TEURLINGS CATHOLIC HIGH SCHOOL

STUDENT AND PARENT HANDBOOK

2026 - 2027

TEURLINGS CATHOLIC HIGH SCHOOL DEVELOPS EACH INDIVIDUAL'S ABILITY
TO CHANNEL HIS SPIRIT FOR THE GLORY OF GOD

Approved by
Louisiana State Department of Education
Diocese of Lafayette

§

Accredited by
The Catholic University of America - Lumen Accrediation

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139 Teurlings Drive
Lafayette, Louisiana 70501

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Member of
National Catholic Educational Association
Association for Supervision and Curriculum Development
National Association of Secondary School Principals
Louisiana Association of Principals
Louisiana High School Athletic Association

§

Ms. Lauren Schomaker, Principal
Mrs. Stacy Freeman, Assistant Principal
Mrs. Emily Lancon, Assistant Principal
Mr. Matthew McClure, Assistant Principal

§

Teurlings Catholic High School admits male and female students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on any national or ethnic basis in administration of the school's educational policies, scholarship and financial aid programs, athletics, or any other school-administered program.

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Teurlings Catholic High School is an Equal-Opportunity Employer

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FORWARD

The regulations and other provisions outlined in this handbook are a material condition of the contractual agreement between Teurlings Catholic High School and each student enrolled in the school. In developing the rules and policies for Teurlings Catholic High School, the administration has tried to anticipate as many problems as possible. But as new and unusual situations may arise, the principal will have the authority to use discretion in whatever circumstances the handbook rules do not precisely apply.

Although Teurlings is a Catholic school under the auspices of the Diocese of Lafayette, students of any religion are admitted. Discrimination on the basis of religion, race, national or ethnic origin is not shown to anyone in the administration of educational policies, admissions, financial aid programs, athletics and other school administered programs.

This handbook is designed to serve several important purposes:

- It provides a handy source of virtually all the basic information the student needs for carrying out his or her course of study and extracurricular activities.
- It serves as an official source of school policies and requirements for participation in academic, extracurricular, and social activities at Teurlings Catholic High School.
- The handbook is useful to parents by providing information to enable them to assist and support their child's efforts and activities.
- The handbook identifies the school's administration and staff with their respective functions. Thus, both students and parents may determine more readily which administrative, faculty, or staff members they may need to contact for specific purposes.

PLEASE NOTE CAREFULLY

The Teurlings Catholic High School principal, with the approval of the Advisory Council, reserves the right to amend this handbook for a cause that, in judgment, is just. If changes are made, all parents will be sent prompt notification. In this handbook, wherever the term "parent(s)" is used, "parent(s) or guardian(s)" is implied.

PARENT COOPERATION STATEMENT

An integral part of the educational philosophy of Teurlings Catholic High School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community. While Teurlings Catholic High School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, Teurlings Catholic High School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. Teurlings Catholic High School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled. Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

MISSION STATEMENT

Teurlings Catholic develops each individual's ability **T**o **C**hannel **H**is **S**pirit for the glory of God.

Revised 9/2006

TEURLINGS CATHOLIC HIGH SCHOOL

Our Values

COMMUNION

"Jesus is the source of our unity"
1 COR 12:12

- *Communion with God and others*
- *Eucharistic*
- *United in Christ*
- *Authentic friendships*
- *Every person seen, known and loved*
- *Family-oriented*

VIRTUE

"Jesus is the perfection of virtue"
PHIL 4:8

- *Moral and theological virtues*
- *Interior strength*
- *Good sportsmanship*
- *Passion for excellence*
- *Docile to the Holy Spirit*
- *Respectful, responsible, professional*

TRUTH

"Jesus is the truth"
JOHN 14:6

- *Belief in objective truth*
- *Faithful to Jesus and the Church*
- *Integrating faith and reason*
- *Speaking truth with charity*
- *Lifelong learners*
- *Intellectual curiosity*

MERCY

"Jesus is the face of mercy"
MATT 25:40

- *Corporal and spiritual works of mercy*
- *Servant leadership*
- *Kindness and compassion*
- *Generosity*
- *Attentive to the suffering*
- *Quick to forgive*

PROFILE OF A
TCHS GRADUATE

By graduation, TCHS students should become committed disciples of Jesus Christ who channel His spirit for the glory of God. In particular, they should be:

Joyful in Communion
Building lifelong friendships rooted in Christ and His Church

Anchored in Truth
Ready to think critically in college and through life

Strong in Virtue
Striving for excellence with passion and integrity

Motivated by Mercy
Quick to serve others with empathy and kindness

What does this look like practically?

Joyful in Communion
- *Students have a personal relationship with Jesus Christ*
- *Students are active participants in the Catholic Church*
- *Students have a reverent devotion to the Eucharist*
- *Students have healthy, authentic friendships*
- *Every student is known, seen, and loved on campus*
- *Students are holistically formed socially, emotionally, and spiritually*

Anchored in Truth
- *Students are able to integrate faith and reason*
- *Students are well prepared for college and/or technical training*
- *Students are intellectually adept and culturally agile*
- *Students can articulate and defend the teachings of the Church*
- *Students can effectively and charitably dialogue*
- *Students develop a true love for learning*

Strong in Virtue
- *Students understand and live out the cardinal and theological virtues*
- *Students do the right thing even when no one is watching*
- *Students learn to be humble, rather than self-centered*
- *Students passionately pursue excellence in all things*
- *Students have great sportsmanship as athletes and as fans*
- *Students are respectful, responsible, and professional*

Motivated by Mercy
- *Students practice the corporal and spiritual works of mercy*
- *Students seek first to serve, rather than to be served*
- *Students are attentive to the suffering*
- *Students are generous with their time, energy, and resources*
- *Students are quick to apologize and quick to forgive*
- *Students regularly receive the sacrament of reconciliation*

ALMA MATER

The TCHS Alma Mater was written by 1971 Teurlings Catholic graduate Constance Koury. The melody for the Alma Mater is based on the song, "Turn Around Look at Me," by The Vogues 1968.

You have given a path we can follow
Loving all, loving God.
You have guided our goals and our morals
Needing one, needing all.
Teurlings' spirit will live forever
Its love will bring us life.
We needed something to love and guide us
Bring us faith, bring us joy.

You are that something to love and guide us
Something safe, something sure.
You are always right behind us
Teurlings drive, Rebel fight.
Oh, our memories will live forever
And our gains will all shine through.
You are that something to always guide us
Turn around! You'll be there

SCHOOL CREST/REBELS FOR CHRIST MASCOT

In 2018, Teurlings Catholic High School, assisted by Lafayette based branding and advertising agency brandRUSSO, concluded a complete rebranding of the school's identity system. Led by our mission "to develop each individual's ability To Channel His Spirit for the glory of God", our team set out to update and unify our brand in order to better position our school for continued growth.

One of the primary goals with this initiative was not to change the identity, but rather evolve it in a way that maintains the history and character of its past. In addition, we wanted to unify our brand, both internally and externally, and better represent our Catholic faith, whether it be through academics, clubs and organizations or athletics.

A new insignia was created to represent the school in honor of its founder, Reverend Monsignor William J. Teurlings. The visual representation of the school became a custom cross with Rebels for Christ inscribed on a ribbon, to better symbolize the school's Catholic faith. As Rebels for Christ, we are proud to show our love for God at Teurlings and remain grateful for all of the many blessings we have received over the years. We are reminded of these blessings, and just how far we have come since Msgr. Teurlings helped establish Teurlings in 1955.

Thank you to everyone who has helped make Teurlings what it is today, as well as each student that currently or has once called Teurlings home.





Teurlings Catholic High School Crest:

- The **Lamp** represents truth and wisdom.
- The **Open Book** denotes the quality education that Teurlings Catholic provides.
- The **Gavel** symbolizes law and order and divides the shield into quadrants.
- The **Wing Foot** represents athletics and skill.
- The **Cross with Crown** symbolizes religion surrounded by branches of remembrance.
- The **Mantling** is ornamental and decorative to the crest.
- The **Scroll** on the ribbon carries the name Teurlings Catholic and the year it was established.

BOARD OF PASTORS

Teurlings Catholic High School is a high school of nine parishes: Our Lady of the Assumption, St. Bernard, St. Charles Borromeo, St. Elizabeth Seton, St. Genevieve, St. Leo the Great, St. Patrick, St. Peter Roman Catholic, and Sts. Peter and Paul. These parishes own and operate Teurlings Catholic High School. The Pastors of these parishes form a Board, which advises one of their members designated and appointed by the Bishop of Lafayette as Chancellor, in the ecclesiastical administration of the school. The Chancellor, counseled by the Board of Pastors and responsive to the Board in business which involves parish funds, is Pastor of Teurlings Catholic High School. The Chancellor is present to the Teurlings Catholic Advisory Council, but not as a member. The Advisory Council is advisory to the Chancellor. Policies formulated by and emanating from the Teurlings Catholic Advisory Council becomes effective by ratification of the Chancellor.

Chancellor	Reverend Kyle White (TCHS '09)	St. Leo the Great, Lafayette
Co-Owner Pastors	Reverend Travis Abadie	St. Elizabeth Seton, Lafayette
	Very Reverend Monsignor Ron Broussard	Our Lady of the Assumption, Carencro
	Reverend Chris Cambre	St. Peter Roman Catholic, Carencro
	Reverend Mark Derise	Sts. Peter and Paul, Scott
	Reverend Joshua Guillory	St. Patrick, Lafayette
	Reverend Aaron Melancon	St. Charles Borromeo, Grand Coteau
	Reverend Garrett McIntyre	St. Bernard, Breaux Bridge
	Reverend Brian Taylor	St. Genevieve, Lafayette
Chaplain	Reverend Reed Bellingham	St. John Francis Regis, Arnaudville St. Catherine of Alexandria, Arnaudville

TEURLINGS CATHOLIC HIGH SCHOOL

ADMINISTRATIVE TEAM

Lauren Schomaker Principal Appointed 2005, 2017, 2024, 2026	M.Ed.	University of Louisiana-Lafayette	lschomaker@tchs.net Ext. 233
Stacy Freeman Assistant Principal Appointed 1991, 2017	M.Ed.	University of Southwestern Louisiana	sfreeman@tchs.net Ext. 103
Emily Lancon '04 Assistant Principal Appointed 2010, 2021	M.Ed.	Northwestern State University	elancon@tchs.net Ext. 102
Matthew McClure Assistant Principal Appointed 2026	M.A.T.	Northwestern State University	mmcclure@tchs.net Ext. 104

ADMINISTRATIVE ASSISTANTS/DIRECTORS

Dexter Bergeron	Systems Director	Appointed 2012	dbergeron@tchs.net	Ext. 221
Leslie Bergeron	Director of Technology	Appointed 2006	lbergeron@tchs.net	Ext. 220
Lori Beslin	Registrar	Appointed 2012	lbeslin@tchs.net	Ext. 244
Tisha Collado	Administrative Assistant	Appointed 2003	tcollado@tchs.net	Ext. 261
Brittni Vitte '06	Receptionist	Appointed 2021	blvitte@tchs.net	Ext. 100

ADVANCEMENT

Reagan Richard '12	Director of Advancement & Marketing	Appointed 2025	rbrichard@tchs.net	Ext. 128
Elizabeth Swilley '97	Director of Community Engagement	Appointed 2025	eswilley@tchs.net	Ext. 242
Lyndsey Cortez '05	Director of Athletic Marketing	Appointed 2022	lcortez@tchs.net	Ext. 101
Tiffany Parks '98	Director of Admissions/Public Relations	Appointed 2003	tparks@tchs.net	Ext. 112

ATHLETICS

Joe Heintz '92	Athletic Director	Appointed 2024	jheintz@tchs.net	Ext. 110
Denee Simon	Administrative Assistant for Athletics	Appointed 2024	dsimon@tchs.net	Ext. 115

CAFETERIA

Connie Pitre	Manager	Appointed 2017

FINANCE

Haley Emonet	Business Manager	Appointed 2024	hemonet@tcsh.net Ext. 109
Joanne Briley	Accounting Assistant	Appointed 2024	jbriley@tchs.net

GUIDANCE

Dawn Aucoin '88	M.Ed.	University of Louisiana-Lafayette	Appointed 1997	daucoin@tchs.net Ext. 114
Karlyn Eddy '18	M.S.	University of Louisiana-Lafayette	Appointed 2026	keddy@tchs.net Ext. 216
Anna Proctor '82	M.Ed.	University of Southwestern Louisiana	Appointed 1986	aproctor@tchs.net Ext. 108

INDIVIDUALIZED STUDENT NEEDS

Michelle Bernard	ISN Proctor	Appointed 2019	mbernard@tchs.net Ext. 119
Lauren Schomaker	Director - ISN	Appointed 2005, 2017, 2022	lschomaker@tchs.net Ext. 233

LIBRARY

Carrieanne Ledet	M.A. University of Phoenix	Appointed 2008, 2021	cledet@tchs.net Ext. 107

MAINTENANCE

Danny Landry	Director of Maintenance	Appointed 2022
Brian Bolner	Maintenance	Appointed 2007
Alexander Cleveland	Maintenance	Appointed 2019
Kermit Glover	Maintenance	Appointed 2023

SCHOOL NURSE

Amanda Camel '03	School Nurse	Appointed 2024	acamel@tchs.net	Ext. 111

SCHOOL RESOURCE OFFICER

Toby Trosclair '85	School Resource Officer	Appointed 2025

SPIRITUAL FORMATION

Olivia Laborde	Director of Spiritual Formation M.A. Augustine Institute	Appointed 2017, 2024	olaborde@tchs.net
Heather Fasnacht	Director of Campus Ministry M.A. J.P.G. Catholic University	Appointed 2016, 2025	hfasnacht@tchs.net

ENGLISH

Nicole Blazek, Chair	B.A.	University of Louisiana-Lafayette	Appointed 2006	nblazek@tchs.net
Dawn Carriker	M.Ed.	University of Louisiana-Lafayette	Appointed 2023	dcarriker@tchs.net
Matthew Deaville	B.A.	University of Louisiana-Lafayette	Appointed 2021	mdeaville@tchs.net
Emma Hamner	B.S.	University of Louisiana-Lafayette	Appointed 2025	ehamner@tchs.net
Victoria Harrelson	B.A.	University of Louisiana-Lafayette	Appointed 2024	vharrelson@tchs.net
Avery Hebert '19	B.A.	University of Louisiana-Lafayette	Appointed 2024	aghebert@tchs.net
Katherine Lejeune	M.A.	University of Louisiana-Monroe	Appointed 2026	klejeune@tchs.net
Katherine Movassaghi	Ed.D	University of Louisiana-Lafayette	Appointed 2026	kmovassaghi@tchs.net
James Smith '16	M.A.	University of New Orleans	Appointed 2025	jsmith@tchs.net

FINE ARTS

Holly Tracy, Chair	B.S.	Louisiana State University	Appointed 2015	htracy@tchs.net
Dawn Carriker	M.Ed.	University of Louisiana-Lafayette	Appointed 2023	dcarriker@tchs.net
Matthew Deaville	B.A.	University of Louisiana-Lafayette	Appointed 2021	mdeaville@tchs.net

FOREIGN LANGUAGE

Pilar Burson, Chair	B.S.	University of Southwestern Louisiana	Appointed 2001	pburson@tchs.net
Celeste Broussard	B.A.	University of Southwestern Louisiana	Appointed 2023	cbroussard@tchs.net
Meredith Hebert	B.S.	University of Louisiana-Lafayette	Appointed 2009	mhebert@tchs.net
Anita Huval	M.A.	Middlebury	Appointed 2026	ahuval@tchs.net

MATHEMATICS

Danielle Farris, Chair	B.S.	Louisiana State University	Appointed 2015	dfarris@tchs.net
Emily Coleman	B.S.	University of Louisiana-Lafayette	Appointed 2022	ecoleman@tchs.net
Callie Gautreaux '01	B.S.	University of Louisiana-Lafayette	Appointed 2025	cgautreaux@tchs.net
Alexander Lear	M.S.	University of Louisiana-Lafayette	Appointed 2023	alear@tchs.net
Denise Lotief	M.A.+30	University of Louisiana-Lafayette	Appointed 2025	dlotief@tchs.net
Gabrielle Mathews '16	B.S.	University of Louisiana-Lafayette	Appointed 2020	gmathews@tchs.net
Sydney Menard	B.S.	McNeese State University	Appointed 2025	smenard@tchs.net
Holly Trahan	M.Ed.	Louisiana State University	Appointed 2026	htrahan@tchs.net

PHYSICAL EDUCATION

Jake Dueitt '98, Chair	B.S.	University of Louisiana-Lafayette	Appointed 2004	jdueitt@tchs.net
Pilar Burson	B.S.	University of Southwestern Louisiana	Appointed 2001	pburson@tchs.net
Lauren Carrigee '02	B.A.	Louisiana State University	Appointed 2012	lcarrigee@tchs.net
Michael Courville '14	M.B.A.	University of Louisiana-Lafayette	Appointed 2025	mcourville@tchs.net
Alyssa Credeur '04	B.A.	University of Louisiana-Lafayette	Appointed 2021	acredeur@tchs.net
Andrew Hebert '09	B.S.	University of Louisiana-Lafayette	Apppointed 2018	ahebert@tchs.net
Terry Hebert	B.S.	University of Louisiana-Lafayette	Appointed 2005	thebert@tchs.net
Zach LaFleur '14	M.S.	University of Louisiana-Lafayette	Appointed 2026	zlafleur@tchs.net
Kelly LaMaison	B.S.	University of Louisiana-Lafayette	Appointed 2016	klamaison@tchs.net
Lane Landry	B.S.	University of Louisiana-Lafayette	Appointed 2026	llandry@tchs.net
Michael Lemoine	B.A.	University of Louisiana-Lafayette	Appointed 2021	mlemoine@tchs.net
Mike Richard	M.S.	University of Louisiana-Lafayette	Appointed 2025	mrichard@tchs.net
Robbie Richard '96	B.S.	University of Louisiana-Lafayette	Appointed 2002	rrichard@tchs.net
Bart Vitte	B.A.	University of Louisiana-Lafayette	Appointed 2018	bvitte@tchs.net

SCIENCE

Kasie Dugas '10, Chair	M.S.	Louisiana State University	Appointed 2016	kdugas@tchs.net
	M.Ed.	Louisiana State University		
Beatrice Aex	B.S.	University of Louisiana-Lafayette	Appointed 2024	baex@tchs.net
Chasity Berard	B.S.	University of Louisiana-Lafayette	Appointed 2019	ckaiser@tchs.net
Jade Daigle '06	B.S.	Arizona State University	Appointed 2022	jdaigle@tchs.net
Terry Hebert	B.S.	University of Louisiana-Lafayette	Appointed 2005	thebert@tchs.net
Janie Lalonde	B.G.S.	University of Louisiana-Lafayette	Appointed 2025	jlalonde@tchs.net
Alexander Lear	M.S.	University of Louisiana-Lafayette	Appointed 2023	alear@tchs.net
Joy LeBlanc	B.S.	University of Louisiana-Lafayette	Appointed 2020	jleblanc@tchs.net

SOCIAL STUDIES

Craig Wall, Chair	B.A.	University of Louisiana-Lafayette	Appointed 2013	cwall@tchs.net
Mallory Allbritton	M.A.	Louisiana Tech University	Appointed 2015	mallbritton@tchs.net
Elizabeth Boyd	M.Ed.	Northwestern State University	Appointed 2006	lboyd@tchs.net
Lauren Carrigee '02	B.A.	Louisiana State University	Appointed 2012	lcarrigee@tchs.net
Vickie Hebert	B.A.	University of Louisiana-Lafayette	Appointed 2024	vhebert@tchs.net
Zach LaFleur '14	M.S.	University of Louisiana-Lafayette	Appointed 2026	zlafleur@tchs.net
Michael Lemoine	B.A.	University of Louisiana-Lafayette	Appointed 2021	mlemoine@tchs.net
Candace Plauche'	B.S.	University of Louisiana-Lafayette	Appointed 2022	cplauche@tchs.net
Robbie Richard '96	B.S.	University of Louisiana-Lafayette	Appointed 2002	rrichard@tchs.net
Bart Vitte	B.A.	University of Louisiana-Lafayette	Appointed 2018	bvitte@tchs.net

RELIGIOUS STUDIES

Heather Fasnacht	M.A.	J.P.G. Catholic University	Appointed 2016, 2025	hfasnacht@tchs.net
Anndrea Guilbeau	B.A.	University of Louisiana-Lafayette	Appointed 2026	aguilbeau@tchs.net
Melissa Huval '96	B.S.	University of Louisiana-Lafayette	Appointed 2022, 2025	mhuval@tchs.net
Sarah Joubert '20	B.A.	Univeristy of Louisiana-Lafayette	Appointed 2026	sjoubert@tchs.net
Ryan Thibodaux	M.A.	Notre Dame Seminary	Appointed 2025	rthibodaux@tchs.net
Martha Trahan '09	B.S.	Louisiana State University at Alexandria	Appointed 2023	mtrahan@tchs.net
Quinn Viator	B.S.	University of Louisiana-Lafayette	Appointed 2023, 2025	qviator@tchs.net
Darby Wilson	B.A.	Auburn University	Appointed 2025	dwilson@tchs.net

TCHS ADVISORY COUNCIL

The Teurlings Catholic Advisory Council conducts open meetings on the second Wednesday of each month in the Teurlings Catholic Library. Individuals wishing to place items on the agenda must submit their information to the Advisory Council Chair ten (10) days prior to the meeting.

2026-2027 Council Members

Brent Benoit '97
Misty Marshall
Andrea Potier
Tommy Dean '95
Andre Williams - Chair
Anne Catrou
Tanya Zeringue
Steve Dupuis
Ben Miller
Angelica David

ADMISSIONS POLICY

Teurlings Catholic High School (TCHS) strives to provide its students with both a superior education and an appreciation for the values of the Christian heritage into which they are baptized. Thus, every applicant to TCHS is deserving of serious consideration as a potential recipient of our best efforts toward Catholic Christian education. However, the physical facilities and the design of the curriculum impose upon admissions personnel duties to accept, out of a sense of justice, students who demonstrate the ability and desire to achieve while pursuing an education at TCHS.

TCHS admits students of any race, or gender to all the rights, privileges, programs, and activities generally made available to students at the school. TCHS does not discriminate on the basis of race, religion or gender, the administration of its educational policies, admission policies, scholarship and financial aid programs, athletics, and other school administered programs.

All first-time TCHS students will be admitted on academic and behavioral probation for the first year. During the first year, students who fail to exhibit appropriate, acceptable behavior will not be allowed to continue their education at TCHS. Academically, a student must demonstrate a satisfactory degree of progress in all course work in order to continue.

The admissions committee will base its consideration for selection using the following criteria: past and current report card evaluation, standardized test score review, behavioral consideration, priority ranking as described in "Priority Points System" and other relevant information.

Admissions Points Structure

Rationale: Applications for admission to TCHS are made available in January of each year. Applications are based on a fair and impartial points system based on a variety of factors. Points earned by each applicant are held in confidence by TCHS Administration and Admissions Office. Should a student fail to file his or her application within the deadline or fail to register at the time of in-house registration, the applicant loses his or her status and is placed after those on the wait list.

The following church parishes are members of the Teurlings Catholic Corporation. The pastors of these parishes serve on the Board of Pastors of Teurlings Catholic High School:

Our Lady of the Assumption, Carencro
St. Bernard, Breaux Bridge
St. Charles Borromeo Church, Grand Coteau
St. Elizabeth Seton, Lafayette
St. Genevieve, Lafayette
St. Leo the Great, Lafayette
St. Patrick, Lafayette
St. Peter, Carencro
Sts. Peter and Paul, Scott

The following are official feeder schools of TCHS:

Carencro Catholic, Carencro
Holy Family, Lafayette
St. Bernard Elementary, Breaux Bridge
St. Genevieve Middle School, Lafayette
St. Ignatius School, Grand Coteau
Sts. Leo-Seton Elementary, Lafayette
Sts. Peter and Paul, Scott

Point System

Priority points are determined by a variety of factors:

- Alumni of TCHS who are parents of applicants
- Years of attendance at official feeder schools
- Level of family involvement within our owner church parishes
- Years of attendance at non-feeder Catholic schools
- Level of family involvement in other Catholic (non-owner) church parishes
- Siblings of TCHS students, legacies, and direct third generations
- Behavior and school discipline records
- Academic grades and standardized test scores
- Level of involvement with extracurricular activities

Withdrawals

Parents wishing to withdraw their child after the enrollment process should make the request by contacting the Registrar, Mrs Lori Beslin, at lbeslin@tchs.net, or 337-235-5711 ext. 244, to initiate the withdrawal process. This process will take a minimum of two full school days. Records will be withheld until tuition and other outstanding balances or debts are cleared.

Readmit Process

If a student is asked to leave TCHS because of academic or disciplinary problems, he or she will not be allowed to reapply for at least one calendar year. The student may reapply for admission after one calendar year. If he or she leaves for other reasons, readmission will be contingent on available space at the time he or she wishes to be readmitted to TCHS. The student must then follow prescribed admission procedures. No student, who because of academic reasons, is ineligible to return to his or her former school or who has a history of suspensions, or serious behavior problems will be readmitted to TCHS.

TUITION AND FEES POLICY

Registration Fee

The registration fee for both new and returning students must be paid online upon submission of the online enrollment packet in March of each year. The registration fee is **NON REFUNDABLE**.

Tuition/School Fees

Tuition and other related school fees must either be paid in full by the designated date (June of each year) or by an installment plan through FACTS Tuition Management. **Families of new students will be required to sign up for a FACTS payment plan during the online enrollment process, regardless of their plans to pay in full or finance tuition.** Tuition and other related fees for returning students will be billed to the FACTS account of the financially responsible parent/guardian no later than March 31 of each year. Detailed information, including the payment deadline to avoid interest charges, will be available at the time of registration (in the spring of each year). Additional, optional charges depend on the degree to which the student is involved in extracurricular activities. Lunch is additional and optional. The cafeteria lunch program is described at the end of this section.

In the event of a natural disaster, disease outbreak or any other circumstances, which, in the judgment of the school administration, make it is infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

Financial Assistance

TCHS offers limited financial assistance to those families meeting the criteria established by the TCHS Advisory/Financial Assistance Committee. Applications are processed and managed through FACTS Management Company. Information pertaining to other scholarship opportunities can be found here.

The following guidelines are applicable to the grant program:

- The student must maintain a minimum GPA of 1.7. If, after the completion of one year, the student fails to maintain a 1.7 GPA, he or she will not be eligible for a grant the following year.
- The Administration and Chancellor will review the student's academic record and evaluate effort, attitude, discipline and attendance.
- It is the responsibility of each grant student and his or her parents to insure that all requirements of the grant program are met.
- Financial Assistance is yearly, and must be reapplied each year during enrollment/registration.

School Fees

All fees are paid at the time of registration or will be included in the monthly installments.

Delinquent Tuition and Fees Policy

In the event a payment under a monthly tuition plan is delinquent (one month in advance) to TCHS, the following options rest with the school:

1. A late fee of $20 will be assessed once the account is 10 days past due.
2. Locking Family Portals for the student and parents after 30 days past due.
3. Requiring a mandatory meeting with parents, members of administration, the business manager and possibly the Chancellor.
4. Prohibiting participation in extracurricular activities and sports after 30 days past due.
5. Students with accounts 90 days past due will result in dismissal from TCHS.
6. All accounts must be current in order for a student to take mid-term or final examinations.
7. No official transcript of credits will be forwarded or released until the following requirements are met:
    a. All tuition and fees are paid in full
    b. All library fees are paid in full
    c. The student has returned uniforms and/or equipment, which are the property of TCHS
8. Any additional costs of collecting tuition and fees incurred by TCHS, including but not limited to attorney's fees and collection fees, shall be paid as additional tuition.

Return Check Policy

Any and all checks returned to the school for insufficient funds, account closed, etc., will incur a $20.00 handling fee due to TCHS.

Tuition Refund Policy

Tuition will be refunded on a quarterly basis. The registration fee is non-refundable in any case. **SCHOOL FEES, INCLUDING SENIOR FEES, CANNOT BE REFUNDED AFTER THE FIRST DAY OF THE SCHOOL YEAR.**

CAFETERIA LUNCH PROGRAM

TCHS operates its cafeteria under the direction of the Diocesan School Food Service. Meal tickets may be purchased online at www.myschoolbucks.com or from the TCHS Cafeteria Manager. TCHS' School Nutrition Program is computerized. Each student enrolled in the school will be given a food service identification (ID) number. This will be your food service ID number as long as the student attends TCHS.

Prior to, or on the first day of school, students who plan to eat in the cafeteria should establish a food service account, i.e., prepay money into the account just as if they were purchasing a meal ticket. It is suggested that students prepay for 20 days ($30) as if a monthly meal ticket were being purchased. After the account has been established, students may make daily purchases in the cafeteria against their account displaying their ID card.

Students may use their food service account to purchase a federally subsidized lunch or, with parental permission, use the account to also purchase "extra servings" such as second entrees/sandwiches, french fries, juice, ice cream, etc. Parents who do not want their child to use the food service account for these "extras" should notify the school's cafeteria Manager so that the child's computer file can be flagged to prevent him or her from using the account to purchase food other than the federally subsidized lunch.

It is important for students and parents to understand that students who "borrow" another student's cafeteria ID number will be disciplined. It does not matter if the student has permission from the other student. In addition to the ID numbers being used to debit an account, the numbers also are used to generate a monthly federal meal claim for reimbursement, i.e., some students are approved for free or reduced price meals, based on family income.

Students who do not eat in the cafeteria may bring their lunch to school; however, parents may **NOT** drop off lunches for students. Students may not receive food or any other deliveries from delivery services during the school day. Any deliveries made during the school day will be held in the front office until the end of the school day.

ADVANCEMENT

As a private, Catholic, secondary school, TCHS receives no funds from the Diocese of Lafayette but operates on tuition, donated services and contributions from benefactors. Although tuition is the primary source of funding for the daily operation of TCHS, it is the financial support of alumni, present and former parents and grandparents, and other friends that strengthen TCHS for today's students and those yet to come. The primary purpose of the TCHS Foundation is to assure the longevity of Catholic education at TCHS through an endowment trust fund. In the future, once the corpus has matured, the interest from the fund will be made available to the school to handle pressing needs as diverse as providing tuition assistance for needy students, chairing faculty members, or making physical improvements to our campus.

Publication and Communication Policy

- Prior to publication, all press releases, internet postings, and news articles must be reviewed by the Office of Advancement. Prior to publications and/or distribution of documents produced in the name of TCHS, a copy must be reviewed by the Office of Advancement. These include but are not limited to:
  - -Communications on TCHS Letterhead
  - -Mass e-mails from any TCHS address
  - -Yearbook
  - -Newspaper
  - -Sports programs
  - -Special event programs, ads, banners
  - -TCHS Facebook and Website
  - -Other correspondence to the TCHS family
  - -School Newsletter, REBELNATION NEWS, E-mails, Internet postings, and other school associated communications
- The Office of Advancement must review all letters and emails of mass distribution. Once a copy of the letter has been approved and filed in the Office of Advancement, it may be sent. *(The Registrar can assist with labels once approval has been given.)*
- Mail-outs by individual groups of TCHS, e.g., Advisory Council, RABC, clubs, sports, classes, capital campaign, etc. are handled by that group once the document has been approved by the Office of Advancement prior to distribution.
- The parent newsletter, REBELNATION NEWS, is e-mailed to TCHS families and posted the TCHS Website under Parent Resources on Tuesday of each week.

Solicitation Policy

Rationale: A policy for solicitation is necessary so that efficient records are maintained and donors are properly acknowledged. It is the responsibility of the Office of Advancement to coordinate all donor solicitations and fund raising efforts. Prior to any fund raising transactions, all persons and organizations that solicit in the name of TCHS must complete a fund raising project proposal and receive approval from the Office of Advancement. The Office of Advancement and Principal reserve the right to limit or refuse a proposed solicitation.

Policy: The TCHS Solicitation Policy is as follows:

1. No individual or business is to be solicited without prior concurrence with the Office of Advancement. Names of potential donors must be submitted to the Office of Advancement for approval.
2. Solicited funds must be targeted to a specific project or event that has received the prior approval of the Office of Advancement.
3. Restricted donations must be applied to the area or project specified by the donor unless the donor is contacted by the Office of Advancement and such permission is granted.
4. Under no circumstances may the solicitor promise or guarantee any specific returns or favors for the donor's contribution.
5. All donors should receive a written acknowledgment for their contribution from solicitor within fifteen (15) days of receipt. A copy of the letter/note must be filed in the Office of Advancement on the day that it is mailed. The Office of Advancement sends an IRS acknowledgment in substantial compliance of Federal Tax Code 170(f)(8)(B)(ii) from the school.
6. The Office of Advancement will publicize all gifts in the school's newsletter and annual report.
7. In order to maintain a permanent record of donor history, the following information must be provided to the Office of Advancement:
   a. Name and address of donor
   b. Amount/Value of donation (if applicable, indicate type of in-kind service or item.)
   c. Project or campaign in which the donation was made
   d. Date of the donation
   e. Solicitor's name
8. In-kind donations, or gifts of property, which might incur additional expenses, must receive approval and permission from the Office of Advancement, Principal and Pastor Board prior to any transaction. 08/1997

Trademark Policy

Only officially recognized departments, personnel, individuals and groups of TCHS are authorized to use the school's name or logo and only with prior approval from the TCHS Office of Advancement. The trademarks of TCHS may not be distorted, modified, or infringed upon in any way. The Office of Advancement must be contacted prior to the design and/or planning of use of school identification on items such as but not limited to: publications, apparel, t-shirts, websites, documents, letterhead, stickers, decals, or promotional items. A proof of final design should be approved by Office of Advancement. Click here for the most current TCHS Brand Standards and Guidelines.

SAFE ENVIRONMENT PROGRAM

Diocesan policy **mandates** that any employee or volunteer having contact with minors **must complete** training required by the "Safe Environment for the Protection of Children and Young People." This includes teachers, coaches, substitutes, volunteers, chaperones, or anyone else having contact or working with the students. **Once you have attended the Initial Education class, you must visit www.virtus.org to take the Continuing Ed class on a yearly basis.** This program creates awareness regarding child and sexual abuse facing our society today. For the safety our students, please help us to enforce this policy. If you have any questions, contact Tisha Collado *(TCHS Safe Environment Coordinator)* at 235-5711 Ext.261 or tcollado@tchs.net.

ASBESTOS MANAGEMENT PLAN

In accordance with the Asbestos hazardous Emergency relief Act (AHERA), a Management Plan has been prepared and approved by the State Department of Environmental Quality (DEQ). The management plan is available for anyone to review in the Principal's office during regular school hours.

ACADEMIC PROGRAM

PROGRAM OF STUDIES

Course Requirements

The Louisiana Department of Education has made changes to their previous graduation requirements and has adopted two graduation pathways. To graduate from the State of Louisiana, a student must follow either the TOPS University Diploma or the Jump Start Career Diploma pathway. Teurlings Catholic High School only offers the TOPS University Diploma pathway. This does not ensure that a student will receive the TOPS Scholarship Award. To receive the TOPS Award, students must also meet the ACT and GPA requirements outlined by the TOPS program. In addition, Teurlings Catholic requires that students schedule a Religious Studies course each year. The required TCHS Program of Studies is outlined below.

COURSE	REQUIREMENTS	
English*	4 credits	English I, II, III, IV
Math*	4 credits	Pathway 1: Algebra I, Geometry, Algebra II, and either Algebra III or Advanced Math I as a Senior Pathway 2: *(for students with Algebra I credit in 8th grade)* Geometry, Algebra II, Advanced Math I, and either Advanced Math II or Calculus as a Senior Pathway 3: *(accelerated track for students without Algebra I credit in 8th grade, but wanting to take either Advanced Math II or Calculus as a Senior)* Algebra I, Geometry and Algebra II *(both in 10th grade)*, Advanced Math I *(as a Junior)*, and either Advanced Math II or Calculus as a Senior
Science*	4 credits	Physical Science, Biology I, Chemistry, and 1 credit from either Anatomy/ Physiology, Biology II, Physics or Environmental Science as a Senior
Social Studies*	4 credits	World Geography, Civics, U.S. History, World History
Foreign Language	2 credits	French I and French II **or** Spanish I and Spanish II *(Students must schedule 2 units from the same language)* *(Students entering high school with any Foreign Language credit should see their Counselor or Administration before scheduling)* *(Requests to take a language other than French or Spanish must be brought to TCHS Administration)*
Health/Physical Education	2 credits	Health - 1/2 credit *(9th)* and Physical Education I - 1/2 credit *(9th)* Physical Education II - 1 credit *(10th)*
Art	1 credit	Selected from Art I, Fine Art Survey, Theatre/Drama *(acting)*, or Theatre *(competitive Speech)*
Financial Literacy	1 credit	Beginning with the Class of 2028, 1 credit of Financial Literacy must be earned.
Free Electives	3 credits (2 credits beginning with the Class of 2028)	Students will receive a current list of available electives at the time of scheduling.
Religious Studies*	4 credits	Theology I, II, III, IV **Senior Campus Ministry class can be applied for to be taken in place of Theology IV.*

**One unit in each of these areas must be scheduled each year.*
**Students must schedule 7 courses per year.*

Graduation Requirements

All TCHS students will be required to complete the requirements of the Louisiana University Diploma. Graduation from TCHS and participation in graduation ceremonies will require:

- A total of 26 units of credit
- Scheduling 7 units per year including a Theology class each year as outlined in the program of studies above
- Successfully passing a Theology course each year
- Fulfillment of all obligations and commitments, including financial
- The Principal's approval
- Graduates must follow the Louisiana University Curriculum, which provides all courses necessary for admission to Louisiana colleges and universities

Course Descriptions

Refer to the school website www.tchs.net for the course description listing.

GRADING SYSTEM

The scholastic year is divided into four quarters. The grade for each quarter is based on daily assignments, class participation, quizzes, and tests. *(Extra credit work assigned after the end of the quarter is not allowed.)* In the computation of the student's quarter, semester, and final grade, only the one-digit fraction of .5 or greater is automatically rounded to the next higher number. Semester grades are determined by averaging the two-quarter numerical grades (80%) and the semester exam grade (20%). The final grade in any course is the average of the two-semester numerical grades. A numerical average of 60% or better is required to receive credit. Students who do not meet the attendance requirements will not receive credit for the course.

LETTER GRADE	NUMERICAL AVERAGE	DESCRIPTION	QUALITY POINTS
A	90 - 100	Excellent	4
B	80 - 89	Above Average	3
C	70 - 79	Average	2
D	60 - 69	Below Average/Passing	1
F	BELOW 60	Failing Work	0
I		Incomplete Work	0

Grade Point Average

All students' grades (report cards, transcripts) will be reported on a 4.0 scale. School awards and Honor Graduate distinctions will also use the 4.0 scale. Students will earn an extra quality point for a grade of A, B, or C in state-designated Honors and Dual Enrollment classes taken in the 11-12th grade when calculating the TOPS GPA.

Grade Computation

Below is a sample of how Semester and Final grades are calculated: NOTE THAT SEMESTER EXAM GRADES ARE VALUED AT 20% OF THE SEMESTER AVERAGE. EACH QUARTER GRADE IS VALUED AT 40%. Grades are automatically rounded up.

Grade Computation Sample:

1st Quarter	2nd Quarter	Mid-Term Exam	1st Semester Grade	3rd Quarter	4th Quarter	Final Exam	2nd Semester Grade	Final Grade
B	A	C	B	C	B	C	C	B
84/B	92/A	78/C	86/B	77/C	81/B	70/C	77/C	82/B
40%	40%	20%	100%	40%	40%	20%	100%	

TO CALCULATE FIRST SEMESTER GRADE: 2(84) + 2(92) + 78 / 5 = 86/B
TO CALCULATE SECOND SEMESTER GRADE: 2(77) + 2(81) + 70 / 5 = 77/C
TO CALCULATE FINAL GRADE: 86 + 77 / 2 = 81.5 (82/B)

Grades for Transfer Students

All final grades are recorded on the transcript as letter grades. Grades reported in progress as percentage grades will be recorded as percentage grades. Grades reported in progress as letter grades will be recorded as percentage grades based on the midpoint of each letter category of the TCHS grading scale. The formula for determination of grades is as follows: Transfer grade X the number of days in the program in a quarter + TCHS grade X number of days in a quarter at TCHS divided by 45.
Example: 87(16/45) + 70(29/45) = 76

Homebound Student Grade Policy

Students who are out of school for more than two weeks for serious medical and/or psychological conditions, accident injuries, or surgery may be asked by the Administration to enter the Homebound program through the public school system and/or an online program. Guidance counselors will work with families to facilitate the process. Grades for homebound work will be submitted by the provider and those grades will be averaged as necessary into the TCHS report card grades.

Online Courses/Online Dual Enrollment Courses

While enrolled at TCHS, the student may be allowed to take online courses through an accredited institution for elective credit. The Assistant Principal must approve all courses. Those courses are scheduled by the student in conjunction with the TCHS schedule and are completed on the student's own time. TCHS sets the deadline for completion of approved courses. Grades for completed courses are assigned by the online instructor, not by TCHS faculty. Online Dual Enrollment courses offered during regular class hours may include Communications, Computer Science, Criminal Justice, Fine Arts Survey, Food and Nutrition, Geography, Psychology, Sociology, and Spanish III.

*** Students may also take online courses to remediate a course; however, students who are in danger of failing must complete the in-person TCHS course and may not begin remediation until grades are final.

Students in Dual Enrollment courses receive grades from TCHS for the appropriate high school work as well as from the university granting college credit. Grades for those courses are determined by the university criteria. Students are reminded that all Dual Enrollment grades will be included on all future college transcripts and may affect a student's TOPS status the first semester of college. Dual Enrollment students must follow all guidelines, including those for plagiarism, student dishonesty, and prerequisites, as set by the individual university, as well as all TCHS guidelines. Parents and students are responsible for all fees associated with the university credit. Failure to pay fees by university-set deadlines not only results in loss of college credit but may require a schedule adjustment on the TCHS campus. <u>Dual Enrollment tuition and fees are set by each university just prior to the start of the school year.</u>

HONORS/DUAL ENROLLMENT PROGRAM

The honors and dual enrollment courses at TCHS are designed to provide in-depth study in a given area. Students who are interested in these courses and who meet the requirements should speak with their Counselor about gaining approval before requesting courses in the spring semester.

Honors Program

Placement into Honors Courses for New Students (9th grade and new upperclassmen)

- A student must have earned a B or better in the corresponding course at the end of the 1st semester of the previous grade.
- A student must have a minimum score of 20 on the corresponding subject test(s) on their most recent PreACT or ACT:
  - Honors English - 20 on English subject test
  - Honors Math - 20 on Math subject test
  - Honors Social Studies - 20 on Reading Subject test
  - Honors Science
    - Honors Biology I/II - 20 on Science subject test
    - Honors Physical Science/Chemistry/Physics - 20 on Math AND Science subject tests
  - Honors Theology - 20 on Reading subject test

Placement into Honors Courses for Returning Students

- A student must have earned a final grade of B or better in the corresponding course in the previous grade.
- A student must meet the minimum score requirements listed above. If not, the student can appeal to be placed in Honors. The Counselor and Administration will review the student's academic record at TCHS (assignment completion and scores on teacher-made assessments), along with feedback from the student's current teacher in the subject area.

Dual Enrollment Program

The Dual Enrollment Program, run in conjunction with Louisiana Tech University, Northwestern State University, Louisiana State University, and the University of Louisiana at Lafayette allows students to earn college credit while taking courses at TCHS. Dual Enrollment courses are considered to be honors courses at TCHS and count as such in determining honor graduate status. DE courses taught by on campus instructors are currently offered in English III, English IV, United States History, World History, French II, Environmental Science, College Algebra, and College Trigonometry. Online courses offered during regular class hours may include Communications, Computer Science, Criminal Justice, Fine Arts Survey, Food and Nutrition, Geography, Psychology, Sociology, and Spanish III.

Students enrolled in Dual Enrollment courses are considered to be students of the respective university/universities. FERPA guidelines adopted by those universities pertain to those DE classes. In general, students in those DE classes are considered adults by the university, regardless of age. Grades, transcripts, and other records are not accessible by parents unless a FERPA release has been signed by the student and is on file at the university.

Note that the TCHS grade for a Dual Enrollment course may be different from the college grade for the course.

Dual Enrollment Program - Overall Grade Point Average Requirements

Seniors - no less than 2.75 Underclassmen - no less than 3.0

ACT Requirements by Course

COURSE	ACT COMPOSITE	COURSE ACT SUB SCORE	ADDITIONAL ACT SUB SCORES
DE French II	20	20 in Reading	18 in English/19 in Math
DE English III	20	22 in English	19 in Math
DE English IV	20	22 in English	19 in Math
DE Environmental Science	20	22 in Science	18 in English/19 in Math
DE U.S. History	20	22 in Reading	18 in English/19 in Math
DE World History	20	22 in Reading	18 in English/19 in Math
DE Advanced Math II	20	22 in Math	18 in English
DE Trigonometry/Calculus	20	26 in Math	18 in English
DE Online Courses	20	22 in Reading	18 in English/19 in Math

Students who do not earn a C or better in any Dual Enrollment course may not register for additional courses. Grading in Dual Enrollment courses is conducted according to the university guidelines and all Dual Enrollment grades will appear on all subsequent college transcripts. Dual Enrollment grades may affect the individual student's TOPS status during the first semester of college.

Fees for Dual Enrollment classes are set each year by the cooperating university/college and are paid directly to the university. Additional application fees will apply. Credit is issued for the college course by the appropriate institution, based on the college grading scale. Students, on successful completion of the course, receive credit for the high school course from TCHS and for the college course from the university or college.

- Some courses require a minimum number of students in order to take place. If the minimum number is not met, the course may not be offered.
- Some courses have a limited number of spaces available due to TCHS scheduling restrictions. Seats in these courses will be filled on a first come, first served basis with students who have the minimum ACT/GPA requirements at the time of scheduling.

Father Joseph F. Brennan Scholar

This academic pathway is a program of studies established in honor of former TCHS Chancellor, Father Joseph F. Brennan. The designation of "Father Joseph F. Brennan Scholar" honors students who have met specific curriculum, GPA, and standardized testing requirements throughout each of their four years at TCHS. This challenging course of study requires students to schedule honors classes in all four core subjects each year. Eligibility for each of the courses requires a sub score in the 90th percentile in that subject for incoming freshmen. All students will be reevaluated each subsequent year based on current standardized test scores and grades as posted in the school's handbook. In addition, a minimum cumulative GPA must be maintained and minimum PACT and ACT scores must be earned in order to maintain eligibility. Students who meet the requirements each year will be honored at the Fall Awards Ceremony the following year. Students must meet all criteria each year to continue to be recognized as a candidate for the final designation as a graduating senior. Students who meet the criteria for all four years of high school will be awarded the distinction of "Father Joseph F. Brennan Scholar" at the Senior Honors Convocation prior to graduation. The requirements to achieve the designation of "Father Joseph F. Brennan Scholar" as a senior are listed below.

Freshmen
H Algebra or H Geometry
H Physical Science
H World Geography
H English I
3.5 Cumulative GPA

Sophomore
Having met 1st year Scholar requirements
H Geometry or H Algebra II
H Biology
H Civics
H English II
PACT of at least 25
3.5 Cumulative GPA

Junior
Having met 1st and 2nd year Scholar requirements
H Algebra II or H Advanced Math I
H Chemistry
H/DE US History
H/DE English III
ACT of at least 28
3.5 Cumulative GPA

Senior
Having met 1st, 2nd, and 3rd year Scholar requirements
H Advanced Math I, H/DE Advanced Math II, or H/DE Calculus
H Biology or H Physics, H Anatomy/Physiology or DE Environmental Science
H/DE World History
H/DE English IV
3.5 Cumulative GPA

Honor Graduate Categories

To achieve the distinction of Honor Graduate, a student must satisfy all of the following requirements:

- No final average in any course lower than a 78%
- A cumulative GPA of no less than 3.500

TCHS will recognize the following Honor Graduates at commencement:

		Honors Courses Needed	
Honor Graduate Level	**Cumulative GPA**	**Class of 2026**	**Class of 2027 and beyond**
Msgr. Charles Fotier	4.0000	14	15
Father Bede Becnel	3.5000	14	15
Sister Angelle Bell	3.5000	12	13
Sister Julie McDougall	3.5000	Fewer than 12	Fewer than 13

Grades for repeated courses wil not be considered when determining Honor Graduate status.

Graduation Speeches

Beginning with the Class of 2026, two students will be chosen from the Msgr. Charles Fortier Honor Graduates to deliver speeches at the graduation ceremony. A committee made up of members of the administration, Theology Department, and faculty will select these students. Selection will be based on their demonstration of the core values and best representation of TCHS' mission.

AWARDS PROGRAM

Honor Roll

Academic Awards for Honor Roll are given at the Academic Pep Rally (Aca Pep) in the fall semester of the following year. A student with a final grade of "C" or less in any subject is ineligible for the Academic Pep Rally. At the Academic Pep Rally, students receive items attained through donations garnered by the Rebel Academic Backers Club (RABC).

LEVELS OF HONOR ROLL	GPA REQUIREMENTS
Principal	All A's
Red	3.80 or better
White	3.40 - 3.79
Blue	3.00 - 3.39

Academic Letter

Students with a 3.8 overall GPA at the end of the 10th grade year are eligible to purchase a TCHS letter jacket that contains a "lamp of knowledge" emblem sewn into the TC letter. Third and fourth year recipients will be eligible to purchase a bar representing an "academic letter." Also, students may purchase a "scholar" patch which is sewn onto the shoulder of the jacket. Students, who already have a TCHS letter jacket, may purchase the "lamp of knowledge" pin and subsequent bars that indicate lettering in academics.

ACADEMIC ACCOUNTABILITY

Academic Honesty and Related Issues

TCHS seeks to develop students on multiple levels - spiritually, morally, academically and socially. Part of this development requires students to be active participants in their own learning and to accept responsibility for their conduct in academic pursuits. Students should have a strong desire to do their best and not take credit for the efforts of another. Academic honesty is integral to the success of the learning environment at TCHS and must be valued by all members of the school community. It compels students to demonstrate their own intellectual knowledge and moral awareness of right and wrong. Academic dishonesty, in contrast, involves the misrepresentation of a student's work, knowledge and/or skills.

Academic Dishonesty

From a broad perspective, academic dishonesty is a student's attempt to claim (or aid another student in claiming) possession of knowledge that he/she does not possess. There are a range of actions, however, that are considered examples of academic dishonesty. Unless otherwise directed by the teacher, all assignments must be completed individually and reflect the student's own knowledge.

Examples of academic dishonesty include, but are not limited to:

- Completing all or part of another student's assignment
- Copying from another student's assignment
- Allowing another student to copy from one's assignment. This includes allowing another physical or electronic access to one's work. The teacher is not expected to determine the intent of a student who shares his/her work with another. If work has been shared and copied, guilt will be assumed on the part of all students involved. Therefore, students should not allow others to view or access assessments that have not yet been graded.
- Talking during an assessment without permission from the teacher. The teacher is not expected to determine the content of a conversation between students.
- Providing or receiving information about an assessment from another student
- Using unauthorized informational aids (i.e. cheat sheets) on an assessment
- Having any course-related materials visible or readily accessible (i.e. notes open in a unzipped book bag)
- Using notes or other resources to complete an assessment in a way other than what is directed by the teacher
- Having unauthorized tabs/windows open for computer-based testing
- Navigating to another site, page or tab during the assessment
- Accessing the assessment after submitting responses or closing out the assessment tab
- Paying for or selling academic materials (project, test, essay, etc.)
- Removing or attempting to remove assessment or academic materials from the classroom without teacher permission. This includes, but is not limited to, actual assessments/assessment answers, notes on assessment questions/answers and pictures of assessment items. Using and/or sharing of these materials is also prohibited. These actions constitute theft of intellectual property and are considered serious violations.
- Using a computer program, app or other method of artificial intelligence to create all or part of a student response.
- Plagiarizing materials. Plagiarism occurs when a student intentionally or unintentionally takes and uses ideas, passages, etc. from another's work and represents them as his or her own. For more information on plagiarism, please refer to the Plagiarism Agreement distributed in the English classes.

Process for Disciplinary Action

Each violation of the Academic Honesty Policy will result in:

- A conference between the teacher and student
- A -0- on the assignment
  - ** If Student A does an assignment for Student B, and these students are not in the same course, Student A will incur a disciplinary consequence and Student B will have a -0- on the assignment
- A discipline form submitted to the TCHS Administration
- The corresponding disciplinary consequence
- Violation recorded in the FACTS Family Portal
- Parent notification by the TCHS Administration via email

Disciplinary Action for a Student who Violates the Academic Honesty Policy

**ALL violations of the policy will automatically result in a -0- on the assignment, with no option to make up the credit. **

1st Violation	-0- on the assignment
2nd Violation	-0- on the assignment and Lunch Detention
3rd Violation	-0- on the assignment + Saturday School
4th Violation	-0- on the assignment + 1 day suspension (OSS)
5th Violation	-0- on the assignment + 3 day suspension (OSS)
6th Violation	-0- on the assignment + 3 day suspension (OSS) + dismissal

Additional consequences can include, but are not limited to:

- Disqualification/removal from the TCHS National Beta Club or National Honors Society
- Placed on Academic Probation status
- Ineligible for yearly TCHS Awards
- Ineligible for Honor Graduate Status
- Disqualification/removal from Campus Ministry Class
- Disqualification/removal from club/team officer position

Academic Probation

Students will be placed on Academic Probation if they have:

- An F in one or more classes on the Progress Report
- A D or F in one or more classes on the Report Card
- An Incomplete on the Report Card*

Students who are placed on Academic Probation may not miss the class/classes in which they are on probation for a student activity (athletic, academic, and extracurricular) during the probation period. Students will remain on probation until grades are posted for the next grading period for either Progress Reports or Report Cards.

Students and parents are encouraged to check the FACTS Family Portal regularly for assignment and grade information, as well as communicate with teachers as needed. Coaches and club moderators may request academic information to further support students who are on probation.

*A student who is placed on probation for an Incomplete will be removed from probation once a grade is entered, provided the grade is higher than a D.

Progress Reports/Report Cards

Progress Reports are available at the midpoint of each quarter. Report Cards are available at the end of each nine week period. Parents may check grades at any time through the FACTS Family Portal. Dates for each progress report and report card issuing time can be found on the academic calendar on the FACTS Family Portal.

Failure Letters

After the third quarter report cards, failure letters will be emailed to the parents of any student in danger of failing a subject for the year.

Extracurricular Activities

Students who are placed on Academic Probation will not be excused from that class to participate in extracurricular activities until the next grading period. A student must also attend at least three classes per day to participate in any extracurricular activity. Legitimate exceptions to this policy may only be granted by the Administration. In the event payment under the monthly tuition plan is delinquent one month, a student will be removed from participation in any and all extracurricular activities.

Exam Exemption Privilege

Students may be exempt from a FINAL exam in the following cases:

- Students who participate *(or qualify)* in the STATE Literary or Speaking *(Foreign Languages)* Rally Competition will be exempt from the final exam in the subject of their participation
- Seniors with the following qualifications may be exempt from a final exam in a course:
  - -An "A" for 1st, 2nd, and 3rd quarters in that course
  - -An "A" for the 4th quarter at the time of the last assessment in that course
  - -A midterm exam grade of A or B
  - -Have no academic honesty violations in any course
  - -No more than 12 absences in the course

Additionally, students in performance classes *(i.e. upper level athletic physical education, theatre, campus ministry)* may be exempt from exams. Exemption privilege is granted by the individual teachers in these subject areas. If a student is unsure if he/she must take an exam, the student must consult with the teacher.

Schedule Changes

The school will not consider a request for a change in the schedule unless a change is necessary for:

1. *A scheduling error committed by the school.*
2. *Assigning a course once a prerequisite is met.*
3. *Rescheduling a course failed the previous school year which was not available during the summer-school session.*
4. *Changes in an athletic team roster.*

The student schedule is subject to change to balance student enrollment in certain classes and students may not request specific teachers. Note that poor performance in a course, dislike of the sequence of courses, or dislike of the teacher does not merit consideration for a change.

Parent/Student and Teacher Communication

Teachers will make every effort to respond to parent/student e-mails in a reasonable amount of time and should reply within 24 hours *(Excluding weekends and holidays)*.

Homework

Homework assignments are given at the discretion of the teacher. Homework aids the learning process and assists the students in the development of self-discipline through effective time management. Compliance is mandatory for all student assignments. It is the responsibility of the student to obtain assignments when absent either by checking the FACTS Family Portal or by calling fellow students. Homework assignments may be viewed by parents or students by accessing the FACTS Family Portal.

Homework Policy

Homework assignments are available for parents and students to view in the FACTS Family Portal. Teachers also post homework assignments on the boards in their classrooms for cases where the Homework my change due to time adjustments.

1. The purposes of homework are:
   - -to ensure that work taught in class is thoroughly learned and practiced
   - -to give practice in creative thinking
   - -to provide opportunities for students to learn to work alone, to help themselves, to solve problems and learn self-discipline
   - -to reveal to the student the weakness in his or her studies so that he or she may ask teachers how to overcome the weaknesses
2. Regular homework is set for each night of the school week.
   - -There is no such thing as "No Homework." Students should review material each night in preparation for upcoming assessment even if a written assignment is not given.
   - -There is always homework in the form of: revision, preparation for future lessons, personal research work, study, reading novels, preparation for tests, exams, etc.
3. Parents should take an active role in monitoring homework by monitoring the FACTS Family Portal and by contacting the teacher if a pattern of no homework emerges.
4. The amount of time spent on homework will depend on the student's ability, grade, and difficulty of course.
5. All homework is graded, either for completion, or at the teacher's discretion on review material, for correctness.

ACADEMIC REMEDIATION

Failure

Students failing courses required for graduation will be required to successfully remediate those required failed courses immediately following the failure in order to return to TCHS the following year. Students who are in danger of failing must complete the course and may not begin remediation until grades are final. A minimum grade of "D" is required for successful completion of a summer school course. Students must be on track to meet all graduation requirements by the end of the senior year. All summer school credits must meet Louisiana State Board of Education and Diocesan requirements.

Credit for Repeated Courses

Students who successfully remediate a failed course through summer school or who elect to repeat a course online outside the normal TCHS program will receive the grade for the course assigned by the summer school or online teacher. All repeated courses must be approved by the appropriate guidance counselor and Administration.

Failure in Theology Course

TCHS strives to offer well-rounded study of the Christian faith as taught by the Roman Catholic Church. A student receives full academic credit for each Theology course successfully completed. Because the study of the subject of Theology is central to the identity of TCHS, a failure in the subject of Theology will necessitate successful completion of course objectives and requirements in a TCHS Summer School of Theology before a student will be readmitted to TCHS. In the case of a graduating senior who fails Theology IV, the student will not participate in graduation ceremonies and will not have any fees refunded. The student will be granted his/her diploma upon successful remediation of the course.

ACADEMIC CONCUSSION MANAGEMENT PLAN

Purpose

Concussions have the potential to impact student learning and performance in the classroom. Because every student is different, every concussion is different. A standardized plan is in place to inform and set expectations for all parties. The ultimate goal is to help students with concussions heal while minimizing interruptions to their education.

Responsible Parties and Roles

Amanda Camel, RN – TCHS School Nurse

- Monitor in-school symptoms and changes in health
- Inform Assistant Principal and teachers about adjustments indicated by the physician
- Communicate with/request documentation from the physician about symptoms, duration of monitoring for symptoms, when student is cleared, etc.
- Communicate with Athletic Trainer about concussions that occur during TCHS practices, games, etc.

Matthew McClure – Assistant Principal

- Communicate expectations about adjustments to students/parents
- Ensure indicated academic adjustments are provided
- Document non-compliance with accommodations by student/parent

TCHS Athletic Trainer

- Evaluate injuries (if present at time of injury) and inform the school nurse prior to the next school day when a concussion is suspected/diagnosed
- Inform coaches about diagnosed concussions

Physician

- Evaluate, diagnose and manage the injury
- Determine appropriate medical and academic adjustments
- Inform the school nurse, student, and parents about adjustments

Student

- Inform coaches, athletic trainer, school nurse, parents, and teachers about any symptoms or changes in symptoms

Parent/Guardian

- Submit information provided by physician to school nurse
- Help the student comply with medical and academic adjustments outside of school

Student's Teachers

- Provide adjustments when directed by the Assistant Principal
- Notify the school nurse about changes in/concerns about the student's health
- Notify Assistant Principal/school nurse when adjustments are not used

Concussion Management Process



- Athletic Trainer/ School Nurse *(during school day/event)*
- Physician *(activity outside of school)*

- Injury reported to School Nurse by Athletic Trainer or parent within ONE day of diagnosis
- Documentation of the diagnosis by a physician should be sent to the School Nurse as soon as possible

- Physician sends information on adjustments to School Nurse fax or via student
- School Nurse sends Concussion Adjustment Form to Assistant Principal and teachers via email
- Assistant Principal will inform the parents of adjustments

- Teachers provide academic adjustments indicated on form
- Teachers/Assistant Principal will document student/ parent refusal of adjustments

- If symptoms worsen, teachers/student will notify School Nurse
- If necessary, changes to the form will be made and re-sent to teachers/Assistant Principal
- School Nurse will email teachers/ Assistant Principal once the student has been cleared by physician

What if...?

What happens if a concussion is reported for a student by the Athletic Trainer/School Nurse, but the student has not yet seen a physician?

- In the event the student is not able to get an appointment with a physician before returning to school, the Assistant Principal will consult with the Athletic Trainer/School Nurse about the symptoms the student is experiencing and assign temporary adjustments until the student can see a physician.

Can school staff obtain information from the physician about the student's injury without violating privacy laws?

- Yes, but the family will need to complete a Release of Medical Information (ROI) form at the physician's office.

What happens if the student and/or parent refuses adjustments recommended by the physician?

- Adjustments cannot be forced upon a student. Should a student and/or parent refuse any of the adjustments recommended by the physician, the teacher/School Nurse/Assistant Principal will document this refusal in an email to the parent. School staff identified in Section 2 (School Nurse, Assistant Principal, and teachers) should be copied on this email.

(Rev 10.10.2017)

In the event of a severe concussion/concussion with ongoing symptoms, a TCHS Individualized Accommodations Plan may be generated for the student.

ABSENTEEISM AND TARDINESS

Attendance Policy

The State of Louisiana requires that all accredited schools enforce state school attendance laws. TCHS students are allowed 18 absences for a full year course. Course absences beyond 18 may result in loss of credit for the course, regardless of the grade the student has earned. This policy applies to individual classes. Records of class absences are kept by the individual teacher in RenWeb/FACTS and can be accessed by the Receptionist and by the Registrar. The school reserves the right to judge the acceptability of parental requests concerning a student's absence during the day and the school will ultimately make the determination on the type of absence the student incurs.

From the time the student arrives at school until the end of the school day, the student MUST REMAIN ON CAMPUS.

Parental Support of Student Attendance

Good attendance and punctuality has an effect on higher achievement and success in life and careers. Furthermore, those traits are extensions of the Core Values of Communion and Virtue. The faculty of Teurlings Catholic High School cannot carry out its responsibility of educating students and greater role of student formation unless the student is present in class and for required school activities. With this in mind, we ask that parents make every effort to limit class time a student misses. Unavoidable circumstances, such as illness, surgery, and family-related events, do occur and the school will make every effort to work with the student. Early communication from the student and parent is key in this process.

Required Attendance

Students are required to attend the days of reflection, retreats, Holy Thursday activities, field trips, and any other educational experiences conducted for their grade level. Should a student be absent from any of these requirements, the Assistant Principal and/or Director of Spiritual Formation will require the student to participate in a comparable experience.

Tardies

Good attendance and punctuality has an effect on higher achievement and success in life and careers. Students are considered tardy after the 7:35 AM tardy bell rings. A morning tardy will be recorded only until 8:00 AM, after which time it counts as an absence. Students are expected to be on time to every class daily. Teachers should LOCK their doors once the tardy bell rings. Students who are tardy for the first hour of the day should be sent to the office to get an admit slip and the tardy will be entered into the FACTS Family Portal by the office clerk. If a student is tardy to any other class, they should be entered as such in the FACTS/ RenWeb1 system by the teacher. Accumulation of ALL tardies will result in the following disciplinary actions: *1-4 No Action Taken / 5th - 3 Lunch Detentions / 6th - Saturday School / 7th-9th - Lunch Detention /10th - Saturday School / 11th - 14th Lunch Detention / 15th - Saturday School.* Tardies are comprehensively calculated throughout each semester. They reset at the beginning of each semester.

**Please note - tardies will only be excused with a valid doctor's excuse. All other tardies (due to weather, traffic, personal issues, etc.) will go toward the student's total count. Parents do not need to call the front office if their child will be tardy.*

Checking in Late for School

Students who check in before 8:00 AM will be considered tardy. Students who check in after 8:00 AM will be considered absent from the class missed. When a student checks in at any time during the day, a parent call, note, fax, doctors' excuse or an excuse from the Department of Motor Vehicles is required. **Additionally, the student checking in late must report to the front office to check in with the receptionist and get an admit slip.**

Classification of Student Absences

There are three common classifications of student absences - excused absences, unexcused absences, and school activity absences. The Louisiana Department of Education/BESE dictate minimum attendance requirements for a student to receive credit for a course, and these requirements do not make distinctions between excused and unexcused absences. Therefore, both excused and unexcused absences count toward a student's absence total. Additionally, all work missed due to ANY type of absence must be completed by the student unless explicitly stated otherwise by the teacher.

ABSENCE TYPE	DO THESE COUNT TOWARD ABSENCE TOTAL?	DESCRIPTION/EXAMPLES	CAN WORK BE COMPLETED FOR FULL CREDIT?
Excused	Yes	- Absence with approval - Approved reasons: illness, medical appts, college visits, funerals	Yes - as long as work is completed within time frame designated by the teacher
Unexcused	Yes	- Absence without approval - Trips, work, senior pictures, hair appointments, skipping class, court appearance ***Absences of convenience will be considered unexcused unless permission is granted in ADVANCE of the absence by TCHS Administration***	No - students will receive no credit but are still responsible for the content discussed
School Activity	No	- Participation in TCHS activity or representing TCHS in an outside activity or other activity approved by a member of the Administration - Campus Ministry retreats, class field trip/activity, athletic competition, Junior Leadership, school play, club events	Yes - as long as work is completed within time frame designated by the teacher

Special Notes about Making up Work missed from ANY type of Absence:

- *An absence on the day prior to a due date for a paper, project or other similar assignment will not excuse the student from complying with the due date.*
- *A student who is absent on the day of a planned and announced quiz, test or other similar assignment must make up the work on the day of his/her return to school.*
- *Regardless of the type of absence, the teacher is not obligated to re-teach the lesson to the student individually.*

Missed Class Assignments/Homework

Students are responsible for initiating and completing missed work in any/all classes missed, regardless of the reason for the absence, unless the teacher makes other arrangements with the student. **A grade of "0" may be recorded in the gradebook until the student makes up the work.** The grade will remain a "0" if work is not completed within the time frame designated by the teacher.

Missed Tests and Large Assessments

Students who miss a test, large quiz, or timed writings must take a makeup before school in the designated makeup testing rooms. The rooms will be assigned and posted by the start of the school year and included in the Student Agenda, which is available for purchase during the start of school. Morning makeups are given Monday - Friday from 6:30 AM to 7:30 AM. In order to facilitate the recording of makeup assessments, minimize distractions, and allow students enough time to complete the assignment, students should be present in the testing room by 6:35 AM. Testing will end when the bell rings at 7:30am. Students must turn in their assessments to be graded at that time, regardless of if they completed the assessment or not.

Students need to bring all supplies needed to complete the assessment, such as pencil, pen, calculator, notes when allowed by teacher, etc. If students have questions about what needs to be made up, the student should proceed in this order:
1) Check both RenWeb Lesson Plans and Homework,
2) check Google Classroom, and
3) Ask a classmate.

If a student has issues with getting to school early, a parent is required to contact Mr. Matthew McClure (mmcclure@tchs.net) with ride problems IN ADVANCE of the morning makeup session. If students have THREE or more assessments to take from one absence, students can see Ms. Schomaker upon their return to discuss a plan.

While reminder emails may be sent from the teacher and/or school regarding makeups as a courtesy to the student and parent, neither the teacher nor the school are required to send notifications or reminders regarding makeups.

The grade on the makeup test will be determined by the following guidelines:

- If the student takes the makeup on his/her first day back at school (or, in the case of multiple makeups, takes it during his/her first opportunity), the student is eligible to earn full credit on the test.
- If the student misses the first day/opportunity to take the makeup test and takes the test on his/her second day/opportunity, the student can only earn a maximum of 50% on the test.
- If the student misses the second day/opportunity to take the makeup test, the student will receive - 0- on the test.
- A student who has multiple tests to complete must take them in the order in which the student would have taken them had the student been present. Failure to do so may result in percentage deductions on the grades of the tests taken out of order.

Teachers are encouraged to modify their tests for makeup purposes. Students who are absent for more than 3 class periods (not days) and miss a test during that time should email their teachers to set a day to take the test BEFORE returning to school.

If a student misses a test or other large assessment near the end of the quarter, an "I - Incomplete" will be recorded as the quarter grade until the makeup test is taken and graded.

Extended Medical Absences

Students with serious medical/psychological conditions or injuries or students who require surgery resulting in extended absences must furnish proof of diagnosis and treatment, to the Administration. Depending on the nature of the condition, this information may be shared with the school nurse, the student's guidance counselor, and the student's teachers. The resulting absences may then be considered as extended medical absences and will not count toward the maximum allowed absence total of 18. Students who will be absent for more than two consecutive weeks may be asked to go on homebound status, at the discretion of the Administrarion and the Counseling Department. Homebound students may be provided educational materials by the local public school system, which may or may not coordinate with the student's classes at TCHS.

Request to Miss Class Form

Any student who knows in advance of an absence due to a family related trip, personal reason, or school activity which requires the student to miss one or more days of school must complete a Planned Student Absence Form. This form can be picked up from the receptionist in the front office. The completed form must be returned to the receptionist/assistant principal no less than two (2) days in advance of the absence.

Please be aware that all missed work MUST be completed, unless explicitly stated otherwise by the teacher. Depending on the length and nature of the absence, missed work may be required to be completed before or immediately following the absence. Failure to do so may result in a 0 for the work.

Notification of Student Absence

If a student will be absent, the parent must notify the school by 8:30 AM by **completing the Student Absence Form.**

Students must be on campus for **a minimum of three classes or four hours of clock time** to participate in athletic events, practice or extracurricular activities on that day. ***(On a regular school day students cannot check in after 10:30 AM or out before 11:30 AM to participate. All days with special bell schedules will require the student attend three (3) class periods.)***

Check-In/Check-Out Procedure

Parents/guardians must notify the school if a student is checking in after 8:00 AM and if a student is checking out at any time during the school day by **completing the Student Absence Form.** This form documents the reason for the check in or check out and notifies the school that the parent/guardian is aware of and gives permission for the check in/check out.

** For emergencies - call the front office (337-235-5711 Ext. 100).*

Please do not email the receptionist to notify the school of your student's check in/check out.

Check outs before 2:15 PM will count as an absence for that class period.

No student will be allowed to check out of school at any time during the school day unless a parent has notified the school ahead of time. Students may NOT initiate a check out request to a parent via phone or email. If the student is ill, the student will report to the School Nurse, who will reach out to the parent regarding a possible check out.

Parents are asked to remind students of appointments and times to check out. For planned check outs, the student is responsible for knowing when to check out and reporting to the Front Office at the necessary time.

Students must report to the Receptionist to sign in before reporting to class and must report to the Receptionist to sign out before leaving campus.

Students who check out AND want to check back in must have one of the following in order to do so:

- A note on professional letterhead from a medical professional/therapist/counselor indicating the student was at a medical/counseling appointment
- A newly issued permit or license indicating the student was at the DMV
- PRIOR approval to check back in from a member of administration

In order to limit check ins and check outs without a legitimate reason, students will be limited to **SIX TOTAL** check ins and check outs per semester before a discipline consequence will be applied. These will be coded in RenWeb for tracking purposes as CI and CO. Accumulation of ALL check ins and check outs will result in the following disciplinary actions per semester:

1 - 6 : no action taken
On the 7th check in/check out : Saturday School
8 - 13 : lunch detention for each time
On the 14th check in/check out : Saturday School
15 - 20 : lunch detention for each time
On the 21st check in/check out : Saturday School

A check in/check out will NOT count toward the above totals when documentation (appointment card, medical excuse, doctor note, etc) related to the reason for the check in/check out is provided within 2 school days. If a student needs to check in or check out due to a funeral, a parent must contact a member of administration BEFORE the day of the funeral in order for the check in/check out not to count toward the student's total. Additionally, a check out will NOT count toward the above totals when the School Nurse requires the student to leave school due to certain medical symptoms.

Check outs will not be allowed during certain school events or on special schedule days, unless documentation regarding a medical appointment is provided ONE school day in ADVANCE. These school events and special schedule days include but are not limited to:

- School Mass
  - *In order to limit disruptions, students will not be allowed to check out during school Masses. Students who may have an appointment during the time of Mass will need to check out BEFORE Mass begins.
- AcaPep and Homecoming
  - *Students will not be allowed to check out on these days.
- Pep Rallies/Afternoon Activity Schedule
  - *Students will not be allowed to check out after 1pm on Pep Rally days or other days with an Afternoon Activity Schedule

TECHNOLOGY POLICY

TECHNOLOGY POLICIES AND ACCEPTABLE USE FOR ALL COMPUTERS AND DEVICES

Please note: Signing the Handbook Acknowledgment Form indicates the parent and student are in agreement with the TCHS Acceptable Use and Technology Policies listed below. No student will be allowed to use any computer equipment on the campus without a current, signed acknowledgment form.

Teurlings Catholic High School - Technology Policy for Students
1:1 Chromebook Policy

1. Students will be issued a school-owned chromebook, charger and carrying case, for school and home use for their time at TCHS. **Students will be allowed to keep their school-issued chromebook upon graduation.** Any damages will be the responsibility of the student/parent.

2. Students are expected to bring their school-issued Chromebook FULLY CHARGED to school every day. If a student forgets his/her Chromebook at home or does not bring it to school fully charged, they must check out a loaner from the Technology Office (Room 18) and return it at the end of the day. Students are responsible for any damage to the borrowed device. When borrowing a device, students will face the following consequences **per quarter**:

- 1st offense - Reminder
- 2nd offense - Warning
- 3rd offense - Detention
- 4th offense – Detention
- 5th offense – 3 Lunch Detentions
- 6th offense - Loss of Chromebook privilege

3. **Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Office as soon as possible for repairs. School-owned Chromebooks should never be taken to an outside computer service for any type of repairs. These are general precautions students should follow:

- Do not carry the Chromebook by the screen
- Never place heavy objects on top of Chromebooks (even inside a backpack)
- Always transport Chromebooks with care, in the school-issued protective case
- Do not place anything in the protective case that will press against the cover
- No food or drink should be next to Chromebooks
- Do not place stickers or write on the Chromebooks
- Make sure there is nothing on the keyboard before closing the lid (pens, pencils, etc.)
- Only clean the screen with a soft, dry microfiber cloth
- Do not try to secure a key that has popped off - bring to tech office
- Never leave Chromebooks unsecured
- Do not pile backpacks (protective case) on top of one another or leave backpacks unprotected from the weather

4. **Estimated Costs of parts and replacements: (subject to change)**

Normal wear and tear on the devices is expected and issues will be handled with that in mind, however, damage to the devices due to improper handling/care or lost/stolen devices will be the responsibility of the student/parent. Disciplinary action may also be applied if the action warrants. The following are estimated costs of parts and replacements:

- Chromebook replacement - $280
- screen replacement - $25
- keyboard/touchpad replacement - $55
- power charger - $15
- carrying case - $23

Teurlings Catholic High School - General Technology Policies

1. In order to maintain a consistent learning environment for all students and to provide the best protection for Teurlings infrastructure and data, students are not allowed to use personal devices during the school day.
2. Chromebooks in the classroom will be used under teacher direction.
3. At no time should the student use any device for anything but an educational purpose under the direction of a faculty member.
4. No student may open chat or social media programs on any computer or electronic devices on campus. Students may not play, download, or view games.
5. Cameras and audio recorders may only be used under the direct supervision of a teacher.
6. Wired headphones are only allowed with expressed approval from the teacher for educational purposes.
7. Sharing information with other students through TCHS applications are only allowed under the direct supervision of the teacher/faculty member. Chatting or messaging through Google email and/or shared Google docs is prohibited.
8. Cell phones or personal devices, including wearable devices (ex: Apple watches, FitBit watches, wireless headphones, and similar devices) that can store information, photos or provide internet connectivity are NOT allowed to be used or worn in the classroom during the school day. Devices may be used before or after school only. During the school day they must be turned off and may not be taken out of book bags. Students may store turned off devices in their book bag or vehicle. They are not allowed to be carried in pockets or on their person. Cell phone use is not permitted in locker rooms or restrooms. Students may be subject to search by a metal detector if suspected of having a cell phone on their person.
9. Students will be issued a TCHS username and password to access their TCHS Google account (Email, Google Drive, Google Classroom, etc.) and FACTS/RenWeb1. This same username and password should be used for online textbooks/programs. Students should not share their passwords with other students.
10. The G-Suite for Education & Additional Services Parent or Guardian Consent was previously signed during the online registration process. Permission was given for Teurlings Catholic High School to create/maintain a G-Suite for Education student account and for Google to collect, use, and disclose information about students only for the purposes described for the duration of the student's enrollment at Teurlings Catholic High School.
11. Downloading, uploading, sending, saving, or accessing pornographic material on a school or personal device on campus is a serious violation of the safe schools policies of both Teurlings Catholic High School and the Diocese of Lafayette.
12. The inappropriate use of the name Teurlings Catholic High School or any logo/symbol associated with TCHS is strictly prohibited on Facebook, Twitter, Instagram, Snapchat, blogs, or any Internet posting sites. This includes pictures of the student that may also be deemed inappropriate. It is the right of school officials to determine what is inappropriate.
13. Students are prohibited from being a contact on a teacher or staff member's social media site.
14. Inappropriate pictures and inappropriate language either stated or implied, that may be offensive to or inflammatory of others or Teurlings Catholic High School, is strictly forbidden and it is the right of school officials to determine what is deemed inappropriate.
15. Impersonation and/or anonymity is prohibited.
16. Students may not alter in any way the screen appearance, controls, or any other management function of any Teurlings Catholic High School computer.
17. Students may not play games on graphing calculators in any class. Calculators may not be used in class without teacher approval. Teachers have the right to check calculator memories at any time and to erase any material found in calculator memories. In addition to penalties for violation of the Technology policy, storing material in the memory of a calculator may also be considered a violation of the school's policy on cheating.
18. Browsing, deleting, adding to, or editing someone else's work is a violation of the policy.
19. All student work should be stored on students Google Drive.
20. Teurlings Catholic High School does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an "as is" basis without warranties of any kind. In the rare case that the network is down, neither Teurlings Catholic High School nor any of its employees will be responsible for lost or missing data.
21. Information created, received, transmitted, stored, held, copied, viewed, read, attached to or printed using school or personal devices (including but not limited to cell phones, tablets, laptops) is NOT protected by an individual's right to privacy. It is the right of the school to access, review and/or inspect all such information at its discretion, including disclosure to third parties when warranted.
22. User activity on the TCHS network is monitored and logged. Teachers also actively monitor student activity using remote student monitoring applications. Teurlings Catholic High School utilizes a filtering system, however, the school cannot guarantee that access to all inappropriate sites will be blocked. Students should notify a teacher if they accidentally access an inappropriate site. Students should never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit or inflammatory content.
23. Unacceptable conduct regarding technology use includes but is not limited to using rogue access points or cell phones as hot spots to avoid TCHS monitoring; downloading inappropriate materials, viruses or software; gaining unauthorized access anywhere on the network; misuse of the available network to bypass classroom management monitoring software; attempting to disable or circumvent the TCHS Internet content filter and firewall.
24. Based on the rapid changes to technology, Teurlings Catholic High School reserves the right to revoke or modify technology policies or procedures at any time.

Student Email

The primary purpose of the Teurlings Catholic High School student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities. Email communication between TCHS school staff and students should be through the tchs.net account only.

All student email accounts are the property of Teurlings Catholic High School. Email activities must comply with the Teurlings Acceptable Use Policy. Use of the email system aligns with the school's code of conduct and the code will be used for discipline purposes. Communication through the school's email system will exhibit common sense and civility. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.

Account usernames and passwords are created and monitored by the school's Technology Director. Students may not change their email password. Students should not share their passwords. Students are responsible for messages sent from their accounts. Teurlings Catholic High School cannot guarantee the privacy or confidentiality of electronic documents, and any messages that are confidential should not be communicated over email. Unauthorized attempts to access another person's email or similar electronic communications or to use another student's name, email, or computer address or workstation to send email or similar electronic communications are prohibited and may subject the individual to disciplinary action.

Messages posted on the school's email system cannot cause disruption to the school environment or normal and acceptable school operations. Occasional and reasonable personal use of the school's email is permitted, outside of school hours, providing that this does not interfere with the performance of the electronic mail system or disrupt the operation of the school. Access to email at school is allowed only with expressed approval from the teacher.

Students will report any unusual activities such as "spam" communications, obscene emails, questionable content, and the like to the school's Technology Director. Students should not forward chain letters, jokes, or graphic files. Teurlings Catholic High School reserves the right to access email to retrieve TCHS information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, to check Internet access history, or to disclose messages, data or files to law enforcement authorities.

Student Copier/Printer

Students have access to a UniFLOW Student Copier/Printer in the Technology Office. Students are able to send print jobs from their chromebooks. Students have a limit of 200 copies/prints available to them at no cost but can purchase additional copies/prints if needed ($1 = 200 more).

Consequences for Violations of the Teurlings Catholic High School Technology Policy for Students

1. Violations of the policy will be dealt with individually and may result in suspension and/or expulsion from school.
2. If warranted, academic penalties may also apply.

If there are any questions about the policy or consequences, please contact Assistant Principal Emily Lancon (Ext. 102), or Director of Technology Leslie Bergeron (Ext. 220).

Remedies and Recourse

Anyone accused of any of the violations has all of the rights that would normally apply if such people were accused of school vandalism or any other illegal activity. Teurlings Catholic High School has the right to restrict or terminate information network access at any time for any reason. The school further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network. Student/parent is responsible for any monetary damages caused to Teurlings Catholic High School equipment or the network by the student's actions.

STUDENT SERVICES

COUNSELING SERVICES

The counseling services exist mutually with the instructional dimensions of education; however, these services place greater emphasis on the healthy development and well-being of the individual. The following assumptions are basic to the concept to guidance:

1. Counseling is concerned with the total person.
2. Counseling aims to increase the possibility for all individuals to develop to their fullest potential.
3. Counseling is delivered through a team comprising administrators, teachers, counselors, parents and learners. The goals of the counseling team are to assist students in:
    a. seeing themselves as important, significant individuals.
    b. dealing effectively as members of the family, the community, and the whole society.
    c. ensuring their physical and mental health.
    d. selecting an occupation in line with their interests and abilities.
    e. securing training necessary for their chosen vocation.
    f. engaging in pleasurable leisure time activities geared toward their interests.

Counseling helps individuals to reconcile their development with the environment in which they are growing to maturity. The concerns of this service are with the total person and are directed toward optimizing the potential of the individual in light of factors in the social situation and environmental opportunities.

Counseling Department staff members provide a number of other important services for the student. They evaluate his or her current progress in school and provide academic, vocational and college planning as well. In addition, a college-admissions counselor works specifically with students who may qualify for college scholarships. Students may seek this counselor's help in completing college and scholarship applications and in meeting with college representatives.

The Counseling Department strives to work with parents and faculty members in helping the student in his or her maturation process. The department sponsors workshops for parents and arranges conferences with them throughout the school year. Thus the department will join the faculty and school administrators as "partners with parents" in understanding and assisting them in their own important task as educators.

Standardized Testing

The following standardized tests are normally available to help determine progress and needs of students:

1. Level: Grades 9-10-11-12 (Testing is open to all students) Scholastic Aptitude Test (SAT) and American College Test (Battery ACT)
2. Level: Grades 10 and 11 ACT administered in March and (Optional) PSAT - NMSQT (To qualify for National Merit Scholarships) administered in October
3. Level: Grades 9-10 PACT (practice ACT Test) administered in March

***ACT Code 191421*

***TCHS Site Code #5711*

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 is a federal law, which states that a written institutional policy must be established and that a statement of adopted procedures covering the privacy rights of students is made available. The law provides that the school will maintain the confidentiality of student education records.

TCHS accords all the rights under the law to students and their parents. No one outside the school will have access to nor will the school disclose any information from students' educational records, including records to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, or to accrediting agencies carrying out accrediting functions without the written consent of the student and his or her parent. Exceptions to this written consent include qualified personnel in the school, persons in compliance with a judicial order, and persons in an emergency in order to protect the health and safety of students or other persons, and to parents who present sufficient evidence that the student is dependent upon them for financial support. All of these exceptions are permitted under this act.

Within the TCHS community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Guidance Office, Administration Office, Office of the Registrar, Business Office, Financial Aid Office, the Office of Admissions, academic department coordinators, other academic personnel within the limitations of their need to know, the TCHS attorney, designated law enforcement officials, corporate owner pastors, and any other person deemed by the school as official.

At its discretion TCHS may provide directory information in accordance with the provisions of the Act. Directory information at TCHS includes: student name, primary parent name, address(es), telephone number(s), and date of birth.

Requests for non-disclosure will be honored by TCHS for only one year; therefore, authorization to withhold directory information must be filed each year in the guidance office.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the appeals committee to be unacceptable.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations; employment of job placement, or education records containing information about more than one student, in which case TCHS will permit access only to that part of the record which pertains to the inquiring student. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original source document which exists elsewhere).

Any student who believes that his or her education records contain information that is inaccurate or misleading, or are otherwise in violation of his or her privacy or other rights may discuss his or her problems informally with the TCHS guidance department or the respective guidance counselor. If the decisions are in agreement with the student's request, the appropriate records will be amended. Otherwise, the student will be notified within a reasonable period of time that the records will not be amended and why. The student will then be informed of his or her right to appeal to the next higher authority (e.g., department coordinator or administration).

Revisions and clarifications will be published as experience with the law and TCHS's policy warrants.

Students enrolled in Dual Enrollment classes are also considered to be students of the applicable university. FERPA guidelines adopted by the individual university pertain to those classes. In general, students in those classes are considered adults by the university, regardless of age, and grades, transcripts, and other records are not accessible by parents unless a FERPA release has been signed by the student and are on file at the university. Dual enrollment grades, as recorded by TCHS, are accessible by parents through FACTS/RenWeb1.

SCHOOL NURSE

A fully trained nurse or health aide will be at school daily to treat students who become ill. A bed is provided until such time that their parents can take them home. A student must have a hall pass from the teacher before visiting the nurse unless an emergency situation exists.

It is the responsibility of the parent to provide a current phone number to the school at all times so they can be reached by the nurse in cases of illness or emergency. It is the responsibility of the parent, not the school, to provide transportation home for ill students. Students going home sick without the nurse or principals' permission will result in an unexcused absence for the remainder of the school day.

Student Health Problems

The school nurse should be well informed of any and all health problems of all TCHS students. A student health inventory sheet describing all health problems and medications taken at home and school is to be filled out by a parent during the enrollment process updated throughout the year as changes occur. Examples: any allergies (food, medication, insect stings, etc.), asthma, diabetes, epilepsy/seizures, heart or kidney problems, migraines, ADD/ADHD, emotional/behavior problems, depression, scoliosis, orthopedic problems, arthritis, blood disorders, hearing or vision problems, or intestinal problems. Please contact the school nurse at 235-5711 (ext. 111) or at acamel@tchs.net to disclose any health related issues pertinent to your child's safety.

Allergy Prevention and Response

Severe allergies can be extremely dangerous. If a student has a known severe allergy and uses an Epi Pen or asthma inhaler, a parent MUST contact the school nurse and supply the needed medication to either be left at school in the nurse's office or on the student as per doctors orders. Doctor's orders or pharmacy labels will be accepted as guidelines for these medications. The nurse will compile a specific plan for that student based on the physician's orders and the family's requests. TCHS takes student allergies very seriously. Every effort will be made to help prevent serious allergic reactions from occurring when possible. In the event of a serious reaction, a plan is in place that includes Doctor's standing orders. A complete policy and plan are available upon request.

Medication

TCHS will provide the following over the counter medications to all students who have the Parental Release Form signed by a parent: Tylenol, Ibuprofen, Aleve, Antacids, Cough Drops, Chewable Pepto-Bismol Tablets and Benadryl. All other medications, prescription and non-prescription, must be brought to the school nurse with the Medication Order Form completed by the student's physician. These medication forms are in the office of the school nurse. All prescription medication must be supplied in a properly labeled container from the pharmacy that includes specific times the medication is to be given.

Any medication must be dispensed from the nurse's office. **Students may not have in their possession any form of medication, whether over the counter or prescription, except Epi Pens or asthma inhalers (directed by physician order and approved by parent and school nurse).** Students found in violation of this procedure are subject to expulsion. A parent must pick up all medication at the end of the year. Otherwise, it will be discarded.

LIBRARY

Every student is encouraged to utilize the library at all convenient time periods. The library is open from 7:00 AM to 3:00 PM Monday through Thursday and from 7:00 AM to 2:30 PM on Fridays. For the consideration of library patrons, the following is encouraged:

1. Activities, which disturb or distract others, are not allowed. Chromebooks used in the library are for academic use only and their use is governed by the same rules and regulations as those located in classrooms and labs. Any violation of the school Internet /Technology Use Policies may also result in a loss of library privileges. The Librarian reserves the right to restrict computer access to any student at any time for violation of any portion of the school's computer use and Internet policies. All audio must be listened to using headphones or earbuds unless permission is asked for and granted.
2. In order to ensure that students wishing to work or study have a safe and peaceful space to do so, everyone in the library must have their own chair and keep it to four students per table unless permission is asked for and granted.
3. Lunch may not be eaten in the library. Drinks with lids and dry snacks are allowed. The librarian reserves the right to restrict this privilege if it is abused or if messes are not cleaned up.
4. Cell phones must be in the book bags and turned off.
5. The area behind the circulation desk is the librarian's office where objects and materials are of a personal nature and students should not enter unless given permission.
6. Books may be checked out for a two-week loan period; these may be renewed if there is no hold on the item.
7. Reference books may be checked out with special permission from the librarian to be returned on a specific due date.

SPIRITUAL FORMATION

The primary goal of the TCHS Spiritual Formation program is to offer a curriculum that includes both faith-based instruction in accordance with the Catechism of the Catholic Church and an active campus ministry program that enables students to integrate the Gospel values into their daily lives. All students are required to take a Theology course during each of their four years of high school. To fully implement the mission statement of TCHS, "To Channel His Spirit for the glory of God," many opportunities are available for students to further develop their spiritual formation, including Mass, confession, adoration, retreats, bible studies, pilgrimages, and mission trips.

Mass

Mass is scheduled each Thursday at 8:34 AM in the school gym. All students and faculty are required to attend. If a Holy Day of Obligation falls on a different day of the week, the Thursday Mass will transfer accordingly to that day. Optional Mass is also offered every Friday at lunch the chapel. All students are strongly encouraged to attend Mass on Sundays at their home parish.

Reconciliation

The Sacrament of Reconciliation is offered three times a week on campus and is typically offered during retreats. Students are also strongly encouraged to take advantage of the opportunities for confession at local church parishes.

Below is the weekly confession schedule at TCHS.

- Mondays 2:30 – 3:30 PM *(after school)*
- Tuesdays 10:15 - 11:15 AM *(during the third class of the day)*
- Wednesdays 10:15 – 11:15 AM *(during third class of the day)*

Worship Wednesdays

Adoration of the Blessed Sacrament is offered every Wednesday from 7:00 AM to 2:30 PM in the chapel. Parents are especially encouraged to help us cover the hours during the school day.

Liturgical Ministers

Depending on their grade level, each student will be offered the opportunity to discern whether or not they'd like to commit to serving as a liturgical minister.

The requirements and expectations are listed below.

- Altar Server: offered to all students in every grade level. These students should have a devotion to the liturgy and must be willing to serve at their home parish.
- Lector: offered to sophomores, juniors, and seniors. These students should have a special devotion to Sacred Scripture and must be comfortable reading clearly for a large congregation.
- Sacristan: offered to juniors and seniors. These students should be reverent, responsible, and detailed as they set up and take down all liturgical items to be used during weekly Mass.
- Extraordinary Minister of Holy Communion (EMHC): offered to seniors only. These students must have a strong devotion to the Eucharist, must be confirmed, and must sign a morality agreement before committing to the sacred role of distributing Holy Communion at Mass.

CAMPUS MINISTRY

The TCHS Campus Ministry seeks to build saints through relationships. All students can participate in the following Campus Ministry activities:

Verso L'Alto

Verso L'Alto is a required retreat for all 9th grade students. This retreat introduces students works to lead students to encounter Jesus while offering them opportunities to grow in communion with one another.

Oremus Retreat

Oremus is an optional off-campus retreat offered in the fall to all grade levels. This retreat follows one of the spiritual masters of the Church, and provides students with different tools to aid them in their individual prayer lives.

Kairos Retreat
Kairos is an optional off-campus retreat offered twice a year to 11th and 12th grade students. This retreat focuses on helping students discover their identity and Christ by looking at their own life experiences and the Lord's presence in each moment.

Girls Retreat
Girls Retreat is an optional off-campus retreat offered in the spring to all female students. This retreat is led and planned by senior campus ministers and aids students to grow as Daughters of God.

Guys Retreat
Guys Retreat is an optional on-campus retreat offered in the spring to all male students. This retreat is led and planned by senior campus ministers and aids students to grow as Men of Christ.

Adore Nights
Each month students have the opportunity to participate in adore nights, led by senior student campus ministers. These nights provide opportunities for students to encounter Jesus and grow in prayer.

Small Groups
Throughout the school year different groups (Girls Group, Guys Group, Discernment Group, Bible Study, etc.) are offered. All students are encouraged to participate in a group of their choice.

Also offered: Freshmen: Verso L'Alto Ministry; Sophomores: Lauds Ministry

Campus Ministers
Depending on their grade level, each student will be offered the opportunity to discern whether or not they'd like to commit to serving as a campus minister.

Freshmen and Sophomores: Have the opportunity to participate as members of the Mercy Team, serving both our school and community.
Juniors: Can serve on the Retreat Team and assist with the planning and execution of Feeder School Retreats.
Seniors: Can help plan and execute the different ministry activities throughout the school year.

Additionally, seniors can sign up for an elective Campus Ministry Formation Class that focuses on forming them as Missionary Disciples, which will encourage them to grow in their personal faith and equip them to evangelize on and off campus.

Music Ministry
The Music Ministry program at TCHS is an extracurricular activity whose primary mission is to provide liturgical music for our weekly school Masses. The group auditions in late spring for the upcoming school year. All musical instruments are welcome, especially piano and guitar.

ATHLETIC MINISTRY
The Athletic Ministry program at TCHS is designed to help all athletes encounter Jesus while striving for excellence within each athletic program. Throughout the year, all athletes will have the following opportunities:

Rebel Athletes for Christ (RAFC)
Once a month, our athletes gather at lunch to come together in faith and fellowship.

Athletic Retreat
Each sport is required to offer their players a retreat.

STUDENT BEHAVIOR

The English word *discipline* comes from the Latin word *discere*, which means *to learn*. This is also where we get the word *disciple*. We believe that at the heart of student discipline is Christian discipleship. Although rules and policies are in place to maintain stability and consistency, our hope is that these standards are an aid to help each student grow in virtue as a committed disciple of Jesus Christ.

The cardinal virtues of prudence, justice, fortitude, and temperance are particularly important to building strong character. Prudence enables students to think before they act; justice enables students to respect others; fortitude enables students to persevere through difficulties; and temperance enables students to have self-control. These virtues take practice and require a collaborative support system from parents, faculty, staff, and the administration.

Whether in school, at school-sponsored activities, or out of school, each TCHS student carries with them the reputation of the school. Therefore, any student who may become involved in any grave violation of discipline and/or serious public misconduct that brings discredit to this school will likely be suspended or expelled.

All TCHS students are expected to comply with school regulations, which are devised for the welfare of each individual student and the student body as a whole. The code of discipline is not adapted to students who require constant correction. ***Please note that attendance at TCHS implies a willingness to comply with this code of conduct.***

DISCIPLINE POLICY

Disciplinary Referrals

Teachers will write a disciplinary referral to be sent to Administration. The Administration will meet with student and assign the appropriate consequence for the infraction. Possible consequences include:

- Conference with the student/parents
- Warning
- Meeting with a counselor
- Extracurricular (including athletics) probation
- Detention
- Saturday School
- Suspension
- Dismissal

Lunch Detention

The following student infractions, along with other minor infractions determined by the Administration, will result in a lunch detention:

- Uniform code violations
- Excessive tardies/check-ins/check-outs to class or to school
- Chewing gum
- Talking, sleeping, or misbehaving during Mass
- Failure to follow teacher directions
- Eating or drinking in class *(with the exception of water in an approved water bottle)*
- Untucked shirts
- Not having ID hanging on lanyard around neck by the time the morning tardy bell rings *(in booksack, pocket, etc.* ***DOES NOT*** *count as having an ID on)*
- Walking on the back of "folded down" shoes
- Going to vehicle, parking lot, field, gym, locker room, or any other area on campus during the school day without permission *(depending on what is done here could result in further disciplinary action)*

**Failure to attend lunch detention will result in additional consequences.*

**Multiple lunch detentions may be assigned as a consequence for certain infractions.*

**When a student receives 4 lunch detentions, the student will be assigned a Saturday School.*

Saturday School

Students will attend school from 8:00 - 10:00 AM (check school calendar for dates) in school uniform under supervision of a teacher. **Failure to attend Saturday School will result in a suspension the following Monday.** Out of town trips, lack of transportation, or athletic commitments, whether school or non-school related, will not be excused. Saturday school may include **but is not limited to** the following infractions: *Excessive tardiness, disrespect, cell phone violation, academic dishonesty, bullying/ harassment, cutting class, vandalism (depending on the situation - it could result in an out of school suspension), excessive minor infractions, and unacceptable behavior.*

*When a student is assigned three Saturday Schools, the student will receive a one day out of school suspension.

Suspension

Suspension is the second most serious form of disciplinary action at TCHS. It serves as a notice to the parents and the student that the student is in jeopardy of being dismissed if behavior does not improve. Parents will receive notification by phone and email that their child has been suspended from school. If a student is suspended three times during the school year, he or she will be dismissed from TCHS. Fighting will automatically result in the student receiving an out of school suspension. All suspensions will be out of school suspensions, with the exception of suspensions falling on Mid-Term or Final Exam days. If a suspension falls on one of the aforementioned days, an in school suspension will be served. Students will be required to report to school to take their exam(s) as planned, then will stay after to serve the in-school suspension. Each OUT OF SCHOOL suspension will result in a 3% deduction of the student's upcoming final quarter average in ALL classes the student is enrolled in for that quarter. If a student is issued an OUT OF SCHOOL suspension during midterm exams, the deduction will be applied to the Quarter 2 final averages. If a student is issued an OUT OF SCHOOL suspension during final exams, the deduction will be applied to Quarter 4 final averages.

Out of School Suspension

Students will not be allowed to attend school, practices, or any other school activity for the length of the suspension. A member of the administrative team will notify the parent by phone and email the number of days the student will be suspended. The student will not be allowed to participate or attend any extracurricular activity on the day(s) of the suspension, or on the weekend when a suspension continues into the following week. **Students are responsible for all work missed and work is due upon their return to school.**

Additionally, after a first out of school suspension is assigned, the student will have to complete five (5) check-in appointments (over the course of three (3) weeks), with a school counselor, Ms. Fasnacht, or Mrs. Laborde. It is the student's responsibility to schedule these appointements.

Second Out of School Suspension

Upon incurring a second suspension, a mandatory conference will be held with the student, parents, administration, and counselor. Parents and student will be informed of the consequences of a third out of school suspension.

Dismissal

Dismissal is the most serious form of disciplinary action at TCHS. A student will be dismissed immediately for any grave misconduct or violation of rules at the discretion of the administration. **A student suspended three times in one school year will be dismissed from TCHS.** Once a student is dismissed from school, the student may not reapply for one calendar year from the date of expulsion/withdrawal. Re-entry into TCHS will be at the total discretion of the chancellor and administration. Students who are asked to withdraw or are expelled from TCHS are not allowed to return to school campus nor attend any school-related functions.

Parent Meeting

If any parent of a TCHS student wishes to meet with the Assistant Principal of Discipline, they must first email to make an appointment. Walk-in appointments are not always available.

SUBSTANCE ABUSE POLICY AND PROCEDURES

Being under the influence of, or consumption of drugs or alcohol during a student's academic day or at a school-related function is strictly prohibited. The selling, purchasing, or possession of vapes/cartridges/drug paraphernalia/alcohol is also strictly prohibited. Anyone violating this policy while on school grounds or while at a school-related function will likely be dismissed.

For the purpose of this policy the following definitions shall apply:

1. Consumption shall include but not be limited to smoking, snorting, inhaling, eating, swallowing, or otherwise ingesting.
2. Possession shall include but not be limited to the actual physical possession of the prohibited substance. Additionally a person shall be deemed to be in possession: (1) when any prohibited substance is found in a locked or unlocked vehicle belonging to or driven by a student, (2) when any prohibited substance is found among the student's personal possessions including but not limited to lockers, backpacks, purses, etc., (3) and/or when prohibited substances (either opened or in a container) are near enough in proximity to be physically controlled by the student.
3. Drugs shall include but not be limited to any controlled dangerous substance listed in Schedules I, II, III, IV and V of LSA-R.S. 40:964, or any derivation thereof, unless obtained directly or pursuant to a valid prescription from a medical practitioner authorized by law to dispense same and said prescription is personal to the user. Additionally, drugs shall include anabolic steroids and any substance listed or identified as "not for human consumption," including but not limited to products commonly referred to as synthetic and/or legal marijuana, legal bud, spice, hex, voodoo, blaze, blueberry haze, dank, demon passion smoke, genie, Hawaiian hybrid, k2, magma, ninja, nitro, ono budz, panama red ball, puff, sativah herbal smoke, skunk, spice, ultra-chronic, voodoo spice, herb, legal herb, clove, legal clove, illegal bath salts, blue sky, kamikaze, vanilla sky, ivory wave, white rush, pure ivory, whack, bolivian bath, purple wave, charge, ocean burst, sextacy, gloom, purple rain, salt, fly, hurricane Charlie, and/or crush.
4. Alcoholic Beverages shall mean all alcoholic substances established by statues of the State of Louisiana and/or the United States of America for which a license to sell the alcoholic substances is required; including counterfeit, bogus, deceptive or simulated alcoholic substance intended to mislead the possessor or other persons as to the true nature of the alcoholic substance and shall include, but is not to be limited to, such substances as are commonly referred to as non-alcoholic beer, non-alcoholic brew, near beer, non-alcoholic wine, lean/purple drank, etc.

***Any student who is tested with a breathalyzer at school, at a school dance or school activity and tests higher than "zero" (0.00) will be considered under the influence of alcohol and will constitute a positive result under the substance abuse policy.**

Drug Detection and Prevention

It is acknowledged that the ultimate purpose of the school system is to provide a quality education. Further recognizing the fact that the presence, introduction, being under the influence of, consumption of illegal and/or harmful drugs or possession of related drug paraphernalia on our campus or a school activity has no place in the educational system, the Advisory Council hereby adopts the following program for Drug Detection and Prevention.

Any student enrolled within the school system may be subjected to a reasonable and limited search of his or her self, vehicle, possessions, and lockers by all administration, faculty and staff. Refusal by any student to allow such inspection or search voluntarily will result in disciplinary action.

All lockers and storage areas, although provided for use by the students, remain the property of the school and the use of it by the student is with the specific understanding that those areas remain subject to periodic and unannounced searches. Searches may include drug dogs.

Further, by use of the parking facilities provided by the school and exercise of the privilege of parking on the premises by the students, constitute an implied consent to have said automobiles periodically and reasonably searched or inspected for the purpose of detecting the presence of drugs or other unauthorized material. Searches may also include drug dogs.

The above policies will likewise apply to any function *(social, educational, or other)* held upon the grounds of the school and sponsored by the school or any student organization.

At the beginning of each school year, all parents of students will be presented with a copy of the foregoing policy. In as much as it is necessary that the program must apply to everyone equally in order to make it work, then at least one parent of each student must sign an acknowledgment of the said policy and verify that they understand same and agree to be bound thereby. Said acknowledgment and verification will be a prerequisite to the student's remaining in school.

DRUG TESTING

Overview

All students at TCHS are drug tested a minimum of once a school year. The Administration, with the approval of the Principal, will determine the drug testing procedure. Currently all students are tested via urinalysis, oral test, and/or hair test. The type of test administered is at the total discretion of the administration.

A Statement of Need and Purpose

Recognizing that observed and suspected use of alcohol and illicit drugs by TCHS students is increasing; a program of deterrence will be instituted as a pro-active approach toward a truly drug- free school. The purpose of this program is threefold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs.

Selection of Students for Testing

Every student enrolled will be drug tested at least once during the school year. Students will be randomly chosen, or selected with reasonable suspicion which does not have to be communicated to the student or parents. After the initial test, each student becomes eligible for further testing via retests.

Procedures for Students

Informed Consent for Testing: At the beginning of each school term, students and parent/guardian/custodian will complete and sign the TCHS Student/Parent Handbook Acknowledgement Form. No student may enroll in TCHS until this form is properly executed and on file with the Registrar.

Drug Testing Frequency: At the beginning of each school term or when a student enrolls into TCHS or when the student's name is randomly selected, a student may be subject to urine, oral testing, and/or hair testing for illicit or banned substances. Following initial school testing, previously tested students can be retested anytime during the school year. Any student who refuses to submit to urine, oral test, and/or hair drug testing will be subject to dismissal. Refusal to submit a sample, will constitute a positive result in the TCHS Drug Policy.

Sample Collection: Any student unable to produce an adequate specimen of urine during the collection period will have a hair sample taken and sent to the certified lab for testing. Additionally, an oral test may be done.

Confidentiality of Results

All drug test results are considered confidential information and will be handled accordingly.

Procedures in the Event of a First Positive Result

Whenever a student's test result indicates the presence of illegal drugs or banned substances, the following will occur:

1. A member of Administration will notify the parent/guardian/custodian. TCHS will keep all test results for a period of four years.
2. A meeting with the student, parent(s), and administration will be scheduled.
3. The student will be suspended, out of school, for three (3) days.
4. The student will be required to take a witnessed collection and screen (urinalysis) every three weeks for 90 days with Safety Management Systems. The cost of each screen will be paid for by the parent or guardian of the student. A parent or guardian must be present for each witnessed collection and drug screen.
    - If the student fails to report to Safety Management Systems within 24 hours of the assigned testing dates, Administration will notify the parents and the student will not be allowed back at school until the witnessed collection and drug screen has been taken.
    - During the 90 day testing window, if the student's confirmation levels of illegal substances fail to decrease, or at any point increase, this will constitute the student's second positive drug test and the student will be dismissed.
5. The student shall be evaluated within fifteen (15) working days by a Certified Chemical Dependancy Counselor (or at an agency certified by the Louisiana Department of Health or the Louisiana Department of Alcohol and Drug Addiction Services) for a chemical dependency assessment and then follow the recommendations of the counselor. *(If treatment is recommended, it must be with a Certified Chemical Dependency Counselor.)* A confirmed scheduled appointment must be communicated to TCHS within five (5) days of the assigned suspension. Communication must be made between the counselor and TCHS confirming that the student was seen and assessed.
6. The student who tests positive and his/her parents/guardian must participate in two one-hour sessions of drug education. Confirmation of drug education must be submitted to the Assistant Principal of Discipline during the 90 day testing window.

Medical Marijuana

Notwithstanding that Louisiana state law may allow for the use of medical marijuana under specific conditions, marijuana remains a Schedule I controlled substance under the Federal Controlled Substances Act. As a recipient of federal funds, Teurlings Catholic High School must comply with the Drug-Free Schools and Communities Act (DFSCA) and other federal regulations, which prohibit the presence and use of any federally banned substances on campus and at school sponsored events. Students possessing, distributing, using and/or under the influence of marijuana, including "medical marijuana," are not exempt from and are subject to the Drug Testing policies set forth in the Student Parent Handbook.

Consent to Perform Urinalysis for Drug Testing

Parents consent to allow the student named on the form to undergo urinalysis, oral testing, or hair testing for the presence of illicit drugs or banned substances in accordance with the Policy and Procedure for Random and/or Probable Cause Related Urine/Oral Test/Hair Drug Testing of TCHS students. We understand that any samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality. We hereby give our consent to the medical vendor, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis/oral testing/hair testing for the detection of illicit drugs or banned substances. We further give permission to the medical vendor, its doctors, employees, or agents, to release all results of these tests to the school. We understand these results will be forwarded to the Administration and will also be made available to us.

TCHS Drug Testing Policy Amendment: Adulterated or Substituted Drug Test Samples

A determination that a student has, directly or indirectly, participated in the act of adulterating, substituting or otherwise corrupting the integrity of a drug test and/or drug test sample may be grounds for dismissal or other disciplinary action.

A student who allows another student to use his or her urine sample shall be in violation of this policy and may be subject to dismissal or other disciplinary action.

A student found in possession of a urine sample (excepting a valid sample given during a drug test) shall be presumed to be in violation of this policy and may be subject to dismissal or other disciplinary action.

A student found in possession of any additives, chemicals, or other items commonly used to adulterate or otherwise corrupt the integrity of a drug test shall be presumed to be in violation of this policy and may be subject to dismissal or other disciplinary action.

*At minimum, a two (2) day out of school suspension will be assigned to any student who violates the above mentioned statements.

In the event that the drug testing company representative receiving a drug test sample determines that the temperature of a drug sample is outside the acceptable margins for a valid sample temperature, the student shall be required to submit another sample with a valid temperature, and/or submit a hair sample for testing, and/or submit an oral test (the method of testing is at the total discretion of the TCHS Administration), prior to returning to class.

CONDUCT ON CAMPUS

Academic Honesty (Cheating, Plagiarism, etc.)

The Academic Honesty Policy is listed in the Academic Section of this Handbook. All violations involving the Academic Honesty Policy will be handled by Administration. All instances are recorded on the student's discipline record.

Athletic Events

TCHS has a fine athletic tradition and prides itself in the conduct of its students at such events. Therefore, students should conduct themselves in a manner which brings credit to the school and the team involved. Misconduct in the form of booing, fighting, obscene gestures, or off colored cheers will not be tolerated. Students are required to follow the mandates of the school dress code at all athletic events. Extremely short shorts, crop tops, etc. are not allowed. Decisions regarding student dress at these events will be at the total discretion of the administration.

Automobiles/Parking

Driving privileges for the regular school day to/from school are extended to qualified students in grades 11 and 12. Sophomores with a valid license *(not a permit)* may request parking privileges pending availability of space after all qualified 11th - 12th have received tags. All student vehicles must park in the area provided. Students parking a vehicle on campus must purchase a TCHS parking tag *($50.00 per year)*. Students are not allowed to remain in their cars or in the parking area upon their arrival to school. **Students may not go to their vehicles at any time during the school day without permission from a TCHS faculty or staff member.** Doing so will result in disciplinary action. Reckless/unsafe driving will result in disciplinary action and the possible loss of driving privileges. Courtesy to our surrounding community is expected. Please keep the noise and music volume at a low level and abide by posted speed limits on and near the campus.

Cafeteria

Students are expected to conduct themselves in an orderly manner when entering the cafeteria. All students are expected to return their trays and clean up their space when they are finished eating. Students are required to display their I.D. card in the cafeteria. All food and drink including water should be consumed in the cafeteria. Students will not be allowed to leave the cafeteria with food. Seniors are extended the privilege of entering the cafeteria early. No one is allowed to cut in line.

Calls/Deliveries

During regular school hours, students may not make or receive telephone calls except for emergency situations in the Front Office **ONLY**. Students can only use the Front Office phone during the school day, from the morning tardy bell to the dismissal bell. All deliveries, such as balloons or flowers, must be made to the office. Students may pick them up after school. Students are **NOT** allowed to have breakfast, lunch, coffee, etc. delivered to them at school.

Cell Phones and Electronic Devices

Cell phones or personal devices, including wearable devices *(ex: Apple watches, Fitbit watches, Garmin watches, smart watches, wireless headphones, and similar devices)* that can store information, photos or provide Internet connectivity are **NOT** allowed to be used or worn during the school day. No smart watches, or anything that resembles one, may be worn. Devices may be used before or after school only. During the school day they must be turned off and may not be taken out of book bags. Phones may not be stored in lunch bags; doing so will result in a lunch detention. Students may store turned off devices in their book bag or vehicle. They are not allowed to be carried in pockets or on their person. Doing so will result in a lunch detention. Cell phone use is not permitted in locker rooms or restrooms. Students may be subject to search by a metal detector if suspected of having a cell phone on their person.

Consequences for possession of cell phones, personal devices, or wearable devices include: *1st offense – 3 Lunch Detentions, 2nd offense – Saturday School, 3rd offense – 1 day out-of-school suspension (student loses privilege of phone on campus - phone must be left in the office every day), 4th offense – 2 day out-of-school suspension, 5th offense – 3 day out-of-school suspension, resulting in dismissal.* If a phone is confiscated, it will be held in the office for the remainder of the school day. **It is the school's right to review recent calls, text messages, social media posts, pictures, chats, etc. on any student's cell phone.** Pornographic material on a phone, including but not limited to material sent to another phone, downloaded, accessed, surfed, or saved could result in dismissal.

Change of Address and Family Data

Parents must update changes of Address/Telephone/Employment/Grandparent Information/etc. in the FACTS Family Portal or notify the school Registrar via email lbeslin@tchs.net for assistance.

Damage to School/And Any Other Property

Any student who by his or her action causes damages to school or any other property is obliged to replace that property. Any act of vandalism/trespassing against school or any other property, including but not limited to the property of another school or the property of any other member of the administration, faculty, staff, or student body, either on or off campus, could result in severe corrective action including dismissal *(i.e. administration, faculty/staff houses/personal property - toilet paper, egging, sticky notes, spray paint, saran wrap, shaving cream, forks, q-tips,* ***or any other item or activity deemed inappropriate by the TCHS Administration)****.*

Dances/Prom

Students will be allowed one non-student guest of the opposite sex for which they will be accountable. Students will not be allowed to enter dances after the set time, or leave dances before set time. High School aged guests must be enrolled in a high school. No guest may be 21 years or older. All students and guests must abide by the dance attire guidelines listed below.

Students who have been expelled or asked to leave/withdraw from TCHS may not attend school-sponsored dances. TCHS students bringing a non-TCHS date to a school-sponsored dance must bring a completed Guest Form to the assigned dance sponsor by the required due date. Forms will be available online at the appropriate time. Date sign-up procedures will be explained for each dance in advance.

Dance Attire Guidelines

TCHS dances are an event, which reflects the philosophy of our school and the teachings of the Catholic Church. Among our most important considerations is adherence to Church teachings regarding modesty.

According to The Catechism of the Catholic Church, "Purity requires modesty. Modesty protects the intimate center of the person. It means refusing to unveil what should remain hidden. It is ordered to chastity to whose sensitivity it bears witness . . . Modesty is decency. It inspires one's choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet . . . Teaching modesty to children and adolescents means awakening in them respect for the human person."

In accordance with these directives of the National Conference of Catholic Bishops, TCHS sets forth the following dress guidelines for our students and their dates. These guidelines apply to all school dances, **including Homecoming and Prom**:

GIRLS:

1. TOPS

- The neckline of a dress, top, or gown must be cut in a modest way. If cleavage is showing, the student will be asked to leave the dance. Spaghetti straps or strapless dresses are allowed, as long as they are not low cut.
- The cut of a dress in the back and sides must not be below the natural bra line. Backless dresses are not allowed.

2. LENGTH

- The dress and skirt length must be **below the knee**, NOT at the knee or right above it. Side, front, and back slits in a dress/skirt must be **below the knee**. *Only tea-length dresses and floor-length dresses will be allowed.*

3. MISCELLANEOUS

- No midriff is allowed to show.
- No navel is allowed to show.
- The bodice of the dress must not have any fabric cutouts (this includes openings covered with net-like fabric).
- Dresses should not be excessively tight.
- No see-through, sheer, lace, etc. material from chest down to knees; If this material is present in this area, it must be backed by opaque fabric.

BOYS:

1. Homecoming: Polo or collared dress shirt with dress pants. T-shirts are not allowed. Sport coats, tie, or bow tie are optional.
2. Prom: Tuxedo or suits are required. Sport coats and slacks are not permitted.

ADDITIONAL NOTES: Modesty is a top priority at TCHS. If an administrator deems the dress/skirt does not follow policy and/or is inappropriate, the student will **not** be allowed to enter the event. If you are uncertain as to whether or not your dress/skirt is acceptable, please email a picture of yourself in the dress/skirt to an administrator for approval. ***These guidelines also apply to non-TCHS dates.***

Designated Food Areas

School environments are healthier when they are kept clean and well maintained. Unsanitary conditions attract insects and vermin, pollute our environment, and have a negative impact on student health and performance in school. In order to keep our school clean and free of trash from plastic bottles and bags, and environmentally friendly, there are now designated areas where students are only allowed to consume food and drinks. The courtyard Chapel area, courtyard area and deck will be designated as our "food court area" for students who bring their lunch to school. The microwave room will house the only microwaves for student use on campus. Students will also be allowed to consume food and drinks in this area during breaks. Students are expected to keep this area clean, picking up after themselves. The gym will only be used during indoor lunch days.

FOOD AREAS: cafeteria, courtyard Chapel area, courtyard area, deck and gym on inside lunch days. Students may not consume food or drinks in the hallways or classrooms and violators will be subject to disciplinary action. Any form of plastic bottle will not be allowed outside of designated food areas except for CLEAR PLASTIC WATER CONTAINERS. Students may carry these containers anywhere on campus. Students are not allowed to receive lunches or outside food during the school day. When checking in students may not bring food to campus for themselves or for other students. **Gum is not allowed.**

Dishonesty

All students at TCHS are bound by the guidelines of the expectations of TCHS student behavior. Dishonesty includes but is not limited to lying to a faculty member or administrator, forging parents' signatures, calling/emailing in the front office as a parent, submitting Google check-in/check-out forms as a parent, falsification of faculty, staff signatures, transcripts, letters of recommendation, college/university applications, or school documents, and is subject to disciplinary action, including suspension or dismissal.

Disrespect

Any student who displays disrespect at TCHS will be disciplined appropriately by the Administration, and consequences may include detention, suspension or dismissal. The consequence given is at the total discretion of the Administration. Disrespect will not be tolerated.

Distribution of Printed Matter

No student is allowed to distribute any type of printed material on campus without the permission of the Administration/Office of Advancement. This includes flyers, maps, pictures, invitations, pamphlets, announcements, and the like.

Emergency Announcements

In case of an emergency where school may be called off due to dangerous weather or other circumstances, TCHS will normally follow the directives of the Lafayette Parish School System. Students and parents should watch for the FACTS Parent Alert texts and/or emails. They should also listen to the radio and/or TV for news reports concerning whether or not school will be open or closed.

Fighting

Fighting and violent behaviors will not be tolerated at TCHS. This type of behavior will likely result in suspension or dismissal to be determined by the administration.

Firearms/Weapons

Act 833 creates the crime of carrying a firearm by a student or non-student on school property and mandates that school officials notify all students and parents of the impact of the legislation and post notices of the impact of the legislation at each major point of entry to the school.

** Act 833 of the 1991 regular session of the Louisiana Legislation creates the crime of carrying of a firearm or dangerous weapon (such as knives, clubs, gas, liquid or other substance or instrumentality, which, in the manner used), is calculated or likely to produce death or great bodily harm by a student or non-student on school property. The crime is defined as the intentional possession of any firearm by any student or non-student on a school campus or on a school bus during regular school hours. Whoever is convicted of the crime of carrying a firearm on school property or on a school bus is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state, or local law enforcement officer. Violation of the firearms policy will result in expulsion and possible criminal prosecution. The law prohibits possession of a firearm or dangerous weapon not only on school property or within 1,000 feet of the school's property or on a school bus, but also at any school-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extra-curricular activities.

** Act 107 specifically mandates that when a principal or other school official detains a student for violation of R.S. 14:95.2, and the principal confiscates or seizes a dangerous weapon from a student while a student is on school property or at a school function, or on a school bus, the principal or other school official must immediately report the detention or seizure to the appropriate law enforcement authority, and notify the student's parents if he or she is detained for any of the above.

Fire Drills/Bomb Threats

Unannounced fire drills are held so that students may learn to evacuate the building properly. Students are to go out through the designated exit (instructions are posted in all classrooms) and remain in the safety zone until the all-clear signal is given. Lockdown drills, tornado drills, etc. are also practiced. In the event of a bomb threat (falsified or real), authorities will be called and any student found guilty will be dismissed.

Harassment

All students at TCHS are bound by the guidelines of expectations of TCHS student behavior. Each student at TCHS has inherent dignity and individuality. TCHS is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, teacher, or employee, is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt and thorough manner.

A charge of harassment shall not in and of itself, create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed false and frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or to a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person;
Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;
Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gesture;
Sexual Harassment: Includes unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
- Submission to such conduct by a student is used as the basis of academic decisions affecting the individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating hostile or offensive educational environment;
- Specific examples of sexual harassment include, but are not limited to:
  - -Making unsolicited sexual advances and propositions;
  - -Using sexually degrading words to describe an individual or an individual's body;
  - -Displaying sexually suggestive objects of pictures;
  - -Telling inappropriate or sexually related jokes;
  - -Making reprisals, threats of reprisals, or implied threats or reprisals following a negative response to sexual advances.

I.D. Cards

Required I.D. cards and lanyards are issued in conjunction with school pictures and students are required to present their I.D. any time it is requested by any administrator or teacher. The correct color class ID must be worn around the neck at all times during the school day and ID's must be free of stickers on the picture side. ***Failure to have I.D. (or temporary I.D.) around students neck on the appropriate lanyard, from the time the morning tardy bell rings until the dismissal bell rings, will result in a detention.*** Students must present their school I.D. every day in order to purchase a meal in the cafeteria. Lost or damaged ID cards should be replaced for a $5 fee in the main office. Temporary I.D.'s must be purchashed before the 7:35 AM tardy bell in the Front Office for $1 per day. Fees will be incidentally billed through FACTS each month. Students are allowed to enter all regular season home athletic events and dances with their school I.D. at no charge. Students are encouraged to take a picture of their school I.D. with their phone to facilitate getting in to school athletic events.

*If students get a temporary ID after the tardy bell, but by 8:00 AM, a morning tardy can be recorded in place of a uniform violation (lunch detention). However, any temporary ID purchased after 8:00 AM, is an automatic lunch detention.

Illness

A student who becomes ill during the course of the school day is to report to the nurse. A parent will be contacted should the School Nurse determine the student is too ill to remain at school. ***Students are never allowed to call/text home from a personal phone or another student's phone during the school day. The school phone MUST be used.***

Lockdown Information for Parents/Visitors/Potential Visitors

In the event that TCHS must go on lockdown status, blinking strobe lights will be activated at various entry points to our campus. Strobes will indicate to those coming on to our campus that the school is in lockdown mode and no one is allowed to check in/out, visit, or otherwise come onto campus until the lockdown status is lifted. Anyone, upon coming on campus and seeing the blinking strobes, is asked to leave campus immediately and call every 15-30 minutes until contact with the school is made.

In order for first responders to be as effective as possible, it is crucial for everyone involved, no one attempt to come to campus while in lockdown. Parents should also avoid contact with their children or the media outlets during the lockdown. Sometimes, the tactical response by law enforcement personnel can be severely jeopardized or compromised by unintentional release of information. It is simply put: "A matter of safety for everyone on campus."

Liturgical Celebrations

A student is encouraged to participate in the singing and appropriate congregational responses; otherwise, a student is to give full and silent attention to the actions of the celebration. Any student sleeping, being disruptive or disrespectful at Mass will receive disciplinary consequences. It is a common expectation that non-Catholic students participate in the spiritual exercises of the school or remain silently reverent.

Obscenity

The use of obscene language (spoken/written/typed) or gestures is prohibited. Students are prohibited from having in their possession obscene printed or written material. The administration will not tolerate inappropriate language in the classroom, on the campus, or at school functions. Students using disrespectful language will be subject to disciplinary action to be determined by the disciplinarian.

Pre-Workout Mixes

Pre-workout powders are not allowed on the TCHS campus, even if stored in a student's backpack, gym bag, lockers, etc. If found, it will be confiscated and the student will receive disciplinary consequences.

School Hours and Supervision of Students

Over the past few years the facilities at TCHS have been expanded to meet the needs of the growing number of students on campus. Out of concern for the safety and security of our students, faculty, and visitors, TCHS added a full-time School Resource Officer. The Officer's presence during the school day is an added measure of safety for everyone. The addition of a full-time school nurse adds yet another professional to our staff, further contributing to a safer and healthier environment for our students.

In order to provide a safer and more secure environment for our students, parents and students must adhere to the following guidelines:

- Gates to the school will open at 6:15 AM for morning testing and club/team activities. All other students may come on campus no earlier than 6:30 AM.
- Morning supervision of students is 6:30 - 7:30 AM.
- Afternoon supervision is 2:30 - 3:00 PM. Students waiting for rides must report to the main breezeway at 2:30 PM.
- **WE EMPHASIZE THAT ALL STUDENTS WAITING FOR RIDES MUST BE PICKED UP NO LATER THAN 3:00 PM.** ***(There is no duty teacher supervision beyond this time.)***
- If school is dismissed early, supervision will continue for 30 minutes after the regular dismissal. For example, if TCHS is on an early dismissal schedule with a 12:35 PM dismissal, supervision will be extended to 1:05 PM and all students should be picked up by that time.
- Please be reminded all students waiting for rides must remain in the breezeway area and must be picked up at that location.

Student Pranks/Criminal Mischief

Student pranks often lead to criminal mischief and damage which can disrupt the school day, result in monetary damages, suspensions, dismissal from school and possible legal action. These kinds of behaviors are highly discouraged and disciplinary consequences will be given for such.

School Sponsored Trips

On any school trip, students must travel to and from the destination by means of transportation provided by the school, unless approved otherwise by a coach, moderator, and/or administrator, and must remain at the event unless explicit permission to the contrary is obtained from the administration. School dress is required on any trip unless otherwise specified, and all appropriate school rules and regulations remain in effect. Students must not be on academic probation in order to attend school-sponsored trips.

Searches

Periodically, searches are performed on students and/or their belongings. Sometimes these searches are done at random to look for various items students are not supposed to have in their possession, while at other times they are done due to reasonable suspicion. A metal wand detector is sometimes used in these searches. We reserve the right to search students and their belongings without special parent permission, and communication will only be made with the students's parent/guardian following a search if something of interest is found during the search.

Skip Days/Skipping Class/Leaving School Prior to Dismissal

TCHS does not authorize or recognize student skip days. Leaving school prior to official dismissal will result in a suspension. Students must check out through the TCHS Front Office and have parental permission when leaving campus for any reason. Leaving a class without permission or failure to report to a class will result in disciplinary action, which may include a suspension. Once a student has arrived on campus in the morning the student must report to class immediately and remain on campus unless dismissed by an administrator or the front office. Leaving campus after being on school property, without approval from TCHS, will result in a suspension.

Smoking, Tobacco Products and Pyrotechnics

Smoking, possession, and/or the use of smokeless tobacco, e-cigarettes, VAPES, or the use of pyrotechnics is strictly prohibited on the school property or at any school related activity. Students who are in posession of or caught smoking tobacco products or e-cigarettes, VAPES, or any type of tobacco alternative on campus or at any school related activity will serve a 2-day suspension.

Stealing/Possession of Stolen Property

A student caught stealing property from a faculty/staff/administration, or another student or the school, or from another school will be subject to disciplinary action, including suspension, dismissal, and notification of the appropriate law enforcement officials.

Student Drop Off/Pick Up

Students are only allowed to be dropped off and picked up in the main drop-off line in front of the main breezeway/chapel area or the back lot by the baseball field (enter this lot via the neighborhood behind the stadium). Students may not be dropped off or picked up in front of the gym, front office, by the football locker room, on the side of the gym, etc. Violating this rule will result in disciplinary consequences for your child.

Technology Policy Violations

Consequences for technology usage violations include: *1st offense – Lunch Detention, 2nd offense – 3 Lunch Detentions, 3rd offense – Saturday School, 4th offense - Out of School Suspension.*

Textbooks & Library Books (Hard Copy, CD and Online Access)

Each student is responsible for all textbooks and library books, whether lost, stolen, or damaged. Lost, stolen, or damaged textbooks and library books must be paid for before a student may take any exams. Textbooks, library book, and other belongings are not to be left out on school property after school hours.

Access to online textbooks is provided to students in some classes. The passwords and access to the textbooks is granted to individual students and is not to be shared. All online textbooks are the property of TCHS and sections of those textbooks may not be copied or posted in any form without the permission of the school and the publisher.

Unwed Pregnancies

The Catechism of the Catholic Church reaffirms the teaching of Christ regarding chastity in stating: "All the baptized are called to chastity. The Christian has 'put on Christ,' the model for all chastity. All Christ's faithful are called to lead a chaste life in keeping with their particular state of life." As we continue to form young men and women in their baptismal commitments through Catholic education, each educator within our school system should take an active part in teaching the virtue of chastity. When a student or unmarried faculty member has not lived according to the virtue of chastity and the sexual act results in an unwed pregnancy, the clergy and the principal are to counsel and offer pastoral care to those involved. Counseling should include the added responsibilities of the new parents, which will arise, with the birth of the child(ren).

While premarital sex is wrong, the pregnancy is a gift from God and unless the sex act occurs on campus or at a school-sponsored event, students may not be penalized or punished by the school. Female students who become pregnant may continue their education on campus unless their own physical, spiritual or psychological state requires at least temporary withdrawal and the beginning of a course of home study.

Violence: Diocesan Policy

Because safety in our schools is of utmost importance and one of our top priorities, when informed of possible violence or even threats of violence, school administrators should take this information seriously and follow these procedures in addressing the issue. The school should have a no-tolerance policy for dealing with and addressing not only real threats of violence but also those, which may be considered frivolous. Even frivolous threats disrupts the operation of the school. This no-tolerance policy is to be communicated to all students, and their parents/guardians.

- The school administrator is to contact immediately the appropriate civil authorities, the sheriff's office or local law enforcement agency and to follow their directives.
- If the threat or danger involves a student or students, parents/guardians are to be contacted immediately.
- If the student is on campus, he or she is to be detained in a safe place according to directives received from the local law enforcement agency.
- The Superintendent of Catholic Schools is to be informed of the threat and the action that is being taken.
- If the threat or danger comes from a non-student, appropriate action will be left in the hands of the civil authorities.

ANTI-BULLYING AND HAZING: DIOCESAN POLICY

Policy Statement

The intent of this policy is to support our Catholic schools' commitment to provide a safe learning environment for all students. As we are all created in God's image and likeness, the Roman Catholic Diocese of Lafayette affirms that all people have inherent dignity. We are called to reflect the values of Jesus in His regard and respect for all people as it is written "So always treat others as you would like them to treat you; that is the Law and the Prophets." (Mt. 7, 12). In this way, we build up the Body of Christ within our Catholic schools. Bullying and hazing creates an environment in which dignity and respect are compromised. Therefore, we attest, bullying and hazing have no place in our Catholic schools.

This policy shall apply to all students and shall be in effect while students are on school property, while on school-owned or school-operated/leased vehicles, while attending or engaged in school sanctioned activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and/or the reputation/welfare of the school.

Prevention/Education

To enhance the education, formation, and safety of our students, schools should endeavor to actively promote positive student behavior while prohibiting inappropriate behavior such as bullying and hazing. Therefore, schools operating in the Roman Catholic Diocese of Lafayette are strongly encouraged to:

- Prohibit all forms of student bullying and hazing;
- Provide adequate supervision to minimize the risk of bullying and hazing;
- Provide continuing education/professional development on bully prevention for faculty and staff members;
- Develop school-wide bullying and hazing prevention programs to educate students;
- Incorporate bullying and hazing prevention lessons into the school's curriculum.

Definition of Bullying

1. Bullying is defined as a pattern of one or more of the following behaviors:
   a. Gestures, including but not limited to obscene gestures and making faces;
   b. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
   c. Physical acts, including but not limited to hitting, kicking, pushing, tripping choking, damaging personal property, or unauthorized use of personal property; and
   d. Repeatedly and purposefully shunning or excluding from activities.
2. Behavior defined as bullying is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. Bullying must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and evasive enough t either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Definition of Cyber-bullying

Cyber-bullying is a form of bullying and is defined as the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to emotionally harm, coerce, and/or intimidate. Electronic devices may include, but are not limited to:

- Computers
- Tablets
- Mobile phones
- Other interactive or digital technologies

Definition of Hazing

Hazing is the deliberate encouragement, direction and/or participation (active or passive) of any activity which subjects another student to actual or potential physical, psychological or emotional harm, or civil or criminal consequences for the purpose of initiation into, admission to, affiliation with, continued membership in or acceptance by existing members of any school organization, group, or extracurricular activity, whether occurring on or off campus. "Consent" of the victim shall not be recognized as a defense to the school's prohibition of hazing. Hazing may involve harassment, degradation, humiliation, intimidation and/or ridicule to an individual or group, willful destruction of public or private property, or criminal or other offensive acts against third parties.

Reporting
The principal/designee is responsible for receiving complaints alleging violations of the anti-bullying and hazing policy. All school employees and volunteers supervising school-sponsored functions should report alleged violations of the policy to the principal/designee.

Appeals
In the event of an alleged violation, misapplication or misrepresentation of an anti-bullying rule, regulation or policy where said grievance has not been satisfactorily resolved by the school administration, the "Appeals" policies of the Diocesan Policies for the Administration of Catholic Schools (L1 – L3) shall apply.

Investigation
Once an allegation is made, the principal/designee should promptly investigate the claim as soon as feasible under the circumstances. Any student accused of violating this policy shall be advised of the complaint and shall be given an opportunity to be heard. The extent of the investigation shall be at the discretion of the principal/designee as dictated by the facts and circumstances, and may include interviews and a review of any evidence presented and/or discovered.

Documentation
Documentation of the allegation, the results from the investigation, and the disposition is to be maintained in the school's student records of both the perpetrator(s) and the victim(s).

Notification
Parents/guardians of the perpetrator(s) and victim(s) are to be notified by the principal/designee.

False Accusation
Any student who knowingly makes a false accusation of bullying or hazing is subject to disciplinary action as set forth in this policy.

Retaliation
Retaliation against any person who reports bullying or hazing in good faith is prohibited and is subject to disciplinary action as set forth in this policy.

Discipline
Disciplinary action arising out of a violation of this policy shall be at the discretion of the school administration. Disciplinary action may include, but is not limited to, a warning, detention, suspension, or expulsion. Repeat violators are subject to additional disciplinary action. Violators may also be subject to criminal penalty under Louisiana law, including §14:40.7 (Cyberbullying), §14:40.3 (Cyberstalking), §14:40.2 (Stalking), §14:40.1 (Terrorizing), §14:40.8 (Criminal Hazing), §14:35 (Battery), §14:36 (Assault), § 14:40.6 (Unlawful Disruption of the Operation of a School), and other criminal laws.

REVISED 06/25

CONDUCT OFF CAMPUS

Students must conduct themselves in a manner consistent with their status as members of the TCHS community and with the philosophy, policies, goals and commitments of TCHS as set forth in its Student Handbook.

Violations of civil or criminal law involving moral turpitude or other conduct that in the professional opinion of the school administration would reflect or cause discredit to the reputation of TCHS by being contrary to the moral, religious or orthodox ethical principles of the Roman Catholic Church or the philosophy, policies, goals and commitments of TCHS as indicated in the Student Handbook makes a student subject to corrective action, including suspension or dismissal.

TCHS recognizes its responsibility to safeguard its good name and the welfare of all its students. The School reserves the right to respond, as it sees fit, to the misbehavior of its students, especially in serious matters. This includes those actions that take place outside of school hours and away from school property or activities, as long as this behavior reflects badly on the school's good name.

If the students of TCHS are out of school on a day when other schools are in session, these students are expressly forbidden to go to other schools, unless sent there for some explicit reason.

Students are not allowed to distribute wristbands, tickets, etc. for any event held outside of school. This includes any information publicizing these events.

PLEASE NOTE: TEURLINGS CATHOLIC HIGH SCHOOL DOES NOT SPONSOR, NOR DOES IT ENDORSE ANY SENIOR TRIP, PARTIES, POST GRADUATION PARTIES OR GATHERINGS.

** The school will not provide time or the facilities for meeting or information dispersal concerning such events.*

Arrests

If a student is arrested for any reason, an appropriate consequence will be determined by the TCHS Administration.

Any arrest for illegal use of drugs, possession of drugs, or driving under the influence of drugs will constitute a positive result in the TCHS drug policy.

UNIFORM

UNIFORM REQUIREMENTS

Attention to one's appearace is an expression of the virtues of modesty, discipline, and respect, and is considered by TCHS to be a mark of personal maturity. It is expected, therefore, that each student will reflect that pride by consistently manifesting a respectable and appropriate appearance in matters of personal hygiene and dress. In order to fulfill the objectives stated in the school philosophy, particularly with regard to promoting those skills and graces needed to act responsibly and successfully in adult society, the school has established a code of dress and appearance conducive to a serious scholastic and values-oriented environment. All students will be subject to random uniform/grooming

Free Dress Days

- **Jean Day:** a jean day is given as a reward for something accomplished, good deeds, or at the discretion of the administration. Any TCHS shirt, jeans, and any shoe *(not rubber boots, slippers, waders, hip boots, etc.)* is acceptable. Outerwear cannot be hooded. All jeans must be **BLUE**, free of holes and tears, and must be full-length.
- **Sweats Day:** a "sweats day" is occasionally awarded when weather is extreme. On those days an appropriate sweat shirt, sweat pants *(solid color - no prints/patterns)*, wind pants *(not pajama, flannel pants, or leggings)* and any shoe *(not hip boots, slippers, waders, etc.)* is acceptable. Outwear cannot be hooded. No zip up jackets with a hood. NO HOODS AT ALL.
- **Special Dress Day:** A special dress day is generally associated with a campus activity *(HOCO Week, etc.)* when students are allowed to wear dress or casual attire. Students must keep in mind neatness and modesty. The administration reserves the right to determine if the student meets the standards of the school day and events. If a student is not appropriately dressed, he or she will be sent home to change, and it will be considered an unexcused absence for the classes missed.

Grooming

- No extreme or distracting hairstyles or colors will be allowed for boys or girls. This includes hair of two or more different colors, mohawks, mullets, burst fades, faux hawks, hair of an unnatural color, extremely spiked hair, and no lines, designs, beads, shells, tinsel, feathers, etc. are allowed in the hair.
- No designs are allowed to be cut into the eyebrow.
- Boys' hair must be no longer than 3" from scalp to tip of hair. Boys' bangs must not be longer than the top of the eyebrows and the back must not be touching the collar, or top of the ears. Hair may not be held in place with the aid of the ears, hairspray, gel, or other hair accessories *(ponytails, hair pins, etc.)*. Hair must be of a moderate length as determined by the school administration. Males must be clean-shaven each day, with sideburns no longer than the ear lobe. Those who are not clean shaven will be issued a lunch detention and given a razor to go shave at school.
- A licensed beautician will be present on both orientation days at the start of school. Haircuts will be administered to those deemed necessary by administration. Each TCHS student who receives a haircut will be responsible for payment of the haircut. Students will be charged via their FACTS account. If a student refuses they will be sent home and this will count as a day of absence. They will not be allowed to return to school until an approved haircut has been received.
- When students are given a deadline for obtaining a haircut, they are expected to get their hair cut by that assigned date. If an additional day or two is needed beyond the deadline given, simply email Mrs. Lancon. If approved haircuts are not obtained by the deadline given, students will be sent home and not allowed back before an approved haircut is obtained.

ALL decisions about hair/grooming are at the total discretion of the TCHS Administration.

Jewelry

- Girls may wear two sets of earrings (post style) at school and school functions *(2 per ear)*. Boys are not allowed to wear earrings at school or any school functions. Band-Aids will not be allowed to cover up a piercing. "Clear" earrings count as earrings.
- No makeup, earrings, nail polish are allowed for boys.
- Body piercings that are visible are not allowed, i.e., tongue, lip, eyebrow, nose, etc.
- No tattoos are permitted. If student has a tattoo, they must be completely covered at all times *(during school and extracurricular activities)*.

Physical Education Uniforms

P.E. uniforms are required and may be purchased from the TCHS Physical Education Department. The student's P.E. instructor will explain proper P.E. attire during the first week of class.

The following guidelines must be adhered to:

- All students, male and female, must have on a shirt at all times *(i.e. boys cannot be shirtless and girls cannot wear only a sports bra or tuck their shirts up under their sport bra; NO mid-driffs are allowed to show)*
- Shorts cannot be unreasonably short, especially to the point of the shirt completely covering up/going past the shorts

Continual violation of these guidelines will lead to disciplinary consequences.

Teurlings Catholic High School Uniform Policy / 2026-2027

General Uniform Requirements for Boys and Girls *(06.01.26)*

- All TCHS uniform wear must have the new branded logos. (Click here to view approved branded logos)
- Students are NOT allowed to wear any jacket or sweatshirt without a TCHS crest or logo on it and all uniform items must be from one of our uniform vendors, approved TCHS Rebels Shop, or issued by an approved Teurlings Catholic athletic or extracurricular program. ***(Home made sweatshirts are not allowed; Hooded sweatshirts sold may NOT be worn during the school day.)***
- ***All outerwear must be approved by administration, especially if desired to be worn on regular school uniform days.***
- Boys or girls uniform bottoms may not be rolled down at the waistband or up from the hem, cuffed, or split. Pants may not be worn on the hips.
- School shirts **must be tucked in at all times during the day** and must be worn under all outerwear.
- Baseball caps and hats are not allowed during the school day. Knit caps are allowed outside only during cold weather.
- **On Mass days**, all students must wear the oxford shirt, ties for boys only, skirts or long uniform pants.
- Only **plain white** undershirts can be worn under the school shirt, without any writing on them.
- Belt loops may not be removed from uniform pants or shorts.
- Boys' hair must be no longer than 3" from scalp to tip of hair. Boys' bangs must not be longer than the top of the eyebrows and the back must not be longer than the collar, or over the ears. Hair may not be held in place with the aid of the ears, hairspray, gel, or other hair accessories *(ponytails, hair pins, etc.)*. Hair must be of a moderate length as determined by the school administration. Males must be clean-shaven each day, with sideburns no longer than the ear lobe.
- No extreme or distracting hairstyles or colors will be allowed for boys or girls. This includes hair of two or more different colors, mohawks, mullets, burst fades, faux hawks, hair of an unnatural color, extremely spiked hair, and no lines, designs, or feathers, beads, shells, or tinsel are allowed in the hair.

Both the TCHS uniform and hair policies are strictly enforced.

GIRLS UNIFORM			
ITEM	**COLOR**	**STYLE**	**COMMENTS**
Oxford Shirt	White	A+ Brand Oxford (SS/LS)	TCHS Crest on pocket; Must be tucked in at **ALL TIMES; Mandatory for Mass Days**
Knit Polo and/or Dry Fit	Knit Polo - white or red Dry Fit - red ONLY	A+ Brand (SS) Banded Sleeves	TCHS Crest on Left Chest; Must be tucked in at **ALL TIMES**
Undershirt	White	Short Sleeve	Solid White; No Writing
Plaid Shorts	TCHS Plaid	A+ Brand Walking Short (no cuff)	Must be 5" when kneeling from the ground with "TC" logo on left front leg; Fit must be "loose" with discretion determined by any administrator ***(Strongly enforced)*** ****Upon a 5th write-up during the school year for shorts/skirts being too short, the student will have to wear uniform pants for the remainder of the school year.***
Plaid Skirt	TCHS Plaid	A+ Brand Skirt	Must be **touching** the knee in the front and back ***(Strongly enforced)***
Pants	Navy	A+ Brand; Pleated or Flat Front, Tri-Blend Fabric	"TC" logo must be located on the back right side between the side seam and center back seam, 1" below waist band; Must be hemmed; May not be rolled, cuffed, split, or worn on the hips; Belt loops are required on all pants
Belt	Navy, Black, Dark Brown	Braided or Solid Leather	No decorations or large belt buckles
Socks	White or Navy	Crew, athletic, or ankle socks that completely cover the ankle bone are allowed	Tube, footies, or no-show are not permitted; Must be **solid** white or **solid** navy
Tights	Navy	Footed; Solid; Opaque	
Shoes	-Navy and White Oxford or -All White Athletic Tennis Shoe	-Saddle Oxford or Keds Brand -Nike, Adidas, New Balance, etc.	**-No** "Converse" or "Vans" shoes are allowed; **No** "Hey Dude" shoes are allowed; **-No** high top shoes are allowed **-**If the student chooses the all white athletic shoe, there must be **No** other colors on the shoe besides white
Sweatshirt		Purchased through TCHS or the TCHS Rebels Shop, or issued through TCHS Athletic Department	Outline of the TCHS Crest or approved TCHS logos *(No hooded sweatshirts issued are to be worn during the school day)*; Colors: red, navy, white, grey ****Homemade sweatshirts are not allowed - must be purchased through TCHS or the TCHS Rebels Shop, or issued through TCHS Athletic Department*** ****All outerwear must be approved by administration, especially if desired to be worn on regular school uniform days.***
Sweaters/Jackets		Purchased through approved vendor, TCHS Rebels Shop, or TCHS Athletic Department	Approved uniform vendor will place approved logo; Colors: red, navy, white, grey ****All outerwear must be approved by administration, especially if desired to be worn on regular school uniform days.***
Mass Day			Skirt or long pants with Oxford Shirt

Teurlings Catholic High School Uniform Policy / 2026-2027

General Uniform Requirements for Boys and Girls *(06.01.26)*

- All TCHS uniform wear must have the new branded logos. (Click here to view approved branded logos)
- Students are NOT allowed to wear any jacket or sweatshirt without a TCHS crest or logo on it and all uniform items must be from one of our uniform vendors, approved TCHS Rebels Shop, or issued by an approved Teurlings Catholic athletic or extracurricular program. ***(Home made sweatshirts are not allowed; Hooded sweatshirts sold may NOT be worn during the school day.)***
- ***All outerwear must be approved by administration, especially if desired to be worn on regular school uniform days.***
- Boys or girls uniform bottoms may not be rolled down at the waistband or up from the hem, cuffed, or split. Pants may not be worn on the hips.
- School shirts **must be tucked in at all times during the day** and must be worn under all outerwear.
- Baseball caps and hats are not allowed during the school day. Knit caps are allowed outside only during cold weather.
- **On Mass days**, all students must wear the oxford shirt, ties for boys only, skirts or long uniform pants.
- Only **plain white** undershirts can be worn under the school shirt, without any writing on them.
- Belt loops may not be removed from uniform pants or shorts.
- Boys' hair must be no longer than 3" from scalp to tip of hair. Boys' bangs must not be longer than the top of the eyebrows and the back must not be longer than the collar, or over the ears. Hair may not be held in place with the aid of the ears, hairspray, gel, or other hair accessories *(ponytails, hair pins, etc.)*. Hair must be of a moderate length as determined by the school administration. Males must be clean-shaven each day, with sideburns no longer than the ear lobe.
- No extreme or distracting hairstyles or colors will be allowed for boys or girls. This includes hair of two or more different colors, mohawks, mullets, burst fades, faux hawks, hair of an unnatural color, extremely spiked hair, and no lines, designs, or feathers, beads, shells, or tinsel are allowed in the hair.

Both the TCHS uniform and hair policies are strictly enforced.

BOYS UNIFORM			
ITEM	**COLOR**	**STYLE**	**COMMENTS**
Oxford Shirt	White	A+ Brand Oxford (SS/LS)	TCHS Crest on pocket; Must be tucked in at **ALL TIMES; Mandatory for Mass Days**
Knit Polo and/or Dry Fit	White	A+ Brand (SS/LS) Banded Sleeves	TCHS Crest on Left Chest; Must be tucked in at **ALL TIMES**
Knit Polo and/or Dry Fit	Red	A+ Brand (SS) Banded Sleeves	TCHS Crest on Left Chest; Must be tucked in at **ALL TIMES**
Undershirt	White	Short Sleeve	Solid White; No Writing
Shorts	Navy	A+ Brand; Pleated or Flat Front, Tri-Blend Fabric	Must be 5" when kneeling from the ground; "TC" logo must located on the back right side between the side seam and center back seam, 1" below waist band ***(Strongly enforced)*** ****Upon a 5th write-up during the school year for shorts being too short, the student will have to wear uniform pants for the remainder of the school year.***
Pants	Navy	A+ Brand; Pleated or Flat Front, Tri-Blend Fabric	"TC" logo must be located on the back right side between the side seam and center back seam, 1" below waist band; Must be hemmed; May not be rolled, cuffed, split, or worn on the hips; Belt loops are required on all pants; **MUST be worn on Mass Days**
Tie	Navy/Red	Purchased through TCHS at Orientation	**Must be worn on Mass Days**
Belt	Navy, Black, Dark Brown	Braided or Solid Leather	No decorations or large belt buckles
Socks	White or Navy	Crew, athletic, or ankle socks that completely cover the ankle bone are allowed	Tube, footies, or no-show are not permitted; Must be **solid** white or **solid** navy
Shoes	-Tan (All Leather) *or* -All White Athletic Tennis Shoe	-Topsider, Sperry or Magellan Brand **only** -Nike, Adidas, New Balance, etc.	**-No** "Converse" or "Vans" shoes are allowed; **No** "Hey Dude" shoes are allowed; **-No** high top shoes are allowed **-**If the student chooses the all white athletic shoe, there must be **No** other colors on the shoe besides white
Sweatshirt		Purchased through TCHS or the TCHS Rebels Shop, or issued through TCHS Athletic Department	Outline of the TCHS Crest or approved TCHS logos *(No hooded sweatshirts issued are to be worn during the school day)*; Colors: red, navy, white, grey ****Homemade sweatshirts are not allowed - must be purchased through TCHS or the TCHS Rebels Shop, or issued through TCHS Athletic Department*** ****All outerwear must be approved by administration, especially if desired to be worn on regular school uniform days.***
Sweaters/Jackets		Purchased through approved vendor, TCHS Rebels Shop, or TCHS Athletic Department	Approved uniform vendor will place approved logo; Colors: red, navy, white, grey ****All outerwear must be approved by administration, especially if desired to be worn on regular school uniform days.***
Mass Day			Long pants **ONLY** with Oxford Shirt and Tie

STUDENT LIFE

Extracurricular activities are provided by TCHS to appeal to the interests and needs of the student body. Each student is encouraged to participate in these activities for his or her own enjoyment and development. These after-school activities are numerous and varied. Organizations and clubs include participation in academic activities and projects, fine arts areas, literary work, community service projects, and school spirit. The school encourages its students to participate in at least one extracurricular activity. To become a member of any organization, a student must contact the moderator of that group.

EXTRACURRICULAR CLUB	MODERATOR	CONTACT
National Beta Club	Mallory Allbritton Alex Lear	mallbritton@tchs.net alear@tchs.net
Rebel Ambassadors	Tiffany Parks	tparks@tchs.net
Student Council	Liz Boyd	lboyd@tchs.net
Common Ground	Carrieanne Ledet	cledet@tchs.net
4-H Club	Melissa Huval/Candace Plauche'	mhuval@tchs.net/cplauche@tchs.net
4-H Skeet Club	Melissa Huval/Candace Plauche'	mhuval@tchs.net/cplauche@tchs.net
Literary Rally Team	Lauren Schomaker	lschomaker@tchs.net
National Honors Society	Mallory Allbritton	mallbritton@tchs.net
Art Club	Holly Tracy	htracy@tchs.net
Speech and Debate Team	Craig Wall	cwall@tchs.net
RAFC (Rebel Athletes for Christ)	Quinn Viator	qviator@tchs.net
Rebel Yell Yearbook	Tiffany Parks	tparks@tchs.net
Drama/School Play	Matt Deaville/Victoria Harrelson	mdeaville@tchs.net/ vharrelson@tchs.net
Cheerleaders	Emily Coleman	ecoleman@tchs.net
Rebel Revue	Brittni Vitte	blvitte@tchs.net
Drumline	Alex Lear	alear@tchs.net
Bass Fishing	Jade Daigle	jsalazar@tchs.net
Book Club	Carrieanne Ledet	cledet@tchs.net
Million Word Club	Carrieanne Ledet	cledet@tchs.net
STEM Club	Kasie Dugas	kdugas@tchs.net

Pep Rallies

Pep rallies are designed to enhance the spirit of the student body and to demonstrate support for TCHS' fine athletic tradition. Rowdiness and inappropriate cheers are unacceptable.

Grade Point Requirements for Extra-Curricular Participation

For those students participating in athletics, cheerleading, dance squad, along with all class and club officers, the minimum grade point average per grading period will be "C" average or 1.5. Grading periods used to determine eligibility will be final report card and 1st Semester grades. Summer school grades may affect final end of the year grades.

Extra-Curricular Activity and Religious Observances

No social or nonreligious extracurricular event may be scheduled on Holy Thursday, Good Friday or Holy Saturday. An athletic contest may be held on Holy Thursday if the LHSAA schedule mandates a play-off game or if a Non-Catholic School schedules a district makeup game on that particular day. A Catholic school may not schedule a makeup game on Holy Thursday without the prior approval of the superintendent. No social or nonreligious extracurricular event may be scheduled on a Sunday without the approval of the Chancellor and principal.

ATHLETICS

TCHS Mission

Teurlings Catholic develops each individual's ability to channel his spirit for the glory of God.

TCHS Athletic Values

- To immerse each student athlete in Catholic values
- To live the mission of TCHS by practicing the core values of TCHS through communion, truth, virtue, and mercy
    - * Communion- building lifelong friendships rooted in Christ and His Church
    - * Truth- ready to think critically in college and through life
    - * Virtue- striving for excellence with passion and integrity
    - * Mercy- quick to serve others with empathy and kindness
- To encourage student athletes to achieve academic success and to keep athletics in proper perspective
- To stress the importance of servant leadership for the betterment of the team
- To stress the importance of hard work and self-sacrifice to improve on a daily basis
- To develop good citinzeship and respect for rules and authority
- To provide opportunities to exemplify and observe good sportsmanship
- To increase knowledge of various sports
- To teach and emphasize the fundamental skills of various sports as a necessary ingredient in achieving individual and team success
- To stress the importance of physical fitness, conditioning, healthy habits, and safety in athletics

TCHS is a member of the Louisiana High School Athletic Association (LHSAA) and is governed by the rules and regulations of the LHSAA. Coaches should be familiar with the rules and regulations of the LHSAA, which are found on the LHSAA website (www.lhsaa.org).

TCHS Sports

FALL SPORTS		
SPORT	*HEAD COACH*	*EMAIL ADDRESS*
Football	Michael Courville	mcourville@tchs.net
Volleyball	Terry Hebert	thebert@tchs.net
Boys Cross Country	Pilar Burson	pburson@tchs.net
Girls Cross Country	Kelly LaMaison	klamaison@tchs.net
Swimming	Lindsey Clavier	swimming@tchs.net

WINTER SPORTS		
SPORT	*HEAD COACH*	*EMAIL ADDRESS*
Boys Basketball	Jake Dueitt	jdueitt@tchs.net
Girls Basketball	Alyssa Credeur	acredeur@tchs.net
Wrestling	Brad Macha	wrestling@tchs.net
Boys Soccer	Stephen Devine	boyssoccer@tchs.net
Girls Soccer	Dave Lapeyrouse	girlssoccer@tchs.net
Bowling	Tisha Collado	tcollado@tchs.net
Powerlifting	Andrew Hebert	ahebert@tchs.net
Indoor Track	Kelly LaMaison	klamaison@tchs.net

SPRING SPORTS		
SPORT	*HEAD COACH*	*EMAIL ADDRESS*
Baseball	Zach LaFleur	zlafleur@tchs.net
Softball	Lauren Carrigee	lcarrigee@tchs.net
Track and Field	Kelly LaMaison	klamaison@tchs.net
Tennis	William Nichols	tennis@tchs.net
Golf	Marshall Miller	golf@tchs.net

"I ask that you live your sport as a gift from God, an opportunity not only to bring your talents to fruition, but also a responsibility to God and all of the human family." -Pope Francis

Guiding Principles for Catholic School Student Athletes

~Adopted from Creighton University

The following are principles for Catholic school student athletes who seek to gain the most from their experience in the school's athletic program:

- Faith Filled Competitors
  - *Embrace a spirit of Catholic charity, recognizing that sports are an opportunity for athletes to glorify God by developing their God-given talents
- Character Matters
  - *Strive to exhibit exemplary character on and off the field/ court
  - *Know that any success gained on the field/ court does not matter unless gained with integrity
- Service to Others
  - *Commit to serving others with generosity and compassion
  - *Not for earthly reward, but because it glorifies God
- Discipline and Dedication
  - *Embrace perseverance in your training and competition
  - *Recognize that no great reward is ever attained without having to negotiate challenges and obstacles
- Respect Authority
  - *Show respect for coaches, officials, teammates, and opponents
  - *Recognize that as humans, they are all children of God
- Prioritize Prayer and Reflection
  - *Make prayer and reflection central in your athletic journey
  - *Recognize the importance of developing your relationship with God in times of challenge and triumph
- Gratitude
  - *Express gratitude to teammates, coaches, opponents, officials, and supporters
  - *Give thanks to God who makes all experiences possible

Guidelines for Parents of Catholic School Student Athletes

~Adopted from Creighton University

The following are principles for parents of Catholic school student athletes who seek to partner with the school to help their son/ daughter grow into the human person that God intended:

- Supportive Encouragement
  - *Provide unwavering support and encouragement
  - * Foster your child's growth as an athlete and as a person of God
- Respect for Authority
  - *Respect the authority of the coaches, administration, and officials
  - *Recognize the gifts that they freely share in guiding student athletes in their athletic experiences
- Prioritize Character Development
  - *Emphasize character development over athletic success
  - *Know that there is nothing to be gained on the field of play without integrity and sportsmanship
- Communication and Collaboration
  - *Maintain a positive relationship with the coaches and school administrators
  - *Understand that through these relationships the Holy Spirit will animate the school community
- Encourage Faith Formation
  - *Encourage your child to deepen his/ her relationship with God
  - *Through prayerful reflection, intentional encounter, service to others
- Whole Person Formation
  - *Your child's athletic development is important
  - *Only one dimension of your child's overall physical, intellectual, emotional, social, and physical development

TCHS Chain of Command

Player
Coach
Athletic Director
Principal

- The Chain of Command is a step-by-step process to bring together the primary individuals for discussion purposes. Each level in the Chain of Command is in place to facilitate the process of conflict resolution.
- If there are any questions or concerns regarding any aspect of the player-coach relationship, the athlete should first contact the appropriate coach. If there is no resolution at this level, the athlete should then move to the next level in the Chain of Command until a resolution is achieved.
- Parents are also asked to respect the Chain of Command model regarding problem resolution.
    - *The 24 hour rule will apply to the Chain of Command model.
    - *Parents are to wait 24 hours after an athletic contest to contact the coach.
    - *Parents are not to confront a coach immediately following an athletic contest. At this time, coaches have other responsibilities, and it may be a very emotional moment. Call to make an appointment for a later time, and approach this meeting in a calm and logical manner.
- Playing time is NOT an issue that will be a part of the Chain of Command.

Mandated Forms

The following forms must be filled out and returned to the athletic department prior to any participation in the respective sport. Forms are kept on file in the Athletic Department for the entire year.

- Copy of Birth Certificate
- LHSAA Substance Abuse/ Misuse Contract and Consent Form
- LHSAA Medical History Evaluation Form (Physical)
- LHSAA Athletic Participation/ Parental Permission
- Ochsner Lafayette General Sports Medicine - Serious Sports Injury Law of 2011 - Louisiana ACT 352
- Ochsner Lafayette General Sports Medicine - Authorization for Release of Medical Information and Consent for Treatment
- Ochsner Lafayette General Sports Medicine - Concussion Preseason Student & Parent Education

Eligibility

TCHS student athletes know education is prioritized first and foremost over athletics. Athletic participation is a privilege, not a right, granted only to those students who are deserving of this opportunity. Problems with grades and or behavior are justifiable reasons for Academic or Disciplinary Ineligibility.

Scholastic Requirements

- To maintain eligibility
    - *Athlete must pass 6 of 7 classes
    - *Athlete must have and maintain 1.5 GPA
        - *At end of each semester
            - *Fall 2026 eligibility: must have passed 6 subjects from the 2025-2026 school year and have a 1.5 GPA or higher
            - *Spring 2027 eligibility: pass 6 subjects from the first semester of 2026.
- Please refer to the TCHS Student Handbook for specific interpretations of all Academic and Disciplinary Eligibility procedures and regulations.

Athletic Eligibility

- Incoming Freshmen
  - *Eligible for all levels of competition
    - *1.3.2 9th Grade School of First Choice – A 9th-grade student entering high school for the 1st time shall establish his/her eligibility at any LHSAA school of their choice and shall be immediately eligible for all sports at all levels, unless the student signs the 8th Grade Participation Form. Once eligibility is established, they shall be a bona fide student at the school of first choice, and if a student transfers to another LHSAA school after establishing a school of first choice, then all Transfer Students rules shall apply.
- UpperClassmen (Sophomores, Juniors, Seniors)
  - * Immediately eligible for any level of competition provided he/she has made a bona fide move into the Northside High School zone
    - *An LHSAA investigation of a Bona Fide Move may apply

LHSAA athletes participating on an in-season team cannot participate with another out-of season team in the same sport.

Sports Tryouts

One of the most important elements in a successful athletic program is student involvement. The more people involved in athletics, the better school morale within the student body. All students are encouraged to tryout, and each student will be given a fair chance to make the team. We will have junior varsity and freshman programs when enough participation warrants.

- Complete all Pre-tryout eligibility requirements
- Efforts evaluated over the tryout period are the most important factors used to determine team selection. Out of season workouts, camps, or other sport participation are not considered as criteria for selecting team rosters
- Not everyone who tries out for a team will make it through to the final selection process. Coaches are responsible for selecting final team rosters and determining playing time during the season.

Expectations of Rostered Players

All athletes selected as final rostered players must agree to the following

- As a rostered student athlete, you agree to comply with all school and team rules and policies.
- As a rostered student athlete, you agree to maintain academic and disciplinary eligibility throughout the season.

Practice Sessions

Practice sessions may be closed to spectators at the discretion of the coach(es). These sessions are the equivalent of a teacher's classroom where instruction takes place. In practice sessions, interference and interruption to an athlete's concentration and focus on practice sessions cannot be tolerated any more than a disruption would be tolerated in an academic classroom. Coaching during practice sessions should not be compromised.

- Practice sessions may start and end at various times due to the schedule of coaches and or the availability of facilities.
- Practice sessions will NOT be conducted when school is dismissed early or closed due to inclement weather.
- Practice sessions may be conducted in the evening, on Saturdays, and over holiday break periods.
- Attendance at practice sessions is mandatory. Tardiness will not be tolerated.
- Athletes may NOT be penalized for missed practice time in order to gain academic help or to make up missed tests/ quizzes.
  - * As long as missed practice time for above mentioned is not being abused by student athlete

Injuries

- Certified Athletic Trainers (Brittany Doiron) are provided and on site for all home varsity athletic contests as well as some practices.
- Any time an athlete is injured during practice or during a game, the head coach should be made aware.
- The athletic trainer should be advised of the injury by the coach.
- The trainer will recommend a prescribed course of action to be taken.
- A visit to a doctor will yield a determined return-to-play date.
- No athlete will be allowed to participate until that date is reached and the athletic trainer receives a note of clearance from the attending physician.

Transportation

- Athletes must travel to athletic events as a team on the bus provided. Parents may be asked at times to transport athletes to athletic events due to conflicts with TCHS buses and/or driver availability.
- After the completion of the athletic contest, athletes are expected to return to school as a team on the bus provided, unless the head coach grants permission to a parent that has requested to transport his/ her own child home.
- Proper behavior is expected of all athletes when on the bus for athletic contests.
- Athletes may drive to an athletic contest within the city limits of Lafayette only with permission from the head coach.

Off-Site Practices

In sports such as swimming, golf, tennis and bowling, off campus facilities are used. Transportation is an issue that must be organized and planned. TCHS does not provide daily transportation for off campus practices in these sports. Parental assistance, coaches, and or individual driving is necessary. Parental permission is essential in response to any transportation issue outside of normal team transportation such as buses.

Uniforms and Equipment

- At the beginning of each sports season, all necessary uniforms and equipment are distributed.
- Each student athlete is responsible for the care and return of all issued uniforms and equipment at the end of the season.
- The head coach will determine the collection times of uniforms and equipment.
- Failure to return uniforms and equipment will result in mid-term and/or final exams being withheld and/or a financial obligation for the replacement of the outstanding uniforms and equipment.

Early Dismissal

- For some athletic events/ contests, students must be dismissed from school before normal dismissal time.
- Early dismissal from classes for athletic events/ contests, does not release students athletes from class work responsibilities.
- Each student athlete must make arrangements in advance with the teacher to take quizzes or tests, or to hand in assignments.

Athletic Lettering

- Students in good standing and who have met the individual sport requirements of two (2) years of participation are eligible to receive a letter.
- The school does neither purchase nor issue letter jackets.

Athletic Awards

- Each sport is encouraged to schedule, plan, and organize a banquet/ awards ceremony to honor its athletes and supporters.
- Varsity letters, sub-varsity certificates, and senior and individual awards will be given at the banquet/ awards ceremony after completion of the sports season.

Patches

- Each sport will purchase team patches for each athlete
  *Highest level of achievement accomplished
- Individual patches for honors received are ordered and purchased by the individual

Changing Teams

In fairness to coaches and team members, an athlete may leave one team and join another team only after meeting the following conditions:

- Any player not making the final roster during a team tryout may immediately tryout/ join another team if that team has already completed its scheduled tryouts.
- Any player quitting a team is NOT allowed to join another team until the team's, in which he/she quit, is completed.
- Any player dismissed from a team must have the original coach's and Athletic Director's approval before joining another team.

Senior Athletic Signings

Senior athletes who are signing with colleges/universities will have two opportunities to sign here at Teurlings Catholic High School:

- Dates to be determined

TCHS Athletic Signing Night will be held in the Caferteria at 6:00 PM.

All athletes who wish to participate in our athletic signing night, must fill out a google form prior to the designated deadline. The google form will be available on the TCHS website under ATHLETICS.

***Individual athletic signings will not be allowed during our school day.*

TEURLINGS
CATHOLIC HIGH SCHOOL

To Channel His Spirit for the glory of God

2026-2027 BELL SCHEDULE

	REGULAR	MASS	EARLY DISMISSAL	AFTERNOON ACTIVITY
OPENING BELL	7:30	7:30	7:30	7:30
1ST CLASS	7:35 - 8:45	7:35 - 8:29	7:35 - 8:22	7:35 - 8:39
MASS		8:34 - 9:51		
2ND CLASS	8:50 - 10:00	9:56 - 10:50	8:27 - 9:14	8:44 - 9:48
BREAK	10:00 - 10:10		9:14 - 9:24	9:48 - 9:58
COMBINED LUNCH		10:50 - 11:25		
3RD CLASS	10:15 - 11:25	11:30 - 12:24	9:29 - 10:16	10:03 - 11:07
COMBINED LUNCH	11:25 - 12:00		10:16 - 10:51	11:07 - 11:42
4TH CLASS	12:05 - 1:15	12:29 - 1:23	10:56 - 11:43	11:47 - 12:51
BREAK		1:23 - 1:33		
5TH CLASS	1:20 - 2:30	1:38 - 2:30	11:48 - 12:35	12:56 - 2:00
ACTIVITY				2:05 - 2:30

MAKE-UP TESTING
6:30 AM

MONDAY	C. Berard	Room 11
TUESDAY	J. Smith	Room 34
WEDNESDAY	M. Bernard	Conference Room
THURSDAY	A. Lear	Room 3D
FRIDAY	K. Dugas	Room 12

DETENTION
LUNCH

MONDAY	G. Mathews	Room 7
TUESDAY	J. Daigle	Room 2
WEDNESDAY	N. Blazek	Room 35
THURSDAY	A. Hebert	Room 29
FRIDAY	E. Coleman	Room 8

RECONCILIATION

MONDAY	2:30 - 3:30 PM	Chapel
TUESDAY	10:15 - 11:15 AM	Chapel
WEDNESDAY	10:15 - 11:15 AM	Chapel

TEURLINGS
CATHOLIC HIGH SCHOOL

To Channel His Spirit for the glory of God

2026-2027 BELL SCHEDULE

"MEET-UP MONDAY"

TEACHER ACTIVITY	7:30 - 8:52 AM
OPENING BELL	8:52 AM
1ST CLASS	8:57 - 9:51 AM
2ND CLASS	9:56 - 10:50 AM
LUNCH	10:50 - 11:25 AM
3RD CLASS	11:30 - 12:24 PM
4TH CLASS	12:29 - 1:23 PM
BREAK	1:23 - 1:33 PM
5TH CLASS	1:38 - 2:30 PM

DATES:

September 21, 2026
November 9, 2026
February 1, 2027
April 12, 2027

SEXUAL IDENTITY POLICY

Teurlings Catholic High School is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Roman Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Roman Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded and safe environments are fostered. When parents send their children to Roman Catholic schools and when persons choose careers in Roman Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Roman Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

(For further reading, please see Male and Female He created Them: Toward a Path of Dialogue on the Question of Gender Theory in Education, Congregation for Catholic Education, published on June 10, 2019)

FINAL 11/06

STATE OF LOUISIANA

MEDICATION ORDER

TO BE COMPLETED BY LA, TX, AR, OR MS LICENSED PRESCRIBER

(In most instances, medications will be administered by unlicensed personnel.)

PART 1: PARENT OR LEGAL GUARDIAN TO COMPLETE.

Student's Name _____ Birthdate _____

School _____ Grade _____

Parent or Legal Guardian Name (print): _____

Parent or Legal Guardian Signature:_____ Date:_____

(Please note: A parental/legal guardian consent form must also be filled out. Obtain from the school nurse.)

PART 2: LICENSED PRESCRIBER TO COMPLETE.

1. Relevant Diagnosis(es): _____
2. Student's General Health Status: _____
3. Medication: _____
4. Strength of medication: _____ Dosage (amount to be given): _____

   Check Route: ❑ By mouth ❑ By inhalation ❑ Other _____

   Frequency _____ Time of each dose _____

   _____

   School medication orders shall be limited to medication that cannot be administered before or after school hours. Special circumstances must be approved by school nurse.
5. Duration of medication order: ❑ Until end of school term ❑ Other _____
6. Desired Effect: _____
7. Possible side-effects of medication: _____
8. Any contraindications for administering medication: _____

   _____
9. Other medications being taken by student when not at school:

   _____

   _____
10. Next visit is: _____

_____

Prescriber's Name (Printed) Address Phone and Fax Numbers

_____

Prescriber's Signature Credential (i.e., MD, NP, DDS) Date

Each medication order must be written on a separate order form. Any future changes in directions for medication ordered require new medications orders. Orders sent by fax are acceptable. Legibility may require mailing original to the school. Orders to discontinue also must be written.

PART 3: LICENSED PRESCRIBER TO COMPLETE AS APPROPRIATE.

Inhalants / Emergency Drugs
Release Form for Students to be Allowed to Carry Medication on His/Her Person

Use this space only for students who will self-administer medication such as asthma inhaler.

1. Is the student a candidate for self-administration training? ❑ Yes ❑ No
2. Has this student been adequately instructed by you or your staff and demonstrated competence in self-administration of medication to the degree that he/she may self-administer his/her medication at school, provided that the school nurse has determined it is safe and appropriate for this student in his/her particular school setting? ❑ Yes ❑ No
3. If training has not occurred, may the school nurse conduct a training program? ❑Yes ❑ No

_____

Licensed Provider's Signature Date



TEURLINGS CATHOLIC HIGH SCHOOL
139 TEURLINGS DRIVE
LAFAYETTE, LOUISIANA 70501
TCHS.NET