



2021-2022
STUDENT/PARENT HANDBOOK

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CHAPTER 1



WELCOME

Encountering Christ in each individual, we build community in our schools through close relationships, shared ministry, and common values. We give special attention to developing a spirit of openness, friendliness, and mutual support.
- Educations Mission and Ministry (EMM)

SECTION 1

Vandebilt Catholic High School

HISTORY OF VANDEBILT CATHOLIC

Vandebilt Catholic High School has a rich history as a school in the Diocese of Houma-Thibodaux. As the only Catholic secondary school in Terrebonne Parish, which is predominantly Catholic, Vandebilt Catholic serves the important function as the sole provider of a Catholic, Christian, values-based education for teenagers of the families in this constituency. Vandebilt Catholic High School was founded by the Marianite Sisters of the Holy Cross in 1870 and is continued by the Brothers of the Sacred Heart through the Charism passed down from Father Andre Coindre. It was not until 1983 that the school year opened without a Marianite Sister on staff, ending the order's history with the school. In 1992, forty years after they took over administrative duties, the Brothers of the Sacred Heart gave up administration of Vandebilt Catholic and the first lay principal became chief administrator of the school.

TO THE STUDENT

The faculty and administration welcome you to Vandebilt 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 happy to have you as 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 years. 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 Vandebilt Catholic.

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 friendly discipline, attempting to maintain a positive relationship with a student, even one who must be 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 with possible 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 Vandebilt Catholic High School. 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 outlines 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 Vandebilt 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 discretion in unforeseen circumstances.

**THE MISSION OF
VANDEBILT CATHOLIC
HIGH SCHOOL IS TO PROVIDE
STUDENTS WITH A
HOLISTIC EDUCATION THAT IS
ROOTED IN RELIGIOUS VALUES,
STRUCTURED THROUGH
FRIENDLY DISCIPLINE,
NURTURED BY
PERSONAL ATTENTION,
AND COMMITTED TO
ACADEMIC EXCELLENCE.**



ADMISSION

The criteria and timeline for admissions can be found on the school website. Prospective students must be interviewed and take placement tests. Vandebilt Catholic 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 partner schools and those who are brothers or sisters of Vandebilt Catholic 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 promotion criteria cannot be admitted to Vandebilt Catholic High School. A student who has been asked to leave Vandebilt Catholic because of academic or disciplinary reasons may not be readmitted. A student who withdraws from Vandebilt Catholic 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.

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



WITHDRAWAL PROCESS

In order to withdraw from Vandebilt Catholic High School, the parent or guardian must meet with an administrator for an exit interview. The tuition refund schedule is as follows:

Withdrawal Time	Reimbursement Percent
Weeks 1-4 (September 4)	75%
Weeks 5-9 (October 9)	50%
Weeks 10-13 (November 6)	25%
After 13 weeks	0%

Parents choosing to withdraw their child who have secured a bank loan will be required to pay of the loan based on the following schedule:

Withdrawal Time	Reimbursement Percent
Weeks 1-4	25%
Weeks 5-9	50%
Weeks 10-13	75%
After 13 weeks	100%



ADMINISTRATION

President

Jeremy Gueldner
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Principal

Ginny Medina-Hamilton
gmedinahamilton@htdiocese.org

Dean of Academics

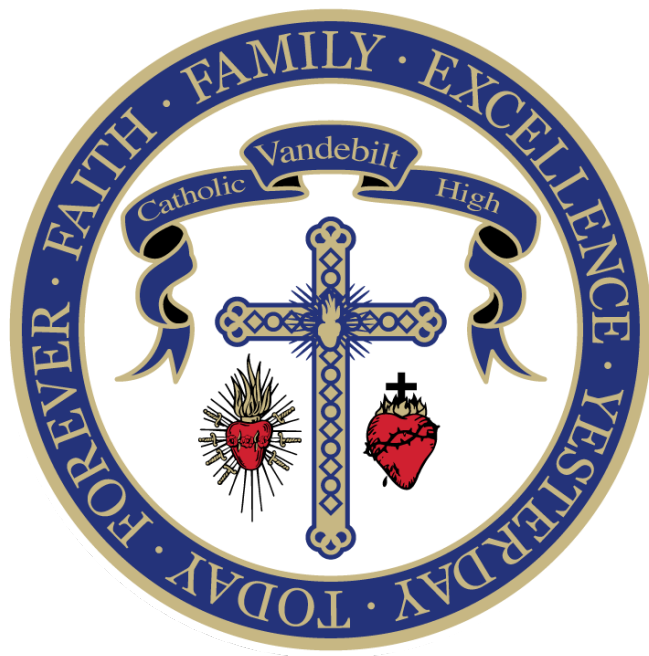
Julie Pellegrin
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Dean of Student Life

Jason Daigle
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School Contact Information:

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Website: www.vandebiltcatholic.org



VCBS ALMA MATER

**TO THEE OUR ALMA MATER
WE RAISE OUR COLORS HIGH
AND SING OF TERRIER TRIUMPHS
AS THE BLUE AND GOLD MARCH BY.**

**THE FAITH WE'VE LIVED
WE'LL ALWAYS KEEP
WITH LOYAL PRIDE IN THEE.
THY LOVE AND TRUTH,
O VANDEBILT,
WILL LIVE IN MEMORY.**



CHAPTER 2



RELIGIOUS FORMATION AND TEACHING

By integrating faith and life, our students and staff demonstrate the spirituality of the Heart of Christ. As educators in the faith, we model for our students and for one another faith in action as a necessary response to the Gospel.

- Educations Mission and Ministry (EMM)

SECTION 1

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*

- Educational Mission and Ministry (EMM)

SECTION 2

Religious Formation

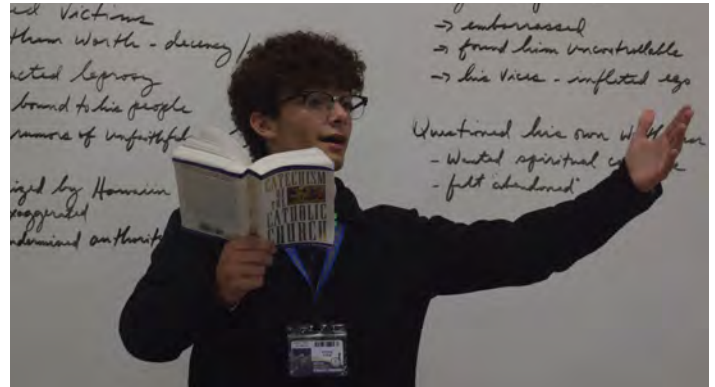
The Religion Department seeks to bring a strong academic education program alive in a program of religious formation and experiential faith.

SERVICE HOURS

In an effort to promote the prayerful spirit of service, Vanderbilt Catholic requires each student in grades 9-12th to complete a total of 20 service hours and 16 hours for 8th graders each school year. Six of these hours must come through a service day sponsored by Vanderbilt Catholic. Four hours must come through work days on VCHS campus to facilitate ownership and pride in our school. The remaining hours must come from a service to the community through approved service sites.

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. Any student missing these spiritual retreats will be required to make it up at a time and place approved by the administration.



LITURGIES

School Masses are celebrated weekly 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. 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.

PRAISE & WORSHIP ASSEMBLIES

Praise and worship assemblies are celebrated approximately once a month for the entire school. These assemblies can include adoration, special guest speakers, praying of the rosary, and other formation events.



CAMPUS MINISTRY

The campus ministry programs at Vanderbilt Catholic are 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 programs also recognize 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 programs at Vanderbilt Catholic seek 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 the 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.

CHAPTER 3



ACADEMIC INFORMATION

Because students are valued and treasured gifts from God, we accept responsibility for their formation as a sacred trust. We form the whole person by developing the God-given intellectual and physical abilities of our students and by advancing their spiritual, moral, and social consciousness.

- Educations Mission and Ministry (EMM)

SECTION 1

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 Vanderbilt 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 Vanderbilt Catholic High School. In all its curricular endeavors, Vanderbilt 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, Vanderbilt Catholic High School encourages each student to plan his own academic schedule with the assistance of his teachers, his/her guidance counselor and his/her 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/her 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 college-preparatory student. A fine arts program encourages the student to develop his/her 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, Vanderbilt Catholic High School strives to create an atmosphere for learning and self-growth. Each student is given the opportunity to realize his/her potential and to develop healthy attitudes and responsible behavior that will permit him to pursue continued studies and to assume his/her place in society as a concerned Christian.



SECTION 2

General Academic Information



ACADEMIC RECORDS

Vandebilt Catholic 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 are asked to make an appointment with the Guidance department.

REDIKER PARENT/STUDENT PLUSPORTALS

Vandebilt Catholic utilizes Rediker PlusPortals 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. Contact the school should you not have Internet availability in your home.

Teachers are asked to update students' grades weekly during each quarter. PlusPortals is the primary source of academic communication. Vandebilt Catholic will post school information and daily calendar events.



COURSE OF STUDIES

The requirements for a Vanderbilt diploma are a minimum of 26 units of credit from the subjects outlined in the graduation requirements chart. 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 Vanderbilt Catholic High School 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 Vanderbilt. Students will meet most college and university entrance requirements, when completing graduation requirements, if they earn a Vanderbilt Catholic 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.

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

Skills classes are only available to students enrolled in the Resource Program. Practical classes for some content areas are also available to students who demonstrate academic need and are filled based on enrollment.

GRADUATION REQUIREMENTS

	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	2	3

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

** 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

**** One-half unit of Marching Band, or Varsity Dance Team may be substituted for one-half unit of P.E.

SECTION 3

Grading System

LETTER SYSTEM

The letter system of grading is employed at Vandebilt Catholic as follows:

On Level Grading:

A = (100-93) - 4 quality points

B = (92-85) - 3 quality points

C = (84-75) - 2 quality points

D = (74-67) - 1 quality point

F = (66-0) - no quality points

Honor Courses Grading:

(non-weighted GPA)

A = (100-90) - 4 quality points

B = (89-80) - 3 quality points

C = (79-70) - 2 quality points

D = (69-60) - 1 quality point

F = (59-0) - no quality points

QUARTER GRADE

A student's quarter grades are the average of daily work grades earned in the subject, including the exam grade for the quarter. Quarter exams should count for 25% of the quarter grade.

SEMESTER GRADE

The semester grade is the average of the grades of the two previous quarters. A minimum of a "D" average must be earned for the semester in order to receive a half Carnegie unit.



1st/3rd Quarter	2nd/4th Quarter	Semester Grade
A	A	A
A	B	B
A	C	B
A	D	C
A	F	C
B	A	A
B	B	B
B	C	C
B	D	C
B	F	C
C	A	B
C	B	B
C	C	C
C	D	D
C	F	D
D	A	C
D	B	C
D	C	C
D	D	D
D	F	F
F	A	C
F	B	C
F	C	D
F	D	D
F	F	F



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 class work and are to be completed with as much individual conscientious effort as is expected of the student during class time.

GRADE POINT AVERAGE

The cumulative grade-point average (GPA) is determined by averaging semester grades. In determining the cumulative GPA, all semester grades are included for grades 9-12. Included in the high school GPA are any letter grades earned from Carnegie Unit courses in the 8th grade including; World Geography, Algebra I, Health, Band, Choir, Earth Science, and Physical Science.

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.

REPORT CARDS, INTERIM REPORTS



Report cards are sent through Rediker PlusPortals quarterly. Final report cards will be mailed. At the middle of each quarter an interim grade average for each class will be available on Rediker. It is recommended that communication occur between parents and teachers anytime concerns may arise.

SCHEDULE CHANGES

Schedule changes will only be made if there is a scheduling error or conflict. Course drop/adds must have approval from the guidance office before any changes will be made. Changes requesting a specific teacher or subject/time convenience CAN NOT be honored.

CORRESPONDENCE COURSES

Students who wish to take a correspondence course from an accredited university must obtain permission from the academic dean and the guidance department.

Required courses are not allowed to be taken by correspondence unless permission is granted by the academic assistant principal.

CREDIT RECOVERY / SUMMER SCHOOL

Students who have failed courses during the ac-

VCHS Student/Parent Handbook 18

SECTION 4

Academic Excellence

ACADEMIC LETTERING POLICY

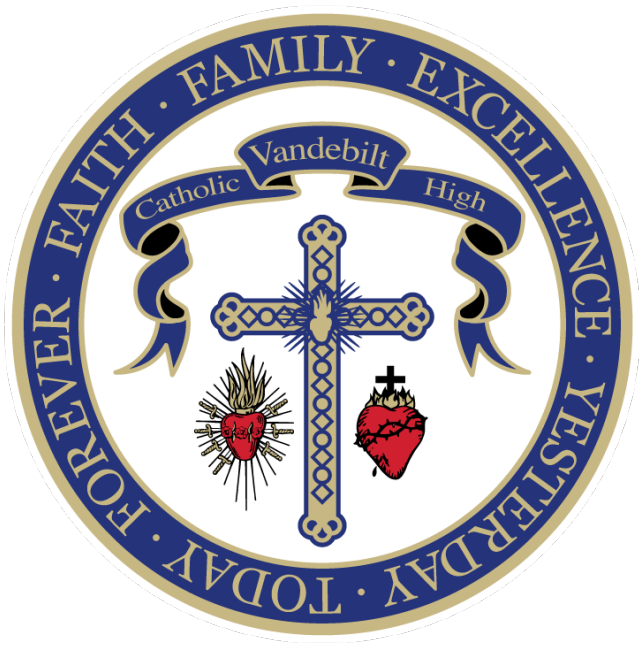
Vandebilt Catholic awards academic letters to students who earn the Alpha or Principal's Honor Roll for three of the four marking periods in one academic year.

These marking periods are: 1st 9wks, Semester I, 3rd 9wks, and Semester 2. The school issues only one letterman jacket during an individual student's high school years. A student in 8th, 9th, or 10th grade 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 Vandebilt Catholic for two years before becoming eligible to receive a jacket.

Lettermen jackets are only awarded to students who have registered at Vandebilt Catholic 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 second semester average in each course. Honor rolls will be calculated using a weighted GPA.

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.

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.



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 8th grade Level I classes, guidance counselors and the academic assistant principal refer to placement test scores, standardized test scores, and grades. Students new to Vanderbilt Catholic High School 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 math/science is contingent upon a student's earning at least a "C" average in both subjects for the semester, and receiving the recommendation of his/her current teacher in that subject area. In English, a grade of "B" average with no grade lower than a "C" is required to remain in Level I English at the next level. To be placed in honors English as a 9th grader, a student must maintain a "B" average in both, reading and English.

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. To be placed in honors math/science and, he/she must qualify in both subjects. If applying to enter English as a 9th grader, he/she must qualify in 8th grade English. Once a student is removed from honors math/science or English, he/she may not re-enter the program. In determining class rank and weighted GPA, 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 (the unweighted GPA is reported to the state on the transcript).

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 preregister for the course.

HONOR GRADUATES

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 or 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).
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Courses Considered Level I are: (Grades 9-12) English I-III Lv I, English IV AP, 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 or American Government AP, Foreign Language III, IV. Any Dual Enrollment courses offered will be awarded an honors credit. Students must still take the specific prescribed courses as indicated for Summa Cum Laude status - Dual Enrollment courses will not substitute courses in the prescribed list.

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 LV 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. To qualify for valedictorian, a student is required to have completed the highest level offered for all core 4 classes. 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.



Sacred Heart Scholars Program will recognize students who earn a 30 or higher on the ACT for the first time.

Marianite Achievement Award will recognize students who earn a 27-29 on the ACT for the first time.



SECTION 5

S.O.A.R. (Savoie Original Academic Resource) Program

PROGRAM OBJECTIVE

- To help students with specific learning difficulties achieve success in their academic courses.

GOALS FOR STUDENTS

- To incorporate techniques and study skills that will help them compensate for their learning differences
- To celebrate their God- given gifts and talents
- To take ownership of their learning
- To become independent, lifelong learners

CRITERIA CONSIDERED FOR ACCEPTANCE

ELIGIBILITY MUST BE APPROVED ANNUALLY BY THE RESOURCE PROGRAM COMMITTEE

- Recent (last 3 years) formal educational/psychological evaluation or qualified professional diagnosis documenting disability and providing suggested academic accommodations.
- Ability of VCHS to accommodate student's needs with current resources
- History of academic difficulty
- History of student's UTILIZATION of accommodations/modifications offered
- Teacher/Counselor recommendation

Parents must complete enrollment forms for services annually.

RESOURCE TUITION

Additional fees are assessed for the program and skills classes. These fees can be financed along with the basic tuition.



ACCOMMODATIONS/MODIFICATIONS

Individual accommodations are provided based on the student's unique needs related to his/her diagnosis.

• Preferential seating	• Altered Exam Schedule*
• Separate Testing*	• Use of a Calculator
• Extended Time Testing	• Study Skills Class (8th, 9th, 10th, 11th, 12th)
• Test Read*	• Practical Math Class (8th, 9th, 10th, 11th, 12th)
• Teacher/Peer Notes	• Skills English Class (8th, 9th, 10th, 11th, 12th)

*Separate testing, tests read, and altered exam schedule are contingent on completing electronic forms, attending exam meetings, and returning paperwork by the deadline set forth by resource personnel. It is also noted that admittance into the program does not guarantee special testing conditions on national standardized tests (ACT/SAT).

SECTION 6

Academic Growth

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
- removing test questions by physically copying or by electronic means
- talking during a test/quiz
- the use and/or possession of cheat sheets
- dishonest use of calculators or other electronic devices including i Pads
- stealing testing materials
- plagiarizing research papers
- stealing property of others

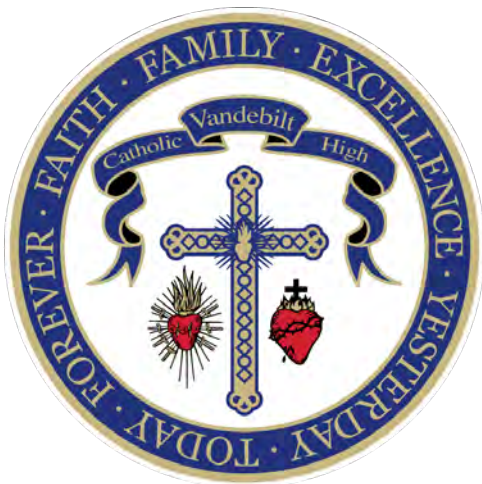
Discipline in such instances will be meted to both the student who copies and the student who offered materials for copying. Students should be aware that personal dishonesty is an offense against the entire VCHS family and may adversely affect the student's position in the Vanderbilt Catholic community.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



Any Vanderbilt Catholic High School student caught cheating on a Quiz, Test or Exam will sit for a Disciplinary Hearing with his/her parents or guardians in front of the Vanderbilt Catholic High School Disciplinary Committee. The Dean of Students will meet with the Disciplinary Committee prior to and following the hearing before delivering the final Disciplinary Action.

Students will write the following Honor Code at the top of each graded test /assignment:

Vanderbilt Catholic is a school rooted in the pursuit of academic knowledge and truth. I acknowledge that my work is my own, and that the integrity of this work has not been compromised.



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. State competitions (band, choir, athletes, etc.) may be excused at the discretion of the principal.

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 of the following subjects: English, Reading, Math, Science, Religion, or Social Studies 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 Vanderbilt Catholic 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. All students must complete four years of religious studies to be eligible for a VCHS diploma. To be considered a sophomore, a student must have earned 6 credits; a junior, 12 credits; and a senior, 19 credits. Any senior who is more than 2 credits short of meeting State of Louisiana's graduation requirements will not be allowed to participate in commencement exercises.

COUNSELING CENTER

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



ACADEMIC EXCELLENCE TUTORING PROGRAM

Tutoring/homework help and study hall through the Academic Excellence Program is offered during the second half each lunch period. Peer tutors are available daily (by reservation or referral only), and subject area teachers are available for concept clarification or homework help on a first-come, first-served basis. Teachers or counselors will refer students for make-up work, tutoring, or homework help. Parents or students may also request peer tutoring services through the Academic Dean, grade level counselor, resource director, or their teacher.

- Students with peer tutoring or study hall reservations will receive a message via text (with parental consent) through Admin Plus Notify to remind them to report the next day during their lunch period.
- During the last half of each lunch period, students with peer tutoring reservations should report to the library promptly with all necessary materials that relate to the assistance needed (i.e. assignments, notebooks, iPad/Chromebook, worksheets etc.).
- Students are responsible for having their student IDs scanned upon entering the peer tutoring and study hall rooms as verification for attendance.
- Students with a peer tutoring reservation who fail to report for peer tutoring as scheduled will receive disciplinary consequences. A missed reservation for peer tutoring will result in a 50-minute lunch period detention.

MAKE-UP TESTS

- When a student misses an assessment (test/quiz), he/she will receive a text and email the evening of the assessment reminding him/her to report for make-up assessments at lunch or after school upon the student's return to campus.
- Students who are absent only on test day are responsible for taking make-up tests the day they return.

- Because no new material is taught the day before a test is administered, students who miss **ONLY** the day before a test is administered are responsible for taking the test with the class on test day.
- Students who are absent for more than two days should report to Mrs. Pellegrin or their grade level counselor to create a practical make-up schedule on the day they return to school.
- Make-up tests will only occur during each lunch period and after school in the make-up room.
- Students taking make-up tests during lunch should bring a bag lunch and report to the make-up room within five minutes of the bell that begins the lunch period.
- If a student is not in the room within five minutes, he/she will have to take the makeup test after school in the cafeteria.
- Students are only permitted to make up one test at lunch.
- If a student checks in during the day, and a test was given during the time he/she was out, the student is expected to report to the make-up room that afternoon to take the test. The same procedure applies if a student checks out and returns to campus during the same day.
- In the event of a special bell schedule resulting in shortened class periods, any student electing to take make-ups at lunch will only get the shortened period to take the assessment. Students requiring a full class period to take a test, should report after school on these days.
- **Overdue Make-up Tests/Quizzes:**
If a student fails to comply with the policy above, he/she will be allowed one opportunity to take the test the following day with a 33% penalty.
 - An overdue make-up reminder will be sent via email and text message reminding the student to report for the test.
 - Students who fail to report the following day will receive a 0 on the test.

CHAPTER 4



FRIENDLY DISCIPLINE

We believe that a well-ordered, structured and nurturing environment is essential to teach and to experience love of God, love of neighbor and love of learning. In such an environment, we strive to teach our students to respect authority and one another and to develop a sense of self-discipline. In our tradition, discipline respects the dignity of the individual, is consistent and fair, and is based on relationships of mutual trust and cooperation.

- Educations Mission and Ministry (EMM)

SECTION 1

Friendly Discipline

The primary goal of friendly discipline is to foster in each student the capacity to be self-disciplined. Self-discipline is the free-will choice of such things as good over evil, right over wrong, love over hate, courtesy over disrespect, justice over self-interests, growth over complacency, and responsible action over recklessness. Students grow in self-discipline as they grow in understanding themselves and their responsibilities in relationship with others. The practice of self-discipline nurtures in students the ability to cope with the difficulties, frustrations, disappointments, and challenges of everyday life. EMM

BEHAVIOR PHILOSOPHY

Vandebilt Catholic's 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. To reach this goal, Vandebilt Catholic has developed a Behavior Policy that provides the growth and development of the student in an ordered environment, while promoting the health and safety of all.

It is neither the province nor the desire of Vandebilt Catholic High School to prescribe what limits or freedoms parents may specify for their children's behavior. Nevertheless, there are times and places in which behavior of students, on and off campus, is contrary to our school philosophy and our Christian teachings. In such cases, student behavior definitely becomes the province of Vandebilt Catholic and the school's policy will be applied by the faculty and administered judicially by the school administration.

This handbook outlines the major regulations of the school and the type of conduct expected of Vandebilt Catholic students. However, it is impossible in any handbook to include all the details of what is appropriate and inappropriate conduct. Any conduct which violates published or announced regulations, deviates from what is generally considered good behavior, or is contrary to Christian principles is subject to appropriate disciplinary action by authorized school personnel. The administrator renders decisions in all matters not specifically addressed herein. The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion.



At all times, students are expected to conduct themselves as Christian men and women. Students' conduct must reflect an awareness of their own personal and academic needs and sensitivity to faculty members and to their fellow students.

SECTION 2

Student Conduct

RESPECT

Every VCHS student is required to treat others with respect. Any student who fails to be respectful of others will be subject to corrective action.

HARASSMENT/BULLYING

The Catholic teaching on the issue of Bullying is that it is an opposition to treating human life as sacred as God created it. As an environment rooted in Catholic faith, Vanderbilt Catholic High School believes that every person deserves to be respected as the unique individual that God created. Bullying is defined as a pattern of behavior designed to harm another student. This pattern includes:

- Gestures, including but not limited to obscene gestures
- Written, electronic or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog or social networking website
- Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, and damaging personal property or unauthorized use of personal property
- Repeatedly and purposefully shunning or excluding from personal activities
- The pattern of behavior must have the effect of placing a student or student's property in physical harm, creating an intimidating or threatening educational environment, distressing a student's school performance or substantially disrupting the orderly operation of the school

If a student is found to be involved in the bullying of another student he/she will be required to attend a minimum of four counseling sessions on campus.



INAPPROPRIATE LANGUAGE

It is very important for students and parents to understand that certain behavior perhaps condoned elsewhere is not permitted at Vanderbilt Catholic High School. In this respect, a pertinent example is the use of strong and abusive language. This type of language is considered disrespectful and completely unacceptable and students will be subject to corrective action for this behavior.

INAPPROPRIATE SUBSTANCES OR OBJECTS ON CAMPUS

Certain substances and objects are considered harmful, dangerous, offensive, or otherwise inappropriate for students to possess on the school campus, including the parking lots. The school reserves the right to examine/search a student's car, clothing, cellular telephone, locker, book bag, wallet, purse, or other enclosure in order to prove or disprove possession of any questionable materials. Inappropriate materials may be confiscated by the school.

SYMBOLS

Vehicles parked on campus, book bags, class rings, etc. may not be used to display symbols such as rebel flags, swastikas, or any symbol which is considered by the administration to be offensive and/or inappropriate.

FIGHTING

Fighting on or off campus is a serious offense; therefore, calling for strict corrective measures. Fighting is defined as an act of physical aggression resorted to when alternatives are available for avoiding such an act.

CELL PHONES

Once a student arrives on campus and until dismissal, cell phones must not be visible and must be turned off.

Violation of this rule may result in confiscation of the device and/or other corrective action. The school reserves the right to examine any such confiscated device and when appropriate, a student may be held accountable for violations of this behavior policy if there is evidence of such violation on the confiscated device.

Consequences for violating Vandebilt Catholic's cell phone policy are assigned as follows:

- 1 – the phone is taken away for the day-Detention
- 2 – a parent/guardian is required to pick up the phone from the Dean of Student Life-Detention
- 3 – the student is no longer allowed to have a cell phone on campus – Saturday School Detention

Cell phone violations will start over at the second semester. Administration reserves the right to not reset the consequences in the case of habitual breaking of the cell phone policy.



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 two inches or less, weapon, or object that may be used as a weapon are subject to arrest and immediate expulsion.



ALCOHOLIC BEVERAGES, DRUGS

Vandebilt Catholic is a drug-free and alcohol-free zone. Using, consuming, possessing, or dealing 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, and the student is subject to expulsion.

Rule 3.1.6 of the Louisiana High School Athletic Association states that no alcoholic beverages shall be sold or consumed at any LHSAA athletic event.

VCHS does not allow the consumption of alcohol on campus or at any event where students or individuals under the age of 21 are present. Adult beverages may be consumed at special events with no minors in attendance only with the permission of the principal or president.

As part of a holistic education, Vandebilt Catholic has a moral obligation to ensure the safety of our students while at the same time respecting that parents are the primary educators of their children. In no way does Vandebilt Catholic condone underage drinking and fully supports all local and state laws related to underage drinking. The consumption of alcohol at school related functions is prohibited. Any student found to be in possession of, under the influence of, or who consumes alcohol at a school function will be disciplined by the school administration. If the school becomes aware of underage drinking at off campus events the school will partner with parents to minister to our students.



Any parent (s) that host drinking parties will be required to meet with school administration, and may forfeit the opportunity to be members of the Vandebilt Catholic community.

VAPING

Students found vaping on campus or in possession of a vape on campus will have the following consequences:

1st Offense:

- Student will be sent home that day as an Out of School Suspension
- Student will receive a 3 day In School Suspension
 - Students on suspension may not participate in any events outside of the school day while serving out of school or in-school suspension.
- Student will be placed on a 12 month behavioral contract.
- Student will be required to meet with his/her grade level counselor weekly for a minimum of 9 weeks.

2nd Offense:

- Student may be asked to appear before the Discipline Committee which may lead to withdrawal from Vandebilt Catholic High School.
- If readmitted after withdrawal in the future, the student may begin the school year on a behavioral contract.

Vandebilt Catholic High School reserves the right to have any confiscated vaping devices or liquid tested. Results of this test may change the disciplinary course of action. If an illegal substance is found, Vandebilt Catholic High School is mandated by law to inform local law enforcement.

BOUNDARIES

Unless a student has an appointment with a teacher, it is requested that a student not be in the classroom building before 7:20 a.m. when proctoring assignments begin. Students arriving before 7:20 may report to the cafeteria where there is faculty supervision.

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
5. in the grass area by the Brothers' Hall during recess & lunch

Before school, during the lunch period, and other unassigned times, a student is not permitted to be in the following areas:

1. the parking lot -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 the first bell has rung
2. the band/soccer practice field
3. the front yard
4. the gym balconies, stairwells and foyers
5. the gym, locker rooms, field house, stadium area or Bro. Alfred Kolb Center (unless a faculty member is present)
6. the faculty workroom, lounge, or any faculty restroom
7. the outside stairwells near the library and band field
8. the Brother Alfred Kolb Center foyer (unless a faculty member is present)
9. upon dismissal from school, students are not allowed in the gym or Bro. Alfred Kolb Center or any classroom unless supervised by a teacher

Bathrooms:

- Students are not allowed in the bathrooms in the following locations:
 - Upstairs gym: Exception - students in the Art Room and MAC Lab who have been given permission by their teacher
 - Kolb Center Foyer: Exception - students who are in a class located in the band room, choir room, or Kolb Gym
 - No locker room bathrooms should be used by students during the day, including PE students who have already dressed out
- Students leaving classes habitually for multiple bathroom breaks in a day may be asked to meet with the Dean of Students.

Students are NOT to remain in the hallways until 7:45 before school and during the lunchtime. Students entering the building before school hours are to go only to their lockers and/or the library, tutoring, guidance, or resource. Students are not to congregate in the halls, nor are they to be in any classroom unless a faculty member is present.

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 3:30 pm. Students who are not picked up at this time are to report to study hall.

Permission to leave campus before dismissal must be cleared at the Student Life Office.

To leave campus without permission is an offense that may result in suspension. *VCHS Student/Parent Handbook 33*

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 without the parents' permission in advance.
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 Dean of Student Life's Office.
5. All students not involved in co-curricular activities who are riding the late bus to lower Lafourche Parish are to report to study hall.

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 and chairs to the proper place.
3. Only food or drinks served by the cafeteria are allowed in the cafeteria, with the exception of lunches brought from home.
4. No soft drinks are allowed in the cafeteria.
5. Students are not allowed credit in purchasing meals.



CLASSROOMS

Students are allowed in a classroom or the gyms only when a teacher is present and permits him/her to stay. No food or drink is to be visible in the classroom with the exception of water in the original water bottle. 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 including textbooks that have been assigned to him/ her.

ELEVATOR

Our school elevator is reserved for those students who have a note from the Dean of Student Life Office, who may have difficulty climbing stairs.

OFFICE TELEPHONES

Except for sudden illness, 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.

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 without prior permission from administration.
2. Students are only allowed to leave when the dance is over.
3. Smoking, vaping or the use any tobacco product at any dance is strictly prohibited.
4. All students and guests will be alcohol tested before entering a dance. Attendees will be pulled for further testing throughout the duration of the dance.
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 public displays of affection or suggestive dancing is allowed at any dance.
7. A person who is not a Vandebilt Catholic student is not permitted to enter any dance unless he/she has a date with a Vandebilt student. Students are responsible for the conduct of their dates at any dance, particularly when dates are not Vandebilt Catholic students. Students must register the names of non-Vandebilt Catholic dates with the Dean of Student Life at least one week before the dance.
8. 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.
9. Students below the tenth grade level 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.
 - 9th graders may attend Homecoming and Sadie Hawkins by invitation only from an upper classmen with permission slip.
 - Sophomores may attend prom by invitation only from a Junior or Senior.
10. Students are to arrive in and remain in proper attire throughout all dances.
11. Students may not arrive or depart from a dance in a limousine, limo-bus, motor home, or motor-coach.
12. Same sex couples are not allowed to attend any Vandebilt Catholic dance or social event.



ATTIRE FOR DANCES

At all school dances, students are to dress in an appropriate manner and according to guidelines issued. Specific guidelines will be published prior to each major dance.

Female students should use these guidelines when choosing a dress for the Homecoming Dance and Prom. Girls may wear formal floor-length dresses or may wear a short semi-formal dress with an appropriate length for Homecoming. Senior girls on the homecoming court must wear a formal gown. Prom dresses are to be formal and floor length. Senior girls are encouraged to wear a white dress. Dresses should adhere to Christian modesty.

Male students should wear a suit and tie or dress slacks with a sports coat and tie for the Homecoming Dance. Senior boys on homecoming court must wear a tux. For Prom, male students are to wear a tux and a tie. Senior boys should wear a white tuxedo to the dance. Grooming guidelines must meet school requirements. Parents, use these guidelines when your daughter is looking for a dress. Boys who are inviting a date from another school should convey these expectations to their date. The school personnel in charge will refuse admission to any person who dresses in a manner which violates Christian modesty. Parents of the student will be contacted.

Additional information pertaining to dress code will be sent out from the Activities Coordinator's office prior to each dance.



SECTION 3

Drug Testing

DRUG USE AND TESTING POLICY

The drug use and testing policy is intended to serve as a deterrent to drug use and to partner with parents for their children to receive proper guidance regarding the use of drugs and its long term effects. Approximately 10-15 students, faculty and staff members will be tested weekly throughout the school year. Testing will be a mixture of urinalysis and hair strand testing and will be randomly selected as well as selected with cause and/or parent request.

Any student who attempts to circumvent the drug testing policy by any means, including removing all body hair, students who themselves refuse testing, or in any way violate the terms of this policy, or whose parents refuse testing of their children, will be asked to leave Vandebilt Catholic High School.

Corrective action for students who test positive is as follows:

A first failed drug test will result in the student entering in to the Vandebilt Catholic High School substance abuse program. The program requirements must be met in order for the student to remain enrolled at Vandebilt Catholic. Listed below are the requirements for a student who fails 1 drug test.

- Meeting with guidance and administration.
 - Initial evaluation with provider must be within 14 days of the failed drug test; proof of an appointment must be provided within 48 hours
 - Parent meeting with the school counselor after the second meeting with the provider
 - 8 sessions with the provider must be completed within 10-12 weeks.
 - Random monthly drug testing following the initial failed test
 - School excuse must be turned in to school counselor the week of the meeting
- At Vandebilt Catholic High School we want to make

sure that our intentions are to locate a possible issue and do everything in our power to help. With that intention we have added a second level to our drug testing policy. If a student has a second failed drug test their required treatment plan to remain a Vandebilt Catholic student will intensify. The requirements that must be fulfilled after a second failed drug test are listed below.

- Meeting with school administration, school counselor, parents and student will be held in which we will mandate communication between Vandebilt Catholic and the family's provider.
- An appointment with a Licensed Substance Abuse Counselor must be made before the student can return to campus.
- The student's level of care must be increased, and a detailed treatment plan must be provided in writing to Vandebilt Catholic
- One of the 3 following options must be met by the student based off of the provider's evaluation
 - Outpatient meetings: Weekly meetings for 12 weeks
 - Intensive Outpatient meetings: 3-4 meetings per week for 4 weeks
 - Inpatient: Includes detox, 21 or 28 day inpatient care, or long term residential care

A third failed drug test will result in the student being asked to withdraw from Vandebilt Catholic High School.

SECTION 4

Corrective Action

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 Catholic 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.

Students who have been convicted of criminal activity, which may include probation through any law enforcement agency, may be subject to disciplinary action at Vandebilt Catholic.

Should corrective action be necessary, the Vandebilt Catholic High School administration chooses from among counseling, denied privileges, detentions, Saturday School, suspensions served over Saturday school, in-school suspension, out-of-school suspensions, and expulsion.

DETENTIONS

- Detentions for all violations with exception of tardy violations will be served every Tuesday & Thursday from 3:00 - 3:45 of a normal school week. Detentions are mandatory at the assigned time and date unless rescheduled by an administrator due to extenuating circumstances.
 - Failure to serve a detention or disrupting detention will result in a Saturday School.
 - Three detentions in a semester will result in a Saturday School or In-School suspension.
- Detentions for Tardy violations will be served at lunch on Wednesday of each school week.
- Students are expected to bring all academic materials necessary to complete assignments.

SATURDAY SCHOOLS

- Saturday School will be held on Saturday mornings with check-in at 8:00 and checkout at 11:30 a.m. Saturday School is mandatory at the assigned time and date unless rescheduled by an administrator due to extenuating circumstances.
 - Failure to report to Saturday School, behavior problems during Saturday School, and multiple Saturday School detentions raise the possibility of further discipline including suspension, probation, and expulsion.
- Students are expected to wear appropriate clothes to complete work around campus.
- Students are expected to bring academic materials if bad weather is expected during Saturday school hours.

Suspensions for non-threatening and non-violent offenses may be conducted as ISS (In-School Suspension). Out of school Suspension may be used if there is a pattern of behavior or an egregious action of the non-violent or non-threatening manner. Any student on ISS will be required to complete all of the academic evaluations and work given during the days suspended. Students on ISS will not be allowed to attend recess, lunch with the other students, or any Vandebilt Catholic assemblies during the days suspended. Students on ISS will not be able to participate in any co-curricular activities during the days they are suspended. Students on ISS will not be allowed to attend any games, meetings or practices during the days of their suspension. A conference with the student and parent may be required with the Dean of Student Life, guidance counselor, or the principal upon returning to school. A student with multiple suspensions may be placed on a Behavioral Contract.

DISCIPLINE COMMITTEE

The Discipline Committee consists of the Dean of Student Life and faculty members. This committee meets monthly to discuss the discipline needs of the school. Before a student is expelled, he/she may be asked to appear before the Discipline Committee concerning his/her case. The student will be suspended from school until such hearing is held. The committee also meets upon request of the Dean of Student Life 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. The discipline committee along with the parents, student will make a decision regarding any student requesting re-admittance to Vanderbilt Catholic.



BEHAVIOR CONTRACT

A student may be placed on a behavior contract at the discretion of the administration if he/she has experienced several and/or serious disciplinary problems. This disciplinary action places a student in jeopardy of expulsion from Vanderbilt Catholic. While the length of the probationary period may vary, it is usually for the remainder of the school year. During this time, no misconduct is tolerated. While on contract, the student may forfeit any special honors or recognition. 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 Vanderbilt Catholic.

At the end of a contract period, a student's record is reviewed by the administration with possible input from the school's Discipline Committee. He/She may be taken off contract, may have the contract modified, may have the contract period extended, or may be asked to leave school. A student who has been on contract for two consecutive semesters may be relieved of the contract or asked to leave school if no improvement was evident.

CHAPTER 5



STUDENT ATTENDANCE

In our tradition, we view being with the young as privileged opportunities to show expressions of concern, encouragement, and love. We see availability as a witness to the compassionate love of Christ.

SECTION 1

Absences

Decisions for a personal absence to be excused will be granted by the Dean of Student Life who will determine if the absence requires the student to make-up lost time or other appropriate action. A parent note does not result in an excused absence. Excused absences are only granted with a physician's note or immediate family bereavement.

The student will be allowed to make up all missed work at 100% credit, however he/she must follow the make-up policy.



Decisions for a personal absence to be excused will be granted by the Dean of Student Life who will determine if the absence requires the student to make-up lost time or other appropriate action. A parent note does not result in an excused absence. Excused absences are only granted with a physician's note or immediate family bereavement.

The student will be allowed to make up all missed work at 100% credit; however, he/she must follow the make-up policy.

- Beginning in the 2021-2022 school year Vanderbilt Catholic High School will move to period based attendance. Therefore, a student's attendance will be tracked based on attendance for each course in which that student is enrolled.
- Absences in any class period exceeding five per semester may result in a student not receiving academic credit for that class.

EXCUSED ABSENCES

Absences from school will be excused for doctor's appointments and illnesses only if documentation from the doctor's office is provided within 7 days of absence.

Other excused absences include approved educational trips, funerals, and absences approved by administration.

A letter will be sent home when a student has reached 5 excused absences in a semester.

If a continual absence is expected, notify the administration so that proper academic arrangements can be made.

UNEXCUSED ABSENCES

Absences in which a parent note is provided (illness, etc.) are included in the maximum of 5 unexcused absences per semester. All work can be made-up for 100% credit.

- A student returning to school with a parent note will have the unexcused absence in his/her semester total.
- All other absences not listed in the EXCUSED ABSENCE section will be recorded as unexcused absences, and will count towards a student's semester total.
- A letter will be emailed to parents/guardians when a student reaches 3, 4, and 5 unexcused absences.

Students will be required to make up missed time after the 5th unexcused absence per semester through scheduled structured time before school, during lunch, after school, or on Saturday morning.



PROCEDURES WHEN ABSENT

After an absence from school, a student must report to the Dean of Student Life's office before 7:45 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 should 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.

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. Also, students who check out of school for more than one complete period or check in late missing one complete period may not attend or participate in any athletic event or school activity on the day of the dismissal without special permission from the administration.

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 failed a class and is therefore unable to miss that class for an education-

al 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 dean's office in advance of an educational absence.

COLLEGE VISITATION DAYS (10th-12th Grade)

Sophomores, juniors and 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:

1. The student brings a note from his/he parent requesting a college day. The note must be approved by the administration and turned in to the Dean of Student Life's office.
2. The student must provide verification of the visit from the university upon his/her return to school.
3. It is the 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.
4. Students may lose the College Visitation privilege if they have already accumulated an unusually large number of absences or tardies.

SECTION 2

Early Dismissals and Tardies

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 7:45 a.m. in the Dean of Student Life's 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. Students who checkout at anytime during the school day must return to school with parent permission to be admitted back to class.
4. 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.
5. With all early dismissals, to receive an admit slip back to class, the student must return a note signed by the doctor or parent to the Dean of Student Life's Office when he/she returns to school.
6. Early dismissals for other reasons are unexcused and will be handled according to the school policies.
7. Early dismissals are posted to the student's attendance record.
8. 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.
9. In only extreme circumstances will students be allowed to leave campus for medication.
10. Parents are permitted to bring medicine to the office of Dean of Student Life for their child to take.

LATE TO SCHOOL

A student who has an unexcused tardy to 1st Period will receive a Late to School violation, and will receive a detention. No student should be admitted late to 1st period without the proper documentation from the Dean of Students office.

- A student checking in late to school with a parent note may not receive a late to school violation, but may receive an absence for the time missed in class.

Driving privileges can be suspended or revoked by administration for habitual late to school violations.

TARDY TO CLASS & SKIPPING CLASS (UNEXCUSED)

A student who is no more than 3 minutes late to class without written permission from a staff member is considered tardy.

- Consequences for Tardies are assigned as follows:
 - 1 through 2 - warning documented on discipline record
 - 3 through 5 - Detention
 - 6 through 9 - Saturday School Detention
 - 10 - In School Suspension
- Tardy Violations will start over at the second semester
- 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.
- A student who is more than 3 minutes late to 2nd - 8th Period without written permission from a staff member will receive a Skipping Class violation resulting in a Saturday School. The classroom teacher will document the Skipping Class violation that day using the school protocol.

SECTION 3

Make-Up Policy

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. Assignments can be found for students' individual classes on the Rediker Parent or Student PlusPortals.

Make-ups for unexcused absences may be required to be done on a Saturday. Make-ups for excused absences over five (5) days will also be required to be done on a Saturday unless excused by an administrator.

For all absences, students will be allowed to make up any work missed and will be given full credit. Students may be given an alternate form of the test or assignment to be made up. 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 more than two consecutive days should report to the academic dean to coordinate a schedule for make-ups. Students missing exams should schedule make up exams with the Dean of Academics. Incomplete grades at the end of a marking period have one week to be made up, unless special permission is granted by the Dean of Academics.

Students missing more than 2 consecutive days should report to the Academic Dean upon return to coordinate a schedule for make-up work.

Upon return from an absence, the student will fill out a make-up form for each teacher/class in which a quiz or test was missed. The form will include a date and time for make-up. If the student fails to show up for the make-up time to which they committed on the form, it will result in a score of 0% on the assessment.

Any student who checks out and returns the same day must adhere to the following guidelines if a test is scheduled during the period of absence.

- If the checkout is anticipated, the student may make arrangements with the teacher to come in early and take the test before school or after school in the cafeteria.
- If the checkout is unanticipated, the student must report to the cafeteria duty teacher at 3:00 p.m. for scheduled make-up. If a student has practice, the student must make their coach or moderator aware of their absence of practice.



CHAPTER 6



DRESS CODE POLICY

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

- Educations Mission and Ministry (EMM)

SECTION 1

Student Dress

By enrolling in Vandebilt Catholic, 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 and JAKES, located in Houma, are our merchants for our school uniforms. They carry slacks and shirts for boys and skirts and blouses for girls. They also carry official Vandebilt Catholic sweaters/jackets. The official school tie can only be purchased at School Time or Jakes. The official school sweatshirt 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.

Consequences for Uniform Violations are assigned as follows :

- **1 through 2 - written warning on discipline record**
- **3 through 5 – Detention**
- **6 through 9 – Saturday School Detention**
- **10 –In School Suspension**

Uniform violations will start over at the second semester.

FIELD TRIP AND ASSEMBLY ATTIRE

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



Because pictures are taken for publication purposes, dress guidelines must be followed in order to participate in the event.

PHYSICAL EDUCATION ATTIRE

Regulation Vandebilt Catholic 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.

GIRLS' DRESS

1. Skirts must be regulation SchoolTime or Jakes skirts. Skirt length is to be no more than 2" above the floor in both the back and the front.
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. Acceptable shoes are: brown oxfords (Eastland Plain View –style #3150 or Eastland Falmouth Tan 3365-04) and penny loafers (Eastland Classic Mecca style #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, gray, or black.
5. During cold weather tights are permitted. Colors must be solid navy blue, white, gray, or black. Tights may not have any logos.

6. No extreme makeup styles, makeup with glitter or extremely dark lipstick is allowed.
7. Fingernail polish can be any shade excluding black. No designs, glitter, or multicolor nail polish can be worn. All fingernails must be the same shade of polish - no mixing shades.
8. Earrings, including loop earrings, must not exceed the size of a quarter. Girls are permitted to have no more than two earrings 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, shaving of hair, bleaching hair, or dying hair a distracting color is NOT allowed.

BOYS' DRESS

1. Slacks must be dress khaki with the "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 "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. Acceptable shoes are: brown oxfords (Eastland Plain View - style #7150 or Eastland Falmouth Tan - style - #7765-04) and penny loafers (Rockport Shakespeare Circle-Burgundy- style #K5388). All other shoes and brands do not conform to regulations.
5. Sock length must be clearly above the ankle. Socks may be solid navy, black, white, brown, gray or khaki. No argyle socks or no-show socks allowed. Single logo at the top of the sock allowed if it is not visible when sitting.
6. Boys are required to wear official school ties with official long sleeve school shirts on days of liturgies and for special occasions. Ties are to be worn correctly with the top button of the shirt buttoned.
7. Boys must be clean shaven and properly groomed.
8. No earrings or spacers are allowed at school or any school event.

HAIR POLICY FOR BOYS

Vandebilt Catholic High School acknowledges that hair is a trait unique to each student, and that no single set of descriptions will perfectly capture

the school's expectations. However, the following guidelines will keep a student in compliance with the school's expectations. These guidelines allow for some individual preferences regarding haircuts, while ensuring that hair is neat in appearance and not a distraction.

- A male student's hair may be of only moderate length, height and thickness in the front, back, top and sides.
- Students are expected to comb, brush, style or otherwise groom their hair before they arrive on campus.
- Students with straighter hair should keep their hair at a length so that it is naturally off of their ears, collar and eyebrows.
- Students with wavy or curly hair should keep their hair to a moderate length so that it does not get too high or extend out too far on the sides.
- Any transition on the head from shorter to longer hair should be gradual.
- Completely shaven heads, shaving or carving lines into the natural hairline or eyebrows, dyed, bleached or tinted hair and the like are not acceptable.
- Each student is to be clean-shaven each day.
- Sideburns may not extend lower than the ear, and must be neatly groomed.

CONSEQUENCES FOR HAIR VIOLATION:

1st offense will result in a warning and a 3 calendar day window in order to rectify the issue.

- If not rectified after 3 calendar days, a Saturday School will be issued.
- The student will serve In School Suspension for each school day attended in which the issue is not fixed after the initial 3 day grace period.

2nd offense and beyond may result in an immediate Saturday School.

- Student will serve In School Suspension for each school day attended in which the issue is not fixed.

If hair violations become excessive, a student may be placed on a behavioral contract and/or referred to the Disciplinary Committee for a hearing.

GENERAL RULES FOR BOTH BOYS AND GIRLS CONCERNING DRESS

1. The official Vandebilt Catholic fleece jacket, or royal sweatshirt (purchased through the school office), or letterman jacket, are permitted outer garments. Students are allowed to wear any Vandebilt Catholic outerwear they receive from a club, group or team as well as the Mother's Club and Terrier Club trailers if the outerwear meets current branding standards.

2. During extreme cold weather, unofficial 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. School Time and Jakes has the official heavy school jacket that can be worn inside the school building at any time.

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 button 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 Christian religious medals. 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). Smart watches or Fitbits may not be worn.

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 may not be visible at any time. 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. Mother's Club will sell an official school scarf that is the only scarf that the girls are allowed to wear.

15. ID's must be worn at all times except when dressed out for P.E. Cost to replace the ID is \$10.00. ID's must be work with an official school lanyard or the clip provided by the school.

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. When allowed, 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. Slippers, 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.

On occasions when a "special" dress down day that differs from what is stated above is designated, the specifics will be communicated by the administration through announcements, student emails, and/or PlusPortals.

All Vandebilt Catholic High School clubs, groups, organizations and teams will receive 4 spotlight days. Heads of these clubs, groups, organizations and teams must turn in their preferred dates prior to the start of their season.



CHAPTER 7



TECHNOLOGY

To advance the educational achievement for all students, Vandebilt Catholic has implemented a 1:1 technology initiative with the use of Chromebook and iPad devices. This implementation will bring the world to each student's fingertips - anywhere at anytime - and put the student at the forefront of not only becoming 21st century learners, but also providing the students the opportunity to become responsible digital citizens.

SECTION 1

Acceptable Use of Technology

STUDENT RESPONSIBILITIES

Students will:

1. Use all Vandebilt Catholic technology resources in an educational, responsible, and ethical manner.
2. Obey general school rules concerning behavior and communication applicable to technology use.
3. Help protect school technology by contacting an administrator about any security problems that they may encounter.
4. Monitor all activity on their account(s).
5. Use all technology resources in an appropriate manner so as to prevent damage.
6. If a student should receive e-mail containing inappropriate or abusive language or questionable subject matter, he/she should contact the administration immediately.

PARENT OR GUARDIAN RESPONSIBILITIES

As per the Acceptable Use of Technology of the Diocese of Houma-Thibodaux:

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.

By signing the Student Handbook / Technology AUP form, I hereby give permission for my child to use the Internet at school.



If a person violates any of the terms and conditions named herein, privileges may be terminated, access to school technology resources may be denied, and appropriate corrective action shall be applied. Violations can be minor or major in nature and can result in a warning, detention, suspension, or dismissal. Vandebilt Catholic reserves the right to place restrictions on devices when deemed necessary.

When applicable, law enforcement agencies may be involved.

VCHS ACCEPTABLE USE OF TECHNOLOGY

DIOCESE OF HOUMA-THIBODAU

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:

1. Transmitting, accessing, printing, downloading or uploading any material which might be deemed abusive, hateful, degrading, demeaning, derogatory, or defamatory, (i.e. cyberbullying);
2. Vandalizing, damaging, disabling, or gaining unauthorized access to the Internet or another person's computer, files, data, or materials;
3. Vandalizing, damaging, disabling, or gaining unauthorized access to district- or building-owned computer systems, files, data, or materials;
4. Unauthorized accessing, printing, downloading of files to or from the Internet or other personal devices. (i.e. – jump drives, disks, etc.);
5. Engaging in any unauthorized commercial or business activity;
6. Unauthorized on-line game playing;
7. Gaining access to inappropriate sites, as deemed by administration, including but not limited to chat rooms, instant messaging, and any social media platforms.
8. Sharing passwords, using another student's password, or allowing another student access to their computer accounts or files.
9. 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 Catholic's disciplinary policy or as deemed appropriate by administration.

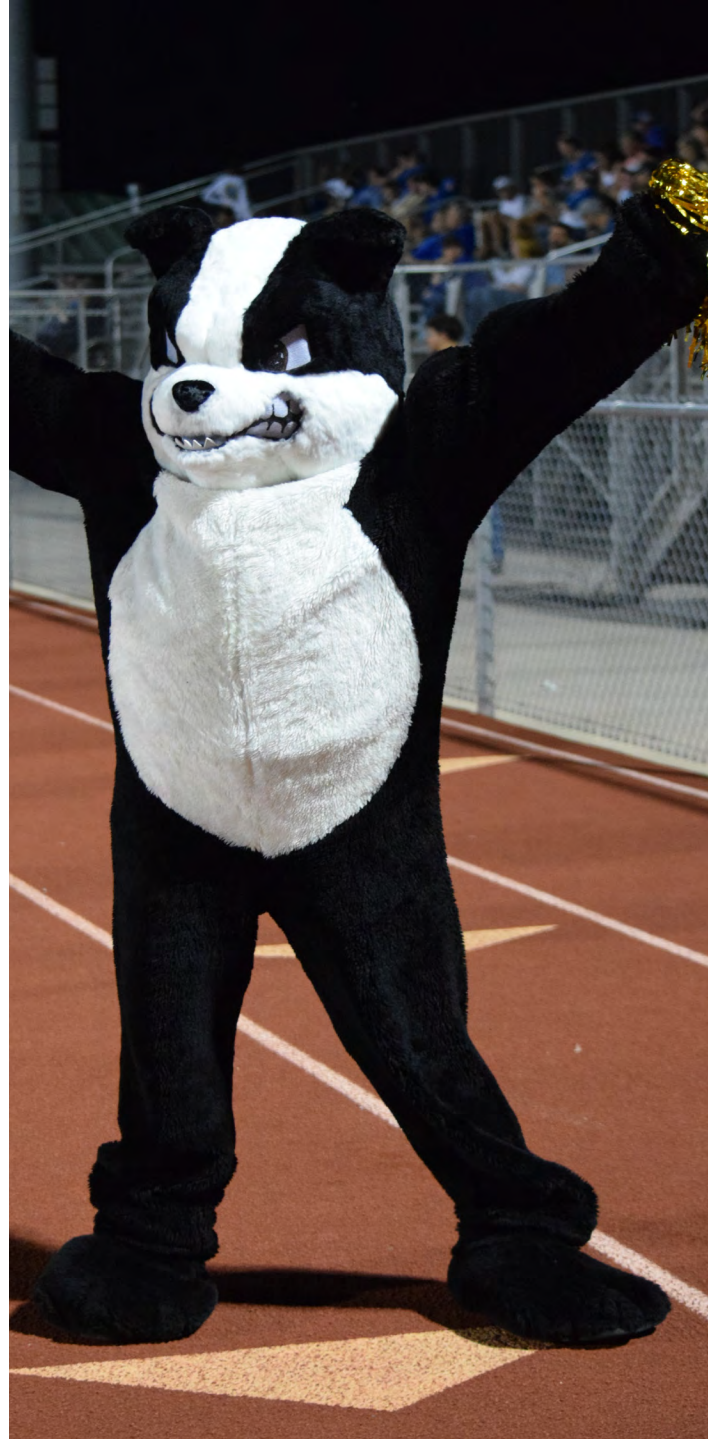
Consequences for misuse of devices are assigned as follows:

- 1-2 violations= Detention
- 3 violations= Saturday School
- 4 or more violations= ISS & device probation

Device violations will start over at the second semester. Administration reserves the right to not reset the consequences in the case of habitual breaking of the device policy.

OTHER PROHIBITED USES

1. Illegal installation or transmission of copyrighted materials.
2. Any activity violating school policy or public law.
3. Use of non-school approved chat rooms, websites selling term papers, book reports, and other forms of student work; messaging services, and all forms of social media.
4. Use of non-school approved apps during the school day.
5. Changing tablet operating settings (excluding personal settings such as font size, brightness, etc.)
6. Spamming/Sending mass or inappropriate e-mails.
7. Use of the Vandebilt Catholic's technology resources for financial or commercial gain as well as illegal activity including credit card fraud and electronic forgery.
8. Use of anonymous and/or electronic false communications.
9. Dissemination of personal information to non-school approved organizations including but not limited to account set-up for organizations or e-commerce.
10. Any activity considered contrary to Vandebilt Catholic's code of conduct, mission, or philosophy.



SECTION 2

Devices

Using iPads and Chromebooks – devices are intended for school use each day. In addition to teacher expectations for device use, the student Plus Portal, announcements, calendars, the VCHS website, and the student handbook may be accessed using the tablet device. Students must be responsible to bring their device to all classes.

1. The only allowable iPad to use on campus are 8th generation or higher with WIFI only capabilities.
2. The Chromebook should have 4 GB RAM, 32 GB memory, a touch screen, an active stylus included or pairing capability. It should also have an auto-expiration date of no-sooner than June 2026.
3. The device must be identifiable with the student's name and grade appearing on the lock screen.
4. A record of the device serial number and all passwords must be kept on file in the technology office.
5. Each student must keep his or her device passcode protected. Students may not change their password without permission from the technology office. Students must not change their apple ID username and password.
6. Only the approved backgrounds provided to the students can be used as the wallpaper or lock screen. Altering the approved pictures or not using an approved picture could result in disciplinary consequences.
7. Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Repeated violations may result in a school consequence. Before school, at recess, or during lunch period, students may charge their device at the technology office. Students are not allowed to leave the classroom to charge their device.
8. Students are permitted to utilize the device for personal use. Use of the device in school must

be for educational purposes. The device should not include any games, music, or apps that would conflict with the mission and philosophy of VCHS.

NOT HAVING YOUR DEVICE AT SCHOOL

If students fail to bring their device to school, they are responsible for completing course work as though they had their device with them. The Student Life Office will accept a forgotten device dropped off and notify students. Students may choose to retrieve it during recess or lunch with a consequence or retrieve it at the end of the day without a consequence.

PRINTING

Wireless printing will be available with the devices at Vandebilt Catholic. Printers will be available for student use in the library.

SOUND, MUSIC, APPS, GAMES

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Personal listening devices (head phones or ear buds) are only permitted for selective use for specific classroom activities. Wireless listening devices, such as AirPods, are not allowed.

Music apps are not permitted during the school day.

Students should not be playing games on their devices during the school day.

Students/families may purchase apps for personal use. However, this must be done using the student's Apple ID account and can only be on the iPad when the student is NOT on campus.

CARING FOR YOUR DEVICE

Students are responsible for the general care of their device. Devices that are broken or that fail to work properly must be repaired or replaced in a timely manner.

Students are responsible for bringing a fully functioning, undamaged, and charged device to school each day.



DEVICE CARE

1. Devices must remain free of writing, drawing, stickers, or labels that are deemed offensive.
2. Due to heat conditions, devices should never be left in a vehicle.
3. All students are required to have their device in a protective case. Protective cases should have sufficient padding to protect the device during normal use and provide a suitable means for carrying the device within the school. Cases must be used with the device as designed and must be kept in good condition.
4. Students should never sit on or throw school bags.
5. Device screens can be damaged if subject to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Do not lean on the top of the device when it is closed, or place anything on or near the device that could put pressure on the screen.
6. Clean the screen with a soft, dry cloth or anti-static cloth.

DEVICE MAINTENANCE & REPAIR

Loaner devices may be issued TEMPORARILY to students if the student's device will be unusable for a period of time for repair. The damaged device should be repaired or replaced in a timely manner so that the loaner device can be returned to the technology office.

It is to the student's benefit to seek help as soon as a device problem surfaces. Unresolved problems can magnify support issues and can cause additional problems. The technology office may facilitate the student in performing diagnostic tests and may be able to help with minor issues.

STORING YOUR DEVICE

A primary responsibility for each student is to take care to secure their device whether on or off campus. Under no circumstances should devices be left unsecured and/or in unsupervised areas. If a device is found in an unsupervised area, it will be taken to the technology office.

When students are not using their devices, they should be stored in a secure place. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle. Students participating in activities are to follow standard activity guidelines regarding securing devices.

NETWORK CONNECTIVITY

Vandebilt Catholic makes no guarantee that the school network will be up and running 100% of the time. In the rare case that the network is down, the school is not responsible for lost or missing data.

THEFT OR LOSS

Devices that are lost or stolen must be immediately reported to the technology office and an administrator. Lost or stolen devices are the responsibility of the family.

SAVING WORK

Students may save work on their device; however, it is recommended that students use Google Drive to save them. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

TABLET SOFTWARE

Any changes to or altering to the device's original operating system including "jail-breaking" is strictly prohibited. Any case of "jail-breaking" will result in discipline consequences. First offense will result in suspension, second offense is a loss of privilege to use the device for two weeks, and the third offense will result in recommended expulsion.

Vandebilt Catholic reserves the right to review, monitor, and restrict information stored on or transmitted via the device used at school as well as to investigate inappropriate use of resources. Software and applications originally installed by Vandebilt Catholic must remain on the device in usable condition and must be easily accessible at all times. From time to time, the school may add software applications for use in a particular course.



Upgrade versions of licensed software and applications are available from time to time. Students may be required to check in their devices for periodic updates and syncing. To prevent loss of data or other issues, a student must wait to do updates until an e-mail is sent with instructions.

Compliance with trademark, copyright laws, and all license agreements is mandatory; ignorance of the law is not immunity.

Plagiarism is a violation of Vandebilt Catholic's academic integrity policy as outlined in the Student/Parent Handbook. Give credit to all sources used, whether quoted or summarized.

CHAPTER 8



ADDITIONAL INFORMATION

Andre Coindre's concern for poor, neglected and dechristianized youth is at the heart of our educational mission. We share his determination to provide educational opportunities for as many materially poor students as possible and continue to look for new ways to increase our efforts on their behalf.

- Educations Mission and Ministry (EMM)

SECTION 1

Miscellaneous

PRAYER

Vandebilt Catholic will start each morning; class period, event, and all activities with a prayer.

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 the Parent Information Hub.

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 Catholic 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. 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.



MEDIA CENTER

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. There are copy machines and printers available for students' use. The library is maintained as a place of silence conducive to study, research and reading.

BRANDING

Anyone wishing to use the name, Vandebilt Catholic High School Terriers, or any derivative of our name or any related school logo must obtain permission from the Communications Office.

PHOTOGRAPHY SERVICES

Romaguera Photography is the official photographer for Vandebilt Catholic High School. Any individual or photographic service provider requesting access to Vandebilt Catholic High School's students or facilities must obtain permission from the Communications Office.

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 Catholic, the local news media and Rediker PlusPortal notifications will 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 to maintain a quiet atmosphere while 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 Catholic personnel will not deliver books, assignments, lunches, items, or messages to students. The Student Life Office will accept academ-

ic based items and will notify students. Students may choose to retrieve these items during recess or lunch with a consequence or retrieve them at the end of the day without a consequence. 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, flower, balloon bouquets, etc., is not accepted if delivered by anyone to students at school.

LOCKERS

There is a \$10.00 one-time, non-refundable fee on all lockers. It is mandatory that 8th Graders are assigned a locker for his/her books and P.E. equipment. 9-12 grade students may request a locker at the beginning of each school year.

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

The lost-and-found is located in a secure area near the Dean of Student Life's office. 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 for all 10th through 12th grade students. Sign up for parking will take place at the end of the school year and during the first 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. Students are to exit their vehicle immediately upon arrival at school. 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 are subject to a fine, disciplinary action, and possible loss of driving privileges.

STUDENT PICK UP

BEFORE AND AFTER SCHOOL TRAFFIC: Morning drop off and afternoon pick up at dismissal time can **ONLY** be done in the back of school.

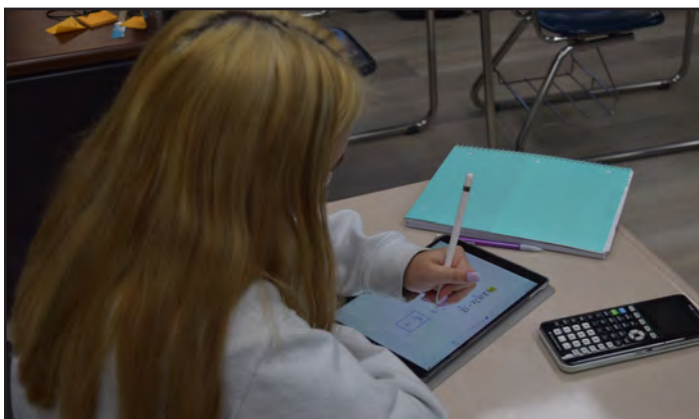
FOR YOUR CHILD'S SAFETY, DO NOT DROP OFF OR PICK UP YOUR CHILD ON HOLLYWOOD ROAD, IN THE FRONT OF SCHOOL, AT THE BROTHERS HALL, OR ANY NEIGHBORING BUSINESS ESTABLISHMENTS.

The driveway in the front of school is reserved for school buses. Students from any other school (elementary schools) **ARE NOT** to be picked up at Vandebilt Catholic. At no time should the parking lot in front of the Kolb Center be used to turn around or drive through to avoid going around the circle. Parents are asked to pull forward as far as possible when stopping in the pick-up line. Please follow the traffic flow pattern published on the school Website.

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 Dean of Student Life's Office. A Medication Log will be maintained for medication dispensed. No student is allowed to take medication outside of the Dean of Student Life's 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.



STUDENT RESPONSIBILITIES

Although Vandebilt Catholic 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.

The Dean of Student Life's Office is the **ONLY** location that may be used to call parents during recess and lunch in regard to school business, i.e. checking out, requesting materials, etc.

VISITORS

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.

PARENT VOLUNTEERS

All parents working or volunteering on campus must be safe environment trained through the Diocese of Houma- Thibodaux.

USAGE OF THE VANDEBILT TRACK

Because the Vandebilt track was recently resurfaced and to ensure this safety of Vandebilt's students, the track will no longer be open to the general public.



CHAPTER 9



STUDENT PROGRAMS

Education in the charism of the Brothers of the Sacred Heart flows from a spirituality of the Heart of Christ which permeates the entire school community.

SECTION 1

Student Activities

Vandebilt Catholic 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 fundraising activity or project without permission from the school 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 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

4-H Club
Art Club
Bass Fishing Team
Be the Change Team
Book Club
Campus Ministry (Jr. and Sr. High)
 Pro-Life Club
 Sisters in Christ
 Men of Christ
 Music Ministry
Chess Club
Choir
Close-Up
Debate Team
Film Club
French Club
Green Team
Hope Buddy Organization

Key Club
Literary Rally
Marksmen Club
National Honor Society (Jr. and Sr. High)
Photography Club
Quiz Bowl (Jr. and Sr. High)
Regiment (Band)
 Guard/Color Guard
 Indoor Percussion
 Junior Varsity Jazz Dance Team
 Vantastics Dance Team
Spikeball Club
STEM Club (Aquabots)
Student Government (Jr. and Sr. High)
Technology and Gaming Club
VC Theatre (Drama Club)

** Clubs are available each year based on interest and approval from administration.*

SECTION 2

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.

CODE OF CONDUCT

All Student-athletes shall adhere to the Vandebilt Athletic Code of Conduct that is set forth in the Vandebilt Catholic Athletic Handbook.

ATHLETIC DEPARTMENT POLICIES AND HANDBOOK CAN BE OBTAINED IN THE ATHLETIC DIRECTOR'S OFFICE.

ATHLETIC LETTERING POLICY

A "letter" is earned at the varsity level only.

Requirements for lettering in each sport:

Baseball: Play in at least half of the innings during the season, including auxiliary players (runners, DH, etc.)

Basketball: Play in at least 18 games during the season

Bowling: Place in the top 12 of the district season or participate in the tournament

Cheerleading: Complete the entire year of varsity or competitive level in good standing

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

Powerlifting: Qualify for state competition (Top 10 in weight class)

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, including auxiliary players (courtesy runners, DP, etc.)

Swimming: Score at least 20 points during the season, 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

NOTE: In every sport the head coach has the discretion to letter any athlete who did not meet the specific requirements for lettering but has made a significant contribution to the sport during the year, including injuries and/or illnesses. The athlete must continue to show support for the team throughout the season.



Any student-athlete that fails off or gets removed for disciplinary action will forfeit their letter for that sport season.

Each athlete is eligible to receive only one Athletic award (“V”) during his/her high school career. Jackets are awarded to athletes, managers, trainers, statisticians, etc. who have participated a minimum of two consecutive years at the Junior Varsity/Varsity levels and have lettered in at least one of those two years on Varsity level.

Any athlete who quits a sport in which he/she became eligible for a jacket will lose that eligibility at that point, however will be able to keep his/her Athletic award (“V”) and/or any patches earned. Any Senior athlete who did not letter in any of the previous years for a sport can order a jacket at the end of their Junior year (May), as long as they have participated for a minimum of two years prior and continue to participate their entire Senior year. Otherwise, the jacket will belong to the school, and he/she will keep the “V” and all patches earned.

Athletes who quit a sport in which a jacket has been earned, he/she may lose the jacket but may keep the “V” and all patches earned.



TEAMS AVAILABLE INCLUDE:

Baseball*	Powerlifting (boys and girls teams)
Basketball* (boys and girls teams)	Soccer* (boys and girls teams)
Bowling* (boys and girls teams)	Softball*
Cheerleading*	Swimming*
Cross Country (boys and girls teams)	Tennis* (boys and girls teams)
Football	Track (boys and girls teams)
Golf* (boys and girls teams)	Volleyball*
Gymnastics* (boys and girls teams)	

**Denotes a tryout sport.*

Please Note: All 8th Grade and Junior High teams are dependent on sign up numbers.

SECTION 3

Homecoming Court

HOMECOMING COURT GUIDELINES

- Homecoming Queen and King are chosen by vote of the senior class from the maids and dukes on the court.
- Homecoming maids are chosen by a vote of the entire senior class. All senior girls who are in good standing are put on the ballot. The top 12 girls are maids on the court for that year. If there is a tie for the final spot both girls will be put on the court. In addition, any female manager for the football team who is not on court by election and who meets the criteria as stated below will also be automatically placed as an additional member on the court.
 - She must be a current full-time manager for 3 consecutive years, i.e. 10th, 11th, and 12th grades. She must also be in good standing as determined by the head coach and concurred by the Athletic Director
- Homecoming dukes are all senior football players and managers who meet the criteria as stated:
 - He must be a current football player who is in good standing and has been part of the VCHS football team for 3 consecutive varsity years, i.e. 10th, 11th, and 12th grades.
 - He must be a current full-time manager for 3 consecutive years, i.e. 10th, 11th, and 12th grades. He must also be in good standing as determined by the head coach and concurred by the Athletic Director
 - Criteria for a student that transfers that is eligible to play will be determined by the head coach, AD, and principal.

*All automatic or voted members of the court have to be in good standing with the school as outlined in the handbook. While on probation, the student forfeits any special honors or recognition.



REMOTE LEARNING ADDENDUM

PG. 1

Description of Phases: *Summary*

	Phase I	Phase II	Phase III
Where does teaching and learning occur?	DISTANCE LEARNING Students at home and teachers may be at school or home.	TRADITIONAL or HYBRID MODEL Students and teachers at school* in a traditional school setting or alternating setting between remote and traditional.	TRADITIONAL MODEL Students and teachers at school* in a traditional school setting.
		Reduced class sizes and considerable restrictions in place at school. Some groups of students may be remote.	Fewer restrictions, but limited assemblies, guests, and interactions.

- If a family feels that their student would best be served through **DISTANCE LEARNING ONLY** through Vandebilt Catholic High School, regardless of Phase, the parent/guardian should contact Vandebilt Catholic High School to discuss this further.

- Additionally, while in a traditional model, quarantined students will be instructed via **DISTANCE LEARNING** models established by each teacher and outlined in this Return to School Plan.

When is **REMOTE LEARNING** an option for an individual student when the school is in the Traditional Model?

Students automatically qualify for remote learning:

- If the student is isolated due to a positive COVID-19 test or a presumptive positive COVID-19 isolation.
- If the student is quarantined due to close contact with a positive COVID-19 case.

Students must receive administrative approval for remote learning:

- If the student expects an extended absence due to a physical or mental ailment, surgery, or under the recommendation of a healthcare provider.
- A meeting with the administration, a guidance counselor, and the parents must take place prior to the start of the remote learning program.

CHAPTER 2: Religious Formation and Teaching***Section 2: Religious Formation*****Service Hours:**

- Service Hours requirements may be modified if government closures make the requirements too difficult to attain.

Prayer Experiences:

- Retreats may be modified while in Phase II and Phase III

Liturgies, Praise & Worship Assemblies, and Prayer:

- Students will attend mass whether in person or via recording.
 - Mass will be an integral part of the Religion class and the building of a safe community within the classroom.
 - School masses should be weekly when priests are available.
- Begin all video sessions and meetings with prayer, including soliciting prayer intentions from students.

During remote learning, Vandebilt Catholic High School will:

- Reinforce morning prayer and night prayer.
- Incorporate the rosary, Liturgy of the Hours, Divine Mercy, and Stations of the Cross into the religion curriculum when age appropriate.
- Promote student-led prayer services when possible.

CHAPTER 3: Academic Information***Section 1: Academics*****Instruction Design:**

- Teachers, teacher leaders, and administrators should monitor standards taught through teacher lesson plans.
- Department Teams should collaborate to develop curriculum maps for the entire year with consideration of mastery of standards.
- For distance learning, all new learning should begin with explicit instruction.
- Programs used for distance learning (example: Google Classroom), should also be used in the traditional classroom setting, as well. This will assure a better understanding of the program if the school has to revert to distance learning.
- It is important to consider assessments with the concept of application instead of rote answers. Assessments do not have to be tests alone. Projects, journal entries, essays, etc. are great ways to diversely assess.
- Formative assessment should be frequent. This gives the teacher an opportunity to check for understanding of each concept.

Technology Considerations for Remote Learning:

- Students and staff must comply with the Acceptable Use Policy.
- Students will adhere to the procedures outlined in the Parent/Student Handbook regarding appropriate conduct during virtual learning.

- Teachers will provide student support with logging in, accessing assignments, turning in assignments, viewing feedback and troubleshooting.
- Vanderbilt will provide a “Help Desk” for students and parents to be able to easily access assistance with technology issues.
 - Help Desk Info: shaunda.naquin@htdiocese.org
- Vanderbilt has subscriptions and rights to a variety of software, applications, and digital learning programs researched and requested by our faculty and staff to facilitate, enrich, enhance, and augment the existing curriculum.

Section 6: Academic Growth

Academic Integrity:

- Students are reminded that all rules still apply if assessments are administered through digital format while learning from home or from the classroom. This standard of honor and integrity applies to all Vanderbilt Catholic students in all settings of teaching and learning.

Counseling Center:

- Vanderbilt Catholic High School will be prepared to encounter a wide range of social-emotional needs of students when school reopens including establishing a sense of physical and psychological safety.
- Schools should engage students and parents to gain a better understanding of their concerns regarding student needs and the impact of the COVID-19 pandemic, distance learning and related effects on individuals and families. A Mental Health screener may also be utilized where appropriate.
- Students should be provided brief, solution focused school counseling services or when appropriate, referral to community resources to address social and emotional learning and mental and behavioral health needs beyond the scope of what can be provided at school. School counselors will continue to provide academic and career planning services normally provided to students by the school counselors.
- School counselors may video lessons such as coping skills, meditation, mindfulness, grounding techniques, etc. and make them available to classroom teachers. This is particularly of importance in service delivery with the high ratio of student to counselor in the elementary schools.
- The plan for service delivery should easily be converted as needed for distance or blended learning.
- Special attention should be given to students entering your school for the first time and their transition needs.
- Counselors should concentrate their efforts on direct student services (core curriculum, student planning, responsive services) and indirect student services (referrals, consultation and collaboration with parents, teachers, community resources) so as to focus on prevention needs of their programs.

Academic Excellence:

- If necessary, Vanderbilt Catholic High School will pause the Academic Excellence program if Covid-19 regulations restrict the placed by the Governor’s Office.

CHAPTER 4: Friendly Discipline

Section 1: Absences

Remote Learning:

- In order for a student to participate in Remote learning while the school is in a Traditional School Model (all students attending school), the parent/guardian and administration must meet to discuss

and final approval must be given by the school administration.

- If a student is asymptomatic and is advised to quarantine for a prolonged period of time:
 - Teachers will livestream and/or record their lessons for students.
 - Students will attend/view the livestream class.
 - Teachers will post all assignments on the designated virtual platform (i.e. Google Classroom)
 - Students will participate in and complete all assignments
 - Students will use the official VCHS Zoom backgrounds when zooming from home.
- Participating in class remotely will not be considered an absence and the student will stay on pace with the rest of the class.
 - If a student is participating in class remotely (with VCHS approval), and cannot participate in the remote class that day due to illness, appointment, etc., the student and parent must follow all regular policies for reporting an absence.
- If a student is symptomatic and too ill to work, regular attendance procedures should be followed.

Procedures When Absent: GUIDELINES FOR RETURNING TO VCHS:

- Please refer to the RETURN TO SCHOOL guidelines for the most up to date information when returning to school from isolation or quarantine.

Section 2: Student Conduct

Expectations as a remote learner:

- While video conferencing into class, you must be in uniform and adhere to all uniform guidelines. (Others in the class will be able to see you, as you see them.)
- While video conferencing into class, please be in front of a wall seated at a desk or table to minimize distractions. Do NOT video conference from your bed, sofa, or other non-work area.
- Adhere to the Student/Parent Handbook and any addendums.
- Communicate questions, concerns, etc. with your teacher via email, Google Classroom, or during appropriate times during class.
- While in remote learning, students are not to attend any face-to-face or group school activities whether on campus or off.

Make-Up Policy:

- Vandebilt Catholic will continue to monitor and report the Louisiana Department of Education's guidelines for non-public schools regarding extended absences due to COVID-19.

Chapter 7: Technology/Devices

Section 1: Acceptable Technology Use

DURING REMOTE LEARNING:

- If a student is learning remotely using digital and virtual means, the following guidelines should be followed:
 - Log in on time at the beginning of each class
 - Complete all assignments on time
 - Check Plus Portals, Google Classroom, and any other digital platforms as instructed by the teacher.
 - Be aware of the teacher's digital testing procedures and adhere to the VCHS Honor Code.

- While video conferencing (Google Meet) into class, you must be in uniform and adhere to all uniform guidelines. (Others in the class will be able to see you, as you see them.)
- While video conferencing into class, you must use a VCHS Zoom background (if supported by your device). If not, please be in front of a wall seated at a desk or table to minimize distractions. Do NOT video conference from your bed, sofa, or other non-work area.
- Adhere to the Student/Parent Handbook and any addendums.
- Communicate questions, concerns, etc. with your teacher via email, google classroom, or during appropriate times during class.

Chapter 8: Additional Information

Section 1: Miscellaneous

ASSEMBLIES:

- If a student is on remote learning, while the school is in the traditional model, the student may video conference into school day assemblies with their teachers or moderators.

Chapter 9: Student Programs

Section 1: Student Activities

CLUBS & ORGANIZATIONS

- Each organization's moderator will communicate with the club members and potential members regarding the club's modifications based on various stages.

ATHLETICS

- Athletics are strictly following the LHSAA guidelines for sports in the state.



VANDEBILT CATHOLIC HIGH SCHOOL

www.vandebiltcatholic.org