Valle Catholic Schools

Student/Parent Handbook

Academic Year 2025/2026

40 North Fourth Street
Ste. Genevieve, MO 63670
www.valleschools.org
(573) 883-7496
FAX (573) 883-9142

Our Mission.....

Valle Catholic Schools develops students into innovative learners, courageous citizens, and inspiring disciples by teaching them to answer Jesus Christ's call to serve others and enjoy everlasting life.

WELCOME BACK!

Welcome to another year at Valle High School. We hope you are ready to begin a successful year. You are receiving this handbook as a guide in helping you with any questions you may have. We ask that you become familiar with it and sign and return the last page.

We will do our best to provide a positive and effective educational environment. We are fortunate to have a dedicated and professional staff that promotes student achievement, citizenship and discipleship. We strive to maintain an atmosphere that has the best interests of all of our students in mind.

At VCHS, we uphold standards of high expectations from both teachers and students. As our mission states, we are here to develop innovative learners, courageous citizens, and inspiring disciples by teaching them to answer Jesus Christ's call to serve others and enjoy everlasting life.

Please be advised that some school policies in this book can be updated and changed throughout the school year. Every student is responsible for knowing the procedures, policies, and requirements of the school. Therefore, it is each student's duty to familiarize themselves with the knowledge of the graduation and academic requirements, guidance services, discipline policy, attendance policy and other items in this handbook. Seniors, all obligations must be met before diplomas will be issued.

We have a variety of co-curricular and extracurricular activities. We encourage all of our students to participate in a club or activity of their choice to enhance their overall educational experience. We believe that there is an activity for every student to participate and enjoy.

We would especially like to welcome our incoming freshmen. We have an outstanding group of upperclassmen and are happy to have you back. Please feel free to contact me with any concerns.

Craig Gibbs
Principal

CONTENTS

WELCOME....3
TABLE OF CONTENTS....4
INTRODUCTION....5
WITNESS STATEMENT....5-6
FINANCIAL RESPONSIBILITY/TUITION....7-9
ETHICAL CONDUCT, MEDIA AT SCHOOL, REPORTING CHILD ABUSE....9
REQUIREMENTS FOR GRADUATION....10
GPA....11
WEIGHTED GRADING POLICY/HONOR ROLL....12
ACC CLASSES/OFF CAMPUS CLASSES....13
HOMEWORK/ACADEMIC EVALUATION....14
REPORT CARDS/TRANSCRIPTS/EXAM EXEMPTION/MAKE UP OF FAILED COURSES....15
ACADEMIC AWARDS/TRANSFER STUDENTS/SERVICE....16
GUIDANCE/CAREER & COLLEGE/COLLEGE VISITS....17
COLLEGE REPS/U.S. ARMED FORCES/ TESTING/ATTENDANCE....18
ABSENCES or TARDIES/MISSED ASSIGNMENTS & TEST....19
TRUANCY/TARDINESS....20
DISCIPLINE....21-31
CAFETERIA/LUNCH MONEY POLICY/FOOD & BEVERAGES....32
DRESS CODE (GRADES 9-12)....33-34
APPROVED LOGOS/CELL PHONES & ELECTRONIC DEVICES/BACKPACKS/LOCKERS....36
COMPUTER/INTERNET ACCESS....36
INTERNET/COMPUTER GUIDELINES/CONDUCT IN CHURCH/LAVATORIES....37
PARKING/TEXTBOOKS/ASSEMBLIES/FIELD TRIPS....38
SAFETY PROCEDURES....39-40
HEALTH....40
PERMANENT RECORDS....41
FINANCIAL RESPONSIBILITY/TRANSFER RECORDS/CANCELING SCHOOL....42
POSTERS/SCHOLARSHIPS....43
INTER-SCHOLASTIC ELIGIBILITY....44-46
SMOKING/VAPING/CHEWING TOBACCO....46
DRUG & ALCOHOL ABUSE POLICY....46-48
DUE PROCESS/CONFLICT RESOLUTION/ACTIVITIES, CLUBS, SPORT....49-54

PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT

For by Him were all things created, that are in Heaven and that are in earth…and He is before all things and by Him all things exist. (Col. 1 1:16-17)

INTRODUCTION

Valle Catholic Schools are a collection of early childhood through high school educational programs. Each level, Early Childhood, Grade School, and High School have a dedicated principal who directs the day-to-day operations under the leadership of the School's President.

Valle Catholic Schools serves as a regional school system serving families from Ste. Genevieve County, St. Francois County, Perry County, and Jefferson County. Valle Catholic operates within the school system of the Archdiocese of Saint Louis. While rooted in our Catholic Tradition and Mission, students of all faiths are welcome to attend Valle Catholic.

Valle Catholic provides a quality comprehensive education, implementing best practices of data-driven instruction. At all levels of learning, students are engaged through dynamic instruction, orthodox faith formation, traditional Catholic values, and authentic human formation.

As a private, Catholic institution, Valle Catholic is able to avoid the detrimental trends slowly being adopted by public schools in this country. Our Catholic Faith and the principles of Divine Revelation are at the core of our Mission. Since Valle Catholic receives no federal funding through taxes, financial obligations are met through a combination of family-paid tuition, strategic fundraising, support from the Annual Catholic Appeal of the Archdiocese, and support from partner parishes, most notably, Ste. Genevieve Catholic Church. Families who are in need of financial assistance for tuition may apply for Archdiocesan funds through the Today and Tomorrow Educational Fund and Valle Catholic's Partners and Sponsors program.

Perhaps the most unique and endearing qualities of Valle Catholic Schools is the generational commitment by families who choose Valle Catholic as their educational partner. This tight-knit community offers the opportunity for true relationship building and mentorship between students and teachers and students and coaches.

WITNESS STATEMENT FOR THOSE WHO SERVE IN CATHOLIC EDUCATION (3100)

The mission of Jesus Christ and the Holy Spirit is the mission of the Catholic Church, to reveal God the Father, Son, and Holy Spirit to all people and to teach them about the fullness of His love. "Indeed the primordial mission of the Church is to proclaim God and to be His witness before the world" (*GDC*). Catholic education shares in a special way in the Church's mission by proclaiming and witnessing Jesus Christ and His teachings.

Catholic education, which includes education, formation, and transformation, exists in order to evangelize. Two important elements that make up the process of evangelization are proclamation and witness. It is essential therefore, that those who serve in Catholic education proclaim Jesus Christ, His life and ministry, present the Catholic faith in its fullness, and be Christ's witnesses to the world.

Initially those being evangelized will be attracted to and listen to those who are good witnesses. "The Good News proclaimed by the witness of life sooner or later has to be proclaimed by the word of life" (*Evangelii Nuntiandi*). Some in Catholic education -- religion teachers, PSR catechists, educational and catechetical leaders -- are called to be explicit proclaimers of the Word. But *all* who serve in Catholic education are called to be witnesses to the life and teachings of Jesus Christ and the Catholic Church. Therefore, the following *Witness Statement* applies to all who serve in Catholic education.

All who serve in Catholic education in the parish and school programs of the Archdiocese of Saint Louis will witness by their public behavior, actions, and words a life consistent with the teachings of the Catholic Church.

Only those persons who can support this *Witness Statement* are to be employed by pastors, principals, and directors/coordinators of religious education.
All who serve in Catholic education in the Archdiocese of Saint Louis should be made aware that support of this *Witness Statement* must be reflected in their public behavior. All who serve in Catholic education should:

1. believe in God;
2. support belief in Jesus Christ;
3. engage in prayer;
4. respect ecclesiastical authority
5. Possess a basic knowledge of the Catholic faith;
6. not take a public position contrary to the Catholic Church;
7. demonstrate a public life consistent with the teachings of the Catholic Church;
8. practice respect and reverence for others and prudence with regard to confidential information related to work;
9. if Catholic, have not publicly rejected the Catholic Church;
10. be active members of the Catholic Church, or of their own Church if not Catholic;
11. practice exemplary stewardship and ethical behavior with regard to Church property and funds.

The above is a thorough but not all-inclusive listing of the implications of this *Witness Statement*.

Tuition:

We believe that tuition payments are an investment in a student's future. They also provide the resources which enable the school to offer the best quality Catholic education.

Families with more than one student in any of our schools will receive a discounted tuition on all students *except* the oldest.

The Parish of Ste. Genevieve (and almost all Catholic parishes) bears a good deal of the financial burden of education by way of applying a portion of the Sunday Collection to subsidize the schools. For this reason, non-Catholic families are asked to pay a higher tuition rate.

Tuition alone does not cover the cost of education at Valle Catholic Schools. There is a considerable "gap" between the amount of tuition charged per year and the amount it actually costs Valle Catholic Schools to educate a student. Families who have the means to do so are encouraged to pay the full cost for their child's education by paying the tuition and making a tax deductible charitable contribution to the school each year to help close the gap.

The Gap: $4,000+

Please note that you will be charged the published tuition rate and ***not*** the actual cost.

Tuition Payment Plans:

The full amount of the tuition (plus all fees, as applicable) is due at the start of the school year (mid-August).

If this will put a strain on your budget, you may make ten equal-size monthly payments, beginning in August and continuing through May. If it is more convenient to make payments every two weeks, or even weekly, that is also acceptable. We are striving for a regular payment schedule to minimize the chance of a large amount "piling up" near the end of the school year.

If neither of these fits your budget situation, we are willing to make an exception as long as a mutually acceptable plan, in writing, is made between the family and the Pastor, as represented by the Tuition Assistance Committee. Please call the Parish Office (883-2731) to begin this process.

Past Due Accounts:

While we strive to provide a high quality, faith based education, we also strive to keep costs affordable and provide financial assistance where needed. In return, we expect our families to make a Valle Catholic education a top priority, both in budgeting their financial resources and their time.

A family's tuition account becomes **delinquent** when, at the end of the school year and after having deducted all payments the family made, including Scrip, and also having deducted Scholarships, Grants in Aid from the Archdiocese of St. Louis and Ste. Genevieve Parish Sponsors and Partners (S&P) Program and any other credit, there is a non-zero balance.

During the school year, if a family's payments toward the amount due for the *current* school year lags our policy, noted above, of making regular payments from August through May or lags the terms of any written, mutually acceptable special payment plan approved by the Pastor, the account is considered to be **unsatisfactory**. But, until the end of the school year

the account is not yet delinquent.

The Parish Business Office will audit all tuition accounts several times during the school year. If an account is found to be unsatisfactory, a reminder letter will be sent to the family urging them to improve their payment practice.

We reserve the right to also request a meeting with the family, especially those who are far behind, to explore ways to reduce the shortfall and try to avoid having the account become delinquent. ***We also reserve the right to withhold a student's report card if the family does not respond to our request to have a meeting***. **Families will also be locked out of TeacherEase and transcripts will not be sent until a meeting and/or agreement have been arranged.**

When deciding if a family is lagging in its payments, we will take into account the amounts coming from scholarships and Grants in Aid. Likewise, we will resolve "close calls" in the family's favor so as to avoid sending reminder letters which would be more of a nuisance than of help.

If the tuition account becomes **delinquent,** as defined above, ***student registration(s) for the new school year will be placed on hold.*** The registration will remain on hold until the account balance becomes zero or until there is a written, mutually acceptable payment plan that has been approved by the Pastor. We will notify the family in writing of these situations.

If a non-zero balance is carried into the beginning of the new school year, payments made by a family are first applied to the carryover amount and only when that amount becomes zero will payments be applied to the tuition/fees for the new (current) school year. If a family is entitled to a scholarship and/or Grant(s) in Aid, those awards are applied to the tuition/fees for the new school year and not to any amount carried over.

If a student should withdraw prior to graduating from Valle Catholic Schools and there is a non-zero balance, all records will be withheld until the account balance becomes zero or until there is a written, mutually acceptable payment plan that has been approved by the pastor. Families with a child expected to graduate from Valle Catholic High School in May must have a zero balance as of the graduation date. If the balance (tuition, fees etc.) is not zero, the following will occur:

- The child will not receive their diploma during the graduation ceremony. The diploma will continue to be withheld until the tuition balance is zero.
- Final report card will be withheld.
- Requests for transcripts will not be processed.
- Scholarship money will not be forwarded to Colleges.

Tuition and fees should be paid in 10 installments August through May (or in a lump sum payment). All financial obligations must be met by the end of the school year. Neither class records nor transcripts will be released until all financial obligations are paid in full. Obligations may also include the return of

school property: textbooks, sports equipment and other property belonging to the school or parish. Seven-semester transcripts may be made available to colleges, scholarship committees if accounts are not in arrears. *Transcript request forms* cannot be processed on demand. There may be a minimum of 3 school days to process the *transcript request forms*. All requests require a $2.00 payment per request.

ETHICAL CONDUCT FOR CLERGY, EMPLOYEES AND VOLUNTEERS WORKING WITH MINORS

Questioning of Students

Except at the discretion of the caseworker from the Division of Family Services, no minor student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them the opportunity to be present. (4402.2)

Media and the School

Members of the media should be on school property only as invited guests, and will not be allowed to interview students on matters unrelated to the purpose for which they were invited. (4402.3)

Parents/guardians have the right to inspect and review the official active file of their children. (4601.2)

Reporting Suspected Child Abuse

Valle Catholic School abides by the State Child Protection and Reformation Act (CRSMO210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report to the Missouri Department of Family Services.

Maintaining School Privacy

Out of respect for the members of our school, students and parents are not to publicly post any videos, pictures or audio recordings of students, coaches, staff, or teachers at school events unless the student/parent(s) have the express written permission from the school and individuals to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Facebook and other social networking websites are not an appropriate place to discuss any personal matters about your child or any other child or to reveal any information that could lead to the identity of your child or any other child.

Each student will be instructed in and asked to commit to a code of ethical conduct.

**This handbook contains established policies and procedures for the school year. Since it is*

not possible for a handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this handbook at any time circumstances may require. When changes are made to the handbook parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

REQUIREMENTS FOR GRADUATION

The following credits are the minimum required for graduation from Valle High School.

College Preparatory*	Subject General Studies
4	Religion 4
4	English 4
3	Social Studies 3
2	Foreign Language 0
1	Fine Arts 1
4	Mathematics 3 (4 recommended)
1	Practical Arts 1
3	Science 3 (4 recommended)
1	Physical Education 1
.5	Health .5
4	Electives 6
1 (economics or business)	Personal Finance 1 ***Class of 2026***
TOTAL: 26 **Beginning with Class of 2026: TOTAL 26.5**	**TOTAL 26** **Beginning with Class of 2026: TOTAL 26.5**

*meets the requirements for the College Preparatory Certificate awarded by the Department of Elementary and Secondary Education of the State of Missouri.

Note: It is possible to earn 28 credits over the four years. Those students who are pursuing a course of studies that will prepare them for college are encouraged to take the additional courses. Most colleges and universities have minimum entrance requirements that require these courses to be part of a student's high school program before being considered for acceptance. Students are reminded that college and university entrance requirements are

always subject to change.

GRADING

Grades range from *A* to *F*. Courses are graded each quarter.
A=Performance that greatly exceeds the basic objectives of the course.
B=Performance that exceeds the basic objectives of the course.
C=Performance that meets the objectives of the course.
D=Performance below the expectations of the course.
F=Performance seriously below the expectations of the course; failure.
The following is a list of grades and their point value

Non-weighted			**Weighted**	
Grade	Percentage	Points	Grade Percentage	Points
A	90-100	4	A 90-100	4.5
B C	80-89 70-79	3 2	B 80-89 C 70-79	3.5 2.5
D	60-69	1	D 60-69	1.5
F	0-59	0	F 0-59	0

*An incomplete ("I") may be given to a student in exceptional circumstances, such as in the case of a prolonged illness. Ordinarily, an incomplete should be made up within a period of three weeks after the end of the grading period. Incompletes given at the last grading period of the semester will automatically remove a student from the honor rolls should that student have otherwise been eligible for honors.

*Valle Catholic is accredited by an Independent Accrediting Agency (Currently "Cognia" as of 2024)***.**

ACADEMIC PERIOD/STUDY HALL

Each Student may take one study hall during their high school career. Juniors who are enrolled in three or more advanced college credit courses may opt to take their one allowed study hall during their junior year. Academic Period and Study Hall are to be used productively. Students should remain in their supervisors room unless he/she has a need to see another teacher or attend a meeting. In such cases the student should get a pass from the supervisor. If the student is deficient in a class (D or F) they will be restricted from activities other than those related to the class in question until the grade is elevated to a C.

DROPPING CLASSES/ADDING CLASSES

Students that drop a class after the established add/drop date set by the High School Office each semester, the student will receive a letter grade of "F" for the class and that grade will appear on their transcript.

ACCEPTANCE

Valle Catholic accepts male or female students of any race, color, creed, religion, nationality or ethnic origin. Valle Catholic does not discriminate on the basis of race, color, national or ethnic origin in admission policies, scholarships, and athletic and other school administered policies.

The registration process includes:

1. completion of an application form
2. verification of records from the sending school
3. verification of custodial arrangements in cases in which the parents of the student are divorced. (A copy of the divorce decree, which verifies custody, must be presented.)
4. Payment of registration and designated tuition and service fees.

Decisions about the admission of conditional students will be made after a thorough review of the student's previous school records and all records relating to the student's special needs.

Terms of conditional acceptance will be given to the parents in writing.

Admission of Homeschooled Students will be made in compliance with the guidelines of the Archdiocese of St. Louis as outlined in the *Administrative Manual for Catholic Education*.

GRADE POINT AVERAGE

A student's grade point average is determined by adding the numerical value of each grade and dividing the sum by the total number of credits being taken during the quarter. The cumulative GPA is determined by adding the numerical values of all courses taken to date and dividing the sum by the number of courses taken. The current GPA changes each quarter. The cumulative GPA changes at the end of each semester. The cumulative GPA determines class rank. Beginning with the 2028 Class, GPA will be converted to a 12.0 GPA grade scale to determine Valedictorian, Salutatorian, and Top ten students in graduating class.

WEIGHTED GRADING POLICY AS IT APPLIES TO SENIOR HONORS

Weighted classes do figure into the GPA. So that those students who take more weighted classes than others are not penalized, it shall be the policy to drop un-weighted A's above the number of 26 credits—the required number to graduate. This applies to those students whose GPA is above 4.0. If a GPA is below 4.0 no adjustment is needed.

Under normal circumstances the two students with the highest GPA will be salutatorian and valedictorian. In the event that there is a tie in the highest GPA, there will be co-valedictorians. Valedictorian and Salutatorian will be figured on 8 semesters of grades.

HONOR ROLL

Honor rolls will be computed at the end of each quarter. At that time special recognition will be given to the students who made the honor roll. To belong to the *high honors* honor roll a student must have a 3.6 GPA and no grade below a B-. Students with a GPA of 3.2 through 3.59, and no grade lower than a C-, belong to the *second honors* honor roll. Those students who have made admirable progress and shown marked improvement will be named to the *merit honor roll*. To be eligible for *merit honors* a student's GPA must improve by .25

ACC CLASSES

Advanced College Credit Classes are offered in conjunction with St. Louis University and Southeast Missouri State University, University of Missouri St. Louis, and Mineral Area College. The ACC program is intended for those exceptional high school juniors and seniors who have the ability, motivation and maturity to begin their college education before high school graduation. The guidelines and eligibility regulations for admittance into the ACC classes are established by our partner universities and the Coordinating Board for Higher Education. In order to be considered for enrollment into a class a student must have an overall GPA of 3.0 or higher.

Registration is done online through the partner university websites and is the responsibility of the student with the aid of the Guidance Counselor. At the time of online registration, students must print the *confirmation*. At the time of registration no tuition is collected at the high schools. Partner universities bill the students directly. Failure to make payments on time will result in cancellation of registration.

A transcript of the student's academic record is kept by the University Registrar. University policy and federal law protects access to student records. The university will not send transcripts requested by telephone or fax. All requests for transcripts must be in writing or on-line.

No college or university can guarantee that another institution will accept its credit. Most Missouri state institutions of higher education and many other colleges and universities across the United States accept 1-8-1-8 ACC credit, UMSL, and Southeast Missouri State's dual credit. However, the transfer of college credit is always the responsibility of the student. The student must request that a transcript be sent from the partner university to another institution.

No more than 2 online college credit course may be taken per semester

STUDENTS ATTENDING OFF-CAMPUS CLASSES

Valle offers the privilege of attending vo-tech classes at Ste. Genevieve High School and Perryville Career Center. Students must realize that this is a privilege and carries with it the responsibilities of following the regulations associated with it, as well as being a good representative of Valle. Students who fail to carry out these responsibilities will forfeit the privilege of attending off-campus courses. Students attending class off campus will be allowed to change from the school uniform to other clothing only if the off campus class requires a change. Alcohol ads, tobacco ads, and any other inappropriate designs on clothing are not considered acceptable attire. The school administration will serve as the final authority on any

questions concerning acceptable attire.

Students are responsible to know or find out any announcements made at the beginning or ending of the day of the day.

Vo-Tech Students at Ste. Genevieve High School

Students going to Ste. Genevieve High School for vo-tech or other classes need to check out in the office and check in when they return from class. Vo-tech students may change clothes if necessary before they leave and when they return. (see clothing note above) All students are to go directly to Ste. Genevieve High School and return directly to Valle after class. No one is permitted to stop on the way for lunch, etc. No one may go home without the expressed permission of the principal. On days when Valle is not in session, but Ste. Genevieve is, the vo-tech students are expected to attend their class(es) at Ste. Genevieve High School as regularly scheduled. On days when Valle is in session and Ste. Genevieve is not, students are expected to attend their regularly scheduled Valle classes. No student may return early or stay out of class to participate in Valle activities without the special permission of the administration. **Vo-Tech students are expected to change back into Valle uniform tops upon return to school each day prior to attending classes at Valle.**

Vo-Tech Students at Perryville Career Center

On days when career center classes are in session, the career center students check out in the office at Valle and wait for the bus taking them to Perryville. Students waiting for the bus to Perryville must wait either in the lobby of the school or on the bench in front of school on the high school side of the building.

Students waiting for the bus do not have permission to wait on the grade school side of the front doors nor on the opposite side of the street. When the bus returns, the students sign in at the office before returning to class or going home. Under normal circumstances, traveling students are not permitted to drive cars to Perryville.

On the rare occasion that students are permitted to drive to Perryville the administrator of the career center school must first give written permission for students to drive onto the Perryville campus. The Valle principal must give written permission for a Valle student to drive to Perryville. The parents of the Valle student must give written permission to drive to Perryville. There is a specific form that must carry the signature of the parent and administrators from the sending and receiving schools for the purposes of allowing a student to drive to Perryville. Students are not allowed to make stops between the schools.

On days when Valle is not in session but Perryville is, students are expected to attend their career center classes as regularly scheduled. On any day that the bus runs to Perryville students are expected to be in attendance at Perryville. Students who attend school at Perryville are expected to attend all their regularly scheduled Valle classes. The administration may make exceptions due to unusual circumstances.

Embedded Credits:

Valle Catholic High School will transcript an embedded math credit following the successful completion of the first year at Perryville Vocational Center. An ELA credit will be embedded during the second year at Perryville Vocational Center and will be transcripted after the successful completion of the second year.

HOMEWORK / WORKING LUNCH

Homework is always an extension of instruction and learning. Homework must be completed independently with minimal or no involvement from the parent or fellow students.

Homework can have many benefits for students at all grade levels. The amount of homework should depend on the age and skill of the student. The amount of parental involvement will vary from student to student, but should decrease throughout their career in school.

Working Lunch is a program designed to provide students with time during our lunch period for them to complete missing assignments in classes. Working Lunch is mandatory for students that are directed by teachers to attend. If students are on the Working Lunch list they will not be able to leave school early for activities.

ACADEMIC EVALUATION

Believing in academic excellence, Valle Catholic High School must evaluate each student's level of achievement at various intervals. A student who achieves a "D" average or below at the end of each semester will have his/her academic record reviewed by the principal and guidance counselor. "D" or "F" grades may result in mandatory lunch study halls as the semester progresses, until the grade has been sufficiently increased to a D+ or higher.

REPORT CARDS

Report cards are generated four times a year. Additionally, each student will receive a progress report at the midpoint of each quarter.

TRANSCRIPTS

Valle Schools maintains transcripts of student records. *Official Transcripts* are not released to students. Seniors applying for admission to college, seeking employment or scholarships may request a transcript be forwarded to the appropriate institution/employer.

Students must fill out a *transcript request form* and submit the form plus **$2.00** per transcript to the office.

Requests will be processed in time. Students may not expect that requests will be processed 'on demand.' A minimum of 3 school days is required to process transcript requests.

Frequently colleges request a *7 semester transcript*. Those transcripts cannot be generated until after the first semester grades have been processed, report cards have been printed and mailed and all grades from sending schools have been forwarded to Valle. **Records will not be released until all accounts are paid and school property is returned.**

EXAM EXEMPTIONS

Students in all grades, 9 through 12, may be exempted from 2nd semester final exams in year long general education classes if they meet the following criteria:
1. "A" average for the third and fourth quarters (A- qualifies).
2. Test average (no extra credit included) that is greater than or equal to 90%.

Teachers may have other requirements or may choose not to be exempt. Teachers that teach different sections of the same course must agree to both offer exemptions or not and must abide by the same criteria.
Students are expected to remain in the examination room for the entire allotted time during the first day of exams. Students who finish the exams are free to study a different subject, but still cannot be on cell phones.

There will be no exemptions for College Credit.

REMEDIATION OF FAILED COURSES

Credit is given for each semester's work. If a student fails a semester of a course, no credit for that half of the course is given. If this is a skills course in which the second half of the course depends on mastery of the first half (for example, math and foreign language), and the student succeeds in passing the second half, he/she will also receive credit for the first half. **It is necessary that credit failures be made up before the student begins the next academic year, even if the MoVIP class technically allows completion of the course later in the Fall (as they did with CoVid).** Credit deficiencies should be made up through summer school, approved online courses or by MoVIP* classes before the beginning of the next school year. All failures must be redeemed before a student will be permitted to graduate and participate in graduation exercises. Any summer classes or correspondence courses taken for enrichment or for makeup toward graduation requirements will not be included in the cumulative GPA.

If a student fails 2 courses during the course of their Valle career, they will be placed on Academic Probation. Failure of a third course may result in Withdrawal. Valle wishes academic success to all students, but no school can meet the needs of every student or is always a good fit for every student.

ACADEMIC AWARDS

At the end of the year students are recognized for high academic achievement. **AWARDS**
In order to encourage scholarship and service, recognition is given to those students who perform admirably. Those accomplishments can include, but may not be limited to, honor roll service hours, blood donation, club membership, etc. These accomplishments may change as determined by the administration and faculty.

TRANSFER STUDENTS

For transfer students, the GPA from a previous school(s) will not be averaged with the GPA

earned at Valle Catholic High School. In the senior year, students eligible for distinction as valedictorian or salutatorian must have been enrolled at VCHS for a minimum of two years.

STUDENT RESIDENCE

A student is expected to live with his/her parent/guardian while he/she is attending Valle.

SERVICE

All students are required to complete 100 hours of community service prior to graduation. Opportunities for service hours may include work associated with Valle or the community outside school. Students are strongly urged to find service opportunities independent of school.

Examples:

- organized tutoring program here at school
- clerical duties in the Guidance department
- while it is the responsibility of all in the faith community to attend to the needs of the church there are times when students are called upon to give up personal free time to act as pallbearers or servers
- announcing at home games in the gym
- providing inventory and glassware cleaning in the high school science labs
- working in the Parish Center with large mailings
- assisting the Knights of Columbus whenever needed (Jour de Fete for example)
- Assisting the Patrons Club with events.
- working with the alumni in the production and mailing of the alumni newsletter
- helping two to three times per week in the Valle kitchen in the morning
- helping the St. Vincent DePaul Society with their mission to help the needy
- serving the liturgy committee with help decorating or cleaning the church
- there are opportunities for service work in other parishes as well

In the community at large there are opportunities for service.
Examples:

- coaching or helping to coach little league athletic teams
- helping with Extension Council projects such as the community indicators survey or similar projects
- working with any organization or agency devoted to environmental issues or poverty
- assisting the garden club that maintains the greenway at the entrance to town and the nursing home
- assisting Meals on Wheels and the Nutrition Center, especially in inclement weather volunteering at the recycling center.

Students are required to do 100 hours of community service at Valle Catholic by the end of their Senior Year. Failure to complete the requirement will result in the diploma and transcripts being withheld until the service is completed. **Failure to complete 50 hours of**

service prior to the start of the Senior year will result in disciplinary action. and loss of the Senior Lunch Privilege until the necessary hour threshold (75 by 1st semester; 100 by March 1st) is met.

GUIDANCE PROGRAM

School guidance counselors have the right to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school. These are kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood. (4601.0)

The Guidance Program at Valle is designed to meet the needs of students and parents in the following areas:

Career and College

Career guidance services focus on the individual's awareness of his/her interests, aptitudes, and and personal values as they relate to the world of work. Factual data on careers including vo-tech training, employment prospects, job descriptions, etc. are also provided. College guidance services focus on awareness of the many and varied colleges and universities available, enabling students to match their needs and desires with appropriate colleges. When necessary, referrals to outside human service agencies and individual practitioners are available.

College Visits/Days

Each senior is allowed **two days** for college visits. The student is counted absent. These are excused absences, they are factored into student attendance records but do not prevent a student from getting a *perfect attendance* award.

These rules are associated with **college days**:

- The Valle High office must be notified at least two days in advance of the college day.
- Written parental permission must be provided prior to the day of absence.
- **Written proof from the college** (a statement from the recruiting office, the admissions office etc. on the college unique stationery—not a brochure) must be presented to the Valle Office upon return. Valle will issue an *admit slip* so that the student may return to classes.

Seniors are encouraged to schedule college days wisely and to take advantage of Saturdays and holidays.

If it is necessary for a student to go to a college for a special freshman welcome or registration and that student has already used two college days the absence will be counted against the perfect attendance award.

College Representatives on Campus

All students who wish to meet with representatives from the colleges may meet during the lunch hour.

U. S. Armed Forces Recruiters on Campus

All visits to Valle High and appointments with students must be made through the Valle Guidance Office. Recruiters are not permitted to make arrangements with individual students to meet with them during the school day nor take them from the high school campus.

Classroom presentations are not allowed.

Testing

The testing program for Valle includes

- NWEA: Diagnostic testing in ELA, Math, & Science
- PRE ACT 9
- PRE ACT 10

ASVAB & Accuplacer 11

- Beginning junior year, students are instructed to take the ACT two times prior to their senior year in preparation for college admissions.
- NCEA ACRE Test 9. 11

Testing for placement in the resource program will be administered on an as-needed basis, in collaboration with the resource specialist, parents, teachers and administration.

ATTENDANCE

Regular attendance is important for continuity of learning. When a student is absent from school the procedure is as follows:

1. A parent/guardian should phone the school, between 7:15 am and 8:00 am.
2. A note stating the date and the reason for the absence and signed by the parent/guardian must be brought to the office on the day the student returns to school to receive an ***admit slip***. This note is kept on file. The status of the absence will be *unexcused* until the note from the parent/guardian is presented to the office.
3. The ***admit slip*** is to be presented to each teacher throughout the day upon request. Arrangements, initiated by the students must be made with the teacher concerning all work that has been missed.

ABSENCES OR TARDIES

- A 7:47 "Warning Bell" will be rung to tell students to go to the first hour. Any student not in the classroom by the 7:50 bell will be considered tardy and will need an admit slip from the office to enter class.
- **Any student who is not at school by 8:45 or the end of the first hour will not be eligible to participate in extracurricular activities. An exception to this policy is if the student is at a doctor's appointment. In this case the student will be allowed to participate with a note from the doctor.**
- Any student who leaves school due to illness cannot return and participate in extracurricular activities.
- Students should remain in the classroom for the duration of the period and use the restrooms between classes. If there is a legitimate reason for a student to be in the hall during classes he or she should have a pass from their teacher.

Dental and medical appointments should be made outside of school time, and not during Wednesday Mass time. If the appointment can only be made during school

time, the student must bring a note from his/her parent/guardian to the office prior to the first bell on the day of the appointment, for each and every appointment. The note should state the name of the dentist or doctor, the time of the appointment, the time the student should be dismissed, and the time the student expects to return to school.

The student will be given a pass indicating the time the student is to be dismissed from class. **When the student leaves, he/she must sign out in the office and sign in when he/she returns to school**. No student is permitted to leave the school premises without permission from the office. Students must receive written verification from the dentist or doctor to be returned to school and kept in the student's file. This note must be written on the unique stationery or notepad used by the doctor or dentist with whom the student had the appointment.

Any student who knows in advance of an absence must make arrangements with each teacher prior to the absence.

Missed Assignments/Tests

When absent for any reason, it is not the responsibility of the office personnel to retrieve assignments/homework/books. Students should correspond with teachers and other students.

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities. (eg. Field trips, enrichment, and remedial programs etc.) Students who must be excused for medical, dental, funeral or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, date and reason for the absence.

Absences are divided into two categories: excused and unexcused. An excused absence means the student will be permitted to make up all missed assignments and tests in a timely fashion. **Absences because of illness, doctor or dentist appointments, and funerals are excused.** (Only those students participating in any school sponsored activity <u>and</u> traveling with a team or class will be given an excused absence.) **Students are not excused to leave school so that they may observe a school activity**. In certain circumstances, students may be excused provided prior approval has been given by the administrative team at least one day in advance.

An unexcused absence means that the student will receive no credit for work missed, a "0" for tests missed, and a detention. An unexcused absence refers to any absence that is not excused.

Students, who are not present at school, even for an excused absence, will not receive a 'perfect attendance' award at the end of the year. Students who are tardy will not receive perfect attendance awards. Students who must leave during the school day for a physician's or dentist's appointment will not be considered 'perfect attendance' if they are signed out or off school premises for more than **25** minutes. **Students are not encouraged to leave school for a drivers' test. Those students will not be awarded 'perfect attendance**.'

Seven unexcused absences will result in a result in a conference with the Principal to discuss the student's future at Valle HS. Eleven recorded absences from class during a semester (whether excused or unexcused) will be grounds for a lower grade for the course. The parent/guardian will be notified of excessive absences. If the number of absences **exceeds 15 for the semester**, **the decision to withhold credit for the course will be made by the principal in consultation with the teachers.** The only exceptions to this policy are absences for extended hospitalization or verified doctor's care for a specific illness that absolutely precludes a student's attendance.

Truancy

A student is truant if he/she is absent from school for a day or portion of a day without the knowledge and/or consent of the parent/guardian and school officials.

Tardiness

A student is tardy who arrives after the time fixed by school policy for the start of the school day. (7:50 am) Students are considered tardy if they arrive at school after the 7:50 bell has rung. He/She is marked tardy and must report to the office for a tardy slip.

Excessive tardiness will not be tolerated. **Students arriving late because of late hours due to an extracurricular activity or for any other reason are not exempt from this policy.** Students are expected to be on time for all classes.

A student who has not arrived at school by the end of the first hour, or 8:45, whichever is earlier, may not participate in any extracurricular activity on that day (e.g. meeting, practice, or game).
The principal may make exemptions if rare circumstances warrant it. The same is true for any student who leaves school due to illness. The office will advise the athletic directors and coaches if a student has arrived at school too late to be eligible for practices or games. An exception to this policy may be made for students who are late arriving at school or leave during the day due to a medical appointment with prior approval from the Principal. In those cases the student must obtain from the medical office a note confirming their appointment. We ask that whenever possible medical appointments are scheduled outside of school hours.

Note: **Students may not leave the school premises from the time they arrive in the morning until dismissal** without the principal's permission. They are not permitted to come to school and then leave to go to the store, etc. before school begins. Neither are they to loiter on the sidewalks by parked cars until the first bell rings. If permission is given for a student to leave the premises the student must sign out in the office before leaving and sign in upon returning. The students are restricted to the school building and desert.

Band and fine art students coming and going to the DuBourg Center must go directly to and from the DuBourg Center for classes without any detours.

Eviction from Class

Students who are told to leave class by the instructor due to misconduct must immediately report to the principal's office. All students who have been evicted from a class should expect

to receive no less than one detention. A detention given to any student for removal from class must be served as soon as possible. Failure to serve a detention within a timely fashion will result in further discipline.

DISCIPLINE

Discipline policies are intended to be educational rather than punish. Procedures are intended to offer moments for growth and reflection while protecting other members of the community.

The guidelines established at Valle are intended to help a student identify the boundaries of his/her responsibility for his/her own actions as they relate to the common goals of growing towards holiness and fostering Christian community.

By enrollment at Valle Catholic, the student and his/her parents agree to observe the guidelines. The school reserves the right to review a student's individual performance to determine if he/she and the school can continue to benefit by his/her continued attendance.

The police and civil authorities will be notified of and/or involved in the handling or any possession, threatened use, or use of a firearm or other weapon. Confiscated weapons will be turned over to the police. Parents of the student who made a threat will be informed that the police have been notified.

Definitions of Terms

Detention: Detention is a penalty imposed for failure to follow specific rules.

Suspension: Suspension is the removal of a student from all classes for a specified period of time.

In School Suspension (ISS): Students serving ISS will spend the day under the supervision of the principal or designated supervisor.

Probation: Probation is the continued enrollment of a student, but with specific conditions. Students can be placed on probation as warranted by continuous or serious violation of the discipline code.

Withdrawal for Cause: Withdrawal for cause is the permanent end of enrollment of a student from school. In extreme circumstances a student may be separated from school *(withdrawn for cause*). *Withdrawn for Cause* is reserved for those behaviors, which are considered to be extreme violations of the discipline policy. In most circumstances, a student would have to have served time on probation before being *withdrawn for cause*. This occasion may result from behavior injurious to others in their person or reputation, membership in organizations which espouse positions contrary to Christian values, possessions of weapons, assault, felonious activity, harassment, hazing, possession or distribution of controlled substances, inappropriate behavior of a sexual nature or other extreme behavior.

In order to promote a safe learning environment for all students, Valle Catholic Schools prohibit all forms of bullying. The school also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Bullying –In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The school has jurisdiction over cyberbullying that uses the school's technology resources or that originates on school property, at a school activity or on school transportation. Even when cyberbullying does not involve school property, activities or technology resources, the school will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the school is otherwise allowed by law to address the behavior.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the school's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The school will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the school does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on school grounds or at school activities, notifying the appropriate school staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

School employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on school property or at school activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

HAZING

In order to promote a safe learning environment for all students, Valle Schools prohibit all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the school and legitimately related to the purpose of the organization.

School staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. School staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. School staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The school will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

Prohibited Conduct

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building, within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and school policy.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material;

unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	In-school suspension, 1-1 out-of-school suspension, expulsion.

2 Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	Expulsion

Bullying and Cyberbullying

Bullying –In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The school has jurisdiction over cyberbullying that uses the school's technology resources or that originates on school property, at a school activity or on school transportation. Even when cyberbullying does not involve school property, activities or technology resources, the school will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

.

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Disrespectful or Disruptive Conduct or Speech – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	1-180 days out-of-school suspension or expulsion.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

False Alarms (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Harassment, including Sexual Harassment

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or

comments; requests for sexual favors and other unwelcome sexual advances; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Hazing – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:	In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out of school suspension.

Nuisance Items – Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school

suspension, or 1-10 days out-of-school suspension.

Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Detention, in-school suspension, or 1-10 days out-of-school suspension, or expulsion.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco/Nicotine delivery devices

1. Possession of any tobacco products or nicotine delivery device (e-cigarettes, nicotine gum or lozenge) on school property, school transportation or at any school activity.

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention or in-school suspension.
Subsequent Offense:	Confiscation of tobacco product/device. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products nicotine delivery device (e-cigarettes, nicotine gum or lozenge) on school property, school transportation or at any school activity.

First Offense:	Confiscation of prohibited products. Counseling and punishment at the discretion of the building principal.
Second Offense:	Confiscation of prohibited products. Parent contacted, five (5) days in-school suspension.
Third Offense:	Confiscation of prohibited products. Parent contacted, three (3) days out-of-school suspension.
Fourth Offense:	Confiscation of prohibited products. Mandatory parent meeting, discipline at discretion of the Principal and Father.

Truancy – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the school.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry – Entering or assisting any other person to enter a school facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a school facility through an unauthorized entrance; assisting unauthorized persons to enter a school facility through any entrance.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Vandalism – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tardy Policy- Students are expected to be at school and in class on time. Teachers have the discretion to require students to be in their seats when the bell rings. Once a student is tardy to a class or school for the third time, they will be referred to the office for disciplinary action. Each tardy thereafter is an office referral. Tardies will reset each semester.

1st Offense / 3rd tardy:	1 detention
2nd Offense / 4th tardy:	2 detentions
3rd Offense / 5th tardy:	1 day ISS
4th Offense / 6th tardy:	2 days ISS
5th Offense / 7th tardy:	3 days ISS

Detention

Depending on the infraction, same-day detention may be as short as 15 minutes or as long as one hour. While serving detention, students are not allowed to talk or use any electronic communication devices. Students may be expected to perform service during this hour.

Failure to serve a detention on the designated day will result in Saturday detention. That student is not eligible to leave school early for sports activities until the detention has been served.

Detention. $20.00 for three hour Saturday detentions

This fee must be paid at the beginning of the detention period. Detention supervision is beyond the classroom day and not part of extracurricular duties of the staff.
After a student's third detention, the fourth and subsequent detentions may be served on a Saturday morning following the issuance of the detention from 8 a.m. – 11 a.m. The faculty member in charge of the detention will meet students at the front door of the school by 7:55 a.m. There will be no excuses for lateness or for missing this assigned detention.

RULES FOR SATURDAY DETENTION

1. Student will not be allowed to sleep, socialize, or eat.
2. Student must bring books to read or study.
3. Student must not cause any sort of disruption.
4. Student will not be allowed to possess or use any electronic devices during this period.
5. Students may be expected to perform service and in this event will be informed prior to the day so that suitable dress will be allowed.

In School Suspension

Students serving ISS are expected to do his/her class assignments. All work must be completed in order to leave ISS. Students will not be allowed to talk or to sleep.

Level One

A student will be placed on principal's probation or probation level one under the following circumstances for any offense deemed inappropriate by the principal or disciplinary board.

Probation results in the following restrictions upon a student:

A. he/she may not represent the school by participating in any extracurricular or school-related activity/office for a period determined by the disciplinary board.
B. he/she will be ineligible for selection to any school office, honor, nomination, or participation in homecoming or prom court

Any student serving an out of school suspension is not permitted on school property, may not attend school activities and may not participate in extracurricular activities.

Any persistent violation of any of the rules described in this handbook will warrant a disciplinary board hearing.

Violence and the Threat of Violence

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values and the rights and responsibilities of all persons which are the foundations of justice.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted. (4303.3)

Harassment

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment can include conduct that is verbal, physical or visual and is unacceptable. (4303.7)

"In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Valle School or Ste. Genevieve Catholic church is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms." (6202.1)

ACADEMIC INTEGRITY/CHEATING

Each student is responsible for his/her own work. Copying, sharing or in any way submitting work that was done by someone else for a grade or accepting credit as one's own work is cheating and a violation of personal academic integrity.

Allowing another student to copy one's own work or giving out test questions or answers is also cheating.

Consequences of cheating will result in loss of credit for the test or assignment and an alternative assessment or assignment may be administered at the teacher's discretion . This will affect the quarter and possibly semester grade. Parents of student(s) will be notified via a behavior log in TeacherEase, and the student may be inadmissible to National Honor Society.

CAFETERIA

The school cafeteria is maintained as a convenience to the students. Students who wish to eat lunch in the cafeteria must indicate their order when lunch count is taken and can purchase the entrée at lunchtime. Students are to be on time for serving. Tables, chairs, and the floor must be left in clean condition for those who follow.

No food may be taken from the cafeteria at any time. This applies to athletic events in the gym.

For the safety and well being of our students, all students who choose to bring food and/or beverages from home must bring the beverage in a **sealed (unopened) container**. **No open containers are permitted. Deliveries from local restaurants, whether by a restaurant employee, relative or friend are not permitted without special permission from the office.**

LUNCH MONEY POLICY

Students can bring lunch money weekly, monthly, every three months, six months or yearly, however the parent wishes. HOWEVER, parents should also include enough money for extra if their child eats or drinks "super" lunch or extra milk. Having a negative in a lunch account is not permissible. Please use a lunch envelope or write "lunch" on a plain white envelope when sending lunch money to school with your student.

The Teacher's Lounge is off limits to students.

FOOD & BEVERAGES

Gum: Gum is allowed on campus. However, we ask students to please dispose of it properly when finished. Individual teachers may ban gum from his or her room. It is the responsibility of the student to be aware of each teacher's policy.

Food: Food is not allowed outside of the cafeteria. Exceptions to this would be for individual class projects or a special event planned by a student group. This requires prior permission from a staff member or supervisor.

Water Bottles: We recognize the importance of staying hydrated. Therefore, students are allowed to carry water bottles this year. The bottles, however, must be made of clear plastic and contain only water. Teachers have the right to prohibit water bottles in computer labs, science labs, or other classrooms at their discretion.

Vending Machines: Machines are off-limits during class hours except during lunch periods.

DRESS CODE (Grades 9-12)

Out of respect for the educational setting and as an expression of the student's own personal self-respect, each student accepts the personal responsibility to look clean and neat in accordance with school policies. The following dress code applies during the regularly scheduled school day (including lunch hour). Any student who violates the dress code **may**

be detained in the office until his/her parent brings proper clothing or loaners can be obtained from the Parish Center. Time missed from class will be unexcused.

Students are expected to dress and present an appearance consistent with standards of Christian respect for self and others and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the belief of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and will not be allowed. (4303.6)

Modesty, neatness, and cleanliness are concerns of our dress code. **The administration has final approval of the dress code.**

Slacks or Shorts

Navy, dark blue, black or khaki tan dress slacks, capris or shorts with a hem, frayed bottoms or split seams and must have belt loops. No denim is permitted. **No drawstring shorts allowed.** No part of one's underwear should be visible. Cargo shorts and cargo pants are inappropriate. Pleated or smooth flat front are the only accepted styles. If leggings are being worn, a skirt must be worn over them. A good general rule of thumb on **length of shorts/skirts is that they are of an appropriate and modest length.**

Skirts

There are 3 approved plaid skirt options on the Lands End website for Valle Catholic IF you search Valle Catholic or use our school code 900184144, you will find them. The same skirt can also be found on Amazon. Many have reached out to graduates to purchase their used skirts in the past.

Shirts, and ¼ Zips

Solid white, light blue, royal, gray or navy shirt or blouse with a collar, short-sleeved or long sleeved. No trim is permitted on the uniform shirt/blouse. White, light blue, royal, gray or navy polo style shirts with a collar may be worn. Designer logos or emblems are to be small (no more than 1" X 2"). All Valle logos or insignias are permitted, but may not exceed 4" X 4" and must be positioned in the left or right chest area. Uniform shirts do not have to be tucked into slacks, capris, skirts, or shorts if they have a straight hemmed shirt tail. **If a shirt is worn under the uniform shirt, blouse, ¼ zip, or polo shirt, the only portion of the undershirt that may be visible is at the neckline. No hoodies should be worn under the ¼ zips or any other uniform top.**

Crewneck Sweatshirts

Plain white, gray, royal or navy blue sweatshirts may be worn. Designer logos or emblems are to be small (no more than 1" X 2"). All Valle logos or insignias are permitted, but may not exceed 4" X 4" and must be positioned in the left or right chest area.

Hooded Sweatshirts

Approved gray, navy, or royal blue hooded sweatshirts with white, gray, navy, royal or black t-shirt underneath. All Valle logos or insignias are permitted in the left or right chest area, but they may not exceed 4" X 4". Only the approved Valle Catholic logo is permitted for the full

front imprint. Hoods are not to be worn up while walking on campus or in the classroom except with express teacher permission. This is a safety issue. Students are encouraged to keep a polo in their locker, just in case they accidentally grab a non-uniform approved Valle-themed hoodie in the morning.

Outerwear, non-uniform items

Students are not permitted to wear nor carry coats, jackets or **blankets** to or in class unless there is a heat outage in the school. Outerwear must be stored in the student locker**.**

Footwear

Shoes must have closed heels and toes, even on dress down days. Slip-on flats must be solid colored. Birkenstocks, Crocs, flip flops or sandals are not permitted. This is a safety issue. Loose fitting shoes present a tripping hazard on the stairs. Socks must be worn and must be predominantly –white, gray, royal or navy blue.. All shoes and socks that show above the top of the shoe must coordinate with the uniform.

Hair

Student hair must be clean, groomed neatly, a natural color, and boys' hair cannot extend below the bottom of the shirt collar. Facial hair is permitted but must be neatly trimmed. The High School Principal will be the person who determines whether or not a student's facial hair is within the regulations of the dress code. Hair cannot cover/conceal a student's eyes.

Earrings and Tattoos

Earrings are permissible. No body piercings or other visible alterations are allowed. Students with existing tattoos must have them covered by a sleeve, wrap, bandage, or other covering while attending Mass, out of respect for our older population who attend daily Mass.

Friday Spirit Days

Every Friday will be "Valle Spirit Day." Students will be allowed to wear Valle Spirit Shirts, tops, etc. but will need to be in compliance with the dress code regarding their pants, skirts, etc. Valle Spirit Wear - shirts must have a Valle logo/insignia on them.

Non-Uniform Days

Alcohol ads, tobacco ads, subliminal messages and any other inappropriate designs on clothing are not considered acceptable attire for non-uniform days. Shorts and skirts should be of an appropriate and modest length. Flip-flops and shoes without a secure back are a safety issue and cannot be worn at school, even on dress down days.

The school administration will serve as the final authority on any questions concerning dress code policy.

Approved Logos

VALLE CATHOLIC SCHOOLS

VALLE

VALLE CATHOLIC

PERSONAL ELECTRONIC DEVICES

The use of personal electronic devices including, but not limited to, cell phones, music devices, headphones, ear buds, laser pens/pointers, game systems, smartwatches, etc. and all other personal electronic devices are prohibited from use during the entire school day from the first bell until the last bell of the day. Students are to keep any devices in their lockers turned off until the last bell of the day. Failure to do so will result in disciplinary consequences.

Any student in possession of a personal electronic device in a classroom, hallway, bathroom, or any other space in the building after the first bell will result in the following actions:

1st offense - The device will be confiscated and kept in the office until the end of the day and returned to the student.

2nd offense - The device will be confiscated and kept in the office until the end of the day and only returned to the parent or legal guardian of the student.

3rd offense - The device will be confiscated and kept in the office until the end of the day and only returned to the parent or legal guardian of the student. Therefore, the student will not be allowed to bring a phone to school for the remainder of the school year.

ELECTRONIC DEVICES

- Chromebooks should only be used for school work or research during school hours and fall under the Acceptable Use Policy document.

BACKPACKS/BOOKBAGS/PURSES

Backpacks, book bags, gym bags or oversized purses are not allowed in the classroom. They must be kept in lockers. Valuables should be left at home. Valle is not responsible for lost or stolen items.

LOCKERS

School officials with sufficient reason to do so may search a student's locker or desk. (4303.5) Lockers, desks, and computers are school property provided to students for **school** use and are subject to search by school officials.

Each student will have a locker assigned to him/her at the beginning of the school year. Students are responsible for the area around lockers. Inappropriate, tasteless and/or obscene material will not be permitted in lockers.. Such material will be immediately removed and destroyed. Each student will be held financially responsible for any damage to his/her locker. No tape is allowed on the lockers.

Students are strongly urged to leave excessive amounts of money and other personal belongings at home.

Students are expected to remain in each class for the duration of the period. Students needing to use the restroom, or to get materials from their locker, should do so between classes. Only under unusual circumstances should a student ever be in the hall during class time, and, in that situation, the student should have a pass from the teacher.

In the event that a student is asked to turn out their pockets by a school official on school property or during a school sanctioned function, they are expected to do so and subject to disciplinary action should they refuse. Disciplinary action may include but is not limited to detention or suspension.

COMPUTER/INTERNET ACCESS POLICY

Words, actions or depictions which violate privacy, safety or good names of others are inconsistent with our goal of forming Christian community. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to Gospel values they can be subject to disciplinary action by the school.

Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network, or through private communications, which : (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community (collectively inappropriate Electronic conduct) shall be subject to the full range of disciplinary consequences, including withdrawal for cause as described in 4302, Serious Disciplinary Consequences. (Administrative Manual for Catholic Education) (5402.71)

Standards of Usage

Valle Schools reserves the right to impose consequences for inappropriate behavior that takes place off campus outside of school hours when it is targeted at the school or a member of the school community. Thus, inappropriate use of technology may subject a student to consequences. Inappropriate use of technology includes but may not be limited to **the following**: harassment, derogatory use of the school name, remarks directed to and about teachers or staff members, remarks directed to or about other students, offensive communication, safety threats, or any material that brings scandal.

The use of the network at school is a privilege which may be revoked at any time for abusive conduct.

Revocation of **computer** privileges and/or other consequences will be determined by the severity of the offense.

Valle reserves the right to edit or remove any material stored in computer files which any staff member believes may be in conflict with the above standards. Users of the network will not use

their account to obtain, view, download, or otherwise gain access to such materials. Users are required to notify the supervising teacher if inappropriate material is encountered.

Information services and features contained on the Internet are intended for the private use of its patrons, and any commercial or other unauthorized use of those materials, in any form, is expressly forbidden. **Signature of parent/guardian and student indicates agreement to abide by these standards of usage.**

Internet/Computer Guidelines for Students

Guidelines regarding the use of the Internet/**computer** must be followed to foster appropriate usage and assure safety.

● The student will not identify himself or herself by giving their name, age, sex, or location.
● The student will not exchange addresses or telephone numbers.
● The student will not use inappropriate language or images of any kind.
● The student will not view or download inappropriate or unlawful information.
● The student will not violate copyright laws **(i.e. using someone else's work for your own or downloading copyrighted software)**.
● The student will not log-on as another user.
● The student will not vandalize the data of another user.
● The student will not gain unauthorized access to resources or entities.
● The student will not invade the privacy of other individuals.
● The student will not post personal communications without the author's consent.
● The student will not post anonymous messages**.**
● The student will report any request for identifying information immediately to the supervising teacher.
● The student will report any inappropriate language immediately to the supervising teacher.
● The student will notify the supervising teacher if inappropriate material is found during Internet usage.
● The student will use the Internet for research purposes and to communicate with staff only.
● The students will not access/use any school equipment to access or use any social networks.

PROPER CONDUCT IN CHURCH

Students attend Mass every Wednesday and on special occasions and holy days. In going to church, the students are expected to walk over quietly and enter the back DuBourg Place doors of the church. Students are expected to be attentive and participate. All are expected to attend Mass regardless of their professed religion.

LAVATORIES

Lavatories on the south side (grade school side) of the building may not be used by high school students during the school day.

PARKING

Students may park on the streets where permitted by law. They may not park on the Square

(Island of Flags or on DuBourg Place during school hours. Students must also avoid parking on Third Street in front of the businesses. Students should not park on Fourth Street in front of Valle nor in the teacher parking lot.

Students are asked to be considerate of our neighbors, and downtown businesses. Please be aware of driveways and scheduled trash pickups and do not block either.

The privilege to park on the desert is awarded to seniors for a portion of the school year. Seniors are required to complete and sign the parking rules form, kept on file in the office, before receiving a parking hang tag and an assigned parking space. Hang tags must be visible and cannot be reassigned to another student. Any student parking on the lot without a tag or any student parking in the teacher's lot will be issued a detention.

Students must enter and exit the desert from Jefferson Street. For the safety of the grade school students, students may not drive across the desert. Except in the case of bad weather when grade school students are not allowed to wait on the desert. On those days, high school students should follow the flow of traffic and enter from Merchant Street.

At the end of the day students staying for practices or leaving for games should not immediately move cars to the area behind the gym. Wait until the desert is cleared of after-school buses and cars before entering. Please park within the lined parking spaces.

TEXTBOOKS

Rental books that are the property of Valle must be returned at the end of the class in clean, unaltered condition. Students will be required to pay for rental books that have been defaced in any way. No student may mark in a rental textbook.

ASSEMBLIES

During the course of the school year, the school schedules a number of student assemblies such as pep rallies, school-related meetings, or enrichment programs involving outside speakers and groups. Students are expected to behave as gracious hosts to all guests.

FIELD TRIPS

To enhance and broaden the educational experiences of the students, various field trips are planned each year. Guidelines to be followed are:

- Faculty members planning the field trip will check the date and time with the principal before making the final arrangements with the place to be visited.
- Faculty members will distribute *Parental Authorization* forms to the students involved and indicate the cost per student.
- Students must return the Parental Authorization form properly and the needed fee by the appointed date.
- On the day of the field trip the students may wear dress clothes in place of their uniforms. T-shirts and jeans in poor condition are not allowed.
- Proper conduct is expected of all students on the bus and throughout the school-sponsored activity.

- There must be ample chaperones to provide proper supervision of the students at all times.
- Students who misbehave on a field trip will forfeit the privilege of attending future trips.
- Except in rare cases where an extraordinary educational experience is only offered in May, teachers should refrain from scheduling field trips.

If a private passenger vehicle must be used, the following criteria applies:

- drivers must have a valid, non-probationary driver's license and no physical disabilities that may impair the ability to drive safely.
- the vehicle should have a valid registration and meet state safety requirements;
- the vehicle must be insured for minimum limits of $100,000 per person, $300,000 per occurrence;
- drivers should be experienced drivers and demonstrate maturity necessary to provide for the safety of those they are transporting
- every person in the private vehicle must wear a seatbelt or use an appropriate passenger restraint system
- adults should not be permitted to smoke in the vehicle
- 12 passenger vans are unacceptable and may not be used to transport students at any time. Each passenger and the driver must have a seatbelt.
- Drivers must have completed "Protecting God's Children" or other similar requirements.

SAFETY PROCEDURES

Fire Drill

Regular fire drills and evacuation drills are required by law and are an important safety requirement. When the first signal sounds it is essential for everyone to obey promptly and clear the building by the prescribed routes as quickly as possible. This will be done in absolute silence. There must be silence on the way out, outside, and on the way back in. Because this could be a life or death situation, anyone setting off a false alarm will automatically be subject to disciplinary action or withdrawal.

Tornado Drill

When the signal is given the students are to proceed to the designated areas in silence. Students must be in a crouched position covering their heads with their hands.

Earthquake Drill

Students should stay where they are to cover their heads or get under a desk. They are not to run out of the building.

Shelter in Place

When the emergency signal is given students will remain in the classroom. Students should

assume a position against the wall with the door, away from the windows. Complete procedures are outlined in the faculty *emergency preparedness manual*.

Emergency Dismissal

Should it become necessary to evacuate the building, The Catholic Church of Ste. Genevieve will offer shelter prior to dismissal. Should that building be unsafe, emergency procedures outlined in the emergency manual that call for evacuation to the Memorial Cemetery at the end of Merchant Street will be followed. That location is contained, fenced and safe.

Building Access

Building access is restricted during the school day. All visitors must enter through the front doors and report to the office.

All faculty and staff have an *emergency preparedness manual* that specifically outlines emergency procedures and lock-down and shelter-in-place policies. Emergency evacuation and shelter-in-place drills are held throughout the year.

HEALTH ISSUES

Prescription and non-prescription medications

Valle Catholic Schools School Board Policy # 8
Valle Catholic Schools recognizes the fact that some students are able to attend regular schools because of the effectiveness of medications in the treatment of chronic disabilities and illnesses. Any student required to take medication during regular school hours and school sponsored extracurricular events must comply with school regulations.
Approved November 4, 1998

GENERAL GUIDELINES FOR SENDING A CHILD HOME

- Child requires more care than staff can provide
- Any child that requires emergency action
- Fever (>100.5F) or 1 to 2 degrees above child's normal temperature
- Rash with fever
- Rash that has not been evaluated by a physician with a note stating rash is not contagious
- Difficulty breathing (especially an asthmatic not relieved with medication) or chronic coughing not fixed by change of location.
- Eye drainage (clear or yellow) with itching and history of crusting on lashes at waking
- Vomiting at school or stomach cramping with history of vomiting in prior 24 hours
- Diarrhea, lethargy and abdominal cramping
- Mouth sores with inability to control saliva
- Chickenpox or other communicable disease (see specific disease for school attendance restrictions)

Ideally, all medications should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following

must be in place:

1. the direct order/consent of a licensed physician, licensed physician's assistant, or nurse practitioner (Appendix 8: Physician consent for Medication Administration) signed and properly filed with the school.
2. written consent of the parent/guardian for school personnel to administer the medication (Appendix 9: Parent Consent for Medication Administration to their child)
3. the medication in the original container
4. proper training of personnel on medication administration

All medication sent to school is secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given. (4401.4)

Students are allowed to self-administer medications prescribed for chronic health conditions.

Communicable Diseases

Valle Catholic High School will follow the recommended policies and procedures on communicable disease established by the Missouri Conference of Catholic Bishops, the Archdiocese of St. Louis, and the Missouri Department of Health. The gospel values of care, compassion and justice will be the guiding principles in any situation involving serious illness. Therefore, when it becomes known to the administration that a student is diagnosed as having a communicable disease (including HIV, ARC, or AIDS) the administration will consult with the student's parent/guardian and physician to determine whether or not the student is to remain in the regular classroom and when special needs must be met. The rights and care of the infected students, as well as the welfare of the total school community, will be taken into consideration.

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. The school will take steps to obtain information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary to provide the student with a healthy and safe environment. (4401.6)

Pregnancy and Marriage

If a student conceives or is responsible for the conception of a child, such student must attend counseling sessions/services offered through the school and/or a designated agency that is mutually agreed upon. The school and Church will provide the support possible to the student and family. Contracting an abortion is grounds for immediate dismissal. The student must remain in the home of their legal guardian.

PERMANENT RECORDS

A student's permanent record contains information about courses a student has taken, grades, average, record of attendance and standardized test scores. Parents/guardians and students 18 years of age have a right to see the student's record. Information on the permanent record may

not be released without the written consent of the parent/guardian or student if he/she is 18 years old and will only be mailed to prospective schools. **Records will not be released until all financial obligations have been met.**

FINANCIAL RESPONSIBILITY

No student will be permitted to participate in graduation exercises unless all tuition and other financial obligations have been paid in full. Final report cards will be withheld from parents/guardians and students who have outstanding bills, fines, loans, or equipment until all matters have been resolved. As stated in the scholarship award letters no scholarship money will be forwarded to colleges until all tuition and financial matters have been paid in full. Transcripts and student records will not be released until all financial obligations have been met. Within 10 days prior to graduation, the school has the right to require a specific method of payment.

Transfer of Records

There shall be no release of student records to other schools, institutions, agencies or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them. (4601.4)

Release of Student Discipline Information

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parents or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to both written and/or oral information. (4601.6)

PARENT/GUARDIAN OUT OF TOWN

If parents/guardians are out of town, the school should be notified of the name and phone number of the person responsible for the student and how the parent/guardian can be reached in case of an emergency.

RESCHEDULING OR CANCELING OF SCHOOL

Announcements concerning the canceling or rescheduling of school due to inclement weather will be made on radio stations KBDZ 93.1 FM and KTJJ 98.5 FM. The automatic messaging system will be used to notify parents of school cancellations. Do not call the rectory, parish center or school to inquire about cancellations. **A few days during the year Valle will have school when the buses will not be running. On those days it is the responsibility of the students to find other ways to get to school.** On days when the buses are not running because of impassable back roads, Valle may choose to follow a snow schedule with classes beginning at 9:30 a.m. In that case it is the responsibility of the parent/guardian to determine whether it is safe for their son/daughter to attend school.

POSTERS

Posters or notices regarding non-school or non-parish activities will not be permitted. All

posters must be approved. The school will not distribute information to parents or students about programs, products or services which are available from sources other than the school, parish or other Catholic agencies and which are not sanctioned by the school. (4402.4)

Names and addresses and e-mail addresses of students and their parents/guardians will not be released to any unauthorized persons or agencies.

Instructional Use of Copyrighted Materials
All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted material in any form should be made or used on equipment owned or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of "fair use" limitations. (5202.6)

SCHOLARSHIPS

All required paperwork must be completed and returned by deadlines for students to be eligible for consideration for any/all scholarship/s.

Underclassmen

- Scholarship monies issued in May, may not be used to fulfill financial obligations to Valle Schools for the current school year.
- Scholarship monies will be issued to students who have successfully fulfilled all financial obligations to Valle Schools. This must be done before August 1 or the scholarship is VOID. It will not be held in escrow. The entire scholarship amount reverts back to the Valle Schools Scholarship Fund.
- If the recipient of the scholarship declines the scholarship, the scholarship is VOID. The entire scholarship amount reverts back to the Valle Schools Scholarship Fund.
- If the recipient transfers schools at any time during the scholarship, the scholarship is VOID. The entire scholarship amount reverts back to the Valle Schools Scholarship Fund.
- Payment for the entire scholarship amount will be credited to the student's tuition account at the end of the second semester by the Ste. Genevieve Catholic Parish Center Business Office.

Graduating Seniors Local Scholarships

- Scholarship monies will be issued to students who have successfully fulfilled ALL financial obligations to Valle Schools. This must be done before August 1 or the scholarship is void. It will not be held in escrow for the student. The student will NOT receive the money later.
- **AFTER** the student has fulfilled all financial obligations to Valle Schools, half of the amount the student was awarded will be mailed to the college/university/tech school he/she is attending (indicated on the sheet the student turns into the guidance counselor in May) during July (from Valle High School). NOTE: Some schools are notorious for

taking months to post checks they receive. Check into it, but it is normally not an error on Valle's part, but rather the length of time it takes the college/university to post the check Valle has sent on the student's behalf.

● The second half of the amount the student was awarded will be mailed to the college/university/tech school during December (from Valle High School).

● **IF** the student changes schools at semester, it is his/her responsibility to send a letter to the high school with the information, requesting that the second half of the scholarship be sent to the new school.

● **IF** the student quits after/during the first semester and does not return the second semester, it is the student's responsibility to send a letter to the high school office with the information. The second half of the scholarship will not be sent to a school the student is no longer attending.

● **IF** the student quits after/during the first semester and does not return the second semester, the scholarship is void. It is not held in escrow. The student will not receive the money later.

● **IF** the student declines the scholarship upon graduation from VCHS, the money is not held in escrow. The student will not receive the money later.

INTER-SCHOLASTIC ELIGIBILITY

Eligibility to represent Valle Catholic High School in interscholastic activities is a privilege to be attained by meeting the standards of eligibility set by the school.

Purpose

The purpose of the eligibility policy is to provide incentive for students to achieve and maintain high academic standards. Eligibility applies to participation in all student extracurricular activities listed in the activities book including, but not limited to, football, cross country, volleyball, basketball, wrestling, track & field, baseball, softball, dance team, cheerleading, drill team, flag corps, band (district ensembles and state play-offs), the school play, and academic competition. All incoming freshmen and transfer students meeting MSHSAA standards are eligible for activities the first quarter; from then on, the policy is in effect.

MSHSAA Regulations

Valle is a member of the Missouri State High School Activities Association (MSHSAA), which is the governing body for all school activities in the state. Therefore, Valle must follow the MSHSAA guidelines for the activities that fall within its realm; and therefore, will require students, coaches, and parents to follow suit. A student must be currently enrolled in and regularly attending courses that offer a minimum of 3.0 units of credit; and must have earned a minimum of 3.0 units of credit the preceding semester of attendance. Failure to earn 3.0 units of credit in a semester renders the student ineligible for one full semester.

Academic Eligibility

In addition to the MSHSAA regulations, Valle also has regulations for students participating in

extracurricular activities. Students are expected to show acceptable academic progress on a quarterly basis in order to be considered academically eligible.

Any student (other than incoming freshmen and transfer students) whose GPA for the previous quarter is below 2.00 or who failed a subject for that quarter will be ineligible for participation in extracurricular activities for a period of 15 class days beginning with the third class day after the end of the quarter. Only days in which Valle classes are in session will count toward the 15 days. Days in which there are late starts or early dismissals WILL count toward the 15 days.

A student who is ineligible may become eligible after serving 15 days of ineligibility provided he/she has raised his/her GPA to the required 2.0 and does not have an F in any subject. The determination of this status will be made on the 15th day of ineligibility, but the student will not regain his/her eligibility until the 16th day. Any ineligible student who does not regain his/her eligibility after the 15th day will remain ineligible for the remainder of the quarter – until the third class day after the end of the quarter.

Due to the number of activities and events that occur over the Christmas break, any student who regains his/her eligibility at the end of the second quarter will become eligible to participate in activities on the third **calendar** day following the last exam day of the second quarter.

A student who is eligible at the beginning of a quarter **cannot** become ineligible at progress report time. For this student, the progress report will serve as a warning; thus, giving the student sufficient time to improve his/her grades.

The Athletic Director or Counselor will notify the student and the student's coaches and/or moderators when the student becomes ineligible or regains his/her eligibility.

An academically ineligible student may continue to practice with the team, dress out during competition, and sit on the bench. However, he/she is not allowed to participate in any competition until he/she has regained eligibility. Ineligible students are allowed to accompany the team to games but may not miss any school time in order to do so.

A special provision may be made for any student who has shown below average ability in certain academic areas as indicated by a formal educational evaluation process outlined by the school. These students must be identified as having a learning disability and must participate in the school's learning resource program. Successful participation in this program, as determined by the resource instructor, principal and faculty, as well as acceptable effort and conduct in all classes may allow the student to earn eligibility for extracurricular activities.

Attendance / Participation

Students must be at school all day in order to participate in an extracurricular activity unless their absence has been prior approved by the Principal.

Activity Fees

In order to defray the cost of activities, each student must pay a fee at the beginning of the school year. This fee is set annually by the school's administration and is paid only once a year. The fee covers participation in football, cross country, volleyball, basketball, wrestling, track & field, baseball, softball, dance team, cheerleading, drill team, flag corps, band and academic competition. The activity fee must be paid before the team/group participates in its first contest/performance.

Equipment

Equipment entrusted to an individual team member must be returned in proper condition (cleaned, undamaged and proper color). The team member is financially responsible for damages not resulting from a game or practice. Any property issued to an individual by the school becomes the responsibility of the individual. This property must be turned in or paid for before awards will be given. Any willful or malicious destruction of school property or failure to turn in issued equipment or make payment for lost or damaged equipment will make the student ineligible for further participation until this obligation has been met.

Any debts due the Athletic Department at the time of graduation or transfer must be taken care of before a diploma or transcript will be issued.

Sports

School sponsored activities are an integral part of the secondary curricular program and attempt to provide worthwhile opportunities to students. Our goal is to have those opportunities result in learning outcomes that will contribute toward the development of and demonstration of Christian values and attributes of good citizenship. As a Christian school, we expect a cooperative spirit and good sportsmanship on the part of school representatives, school patrons, parents and students.

All award letters are issued at the discretion of the coach. After the last contest of the season the coach will submit the names of the letter winners to the athletic director. Athletes will be notified when they may pick-up letters from the athletic director.

The Varsity letter consists of the letter 'V.' An athlete can receive a maximum of 4 chevrons—one for each year a varsity letter is earned. Additional information about lettering is presented by the coach to the athlete.

SMOKING, VAPING, AND CHEWING TOBACCO

Valle Catholic School is a smoke and vape free campus.

DRUG AND ALCOHOL ABUSE POLICY

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates obstacles to their full development as Christian persons. In addition, under

present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawn for cause from school. In addition, civil authorities may become involved. (4303.2)

For those students who already exhibit some form of a drug or alcohol problem, the goal is to reeducate those students to more appropriate behavior.

Students should understand fully that they are expected to uphold the high standards of Valle Catholic High School at all times. Because we all know that the use of drugs and the consumption of alcohol by minors are illegal and violates school rules, the following regulations regarding drugs and/or alcohol will be enforced:

A student caught using drugs or suspected with just cause will be required to undergo testing from a certified, drug-testing agency or facility. The school assumes no financial liability for this or follow-up testing. Drug testing will be at the expense of the parent/guardian**.** The school reserves the right to require mandatory substance abuse counseling or programming should a student test positive for substance abuse. The expense of that programming will rest with the parent/guardian. Failure to undertake such a program after a positive test will result in withdrawal.

Consequences to Drug or Alcohol Violation On-Campus

Any student caught with drugs or alcohol on school property for a first offense will be suspended for 30 school days. If that student receives professional help during the 30 missed days and agree to random drug testing, they may return after 30 days. Any student caught with drugs or alcohol on school property a second time will be withdrawn with cause.

Any student caught dealing drugs on school property will be immediately withdrawn with cause.

Any student with a drug or alcohol problem who comes to faculty or staff seeking help for their addiction will receive the help requested instead of punitive measures.

Extracurricular Consequences to Drug or Alcohol Violation

First Offense

Student must complete:

- Substance Abuse Traffic Offenders Program (SATOP) or any similar recognized and licensed substance abuse counseling/classes before returning.
- Ten hours of documented school/community service to be completed within three weeks.
- Withheld from participation in some games. Ineligible for membership in NHS.
- Ineligible for class or club officer, NHS, or homecoming or prom royalty for 6 months from the date of infraction.
- Withheld from not less than 10% to no more than 20% of games.

Second Offense

A second offense may be grounds for withdrawal. If a student is allowed to remain the following are required:

- Alcohol/drug abuse counseling prior to returning.
- Twenty five hours of documented school/community service to be completed within six weeks.
- Withheld from participation in not less than 20% to no more than 30% of games.
- May not serve as captain nor receive post-season honors that are bestowed by Valle.
- Ineligible for class or club officer, NHS, or homecoming or prom royalty for one calendar year from the date of infraction

Third Offense

- Alcohol/drug abuse counseling
- Fifty hours of documented school/community service to be completed within 12 weeks. Prior approval of the community service is required. The parent/guardian may not be the documentation officer.
- Eighteen weeks of probation
- Withheld from not less than 30% of games nor more than 40%
- May not serve as captain nor receive post-season honors
- Ineligible for class or club officer, NHS, or homecoming or prom royalty for one calendar year form the date of infraction

It is expected that a student needing to attend a drug counseling program will do so at the first possible opportunity. The alcohol/drug abuse counseling must begin as soon as possible following the infraction.

Students who show responsibility for their actions by doing so will be considered for the minimum game suspension listed.

The community service requirement must be completed within the indicated time frame or the student will be subject to further disciplinary measures.

The above are minimum consequences. Individual coaches may have consequences in addition to the above.

DUE PROCESS INVOLVING DISCIPLINE BOARD

1. The Discipline Board will consist of the Principal and not more than four and not less than two faculty members. A Discipline Board may be called by the Principal for one or more of the following reasons:
   a. A student who is on disciplinary probation is involved in a serious disciplinary situation. b. The possibility of withdrawal exists.
   c. The student has failed to cooperate with the Principal in the resolution of the disciplinary situation.
   d. A student has exceeded the number of allowable detentions.
2. Parents may request to address the Discipline Board.
3. The Discipline Board may request to interview the student and/or parents individually.
4. The Discipline Board members will be advised of the following:
   a. as much background on the student and the particular case as possible b. the fact that they are serving in an advisory capacity
5. The counselor of the student will be notified that the student is going before a Discipline Board.

The parent/guardian of the student facing a disciplinary board hearing will always be notified of that fact before the hearing is scheduled to take place. Rulings involving the discipline board are not immediately discussed with the parties involved.

CONFLICT RESOLUTION

When problems arise, there is an appropriate means of resolving them. First, try to deal directly with the person involved. If the problem involves another student, it may be prudent to enlist the help of an advisor or another faculty member. If the situation persists, speak to the principal about an alternative means to resolve the situation.

ACTIVITIES, CLUBS AND SPORTS

Band

Band class includes marching and concert band and is taken as a full year course for one credit and may be taken all four years of high school for credit. Advanced students are expected to audition for district and state band, as well as to participate in MAAA Honors Band, Bi-State Band, and solos and ensembles. All members must attend any extra practices and/or rehearsals set by the team/band moderator aside from and including all of the originally scheduled full

band rehearsals.

Students in Band Class pay an activities fee.

Dance Team
Membership in this team is decided by audition. Both groups work with the marching band and perform at parades, marching festivals, competitions, and football games when the band performs. Along with the above responsibilities, the team will perform at pep rallies, sporting events and other occasions determined by the team moderator. Dance members must meet the school's eligibility standards in order to remain on the team. **All members must attend any extra practices and/or rehearsals set by the team/band moderator aside from and including all of the originally scheduled full band rehearsals.**

Dance team members that are not in band class must pay an activity fee.

Cheerleading
Students considering cheerleading need a wholesome school spirit, must express loyalty to teams at all times, must cooperate with fellow students and the school administration, must promote good sportsmanship, and must present a neat, well-groomed appearance as well as exemplary conduct.

Cheerleaders follow the same academic requirements and MSHSAA guidelines as other athletes. All cheerleaders must pay an activity fee. No one may cheer and participate in the same sport. Depending on squad size, it may be necessary for the squad to cheer only at home games or at those games that are in close proximity to Valle Catholic High School. The cheerleading squad that has not cheered at traveling games, district and sectional games should not expect to cheer at the state level.

Student Council
The student body elects the officers of the Student Council. The members of their particular class elect the representatives. **Class presidents are student council representatives for their class.**

The Student Council plans and organizes many activities throughout the school year including sponsoring two blood drives per year, Field day, a Christmas breakfast and a shrimp fry. This group also organizes Homecoming spirit week and the parade. Additional activities are planned and promoted as determined by the membership.

National Honor Society
The National Honor Society is for students in grades 11 and 12 who reflect outstanding accomplishments in the areas of scholarship, leadership, character and service**.** Grade point average alone will not insure that a student will be granted membership.

It is understood that members will maintain their high standard of leadership, service, and character. A 3.3 cumulative and current GPA are required to continue membership. A student whose GPA drops below the required level or shows signs of deficiency in character,

leadership, or service will receive a letter of warning. If improvement is not shown, the Faculty Council will consider whether the student should be dropped from membership. Students may apply annually for membership.

The NASSP (National Organization of Secondary School Principals) is the national affiliate of the NHS. All procedures and guidelines outlined in national by-laws direct the operations of the Valle chapter of the NHS.

In accordance with the recommendations set by the governing national organization the NHS advisor and Faculty Council are appointed by the principal. The Faculty Council consists of five faculty members who are appointed annually. Neither the principal nor the NHS advisor may serve on the council.

The decision of the Faculty Council, with the principal's approval, is final.
NHS selection and induction will take place in the fall of each school year.
The induction ceremony will take place at an 8:00 a.m. school Mass.

Yearbook
The Valle yearbook is published by the students who take the Writing for Print class. In it they preserve in picture and story a record of each year's activities.

Academic Team
The Academic Team is a group of students who compete in various Academic Competitions throughout the year. Students from all classes are eligible to participate if they meet the school's eligibility standards and the guidelines set forth by the MSHSAA**.**

Dance Team
There are no auditions required for participation in Dance. Students from all classes are eligible to participate if they meet the school's eligibility standards and the guidelines set forth by the MSHSAA.

Drama Club
The Drama Club is a group of students who work together to produce and to perform in school plays. Students from all classes are eligible to participate if they meet the school's eligibility standards and the guidelines set forth by the MSHSAA.

Court Eligibility and Selection
Students in good standing are eligible for Homecoming and Prom Court. If a student receives a title as an underclassman, they will be eligible again as a Senior for Homecoming Queen, Senior Attendant, Miss Valle or Prom Queen. If they receive a title for Homecoming of their Senior Year, they are ineligible for a Prom Title. Exceptions will be made for small class sizes, to be decided by a committee.

ELECTIONS OF CHIEF TOUCHDOWN, HOMECOMING/PROM QUEEN, ATTENDANTS AND ESCORTS

Valle Catholic High School will elect several students to serve as royalty for various dances

and special occasions such as Homecoming and Prom.

CLASS OFFICERS, DUTIES & CLASS RESPONSIBILITIES

Class officers have certain specific duties and some undefined duties that arise during the school year. A class officer may not serve as an officer or representative on the Student Council.

Class moderators are to facilitate the coordination of class activities. Moderators are not expected to do the work of the class nor chaperone all class activities.

All classes are on a strict budget. No class officer has the permission to charge materials in the name of the class. All purchases must be approved by the moderator in advance.

The minimum Class Officer positions and their duties for all classes are:

President must chair all meetings and is ultimately responsible for the class business. The president is not expected to perform all the class chores but should facilitate the appointing of committees. The President also represents the class on the Student Council.

Vice President will cooperate with the president to make the business of class run smoothly.

Secretary/Treasurer is responsible for taking accurate minutes at all class meetings and reporting to the class and sending thank you notes to all that do favors, volunteer, or contribute needed resources to the class. All class communications are the responsibility of this officer. Communicates with the moderator about purchases and how class funds are spent.

Historian will keep a scrapbook/photo record of class activities throughout the year. (Save press releases from local news media) This should be passed on from year to year. Slideshow or video presentations must be previewed by the moderators before public.

Freshmen

- Responsible for raising the American flag outside school every morning and lowering the flag every afternoon before school is dismissed. Class officers are responsible for making the flag schedule.
- Class officers are responsible for the collection of auction donations from each class member.
- Provides punch/cups, serves the punch and is in charge of clean up after the Homecoming dance.

Sophomores

- Class officers are responsible for the collection of auction donations from each class member.
- Responsible for changing the marquee in front of school at least twice a month.
- Class officers will be servers at the Junior/Senior Prom.
- Responsible for decorating for the Homecoming dance; the gym floor must be covered; decorations should be easy to put up and take down. All borrowed decorations are to be

returned to the owner ASAP after the dance.

Juniors

- Class officers are responsible for the collection of auction donations from each class member.
- Juniors will host Prom.
- Class officers' parents are expected to chaperone prom.
- Responsible for the reception for Seniors and their families after Graduation.

Seniors

- Class officers are responsible for the collection of auction donations from each class member.
- Responsible for Junior Ring Mass and reception. Typically the reception takes place immediately after the morning Mass.

All Classes

- All classes will construct a float for the Homecoming parade. It is the duty of the officers to find a building site, have the float design approved, and have parent chaperones scheduled at every work detail.
- Clean up of the building site as well as the area at the football field must be done immediately following the event and is also the class responsibility.
- Class officers will help to plan the all-school Spring Service Day

Other duties will be defined as the year progresses.

Note:
The school is not the repository of class funds after graduation. The school does not hold money for a class to use later. 10% of money remaining at the end of the senior year may be returned to the class secretary/treasurer. If the treasurer does not request these funds the remaining money will be donated to the school. The rationale for this policy is that the money was earned at the expense of the school in the name of the school and will be used by the school. None of the class money will be used for personal purposes of any individual in the class.

SCHOOL DANCES
Typically the school dances are Homecoming Dance and Prom. Only Valle students and their guests are permitted to attend these dances. **Forms for non-Valle students are available in the office and must be returned to the office on a school day at least 24 hrs. prior to the dance.** Students from all classes (9-12) may attend the Homecoming Dance. The Homecoming Dance is not a formal dance. Only juniors and seniors and their guests are permitted at the Prom.

Dance regulations for Valle:

a. Doors open at 7:00 p.m.
b. Doors close at 8:30 p.m.

c. All students and guests will be required to sign-in upon arrival and sign-out upon departure.
d. No students are allowed to leave the building during the dance. Once a student leaves he/she may not return.
e. If an item is needed from a car on the parking lot, a chaperone must accompany the persons to the car to get what is needed and return with them
f. Once a student has left the dance the school is no longer responsible for the student.
g. No drugs, alcohol, tobacco, etc. are permitted. The passing of a breathalyzer test may be required for admission. If it is obvious that a student is under the influence of drugs or alcohol, the student's parent/guardian will be notified immediately and will be asked to pick up the student. The student will be put on probation with the possibility of serious disciplinary consequences. Civil authorities may be involved. h. Songs will be school-appropriate and approved prior to being played.

This is to acknowledge that we have received and reviewed the 2025-26 Valle Catholic School Student/Parent Handbook with our children. Families with multiple children in high school can all sign one sheet.

_____**Parent Signature** _____ **Date**

_____**Parent Signature** _____ **Date**

_____**Student(s) Signature** _____ **Date**

_____**Student(s) Signature** _____ **Date**