around the neck with a Christian religious medal. Chains on clothing or book bags are not allowed.
7. Two discrete items on the wrist may be worn – ex. a watch, bracelet, or hair band (for girls).
8. Socks may not be worn folded down below the ankle.
9. Hats, caps, or dark glasses are not to be worn until after dismissal.
10. **Any garment that has holes or is torn is not permitted.**

11. Tattoos and body piercings are not permitted and students with tattoos are not admitted. **Students are not to have writing or drawing on any part of their body, clothes, or shoes.**
12. Excessive or inappropriate writing on book bags is not permitted.
13. All students must dress appropriately in clothing that represent the ideals of Vandebilt Catholic at all after-school functions such as club meetings, athletic contests, school dances, etc.
14. The administration reserves the right to make individual decisions on any variations of dress.

DRESS DOWN DAY ATTIRE

On dress-down days, the student dress code policy remains **exactly** the same except for the following items:

1. VC logo shirts, team or spirit shirts/jackets may be worn instead of the official white shirt/blouse.
2. Jeans must be of appropriate size (not too large or too tight) with no holes or tears and must be worn at the waist.
3. Shoes must cover the top of the foot, toe, heel, and back of the foot completely. The shoe should not be above the ankle. Slippers, boots, crocs, or shoes with inappropriate patterns or designs are **NOT permitted**. If in doubt, **DO NOT** wear them.
4. Socks must be worn. Ankle socks that are clearly visible are acceptable. Sock colors must be uniform regulation.
5. P.E. shirts are not acceptable.

FIELD TRIP, RETREAT, AND ASSEMBLY ATTIRE

For all field trips and retreats during the school day, and all convocations and assemblies outside of school hours, students are to wear school uniform, unless permission to do otherwise has been given in advance by the administration.

PHYSICAL EDUCATION ATTIRE

Regulation Vandebilt P.E. shorts and T-shirts, which are available for purchase at the school, white socks and tennis shoes with non-marking soles, are required for physical education classes. Failure to dress out in appropriate attire will result in the lowering of the student's grade in the P.E. class.

CONSEQUENCES FOR UNIFORM VIOLATIONS:

Consequences for Uniform Violations will be assigned as follows:

- 1 through 3 – written warning on discipline record via Edline.
- 4 through 7 – Detention
- 8 through 11 – Saturday School Detention
- 12 and above – Out of school Suspension

Uniform Violations will accumulate for the entire year.

MISCELLANEOUS

ANNOUNCEMENTS

At a specified time during each day announcements are made for the entire school. During this time all activity is discontinued so that full attention, in silence, is given to these announcements. Announcements initiated by a student require the permission of the organization or activity moderator in order to be made. Announcements are also posted to Edline

ASSEMBLIES

General assemblies are usually held in the Kolb Center. Each student is required to sit with his/her class, in the section assigned to the class, during all assemblies and Masses. Students who have been asked to leave or have been expelled from Vandebilt are not allowed to attend any dance, or other school assembly, without prior written permission of an administrator.

BOOKS

Textbooks must be covered at all times, using a material which when removed will not result in damage to the book. Contact paper (except for religion texts) and elastic cloth covers are not to be used as covers. Uncovered textbooks will result in the student being assigned to detention. Students are financially responsible for damaged, lost, or stolen books. Removing barcodes off of books will result in disciplinary action and financial responsibility. Report cards will be withheld until all textbooks are returned or paid for.

CANCELLATION OF SCHOOL

Emergency cancellation of school for inclement weather or other emergency reasons will duplicate action of the Terrebonne Parish School system. In the event the problem is one special to Vandebilt, the local news media will be contacted to make the announcement.

FIRE, EMERGENCY DRILLS

Fire drills and emergency drills are important to school safety. It is essential that everyone obey promptly when the first signal is given. Drills are a time of absolute silence, even after the building has been cleared. Students are to be ready to follow orders given by their teachers or given over the public address system. Students should be familiar with prescribed routes for fire drills.

HALLS

Students are not to be in the hallways during lunch or after school. When the weather does not permit students to remain outdoors, the cafeteria is opened.

INSURANCE

All students are enrolled in a school-time plan that provides accident protection while students are traveling directly to and from school, while on school premises and for specific school activities. This is to be regarded as **supplemental insurance coverage only**. Parents should not expect this insurance to cover all medical expenses not paid by their own insurance. Information on this policy, additional 24-hour coverage and accident claim forms must be obtained from the administrative office within 72 hours of the injury. Athletes who are not covered by a primary insurance will not have their medical bills paid by the school or by this insurance policy.

ITEMS DELIVERED TO SCHOOL, MESSAGES

In an attempt to promote responsibility and self-reliance, Vandebilt personnel will not deliver books, assignments, lunches, items or messages to students. Students leaving assignments or required items at home will receive appropriate consequences. If information must be relayed to students, they should be instructed to phone you during their recess or lunch period.

Food from restaurants, fast food, plants, flowers, balloon bouquets, etc. are not accepted if delivered by anyone to students at school.

LOCKERS

There is a \$10.00 one-time, non-refundable fee on all lockers. Each student is assigned a locker for his/her books and P.E. equipment. These should be kept locked and in order at all times. All locks are built-in door type; no additional locks are permitted, except in the P.E. locker rooms. Students are not allowed to go to their lockers while classes are in session, except with special permission. Students may go to lockers before school, at recess, between classes, before their lunch period and after school. Students are responsible for arriving to class on time. The use of a locker does not excuse tardiness. School authorities may check lockers at any time. Students tampering with lockers or found vandalizing lockers are subject to disciplinary action and the cost of repair. Students are not allowed to change lockers or give out combinations to locks.

LOST AND FOUND

Lost-and-found is located in a secure area by the cafeteria. Students are to take home their belongings after school. Items left will be stored and may be retrieved for a nominal fee. Any items left after each semester will be donated to charity or discarded.

PARKING

Limited parking spots are available for rental. Sign up for parking will take place during the last week of school. The first day will be for the next year's seniors, the second

day for the next year's juniors and the last day for the next year's sophomores. All spots are assigned and parking fees are non-refundable. Only senior high students are permitted to drive to school. Students are to park cars in the student parking area only. No one is to park in the circle behind the gym, in the faculty parking lot, in the parking lots of neighboring businesses, or anywhere on the grass. Any student who drives to school is required to purchase a parking permit and to display it on his/her vehicle. Each student must park in his/her assigned spot. **Any vehicle parked illegally or without parking tags is subject to being towed (at the owner's expense), and the driver is subject to disciplinary action.**

Non-licensed vehicles are not permitted on campus. Students riding in vehicles on campus are to be seated on the inside of the vehicle. No student is permitted to ride in the rear of a truck. Anyone violating these regulations, or driving in an unsafe manner, or disregarding traffic control signs is subject to a fine, disciplinary action, and possible loss of driving privileges.

PREGNANCY, MARRIED STUDENTS

The Diocese of Houma-Thibodaux has prescribed policies concerning student marriage and pregnancy. A copy of these policies is available from the principal's office.

PRESCRIBED MEDICINE

Students are not allowed to carry any kind of medication (prescription and non-prescription) on them at any time. Parents are advised to give medication at home on a schedule other than school hours. If it is necessary that medication be given during school hours, you may pick up a complete copy of the school's policy in the Discipline and Attendance Office. A Medication Log will be maintained for medication dispensed. No student is allowed to take medication outside of the Discipline and Attendance Office. Special arrangements can be made for students who must carry inhalers. Only under extreme emergency is a student permitted to go home to take medication.

SEARCH AND SEIZURE

In order to maintain a safe, secure environment for its students, Vandebilt administrators have the right to search lockers, book bags, automobiles, and even students when their is reason to believe there may be illegal drugs, alcohol, weapons, or stolen property present. Reasonable cause might include anonymous phone calls or rumors. Random searches of lockers and student's bags or automobiles may be conducted to discourage students from bringing illegal or dangerous materials to school.

STUDENT RESPONSIBILITIES

Although Vandebilt deals with instances of theft severely, each student assumes the responsibility for his or her

own belongings. Purses, money, jewelry, tennis shoes, or other valuables should be kept on one's person or secured at all times.

Attendance Office may be used to call parents during recess and lunch in regard to school business, i.e. checking out, requesting materials, etc.

VISITORS

No visitors are permitted on campus without permission of an administrator. All visitors must report to the administrative office for permission to be on campus, and for a visitor's badge. Visitors who pick up students after school are to line up in one of the driveways leading to the rear of school.

COCURRICULAR ACTIVITIES

Vandebilt considers clubs, organizations and activities an important part in the development of the entire person, which is in part the educational mission of the school. For this reason the school encourages its students to participate at an appropriate level in such groups and activities.

No classes, individuals or organizations are to begin any fund-raising activity or project without permission from the president. No class, individual or organization may request money from any other class, individual or organization within or outside the school without the president's permission. All co curricular organizations are expected to strive to be self-supporting by raising funds through approved concessions and approved service-type projects. All members are expected to abide by all school guidelines as well as the written by-laws of the organization, team, or club.

All qualified students may try out for membership on athletic teams and in co-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director, or of the moderator, in consultation with the principal, is final. Ordinarily, the administration will not intervene in non-selection decisions. Parents are encouraged to help their student understand that not everyone will be selected.

CLUBS AND ORGANIZATIONS

Bylaws of each organization are available through the moderator of each activity or through the Assistant Principal.

Organizations include:

Academic Team, Art Club, Band, Builder's Club (8th Grade), Cheerleaders (sr. and jr. high), Chess Club, Choir, Computer Club, Dance Team (sr. and jr. high), Foreign Language Club, 4-H Club, Key Club, Men of Christ, National Honor Society (sr. and jr. high), Right to Life, Jr. High Quiz Bowl, Photography, Student Council (sr. and jr. high), S.W.A.T., and VC Theatre.

Vandebilt Catholic High School Acceptable Use of Technology

All electronic communications to or from **Vandebilt Catholic High School** shall reflect the Christian and educational principles upon which the school and Diocese of Houma – Thibodaux, are founded. Access to the Internet is made available to students, teachers, and staff. Histories of use are monitored, filtered, and censored by the Archdiocese of New Orleans which is CIPA compliant. The goal of Internet use is to promote educational excellence by facilitating research, resource sharing, innovation and communication.

Unacceptable Internet use will consist of, but not be limited to the following:

- A. Transmitting, accessing, printing, downloading or uploading any material which might be deemed abusive, hateful, degrading, demeaning, derogatory, or defamatory, (i.e. cyber bullying);
- B. Vandalizing, damaging disabling, or gaining unauthorized access to the Internet or another person's computer, files, data, or materials;
- C. Vandalizing, damaging disabling, or gaining unauthorized access to district- or building –owned computer systems, files, data, or materials;
- D. Unauthorized accessing, printing, downloading of files to or from the Internet or other personal devices. (i.e. - jump drives, disks, etc.);
- E. Engaging in any unauthorized commercial or business activity;
- F. Unauthorized online game playing;
- G. Gaining access to inappropriate sites, as deemed by administration, including but not limited to :chat rooms, instant messaging, MySpace, Facebook, Twitter, Blogs, personal email accounts, etc.;
- H. Sharing passwords, using another student's password, or allowing another student access to their computer accounts or files.
- I. Bypassing applicable security restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.

Any action which compromises the school's integrity, on or off campus, will be cause for corrective measures.

Students are to report to the principal any inappropriate communication initiated by a teacher or other school employee.

Inappropriate use may result in denial of access and will be dealt with according to **Vandebilt's** disciplinary policy or as deemed appropriate by administration.

The signatures on the attached sheet indicate that the parties who have signed have read the terms and conditions and understand their significance.

Student Responsibility

As a student of **Vandebilt Catholic High**, I have read and agree to the terms set forth in the **Vandebilt’s** Acceptable Use of Technology. I also know that a violation of the rules that govern the use of the **Vandebilt** network may result in the revoking of my access privileges and that use deemed offensive or illegal will be dealt with by school disciplinary action.

Name of Student (print)

Date

Signature of Student:

Parent or Guardian Responsibility

As the parent or guardian of this student, I have read the terms and conditions for Internet use. I understand that this access is designed for educational purposes and the school has taken available precautions to eliminate controversial materials. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold the school responsible for materials acquired on the Internet.

I hereby give permission for my child to use the Internet at school

Name of Parent or Guardian (print)

Date

Signature of Parent or Guardian

Teacher Responsibility

I have read the terms and conditions and agree to promote this agreement with the student. I agree to instruct the student on the rules of the network and proper network etiquette. Because the student may use the network for individual work or in the context of another class, I cannot be responsible for the student’s use of the network.

Name of Teacher

Date

Signature of Teacher

ATHLETICS

Athletic teams are under the direction of the Athletic Director. Varsity and junior varsity teams operate in accordance with all Louisiana High School Athletic Association guidelines and regulations. **Vandebilt Catholic High School does not recruit athletes and does not offer scholarships of any kind for students and/or student athletes to attend Vandebilt.**

Teams available include:

Baseball: varsity, JV boys, 8-9 boys

Basketball: varsity boys, JV boys, 8-9 boys; varsity girls, 8-9 girls.

Bowling: varsity boys and girls

Cross Country: varsity, 8-9 boys; varsity, 8-9 girls.

Football: varsity, JV, 8, 9

Golf: varsity boys and girls

Gymnastics: varsity boys, varsity girls.

Soccer: varsity boys, JV boys, 8-9 boys; varsity girls, JV girls.

Swimming: varsity boys, varsity girls.

Softball: varsity, 8-9.

Tennis: varsity boys, varsity girls, JV boys and girls.

Track: varsity boys, 8-9 boys; varsity girls, 8-9 girls.

Volleyball: varsity, 8-9.

ATHLETIC DEPARTMENT POLICY

1. Representatives of Vandebilt. Students that have the privilege of participating in school sponsored athletic programs as an athlete, manager, trainer, statistician, etc. represent not only themselves and their family, but also Vandebilt Catholic High School. As such, student-athletes are expected at all times to behave in a manner both on and off campus that is consistent with the Christian principles of the school. Anything less may result in disciplinary action from coaches, the athletic department, and/or the school's discipline office.

2. Eligibility to Participate

State Academic Requirements. All athletes must meet scholastic requirements as outlined by the LHSAA (Louisiana High School Athletic Association). In order to be eligible to participate, every athlete in grades 9 - 12 must pass a minimum of 6 subjects, which count toward graduation and must earn at least a C average in all subjects pursued each year. Eligibility for the fall semester is determined by a student-athlete's final grades from the previous year; while eligibility for the spring semester is determined by the grades earned in the fall semester. The eligibility of 8th grade athletes will be determined each quarter (*not each semester*) by the grades earned in the previous quarter.

For Athletics purposes only, the averaging of grades will use:

4.0 – 3.51	A
3.50 – 2.51	B
2.50 – 1.50	C

Failing a Class. An athlete that fails a single class for the quarter will not be allowed to miss that class for athletic purposes the following quarter. In extreme cases for the post season of sports that begin their contests during the normal school day an athlete may be allowed to participate if he/she receives all instruction for a failing class prior to leaving school. Only the principal can approve this exception.

3. Attendance. Parents and students must make every attempt to assure an athlete's attendance at school, practices, and contests. Athletes that check into or out of school are subject to the early dismissal rules (See Early Dismissals rule #7.)

4. Sportsmanship. The school's sportsmanship code incorporates Catholic values into the athletic program. All student-athletes are expected to abide by this code of conduct by doing everything possible to promote good sportsmanship at all athletic events. Foul or otherwise profane language will not be tolerated. At no time should a player argue with an official or opposing coach. Neither should athletes show disapproval of a decision by arguing, throwing equipment, or any other nonchristian like conduct. Any player not in a game is to remain in his/her team bench area during any controversy or altercations. Such offenses are serious and appropriate action, including ineligibility to continue participation in that sport, may be taken by the Athletic Department and/or the LHSAA.

5. Equipment. Athletes must treat all equipment and uniforms provided for their use with care. All equipment and uniforms must be turned in to the coach within one week of the completion of that sport's season. Athletes will not be allowed to begin practicing another sport until he/she has returned all outstanding equipment and uniforms. Athletes will be expected to pay the replacement costs of any equipment/uniforms that he/she damaged or lost.

6. Leaving a team. If an athlete chooses to quit participating in a sport before the completion of the season but after the first contest, he/she will not be eligible to begin practice in any other sport until the previous sport has completed its season. There shall be no exceptions to this rule. This rule will also apply if an athlete is removed from the team.

7. Varsity Athletics Period. 10th – 12th grade athletes of certain sports shall be eligible to enroll in 8th period varsity athletics. This is a privilege and athletes must comply with the responsibilities it entails. Students with varsity athletic schedules shall have six (6) minutes to

report to their team areas. Athletes are not to loiter in halls or the quad area. Athletes are not allowed to go to their vehicles in the student parking lot. **Athletes enrolled in V.A. must remain on campus with their coach(es) until the dismissal bell rings at 2:53 p.m.** regardless of canceled practices, shortened practices, or game days. This policy also applies to out-of-season athletes enrolled in varsity athletics. Any exceptions to the above rules shall be approved only by the athletic director.

8. **Alcohol / Drug Use.** Vanderbilt Catholic High School is committed to the education and personal growth of its students. This commitment is compromised by the presence of illegal drugs, alcoholic beverages and tobacco products. It is the policy of the Vanderbilt Catholic Athletic Department that all students who participate in the school's athletic program refrain from the possession, use, and distribution tobacco, alcohol, and/or drugs at all times. This policy applies on and off campus, including evenings, weekends, and holidays, and during periods of the year when his/her sport is "out of season." Any athlete who possesses, uses, or distributes drugs, alcohol, or tobacco products at any time are in violation of this policy and will be disciplined by his/her head coach and the athletic department. Additional disciplinary action may be taken by the school's administration. Use of these substances is implied if an athlete is present in an automobile, lounge, or home where these substances are present. An athlete is in violation of the athletic department's tobacco, alcohol, and drug policy if he/she chooses to remain in situations where these substances are being used or distributed. It is the responsibility of a Vanderbilt Catholic athlete to immediately withdraw from such situations.

Violations of this policy will be looked into when reported to the athletic department by faculty members, administrators, coaches, law enforcement agencies, other authorities, or by undisputable visual evidence (photographs, my space, facebook, etc.) Individual coaches will also investigate any possible violations to the athletic policy that he/she suspects.

CORRECTIVE ACTION

DRUGS:

First Offense: The student-athlete is suspended from participation in Vanderbilt Catholic athletics for one calendar year from the date of the offense. The athletic department will contact the athlete's parents to discuss treatment options and conditions for reinstatement. Prior to being reinstated in Vanderbilt Catholic's athletic program the student must complete or be enrolled in school approved drug treatment program conducted by a licensed mental health professional. The athletic department will remain diligent in monitoring the student-athlete's treatment progress both

during his/her suspension and after his/her return to athletic participation.

Second Offense: The student-athlete is suspended from participation in Vanderbilt Catholic athletics for the remainder of his/her high school career.

****Note that offenses for violation of the athletic department's drug policy are cumulative throughout a student-athlete's high school career.**

ALCOHOL:

First Offense: The student-athlete is suspended from participation in athletic contests for a minimum of one calendar week from the date of the offense. If the first offense occurs "out of season," the suspension will be during the first official week for athletic contests (not practices) of the next sports season. The student-athlete's parents must meet with athletic department to discuss their child's situation before his/her suspension is lifted. The student-athlete may continue to practice with his/her team during the suspension subject to the approval of the head coach.

Second Offense: The student-athlete is suspended from athletic participation for the rest of the current sport's season. If the second offense occurs "out of season," the suspension will be for the entire season of the next sport in which the student-athlete participates. The athletic department will contact the athlete's parents to discuss treatment options and conditions for reinstatement. Prior to being reinstated in Vanderbilt Catholic's athletic program the student must complete or be enrolled in school approved alcohol treatment program conducted by a licensed mental health professional. The athletic department will remain diligent in monitoring the student-athlete's treatment progress both during his/her suspension and after his/her return to athletic participation.

Third Offense: The student-athlete is suspended from athletic participation for the rest of the school year. A mandatory assessment, including the student-athlete, parents, coaches, athletic director, and administration is required prior to any further participation in Vanderbilt Catholic Athletics.

Fourth Offense: The student-athlete is suspended from athletic participation for one calendar year from the date of the offense. A mandatory assessment, including the student-athlete, parents, coaches, athletic director, and administration is required prior to any further participation in Vanderbilt Catholic Athletics.

Fifth Offense: The student-athlete is suspended from participation in Vanderbilt Catholic athletics for the remainder of his/her high school career.

****Note that offenses for violation of the athletic department's alcohol policy are cumulative throughout a student-athlete's high school career.**

TOBACCO:

First Offense: Consequences will be determined at the discretion of the head coach with the approval of the athletic director. If the offense occurred “out of season,” consequences will be determined at the discretion of the head coach of the next sport in which the athlete will participate with the approval of the athletic director. The athlete’s parents will be contacted and informed of the offense and consequences.

Second Offense: The student-athlete will be suspended from the next scheduled contest of his/her current sport. If the offense occurred “out of season,” the athlete will miss the first regular season contest of the next sport in which they participate. The student-athlete may continue to practice with his/her team subject to the approval of the head coach. The athlete’s parents will be contacted and informed of the offense and consequences.

Third Offense: The student-athlete is suspended from athletic participation for the rest of the current sport’s season. If the third offense occurs “out of season,” the suspension will be for the entire season of the next sport in which the student-athlete participates. A mandatory assessment, including the student- athlete, parents, coaches, athletic director, and administration is required prior to any further participation in Vandebilt Catholic Athletics.

Fourth Offense: The student-athlete is suspended from athletic participation for the rest of the school year. A mandatory assessment, including the student-athlete, parents, coaches, athletic director, and administration is required prior to any further participation in Vandebilt Catholic Athletics.

****Note that offenses for violation of the athletic department’s tobacco policy are cumulative for the current school year only.**

9. Athletic Department Lettering Policy.

- a. All athletes participating in varsity athletics are eligible to earn a varsity letter. Each athlete is eligible to receive only one letter award during his/her high school years. The earliest a letter award will be presented is the beginning of an athlete’s junior year. (Athlete’s may measure for letter jackets beginning in the spring of their sophomore year.)
- b. Letters and jackets are awarded to athletes, managers, trainers, statisticians, etc. who have participated in a particular sport for a minimum of two years and have lettered in at least one of those two years.
- c. **The athletic department will purchase the Jacket and the Letter. It is the individual’s responsibility to order and pay for any and all patches they have earned.**

d. **Minimum** requirements for lettering in each sport.

- Baseball:** Play in at least half of the innings during the season.
 - Basketball:** Play in at least 18 games during the season.
 - Bowling:** Place in the top 12 of the district season or participate in the regional tournament.
 - Cross Country:** Place in the top 10 of district, parish, or state meets or participate as one of the top seven runners in at least half of the meets.
 - Football:** Play in 16 quarters of varsity competition during the season.
 - Golf:** Play in at least half of the regional tournament.
 - Gymnastics:** Compete in the state meet and attend a sufficient number of practices to warrant the coach's recommendation.
 - Soccer:** Play in at least 15 games of varsity competition during the season.
 - Softball:** Play in at least half of the innings during the season.
 - Swimming:** Scores at least 20 points during the season or place third or better in the metro meet or place fifth or better in the state meet.
 - Tennis:** Participate in the regional tournament or play in at least half of the varsity matches during the regular season.
 - Track:** Score 25 or more points during the season, or qualify for the regional or state meets.
 - Volleyball:** Play in at least half of the matches during the season.
- e. In every sport, the head coach has the discretion to letter any senior athlete that did not meet the specific requirements for lettering, but has made a significant contribution to the sport during his/her high school career.
- f. In every sport, athletes that are injured or become ill during the season may still letter if in the head coach’s opinion the athlete would have lettered except for the injury or illness.

Anything not expressly covered in this policy will be left to the judgment of the head coaches, athletic director, and school administration.