# ST. CHARLES CATHOLIC HIGH SCHOOL

# *STUDENT HANDBOOK 2026-2027*

***SCC . . . EXCELLENCE IN EDUCATION SINCE 1948!***

*Shelly Chauvin, Ed.D.*
*Principal*

## Student Honor Code

*SCC will put forth extra effort to ensure that students uphold the school code of academic integrity during the course of the school year. Whenever a student signs his/her name to an assignment, it is understood that he/she agrees to uphold the academic integrity of SCC by choosing to complete the assignment without cheating in any way. This will be considered a confirmation of his/her commitment to academic integrity. Our hope is that emphasis on upholding this standard will discourage cheating as an option.*

## *St. Charles Catholic High School*

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# Mission † Vision † Beliefs

**St. Charles Catholic Mission Statement**

St. Charles Catholic High School educates our students in a supportive, diverse, Christ-centered environment while inspiring them to excel in faith, academics, extracurricular activities, and service.

**Faculty Mission Statement**

The St. Charles Catholic High School faculty encourages our students to gain academic knowledge and personal accountability through a structured and nurturing atmosphere. Our modeling of responsibility, trust, and Christian values inspire students to become men and women of high moral character.

**Student Mission Statement**

As St. Charles Catholic students, our goal is to succeed and excel in our spiritual life, academic endeavors, service to our community, and extracurricular activities. We challenge ourselves to accept the responsibility of using Christian values to become men and women of high moral character.

**Parent Mission Statement**

As parents who have chosen St. Charles Catholic High School, we encourage, support and motivate our children by being Christian role models and full participants in their academic, spiritual, and moral growth. As visible participants, we will hold our children accountable, while recognizing and developing their talents as individuals. To this end we will support the faculty and staff of SCC.

**Vision of a St. Charles Catholic High School Graduate**

**Part I: Catholicity Vision**

Based on the 10 Archdiocesan Catholicity Standards

**(Standards are divided into the three parts of faith: Word, Worship, and Works.)**

*Note: For students who are members of Christian communities not in full communion with the Roman Catholic Church or who are not baptized in Christ's Church, it is expected that they would apply these vision statements, as they are appropriate to their own faith or personal circumstances*.

**Word:**

- The graduates of St. Charles Catholic High School integrate values of scripture and Church teaching in all aspects of their lives.
- The graduates of St. Charles Catholic High School rely on Sacred Scripture, Church teaching, and tradition as a primary compass for themselves and the world.
- The graduates of St. Charles Catholic High School confidently share their Catholic faith with others.

**Worship:**

- The graduates of St. Charles Catholic High School see the development of a relationship with Jesus as an important aspiration in life, and they develop this relationship within their Catholic community.
- The graduates of St. Charles Catholic High School have a deep appreciation for the Sacramental life, especially as it relates to the Eucharist.
- The graduates of St. Charles Catholic High School incorporate prayer into everyday life and recognize its importance to their faith.

**Works:**

- The graduates of St. Charles Catholic High School reflect the communion of love in the mystery of the Trinity as they exemplify the Catholic culture. In doing so, they enrich their lives and the lives they touch.
- The graduates of St. Charles Catholic High School choose to be "imitators of Christ" by choosing to live lives of virtue and grace.
- The graduates of St. Charles Catholic High School acknowledge God as the source of all creation and recognize the dignity of all human life.
- The graduates of St. Charles Catholic High School live the life of Christ by their commitment to the service of others.

## Part II: Academic Vision

According to Six Goals for Student Learning

**Learning to Learn Skills:**

- The graduates of St. Charles Catholic High School make a commitment to create standards of excellence in their work to attain personal goals.
- The graduates of St. Charles Catholic High School use available tools and resources to develop skills to enhance learning.
- The graduates of St. Charles Catholic High School evaluate their learning skills for the purpose of self-improvement.

**Expanding and Integrating Knowledge:**

- The graduates of St. Charles Catholic High School link academic and spiritual experiences to pursue life challenges creatively.
- The graduates of St. Charles Catholic High School apply acquired knowledge and past experiences to apply in new situations.
- The graduates of St. Charles Catholic High School bring lateral thinking to create new solutions to a variety of problems.

**Communication Skills:**

- The graduates of St. Charles Catholic High School express themselves using logical, clear arguments while demonstrating an awareness of audience and diversity.
- The graduates of St. Charles Catholic High School effectively utilize multiple communication forms and demonstrate understanding and respectful consideration of the opinions of others.
- The graduates of St. Charles Catholic High School establish criteria to analyze and to evaluate multiple communication forms and develop strategies for improving communication.

**Thinking and Reasoning Skills:**

- **o** The graduates of St. Charles Catholic High School use information effectively to gain new information and knowledge, classify and organize information, support inferences, and justify conclusions.

- **o** The graduates of St. Charles Catholic High School utilize, evaluate, and refine the use of multiple Christian-based strategies to solve a variety of types of problems.

- **o** The graduates of St. Charles Catholic High School generate new and creative ideas by taking considered risks in a variety of contexts.

**Interpersonal Skills:**

- **o** The graduates of St. Charles Catholic High School can work together to accomplish goals by adapting to situations in which all members contribute.

- **o** The graduates of St. Charles Catholic High School act responsibly and effectively in both individual and group situations.

- o The graduates of St. Charles Catholic High School recognize others' differences in situations dealing with differences of opinion.

**Personal and Social Responsibility:**

- **o** The graduates of St. Charles Catholic High School demonstrate honesty, fairness, and integrity in making personal choices and accepting responsibility for all choices.

- **o** The graduates of St. Charles Catholic High School imitate Christ by exhibiting self-respect, having respect for others, and appreciating the diversity and interdependence of all people.

- **o** The graduates of St. Charles Catholic High School, in considering God's creation, understand and accept responsibility in addressing global and environmental issues.

- o The graduates of St. Charles Catholic High School promote leadership and serve as models of responsible citizens in the community, state, nation, and world.

**Beliefs of the St. Charles Catholic High School Community**

- The spiritual growth of our students is the most important aspect of our Catholic school.
- Students can understand what it means to follow God's will as a man or woman of faith because with faith all things are possible.
- Taking time for students and teachers to develop their spiritual gifts in a relationship with Jesus and His Church is a key charism of our Catholic school.
- Service is to be a regular practice throughout the year on local, regional, national, and international levels and is an essential virtue of our school community - students, faculty, and parents.
- Teachers help students develop themselves as leaders in their faith and in the community.
- Students' learning to respect themselves and others in daily life is a primary value of education.
- Each student is uniquely gifted by God, and it is the role of our school to help each student develop and share his or her gifts according to God's plan.
- Students are to be challenged and encouraged academically to achieve to his or her fullest potential.
- Students are to adhere to an honor code and have clear consequences for failure to do so.
- Student learning is a chief priority of our school.
- Teachers at our school use teaching methods and approaches that respect the individuality of students.
- Teachers' commitment to the use of differentiated instruction should be vigorously pursued as an important approach to education at our school.
- Every student can learn to read and write effectively.
- Teachers foster enthusiasm for learning so that students will become life-long learners.
- Students' ability to apply what they have learned to life is an important element of education at our school.
- It is important for teachers to be enthusiastic about what they teach and be eager to share knowledge with students.
- A commitment to high academic standards is to be a primary motivation of our faculty and staff in order for our school to achieve academic excellence.
- Humor and laughter are encouraged in order to build a positive atmosphere at our school.

**Accreditation**

- St. Charles Catholic is accredited by Cognia, the national accreditation commission, and is approved by the Louisiana State Department of Education. Membership is held in the National Catholic Education Association.

**Statement of Philosophy**

- St. Charles Catholic believes that our primary concern is the Catholic education of our students. In our service to the young men and women of the River Parishes, we are attempting to provide an atmosphere, which stresses Catholic values while challenging students to become self-disciplined, self-motivated, and well-adjusted individuals.
- The SCC curriculum, which is primarily college preparatory, strives to meet emotional, physical, and social needs of our students. Our academic program attempts to develop thinking skills, reasoning skills, and decision-making skills necessary for our students to grow into mature adults capable of positively contributing to society. We strive to develop responsible citizens who practice the principles of a democratic society and respect the rights and dignity of all individuals.
- By establishing an atmosphere where Christian values are practiced, taught, and developed, it is our desire to model a Christian community for our students so that it can be continued through life. SCC's goals support our philosophy of developing the whole person.

**Admissions Policy**

- The schools of the Archdiocese of New Orleans, Louisiana, admit students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national, or ethnic origin in administration of their education policies, scholarship and loan programs, and athletic and other school-administered programs.
- **All admissions to SCC are for one year at a time. Each year after the initial year, the administration reserves the right to refuse admission to a former student. A student's academic and disciplinary record will be reviewed in determining readmission for the following year.** A student who leaves SCC and wishes to return must apply for readmission. Readmission is not automatic. The student's academic and behavioral record will be reviewed. A decision will be made based on what is best for the school and the student at that time.
- In order to enter SCC, an incoming student must have a passing final grade in ELA and Math.

**Finances**

- The registration fee for the 2026-2027 school year is $425 between February 27, 2026 and March 27, 2026. Registration paid after March 27, 2026 will be $525.
- Tuition and fees for the 2025-2026 school years are **$9,875.00** for grades 8 through 11 and **$10,075.00** for 12th graders. There are two (2) payment options available.
- A student will not be allowed to register or start school unless all tuition and fees are paid in full, unless parents are using the monthly payment plan which is current and in good standing (not past due). A student will not receive any transcript of grades from this school unless all indebtedness to the school has been removed.
- For the 2026-2027 school year, each student who presents his or her I.D. at the gate will be admitted free to all HOME REGULAR SEASON athletic events.

- Your tuition and fee costs enable our school to operate. These funds are more critical than ever to SCC's ability to function. Tuition and fees help us cover expenses associated with instruction, student services, and general campus operations. Even if SCC has to move to blended or remote classes, SCC will still maintain our facilities, and will still pay the faculty who are delivering instruction and the employees who are providing services to students. Your tuition and fees make this possible.
- No student will be allowed to register for the next school year until all financial obligations (tuition, fees, and incidentals) are current.
- On December 17, 2026, a parent who becomes seriously delinquent in the payment of all financial obligations (tuition, fees, and incidentals) will be required to withdraw the student from SCC.
- No student will be allowed to try out for the SCC cheerleading squad, Star Stepper Dance Team, Drumline, or athletic team if the student's tuition is not current and their registration for the 2026-2027 school year is not paid in full.
- No student will be allowed to participate in extracurricular activities (including athletics) if his/her financial obligations (tuition, fees, and incidentals) are not current.
- No SCC Cheerleader, Starstepper, or Drumline member will be allowed to perform, travel or compete if her tuition account is not current. No St. Charles Catholic High School athletes will be allowed to participate in an athletic event if her tuition is not current.

**Fees/Fundraising**

- Please refer to the "Tuition Letter from Principal" on the school's website tab for "parents" for information on any fees for the 2026-2027 school year. Any student who has not paid his/her registration fee for the 2026-2027 school year will not be allowed to try out for cheerleading or dance team or participate in any spring sports or activities related to the next school year.
- Tuition and fees do not cover the entire cost of educating each student. Successful fundraising drives help keep tuition costs at a minimum. Parents and students are encouraged to assist and participate in fundraising activities.

**Financial Assistance**

- Through the generosity of allocations in the school's operating budget, St. Charles Catholic High School provides financial assistance each year to families in need. Financial assistance is awarded annually to students who are registered for the coming year and have qualified based on financial need. Parents/guardians must apply for financial assistance within the time set by the administration. The assistance applies to tuition only and not to registration and fees.

**Procedures for Financial Assistance**

- The student first must be accepted to St. Charles Catholic High School. The parent or guardian should then complete the financial assistance application packet found on the school's website.
- The application is for the coming academic year. It must be completed and submitted to the processing agency, along with appropriate documents.
- The application is reviewed by the processing agency who makes recommendations directly and confidentially to the principal.
- The amount of assistance is certified by the principal.

**Student Insurance**

- The school cannot assume responsibility for injuries sustained by students. SCC has student insurance, which provides reimbursement of medical bills secondary to primary coverage for accidents occurring on school premises or while participating in school-sponsored activities. It is the responsibility of parents or guardians to provide primary coverage for the student. If there is a balance due after individual coverage has been paid, the school policy will pay the balance. All accidents are to be reported immediately to the office, and the required claim form must be filed within 90 days with the insurance company by the parents and the attending physician.

**Curriculum Plan**

- St. Charles Catholic High School operates a four-or–five-year program. Students will not be allowed to graduate before completion of 12th grade. All graduating seniors in good standing will participate in graduation ceremonies.
- Each SCC student must earn 26 units to graduate. Students are required to take the religion course prescribed for each grade level they attend at St. Charles Catholic High School. Students are required to schedule an appropriate math course each year. Before graduation, students are required to schedule either the physics or environmental science course according to each course's prerequisites.

**Placement into Honors or AP Courses**

- Students must maintain an average of a B or higher for the yearly average in the relevant subject area to be considered for the initial and ongoing placement into Honors or Advanced Placement (AP) courses. This requirement reflects the academic rigor and expectations of advanced coursework and ensures students are prepared for the increased challenge and pace of these classes. Students will be evaluated annually to remain in Honors or AP coursework for subsequent years.

# SCC and TOPS Requirements

Through the Class of 2026

**Students must have enough credits to accumulate the *26* credits that are required for an SCC diploma.**
**Courses marked with an asterisk (*) do not count towards a student's high school diploma.**

| Course | SCC Requirement | TOPS Requirement |
|---|---|---|
| Religion 8* | | |
| Religion I | ✔ | |
| Religion II | ✔ | |
| Religion III | ✔ | |
| Religion IV | ✔ | |
| English 8* | ✔ | |
| Reading 8* | ✔ | |
| English I | ✔ | ✔ |
| English II | ✔ | ✔ |
| English III | ✔ | ✔ |
| English IV | ✔ | ✔ |
| Pre-Algebra* | | |
| Algebra I | ✔ | ✔ |
| Geometry | ✔ | ✔ |
| Algebra II | ✔ | ✔ |
| Advanced Math OR Algebra III | ✔ | ✔ |
| Earth and Space Science | ✔ | |
| Physical Science | ✔ | ✔ |
| Biology | ✔ | ✔ |
| Chemistry | ✔ | ✔ |
| Physics, Human Anatomy, or Environmental Science | ✔ | ✔ |
| World Geography | ✔ | ✔ |
| World History | ✔ | ✔ |
| American History | ✔ | ✔ |
| Civics | ✔ | ✔ |
| Art Credit | ✔ | ✔ |
| World Language I | ✔ | ✔ |
| World Language II | ✔ | ✔ |
| PE 8* | | |
| Health and PE I | ✔ | |
| Health and PE II | ✔ | |
| Electives | | |

# SCC and TOPS Requirements

Class of 2027 and Beyond

**Students must have enough credits to accumulate the *27* credits that are required for an SCC diploma.**
**Courses marked with an asterisk (*) do not count towards a student's high school diploma.**

| Course | SCC Requirement | TOPS Requirement |
|---|---|---|
| Religion 8* | | |
| Religion I | ✔ | |
| Religion II | ✔ | |
| Religion III | ✔ | |
| Religion IV | ✔ | |
| English 8* | | |
| Reading 8* | | |
| English I | ✔ | ✔ |
| English II | ✔ | ✔ |
| English III or Language/Composition - AP | ✔ | ✔ |
| English IV or Literature/Composition - AP | ✔ | ✔ |
| Pre-Algebra* | | |
| Algebra I | ✔ | ✔ |
| Geometry | ✔ | ✔ |
| Algebra II | ✔ | ✔ |
| Advanced Math or Algebra III | ✔ | ✔ |
| Financial Literacy | ✔ | ✔ |
| Earth and Space Science | ✔ | |
| Physical Science | ✔ | ✔ |
| Biology | ✔ | ✔ |
| Chemistry | ✔ | ✔ |
| Physics, Human Anatomy, or Environmental Science | ✔ | ✔ |
| World Geography | ✔ | ✔ |
| World History | ✔ | ✔ |
| American History | ✔ | ✔ |
| Civics | ✔ | ✔ |
| Art Credit | ✔ | ✔ |
| World Language I | ✔ | ✔ |
| World Language II | ✔ | ✔ |
| PE 8* | | |
| Health and PE I | ✔ | |
| Health and PE II | ✔ | |
| Elective | | |

| TOPS Course Checklist | |
|---|---|
| Class of 2028 - 24 Units | |
| **English – 4 units** | |
| | English I |
| | English II |
| | English III |
| | English IV, English AP, Intermediate Comp, AP Lit or AP Lang (choose 1) |
| **Math – 4 units** | |
| | Algebra I |
| | Geometry |
| | Algebra II |
| | Advanced Math, Advanced Math DE, Advanced Math II, Algebra III, or Calculus DE (choose 1) |
| **Science – 4 units** | |
| | Biology I |
| | Chemistry I |
| | Physical Science |
| | Chemistry DE, Physics, Human Anatomy, or Environmental Science |
| **Social Studies – 4 units** | |
| | Civics |
| | U.S. History or AP U.S. History |
| | World Geography |
| | World History |
| **Health & PE – 2 units** | |
| | Health Education (0.5 unit) |
| | PE I |
| | PE II |
| **Foreign Language – 2 units (same language)** | |
| | French I or Spanish I |
| | French II or Spanish II |
| **Other Requirements** | |
| | Fine Arts – 1 unit |
| | Financial Literacy - 1 unit |
| | Computer Science - 1 unit |
| | General Elective - 1 unit |

# PHASING

A student is placed in a phase according to his or her academic achievement and ability. Placement in a phase is determined by a student's elementary school record, the High School Placement Test scores, and standardized test scores.

**ST. CHARLES CATHOLIC HIGH SCHOOL HAS THE FINAL DECISION ON PHASE PLACEMENT.**

The **HONORS/AP/DE** phase is an accelerated academic program for students performing at or above the 65th percentile. It prepares students for college-level work through innovative teaching methods, projects, technology integration, and student evaluations. For AP/DE courses, students must register for the corresponding AP exam or dual enrollment courses designated by the university. Advanced placement courses may require an application for acceptance. Dual-enrollment courses are eligible to students who meet the university requirements.

The **ACADEMIC** phase is designed to prepare students for admission into a four-year college program by applying the proper and appropriate rigor to their studies. Coursework in the academic phase is meant to provide students with the skills that would help them to be successful in college, including personal, organizational, and study skills in addition to the required development of skills in curriculum standards.

To determine **CLASS RANK ONLY**, a weighted point system is used. Phases are weighted as follows:

| | **AP/DE** | **HONORS** | **ACADEMIC** |
|---|---|---|---|
| ***A*** | 5.5 | 5 | 4 |
| ***B*** | 4.5 | 4 | 3 |
| ***C*** | 3.5 | 3 | 2 |
| ***D*** | 2.5 | 2 | 1 |
| ***F*** | 0 | 0 | 0 |

**Only courses taken at SCC will be used in tabulating class rank. To be eligible for the Top Ten, a student must have attended SCC for at least four consecutive years.**

**Schedule Changes**

- Students are allowed to request schedule changes during the week prior to the first day of school. The fee for personally requested schedule changes is $25.00. Students will not be allowed to request schedule changes once school begins, except in the case of a student having to take a subject to graduate or one who must repeat a course previously failed. Teachers are allowed to recommend schedule changes for academic reasons.

**Religion Program**

- Education in the living and learning of the Roman Catholic religion is considered the most important aspect of life at St. Charles Catholic High School. The Religion Department's course offerings are structured to cover the basic elements of the Roman Catholic faith as rooted in Sacred Tradition. It is expanded through the life and teaching of the Church. It is expressed in the witness of those lifestyles rooted in the Catholic faith experience.
- As young Christian adults, the students are encouraged to exhibit Christian behavior at all times. They are encouraged to build genuine Christian friendships with one another. They are helped to understand the value and strength, which come from common goals. They are led to appreciate the bond, which is formed in and through Christian prayer and liturgy. The expression fostered in the classroom is directed toward a deeper experience of community which is found in the various religious services and retreat programs which are offered throughout the year. The religion program constantly holds before the students' view the call of Christ to be of service to others. Through the "Service Project," the students are exposed to the kinds of services that are practical and possible for young men and women to aid in their religious education and faith development.

**St. Charles Catholic High School Service Project Program**

**Service Project Grade**

# SCC Service Learning Program

In collaboration with Campus Ministry and the Religion Department, the school has transitioned from a traditional service hours requirement to a service-learning program integrated into the religion curriculum at each grade level. This approach utilizes project-based learning to provide students with meaningful, faith-centered service experiences. Rooted in our school's mission and Catholic identity, the SCC Service Learning initiative is designed to deepen our students' understanding of faith in action while engaging meaningfully with our wider community and with the world around them. Through guided service opportunities and structured research and reflection, our students will explore issues of justice, compassion, community, and Gospel discipleship in a way that connects directly with their academic and spiritual formation.

Students will no longer be required to turn in service hours. All official activities will now be a part of the Religion Department Curriculum as the SCC Service Learning Program. Each Religion course will include formative and summative assessments in all four academic quarters pertaining to that grade level's unique social justice topic. Assessments will evaluate proficiency and mastery in understanding of the social justice topic as well as participation in the service activities and reflections associated with the class's attempt to be spiritually and physically present to those in need. Activities may include but are not limited to field trips, prayer services, food or goods drives, fundraisers, etc.

Any student not participating in the service aspects of the Religion courses will receive failing grades in those relevant assessments, and any student habitually not participating in his or her class's service activities will be referred to SCC administration. Teachers will inform parents and students in advance of each course's social justice topic, service opportunities, field trips, etc. Any questions about the Service Learning program can be sent to SCC Administration, SCC Campus Minister, or Religion teachers.

**Grades Online**

- Students and parents are responsible for checking grades on SCC's internet service. If a parent has a question about a grade, he or she can email the instructor.

**Report Cards**

- Report Cards are issued electronically at the end of each of the four nine-weeks periods. These report cards will indicate grades earned during the past grading period, attendance record, and comments from each teacher.

**Procedures for Averaging Grades**

- Exams will account for 30% of the entire nine-weeks' grade.
- To obtain averages for one-unit courses, average the first, second, third, and fourth nine-weeks numerical grades and then convert the final average to a letter grade using the scale below.
- The minimum grade allowed to students will be a 55 F in the first two nine weeks periods. Any grade lower than a 55 F in the final two nine-weeks periods is recorded as is. (*Teachers may use professional discretion to make a request to the Assistant Principal of Academic Affairs to void the standing grade if they feel the student is not deserving of such an allowance.)
- A student who has a passing numerical FINAL AVERAGE but does not pass the fourth quarter will receive

an "I" until the student has successfully completed the requirements during the St. Charles Catholic Remediation Program.

**Grading Scale Honors/Advanced Placement/Academic/Standard**

| All Phases | Letter | Unweighted Quality Pts. |
|---|---|---|
| 89.5-100 | A | 4 points |
| 79.5-89.49 | B | 3 points |
| 69.5-79.49 | C | 2 points |
| 59.5-69.49 | D | 1 point |
| 59.49 and Below | F | 0 points |

- Students will receive grades at the end of each nine-weeks period and must still maintain a passing grade in the final nine-weeks grading period of each course. If a semester course is taken the first semester and a student fails the second nine-weeks, the student fails the semester course. Should a student earn a grade of F in the fourth nine-weeks period but have a passing numeric average for the year, the student will receive an "I" until requirements in the St. Charles Catholic Summer Program is met. No 1/2 credits will be issued. Final grades are obtained by averaging the numerical scores for all 4 nine-weeks.

**Academic Probation**

- Academic probation is a temporary status that provides a student the opportunity to acknowledge his academic difficulties while working toward academic success. A student is placed on academic probation if he does any of the following:
  - fails two or more subjects in any nine-weeks grading period
  - violates the school's Academic Honesty Policy
- The probationary period will be set for one quarter. A student on academic probation will meet regularly with the guidance counselor, develop a plan of action for improving his/her grades, and implement the plan under the counselor's supervision. After the probationary period, if the student has demonstrated measurable evidence of academic improvement, he will be removed from academic probation. If the student shows little or no improvement, the assistant principal may extend the probationary period for another quarter. If a student remains on academic probation for more than 2 quarters, the student will not be allowed to remain at St. Charles Catholic High School.

**Class Rank**

- To determine class rank only, a point system is used.

| | AP/Dual Enrollment | Honors | Academic |
|---|---|---|---|
| Grade A | 5.5 | 5.0 | 4.0 |
| Grade B | 4.5 | 4.0 | 3.0 |
| Grade C | 3.5 | 3.0 | 2.0 |
| Grade D | 2.5 | 2.0 | 1.0 |
| Grade F | 0.0 | 0.0 | 0.0 |

- Yearly averages are used to determine the grade point average. All courses taken at SCC for high school credit are averaged to determine class rank. A student must have attended SCC for at least four ***consecutive*** years to be eligible for the **Top Ten ranking** and for the **titles of valedictorian and salutatorian**. No off-campus courses or online courses taken off-campus outside of the regular school day will count towards class rank, nor will they be allowed to give students an advantage for class rank. Only online courses taken on the St. Charles Catholic High School campus during regular school hours will count towards class rank. **NOTE:** If a student has not attended St. Charles Catholic for four ***consecutive*** years and his/her GPA would qualify him/her for the Top Ten; he/she will be considered an Honor Graduate.

**Academic Levels**

- **ACADEMIC** - is intended to prepare students to take entry-level courses at a four-year college or university.
- **HONORS -** is intended to prepare students to take advanced level courses at a four-year college or university.
- **DUAL ENROLLMENT - Students** have the opportunity to enroll in college courses through the Early Start programs offered by Southeastern Louisiana University, University of New Orleans, or River Parishes Community College.
- **ADVANCED PLACEMENT -** courses are available to students who are taught courses on the college level and are tested to earn college credit. In order to be enrolled in the AP class, you must pay the AP test fee by book day.

**Honor Roll**

- A student who earns an "A" in every subject for a 9 weeks grading period will be named to the **Principal's List**.
- A student who earns all A's and B's for a 9 weeks grading period with no "C's" will be named to the **Honor Roll**.

**Make-Up Work**

- Work missed on days absent must be made up within the number of calendar days missed. Responsibility for making up work lies entirely with the student. Normally tests must also be made up within the number of calendar days missed. In the event of extended absence or numerous tests missed during an absence, students must meet with the various teachers involved to schedule making up the work. Anyone not completing work within the allotted time automatically loses credit for that work. Continuous absences on test days could result in a student losing the privilege of making up the test. If a student is absent on the test day only and the test was announced in advance, the student must take the test upon return to school.

**Exemptions**

A student will be exempted from the fourth nine-weeks examination in a subject if they have earned an "A" for the first, second, and third nine-weeks and has an "A" average for the fourth nine-weeks and has had no suspensions.

**Summer School**

- Failures in the subjects of English, math, science, social studies, and religion **MUST** be made up in summer school.
- All electives **SHOULD** be made up in summer school, especially if the student will not meet the requirements for the next grade level.
- A student who has failed to meet the required number of credits to be promoted to the next grade level by the start of the following school year **will not** be allowed to repeat that grade level at SCC and must withdraw from St. Charles Catholic High School.
- Summer school is required for students who have failed courses for the academic year.
- No more than 2 courses will be offered per student during summer. Any student who fails more than 2 courses for the year will not be eligible to participate in the summer program and will not be allowed to return to SCC.
- Grade Recovery
    - Students who do not meet the state attendance requirements may be required to complete grade recovery during the summer.
- Remediation Courses
    - Available for students who have failed just the 4th 9 weeks but maintain a passing grade for the yearly average.

**Parent-Teacher Conferences**

- If a parent would like to request a conference with a teacher, an appointment should be made in advance by contacting the teacher via email. At the time of the appointment, the parent should report to the office. The teacher will be notified of the parent's arrival.

**Guidance, Counseling, and Testing Services**

- A full-time guidance counselor is employed. Through counseling interviews, parent conferences, teacher conferences, and other group techniques, students are assisted in all of their attempts to deal with their vocational, educational, and personal-social needs. By signing the handbook agreement, parents give permission for their child to participate in counseling services provided by SCC. St. Charles Catholic High School will adhere to the following guidelines regarding counseling. If there is evidence of a student being a victim of sexual or physical abuse or if a student tells the counselor or someone else that he/she plans to harm himself/herself, then the counselor has a moral, ethical, and legal obligation to report such disclosures to the proper authorities, including the principal and assistant principal.
- Standardized tests are administered to provide information necessary for admissions screening, course selection, college entrance, and career aptitude. Tests commonly used include MAP, ACT, Pre-ACT, SAT.

**Library**

- The library/media center is designated as a quiet environment for students and teachers to read, research, and silently study at SCC.
- The Student Interventionist utilizes the library space to facilitate small-group and one-to-one instruction with students in need of intervention. While study sessions are being offered, students should not disturb those sessions.
- Testing is periodically offered in the library. While students are testing, no one should disturb the session.

**Late Start Day**

- Every Thursday for School Year 2026-2027: Classes will begin at 9:00 a.m.
- Students may be dropped off beginning at 7:30 a.m. and report to a monitored study hall in the Commons until the 9:00 a.m. bell.

**General Dress Code Guidelines**

- The St. Charles' uniform is to be worn to school every day except on special dress days. Students may be refused admittance to class if they come to school out of uniform without a valid excuse. **Clean, neat, and attractive uniforms are a discerning mark of an SCC student.** The uniform includes not only the items that should be worn but also the manner in which they are worn. The uniform serves to remind you that, as a Christian, you are a model for others. You are immediately recognizable as a member of our school community. All uniforms should be in good condition. No PEELING letters, faded, torn, or tattered shirts, sweatshirts, pants, shoes, or socks will be permitted. ***Disciplinary action will be taken if students are found to be in violation of any uniform guidelines.***
- **Remote Learning Dress Guidelines.** Students are required to wear an SCC t-shirt and be neatly groomed for all online sessions. Hoodies, hats, and scarves are not allowed during remote learning lessons.

**Boys' Uniforms**

- **Each boy will:**
  - **Wear navy blue twill pants. Pants should have the 4 standard pockets. (Pants should be fitted at the waist AND should not be over the shoes—they must be hemmed properly.) (No Cargo pants.)**
  - **Wear a tucked in white oxford style shirt, short or long sleeved, with the school crest (If a T-shirt is worn under the oxford shirt, the T-shirt must be SOLID white and short-sleeve).** Shirts must be completely tucked in pants with the belt and waistband showing. The exaggerated "rolled up" or "blouse over" looks giving shirts the appearance of being tucked in is NOT acceptable. Pants **MUST** be worn appropriately with the waistband at the waist and not low riding. Clothing must be worn in a neat, proper, and modest manner. Wearing items that are over-sized or too small is **NOT** permitted.
  - **Wear an SCC issued ID with lanyard around the neck**. **Students are not to cover their school picture in any way. If a student needs a temporary ID for the day, they should see the Dean of Students BEFORE the 2nd tardy bell to sign out their ID**. Temporary ID's must be signed out and signed back in at the end of the day. If the ID is lost, misplaced, or forgotten, the student must ask a teacher for a non-negotiable and then see the Dean of Students following the first period to obtain a re-placement. ID's may be ordered through the Dean of Students for $3.00 a piece, and lanyards may be purchased in the front office for $2.00 a piece. **After signing out the temporary ID five (5) times, the student faces disciplinary action**. Any student that fails to obtain a temporary ID before the 2nd tardy bell or does not return a temporary ID at the end of the day will receive a Non-Negotiable. No temporary ID's will be distributed after the 2nd tardy bell.
  - Wear approved SCC socks.
  - Wear a **BROWN or BLACK BELT**. Belt buckles should be modest. Any buckle that brings undue

attention will not be permitted.

- Wear polished and clean Eastland Plainview shoes, which must be of proper size and worn properly. **Shoelaces must be properly laced and tied at all times. Any shoes that are collapsed at the heel, defaced, or are in poor condition (no tongues, shoelaces, etc.) MUST be replaced.**
- Wear only acceptable outerwear for boys—the navy-blue sweatshirt with St. Charles Catholic written in yellow with white trim on the chest OR an SCC letterman's jacket (Seniors only). Sweatshirts must fit properly and be worn below the beltline. A school uniform shirt **MUST** be worn under the sweatshirt, and the collar should be visible. Non-regulation outerwear may not be worn to school, and this INCLUDES JACKETS, SWEATSHIRTS, ETC., DISTRIBUTED BY ANY CLUB, ATHLETIC TEAM, OR SCHOOL ORGANIZATION**.** Hooded jackets and hooded sweatshirts are **not** allowed during school hours.
- **Be clean-shaven daily**—NO FACIAL HAIR. Boys needing to shave will be sent to the Dean of Students and will be required to shave at school. **(**A fee of $2.00 will be charged to cover expenses for shaving.) If you are unable to shave at school, your parents will be notified, and you will be sent home. While off campus, you will receive a grade of zero in all missed classes.
- Hair must be neat, clean, and combed. It must not be long enough to touch their eyebrows, must be cut above the ears, and must not touch the shirt collar, hair is also not to extend out more than 3 inches. Students may have twists or symmetrical corn rows as long as all other guidelines are met. All hair color must be a natural color. The administration reserves the right to determine what is considered natural. Extreme hairstyles or hairstyles with designs are not acceptable; this includes lines in eyebrows. SCC does not permit students to maintain asymmetrically or partially shaved heads, mohawks, dreadlocks, barrel braids, or tails as conventional hairstyles. The Dean of Students is the final arbiter in determining whether or not a student's hairstyle is appropriate for school.

  ***Any student coming to school or school functions with any inappropriate or unacceptable haircut may be given a detention(s) or sent home until he can return appropriately groomed. The student will be marked absent for each day of school missed. Repeat violators will be subject to dismissal from school.***
- **NOT wear** earrings during school or at any school function. This includes covering with bandaids, clear spacers, and having it attached to your shirt or pants. Chains may **NOT** be worn outside the shirt. Chokers may **NOT** be worn. Only one bracelet may be worn.
- **NOT have** any body piercings OR any visible tattoos. (Ex: no tongue, navel, nose piercing, etc.)
- **NOT wear** any type of hat during school hours.

**Girls' Uniforms**

o **Each girl will:**

- Wear a navy plaid kick-pleat skirt, which must remain zipped buttoned, and unrolled. **(SKIRTS SHOULD REACH TOP OF THE KNEECAP WHEN THE STUDENT IS STANDING.)** *Please make sure when purchasing the skirt that it has a large hem so that you can lower it if necessary.*
- Wear a tucked in white oxford style short or long-sleeved blouse with the school crest. (If a T-shirt is worn under the oxford shirt, the T-shirt must be SOLID white and short sleeve). Blouses must be completely tucked in skirts with the waistband showing. The exaggerated "rolled up" or "blouse over" looks giving blouses the appearance of being tucked in is NOT acceptable. Clothing must be worn in a neat, proper, and modest manner. Wearing items that are over-sized or too small is **NOT** permitted.
- **Wear an SCC issued ID with lanyard around the neck**. **Students are not to cover their school picture in any way. If a student needs a temporary ID for the day, they should see the Dean of Students before the 2nd tardy bell to sign out their ID**. Temporary ID's must be signed out and signed back in at the end of the day. If the ID is lost, misplaced, or forgotten, the student must ask a teacher for a non-negotiable and then see the Dean of Students following first period to obtain a re-placement. ID's may be ordered through the Dean of Students for $3.00 a piece, and lanyards may be

purchased in the front office for $2.00 a piece. **After signing out the temporary ID five (5) times, the student faces disciplinary action**. Any student that fails to obtain a temporary ID before the 2nd tardy bell or does not return a temporary ID at the end of the day will receive a Non-Negotiable. No temporary ID's will be distributed after the 2nd tardy bell.

- Wear approved SCC socks (Plain white, black, or navy leggings may be worn.)
- Wear polished and clean Eastland Plainview shoes which must be of proper size and WORN PROPERLY. **Shoelaces must be properly laced and tied at all times. Any shoes that are collapsed at the heel, defaced, or are in poor condition (no tongues, shoelaces, etc. MUST be replaced).**
- Wear acceptable outerwear for girls—the St. Charles Catholic V-neck sweater, cardigan sweater OR the navy-blue sweatshirt with St. Charles Catholic written in yellow with white trim on the chest OR an SCC letterman's jacket (Seniors only). Sweatshirts/sweaters must fit properly and be worn below the beltline. A school uniform shirt **MUST** be worn under the sweatshirt/sweaters, and the collar should be visible. Topcoats or non-regulation outerwear may not be worn to school, and this INCLUDES JACKETS, SWEATSHIRTS, ETC. DISTRIBUTED BY ANY CLUB, ATHLETIC TEAM, OR SCHOOL ORGANIZATION**.** Hooded jackets and hooded sweatshirts are **not** allowed during school hours.
- Have neat, clean, and combed hair. Hairstyles should be conservative, such as neatly hanging, braids, or ponytails and **should not attract undue attention or cause distraction from the educational environment**. Hair should not be wrapped hard or high and should not consist of lots of hair spray. *No glitter is permitted in hair. Hair accessories should be navy/royal blue, white, and gold.* If needed, a **PLAIN *white*, *royal blue/navy blue*,** or ***gold*** headband not wider than 2 inches is allowed. **BANDANAS MAY NOT BE WORN—even as headbands.** Girls' hair must be a natural blend, no extreme or multiple colors. *Any girl who desires to have her hair dyed M**UST** check with Dean of Students beforehand. The administration reserves the right to determine what is considered a natural color.*

  ***Any student coming to school or school functions with any inappropriate or unacceptable hairstyle may be given detention(s) or sent home until she can return appropriately groomed. The student will be marked absent for each day of school missed. Repeat violators will be subject to dismissal from school.***
- **NOT wear** hats, scarves, or curlers
- Wear, if desired, modest cosmetics and jewelry, which **do not attract undue attention**. GIRLS' EARRINGS SHOULD BE IN THE LOWER LOBE, NOT IN THE UPPER EAR, Girls may wear 2 pairs of earrings in the lower lobe. **Earrings *should* be *conservative and no bigger than a quarter*. *Chains*** may **NOT** be worn outside the shirt. Chokers, or any necklaces worn snugly against the neck, may **NOT** be worn.
- **Not have** any body piercings with the exception of modest ear piercing. (Ex: no tongue, navel, nose piercing, etc.)
- **Not have** any visible tattoos.
- Polish should be a conservative, unobtrusive solid color on all ten fingers.
- All uniforms should be in good condition. No PEELING letters, faded, torn, or tattered skirts, blouses, sweatshirts, sweaters, shoes, or socks will be permitted.

***Disciplinary action will be taken if students are found to be in violation of any uniform guidelines.***

**Dance Dress Codes**

- Keep in mind that SCC considers it proper to guard against students wearing any dress that is revealing enough to become a distraction or is inappropriate for a high school dance. Any interpretation, judgment, and final authority lies with the administrator in charge.
- The administration expects ALL GIRLS to purchase a dress that meets the standards set by a Catholic High School. A respect for one's body and proper presentation at a dance is appropriate for SCC students. Keep in mind that if you arrive at a function (dance, banquet, etc.) dressed in a manner deemed inappropriate. The student will not be admitted to the school function. The student will be sent home.

**Back to School Dance**

- **Girls**
  - Casual pants, jeans (no holes or shreds) which fit properly (no oversized clothing) and are worn at an appropriate level to the waist.
  - NO shorts; no skorts, no shorts styled rompers
  - Hemlines for dresses or skirts must be a modest length (when arms are on side of body, hem is at least one inch below fingertips).
  - No skin tight or excessively short skirts or dresses
  - No tube tops, midriffs, bare backs, or low necklines (Any student or guest will be given a large T-shirt to wear if the administration considers the top to be immodest.)
  - Tennis shoes, dress shoes, or sandals may be worn.
  - No blouses with vulgar or inappropriate sayings, pictures, or symbols
  - **No pierced body parts or tattoos may be visible.**
- **Boys**
  - Casual pants, jeans (no holes or shreds) which fit properly (no oversized clothing) and worn at an
  - appropriate level to the waist.
  - NO shorts
  - Tennis shoes, dress shoes, or sandals may be worn.
  - No shirts with vulgar or inappropriate sayings, pictures, or symbols
  - **No pierced body parts or tattoos may be visible.**

**Homecoming Dance**

- **Girls -** Same as above with the following additions:
  - No jeans
  - No immodest bare backs, no low necklines, no visible midriffs, no two-piece or cut-outs (Any student or guest will be given a large T-shirt to wear if the administration considers the top to be immodest.)
  - **Archdiocesan high school Formal and Semi Formal events**- Girls' dresses must be long length all the way around, consisting of solid opaque material. The front must be modest. The back of the dress must not be any lower than at or near the bottom of the shoulder blade at mid back, and must consist of solid opaque material. Cutouts are not permitted, even if lined with sheer material.
- **Boys -** Same as above with the following additions:
  - No jeans
  - Dress pants, shirt, tie, and dress shoes must be worn.
  - Do not have to wear a sports coat or jacket.
  - Allowed footwear: Loafers, casual dress shoes, school shoes. Not allowed: sneakers, white tennis shoes.

**Prom (Further Prom guidelines will be distributed prior to the dance):**

- **Girls**
  - May wear a long evening dress, appropriately fitting and modest
  - **NO** visible midriffs, NO two piece
  - Backs must be covered below the traditional waistline. Material from the front of the dress must be visible when viewing the dress from behind.
  - No front or side cut outs below the traditional bra-line will be allowed unless they are covered by sheer material. Back cut outs do not have the waistline fully on the back (not wrapping to the side).
  - Necklines must be moderate. Strapless dresses are acceptable if the neckline is moderate.
  - Dress shoes must be worn. No casual sandals, tennis shoes, boots, or slippers.
  - Any student or guest will be given a shawl to wear if the administration considers the top to be indecent.
- **Boys**
  - Traditional Tuxedo or suit (no sport coats and slacks, no commercial themes) with dress shoes and dress socks (NO TENNIS SHOES).
  - No pierced body parts tattoos are to be visible.
  - Shirts must be tucked in at all times.

**Dress Down Guidelines (Fridays and other special days)**

- Dress down days are a PRIVILEGE and must be treated as such by both students and faculty at SCC. If any student violates this privilege, he or she will not be allowed to participate in dress down days for a given period of time. In addition to any specific regulations that are communicated by the administration for specific theme days, the following regulations apply:
  - Fridays: School pants or skirt worn with an SCC related T-shirt, tennis shoes, white socks or SCC socks.
  - Theme days: Dress code will be announced/publicized before the dress-down day.
  - Slippers, crocs, and flip flops can never be worn on campus, not even on dress down days.

**Student Conduct**

- Registration with St. Charles Catholic High School is deemed an agreement by students and parents to be familiar and comply with school regulations. The guidelines are strictly for the purpose of maintaining a quality academic and Christian atmosphere. The purpose of SCC is not simply the development of academic skills. **The school wishes to demonstrate the importance of values such as courtesy, respect, humility, concern for others, honesty, integrity, and trust**. The ultimate goal is developing individuals who are capable of responsible freedom and who exhibit healthy attitudes toward life and others. The following guidelines are not supposed to be exhaustive; they assume good will and judgment on the part of the students and parents.
  - Courtesy toward the faculty and school personnel is always expected.
  - Items which interfere with the learning atmosphere are forbidden anywhere on campus. These include such things as radios, CD players, iPods, and other technological items that interfere with the learning environment. Included on this list are water pistols, fireworks, beepers, weapons of any kind, tobacco, vapes, alcohol, and drugs or drug-related paraphernalia.
  - It is each student's responsibility to see that the furniture and equipment are kept in good condition. Students who damage school property will be held liable for repair costs.
  - Littering in the school or on the school grounds is forbidden.
  - Students should always demonstrate the highest level of sportsmanship at athletic contests.
  - Attire and behavior at school or at any school-related function for students, as well as for their guests,

must conform to the standards established by St. Charles Catholic High School. Extreme clothing styles, which bring on undue attention, will not be permitted. **No refunds will be given to students who are denied admission to a school function because of their dress or the dress of their guests.**
    - A student should remember that whether on or off campus, he/she represents SCC and should conduct himself/herself in a manner that will bring praise to the student and the school. Therefore, behavior during school activities should be dignified and Christian.
    - Energy drinks, such as **Loaded Teas**, **Red Bull**, **Monster**, **Rock Star**, etc., are not allowed in classrooms.
- St. Charles Catholic High School's students are expected to be polite and respectful toward others both on and off campus. Courtesy should be the hallmark of a student's relationship with adult staff and fellow students. The following are guidelines students should follow in dealing with other members of the SCC family:
    - Always address faculty and staff members with appropriate respect, using proper titles, such as *Coach, Father, Miss, Mr., Mrs. or Dr.*
    - *Thank you* is the expected expression of gratitude when assistance is given by adults or fellow students.
    - Say *Yes, Title and No, Title* to answer a question. Do not say *Yep* or *Nope*.
    - Say *Excuse me* when you don't understand and want an adult to repeat something for you. Do not say *what?* or *Huh?*
    - Excuse yourself when you want to interrupt an adult who is busy. Wait your turn when the adult is talking to someone else.
    - Classroom decorum ordinarily requires a student to raise his or her hand and wait to be recognized before speaking.
    - Common respect for adults requires you to allow adults to pass before you when entering a building or room, and that you hold the door open for persons coming behind you.
    - When an adult corrects you for some fault:
        - Be quiet and listen until the adult is finished talking.
        - Answer all questions politely.
        - Do what you were told to do right away.
        - If you have something to say, come wait until the adult is finished and ask permission to speak.
        - Accept the adult's decision. Do not argue, make faces, or walk away from the adult.

**Social Media**

- When using social networking sites, virtual reality sites, email or text/picture/instant messaging systems of any kind, students, parents, and their family members must consider the impact on themselves and on other members of the community and be mindful of the School's rules, mission and values.
- Any posting that creates, directly or indirectly, an uninviting/threatening atmosphere for any member of our community or creates an environment that is contrary to the teachings, faith, or morals of the Catholic Church or the values of the School, its mission, or policies as set forth in this Handbook, or as set forth in the examples below will be investigated and, if such occurred, be considered a serious violation of the School's policies in the sole discretion of the Administration no matter when or on what system it was created or transmitted. This includes but is not limited to the following:
    - Think before you post.
    - Students, parents, and family members may not use disparaging digital video records of the SCC community members either on campus or at off-campus events without the participant's consent.
    - Any student posting during school hours regardless of the content will be subject to disciplinary actions, including suspension or expulsion. This will be issued at the discretion of the Dean of Students.

- Students, parents, and family members should not post anything personally compromising and/or that could then be linked to the School.
- Students and parents should not post any behavior that might embarrass themselves, their families, their teams, and/or SCC. This includes activities conducted online, before, during or after school hours.
- School administration may investigate postings on anonymous sites that violate School norms and rules. Such postings undermine the atmosphere of trust that is essential to building a healthy school community. The School may hold the perpetrator responsible for any inappropriate posting.
- Students and parents should keep in mind that most college admissions offices and future employers examine the postings and social networking sites of applicants. Understand that anything posted online is available to anyone in the world. Any text, photo or video placed online is completely out of your control the moment it is placed online, even if you limit access to that posting.
- Students, parents, and family members who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the School.
- Students, parents, or family members posting information on any website, social networking site, bulletin board, chat room, email or other messaging system related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person inappropriate references about the school and/or its students, faculty, staff, administrators or any member of the school community on any public Internet site will be subject to disciplinary action, including suspension or expulsion of the student.
- Students, parents, and family members may not use the name or school logos for any posting without written permission from the Principal and may not use the logos or copyrighted material of any other person or organization without appropriate permission.
- Current students should not send "friend" or "link" requests to faculty or staff at SCC.

**Classroom Behavior**

- Within the guidelines of the disciplinary procedures and regulations set forth by the school and in this handbook, each teacher sets specific procedures, rules, and regulations within his/her classroom. Students are expected to abide by these in an atmosphere of mutual respect. Students who choose not to behave in this manner are subject to disciplinary procedures, which may include removal from participation in athletics and or/co-curricular activities for a period of time to be determined by the Administration.

**Behavior Guidelines for Blended and Remote Learning**

- Create and organize your learning environment at home to get your mind ready for learning. It is important to organize the learning environment in order to be prepared to do your best with instruction and assignments given.
    - **Find Your Quiet Place**. Students should find a quiet, appropriate place in their home to “attend” class. Find a place where you can sit with minimal distractions in the background. Suggestions include sitting at a desk or table, not a bed or bathroom. Be sure that the background is free from distractions and does not include political or immoral content.
    - **Minimize Distractions.** You will need some quiet and privacy to concentrate on your classes. Keep noise from home at a minimum. This would include TV, music, or background conversations. Cell phones should be off and out of reach during remote class times. Cell phones should also be off when participating in office hours and schoolwide Masses.
    - **Be Prepared.** Make sure to have all materials needed for class prior to beginning of class time. Make sure that you are logged in to your class session ready to begin on time.
    - **Dress Guidelines.** Please wear an SCC t-shirt and be neatly groomed for all online sessions. Hoodies, hats, and scarves are not allowed during remote learning.

- **Use Proper Writing Style.** Our virtual classroom is a professional environment. As such, it requires us to use correct spelling and grammar. Our comments in our chat should follow correct academic writing. Comments in the chat box should be limited to content being presented.
- **Respect Others.** Our virtual classroom should be a safe place for all of us. Just as if we were in our classes at SCC, we are to treat every person with respect. Derogatory and sarcastic comments or jokes are unacceptable. Please know that all online courses will be recorded.
- **Do the work assigned to you.** Working remotely means that you will need to make an effort to do your work without letting yourself get distracted. You will be required to show how well you understand what you are learning. This may take the form of participation in discussion boards, homework, quizzes, tests, or projects. Students will be held accountable for work assigned.
- **Reach Out.** If you are having difficulty with your learning environment, home internet, or lessons being taught in our remote learning classes, please email your teacher or our school counselor.

**Cell Phones**

- The only electronic devices allowed during the school day are the school issued iPads/MacBooks and a cell phone. The cell phone is to be turned OFF and stored in your locker or school bag during school hours from the moment you walk in the school doors (including in the Commons before and after school, lunch time, or between classes). Any phone seen in a pocket or out of a school bag will be confiscated. Blue tooth headphones, including Air pods/smart watches/Fit bits are not allowed. Use of a cell phone/electronic devices/smart watches/ Fit bits during a test (i.e. text messaging, ringing phone) will be considered cheating and appropriate action will be taken. "Forgetting" to turn off the cell phone is **not** an excuse. Air pods should never be brought to school.
- **Cell phones must be turned off during the school day, and should not be turned on until you have exited the school building.**
- Students may not use their cell phones to take pictures inside of the school building.
- Cell phone checks will be made throughout the school year.
    - **1st Offense:** If a student is found with a cell phone during the school day, the cell phone will be picked up by the teacher, and the Dean of Students will be called to retrieve the phone. THE PARENT/GUARDIAN WILL BE CONTACTED AND A TIME WILL BE SET UP FOR THE PARENTS TO COME PICK UP THE PHONE. Students will receive 2 morning detentions.
    - **2nd Offense:** The second time that a student is in possession of a cell phone during the school day, that student will receive an IN-SCHOOL SUSPENSION as well as THAT STUDENT BEING DENIED THE RIGHT TO BRING A CELL PHONE TO SCHOOL. The cell phone will be confiscated, and the parent will need to claim the phone from the Dean of Students.
    - **3rd Offense:** Once a student has been denied the right to bring a cell phone to school, but does so anyway, he/she will be suspended for one day out of school.
    - **4th Offense**: Three day out-of-school suspension, and student and parents appear before the Discipline Committee to determine whether or not that student will be allowed to remain at SCC.

***St. Charles Catholic High School cannot and will not accept responsibility if cell phones are brought onto the school grounds and are damaged, lost, and/or stolen. Students are allowed to use the office telephone. Cell phones may be used outside the building after school hours. It is strongly suggested by administration that cell phones remain at home or locked in the student's car.***

**Social Media and Appropriate Online Behavior**

- In summary, students must maintain a proper decorum while using social media and any electronic device. All social media posts and/or digital communication (including text messages) must uphold the ideals of a Catholic High School. Any production, distributing, or viewing of inappropriate, sexually suggestive or pornographic images is strictly prohibited. The school may be obligated to contact law enforcement in situations involving inappropriate images of individuals who may be under the legal age of consent.

**St. Charles Catholic**

**2026-2027 Discipline Policies**

**Teacher Disciplinary Notices** will be issued to handle discipline of the following offenses:

A. Violation of the Non-Negotiable List:

1. ID is to be worn with a school-issued SCC lanyard around the neck at all times.
2. Students must always be on time to class.
3. Pants must be worn at the waist.
4. Shirt or blouse must be tucked in.
5. Skirt must be the correct length.
6. Correct SCC sweatshirt or jacket worn if needed.
7. Belt must be worn at all times.
8. Proper shoes should be worn properly. *(If shoes are not polished, you will polish them at lunch.)*
9. Correct SCC socks should be worn.
10. Only solid white undershirts should be worn under the school shirt/blouse.
11. Boys should be clean-shaven.

B. Failure to complete homework

C. Talking out of turn/minor disruptions in class/lack of class participation

D. Sleeping/putting head down on desk excessively

E Failure to turn in signed papers/tests

F. Minor incidents of disrespect

G. Chewing gum, eating or drinking in class

- All Non-Negotiables are recorded in the student's Disciplinary File and can be found under the conduct section in Blackbaud.
  - *After a student receives their 3rd Non-Negotiable, they will receive a detention from the Dean of Students.

**Office Assigned Punish Work/Detentions**

When a detention is issued, parents and students will receive an email notifying them of the consequence and date of detention.

A printed copy will be sent home with the student.

Parents sign the copy (student must return to the Dean of Students).

- Teachers will use **Office Disciplinary Referrals** for the following discipline problems
  1. Violation of the body piercing and hair code.
  2. Lying
  3. Disrespect/Uncooperative
  4. Unacceptable language
  5. Violation of standard procedure for network use
  6. Excessive Teacher Disciplinary Notices
  7. Cell phone violation

***Office assigned punish work or detentions are not limited to the violations listed above.***

**Office Detention Schedule**

- **MORNING:** Monday, Tuesday, Wednesday, and Friday at 6:45a.m. There will be no detention on late arrival Thursdays. Students are expected to be PROMPT.
- **AFTERNOON:** Times and days will be assigned by the Dean of Students as needed. Teachers may still assign afternoon detentions, which will be monitored by that teacher.
- **LUNCH:** Dates will be assigned by the Dean of Students as necessary. Students will receive their lunch and report to room 157 for the entirety of lunch on days assigned.

**NOTE:** Any student **who misses any detention must serve THAT detention and two ADDITIONAL detentions.** Any student who arrives late for **any detention** must serve that detention and an additional detention. If the student arrives later than five minutes to **any detention**, it is considered a missed detention.

**Discipline Ladder**

1st Violation– One detention

- Accumulation of three (3) Non-Negotiables will result in a weekday morning detention.

2nd Violation– Multiple detentions and parental conference

3rd Violation– In-school/Out-of-school suspension

4th Violation– Suspension/Probation

5th Violation– Referral to Discipline Committee

*This ladder pertains to violations that would warrant office detentions. Incidents that would warrant a suspension or expulsion will be handled differently.*

**Consequences for General Violations**

1. **Possession/use of a camera, iPod, bluetooth headphones, or CD player without administrative permission.** (*This includes using laptops or iPads (technology) to film, record, etc., without administrative permission.)* Evidence of repeated recordings/filming may result in a more severe consequence (e.g., immediate suspension or expulsion) at the discretion of the Dean of Students.

   1st offense – 2 morning detentions and communication with parents

   2nd offense – In-school suspension

   3rd offense – Out-of-school suspension

**Failure to report to an office detention without reasonable excuse:**

**1st offense** – Serve the original detention and 2 additional detentions

**2nd offense** – Suspension

**3rd offense** – Suspension

**Offenses meriting a SUSPENSION**

- Some conduct violations result in immediate suspension. A student may be suspended from school at any time for one or more days, depending upon the severity and repetition of the offense. Before a student is sent home, a parent or guardian will be notified. On rare occasions in place of an out-of-school suspension, a student will receive several detentions or other discipline, which **will be identified as an IN-SCHOOL SUSPENSION**.
- When a student receives an out-of-school suspension, he/she is not allowed to attend school, will receive 0's in all work missed, and will be counted **absent.** A student cannot participate in athletic competition or practice or any other extracurricular activity while on out-of-school suspension. (Since an in-school suspension may involve more than one day, a student is forbidden from participating on the first day of the suspension.)
    - After **two (2)** suspensions, the student may go before the discipline committee.
    - After **three (3)** suspensions, the student may be asked to withdraw from school.
- **Suspendable offenses include:**
    1. Destruction of school property (includes writing on desks, picnic or cafeteria tables, walls, etc.)
       Discipline for this type of offense may include:
       1st offense - Out-of-school suspension
       2nd offense - Referral to the Discipline Committee/Probation
       3rd offense - Expulsion
    2. Cheating (violation of test procedures, copying of homework or class assignments, plagiarism, etc.)
    3. Use of profane language or obscene language or action
    4. Fighting or encouraging fighting on or off campus
    5. Seriously improper behavior at extracurricular activities or anywhere on campus or on social media
    6. Cutting classes (truancy)
    7. Leaving campus without permission from the Principal or Assistant Principal or their designee.
    8. Possession or use of tobacco on campus including cigarettes, e-cigarettes, vapor pens, lighters, and matches at any school-sponsored activity or in uniform off campus
    9. Frequent detentions
    10. Continuous failure to report to detention on assigned days without acceptable excuse
    11. Careless or reckless operation of motor vehicle on campus
    12. Insubordination/disrespect
    13. Gambling
    14. Forgery of a parent's/guardian's signature
    15. Possession of inappropriate literature, pictures, and images on campus or on school assigned iPads.
    16. Filming on campus to post to social media.
    17. Internet code violations. (See Technology Policies)
    18. Bullying and/or harassment.
    19. Disrespect or disobedience to administration, faculty, or staff.
    20. Inappropriate behavior at assemblies, fire drills, or other school functions.
    21. Any other behavior considered by the dean of students to be inappropriate or disruptive.
    22. The sale of any goods or products on school grounds.

Because not all violations can be covered here, the rule of common sense will apply to any offensive behavior not listed above. The dean of students or his designee will, at his discretion, determine the time, place, and length of any detention or task to be performed.

**Offenses meriting an EXPULSION**

- Expulsion is the most serious behavioral consequence. The following will be grounds for expulsion from SCC:
    1. Stealing on or off campus
    2. Promoting the use of, bringing, using, selling, buying, possessing, smelling of, or being under the influence of items such as marijuana, inhalants, stimulants, depressants, hallucinogens, narcotics, other designer drugs, or any mood-altering substance either on the campus, at any school-sponsored activity, or off campus
    3. Bringing, selling, buying, possessing, smelling of, or being under the influence of alcoholic beverages either on the campus or at any school-sponsored activity.
    4. Using, buying, selling, or possessing drug-related paraphernalia such as rolling papers, clips, pipes, magazines, drawings, small decongestant containers either on the campus or at any school-sponsored activity.
    5. Students in the company of others using illegal drugs on or off campus.
    6. Any violation of civil or criminal law that adversely impacts the well-being of the school or its good name or reputation, or adversely reflects upon the moral, religious, or principles of the Roman Catholic Church, or the policies, goals, and statements of SCC as indicated in the Student Handbook.
    7. Disgraceful public conduct
    8. Excessive harassing or threatening of any student or any school personnel
    9. Vandalism
    10. Frequent suspensions
    11. Flagrant disrespect on or off campus
    12. Possession or use of weapons or instruments
    13. Any involvement or membership in a gang or gang activity
    14. Any activity, action, or behavior, which violates the spirit of the above listed regulations

Because not all violations can be covered here, the rule of common sense will apply to any offensive behavior not listed above

Should any of these actions take place, a student may be asked to withdraw from St. Charles Catholic High School.

**Dismissal**

Any involvement in the following behaviors may result in a student's immediate referral to the principal and his/her dismissal from school:

- The on-campus possession of illegal drugs, including synthetic drugs (regardless of the amount), or drug paraphernalia (pro-drug literature, pipes, clips, papers, etc.). This interdict also involves being in the presence of others who have or are using drugs or marijuana. This includes the distribution of a student's prescription or a "look-alike" or synthetic drug to another student.

- Any violence, act of terrorism, threat, bullying or harassment directed against another or another's property, whether student, staff, or faculty. This covers any manner or forms of such behavior including but not limited to vandalism toward automobiles and homes or written, voicemail, texted, emailed messages, or through such websites as Facebook, YouTube, Instagram, Twitter, etc.

- Any activity, on or off campus, which seriously jeopardizes the learning environment of the school or which seriously injures the good name and reputation of the school.

- Stealing
- Possessing a firearm on campus or bringing a firearm on campus, including in vehicles. NOTE: LA.R.S. 1495.2 of the Louisiana Legislature created the crime of the carrying of a firearm by a student or non-student on school property.

**Disciplinary Probation**

- A Student who repeatedly engages in inappropriate conduct may be placed on disciplinary probation, the terms of which are set by the Dean of Students.

**Safe Environment Training**

- All SCC students participate in Safe Environment training classes required by the Archdiocese of New Orleans. These classes are taught in religion. These classes make the students aware of the proper way to talk to and treat others and to know how they should be treated by others.
- All faculty and staff of SCC receive Safe Environment training from the Archdiocese. Students who work during the year with younger children (mini-camps, etc.) MUST go through additional training offered by the Archdiocese.

**Bullying**

- As Christians and in support of our mission, we believe that all persons are created in the image of God and have dignity and worth. Additionally, federal and state laws prohibit racial, ethnic, religious, age, or sexual harassment of any student.
- St. Charles Catholic High School does not tolerate any form of bullying, harassment, disruption of the educational process, or interference with another's educational environment, which creates an intimidating, offensive, or hostile educational environment. All students and employees are to be treated with dignity and respect. Bullying or harassment of another person of either gender in any form is prohibited. The prohibition against bullying and harassment applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school.
- St. Charles Catholic High School is committed to a zero-tolerance approach, which means that any and all witnessed or reported incidents of bullying or harassment will be addressed appropriately, which may include conferences with students and parents, conducting an investigation, the requirement of outside counseling, and taking disciplinary action as warranted (detention, suspension, expulsion) by the severity of the situation.
- Any member of the school community who has information that bullying has taken place may file a report. Any student who believes he/she is a victim of bullying is strongly encouraged to report in writing to the Principal or Dean of Students.
- Prohibited bullying and harassment are defined as, but are not limited to, the following behaviors:
  - ***Cyber bullying / harassment***
    This type of bullying/harassment includes, but is not limited to, offending, harassing, or threatening others through technological means, including email, instant messages, web pages, blogs, video and digital photo images, and/or text messages; it is considered inappropriate speech when it involves:
    - using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages;
    - posting information that could cause damage, danger, or disruption of the educational process;
    - making a personal attack, including prejudicial or discriminatory attacks;
    - posting false or defamatory information about a person;
    - using technological communication to intimidate, bully, harass, or embarrass others
  - ***Hazing / harassment***
    Hazing refers to any activity expected of someone joining a group (club/team) that humiliates, degrades,

or risks emotional and/or physical harm, regardless of the person's willingness to participate (StopHazing.org).

- ***Physical bullying / harassment***
  Physical bullying/harassment includes unwanted physical touching or contact (such as shoving, pushing, bumping, hitting or slapping, tripping, poking, kicking, scratching) assault, deliberate impeding or blocking movement, or any intimidating interference with normal movement or work; it may also include damaging or destroying another's belongings or property; it also includes physical acts that are demeaning and humiliating but not bodily harmful.
- ***Social / relational bullying / harassment***
  This type of bullying/harassment is defined as the systemic diminishment of another's sense of self and/or damaging the social status, relationships, or reputation of another through:
  - ignoring, isolating, excluding, or shunning;
  - participating in a pattern of behavior in which a student or a group of students picks on another student or treats him/her in such a way that makes him/her feel uncomfortable or alienated;
  - spreading false and/or malicious rumors;
  - gossiping or revealing personal information;
  - embarrassing or publicly humiliating another.
- ***Verbal bullying / harassment***
  This type of bullying/harassment includes, but is not limited to, the following, whether in oral or written form:
  - making derogatory comments, jokes, slurs, off-color language, or innuendoes;
  - using belligerent or threatening words towards another student or employee;
  - name-calling, sarcasm and put-downs, mocking, belittling, hurtful teasing, taunting.
- ***Visual bullying / harassment***
  Visual bullying/harassment includes derogatory, demeaning, or inflammatory posters or locker signs, cartoons, written words, drawings, video or photographic images, novelties, or gestures (including subtle gestures such as aggressive stares, eye rolling, sighs, frowns, sneers, snickers, and/or hostile body language).

**Retaliation**

- Retaliation includes intimidation, coercion, discrimination, or retaliation in any form against an individual who reports or threatens to report harassment or who testifies, assists, or participates in an investigation.

**Student Honor Code**

- In order to promote and encourage students to uphold the school code of academic integrity during the course of the school year, all teachers at St. Charles Catholic will include a statement in regard to honesty and integrity in their discipline policies. Whenever a student signs his/her name to an assignment, it is understood that he/she agrees to uphold the academic integrity of SCC by choosing to complete the assignment without cheating in any way. This will be considered a confirmation of his/her commitment to academic integrity. Our hope is that emphasis on upholding this standard will discourage cheating as an option.

**Destruction of School Property**

- Many improvements have been made to the physical plant at SCC. It is very important that the facilities are maintained. Since maintaining our facility and its resources is already a costly endeavor, this type of activity only adds to expenses, which in turn becomes more of an overall financial burden to the school. The administration asks for full support from parents in discouraging this destructive behavior.

**Probation**

- A student is put on ***Disciplinary Probation*** because of a serious violation of school rules and/or establishes a pattern of misbehavior at school. Such consistent breaking of school regulations should be considered seriously by the student, his/her parents or guardians, and the administration before the student can be allowed to continue at SCC. Such a student will be on probation for one year, during which time he/she must prove good faith by adhering to all school rules. If the student breaks his/her probation, the student will be asked to withdraw from the school. ***A student who is on probation cannot be a Student Council member, a class officer, or hold an office of any club at SCC.***

1. A student may be placed on ***Academic Probation*** for failure of two or more subjects during one grading period, a lack of effort in classes, or whenever the administration feels it is in the best interest of the school or the student.

**Drug Testing Policy**

- St. Charles Catholic High School reserves the right to require mandatory drug screening tests of any student who displays a behavior associated with drugs or suspected drug use, such as marijuana, inhalants, stimulants, depressants, hallucinogens, narcotics, designer type drugs, or any other mood-altering substance. This policy also applies to the use of or being under the influence of alcoholic beverages. The student will be asked to begin mandatory drug counseling within ten (10) days of the conference; and it must be at the parents' expense with a licensed and/or certified psychiatrist, psychologist, drug counselor, and/or social worker.
- The drug-screening program for this school year will consist of random screening of the student enrolled in grades eight through twelve. These students will be selected randomly or by reasonable suspicion. Hair sampling will be the method used and will be performed by St. Charles Catholic High School personnel. One of the nation's leading drug testing companies, Psychemedics Corp., will test the cortex of the student's hair for detection of the presence of five illegal drugs. This test can detect illegal drug use in the last 90 to 100 days and present a pattern of drug use, indicating the type and quantity used. No other drug screening company will be accepted.
- NOTE: Any student willfully attempting to evade the drug test by shaving, cutting or altering the hair, both head or body, in any way, unless hair loss is the result of a diagnosed medical condition, will be considered a refusal to test; and the student will be asked to withdraw from St. Charles Catholic High School immediately.
- If a student tests positive for illegal drugs, he and his parents will have a conference with the Dean of Students and the counselor.
- The student and the parents of the student are required to undergo mandatory drug counseling and must waive any right to confidentiality only to the extent that the counselor shall be required to notify St. Charles Catholic High in writing when the student begins counseling and if the student terminates counseling prior to the time deemed appropriate for termination by the counselor. Records of the school, including but not limited to such records which the counselor provided to the school, may have to be produced based on an order of a court of competent jurisdiction. After an appropriate period of time, the student will be retested. Testing positive for a second time or at any future point in the student's stay at St. Charles Catholic High School will result in asking the parents to withdraw their son/daughter. If the parents refuse to withdraw their son/daughter, he/she will be subject to expulsion.
- For the school year, the school will pay the screening costs for those students randomly selected. If the student requires a second screening, the parents must pay the expense. Other than the random selection, if the school has reason to ask that a student be tested or if parents would like to voluntarily have their son/daughter tested, the test will be at the parents' expense.
- Prevention of any type of substance use is for the protection and support of the students at St. Charles Catholic High School who choose not to use and want to be in safe learning environment.

- A balanced program of random, voluntary, and mandatory drug testing impacts the entire school community by setting a norm that says it is necessary to take care of one's health and the acceptance of responsibility to obey federal and state laws, as well as school regulations.

**Narcotics Disguised as Novelty Items**

- Any type of food or drink that is affiliated with narcotic paraphernalia is not allowed. For example, (including but not limited to) candy that is sold with references to marijuana or any other illegal substance, synthetic or otherwise; water or other food products that have any logos, emblems or other insignia that advertises it may be a drug novelty item.
- If students are caught with these items, they face expulsion from school. Any items mentioned above will be turned over to the St. John Parish Sheriff's Office for narcotics testing. St. Charles Catholic High School makes no delineation between real, fake, or synthetic narcotics.

**Discipline Committee**

- A select group of faculty members will be appointed at the beginning of the school year by the principal to serve on a Discipline Committee. These committee members, along with the Assistant Principal and the Dean of Students will serve in an advisory capacity in matters of serious rules violations. The committee will make recommendations to the Principal, who will make the final decision.

**No Private Domains**

- There are no private domains at SCC. In order to safeguard the moral and physical welfare of all students, all spaces, which include students' lockers, students' desks, etc., and all property, which includes students' purses, book bags, PE bags, student vehicles, etc., are subject to inspections. Any materials obtained may be confiscated for use in disciplinary procedures.

**School Initiated-Withdrawal**

- A student may be subject to a school-initiated withdrawal for any conduct, whether during or outside of school, which is of such a nature as to jeopardize the good name of the school community, or offensive to members of the SCC community, including students, teacher, and staff.
- In situations that warrant withdrawal, the Principal will meet with the student and parents. Any student who is required to withdraw from SCC may not attend any school-sponsored activities (dances, prom, athletic events, etc.).

**Parent Initiated-Withdrawal**

- Any parent that wishes to withdraw a student from St. Charles Catholic must complete a Withdrawal Form in the Front Office.

**School Dance Guidelines**

- **Admissions and Attendance**
  - To ensure the success of the dance and justify the time, effort, and money expended for each dance, those participating are expected to attend for at least two hours. No one will be allowed to enter the dance any later than 30 minutes after the dance has begun nor leave any earlier than 30 minutes before the dance ends.
  - Unusual circumstances that would necessitate an exception in the arrival or departure time must be cleared through the Principal.

- Once a student leaves the school premises, the school is no longer responsible for his/her safety or whereabouts. Once someone leaves the dance, he/she may not return.
- All students will sign in upon arrival and will sign out if leaving prior to the end of the dance.
- No dance will last beyond 12 midnight.
- Only SCC students and their dates may attend as long as they both enter at the same time.
- Students who bring an out-of-school guest must pick up a "Dance Permission Form" from the Dean of Students and have this completed and turned in by the due date stated on the form. Failure to meet the deadline will negate your privilege of bringing an out-of-school guest.
- In particular, girls' apparel at dances should reflect modesty. Any outfit that is considered lacking in modesty will result in that student being asked to leave the dance.

- **Conduct Before and During the Dance**
  - The possession and/or use of alcoholic beverages or illicit drugs are strictly forbidden. Anyone suspected of violating this rule will be expelled from the dance. The students involved will be subject to expulsion. If not an SCC student, he/she will be excluded from future functions. Parents will be notified.
  - Smoking is a violation of the city fire code for gymnasiums and cafeteria and, hence, is not permitted in the gym or cafeteria or anywhere on campus.
  - Students are to uphold Christian conduct in the way that they dance. Any vulgar or illicit dance styles are not acceptable. We must not forget our call to honor each individual with respect in the way that we celebrate during dances.
  - Pre/Post activities: We realize that activities before and after dances are a normal part of everyday life; however, we do ask that students and parents be mindful of the following guidelines:
    - ✔ Expenses should be kept to a minimum.
    - ✔ Activities involving the serving of alcoholic beverages to minors is a serious violation of civil and school rules.
    - ✔ Dance admission times must be observed.
    - ✔ Guidelines for guests must be adhered to.

**Any clothing advertising sex, drugs, alcohol, or violence will not be accepted. Non-SCC students who do not meet the dress requirements will not be admitted, and no refunds will be given. SCC students are responsible for informing their guests of the dress guidelines.**

**Attendance**

- **Absences**

  - Progress at school depends largely on the punctuality and regularity of attendance. As such, we urge that students be absent only in cases of illness or a death in the family. If a student is to be absent, a parent or guardian must call the school (652-3809) between 7:00 a.m. and 8:00 a.m. the morning of the absence. Should a student be absent during a remote learning day, a parent or guardian should notify by the school of their child's absences and submit appropriate documentation regarding the absence(s). Absences are recorded by the school personnel into our student information system.
  - When a student returns to school, he/she must bring a written excuse from home. If a student forgets his/her note, parents will be called and informed that, if a note is not sent to school the next day, the student will receive a detention. *Medical appointments should be made after school hours or during holidays.*

**If a student misses any time from school, he/she will be marked absent. This absence will be listed as Unexcused until that time that documentation is presented to show otherwise.**

1. Excused Absences-Students will receive an excused absence for the following reasons:
   a. illness and a medical statement from a doctor
   b. death in the immediate family (absence not to exceed more than 5 days)
   c. religious matters (a note must be signed by an authority-minister, priest, pastor, rabbi, etc.)
   d. other extenuating circumstances approved by the school administration prior to absence if possible.

2. Unexcused Absences- Absences for any other reason other than those listed above are considered unexcused absences. Examples of unexcused absences may include, but are not limited to, being absent in order to complete homework assignments, term papers, reports, to study for exams, skip out functions, shopping, working on a job, and hairstyling appointments. Such absences are unexcused even with parental permission. **STUDENTS WHO HAVE MORE THAN TEN (10) UNEXCUSED ABSENCES IN A YEAR WILL NOT RECEIVE ANY CREDIT FOR ANY COURSE DURING THAT SCHOOL YEAR.** Make-up work will not be allowed for any unexcused absences. Excuses must be turned in within two (2) days of the absence, or it will be considered an unexcused absence.

   *Note: Students who were ill but do not have a doctor's statement will be allowed to make up work with a note from their parents, but the absence is still considered UNEXCUSED.*

3. If a student misses **more than 3 periods**, he/she will be marked a full day absent. If a student misses **ANY** time (whether 5 minutes or an hour) of 1-2 periods during the school day, he/she is considered ½ day absent. *A period includes classes and approved activities such as Masses, assemblies, and Pep Rallies.

4. Students must attend 3 **FULL classes** to be eligible for extracurricular activities (both practice and games). If a student is not present for the 3 full classes but is present part of the school day and has an ***excused absence*****,** he/she will be eligible for extracurricular activities. If a student becomes ill at school, the Attendance Clerk will notify parents or relatives.

- **Morning Tardy (7:30-7:45) (9:00-9:15 on Thursdays)**

  - Students who are not seated in their first period class by 7:30 a.m. will be sent to the office. Students who arrive any time between 7:30 a.m. and 7:45 a.m. should report directly to the office to obtain a Morning Tardy Slip.
  - For every three (3) MORNING TARDIES, a student will be considered a half day absent. Students will receive a detention on their 5th MORNING TARDY and on every MORNING TARDY thereafter for the remainder of the school year**.**

***THIS DOES NOT START OVER EACH QUARTER or SEMESTER.***

**If a student shows up late for a detention, he or she must make it up in the form of multiple detentions.**

**If a student continues to be habitually late, further disciplinary action will be taken.**

- **Leaving School Early**

  - If it is necessary for a student to leave school for ***any part of the day***, a parent or guardian of the student must speak with the Attendance Clerk. The principal or an assistant principal will then decide if the student may leave the campus. However, students may not sign out during the last period prior to 2:30 p.m. without being considered ½ day absent.

- Students are not allowed to leave campus for lunch unless a designated off-campus lunch has been announced for a particular group. In that case, students must bring a permission slip signed by a parent.

- **Between Class Tardies**

  - Between class tardies are cumulative and will require students to receive a Non-Negotiable Slip and report to the Dean of Students in the library at the **END of the DAY**.

***Students will receive a detention on their fifth class tardy and every tardy thereafter for the remainder of the school year. THIS DOES NOT START OVER EACH QUARTER or SEMESTER.***

**Cafeteria**

- The Federal Lunch Program is provided by the school cafeteria. All students are encouraged to participate. All students bringing lunch to school must abide by the cafeteria regulations. **No student may bring canned soft drinks.** ENERGY DRINKS SUCH AS RED BULL, MONSTER, ROCK STAR, ETC. ARE BANNED FROM THE SCC CAMPUS. Students are expected to dispose of trash properly and leave their areas clean for the students who come behind them. This is nothing more than **COMMON COURTESY**. All students should conduct themselves in a courteous and orderly manner. **STUDENTS ARE NOT ALLOWED TO HAVE FAST FOOD LUNCHES DELIVERED TO THEM. BREAKFAST WILL BE SERVED DAILY.**
- **ALL STUDENTS MUST HAVE HIS/HER NAMETAG ON DURING THEIR LUNCH SHIFT. STUDENTS WHO DO NOT HAVE A NAMETAG MUST GO TO THE END OF THE LUNCH LINE. THEY WILL BE SERVED LAST.**
- Dispose of all food and drink items before entering the school hallway.

**Drinks/Water Bottles**

- Students may bring water bottles or drinking containers of water. Gallon jugs are not allowed. The SCC Dean of Students reserves the right to examine the contents of any water bottle or container.

**Emergency School Closings**

- The following information is given to you in the event that SCC would not have school due to an emergency:
  - When it is announced that all St. John the Baptist Parish schools or all Archdiocesan schools are closed, SCC is automatically included. However, please note that SCC may have asynchronous learning on these days.
  - If any announcement is made on a TV station or another radio station, tune in immediately to our website, check your email, and text messages.

**Fire and Other Special Drills**

- Fire drill evacuation procedures are posted in the hallways, cafeteria, and gym. Lockdowns and shelter in place drills are also conducted. It is the responsibility of each student to become acquainted with these evacuation procedures:
  1. Total silence must be maintained.
  2. Students must move quickly and quietly to designated outdoor areas.
  3. Windows and doors should be closed.
  4. Students are to remain in the designated areas until the “all clear” signal is given.
- Lockdowns and shelter in place drills are also conducted.

**Asbestos Management Plan**

- In accordance with the Asbestos Hazardous Relief Act (AHERA), a management plan has been prepared and approved by the State Department of Environmental Quality (DEQ). This management plan is available for you to review in the office during regular school hours. If you desire a copy of the plan, it will be made available to you at the cost of $5.00 (the cost of reproduction).
- A hypersensitive student registry shall be maintained at St. Charles Catholic High School. This registry shall contain the names of students whose parents have submitted a written statement to the school stating that the student is hypersensitive to pesticides, accompanied by written verification of the hypersensitivity by a licensed physician.

**Lost and Found**

- The Lost and Found area will be located at the reception desk. Articles not claimed will be sold or given to Goodwill.

**Office Services**

- Students may make copies in the library. The office copy machine is not for student use.
- **Transcripts**-One day notice should be given. The first copy is free. One dollar will be charged for each additional copy requested, to be paid in advance.

**Student Drivers**

- If a student has permission to drive to school, he/she must use the school parking area and observe all campus parking regulations. **Once the student arrives on campus, he/she must leave the vehicle at once and may not enter the vehicle again until school dismissal without permission from a teacher or administrator. He also may not leave campus without permission from an administrator once he/she has parked his/her car. This also pertains to students in detention.** The speed limit on campus is 15 MPH. One-way traffic signs must be observed. Students are only allowed to park in the assigned areas and slots. Students are not allowed to double park, block other vehicles, entrance and exit doors, or gates to the school. **Students who do not park in their assigned spots can be given an Office Detention.** Music must be turned down to a reasonable level when arriving to and departing school.

**Car Pool Students and Parents**

- In order to expedite traffic flow in the mornings and afternoons, a traffic plan known as COMETFLOW is in place, which assists in this matter. *Comet flow directions: Any vehicle coming from the east on Dominican Dr. should enter the east entrance and proceed to drop off just past the Memorial Tower. (Five vehicles can let students off at once if the first vehicle pulls up to this point.) Any vehicle coming from the west on Dominican Dr. should enter on Rue DuBourg and use the rear northwestern entrance and proceed along the western parking lot to let students off just past the delivery doors to the cafeteria.*
- Once the student arrives on campus, he/she may not leave the school grounds without permission from a teacher or administrator until school dismissal. This also pertains to students in detention. In the afternoon, students are to wait for their rides in front of the Commons—they are NOT to hang around the front entrance. All car riders must be picked up daily by 3:15 p.m. SCC does not offer after-care. It is imperative that all car riders are picked up by 3:15 p.m. Please note if pickup continues to be a persistent problem, student may be asked to withdraw.

**Textbooks**

- Textbooks should be treated with gentle care and respect. Students should cover each textbook to protect it. The student must pay for damaged or lost books.

**Visitors on Campus**

- All visitors must check in with the front office. This pertains to guest speakers or parents bringing something to school. Students are not to visit with anyone not enrolled in SCC during school hours, including persons passing by in cars and stopping by school, unless permission has been secured from the Principal. Students bringing guests to classes must get permission from the Principal.

**Policy on Married Students, Pregnancies, and Abortion**

- St. Charles Catholic is concerned with the Christian moral development of the individual and of the student body as a whole. In a society, which often undermines Christian values and principles, we strive to provide an atmosphere which stimulates and fosters the growth of these same principles. In view of current social values and the unfavorable statistics regarding young and/or immature marriages, married students will not be admitted to SCC nor may they be maintained on school rolls. Pre-Marital sex is not in keeping with the formative and educational goals of the school. For this reason, if a student becomes pregnant or fathers a child, the school will take every means to encourage counseling, continual education, and direction for the student. In light of Christian values, decisions will be reached in order to assist the girl/boy, ensure the life of the unborn, and minimize the concerns of other students and their parents.
- The school administration will give whatever help is possible for the student to complete his/her education, but the student must assume the responsibility of informing the Principal as soon as the pregnancy is known. The parties may be asked to leave SCC since we do not have sufficient means to provide the added counseling and directions which students need. However, each case will be considered on an individual basis, and solutions will be worked out according to individual needs and situations.
- SCC also emphasizes the value and importance of life. Abortion, being the conscientious and deliberate act to end life, is against the teaching of the Roman Catholic Church and is not acceptable. Students who willfully participate in an abortion must immediately leave SCC. All reasonable attempts will be made to complete their education and to participate in counseling.

**Statement for Same Sex Attraction**

- The Archdiocese of New Orleans respects and follows the teachings of the Catholic Church as we minister to youth who face the complexity of cultural and personal issues of today. As they grow in their understanding of their identity and sexuality, we will provide guidance and parameters founded on the truth that they, as male and female, are created in the image of God and redeemed by Jesus. We will teach respect for the dignity of the human person, recognizing the importance of chastity as we guide our youth in discovering their identity as children of God. We will not tolerate hatred or bullying at any level in our school programs. We set boundaries and policies that help us teach young people to live with relational integrity, showing respect for themselves and one another. Out of respect for the confidentiality of our students and their families, we will not address specific questions regarding a school situation. We will continue to minister to our youth and members of their families during times of struggle as they develop in their understanding of their identity and sexuality.

**Best Practices**

- **Locker Rooms and Restrooms**

  - Locker rooms and restrooms used will be on gender at birth according to one's genetic DNA/make-up. We are created in the image of God. Our dignity in being male or female is both a physical and spiritual reality, which is a reflection of infinite perfection of God.

- **Sleeping Arrangements**

  - Persons may not sleep or room with their boyfriend/girlfriend. Additionally, boys and girls cannot share sleeping quarters when at a hotel, camp, overnight facility. All students must maintain the virtue of chastity and modesty as well so as to avoid scandal and confusion to other students, families and personnel.

- **Public Displays of Affection (PDA)**

  - Including but not limited to holding hands, long embraces, close dancing, and kissing are not to be displayed while in school or on school grounds.

- **Prom/Dances**

  - Students who bring a date must identify this person in advance to personnel. It must be a person of the opposite sex. The only other option to attend the dance is to register as a sole participant. All males and females must follow the dress code maintained by their school entity

- **Dress Code**

  - Boys and girls must wear gender appropriate clothing according to school policies.
  - The administration and faculty will make all final judgments on the appropriateness of questionable attire. It is the student's responsibility to inform his/her date of the dress regulations. Anyone who does not adhere to the regulations will not be admitted into the dance.

All staff and chaperones must be trained to understand the importance of following the dress code and the policies of the school at all school-sponsored events.

Vendors, such as photographers, must be accompanied by at least one adult employee or volunteer who is able to assure the safety of the students and the adherence to school policies.

**The Student Council**

- The Student Council is an organization of official representatives elected by the students to serve the school and the student body. It is the most important student organization; and the respect, understanding, and cooperation of students, faculty, and staff are needed in order for it to function effectively. A president, vice-president, secretary, and treasurer lead the Student Council. These officers, plus the school moderators, comprise the Executive Board. The faculty, class officers, homeroom teachers, and elected school representatives assist them.

**Extracurricular Activities**

- The Principal must approve extracurricular activities, including all fundraising projects. Activity calendar dates must be approved by the Principal and entered before the beginning of each calendar month on the master calendar.

- Before the end of the school year, all clubs will meet with members of the administration to outline plans for the coming year. The following clubs have been approved for the 2026 – 2027 school year:

| | |
|---|---|
| Ambassadors | Music Ministry |
| Art Club | Mu Alpha Theta Math Society |
| Drama Club- Stagehands | National Honors Society |
| Eucharistic Ministry | Retreat Team |
| Fellowship of Christian Athletes | Student Council |
| Gaming Club | World Language Club |
| Generation S.O.S. | Yearbook |

**Inter-scholastic Athletics**

- Students are encouraged to participate in inter-scholastic sports programs. The following sports are offered:

| Girls | Boys | Boys and Girls | |
|---|---|---|---|
| Volleyball | Football | Basketball | Soccer |
| Softball | Baseball | Cross Country | Swimming |
| Starsteppers | Golf | Cheerleaders | Tennis |
| | | Track & Field | |

## 2026- 2027 Technology Policies and Procedures

**Student Guidelines for iPad/MacBook Air Technology Use**

The mission of the Technology Department at St. Charles Catholic High School is to provide a full range of technology services, tools, and experiences to further opportunities for academic excellence, faith development, and leadership. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in school handbooks. It is understood that members of the SCC community will use all types of computing devices and the school network in a responsible, ethical, and legal manner at all times.

The Technology Department will offer elective courses for students who seek advanced technological expertise.

We believe that technology users will develop good technological skills and habits if they are allowed as much freedom as possible to manage their technology in life. On the other hand, technology tools need to be as failsafe and consistent as possible to ensure their productive use in the classroom and for school communication. The IT Department seeks to balance these sometimes-contradictory needs to develop a policy that supports both.

The technology policy contains standards that foster our mission and goals. The policy is revised yearly to reflect any new technology and issues identified in the previous year. Each year all SCC faculty, students, and staff members must read and agree to abide by these standards:

**Network IDs, Passwords, and Security**

Students and faculty will eventually be issued password-protected network, email, and, where applicable, application accounts.

Students are not to change the user name domain or workgroup assigned to their computer. It is the responsibility of each faculty member and student to ensure the confidentiality of his or her password. Users should not select passwords that might be obvious to a potential intruder, such as family members' names or a girlfriend's name. individuals will be held responsible for the information stored or transmitted via their account or equipment even if it resulted from someone else who was given access.

Virus detection and other network security applications are part of the tablet image and must be updated regularly. It is a violation of disciplinary policy for an individual to delete, disable, or prevent updates to these applications.

Individuals are prohibited from any action that will compromise the privacy and/or security of users.

**All storage, network communications, equipment, and software provided by St. Charles Catholic High School remains the property of SCC.** It reserves the right to access any file, email, network transmission, or other information stored on or communicated through this property. We will do so if a compelling reason arises. The individual has no reasonable expectations of privacy. St. Charles Catholic High School retains the right to monitor network activity in any manner it sees fit.

Students must not mark iPads in any way. They should not remove the SCC iPad identification stickers, nor should they place any stickers on the iPads. This is considered a breach of proper use and serious disciplinary action will be taken if any student is in violation.

All MacBooks and iPads must be kept in the school-provided case at all times. No personal cases allowed. The student is responsible for all repair costs.

**NOTE:**

1. School issued apps have been applied to your iPad. Additional apps must be approved by the administration and will be installed by the SCC IT Department. Game apps must not be downloaded on SCC administered iPads.
2. Earphones, earplugs, and any other listening devices are not to be used during school hours unless school personnel have given distinct permission to do so for academic purposes.
3. The screensaver must be appropriate and follow all school guidelines and our Catholic ideology.

**iPad Responsibilities**

It is imperative that each student handles the school assigned iPad with caution, responsibility, and proper care. Any carelessness, abuse, or neglect will be treated with disciplinary measures. If improper care results in harm to an iPad, the student will be held accountable for damages. Individuals are to charge their iPad batteries overnight so they are ready to complete work the next day. Students are required to log on/off the school network every school day and to back up critical files to a network storage on a regular basis. Malfunction of an iPad is not an acceptable excuse for failure to turn in work.

Your iPads should not be put in situations that increase the risk of theft or incidental damage. Your iPads must never be loaned to someone or left unattended/unsecured. During the school day, users must have iPads with them or locked in their school locker (or placed in other designed areas as directed by school officials). iPads should go home with individuals each evening and must not be left at school during vacations. When off-campus, iPads should be stored in a secure, temperature-controlled place.

Your iPads will be pre-imaged with specifically chosen apps designed for your academic use. These will be synced by the SCC technology department personnel only. **UNDER NO CIRCUMSTANCES** should any student re-sync an iPad. A breach of this term will result in **SERIOUS DISCIPLINARY ACTION**. You are encouraged to utilize this valuable resource in such a way as to gain additional academic benefits. It is imperative that you understand the storage limits and do not overload your iPad storage capabilities. If you are in violation of this, you will initially be given a warning and told to correct the problem. If you are in violation after the initial warning, you will face disciplinary action. Downloaded apps should primarily be those geared toward further academic pursuits, rather than personal interests, hobbies, etc.

**IT Help Desk Policies**

Students should report to the front office for any IT help. SCC has contracted a local, Apple Certified, computer and networking repair company (Madere Solutions) to ensure that our students receive the most up-to-date technology offered to them and that these tools are maintained and properly utilized. (See our SCC IT Department page on the school website for more information).

Students must seek help as soon as a problem surfaces with an iPad. Unresolved problems can magnify support issues and cause additional problems to develop. The IT department will conduct random checks to ensure proper condition of devices.

Students are expected to be active participants in problem resolution.

**iPad Insurance**

**It is a requirement of the Archdiocese of New Orleans for SCC to carry insurance coverage on iPads.**

The iPads are covered by the Apple Care + policy. In addition to the terms listed in the iPad User Agreement Forms in the Student Handbook, policy information is available for view at Apple.com.

**Acceptable Behavior Policy**

A St. Charles Catholic student is expected to abide by the technology guidelines set forth by the Archdiocese of New Orleans and our school.

1. Any viewing or sharing of material containing inappropriate content, offensive language, or derogatory rumors/gossip is strictly prohibited, except as expressly authorized in connection with approved curricula and course materials.
2. Any activity, whether utilizing the Archdiocesan Network or other means of electronic communication, which would pose a risk of physical harm to persons or property is prohibited.
3. Privacy of self and others will be protected by not revealing passwords, addresses, or other personal information on the Internet without the guidance of a parent or faculty member.
4. All information and media acquired through the Internet or other information technologies will be documented and properly cited.
5. Certain materials may not be copied or reproduced without the permission of the author. It is the student's responsibility to ascertain whether the use of such materials without permission is covered by lapse of applicable copyrights, the fair use doctrine, or other exceptions.
6. The Archdiocesan network or any data on the network may not be accessed without authorization. This includes, but is not limited to, accessing the network using any account other than a student's own. Doing so will be considered an infraction of the SCC Honor Code.
7. All computing equipment and related resources will be used appropriately and responsibly, with minimal wear and tear. Computer environments will be kept clean and consistent, causing no unnecessary work for others. Valuable resources, including, but not limited to, printer paper and toner, server disk space, and network bandwidth will be conserved as much as possible. Printing, file storage, and data transfer activities will be self-monitored.
8. A St. Charles Catholic student is always a representative of the School. However, SCC acknowledges that electronic communications and internet conduct are the responsibility of the student and his parents/guardians and that this policy does not purport to cover non-campus, non-SCC network communications where there is no association with SCC other than the fact that one or more of the parties to such communication may be a student of St. Charles Catholic High School.
9. St. Charles Catholic encourages students to consider whether their electronic communications, or the contents thereof, may be regarded as offensive, hurtful, or otherwise inappropriate by other students, faculty, or persons associated with or not associated with St. Charles Catholic High School.
10. Students should be mindful of the permanence of many forms of electronic communication. All student communications with employees or other adult supervisors at St. Charles Catholic High School is subject to these policies, no matter the location of such communication.
11. Parents grant permission to and authorize St. Charles Catholic High School to provide live, online instruction by means of an online learning platform chosen by SCC, in lieu of in-person instruction as needed. SCC is prepared to move seamlessly from one mode of learning to another at any given time: traditional, blended, or remote.

Even when a student is not on campus, he or she is expected to abide by the technology guidelines set forth by the school whenever accessing or using Archdiocesan network resources or representing any association with St. Charles Catholic or the Diocese.

**Consequence of Violation**

A student whose behavior or repair record indicates careless use or abuse of iPads/MacBooks or other technical resources, even if repairs are covered by our damage agreement, will be referred to the Dean of Students for disciplinary action. The institution has the right to restrict or terminate network and internet access at any time to protect the integrity of the network or prevent misuse. Consequences of violation include but are not limited to detention, suspension, or revocation of internet access, network privileges, and computer, or iPad access. Other standard disciplinary measures may be applicable to students.

**Conclusion**

It is impossible to cover every situation that will arise and have a guideline in print that will handle it. If a student is involved in a situation that is unacceptable and in opposition to the philosophy and goals of SCC, the situation will be dealt with in as fair and appropriate a manner as possible. THE ADMINISTRATION IS THE ULTIMATE INTERPRETER OF THESE GUIDELINES. The administration also reserves the right to make changes, deletions, or additions to this handbook.

AT SCC, STUDENTS ARE ENCOURAGED TO BECOME RESPONSIBLE MEMBERS OF THE COMMUNITY, DEVELOPING POSITIVE ATTITUDES AND VALUES, INCLUDING A SENSE OF SELF-DISCIPLINE AND RESPECT BOTH FOR THEMSELVES AND OTHERS. IT IS OUR DESIRE THAT CONCERN FOR EACH INDIVIDUAL PERSON WILL BE AN UNDERSTOOD CHARACTERISTIC OF ALL IN THE SCC FAMILY.

The primary criterion of the success of these guidelines will be the willingness of EACH STUDENT to make them work to realize that each person here has a responsibility to every other person and to the community as a whole.

**Please understand that signing the acknowledgement form at the end of this handbook signifies that you have also received, read, SUPPORT, and agree to abide by and follow these Technology Policies and Procedures of St. Charles Catholic High School and the Archdiocesan Internet Policies and programs.**

# SCC's Student Artificial Intelligence (AI) Policy

This policy document outlines St. Charles Catholic High School's institutional stance on AI usage, rules for acceptable AI usage, and consequences for misuse of AI tools.

## Student Rules for the Use of AI Tools

I agree to the following rules regarding the use of artificial intelligence (AI) tools in connection with schoolwork:

1. I will only use AI tools in ways that support the purpose of the assignment and my personal growth, not to replace my own thinking or substitute my own ideas.
2. I will use AI tools responsibly, avoiding content or actions that could cause emotional or reputational harm to myself or others.
3. I will not share personal, sensitive, or confidential information with AI tools unless directed to do so in a secure, school-approved platform under teacher or counselor supervision.
4. I will only use AI tools for school assignments or assessments when given permission by my teacher.
5. I may use AI outside of class to support my understanding, but I will never use it to complete or to submit work without approval from my teacher.
6. I will be honest about when and how I use AI in my schoolwork.
7. I will follow my teacher's directions on how to cite AI and will carefully check the content for accuracy and appropriateness if I use AI to assist with an assignment.
8. I will ask my teacher before using AI if I am unsure whether AI is allowed or appropriate for an assignment.
9. I understand that AI may provide inaccurate or biased results, and I will use it carefully and critically. I take full responsibility and ownership of all the work that I turn in.
10. I will not use AI carelessly or without purpose. I understand that AI tools require significant energy and resources to operate, and I will use them thoughtfully, respecting both the task at hand and our responsibility to care for God's creation.
11. I understand that this policy may be updated as technology and school practices change, and I will follow any new guidelines shared with me by teachers or school leaders.

## Academic Integrity and AI Misuse

SCC will put forth extra effort to ensure that students uphold the school code of academic integrity during the course of the school year. Whenever a student signs his/her name to an assignment, it is understood that they agree to uphold the academic integrity of SCC by choosing to complete the assignment without cheating in any way.

Additionally, students should only use AI tools responsibly to enhance their learning and understanding (i.e. brainstorming, researching, and refining writing). However, students must ensure that their work remains authentic and reflects their own understanding and creativity. Using AI to generate entire essays, plagiarize content, or bypass the learning process is strictly prohibited. The goal is to use AI as a supplementary resource that supports learning, not as a replacement for personal effort and academic integrity.

Misuse of AI in academic work is considered a violation of academic integrity and will be addressed by the school administration and faculty, resulting in disciplinary action. School administration and faculty will decide on the consequences of AI misuse. St. Charles Catholic has a ZERO tolerance policy on academic dishonesty.

By annually signing the Handbook Agreement form, each student agrees to this policy. A copy will be kept on file for the school year.

**St. Charles Catholic Handbook Agreement**

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

**POLICY ON PUBLIC/COMMUNICATION RELEASE**

By signing the acknowledgement below, I agree that, for the 2026-2027 school year, the name, voice and/or likeness of my child (children), a student(s) at St. Charles Catholic may be used in any publications, audiovisuals, and other electronic transmissions issued by employees or designees at St. Charles Catholic High School or members of the media with permission of officials from schools or offices within the Archdiocese of New Orleans School System. These informational items may include, but are not limited to, photographs, videotapes, live broadcasts, sound recordings, and/or electronic transmissions related to school activities.

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

_____ _____

**Student's name (Print)** **Grade level**

_____ _____

**Student's Signature** **Date**

_____ _____

**Parent's name (Print)** **Date**

_____ _____

**Parent's Signature** **Date**

***PRINT, SIGN, AND RETURN THIS FORM ON RETREAT DAY***

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

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

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

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

_____ _____

STUDENT'S NAME & GRADE PARENT'S SIGNATURE

***This form should be returned on Book Day.***

---

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

**Denial of Access to Military Recruiters Opt-Out Form**

TO: _____, Principal

_____High School:

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

Signature of student or parent: _____

Printed Name of signing student or parent _____

Date: _____

## Transcript Consent Form

**If your child is entering St. Charles Catholic as a *new student* for the 2026–2027 school year it is your responsibility to read, sign and return the Transcript Consent Form on the next page.**

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

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

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

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

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

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

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

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

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

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

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

LDE and OTS will not have access to students' personally identifiable information to facilitate this process.
**If you do not consent to the disclosure of your child's data to LOSFA and to postsecondary Institutions, the evaluation of your child's eligibility for TOPS and for admission to college will be delayed until the information necessary to make a determination is provided.**

---

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

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

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

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

**St. Charles Catholic High School**
**2026-2027 MacBook Air Acceptable Use Agreement Form**

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

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

_____ understand that in order for my son/daughter
Name of student printed
to receive a MacBook Air, I must agree to the personal responsibility terms below. My signature also confirms that I have read and/or understand and accept all guidelines in the Technology Policies and Procedures as they are outlined in the 2026-2027 SCC Student Handbook. This includes my personal responsibility for payment of damages for the following:

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

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

_____ _____
Signature of parent/guardian Date

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

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

_____ _____ _____
Signature of student Date Grade

NOTE:

1. School issued apps have been applied to your MacBook Air. Additional apps must be approved by administration and will be installed by the SCC IT Department. Game apps must not be downloaded on SCC-administered MacBook Airs.
2. A custom school desktop background has been preloaded on your MacBook Air. This desktop background must remain on SCC administered MacBook Air and may not be changed. Failure to comply will result in disciplinary action.
3. Earphones, earplugs, and any other listening devices are not to be used during school hours unless school personnel have given distinct permission to do so for academic purposes. If permission is granted, use is limited to the classroom.
4. Excessive physical damage, including catastrophic damage due to liquid contact or submersion, or damage caused by the presence of hazardous materials. Devices modified by unauthorized service providers are not covered by the repair cost listed above. Full replacement cost will be assessed.

# 2026-2027 iPad ACCEPTABLE USE AGREEMENT FORM

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

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

_____ understand that in order for my son/daughter
**Name of student printed**

to receive an iPad, I must agree to the personal responsibility terms below. My signature also confirms that I have read and/or understand and accept all guidelines in the Technology Policies and Procedures as they are outlined in the 2026-2027 SCC Student Handbook. This includes my personal responsibility for payment of the following:

- **$55 - Deductible cost must be paid prior to receiving a replacement iPad.**
  (This $55 deductible applies to the 1st and 2nd break only. In the event your child's iPad is damaged more than twice, you are responsible for full cost of repair/replacement. Another iPad will be provided to your child after the deductible is paid.)
- **Up to $100 - Replacement costs of school-issued covers if they are lost or damaged.**
- **$20 - Replacement cost of Apple 20W USB-C Power Adapter if lost or damaged.**
- **$20 – Replacement cost of USB-C to Lightning Cable (1 m) if lost or damaged.**
- **Damaged iPads must be presented to the IT Help Desk as soon as damage is discovered.**
  (Disciplinary action will be taken if a student's iPad is discovered broken and he/she has not taken corrective action as soon as possible.)

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

_____ _____
**Signature of parent/guardian** **Date**

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

I have received. **____ iPad ____ Cover ____ Charger ____ USB Cord**

_____ _____ _____
**Signature of student** **Date** **Grade**

**NOTE:**

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