St. Charles Catholic Handbook Agreement

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

POLICY ON PUBLIC/COMMUNICATION RELEASE

By signing the acknowledgement below, I agree that, for the 2024-2025 school year, the name, voice and/or likeness of my child (children), a student(s) at St. Charles Catholic may be used in any publications, audiovisuals, and other electronic transmissions issued by employees or designees at St. Charles Catholic High School or members of the media with permission of officials from schools or offices within the Archdiocese of New Orleans School System. These informational items may include, but are not limited to, photographs, videotapes, live broadcasts, sound recordings, and/or electronic transmissions related to school activities.

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

_____	_____
Student's name (Print)	**Grade level**
_____	_____
Student's Signature	**Date**
_____	_____
Parent's name (Print)	**Date**
_____	_____
Parent's Signature	**Date**

PRINT, SIGN, AND RETURN THIS FORM ON RETREAT DAY

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

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

St. Charles Catholic High has a duty to provide information (Jr. & Sr. names, addresses, and home phone #'s) to Military Recruiters upon their request. The parent may choose to opt-out (which will deny the recruiters this information about your child). The form to opt-out is below and should be turned in on Book Day.

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

_____ _____

STUDENT'S NAME & GRADE PARENT'S SIGNATURE

This form should be returned on Book Day.

Parents of Juniors & Seniors please note: IT IS YOUR RESPONSIBILITY TO SIGN, RETURN, AND TURN IN THE OPT-OUT FORM.

Denial of Access to Military Recruiters Opt-Out Form

TO: _____, Principal

_____High School:

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

Signature of student or parent: _____

Printed Name of signing student or parent _____

Date: _____

Transcript Consent Form

If your child is entering St. Charles Catholic as a *new student* for the 2024–2025 school year it is your responsibility to read, sign and return the Transcript Consent Form on the next page.

State law requires that you make an election at the beginning of this year whether you give or deny consent for this school to collect your child's Personally Identifiable Information (including their social security number) and disclose it to the Louisiana Office of Student Financial Assistance (LOSFA) for TOPS and other financial aid or to the state's colleges and universities for admission purposes. We are no longer allowed to provide your child's transcript to LOFSA and the Institutions without your permission on file.

You only have to complete and sign this consent form once; it will stay on file for as long as your student is enrolled at St. Charles Catholic High School.

Please see the Transcript Consent Form on the next page and sign the portion of the form that applies to your decision to grant or deny consent.

Please put your child's grade number on the top right-hand corner.

You are required to return the completed Transcript Consent Form on Retreat Day.

ST. CHARLES CATHOLIC HIGH SCHOOL
100 Dominican Drive
LaPlace, Louisiana 70068-3499
Telephone (985) 652-3809
www.stcharlescatholic.org

TRANSCRIPT CONSENT FORM
TOPS, COLLEGE SCHOLARSHIPS, GRANTS, AID PROGRAMS & COLLEGE ADMISSIONS

If you consent, your child's data will be shared with the Louisiana Office of Student Financial Assistance (LOSFA) through the Louisiana Department of Education (LDE) and its technology partner, the Office of Technology Services (OTS) and the postsecondary education institution(s) to which your child applies through the Board of Regents (BOR), LDE, and OTS to allow:

- You can track **your child's progress** in taking the courses and earning the grades required to be eligible for a Taylor Opportunity Program for Students (TOPS) Scholarship by having an account on Louisiana Connect (www.LouisianaConnect.org).
- LOSFA to determine **whether your child is eligible for TOPS and other college aid using the Louisiana Award System (LAS).**
- You can monitor **your child's TOPS eligibility status** by having an account on LAS (www.osfa.la.gov/Award System/).
- LOSFA to **make TOPS and other aid payments.**
- The Institution(s) to process his/her application for admission.

The data which is necessary to determine your child's eligibility for TOPS and for admission to an Institution and which may be shared with LOSFA and Institutions for these purposes includes:

- Student transcript data (includes but not limited to courses taken, type of course, the grades for each course, and when and where the courses were taken.)
- Full Name
- Birthday
- Social Security Number

LDE and OTS will not have access to students' personally identifiable information to facilitate this process.

If you do not consent to the disclosure of your child's data to LOSFA and to postsecondary Institutions, the evaluation of your child's eligibility for TOPS and for admission to college will be delayed until the information necessary to make a determination is provided.

____ **I CONSENT** to my child's school collecting my child's personal information named above and disclosing the personal information collected to LOSFA, to the Institution, and to the entities named above. I understand and acknowledge that the consent provided herein shall be valid for my child's cumulative transcript records as of the date of signature and shall remain valid and in effect until he/she graduates from high school or I withdraw consent by completing the bottom portion of this form and returning it to my child's school.

Signature of Parent/Legal Guardian	My Child's Full Name
Printed Name of Parent/Legal Guardian	Date

____ **I DO NOT CONSENT** to my child's school collecting my child's personal information named above and disclosing the personal information to LOSFA and BOR. I understand that I may provide consent at a later date by completing the consent portion of this form above and returning it to my child's school.

Signature of Parent/Legal Guardian	My Child's Full Name
Printed Name of Parent/Legal Guardian	Date

St. Charles Catholic High School
2024-2025 MacBook Air Acceptable Use Agreement Form

With advances in computer technology, mobile computing and storage devices have become useful tools to meet the educational needs of students and faculty, thus, St. Charles Catholic High School has deemed it necessary to loan students MacBook Air laptops. As part of the terms of use, all students must adhere to the policies listed in regard to use of technology at and/or on loan from St. Charles Catholic High School (SCC).

I, _____, parent/guardian of
Name of parent printed

_____ understand that in order for my son/daughter
Name of student printed
to receive a MacBook Air, I must agree to the personal responsibility terms below. My signature also confirms that I have read and/or understand and accept all guidelines in the Technology Policies and Procedures as they are outlined in the 2022-2023 SCC Student Handbook. Repair cost has been increased to SCC for the 24/25 school year. This includes my personal responsibility for payment of damages for the following:

- $125.00 cost for LCD Screen/Display damage.
- $125.00 cost for LCD cover damage.
- $75.00 cost for a battery replacement.
- $400.00 damaged laptop body. In the event your child's MacBook Air is damaged more than twice, you are responsible for full cost of replacement. A replacement MacBook Air will be provided to your child after all fees are paid.
- $80.00 Lost or Damaged Apple 45W MagSafe 2 Power Adapter for MacBook Air. Replacement power adapters can be purchased from the IT Help Desk.
- The Protective Case must be kept on the MacBook Air at all times. DO NOT place any stickers or tape on the protective case or on your MacBook Air, or write on your MacBook Air or it case as this is will constitute damage to the case, and you will be required to pay a $300 cleaning fee.
- Damaged MacBook Air must be presented to the IT Help Desk or Front Office as soon as damage is discovered. (Disciplinary action will be taken if a student's MacBook Air is discovered broken and he/she has not taken corrective action as soon as possible.)

Furthermore, I acknowledge and understand that, due to privacy laws, SCC may NOT be able to track or locate a lost MacBook Air; consequently, if the MacBook Air is lost, I shall be responsible for the entire replacement cost of the MacBook Air including AppleCare+.

_____ _____
Signature of parent/guardian Date

(Students will be responsible to pay for any of the below item(s) that they fail to return to SCC or are damaged upon returning the item(s) to SCC if they withdraw or are expelled from SCC.)

I have received ____ MacBook Air ____ 45W MagSafe 2 Power Adapter ____ Protective Case

_____ _____ _____
Signature of student Date Grade

NOTE:

1. School issued apps have been applied to your MacBook Air. Additional apps must be approved by administration and will be installed by the SCC IT Department. Game apps must not be downloaded on SCC-administered MacBook Airs.
2. A custom school desktop background has been preloaded on your MacBook Air. This desktop background must remain on SCC administered MacBook Air and may not be changed. Failure to comply will result in disciplinary action.
3. Earphones, earplugs, and any other listening devices are not to be used during school hours unless school personnel have given distinct permission to do so for academic purposes. If permission is granted, use is limited to the classroom.

4. Excessive physical damage, including catastrophic damage due to liquid contact or submersion, or damage caused by the presence of hazardous materials. Devices modified by unauthorized service providers are not covered by the repair cost listed above. Full replacement cost will be assessed.

St. Charles Catholic High School
2024-2025 iPad Acceptable Use Agreement Form

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

I,_____, parent/guardian of
Name of parent printed

_____ understand that in order for my son/daughter to receive an
Name of student printed

iPad, I must agree to the personal responsibility terms below. My signature also confirms that I have read and/or understand and accept all guidelines in the Technology Policies and Procedures as they are outlined in the 2022-2023 SCC Student Handbook. This includes my personal responsibility for payment of the following:

- **$55 deductible cost must be paid prior to the broken iPad being sent off for repairs.** *(This $55 deductible applies to the 1st and 2nd break only. In the event your child's iPad is cracked more than twice, you are responsible for full cost of repair/replacement. A loaner iPad will be provided to your child after the deductible is paid.)*
- **Replacement costs of school-issued covers if they are lost or damaged is $100.00.**
- **Replacement cost of battery chargers and USB cords if they are lost or damaged is $40.00.**
- **Damaged iPads must be presented to the IT Help Desk as soon as damage is discovered.** *(Disciplinary action will be taken if a student's iPad is discovered broken and he/she has not taken corrective action as soon as possible.)*

Replacement accessories (covers, chargers, USB cords) can be purchased from the IT Help Desk.

_____ _____
Signature of parent/guardian Date

(Students *will be responsible to pay* for any of the below item(s) that *they fail to return or that are damaged upon return.*)

I have received (Check all that apply): ____ iPad ____ Cover ____ Charger ____ USB Cord

_____ _____ _____
Signature of student Date Grade

NOTE:

1. School issued apps have been applied to your iPad. Additional apps must be approved by administration and will be installed by the SCC IT Department. Game apps must not be downloaded on SCC-administered iPads.
2. A custom school set screensaver has been preloaded on your iPad. This screensaver must remain on SCC-administered iPads and may not be changed. Failure to comply will result in disciplinary action.
3. Earphones, earplugs, and any other listening devices are not to be used during school hours unless school personnel have given distinct permission to do so for academic purposes. If permission is granted, use is limited to the classroom.