

## **Handbook Acknowledgement, Field Trip Permission, Publication Approval**

As part of the enrollment contract you signed when enrolling your student(s) at Opelousas Catholic School, you agreed to the following policies. As a result, you do NOT this year need to submit a second handbook acknowledgement form. However, we remind you that it is the responsibility of parents (and students) to thoroughly read the policies stated in the handbook and understand these policies will be enforced.

Policies you agreed to in the enrollment contract include the following:

- In order to ensure that students and their families are familiar with the philosophy, rules, regulations and policies of Opelousas Catholic School, we ask that students and parents or guardians please read and review the Opelousas Catholic Parent-Student Handbook and the OCS Family Pledge against Drug and Alcohol Usage. This form states that you as parents/guardians of students and students agree, as a condition of admission to abide by the policies of this handbook, Family Pledge and all governing administrative regulations of Opelousas Catholic School in effect at the time of admission, or as amended, for the duration of enrollment of the student.
- You agreed to the enrollment and financial contract that includes provisions for tuition payments, collection of unpaid tuition balances, and refunds should the student withdraw from Opelousas Catholic. You can view the agreement in your enrollment packet.
- You granted permission for your student(s) to attend all grade level or class field trips and retreats. You may opt out of any scheduled field trip by notifying the teacher in writing. Class retreats are mandatory.
- You also agreed to the AHERA Notification which details the inspections of areas in the school that may contain asbestos. That information was also included in your enrollment contract.
- You also agreed to allow your student to be photographed and included in videos in school publications as well as newsletters, advertising, brochures, press releases, and the school's social media and websites. You may opt out of this portion of the agreement by contacting Kathy Hebert, Advancement Director, in writing.

## **OCS Family Pledge Against Drug & Alcohol Usage**

### **Preamble**

The purpose of the Opelousas Catholic School (“OCS”) Family Pledge is to confirm a set of expectations among families regarding OCS student activities and parties in our homes. United in this Pledge, OCS families stand in solidarity with OCS as one community sending the consistent message that unlawful drinking and drug use is not tolerated at OCS or in our homes.

### **The Pledge**

1. There will be no unlawful drug or alcohol use when OCS students are at my home.
2. I will be present and visible throughout any party at my home or where I have sponsored an event when OCS students are present.
3. If a teen brings alcohol or drugs into my home or my event or arrives under the influence of same, I will ask the teen to remain in my home and immediately notify the parents to request further instructions.
4. I will welcome calls from other OCS parents who have concerns or questions about any activity or party involving OCS students being planned for or hosted at my home.
5. I acknowledge that it is my duty and responsibility to contact the host family before granting permission for my OCS student to attend a party in someone else's home. If I have any questions about the party, including the nature of the party, who has been invited, and who will chaperone. I will feel free to volunteer to chaperone with the host parents.
6. If I go out of town overnight and my OCS student will be at home, I will provide supervision through another responsible adult who will either stay with my OCS student overnight or provide the necessary supervision (including checking my home as often as necessary), making themselves available to my OCS student for all support as needed as if I were home.
7. I acknowledge that OCS may take action according to school policy if it becomes aware of an incident involving an OCS student and any associated students and the unlawful use of alcohol or drugs.
8. All adult members of my household affirm this Pledge.

**Adapted from the St. Pius X Catholic High School (Atlanta, GA) Families in Action program and adopted by the OCS School Advisory Council – July 27, 2015**

### **Parent Cooperation Statement**

An integral part of the educational philosophy of Opelousas Catholic 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 Opelousas Catholic School encourages the constructive exchange of ideas, feedback, and suggestions intended to foster the continued growth and improvement of the school, Opelousas Catholic 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. Opelousas Catholic 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.

## OPELOUSAS CATHOLIC HONOR CODE

Opelousas Catholic seeks to provide learning of distinction in all academic areas and growth in character within a caring community based upon Christian principles and values.

1. The Judeo-Christian faith expressed through the Roman Catholic Church is the primary source for our values. 2. We are committed to Christian values that create an academic community that is orderly, caring, and just. 3. We believe every person is a person of worth. 4. We appreciate and respect cultural backgrounds different from our own. 5. We have an understanding of different attitudes and opinions. 6. We do not tolerate any form of harassment, hazing, lewd, or indecent behavior. 7. We value personal responsibility and recognize the individual's need for physical, intellectual, spiritual, social, and emotional wholeness. 8. We value the full development of every student in terms of a confident and constructive self-image, a commitment to self-discipline, and responsible self-expression. 9. We value a school community that encourages personal growth and academic development in an atmosphere of positive Christian influence. 10. We value the rights and privileges of owning and using property, both personal and of the School, and the benefits of preservation and maintenance of property and natural resources. 11. We value privileges and responsibilities as members of the Opelousas Catholic School community and as citizens of the world community.

Out of these general principles come certain concrete expectations which should be viewed not negatively but as practical guidelines for conduct and for a productive way of life:

- To uphold at all times and in all places, both on and off campus, the School's statement of purpose.
- To protect the property rights of others from theft, damage, or misuse.
- To obey, respect, and uphold the law of the land.
- To refrain from possession, use, or distribution of alcoholic beverages and drugs.
- To maintain a standard of dress that ensures neatness, cleanliness, and appropriateness of attire.
- To exhibit good taste, decency, and restraint at all times, refraining from disorderly conduct and indecent, profane, or obscene expression.
- To be honest in all behavior, never cheating, plagiarizing, or knowingly giving false information.
- To abstain from any sexual relations outside the bonds of marriage.
- To exemplify high principles of honor, integrity, and morality, and to help others fulfill their obligations under this code.

## **POLICY OF ACADEMIC HONESTY PREAMBLE**

As a community of teachers and learners, founded upon the ideals of Catholic Christianity, Opelousas Catholic expects its students to develop and display a strong sense of academic integrity. As in any community, this institution must be governed by regulations; and like the laws of any community, these rules function best when they are fully understood, accepted and cherished by each and every individual member of the school community. Therefore, all students and faculty members are expected to be familiar with and base their actions upon the following statements regarding academic honesty.

### **Student Responsibilities**

1. Students should recognize that the regulations governing academic integrity exist for the protection of the honest and that dishonesty in an academic setting must not be tolerated, much less condoned.
2. Students are responsible for their own work. Any assignment turned in by a student is assumed to be the work of the student whose name appears on the assignment
3. Students are ultimately responsible for understanding a teacher's instructions for any assignment. If instructions are not clear, students must seek clarification from the teacher.
4. Students must understand the definitions of plagiarism and academic dishonesty.
5. Students should familiarize themselves with the proper use of citations and quotations in order to avoid accidentally passing someone else's work off as their own.
6. Students are expected to report incidents of academic dishonesty to their teacher.
7. Any student who threatens or coerces another student or faculty member for reporting an Honor Code violation will face disciplinary action with expulsion being the recommended punishment.

### **Teacher Responsibilities**

1. Teachers must explain all assignments as thoroughly as is reasonable and should address any extraordinary limitations on outside assistance.
2. Teachers should take reasonable precautions in giving tests to ensure that violations do not occur. The fact that a teacher did not take a specific precaution does not, however, constitute an excuse for any form of academic dishonesty.
3. Teachers must be willing to investigate and, if circumstances warrant, exact an academic penalty for any form of academic dishonesty.
4. Teachers are to notify the Assistant Principal any time a student is penalized for academic dishonesty.
5. Faculty members must seek to be fair in their dealings with students, particularly regarding cases of academic dishonesty, and realize that no student may be penalized on suspicion alone.
6. Teachers may ask students to sign a statement of academic honesty prior to turning in an exam, term paper, project stating: "I have neither given nor received unauthorized help on this assignment."

## **CHAPTER 1 INTRODUCTION**

**Section 1 Purpose** - To summarize the curriculum, extra-curricular activities, established routines, and general school policies at Opelousas Catholic.

**Section 2 Mission** - Since 1856 Catholic education has played a vital role in the development of Opelousas and its surrounding area. The need for education in a caring, Catholic atmosphere has become increasingly important in the world today. Opelousas Catholic School meets this need by serving all elements of our community regardless of sex, race, creed or national origin, in providing academic excellence guided by the school's philosophy to produce a graduate unified with strong Christian values and fully prepared to assume a leading role in contemporary society.

**Mission Statement:** OCS educates students in the mission of Christ: To know, love, and serve God as disciples in this life in order to be happy with Him in the next.

### **Section 3 Beliefs –**

1. OCS staff, parents, and students establish high religious and academic standards and share the responsibility of advancing the school's mission.
2. Students develop a deep faith in Christ through knowledge, worship, prayer, and service.
3. Students are challenged to develop spiritually, personally, physically, and academically through curricular and extra-curricular activities.
4. Students build positive self-esteem and character as a “Disciple of Christ” through respectful relationships, appropriate behavior, and a variety of activities, both curricular and extra-curricular.
5. Students learn by being actively engaged and assessed in a variety of instructional, technological, and developmentally appropriate activities.
6. Students learn acceptance and appreciation of others by embracing the diversity of our OC family in a safe, secure, and loving environment.
7. Students learn and appreciate our American rights and responsibilities by practicing justice, patriotism, and good citizenship.

**Section 4 History** - Opelousas Catholic is deeply rooted in a tradition of Catholic education in the region that predates the Civil War. In 1856, Marianite Sisters of the Holy Cross opened St. Mary's Academy. Later the school became the Academy of the Immaculate Conception. White students were taught elementary and high school subjects and boarding students were accepted in the early years. In 1874, the Holy Family Sisters established St. Joseph's School for black students. This school became associated with Holy Ghost Catholic Church, and adopted its name, when that parish was established. In 1971, the two schools merged to form Opelousas Catholic, the oldest teaching institution in Opelousas. Opelousas Catholic offers courses of instruction to the entire Catholic community of Opelousas from preschool

through twelfth grade. The school is now incorporated and serves the five owner parishes: Holy Ghost, Our Lady, Queen of Angels, Our Lady of Mercy, St. Landry, and Immaculate Conception; surrounding parishes are also served. The school has the primary responsibility of offering area Catholics the opportunity to fulfill their responsibility of educating their children in their faith and in academic subjects. Opelousas Catholic accepts all qualified children regardless of race, creed, sex or national origin.

**Section 5 Faculty** - The teachers at Opelousas Catholic are academically qualified in their respective areas of instruction. All faculty meet state requirements for nonpublic schools and full-time teachers are all either certified or are qualified to teach in a nonpublic school. Each teacher is carefully selected, routinely evaluated, and retained only if they meet standards set by the school. As a result, the overall quality of the staff is not only maintained but is upgraded with time.

**Section 6 Administration** - The school is run day-to-day by the Administrator/Principal who is assisted by other administrative personnel as necessary. The Chancellor, appointed by the Bishop, has final authority on all school-related issues, but delegates that responsibility to the principal under his guidance. The pastors of St. Landry Catholic Church, Our Lady Queen of Angels Catholic Church, Our Lady of Mercy Catholic Church, Holy Ghost Catholic Church, and Immaculate Conception Catholic Church serve as the governing board of the school and are charged with appointing the Principal. There is also an Advisory Council comprised of seven members: two selected from and by the Parent-Teacher Organization (PTO) and one from each of the five owner parishes (listed above) appointed by their pastor. The Council advises the principal on student policies, tuition rates, mission and goals, financial policies, and public image. Working together, the administrators, faculty and staff, pastors, and advisory council cooperate to ensure that the school sets appropriate goals and has the ability to attain these goals. Each is ever mindful that the only reason the school exists is to provide its students the best academic education possible in a setting that also allows them the opportunity to study, understand, absorb, and practice the tenets of the Catholic faith.

**Section 7 -- OCS Website/SIS (School Information System)** - Opelousas Catholic maintains an official school web page at <http://www.OCSvikings.com>. Information relevant to daily activities, schedules, uniform regulations/handbook, PTO, as well as other useful information can be obtained at this website. Parents are encouraged to visit the site often. Links to this website are not allowed without written permission of the administration. Our School Information System (SIS) is called FACTS (formerly known as RenWeb). Parents can use this program to access lesson plans, grades, announcements, calendars, notices and many other items. Login at [www.renweb.com](http://www.renweb.com) and then select ParentsWeb login.

**Section 8 -- Mass Communication System:** Opelousas Catholic has joined with RenWeb via Parent Alert to offer parents, teachers and students a quick and efficient communication system. This system will be used to communicate school closures, teacher communications, athletic notifications and general information from the school. This information will be delivered through texts or email.

**Section 9 Safe Environment** - Opelousas Catholic participates in the Diocesan Safe Environment training and is in compliance with all dictates from the local Bishop relating to hiring practices and screening of all salaried and volunteer personnel. A primary goal of the Diocese and administration is to provide a safe environment for all who spend time at the school each and every day. All parents are encouraged to attend a Safe Environment Training which is necessary to have contact with OCS students in a school setting. This includes chaperoning field trips, room mothers, coaching teams, and any activity that involves direct contact with students.

## CHAPTER 2 CURRICULUM

**Section 1 General** - Opelousas Catholic offers a complete course of instruction from preschool to twelfth grade. The school makes every effort to educate the student well beyond the minimums set by the state and to develop programs that challenge each student, encouraging them to approach their potential. The curriculum is studied and refined continually to ensure that it does not stagnate. Course offerings in high school are such that college-bound students prepare themselves to meet the most stringent requirements anywhere in the state and to be competitive for entry to scholastic institutions outside the state as well. Elementary school consists of preschool through fifth grade, middle school encompasses grades sixth through eighth, and high school contains grades nine through twelve. Students may be grouped academically in some core subjects.

### **Section 2 Elementary (Grades Pre-K through 5)**

**a. Preschool** - Three-year-old and four-year-old programs are offered. The major focus of the programs is to help the students to think more effectively, to express their thoughts and feelings more clearly, and in turn, foster their skills in interacting with other children and respecting their teachers as authority figures. Four-year-olds are further prepared by developing their skills that they will need to master the kindergarten curriculum. Children learn to recognize numbers, letters of the alphabet, phone numbers, addresses, first and last names, and many other skills. The program encompasses art, music, play and religion. Preschool programs concentrate on skills that are specific to reading and learning to read.

**b. Kindergarten through Grade 5** - The curriculum followed on the elementary level is structured to provide the students with the necessary academic foundation for the successful completion of courses on the middle school level and beyond. The course of study includes religion, language arts, reading, mathematics, science, social studies, music, health, French, art and physical education. Every effort is made to enable the student to work at their own levels in reading and math.

**Section 3 Middle School (Grades 6 through 8)** Courses of Instruction 1. Grade 6 - Religion, Language Arts, Reading, Mathematics, Science, Physical Education, Keyboarding and World History. 2. Grade 7 - Religion, Language Arts, Reading, Mathematics, Science, American History, Physical Education and either BCA. Students are required to do a research paper in the area of Social Studies or Science. BCA earns the student a high school credit upon successful completion with a grade of C or higher. 3. Grade 8 - Religion, Language Arts, Reading, Louisiana History, Mathematics, Science, a choice of Art I, French I or BCA, and Physical Education. Students are required to do a project for either the Science or Social Studies Fair.

Advanced students are allowed to schedule Physical Science and Algebra I in place of 8th grade science and math. Successful completion of Algebra I or Physical Science with a grade of C or better earns the student a high school credit in the subject.

### **Section 4 High School (Grades 9 through 12)**

**a. General** - In order to graduate from Opelousas Catholic, a student must have studied at the high school level for at least four years and meet the requirements established by the State Board of Elementary and Secondary Education (LA Core 4 Curriculum). A total of 24 credit units are required for graduation. These are:

**English:** Four Units. Shall be English I, II, and English III in consecutive order; and English IV or English V (Eng 1010 and 1020 for 6 hrs. of college credit.)



**Mathematics:** Four Units. Shall be Algebra I, Geometry, Algebra II, and one of the following options: PreCalculus, Functions and Statistics, Algebra III, or Calculus.

**Science:** Four Units. Shall be Biology I and Chemistry and two of the following: Physical Science, Earth Science, Chemistry, Physics, Human Anatomy or Biology II.

**Social Studies:** Four Units. Shall be World Geography, Civics, American History and World History.

**Health and Physical Education:** Two Units. Shall be from Health and Physical Education I and Health and Physical Education II or Adapted Physical Education for eligible special education students or equivalent Athletic PE course with Health.

**Foreign Language:** 2 units of the same foreign language.

**Arts:** 1 Unit- Shall be from Fine Arts Survey, Art I, Theatre Arts, or Digital Media. Electives: 3 Units

**b. Certain additional graduation requirements are set by the school and by the Diocese:**

1. One credit in Religion for each year in high school at Opelousas Catholic is required. If a student does not successfully complete the requirements of a religion course, the student will be required to repeat that religion course next year in place of an elective, along with the appropriate religion course for the current year. If a student should fail the religion course during the senior year the course must be repeated during a five-week period over the summer to earn an OCS diploma. The student will be required to pay a \$225 fee and attend class once a week for 3 hours. Homework and tests will be administered each week. The dates will correspond to the public school summer school schedule.
2. In order to receive credit for Religion courses, eighteen (18) apostolic hours of service must be completed and approved by the instructor beginning in the eighth grade.
3. All financial obligations to Opelousas Catholic must be fulfilled.
4. Students placed on homebound during their senior year may participate in the graduation ceremony upon the discretion of the Principal.

**c. The usual course offerings at Opelousas Catholic at the high school level are detailed below:**

1. Religion: I, II, III, IV (Yearly retreats and community service hours required. Senior retreat is mandatory.)
2. Mathematics: Algebra I, II, Geometry, Pre-Calculus, Functions and Statistics, Calculus, or Dual Enrollment College Algebra.
3. English: I, II, III, IV, V-Advanced Composition, Journalism and Dual Enrollment courses.
4. Science: Physical Science, Chemistry, Biology I, Biology II/Anatomy, Physics, Biology II/Introduction to College Biology, Earth Science, and Dual Enrollment courses
5. Social Studies: Civics, American History, World Geography, World History, Psychology and Dual Enrollment courses
6. Business Education: Business Computer Applications and Accounting

7. Foreign Language: French I, II

8. Fine Arts: Art I, II, Fine Arts Survey, Theatre Arts, Theatre Arts/Speech and Digital Media

9. Health and Physical Education, Athletic Physical Education, Health, and Weights and Conditioning

**d. High School Grade Classification - Grade classification for individual students will be determined by the following criteria:**

1. 9th Grade - Enrollment in a full freshman class load (7 hours)

2. 10th Grade - Minimum of 7 credits

3. 11th Grade - Minimum of 14 credits

4. 12th Grade - Minimum of 21 credits, to include sufficient state required courses.

**e. College Preparatory** - While Opelousas Catholic offers a curriculum that provides students with the opportunity to succeed in whatever vocation, Opelousas Catholic's academic program is specifically designed to prepare students for success at the college level. This track includes all state, diocesan and Louisiana State University requirements. Opelousas Catholic awards students the TOPS/Core Diploma which includes a minimum of four credits in religion; four credits in mathematics (including Algebra I, Algebra II, Geometry, and Pre-Calculus); four credits in science (including Physical Science, Biology I, Chemistry and one of Physics, Biology II, or Environmental Science); English I, II, III, and IV; four credits in social studies (including Civics, US History and World Geography, World History or History of Religion/World Religions for the Class of 2019 only); two credits of the same foreign language (French I-II); two years of physical education; one credit in the arts (Art I, Fine Arts Survey, Digital Media, Theatre/Speech or Theatre); and electives to total 27 credits. The individual courses are specified so the student may select those courses that would provide the most academic benefit. The section comprised of the most academically advanced students will take more courses at the Honors level.

**f. Accelerated/Honors Program/Dual Enrollment Program** - the top honor students in the junior and senior years may qualify for several Honors or Dual Enrollment courses:

- English IV Honors/DE English IV
- US History Honors/DE US History
- Anatomy and Physiology
- Honors Biology II/Introduction to College Biology
- Honors Chemistry Honors/DE Chemistry
- Pre-Calculus Honors/DE College Algebra
- Calculus Honors/DE College Trigonometry or other college credit
- Psychology
- Sociology
- Introduction to the Arts
- Communications
- Any other course offered online to freshmen through Northwestern State University

**Seventh and Eighth Grade High School Carnegie Credit** Seventh and eighth grade students may complete a course for high school credit. Currently those offerings are Algebra I, Physical Science, Art I, French I and BCA. Students must qualify for those courses via grades and standardized test scores.

## Honors Courses Criteria

### I. English courses

#### Requirements to enroll in 9<sup>th</sup>-10<sup>th</sup> English Honors

1. Minimum Pre-ACT score of 22 or higher in BOTH the English and Reading sections.
2. Composite score of 20 or higher on the Pre-ACT
3. Final grade of A or B in the previous English course
4. If no standardized test was administered, grades and previous test scores will be factored into the decision, along with teacher recommendation.

#### Requirements to enroll in 11<sup>th</sup>-12<sup>th</sup> English Dual Enrollment

1. Minimum ACT score of 22 or higher in BOTH the English and Reading sections
  - a. Please note: a sophomore hoping to enter English III Dual Enrollment course as a junior should take the ACT in April in order to obtain the score necessary to enroll in the course for the following school year.
  - b. Students may be tentatively scheduled into the course in the spring based on Pre-ACT scores but must take the ACT and meet the required ACT scores prior to August to take the course.
2. Composite score of 20 or higher on the ACT.
3. Final grade of A or B in the previous English course.

**Dual Enrollment students must also meet LA Tech Enrollment Requirements for overall admission. Requirements for individual subject areas with Dual Enrollment may be higher.**

- ACT Composite score of at least 22, and
- ACT English sub-score of at least 18, and
- ACT Mathematics sub-score of at least 22.

### II. Math

#### Requirements to enroll in Honors Algebra I

1. Standardized math test score (Aspire) of 88% or higher or a Pre-ACT score in math of 18 or higher.
2. Composite score of 20 or higher on the Pre-ACT or 88% on Aspire.
3. Final grade of A or B in previous English math course.

#### Requirements to enroll in Honors Geometry

1. Pre-ACT score in math of 19 or higher.
2. Composite score of 20 or higher on Pre-ACT.
3. Final grade of A or B in Algebra I.

#### Requirements to enroll in Honors/DE Algebra II

1. Pre-ACT score in math of 20 or higher.
2. Composite score of 20 or higher on Pre-ACT.
3. Final grade of A or B in Geometry.

### III. Science

#### Honors/DE Chemistry

1. Pre-ACT score of 20 or higher in Science
2. Pre-ACT score of 18 or higher in math
3. Composite score of 20 or higher on Pre-ACT
4. Final grade of A or B in Biology I

#### **Honors Biology II**

1. ACT score of 20 or higher in science
2. ACT composite of 20 or higher
3. Final grade in Chemistry and/or Biology II of A or B

#### **IV. Social Studies**

##### **Honors/DE US History**

1. Pre-ACT score of 20 or higher in Reading
2. Pre-ACT composite of 20 or higher
3. Final grade of A or B in Civics

#### **V. Online Dual Enrollment courses**

\*\*\*Note that each university sets admission standards that vary from school to school. The requirements below are what is required by Opelousas Catholic School in addition to the requirements of the individual university.

##### **All online DE courses**

1. ACT score of 20 or higher in reading
2. Overall GPA of 3.0 or higher
3. Students must meet any individual requirements set by the university.

**Tuition Opportunity Program for Students (TOPS)** - Is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance program in the nation; our curriculum follows the TOPS core curriculum and beginning with the Class of 2018, no student will graduate from Opelousas Catholic without meeting the TOPS requirements as those requirements mirror the state and school graduation requirements. TOPS requirements change annually and are always available to students and parents via the guidance office.

#### **Section 5 Homework**

a. Home study is a necessary part of each student's educational program. Each student is expected to spend some study time in addition to scheduled class instruction to achieve satisfactory work. There are several ways in which parents can assist with assignments:

1. Arrange a regular time and place for the child to study, free from interruptions.

2. Encourage their child to extend interests aroused in the classroom through hobbies, collections, pleasure readings, and family trips to interesting places in the community.
  3. Check to see that all work is completed and that all books and materials are brought to school daily.
- b. While assignments for home study may vary from time to time, the following are approximate total time allotments that may be reasonably anticipated depending upon parental participation required:
- |                |                       |
|----------------|-----------------------|
| Grades 1 and 2 | 30 minutes            |
| Grades 3 and 4 | 45 minutes            |
| Grades 5 and 6 | 60 - 90 minutes       |
| Grades 7 and 8 | 20 minutes per course |
| Grades 9-12    | 30 minutes per course |
- c. Failure to complete homework assignments may result in a penalty. The nature of the penalty is left to the discretion of the individual teacher.

## **Section 6 Student Evaluation**

a. Grading Scale

1. Academic Courses, Grades 4-12

Scale Number Grade	Letter Grade	Quality Points Regular	Quality Points Honors/DE	Half-credit Course Quality Points
94-100	A	4	5	2.0
87-93	B	3	4	1.5
77-86	C	2	3	1.0
70-76	D	1	1	0.5
69-below	F	0	0	0.0

2. Dual Enrollment courses are graded on the scale assigned by the university. Generally that is a 10-point scale. **Students and parents are reminded, however, that the conversion to the 10-point scale for the letter grade is not done until the end of the course.** In the case of online Dual Enrollment courses, there may not be progress report or quarter grades assigned, as those courses are, again, graded as if the student was on the college campus so only a final grade is assigned.

3. Grades 1 - 3. Academic courses will be graded as above. For Music, Art, Handwriting and P.E. S, N, and U will be used.
- b. Report Cards - Report cards are issued four times a year at the end of each nine weeks marking period. They contain individual course grades and conduct ratings. Report cards will be posted to RENWEB within a week after the conclusion of the quarter. Parents must send notification to the school if they do not have computer access.
  - c. Progress Reports - Students' progress reports, as appropriate, are issued four times each year at the middle of the nine-week marking period. This report provides an opportunity for each teacher to communicate with the students and the parents concerning any unsatisfactory academic work, class behavior, or other individual matters. With the initiation of the RENWEB program, parents should access the student's progress report online. Please note that progress report grades are a "snapshot in time" and as such a progress report grade viewed at 9 am may be different as the teacher enters additional grades the same day.
  - d. Academic Dishonesty - Academic dishonesty at Opelousas Catholic is defined as ***plagiarism, cheating on tests, passing off another's work as one's own (including homework and research papers), copying homework or classwork, collaborating on work that the teacher assigns individually, sharing work including electronic assignments, granting access to online work to other students, and providing answers to another student.*** A student who is guilty of academic dishonesty may receive a zero for the work done. The teacher judges if the student is cheating. Parents will be notified by the teacher each time this occurs. For subsequent acts the student is subject to disciplinary action and may be deprived of public recognition of honors and/or awards.

### **Academic Honor Code**

Each student is required to sign an Honor Code at the start of each year. This Honor Code may be stamped or written on all tests, projects or papers and each student will be required to sign upon completion of these assignments -- but is not required. **It is understood that any and all work completed at Opelousas Catholic is covered by the honor code.** This serves as a statement from all students that their work is their own and that they will strive to live up to the morals and values that the school and Catholic faith teaches. Violations of the honor code will be referred by the classroom teacher to the Dean of Students and appropriate Assistant Principal.

### **Consequences for violation of Honor Code:**

#### **Grades 4-6**

- 1st offense:** Parent Conference
- 2<sup>nd</sup> offense:** One day in-school suspension
- 3<sup>rd</sup> offense:** Meeting with Administration/  
Possible dismissal

#### **Grades 7-12**

- One day out-of-school suspension
- Three day out-of-school suspension
- Meeting with Administration/  
Possible dismissal

**Please note that students may receive a grade of "0" for violations of the Honor Code in addition to the disciplinary penalties.**

Honor code occurrences are tabulated for one school year.

- d. "I" Grades - The "I" indicates "Incomplete" and may be used in at least two situations:
1. An "I" may be issued (on report card) in certain cases where a student could not complete a regular classroom routine (death of a family member, extended illness, personal tragedy, etc.) If an "I" is issued, the student will have only the following nine-week period to change the "I" to a passing grade. If the student fails to do so, then the "I" will automatically become an "F" grade. It is the responsibility of the student to initiate contact with the teacher to begin the process of removing an "I".
  2. At the end of an academic school year, if all financial obligations to the school are not satisfied, the final tests or examinations will not be taken. An "I" will be entered on the student's report card in each subject area. When all debts are paid in full, the nine-week and final grades in the courses will be ascertained and a completed report card will then be issued. A grade of "I" is treated as a failure and no credit is issued until the incomplete is cleared.

f. Honor Roll - Each nine weeks, those students with only A's and B's on their report cards will be considered Honor Roll students. A list of these students will be posted in the hall near the elementary, jr. high, and high school administrative offices. At the end of the school year, those students who have been on the Honor Roll (all A's and B's) for three nine weeks will receive an award. A "C" in conduct will eliminate a student from Honor Roll.

g. Principal's List - Each nine weeks, all those students with only A's on their report card will be named to the Principal's List.

**Section 7 Promotion** - Careful consideration to the individual needs and achievement of each student is given in determining promotion of the student. Teachers and administrators closely monitor the progress of each student. The entire staff at Opelousas Catholic welcomes and solicits parent interest and assistance in ensuring their child progresses as far and as rapidly as possible. **At all class levels, students who fail the second semester will be given a failing grade for the course or subject. A "D" must be earned for the second semester. Seniors who do not meet the above requirement do not graduate.**

Attendance - In order to be promoted all students must attend a minimum of 160 days of school per school year. A maximum of 18 absences per class is allowed for students in grades PK-5. For students in grades 6-12, since each 90-minute class is the equivalent of two regular 45-minute classes, students may not miss more than 10 classes to receive credit. **This is a state requirement and ALL absences are counted, excused or unexcused.** See Chapter Seven for a more detailed outline of attendance requirements.

Kindergarten - Promotion from kindergarten is based on the student's mastery of sufficient skills in reading and mathematics to ensure adequate performance in the first grade. Specific mastery requirements are available in the elementary office. Contact the Assistant Principal of the elementary for details. A child not reaching the levels set shall be retained. Summer school is not recommended at this level.

Grades 1 - 3 - Promotion is based on a successful mastery of skills in reading and mathematics.

1. Reading. Students must attain at least a "D" average in reading and exhibit mastery of skills.
2. Mathematics. Students must attain at least a "D" average in math skills.
3. At grade levels 1 - 3, a student who fails to successfully complete the prescribed reading or math program will be retained at grade level. Summer school is not recommended at these levels.

Grades 4 - 8 - Promotion is based on the student's mastery of sufficient skills at the appropriate grade level as set by the school and as indicated by a minimum of a "D" average at those levels in reading, language arts and mathematics.

1. A student who fails to meet the minimum standards in one subject (reading, language arts or mathematics); but meets the requirements for all other subjects, will be retained. That student, however, can be moved up to the next grade at the beginning of the next school session if the following criteria are met:
  1. During the summer the student attends a certified summer school program in the subject failed and successfully completes the course.
  2. Passes a skills test in that subject to be administered by Opelousas Catholic School (grades 4-6)
  3. Successfully completes a remediation packet in a course failed not offered at a certified summer school session (religion, social studies, etc.)
2. A student who fails to meet the minimum standards in any two subjects will be retained.

Grades 9 - 12 - A student must receive at least "D" average in each course taken to receive credit for that course. A student who was unsuccessful in a high school course may receive credit for that course upon successful completion of an approved summer school program or a correspondence course through either Louisiana State University or Southern University. Correspondence courses may also be used by a student who is attending grades 9-12 and yet needs additional courses to meet the school's graduation requirements. If a student fails to receive a passing credit in religion each high school year at Opelousas Catholic, that student may not receive an Opelousas Catholic diploma or participate in graduation ceremonies with the class. In any such case a Diocesan diploma will be issued if the student is otherwise eligible to graduate. Because a student needs four consecutive years of English to graduate, failure of English I, II, or III must be remediated in summer school.



**Section 7 Senior Class Ranking** - The following procedures will be used for determining class standings among high school students:

1. By March 1, the Guidance Counselor will ensure that the cumulative records of all the seniors are checked for accuracy and are ready for the recording of the final grades and the determination of class standings.
2. After the senior examinations are completed and the final grades are averaged, class ranking will be determined by the following procedure:

To determine Grade Point Average (GPA):

- a. Add all quality points earned, on a 4-point scale plus weighted score on a 5-point scale for Honors courses taken. Add all attempted credits (even if a student has failed a course and received no quality points, they still have attempted that credit).
- b. Divide the total quality points by the total number of credits attempted to obtain the cumulative GPA. The GPA shall be rounded to a 4-place decimal. Grade Point Average and Ranking are one and the same. Ranking is based upon the cumulative Grade Point Average.

\* Honors courses taken off campus at any time will only be accepted as honors credit if that course is recognized and offered by Opelousas Catholic as an Honors course. These courses will be accepted for credit if they fall within the guidelines of Bulletin 741 for Non-Public Schools set by the Louisiana State Department of Education and approved by the Board of Elementary and Secondary Education. State- approved summer school credit will be included in the cumulative GPA and therefore used in ranking.

All Dual Enrollment courses are considered honors courses in determining rankings.

## **Section 8 Graduation**

Graduation is the culmination of a thirteen-year group effort (students, teachers, parents). The Opelousas Catholic family believes that it should be a dignified ceremony to which all can look back with pride and happiness.

Graduation is **extracurricular**. However, if a student wants to participate in graduation exercises, he or she must follow the \*guidelines established by the school, including those involving dress, senior banquet, and other activities. **It is the responsibility of the parent/guardian to notify the principal two weeks prior to the ceremony if the student elects not to attend and participate in graduation exercises.**

1. All debts must be paid by the deadline established by the school.
2. If a student does not practice, he/she does not march.
3. If a student does not attend the Senior Banquet, he/she does not march.

4. Seniors must observe the Opelousas Catholic dress code and behavioral expectations until they graduate.
5. Guidelines concerning Senior Banquet and Graduation attire and the ceremony will be mailed in early May.

\*Revised May 2002. A student, designated as a senior, who lacks the minimal credits necessary to graduate, yet is able to complete those requirements during the following summer school session, may walk with his/her class at Commencement and receive a blank diploma. An Opelousas Catholic diploma will be awarded in a private ceremony immediately following completion of the course(s) necessary to graduate.

## **CHAPTER 3 EXTRA-CURRICULAR ACTIVITIES**

**Section 1 General** - Opelousas Catholic offers a range of extra-curricular activities designed to meet the needs and interests of most students. Parents and students are advised that participation in extracurricular activities, including athletics, is a privilege and requires the maintenance of acceptable standards of academic performance and conduct. Parent and community involvement in extracurricular activities is not only welcomed but actively sought. The Opelousas Catholic Athletic Council is specifically designed to provide a way for parental and faculty involvement. Everyone is urged to support and work in this organization.

**No student may participate in extra-curricular activities, including athletic contests and practice at any grade level, if tuition is more than one month past due. All students must also be covered by health/accident insurance in order to participate in any extra-curricular activities.**

**Section 2 Elementary** (Grades K-5) - Opelousas Catholic Elementary provides the following extra-curricular activities on an organized and school school-sponsored basis: Jr. Beta Club, 4-H Club, and soccer. Additional athletic activities may be available for 5th graders, at the discretion of the Assistant Principal. The Elementary School Assistant Principal determines a student's eligibility to participate in extracurricular activities after considering the student's interest, abilities, academic performance, maturity and conduct.

**Section 3 Middle School** (Grades 6-8) - Students in the sixth, seventh, and eighth grades have the opportunity to participate in the following activities: student government, Jr. Beta Club, 4-H Club, boys' football, boys'/girls' basketball, boys' baseball, girls' softball, boys'/girls' track, cross country, tennis, golf and cheerleading. All students begin the year eligible to participate in extra-curricular activities except those in Jr. Beta Club which requires a previously earned GPA to be eligible. However, students must maintain certain standards in both academic performance and conduct as specified by the club sponsor or

charter to continue to be eligible. (Jr. Beta and Cheerleading have specific criteria for eligibility. This criterion is posted in the appropriate area of the school for student access. It is the responsibility of the student to secure these criteria from the sponsor. Any changes in criteria must be approved by the Principal.) The following are the athletic requirements:

- a. Subject Requirements - **According to the league requirements, boys must have a 2.0 GPA from the previous year to play football.** If a student fails two subjects in a nine-week grading period, the student must drop all athletic activities for the next nine-week grading period. A student failing one subject in a nine-week grading period will be placed on probation for the next nine-week period. If that student receives an "F" in any subject in that nine-week probationary period, all athletic activities for the nine-week period must be dropped.
- b. Conduct Requirements - If a student receives two "D's" or lower in a nine-week grading period in conduct, the student must drop all athletic activities for the next nine-week grading period. A student receiving one "D" or lower in a nine-week grading period will be placed on probation for the next nine-week period. If that student makes another "D" or lower for conduct in any subject that nine-week probationary period, all athletic activities must be dropped for the following nine-week period.
- c. Proof of accident insurance coverage is required.

**Section 4 High School** - High School students at Opelousas Catholic have the opportunity to participate in the following extra-curricular activities: student government, National Honor Society, Sr. BETA Club, newspaper/yearbook staff, music ministry, Campus Ministry, Cathletes, Drama Club, 4-H Club, Pep Squad, Cheerleader, Vikettes, Quiz Bowl, and athletics. Organized athletics include:

Boys - football, basketball, track, soccer, baseball, tennis, golf and cross-country.

Girls - basketball, softball, track, tennis, golf, cross-country, and soccer.

- a. Academic Requirements - Various organizations and sports have established academic requirements for participation in their extra-curricular activity.
  1. Athletes are, in general, required to maintain **per semester a minimum Grade Point Average (GPA) of 1.5 and pass 7 subjects** in order to continue to be eligible to participate in sports the next semester. See LHSAA Handbook for details.
  2. Stringent academic requirements are established for the National Honor Society and Beta Club. Those may be referenced in the groups' charters and by-laws.
  3. Cheerleaders, Vikettes, and Pep Squad members are bound by requirements set forth in appropriate group policies. A student trying out for

one of these groups must be in good standing at Opelousas Catholic and be re-registered for the following year at the time of tryouts.

4. Participation - While students are urged to be involved in extracurricular activities, participation must not impact adversely on academics and/or personal well-being of the student. The following limitations apply to excused absences from class during a school day.

1. Proof of accident coverage is required for participate in all extracurricular activities.
2. Students must have a "C" average or higher to be excused from that class for an extracurricular activity.
3. No individual may be excused from a particular class more than twice in a nine-week period for co-curricular and extracurricular activities. Exceptions may only be granted when mutually agreed upon by teacher and Principal.
4. Students who are absent or who are not in attendance for a minimum of three class periods may not participate in any extra-curricular activity on that same day.
5. Students with tuition that is more than one month in arrears may not participate in extracurricular activities (see delinquent tuition and penalties).
6. Holding top office in clubs or organizations – In order to allow more students to participate in leadership roles, it is suggested that students serve as president/captain, etc. in only one organization. However, this is a suggestion, not a requirement, that will be discussed with students by sponsors, coaches, and the principal.

## **CHAPTER 4 REGISTRATION REQUIREMENTS, TUITION, AND FEES**

**Section 1      General** - Opelousas Catholic provides instruction during the school day to students from preschool age through twelfth grade. Hot lunches are available to all students on a daily basis. Parents with children in preschool through fourth grade may elect to have their children participate in an after-school care program at additional cost.

### **Section 2      Registration**

- a. Preschool - The following documents are required for preschool registration: Birth Certificate, Baptismal Certificate, immunization record, social security number and completed registration and information forms. A physician's report will be due prior to the first day of school. Forms may be picked up at the school office.
- b. Kindergarten - the child must be five years old by September 30 and the following documents are required for Kindergarten registration: Birth Certificate, Baptismal Certificate and immunization records and social security number. It is a state law that children entering school be immunized against Diphtheria, Whooping Cough, Tetanus, and Measles. The state requires a health form, 14A, which can be obtained at the Health Unit. Registration cannot be accepted without Health Form 14A.
- c. Grades 1-12 - For new students in grades one through twelve, the following documents are needed: Birth Certificate, Baptismal Certificate, grades earned to date for current year (last report card), records of recent achievement tests, social security number and immunization records. A child entering first grade must be six years old by September 30 unless that child attended Opelousas Catholic previously. In those cases the cut-off date effective on enrollment will remain in effect.

**Section 3      Fees and Tuition** - Fees and tuition are established on an annual basis by the Opelousas Catholic. Some charges have been mandated by the from time to time after registration for the next school year. Notification of charges is usually made via correspondence from the school. Schedules showing specific amounts are available at the school office. Some of the various recurring charges are:

- a. Registration Fees (non-refundable)
- b. Lunch Fee - Determined by the Diocese. The cafeteria staff prepares well-balanced meals daily. Students in elementary grades (pre-school - 5) must purchase lunches. The cafeteria in most cases can prepare meals for those on a doctor-prescribed diet if properly documented. Students in grades six through twelve may purchase meals from the cafeteria. Unless the Principal makes a specific exception, all food during the lunch periods must be consumed in the designated serving areas and the residue disposed of. No food is to be removed from the cafeteria.
- c. Tuition - This provides the bulk of the funds for operating the school. They may be paid in full prior to the end of June, by two payments in June and December, or by monthly payment through Gulf Coast Bank.

d. The Board may assess other special fees as it deems necessary for specific purposes.

**Section 4 Parish Subsidy** - Parents should check with their Pastor on this matter. (Note: Each out-of-parish and Non-Catholic student is assessed a \$60.00 annual fee.)

**Section 5 Financial Assistance** - Very limited assistance is available through the Monsignor Paul M. Fuselier Grant Scholarship to qualified families and the Opelousas Catholic Tuition Assistance Fund. All aid is based on documented need as verified by IRS and other forms. Interested parties should call the office of the Bookkeeper for applications in November or December of each year. Additionally, some Pastors provide assistance on a case-by-case basis.

**Section 6 Indebtedness** - Opelousas Catholic operates on a very tight budget and, to meet its obligations, must receive payments due it by the various families promptly. No student records (including report cards, transcripts, or drop forms) will be issued if there is any debt owed to the school (tuition, cafeteria payments, fees, fines, etc.).

All monthly tuition payments are arranged through Gulf Coast Bank and are subject to their policies and penalties. Per our agreement with the bank, the following provisions may also apply:

- If monthly tuition is not paid in full by the due date, RenWeb access will be limited until the debt is cleared.
- If tuition is more than 30 days past due, the student will not be allowed to participate in any extracurricular activities, including but not limited to athletic contests and practices until the debt is cleared.
- Families with delinquent accounts over sixty days who have not contacted the school administration to negotiate payment will be asked to keep child home until account is paid in full.
- Families with delinquent accounts will be asked to prepay tuition and school fees in full for the next school year.
- No records will be released to other schools until all tuition and fees are paid in full. Students transferring to other schools will receive INCOMPLETES (I) on their report cards and cumulative records until accounts are paid in full.
- No student will be allowed to register until account is paid in Full. (S. B. Policy #3012)
- Accounts not cleared by the beginning of the following school year are subject to collection through an outside agency at the choosing of the school administration. (S.B. approved 5-17)

**Section 7 Provisional Acceptance** - Certain students may be provisionally accepted for enrollment due to past misconduct, difficulty at another school, persistent, delinquent accounts, or for some other unusual circumstance. In those cases of provisional acceptance, that student may be dismissed administratively should a major infraction occur or the special or specific intent

of the provisional acceptance not be fulfilled. In the case of the students who are provisionally accepted due to a history of minor discipline problems in the past, those students will normally be referred automatically to a disciplinary committee hearing (comprised of the Principal and the two Assistant Principals, the disciplinarian, the counselor, one coach, and two teachers selected by the Principal) when at least three disciplinary referrals of minor nature are issued. That committee will make appropriate recommendations with the final decision as to disciplinary action residing with the Principal.

**Section 8 Behavioral Contract** – Opelousas Catholic, as a last resort before dismissal, may enter into a behavioral contract with a student who commits numerous rule infractions with little resolve to improve. Failure to comply with the terms of the contract will result in the consequences agreed upon in the contract by Administration, parents/guardians and student at the contract signing.

**Section 9 Family Ministry** - Each family is required to donate a total of twenty (20) hours of work to the school. (Fair, Concession, Development, Maintenance, office work, etc. Details are available from the PTO.) A record is kept and families will be assessed in the spring at a rate of twenty-five dollars (\$25) for each hour not worked up to a total of five hundred (\$500) dollars. **Please note that only half the required hours may be obtained through chaperoning student activities.** The family ministry coordinator must be notified in order to accommodate extenuating circumstances. In order to ensure each family's hours, **proper documentation** must be given to the family ministry coordinator for verification by the end of March. Any parent holding office on the Opelousas Catholic , PTO, Athletic Council, Academic Council or serving as a Club Sponsor may document services provided in that capacity as the twenty (20) hour family ministry requirement.

## **CHAPTER 5 SCHOOL SCHEDULES AND ROUTINE**

**A copy of the current bell schedules will be sent to parents during Orientation.**

## **CHAPTER 6 STUDENT DRESS REGULATIONS**

### ***2020-2021 School Term***

Please contact an administrator **BEFORE PURCHASING** items if you have any questions about these regulations. **ABSOLUTELY NO ALTERATION** may be made to any aspect of uniform—i.e. splitting pant legs, stitching pleats, etc. All uniform items must be an appropriate size for the student's body and in good repair.

The students largely determine the spirit of any school. Opelousas Catholic should be able to rely on its students to foster its spirit and advance the school's philosophy and mission. The uniform

and other regulations are intended to assist the student in this process and encourage the growth into a mature, responsible adult. The purpose is not to stifle individual freedom but rather to identify one as a student of Opelousas Catholic. The student's appearance reflects on the school as well as him/her and family.

**Our uniform shirts and bottoms are sold exclusively by Schooltime: [www.schooltimeuniforms.com](http://www.schooltimeuniforms.com).**

<b>Item</b>	<b>Boys</b>	<b>Girls</b>
<b>Shirts</b>	<p><b>Oxford, broadcloth, or knit with OC crest</b></p> <ul style="list-style-type: none"> <li>white</li> <li>collared button front</li> <li>short or long sleeves</li> <li>white or <b>purple</b> with OC crest</li> <li>knit collared with front placket</li> <li>short or long sleeves</li> <li>dri-fit shirt in white or purple with emblem</li> </ul> <p><b><u>Turtleneck/long-sleeved undershirt</u></b></p> <ul style="list-style-type: none"> <li>white</li> <li><b>worn under long sleeve uniform shirt only</b></li> </ul> <p><b><u>T-shirt</u></b></p> <ul style="list-style-type: none"> <li>solid white</li> <li>no logos, symbols or writing</li> <li>worn under uniform shirt</li> <li>Armor Wear-White undershirt when temperature is below 40 degrees</li> </ul>	<p><b>Oxford, broadcloth, or knit with OC crest</b></p> <ul style="list-style-type: none"> <li>white</li> <li>collared button front</li> <li>short or long sleeves</li> <li>bloused shirt-banded optional</li> <li>white or <b>purple</b> with OC crest</li> <li>knit collared with front placket</li> <li>short or long sleeves</li> <li>dri-fit shirt in purple only</li> </ul> <p><b><u>Turtleneck</u></b></p> <ul style="list-style-type: none"> <li>white</li> <li><b>worn under long sleeve uniform shirt only</b></li> </ul> <p><b><u>T-shirt</u></b></p> <ul style="list-style-type: none"> <li>solid white</li> <li>no logos, symbols or writing</li> <li>worn under uniform shirt</li> </ul>
<b>Item</b>	<b>Boys</b>	<b>Girls</b>
<b>Skirts</b>	Not applicable	<b><u>Grades Preschool - 12</u></b>
<b>Jumper</b>	Not applicable	<b><u>Grades Preschool - 3 only</u></b>
<b>Smocked dress</b>		<b><u>Grades Preschool -2 only</u></b>
<b>Trousers &amp; Slacks</b>	<ul style="list-style-type: none"> <li>OC approved gray (with logo)</li> <li>the old light gray pants will be allowed through the 2020-2021 school year; when purchasing new pants, the darker gray must be purchased.</li> <li>long, dress type style</li> <li>with belt loops; belt must be worn</li> </ul>	<ul style="list-style-type: none"> <li>uniform plaid pant for Grades Pk-3 is acceptable</li> <li>all girls may wear OC approved gray (with logo)</li> <li>if there are belt loops, a belt must be worn</li> </ul>



	<ul style="list-style-type: none"> <li>no sagging, pegging, rolling, splitting, holes or ragged hems</li> </ul>	
<b>Belt</b>	<ul style="list-style-type: none"> <li>Black solid leather with simple buckle</li> <li><b>PreK-8</b> optional black elastic style</li> <li>No adornment</li> </ul> <p>Pre-K and K do not need to wear belts</p>	<ul style="list-style-type: none"> <li>Black solid leather with simple buckle</li> </ul>
<b>Shorts</b>	<p><u>Grades Preschool – 12</u></p> <ul style="list-style-type: none"> <li>OC approved gray (with logo)</li> <li>must reach 2" above the knee</li> <li>with belt loops; belt must be worn</li> </ul>	<p><u>Grades Preschool – 12</u></p> <ul style="list-style-type: none"> <li>OC plaid</li> <li>May not be shorter than three (3) inches above the floor when kneeling</li> </ul>
<b>Socks</b>	<ul style="list-style-type: none"> <li>solid white</li> <li>crew style (<b>worn above ankle</b>)</li> <li>no logos or symbols except OC</li> <li>black socks may be worn with black shoes</li> <li><b>Solid Grey socks, Seniors Only</b></li> </ul>	<ul style="list-style-type: none"> <li>solid white</li> <li>crew style (<b>worn above ankle</b>)</li> <li>no logos or symbols except OC</li> <li><b>Solid Grey or purple socks, Seniors Only</b></li> </ul>
<b>Tights</b>	Not applicable	<ul style="list-style-type: none"> <li>solid white</li> <li>plain; no patterns, logos, or symbols</li> <li>entire leg (to top of sock) must be covered</li> <li>only solid white crew socks may be worn with tights</li> <li><u>long underwear not allowed</u></li> </ul>
<b>Shoes</b>	<p><u>Grades Preschool - 12</u></p> <ul style="list-style-type: none"> <li>solid black leather lace-up dress shoe</li> <li>solid black, dark brown, or navy Sperry Topsiders</li> <li>Solid white lace-up (nylon/leather tennis shoe)</li> <li>Solid black lace-up (leather) tennis shoe</li> </ul> <p><b>A solid shoe with a logo (i.e. Nike swoosh) in white or black is allowed. Soles should match the shoe color.</b></p> <p><b>Shoes must be regular height, not boots or high-tops.</b></p>	<p><u>Grades Preschool-12</u></p> <ul style="list-style-type: none"> <li>white and black or navy saddle oxford, either traditional leather or tennis shoe style</li> <li>solid black, dark brown, or navy Sperry Topsiders</li> <li>Solid white lace-up (nylon/leather shoe)</li> <li>Solid black lace-up (leather) tennis shoe</li> </ul> <p><b>A solid shoe with a logo (i.e. Nike swoosh) in white or black is allowed. Soles should match the shoe color.</b></p> <p><b>Shoes must be regular height, not boots or high-tops.</b></p>

**Cold Weather Attire:** For warmth, use layering. Classrooms and buildings are warm. Heavy coats or non-uniform sweatshirts, etc. are not to be worn in the buildings. Examples of layering:

- plain white T-shirt or turtleneck
- long sleeve uniform shirt
- sweatshirt/sweater
- hooded uniform jacket or letterman jacket

**Absolutely no outer shirt can be worn as a jacket; sweatshirts may not be worn around the waist.**

**Please note that students are not allowed to bring blankets to classrooms.**

**Students may NOT wear athletic issued sweatshirts or warm-ups. The only athletic wear approved are official game-day shirts and official athletic jackets.**

Item	Boys	Girls
<b>Sweatshirt Or Fleece Pullover</b>	<ul style="list-style-type: none"> <li>OC school approved</li> <li>pullover</li> <li>long sleeves</li> <li>crew neck/collar</li> <li>worn <b>over</b> uniform shirt</li> <li>kept in good repair</li> </ul>	<ul style="list-style-type: none"> <li>OC school approved</li> <li>pullover</li> <li>long sleeves</li> <li>crew neck /collar</li> <li>worn <b>over</b> uniform shirt</li> <li>kept in good repair</li> </ul>
<b>Sweaters  Scarves</b>	<ul style="list-style-type: none"> <li>OC crest</li> <li>solid purple</li> <li>plain weave</li> <li>long sleeves</li> <li>V-neck pullover or cardigan</li> <li>worn <b>over</b> uniform shirt</li> </ul>	<ul style="list-style-type: none"> <li>OC crest</li> <li>solid purple</li> <li>plain weave</li> <li>long sleeves</li> <li>V-neck pullover or cardigan</li> <li>worn <b>over</b> uniform shirt</li> </ul> <p><b>Only school approved scarves purchased from the OC Spirit Shop may be worn.</b></p>
<b>Hooded Jacket</b>	<ul style="list-style-type: none"> <li>solid purple</li> <li>hooded/zippered front</li> </ul>	<ul style="list-style-type: none"> <li>solid purple</li> <li>hooded/zippered front</li> </ul>
<b>Viking Letterman Jacket</b>	<ul style="list-style-type: none"> <li>awarded by school to juniors and seniors</li> <li>sanctioned only for student's <u>own jacket</u></li> </ul>	<ul style="list-style-type: none"> <li>awarded by school to juniors and seniors</li> <li>sanctioned only for student's <u>own jacket</u></li> </ul>
<b>P.E. Uniform</b>	<p><b><u>Grades 6 - 12 only</u></b> <b>(purchased on campus)</b></p> <ul style="list-style-type: none"> <li><b>Gray T-shirt</b> with Viking emblem on front center</li> <li><b>purple shorts</b> with Viking emblem on left pant leg</li> <li><b>athletic shoe (Grades 6-12)</b></li> </ul> <p>If student wears athletic shoe with uniform, same shoe must be worn during PE</p>	<p><b><u>Grades 6 - 12 only</u></b> <b>(purchased on campus)</b></p> <ul style="list-style-type: none"> <li><b>Gray T-shirt</b> with Viking emblem on front center</li> <li><b>purple shorts</b> with Viking emblem on left pant leg</li> <li><b>athletic shoe (Grades 6-12)</b></li> </ul> <p>nt wears athletic shoe with uniform, same shoe must also be worn during P.E</p>

Item	Boys	Girls
<b>Mass Attire</b>	<p><b><u>Grades 4 - 12</u></b></p> <ul style="list-style-type: none"> <li>long uniform pants</li> <li>uniform shirt</li> <li>uniform sweatshirt or sweater</li> </ul>	<p><b><u>Grades 4 - 12</u></b></p> <ul style="list-style-type: none"> <li>uniform skirt or long pants</li> <li>uniform shirt</li> <li>uniform sweatshirt or sweater</li> </ul>
<b>Jean Day Attire for all students, Grades PK-12 will be the same</b>	<ul style="list-style-type: none"> <li>jeans (denim only), no holes or rips</li> <li>tennis shoes or school shoes</li> <li>clothing must be in good taste and repair; no grunge wear, baggy pants, sagging, etc.</li> <li>shirts with no offensive logos, writings, depictions, etc.</li> </ul> <p><b>ONLY spirit shirts or OC sponsored shirts may be worn on jean days unless notified by Dean of Discipline..</b></p> <ul style="list-style-type: none"> <li><b><u>Any student may wear traditional uniform shorts on a jean day with the designated shirt.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>jeans (denim only) , no holes or rips</li> <li>tennis shoes or school shoes</li> <li>clothing must be in good taste and repair; no grunge wear, baggy pants, sagging, etc.</li> <li>shirts with no offensive logos, writings, depictions, etc.</li> <li>blouse/shirts must cover midriff at all times – standing or sitting</li> </ul>

		<p><b>ONLY spirit shirts or OC sponsored shirts may be worn on jean days unless notified by Dean of Discipline.</b></p> <ul style="list-style-type: none"> <li>• <u>Any student may wear traditional uniform shorts on a jean day with the designated shirt.</u></li> </ul>
<p><b>General Appearance</b></p>	<p><b><u>Hair</u></b></p> <ul style="list-style-type: none"> <li>• neatly groomed on sides of neck</li> <li>• style must reflect that hair is cut</li> <li>• hair on top not to exceed 4 inches</li> <li>• eyebrows must be visible</li> <li>• shall not extend below top half of ear</li> <li>• must not touch shirt collar</li> <li>• no unusual cuts, stripes, layers, designs, or colors—no bleaching, i.e. dreadlocks, braids, shaving</li> </ul> <p><b><u>Make-up &amp; Earrings</u> -- not allowed</b></p> <p><b><u>Fingernails</u></b></p> <ul style="list-style-type: none"> <li>• trimmed neatly</li> <li>• no polish</li> </ul> <p><b><u>Face</u></b></p> <ul style="list-style-type: none"> <li>• clean shaven <b>daily</b></li> <li>• no mustache or beard</li> <li>• No designs or lines may be cut into eyebrows</li> <li>• sideburns can extend to bottom of ear lobe; cannot extend into face area</li> <li>• At the discretion of the Dean of Discipline or his representative, the student may be given the choice of purchasing a \$2 razor or going home to shave. If the student elects to go home, it is considered a suspension and work will be made up at a maximum of 70% credit.</li> </ul> <p><b><u>Body Piercing/Body Art (Tatoos)</u>- not allowed and may NEVER be visible at school or while participating in athletic events.</b></p>	<p><b><u>Hair</u></b></p> <ul style="list-style-type: none"> <li>• tasteful style</li> <li>• no extreme cut</li> <li>• no gaudy design or color—no bleaching</li> <li>• hair accessories must complement uniform</li> <li>• <b>NO HAIR WEAVES ALLOWED</b></li> <li>• <u>Grades 6-8</u> no highlights or color</li> </ul> <p><b><u>Make-up</u></b></p> <ul style="list-style-type: none"> <li>• <u>Grades Preschool - 8</u> not allowed</li> <li>• <u>Grades 9-12</u> appropriately applied</li> <li>• no excessive amounts</li> <li>• no gaudy colors</li> <li>• No designs or lines may be cut into eyebrows</li> </ul> <p><b><u>Fingernails</u></b></p> <ul style="list-style-type: none"> <li>• moderate length</li> <li>• <u>Grades Preschool - 8</u> no polish</li> <li>• <u>Grades 9-12</u> subtle shades of polish</li> </ul> <p><b><u>Earrings</u></b></p> <ul style="list-style-type: none"> <li>• only plain, non-dangling in gold, silver or colors that complement the uniform, only one earring is to be worn in each ear in the traditional position of the lower earlobe</li> </ul> <p><b><u>Body Piercing</u> -- not allowed</b></p> <p><b><u>Jewelry</u></b> – a student may wear a single gold, silver or leather necklace with a religious symbol</p> <p><b><u>Body Art (Tatoos)</u>-Body Art is not allowed and may NEVER be visible at school or while participating in athletic events.</b></p>

## Semi-Formal Event Dress Code

*The following guidelines are set forth for all Opelousas Catholic School events that require a semi-formal dress code (i.e. Homecoming dance, Graduation, award ceremonies, recognition ceremonies, special Masses). While the administration of Opelousas Catholic works to remain as objective as possible when establishing standards for appropriate attire often, standards involve many judgment calls. And no matter how delicately it is handled, it is extremely difficult to address modesty at an event without embarrassment to the student in question. For a Catholic school event, a family wedding is a better reflection of expectations than a “night on the town.” School administrators will do their best to enforce reasonable standards within these guidelines.*

### Girls:

- Dresses must not be any shorter than 3” above the knee.
- Dresses may be halter or strapless, as long as the neckline is modest; no excessive cleavage is allowed
- Backs may not be any lower than the natural bra line.
- Midriffs must be completely covered if a two-piece is worn
- Dresses may not have cut-outs in the front or sides.
- Spandex dresses or excessively tight clothing is not allowed
- Dresses must be free-flowing, hang naturally (no body-hugging styles)—this means that you must not be able to pull the dress up and have it stay up.
- Appropriate undergarments, including slips if needed, must be worn
- All dresses must be of moderate and appropriate taste. Any student in attire that is deemed excessive or inappropriate will not be allowed to enter the event.

### Boys:

- Dress shirt, tie, pants, and dress shoes are required. **NO TENNIS/ATHLETIC SHOES ARE ALLOWED**, in any form. Dress boots are allowable.
- Must be clean shaven
- No earrings, gages, or piercings are allowed
- Must adhere to Handbook policy regarding length of hair (must be above the collar and not touch the eyebrows)
- Please note: Opelousas Catholic reserves the right to refuse admission to dates from other schools who are not appropriately attired or groomed.

### **ADDITIONAL NOTES:**

Admittance/participation to the dance, mass, or any other event, with consideration of attire, will be left to the discretion of the faculty/administration/sponsors who are present that evening. Student(s) in violation must either accept covering offered by the school or forfeit admittance/participation. **If a student is in doubt as to the expected modesty of his/her chosen attire, he/she should consult with administration before the dance/event to avoid the embarrassment of being turned away. Members of the administration will be happy to view and approve a student’s chosen attire at least one week prior to the event. Remember: if in doubt, it is probably not acceptable!**

## **Section 1      General**

- a. Students in attendance at Opelousas Catholic are required to be in school uniform on each day of attendance. The school uniform should be worn with pride and dignity. Common sense and good taste should serve as the primary guidelines in following the criteria listed below. Exceptions are designated "Jean days", "spirit days", retreats, senior exams etc., or any other exceptions designated as such by the administration. If an emergency prevents a child from being in uniform, the parents should send a note describing the circumstances of the emergency. **The school reserves the right to make the final determination as to whether or not an item of clothing or standard appearance meets the requirements.** The Principal will resolve any questions or conflicts.
- b. Any student who arrives at school in violation of school uniform regulations should be reported to the respective administrator.

**Grades Pre-K through 5:** Parent is primary responsible party

**Grades 6 through 12:** Student is primary responsible party.

To attend class, students must be in compliance with uniform regulations. Every attempt will be made to bring student into compliance-i.e. call to parents, etc. In the event that uniform code violation cannot be remedied, student will spend school day in the office of the administrator.

**Section 2      Field Trips and Daylong Retreats** - Appropriate attire for field trips will be either the school uniform or Jean Day attire. The teachers may make exceptions only with the prior approval of the Principal. Guidelines will be announced and any students arriving for a field trip inappropriately dressed will not be allowed to attend the field trip or event. Monies will not be refunded. Elementary students will wear the school uniform on all field trips unless the Assistant Principal of the Elementary authorizes an exception.

**Section 3      Organizational Attire** - Various organizations in the high school, with the approval of the Principal, may wear a shirt (a uniform organization shirt approved by administration) with their name, logo, or some other distinctive mark in the left pocket area. The shirt may be worn as a uniform item in lieu of the regular uniform shirt on the day of a meeting, game, activity or some other special event involving the members of that organization, (e.g. Ministry Team on the day of a mass, Senate on the day of a meeting, athletic teams may choose one game day a week to wear jersey/shirt. In the case of the football team, the standard jersey may be worn over the uniform shirt by team members and managers on game day. Except for the organizational shirt itself, all other uniform rules apply. Organizational sponsors and coaches may work out a schedule directly with the Principal. No organization/club will wear this optional shirt more than once in any week without the approval of the Principal

**Section 4      Extra-Curricular Activities and Dances** - Opelousas Catholic students attending school-sponsored extra-curricular activities, including dances, will be denied entrance if their attire or appearance does not conform to announced guidelines or is generally considered inappropriate for the occasion. Students who remedy the situation within a reasonable period of time will be admitted to the activity. Students in attendance who modify their attire or appearance in such a manner as to render it unacceptable will be asked to leave and will not be readmitted to the activity.

Opelousas Catholic School reserves the right to refuse admission to dates from other schools who do not meet our appropriate standards of dress or grooming.

No elementary student (through 8<sup>th</sup> grade) will be allowed to attend our high school dances. Dates who have graduated from high school must be no older than 20. Dates from other schools must present their school ID/military ID/drivers' license for admission and the OC student must register the non-OC date prior to the day of the dance. In a mutual agreement with other high schools in St. Landry Parish, the Diocese of Lafayette, and Acadiana area, all students bringing a date from another school must submit a form that has been signed by the date's current high school.

## CHAPTER 7 ATTENDANCE POLICY AND REGULATIONS

**Section 1      Legal Requirements** - Opelousas Catholic attendance policy is in compliance with state law which requires that students from their seventh to the sixteenth birthday attend a public or private day school or participate in an approved home-study program. In order to receive credit and grades, ***high school students shall be in attendance a minimum of eighty (80) days per semester and elementary students shall be in attendance a minimum of 160 days per school year.*** These attendance requirements for promotion and credit apply through graduation from high school. Since the school year is normally 178 days long, **the law limits the number of absences to nine days per semester or 18 days per year in grades PK-5 and because of the block schedule, to 5 days a semester or 10 days a year in grades 6-12.** This policy is applicable on both an hourly and daily basis. Absences of any sort should be kept to a minimum and all planned appointments or activities should be arranged by the parents so that they are not scheduled during a student's "academic day". If an elementary student misses more than 18 days or a high school misses a class more than 10 times, that student may not receive academic credit for the affected class/classes. **This includes "excused" and "unexcused" absences and students/parents should remember that "excused" merely means the student may make up missed work. It does not remove the day from the student's absence total.**

### **Section 2      School Policy**

The attendance policy at Opelousas Catholic complies with state law in that it limits, for purposes of academic credit, the total number of absences, excused and unexcused, to five (5) per semester in grades 6-12 and to eighteen (18) per year in grades K-5. **Exception to this attendance policy can be made only in the event of extended illness or hospitalization, as verified by appropriate medical personnel and at the discretion of the principal.** Homebound services are available for students with extended absences and homebound services will be coordinated by the assistant principal.

Absences are allowed by the law as outlined in 7-1 above. School work missed must be made up by the student upon returning to school. The teacher may, after a reasonable period of time, assign a grade of "F" for work or exams that have not been completed. (A reasonable period of time is defined as the number of days of "excused" absence plus two days.) In Jr. High, make-up tests will be given on an announced day each week after school. All work must be made up within 10 days of original absence. In high school (grades 9-12) it is the student's responsibility to arrange for make-up work within the time-frame provided. If arrangements cannot be made satisfactorily with a teacher, the student should see the appropriate Assistant Principal before the grace period is over. If a test was announced before an absence occurred and/or review was complete before the student's absence, a student is expected to be prepared to take that test on the day scheduled. If an extended absence is expected, parents should check RenWeb for assignments missed.

If the absence is for disciplinary reasons (out of school suspension) a student's make-up work will be assessed at 70% value. In any case of absence, excused or unexcused, **it is the student's**

**responsibility to find out what class work was missed.** Arrangements for make-up work must be made immediately upon return from the absence.

Again to reiterate: The school, directed by policy enacted by Louisiana State Department of Education in Bulletin 741 for secondary students, **reserves the right to refuse credit to any student who misses more than ten (10) classes in a course in a semester (excused or unexcused)**

**Notification of Absence** - The student's parent should call the appropriate office before 9 a.m. on the day of the absence stating the reason for the absence.

**Tardiness** - Not only are promptness and dependability important traits to be cultivated, but a tardy student disrupts class; therefore tardiness cannot be tolerated. If students are not in their assigned classrooms with required materials when the bell rings, they are tardy. A record of all tardies will be kept on the student's attendance records.

- a. Elementary - The student who is late for first hour is to report to the Elementary Office for a tardy slip. Chronic tardiness will be referred to the Assistant Principal of the Elementary. Upon the 6<sup>th</sup> tardy, the student will serve a 30 minute after school remediation.
- b. High School - A student who is tardy for first hour must report to the Dean of Students to receive a tardy slip.

**Section 5 Permission to Leave School** - Once a student arrives on campus, that student may not leave campus without the permission of the Principal or designated representative until the end of the school day. If a student must leave campus during the school day, the following rules apply:

a. **No student may leave and return to campus that day unless an excuse is brought back from the doctor, dentist, etc. Students should not leave campus for any other reason if the student is going to return to campus. Other appointments (hair, driver's license, etc.) should be scheduled after school.**

b. Legal liability requires that all students leaving school before dismissal are required to sign out in the office before leaving and no student will be released from school except to a properly authorized adult who is physically present at the appropriate school office. The school will release students only to adults authorized by parents or guardians on the family's Profile/Emergency Form. This "authorized adult" must be at least eighteen (18) years of age and not be enrolled in a high school. Parents may place additional names on the "authorized" list by going to the student's respective office. Changes must be made in person or by a letter delivered to the school by the postal service. Hand delivered notes or changes by phone will not be accepted.

c. Parents may make arrangements in advance for the release of a student for a scheduled medical or similar appointment. In such case, the parent is invited to come in



at a convenient time and sign the student out in advance. The student may then sign out at the designated time without the presence of an "authorized" adult.

d. Parents wishing their children to leave school with them for any reason during the day must report to the office and the student will be called to the office.

e. Students who sign out prior to dismissal may be ineligible for perfect attendance awards.

f. Students who drive to school but find it necessary to check out before the end of school due to illness, may not drive. In these cases, it is necessary for a parent/guardian to come to school, check out the student, and bring them home.

**g. Athletes, managers, trainers, cheerleaders, Vikettes and Pep Squad members must be in attendance a minimum of two classes in order to participate in activities that afternoon or evening.**

**Section 6 Perfect Attendance Awards** - As the name implies perfect attendance is just that. To qualify for this award a student must attend school every day. One or more tardies or sign-outs will disqualify a student for that award. School sponsored field trips, co-curricular or extra-curricular activities as authorized by the school are not counted as absences as far as perfect attendance is concerned.

## CHAPTER 8 CONDUCT AND DISCIPLINE

### Section 1 Order and Discipline

- a. General - Students at Opelousas Catholic are expected to maintain the highest standard of behavior as they pursue their Christian education. At all times, students should be aware that their behavior and appearance determine the community's perception of the quality of Catholic education. Opelousas Catholic's philosophy maintains that learning must occur in a structured and orderly environment. Because of the above considerations, Opelousas Catholic establishes standards of conduct, rules for maintenance of standards and orders, and consequences for failure to maintain standards of conduct or comply with school rules. Each teacher sets forth the specific rules of behavior within their classrooms. Students, teachers, administrators, staff and parents are together responsible for ensuring that the day-to-day experiences at Opelousas Catholic take place in a climate that is both Christian and achievement oriented.
- b. Notice of Disciplinary Action - *A Notice of Disciplinary Action* is a document informing parents of a serious infraction of a school rule or any other repeated behavior deemed unacceptable by teachers or administrators. The document specifies the unacceptable behavior, the immediate consequences of the behavior and may detail future consequences should improper behavior occur again. Notices of Disciplinary Action are sent home via email to parent(s). Parent-teacher and parent-administrator conferences are welcome as they are considered the best means of resolving behavior problems.
- c. Code of Courtesy

**Opelousas Catholic students are expected to be polite and respectful toward others both on and off campus. Courtesy should be the hallmark of a student's relationship with adult staff and fellow students. The following are guidelines that students should follow in dealing with members of the Opelousas Catholic community.**

#### Common Courtesy

- Always address faculty and staff members with appropriate respect, using titles proper to their positions (Father, Coach, Miss, Mr., and Mrs.)
- "Thank you" is the expected expression of gratitude when adults or fellow students give assistance.
- Say "Yes, (TITLE)" and "No, (TITLE)" or "Yes, Ma'am" or "No Sir" to answer a question. Do not say "Yep" or "Nope."
- Say "Excuse me" when you don't understand and want someone to repeat something for you. Do not say "What?" or "Huh?"

- Excuse yourself when you want to interrupt an adult who is busy. Wait your turn when the adult is talking to someone else. Classroom decorum ordinarily requires a student to raise his or her hand and wait to be recognized before speaking.
- Common respect for adults requires you to allow adults to pass before you when entering a building or room, and that you hold the door open for persons coming behind you into the building or room.

When an adult corrects you for some fault

- Be quiet and listen until the adult is finished talking.
- Answer all questions politely.
- Do what you are told to do right away.
- If you have something to say, wait until the adult is finished speaking and ask permission to speak.
- Accept the adult's decision. Don't argue, make faces, roll your eyes, or walk away while the adult is talking.

Respect for the environment

- Courtesy demands respect for school property. Students are asked to help maintain the appearance of the campus by keeping the campus free of litter, and by treating the trees, plants and grassy areas with respect.
- While in the classroom and building, students are asked to deposit trash in the trash receptacles located in the classroom.
- No paper or other trash should be left on the floor of a classroom at the end of a class period.

## **Section 2     Discipline Policy Grades K-5**

a.     General - It is a goal of Opelousas Catholic to teach self-control and Christian behavior beginning at the earliest possible age. Behavior is handled by the teachers on an individual basis. The student is told what unacceptable behavior is and why it is unacceptable. If the child's behavior is seen as continually interfering with the learning process of the class or the child, or if the behavior could possibly cause physical or emotional harm to the child or the classmates, the child may be separated from the group for a time or otherwise disciplined by the teacher. The teacher will at no time use corporal punishment as a tool of discipline, but teachers referred to the Assistant Principal of the Elementary. Students may eventually be placed on behavior probation and the parents notified by a *Notice of Discipline Action*. After all reasonable attempts to resolve or change generally unacceptable behavior have been exhausted, suspension, request for withdrawal, or even expulsion will be considered.

b.     Classroom Conduct - Besides the guidelines decided on by individual teachers, the following apply to all students:

1. Students are responsible for the care of all books. Lost or damaged books must be paid for by the students responsible for the loss or damage.
2. All books must be picked up and in the student's desk prior to dismissal.

3. Students are to be proper stewards of all property at their disposal in the classroom. Damages will be assessed accordingly.
- c. Building Behavior -
1. No running or loud noise in the building.
  2. No writing on walls, desks, or any other school property.
  3. No playing in the restrooms to include misuse of the facilities (putting toilet tissue on floor, in sinks, or stuffing toilets).
  4. Damage to school property will be charged to parents of the child responsible.
- d. Cafeteria Behavior -
1. Students may talk quietly to each other in the cafeteria, except on designated "quiet days" where silence may be specified. There shall be no loud talking, shouting, or screaming in the cafeteria, either in the line or at the lunch table.
  2. Food or utensils should not be thrown on the floor, the tables, or into the trash cans.
  3. Food is not to be taken out of the cafeteria.
  4. Students are to leave the tables and general area clean by picking up plates, milk pouches, napkins and utensils.
- e. Playground Behavior - the duty teacher will handle any infraction of these rules. Recess time may be taken away for the remainder of the teacher's duty time.

General rules are:

1. Play in assigned areas only.
  2. Playing in bushes or trees is strictly prohibited as is the throwing of objects such as sticks, dust or rocks.
  3. Permission from the duty teacher must be obtained before leaving the playground for any reason - ball goes over the fence, go to restrooms, etc.
  4. No standing on or jumping from the swings is allowed.
  5. No littering on any playground.
- f. Notice of Disciplinary Action –K-5
1. Persistent, prohibited or unacceptable behavior may be referred to the Assistant Principal of the Elementary who will take appropriate action. If discipline problems continue or if a significant problem occurs, the administrator may issue a *Notice of Disciplinary Action*. The above *Notice* will be sent to the parents and the following sequence will normally be followed:
    - a. One day in-school suspension (after 3 *Notices*)
    - b. One day out-of-school suspension (after 5 *Notices*)
    - c. Three day out-of-school suspension (after 7 *Notices*).

d. Three day out-of-school suspension with expulsion/withdrawal proceedings may be conducted at administrative discretion.

2. *Notice of Disciplinary Action, Grades 6-12*

1. Harassing other students.
2. Disturbance of class after warnings
3. Use of profane language or gestures
4. Disrespect to faculty/staff member or visitor.
5. Failure to follow a teacher's directive.
6. Stealing
7. Excessive tardiness
8. Cheating on an exam or other dishonesty.
9. Fighting
10. Defacing property.
11. Throwing objects that may be harmful to others or property.
12. Being in an unauthorized area.
13. Being in the halls without agenda/hall pass.
14. Any Unchristian behavior on school grounds or at any school function.
15. Having dangerous or hazardous items at school.
16. Being in possession of tobacco, alcohol, or other unauthorized substance.
17. Persistent violations of written school rules (dress code, gum chewing, running in halls, unsafe conduct, etc.)

**Section 3      Discipline Policy Grades 6-12** - As children approach and achieve adulthood, good discipline becomes even more important if the student is to achieve success in the school program and in later life. While discipline does not appear as a subject, it underlies the entire educational structure. It is the primary function of the teacher to correct students when they fail in the observance of classroom and school rules. If a student becomes a serious or repeated problem, the teacher may remove the student from the class, referring the problem to school administrators. *A Notice of Disciplinary Action* may be issued as outlined in paragraph 8.1.b. above. If a student continues to be unmindful of the classroom and school rules, the Principal will have to decide whether or not that student will remain at Opelousas Catholic.

a.      Detention - Teachers and administrators may require a student to serve a detention during lunch, at which time, after eating, the student will help clean the cafeteria or may require a student to remain after school if the student's behavior warrants such action. If the student is detained before or after school, the detention will be assigned the following day to allow for notification of parents and transportation plans. The *Notice* also serves as a disciplinary record for each student. Saturday detention will be served from 8:00 to 10:00 a.m. and will be scheduled as necessary. Disrespect and willful disobedience may warrant an immediate Saturday detention to be determined by the Administration. If Saturday morning detention is missed, the student will be given an Out of School Suspension.

- b. Tardiness -
1. General - Students arriving late for school or for class miss whatever occurred during their absence and often force the teacher to repeat what has already been covered. In addition, late arrivals disrupt the class as a whole. Since tardiness indicates irresponsibility, is discourteous to one's classmates, and is disrespectful to the teacher, it is unacceptable.
  2. Late Arrival at School/Class - Each time a student arrives after the first period tardy bell, that student will report to, or be sent to their respective office. Date and time of the tardiness will be recorded. Tardy admit slip will be issued. Parents will be called if students arrive at school significantly late.
- c. Student Identification Cards (ID): all students must visibly wear the official Opelousas Catholic School ID at all times while on campus. The ID must be worn around the student's neck on the school issued lanyard. A replacement ID cost is \$5. Misplaced, lost, or broken lanyards must be replaced at a cost of \$5. The student must purchase a Temporary ID for a cost of \$2 each day they do not have the pictured ID. Violations will be sent to the Dean of Students.
- d. For discipline referrals for tardiness, uniform violations, and gum chewing, the following policy is being instituted:

Violations will be reported by the teacher to the Dean of Students.

1. On the third violation, the student will be assigned Wednesday Detention from 7-7:30 AM
2. On the fourth-sixth violation the student will be assigned Saturday School from 8-10 AM.
3. Upon the seventh violation, the student will serve a one-day suspension, and the student will be placed on probation.
4. The 8th violation will earn a one-day Out of School Suspension and a review of his/her probation, including a meeting with the principal.
5. The 9th violation will result in a three-day Out of School Suspension and a conference with the school chancellor.
6. With the tenth violation, the student will be dismissed from Opelousas Catholic School.

\*Additional offenses will require that parents attend a conference with the administration.

\*\*Note: *Violations will be cleared at the beginning of each semester*

\*\*\*Note: **ALL STUDENTS MUST BE IN FULL UNIFORM COMPLIANCE UPON ENTERING FIRST HOUR CLASS.**

- d. Hall Passes - Students who are out of class with permission must have in their possession the teacher's hall pass, with date, time, and destination initialed by the teacher. Any

student in the hallways during class time without his/her agenda will be logged as tardy or out of class without permission and will be given one violation.

- e. ID's -- Barcoded I.D.'s will be issued to students at the beginning of the school year to facilitate record keeping for lunch consumption and library usage. Failure to have this card will prevent student from eating or checking out books from the library. There will be a \$2 cost for a temporary ID and a \$10 fee to replace a lost or damaged ID and clip.
- f. Cell phones are not permitted on campus during the normal school day. Cell phones may be turned off and kept in the locker or the car. They should not be stored in book bags, gym bags, or purses.

Wearable technology that can connect to the Internet or receive calls/texts (examples, Apple watches and other smart watches) are also prohibited, even if not connected to the Internet, and the same penalties as cell phones apply.

**Penalties for possession of a cell phone on campus during the school day (even if turned off):**

**First offense:** the phone will be confiscated and the student MUST attend the next scheduled Saturday School in full uniform from 8-10 AM. Failure to attend Saturday School as assigned will result in a one-day out-of-school suspension. The phone may be picked up by the student's parent or guardian (no exceptions) after 2:45 PM the same day it is confiscated.

**Second offense:** the phone will be confiscated and the student will be assessed a one-day out-of-school suspension the next day, no exceptions. The phone may be picked up by the student's parent or guardian (no exceptions) after 2:45 PM the same day it is confiscated.

**Third offense:** the phone will be confiscated and the student will be assessed a three-day out-of-school suspension, beginning the next day, no exceptions. The student and parent MUST meet with the principal, disciplinarian, appropriate assistant principal and the Chancellor before returning to school. The phone may be picked up by the student's parent or guardian (no exceptions) after 2:45 PM the same day it is confiscated.

**Fourth offense:** the student will be dismissed from school, per the three suspension policy.

**Students should remember that suspensions for cell phone violations count toward the maximum number of suspensions allowed per year.** Students who receive a third suspension in an academic year will be asked to withdraw from Opelousas Catholic School or will be dismissed. Appeal of the disciplinary action is only available if school policy was not followed. Appeals must be filed with the Principal who will schedule a hearing with the Board of Pastors.

- g. Apple watches and other "smart" watches are not allowed on campus and will be treated as cell phone violations. Should a student be caught with such a device in a classroom testing situation, the penalties would also include those for academic dishonesty, as well as the penalties for a cell phone violation.

h. Off Campus Conduct

The school's educational mission extends beyond academic and extra-curricular programs to include the moral behavior of students. Opelousas Catholic students are therefore held accountable for off campus conduct and behavior that in the judgment of school administrators negatively impacts the school community, is a distraction to a positive learning environment, involves the safety and well-being of other students, or threatens the positive reputation of the school. The Dean of Students in consultation with the Principal will determine appropriate disciplinary intervention ranging from parent conferences to expulsion in more serious circumstances or in situations when students refuse to correct the behavior. Examples of off campus conduct that may be addressed by the school include but are not limited to:

- Words or actions threatening the safety, home, or property of another student or staff member
- Harassing or offensive e-mails, text messages, letters or notes, or phone calls
- Offensive Internet postings including words, images, and video
- Vandalism to the home or property of a student or staff member
- Unsafe driving
- Rude, obnoxious, or disrespectful behavior
- Alcohol or drug-related incidents
- Any arrests or incidents involving law enforcement

**Section 4 Suspension and Expulsion**

**PLEASE NOTE: THREE OUT OF SCHOOL SUSPENSIONS FOR ANY REASON(S) IN A CALENDAR SCHOOL YEAR WILL RESULT IN DISMISSAL FROM OPELOUSAS CATHOLIC.**

a. General - Students who disrupt or interfere with the conduct of instruction, repeatedly or willfully ignore school or class rules, or absolutely refuse to do class work may be removed from the class by the teacher and sent to an Administrator for the remainder of that class period. Teachers will, if practical provide work assignments for the student. Each instance in which a student is removed from class also requires that teachers submit a *Temporary Office Referral*. Students who are repeatedly removed from class or continually violate school rules will be considered for suspension or, in the most extreme cases, expulsion. Assistant principals or curriculum facilitators may assign detentions and in-school suspensions. Out-of-school suspension or expulsion requires a decision by the Principal. When any disciplinary action is considered, the students will have an opportunity to tell their side of the story. The student may be given verbal guidance, assigned detention, or suspended depending on the seriousness of the offense. Discipline shall be based on careful assessment of the circumstances of each case. Some factors to be considered are the seriousness of the offense, frequency of misconduct, student attitude, student age, and potential effect of the misconduct on the school environment. In-school suspensions may range from being suspended two class periods to three full days of in-



school suspension. Out-of-school suspensions may range from one day to three days. For additional days, permission must be granted by the Diocese.

Students on out-of-school suspensions are prohibited from participating in any extra-curricular activities (including athletics) or attending school functions. Removal from class and suspensions can seriously affect a student's grades, as school assignments, quizzes, and tests must be completed and turned in upon return to school for a maximum of 70% credit. Any student who has been suspended from school three times during the school year will be considered for expulsion/request for withdrawal. The following types of behavior and activities occurring on or near campus or at a school sponsored activity are provided as examples of behaviors that could result in consideration for immediate suspension or expulsion, and are considered **major violations**:

1. Willful disrespect to any teacher, administrator, or staff member of Opelousas Catholic.
2. Extreme, public, profane or vulgar language.
3. Possession, use, sale or attempted sale of tobacco products, vaping devices, Juuls, drugs, alcohol, controlled substances or any medication not prescribed by a doctor. The above also apply to over-the-counter medications and synthetic substances.
4. Coming to school or school-sponsored functions after drinking, taking, or consuming any item in 3 above.
5. Open and blatant disregard for school rules.
6. Vandalism or destruction of school property.
7. Truancy, leaving school/campus without permission and cutting class.
8. Repeated or excessive violation of school rules (tardy, uniform, etc.)
9. Fighting or instigating a fight - verbally or physically. (Any student engaged in a fight wherein one or more physical blows are thrown, will be issued an out-of-school suspension. Duration depends on degree of violence) Should in the course of the investigation, it becomes clearly apparent that one or more of the participants was more at fault than another, a lesser punishment may be assigned to those with lesser responsibility.
10. A second or repeated commission of academic dishonesty.
11. Stealing
12. Lying to faculty or staff.
13. Repeated behavior that interferes with the orderly conduct of classes or school.
14. Not doing class work or punish work when told to do so by a teacher.
15. Behavior that endangers the physical, moral, or emotional well-being of another person.
16. Having obscene or pornographic materials on campus, including digital photo/video. This also includes possession, sharing, or distribution of inappropriate images of fellow students on or off campus.

17. Contributing to the presence of or conversing with unauthorized persons on campus.
  18. Loitering or going into prohibited areas of the campus (includes cars, parking lot and the area behind the gym) without permission.
  19. Driving recklessly, speeding, spinning tires, etc. in the school parking lot, grounds or on streets adjacent to the school and church.
  20. Unauthorized card playing, use of dice or any form of gambling.
  21. Possession of fireworks, knives, firearms, explosives or other dangerous or hazardous items.
  22. Threats to students or faculty.
  23. Other inappropriate conduct on or off campus that is deemed detrimental to the reputation of the school-i.e. conduct leading to arrest.
  24. Use of a cell phone or other unauthorized electronic device during the school day.
  25. Flagrantly, publicly, or repeatedly violating the integrity of the school or the honor code or otherwise damaging the reputation of the school, on or off campus.
- b. Some violations on or near campus or at a school sponsored activity are of such a magnitude as to warrant expulsion proceedings:
1. Possession of weapons, explosives, etc. or any substance/item deemed hazardous.
  2. Possession, sale/attempted sale of illegal (drugs/prescriptions) substances on or off campus.
  3. Striking/intimidating/maligning administration, faculty, staff member, or other school employee.
- c. Expulsion Procedure - The following process will be adhered to whenever the expulsion of a student is pending:
1. The Principal or his agent will notify the parents immediately by phone that the student is suspended and will remain suspended until that time it is determined that expulsion is warranted.
  2. The Principal will notify the Superintendent of Diocesan Schools concerning student and offense and impending disciplinary action.
  3. The Principal will confer with the parents during the suspension period and keep the parents apprised.
  4. The Principal will decide to reinstate the student; put the student on probation; expel the student or request withdrawal.
  5. The parents may appeal in writing to the Rules and Discipline Committee of the Advisory Council for possible policy infractions.
  6. The parents may appeal to the Diocesan Superintendent of Catholic Schools. The Diocesan Superintendent of Catholic Schools with an Ad Hoc Committee may conduct a formal hearing to determine if any violations of justice affected the decision.

- d. **Minor violations** are handled with discretion by whoever witnesses the violations. Habitual or flagrant offenders will be written up (detention slip) and referred to the office. These include:
1. Going to lockers at unauthorized times.
  2. Disturbance in church or other area outside of the classroom setting.
  3. Inappropriate language.
  4. Public displays of affection
  5. Other behavior deemed inappropriate.
- e. **Further Discipline for Athletes, Honor Positions, & Extra-Curricular Programs**  
Any violations of the Opelousas Catholic School policies related to alcohol and drugs may carry additional discipline for students who represent the school both within and outside the school community.
1. Athletes banned from dressing out and/or participating in 25% of that season's non-playoff games, or the next season's games if incident occurred out of season including the summer. (May practice at discretion of Principal.)
  2. Penalties for participation in clubs and elected offices as directed by Principal.
  3. Students selected to participate in honorary programs (i.e. Homecoming Court) will be required to withdraw from participation.

## **Section 5 Classroom Discipline**

- a. Standard Classroom Rules -
1. Enter the classroom quietly and on time with all needed materials.
  2. Go directly to your designated seat.
  3. Copy the daily assignment
  4. Do all assigned work.
  5. Do not disrupt the teaching/learning process.
  6. Treat everyone with respect.
  7. No gum, candy, food, drinks.
  8. No profanity
  9. Do not leave the classroom until you are dismissed.
- b. \*Standard Discipline Plan - Minor disruptive behavior in the classroom will result in the following:
- |                         |                            |
|-------------------------|----------------------------|
| 1 <sup>st</sup> Offense | Student/Teacher Conference |
| 2 <sup>nd</sup> Offense | Email to Parents           |
| 3 <sup>rd</sup> Offense | Parent/Teacher Conference  |
| 4 <sup>th</sup> Offense | Office Referral            |
- c. Non-disruptive violations will result in loss of points on the student's conduct grade, and/or a letter to parents, and/or written assignments.

**\*There are instances where disruptions are of such a nature that immediate referral to the office is warranted. Depending on the seriousness of the offense, and other previously mentioned factors, office referrals will be addressed by the administration through: (1) Wednesday morning detention; (2) Saturday School; (3) In-school suspension; (3) Out of school detention, (5) Expulsion.**

**d. THE FINAL DECISION IN ALL DISCIPLINE MATTERS RESIDES WITH THE PRINCIPAL.**

e. Discipline Committee

1. General - A Discipline Committee consisting of teachers from the High School may be appointed by the Principal as needed.

#### 7. Appeals

1. Parents/Students have the right to appeal suspensions and expulsions to the Chancellor if school policy has not been followed.
2. The Diocese of Lafayette Attorney (currently Troy Broussard) and the Superintendent of Schools will be consulted prior to any student expulsion. This is done to ensure that all policies are followed.

## CHAPTER 9 MISCELLANEOUS POLICIES AND REGULATIONS

**Section 1** Lost and Found - A Lost and Found is located in each secretary's offices.

Any lost article is to be returned and claimed there.

**Section 2** Phone Calls - Students may not make or receive phone calls unless authorized by office personnel; possession/use of cell phones, beepers or any other electronic equipment is strictly prohibited. Cell phones may be kept in vehicles; contraband items will be confiscated.

**Section 3** Medication - All medication brought to school is to be kept in the office and administered by the adult in charge. Teachers are not to administer medication.

### a. General Principles

1. Medications are not to be given at school except as hereafter set forth. Acutely ill students should be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists - if possible.
2. Students may not have any medication in their possession on the school grounds or at a school activity.
3. Special circumstances do exist and some students may have a condition that requires the taking of medication during school hours. When such a situation exists, the following steps will be taken.

### b. Procedures

1. The parent or guardian of any student who is required to take medication ordered by a physician during the regular school day must :
  - a) Provide written orders from a physician detailing the name of the medication, dosage, and time interval medication is to be taken. Pertinent details on diagnosis, expected benefits and possible side effects should be included.
  - b) Complete the school's "Request for Administering Medication" Form.
  - c) Bring medication to school in container appropriately labeled by the pharmacy or physicians with instructions on dosage and frequency.
2. As to medications ordered by physicians, the school will:
  - a) Inform necessary school personnel of potential benefits and side effects of the medication being administered when deemed appropriate.
  - b) Record the issuance of those medications on a medication log which includes date, time, dosage, and name of person giving the medications

**Disclaimer:** This service is provided only at the parents' or guardians' request. Such a request is made realizing that the school assumes no liability from accepting or dispensing the medication and the parents/guardians agree not to hold the school, board, or any employee responsible in any way with regard to medication or with the handling or dispensing thereof.

**Section 4 Meeting with Teachers** - Parents wishing to see one or several of a student's teachers should email requesting an appointment, or parents may email the appropriate High School or Elementary office. Appointments may only be scheduled before school, after school or during a planning period.

**Section 5 Student Parking**

- a. Parking is by permit only. The permit must be hung from the rearview mirror of vehicle and must be visible.
- b. Abuse or misuse of the on-campus parking privilege will result in the loss of driving/parking privileges as determined by the Principal.
- c. Students are to park their cars and enter the building directly. There is to be no loitering in the student parking lot, and no student is allowed in the parking lot during the school day without permission.
- d. Students parking on the student parking lot must leave a slot open for cars to go in and out of the parking lot and park in such a way as to maximize parking space.
- e. In moving to and from school stay on public thoroughfare and drive responsibly, safely, and courteously.
- f. Obey traffic flow in all parking areas.

**Section 6 Daily Announcements** - Daily announcements may be made in three ways:

1. Electronic Bulletin
2. E-mail, or
3. Public Address System.

Announcement forms may be picked up in respective offices the day before announcement is to be made. After forms are complete, they may be returned to their office of origin. Depending on medium selected, announcement will appear the next day and run for length of time requested. PA system is reserved for emergency announcements such as cancellations, etc. Announcements will not be made at times other than first thing in the morning or at the end of the school day. If an emergency announcement is needed, it will be issued following the regular beginning of class prayer.

Prayer will begin each class period and emergency announcements may be made at that time. As a general rule, announcements will NOT be made at other times and students will not be called out of class to receive messages from parents. Those messages will be referred to the beginning class announcements.

**Section 7 Search and Seizure** - Attendance at Opelousas Catholic, a private institution, implies parental consent for reasonable search by teachers, administrators and

other school personnel of students' persons, lockers, desks, vehicles and other school areas for illegal drugs, weapons, alcohol or other objects, materials or substances that may be illegal, immoral, improper or inappropriate, and for the subsequent seizure of same if deemed necessary. **When possible, the use of a “wand” that detects substances and metal objects will be used. Opelousas City Police and St. Landry Parish Sheriff’s Deputies also provide search dogs at our discretion.**

**Section 8 Campus Supervision** - On-campus supervision is provided each school day from 7:20 a.m. until 3:00 p.m. Students may not arrive on campus prior to 7:30 unless the student is registered for early morning care. Students may not remain on campus after 3:10 PM unless registered for after-care. The exception is high school athletes who are participating in athletic practices. Siblings are not allowed to remain with older brothers or sisters during practice.

**Section 9 Arrival and Departure Areas**

- a. Please note that planned construction may necessitate different drop off and pick up procedures as needed.
- b. Pre-K students should be dropped off behind the Pre-K building before 8 AM, when the gate is locked. After 8 AM Pre-K parents may park in the front circle in the visitor’s spot only and bring their child to the Pre-K building, after checking in at the front desk. On rainy days, Pre-K parents will be notified of alternate drop off and pickup options, utilizing the front circle but not impeding regular high school drop off and pickup.
- c. Carpools - The carpool areas are: the horseshoe in front of the junior high/high school building and the parking lot immediately in front of the gym. Students **are not** to be dropped off in the rear of the school nor should you drop off students in the street in front of the school as it impedes traffic and is unsafe.
- d. Supervision is provided by the school personnel after school on regular school days only in the gym parking lot area until 3:10 p.m. All students waiting for a ride after 3:10 p.m. should report to the appropriate after care area. Parents are advised to only use this designated pick-up and drop-off area. Parents dropping off or picking up students in non-designated areas do so at their own risk as the school assumes no responsibility.

**Section 10 School Sponsored Trips** - On any school trip (athletic, academic, convention, etc.) students must go and return on the transportation provided by the school, and must remain at the event unless explicit permission is obtained from the school sponsor. Where a small number of students to be transported makes the cost prohibitive, alternative transportation release/permission forms may be procured from the High School office (permission must be obtained from an administrator). School uniforms or Jean Day attire is required on any trip unless a higher dress standard is otherwise specified, and all appropriate school regulations remain in effect. Any student embarking on a school sponsored trip must have a permission slip signed by a parent.

**Section 11 School Funds** - As per Diocesan policy "all School funds will be under the direct supervision of the Principal who has the responsibility to give a monthly financial report to the OCS Advisory Council".

**Section 12 Monies Raised by Student Organizations** – Any class, club or organization wishing to have a fundraiser must first complete a “Fundraising Request” form and submit it to the Development/Advancement Office on campus for approval. If approved, it will be placed on the Fundraising Calendar for the year and shared with all sponsors to avoid conflicting efforts. Any unauthorized fundraiser will forfeit proceeds to the general fund.

In addition, any shirt or item designs/logos/use of the name “Opelousas Catholic School” must be approved by the same office to make sure it follows our guidelines and corresponds with our mission and image. For wear during the school day on “jean days”, shirts purchased from outside vendors with or without authorization of the use of our logo, crest, or name will not be allowed.

The Development/Advancement Director will call a meeting of all class, club and organization sponsors near the end of the school year to discuss and plan for fundraisers considered for the upcoming year.

Monies raised by any group as a result of a scheduled event or a specific fund-raising activity may be used:

- 1.) To finance a school related activity (prom, Homecoming, etc.)
- 2.) To purchase equipment, supplies, materials a group needs for school functions (paints, paper, etc.)
- 3.) To purchase uniforms worn by the group which then become the property of the school organization and not of an individual. (Band uniforms, athletic uniforms, etc.)
- 4.) To clean or repair equipment or materials belonging to the group.
- 5.) To defray the cost of camp or of any trip as a group for educational or extra-curricular purposes. Examples include training of spirit group members, conferences or conventions. It is important to note, however, that anyone who joins an organization which attends summer camp must realize that he or she personally may have to finance a major portion of the expenses.
- 6.) Ten percent of all monies raised may be held in a Principal's fund for use as deemed appropriate.
- 7.) It is the responsibility of the group/club sponsor to monitor the collection of any monies and the responsibility of the group/club sponsor to take possession of collected monies and make a timely deposit with the school's Business Manager, after at least two faculty members have signed and certified the collection accuracy. All monies should be tallied and sorted using the Deposit Tally Sheet.



**Section 13 Co-Curricular Activities** - The activities listed are considered co-curricular so that they may be scheduled during regular class hours:

- a. Mass
- b. Club/group meetings
- c. Educational field trips
- d. Ministry/religious activities
- e. Support group meetings

**Section 14 Proms and Dances** - Request forms for scheduling events are available in the High School office. These events can be held only if adequate chaperons are available. Primary guidelines are set forth below:

- 1.)** At least one chaperon is required for every twenty (20) students expected.
- 2.)** Chaperons act on behalf of the school and must be treated with respect.
- 3.)** An event sponsored by the high school is restricted to persons in grades 9-12; and 7<sup>th</sup> and 8<sup>th</sup> grade events are restricted to 7<sup>th</sup> and 8<sup>th</sup> graders.
- 4.)** It is the primary duty of the group/class sponsor to fill out appropriate forms, check requisitions, and finalize logistics of the dance/event (availability of gym, clean-up, etc.)
- 5.)** Each Opelousas Catholic student is allowed one non-O.C. guest. A guest form must be obtained from the Dean of Students and returned at least one week prior to the event. All guests must be approved by the administration of Opelousas Catholic. The host student is responsible for the guest and their behavior. Guests may not be older than 20 for high school dances. Dates for elementary dances must be in the same grade as the OC attendee.
- 6.)** Opelousas Catholic reserves the right to refuse admission to any non-OC date not meeting our standards of appropriate dress and grooming.
- 7.)** Dances will start at 8:00 p.m.
- 8.)** Student attendees must arrive at the function by 8:30 and remain until 11:00 p.m. A student or guest may not leave before 11:00 unless a parent comes in person to sign out the person(s) concerned. Starting and ending times may be modified depending on the event, but unless a change is formally approved and announced, the times set forth above are in effect.
- 9.)** Alcohol breathalyzers will be in use during major O.C. dances. Students and guests entering will avail themselves to either random or complete testing whichever applies.
- 10.)** Parents will be notified for immediate pick up if any student or guest is found to be under the influence of drugs, alcohol or other substances.
- 11.)** Anyone possessing, using or distributing a tobacco product, alcohol, drugs or any such substance at the function will also be ejected and if a guest, the escort will also be ejected. These occurrences could result in consideration for immediate suspension or expulsion.
- 12.)** Anyone leaving the building may not re-enter.

**13.)** If a student or their guests incur any problem requiring that they be asked to leave or be disciplined in any way, the parent (s) of the O.C student(s) involved will be notified immediately by phone if they can be reached. If they cannot be reached and the problem is drugs or intoxication due to alcohol, the police will be called to take appropriate measures. Disciplinary action, as appropriate, will be taken when school resumes.

**Section 15 Elementary Parties** - There are the usual traditional parties - Christmas, Halloween, etc. All parties must be approved by the Assistant Principal of the Elementary.

**Section 16 Field Trips** - Students are allowed to go on school sponsored or approved field trips with proper parental permission. Field trips will be coordinated by the Assistant Principals of the elementary, middle school and high school. All field trips must be approved by the Principal. Individual students, with identified disciplinary problems, may be denied the privilege of going on a field trip if such is recommended by the sponsor and approved by the appropriate administrator. All students will wear uniforms on field trips unless prior approval of or exception has been granted by the appropriate administrator.

**Section 17 Theft of Valuables** - Parents are urged to encourage their children to label their clothes, protect their valuables and to report losses right away to the teacher or to the office. If a theft is noted or a person suspected, the administration should be advised. All will be kept in the strictest possible confidence.

**Section 18 Campus Visits** - All uninvited or unexpected visitors to the campus must first report to the elementary or high school office before moving about in the school. Any visitor - parent, relative or guest - must check in at the appropriate office before going to a particular classroom or meeting with a teacher during school hours. Campus visitors must display a guest pass at all times while on campus during school hours. Return tag to the appropriate office before leaving campus.

**Section 19 Open House** - An open house is normally scheduled in the fall, approximately four and one-half weeks after school begins (first progress report). This permits the teacher to get to know the students and thus be able to speak more meaningfully with the parent. Another open house is generally scheduled in the spring so parents might note the progress, or lack of, of their child academically.

**Section 20 Gum and Junk Food** - No chips, candy, personal snacks, drinks and the like may be used in class during school hours. Gum is prohibited at all times. Use at other times will be at the discretion of the respective administrators. Residue from these items must be disposed of properly. During school hours, all food or drink items (with the exception of water) must be consumed by students in the cafeteria, other designated food distribution areas, or at an authorized class party or at a special activity or location where consumption has been specifically approved by an administrator. Food served in the cafeteria must be consumed there and no food is to be carried out of the cafeteria.

Residue must be disposed of properly each day. Vending machines will not be available to students until after school dismisses for the day. Home prepared lunches are permitted (for students in grades 6-12) and may be brought by the student and consumed at lunch time. Lunches may not be brought on campus by anyone but the student; delivered hot lunches are prohibited. **Only clear, approved water bottles will be allowed on campus. These bottles may be purchased at any store but must either have no logo or only an approved OC logo and must have a locking cap to prevent spills. Commercial water bottles (brands such as Wal-Mart, Aquafina, etc.) are not permitted except as sold in the cafeteria and those bottles sold in the cafeteria must be consumed there.**

**Section 21 Deliveries** - The school will not accept delivery nor permit the delivery of gifts, flowers, candy, balloons or other such tokens to students on campus.

**Section 22 Tobacco and Vaping/Juuls** -- any electronic cigarette, vaping device, or Juul-like device found on campus is subject testing for illegal content at the expense of parents. Results of such testing will be turned over to law enforcement personnel. The student will serve a 1 day out of school suspension.

**Section 23 Drug Testing Policy**

a. Implementation

1. The Opelousas Catholic has implemented a program of random testing for illegal substances. The program is not designed to be punitive. It should assure most parents that their children are not involved with drugs. It will alert some parents to the fact that their child has experimented, or perhaps may have a problem when a positive report is received.
2. All students, faculty, staff, administration of the Opelousas Catholic School system as well as members of the Opelousas Catholic, will be eligible for random selection for a test for illegal substances.

b. Testing and Reporting Procedure

1. Testing will be done by a properly certified laboratory. Testing may involve hair or urine samples or both.
2. All results will remain confidential and will be reported to the Principal via email.
3. The Principal or Dean of Discipline will, in turn, notify the parents or guardian of the results of the student's test, both positive and negative results.
4. The Principal will notify the Chancellor and Diocese of Lafayette officials when tests on faculty, staff, and administration and members report positive.

c. Positive Test Results (Students)

1. First Positive - In the case of a student, parents will be notified and must meet with the Principal, Dean of Students, Guidance Counselor, Curriculum

Facilitator, and Athletic Director (in the case of an athlete) within 24 hours of notification of a positive test so that academic and disciplinary measures may be discussed. An assessment/evaluation of the student will be administered within one week of notification by any certified or qualified program of the parent(s)' choice and at their cost.

2. **Students who have tested positive will be retested at periodic intervals at the parents' expense, once a month for the remainder of the school year.**

**NOTE: an altered drug test is considered a "positive" test and the student will be subject to the same actions of a positive drug test. A student who helps facilitate the altering of a drug test for another student by providing a sample urine specimen or a product to alter the test results, will also be considered to have a "positive" drug test and will be subject to the same penalties.**

It is the responsibility of the parent/guardian to present to the Principal the results of the assessment/evaluation and recommendations of agent conducting evaluation/assessment. Failure to comply with any facet of c.1. may result in dismissal of student from Opelousas Catholic.

Depending on drug test administered, student will submit to a second drug test after a designated amount of time (100 days for hair sample).

Second Positive - Principal will notify Chancellor and parents/guardian of second positive and the student will be dismissed from Opelousas Catholic.

Positive Test Results (Faculty or Advisory Council Members)

1. Positive results on faculty members will be handled as per the Faculty Supplement to the Parent-Student Handbook.
2. Members that test positive will be asked to follow procedures of paragraph c.1. above. On a second positive result, the member will be removed from the Advisory Council and the vacancy will be filled as outlined in Article IV of the Opelousas Catholic School By-Laws.

**Section 24 School Advisory Council Meetings** – The School Advisory Council normally meets the last Monday of the month (this time may vary during the months of November and December) except for July. These meetings are open to all parents and faculty or staff members at school. Anyone wishing to bring an item before the Advisory Council should contact the President of the Advisory Council or Principal at least one week prior to a scheduled meeting. The Advisory Council's Executive Committee will review each request and place those it deems appropriate on the agenda. The Council, as chartered by the Diocese, "assists the Principal in the implementation of Diocesan policies and in formulating policies in the local level; and concerns itself with the finances which are necessary for the operation of the school". Only OC parents and teachers are authorized to attend meetings.

**Section 25 Problems** - Every effort should be made to resolve a problem at the lowest possible level. This is supported by guidance from the Diocesan Office of Catholic Schools wherein the administrative manual states, "In seeking resolutions to a grievance, the aggrieved is to follow the proper order of ascendancy, namely, teacher, assistant principal, principal, grievance committee of the local Advisory Council. In amplification of this planned order, at Opelousas Catholic, **the appropriate Assistant Principal, Dean of Students or Curriculum Facilitator should be consulted if meetings with a teacher are not satisfactory, before going to the Principal.** Administrative questions should first be resolved with the appropriate administrator(s) before a Pastor, Chancellor or Advisory Council member is approached.

**Section 26 Access to Education Records** - Each parent and student has certain rights regarding education records under federal law. Parents have these rights at first, but these rights transfer to the student who has reached the age of 18 or is attending school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. Under the guidelines of FERPA (the Federal Education Records Protection Act), universities do not release student records to parents, regardless of the age of the student. Parents of Dual Enrollment students, therefore, do not have direct access to the student's college course grades; however, the OC grades, for DE courses taken on our campus, are available to parents.

- a. Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of material in education records unless, for reasons of great distance, it is impossible for parents of the eligible students to inspect the records personally. The school may charge a fee for copies.
- b. Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has a right to formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- c. Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's records. However, the law allows schools to disclose records without consent, to the following parties:

1. School employees who have a need-to-know.
2. Other schools to which a student is transferring.
3. Certain government officials in order to carry out lawful functions.
4. Appropriate parties in connection with financial aid to a student.
5. Organizations doing certain studies for the school.
6. Accrediting organizations.
7. Individuals who have obtained court orders or subpoenas.
8. Persons who need to know in cases of health and safety emergencies.
9. State and local authorities to whom disclosure is required by State laws adopted before 11/19/74.

- d. Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, and date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose that information about them.

### **Section 27 Elections**

- a. **Public (state, local, national)** - Elections in Louisiana are often boisterous and controversial. To maintain calm within our school community no outward signs promoting any particular candidate or issue may be displayed on campus. Political comments and conversations will be limited to the classroom and then only should a teacher open such a discussion. Personal automotive vehicles displaying one or two political stickers may be parked in the regular parking lots if those items displayed are appropriately worded and in simple good taste.
- b. **School-related elections and campaigning at school** must be conducted in good taste and with as little disruption to school routine as possible. Candidates may put up flyers/posters in designated areas; these must be of modest dimensions. The candidate is responsible for their prompt removal and in a manner that will not damage painted walls. Students may wear name tags of the candidates they support on the day of the election.

**Section 28 Emergency Procedures** - In the case of fire, storms, intruders, bomb scares, or other emergencies, the school has published detailed procedures on evacuation/response. Exit signs and arrows are also provided in the hallways to assist in traffic flow. A fire alarm has been installed and various firefighting items are strategically placed. The Fire Marshal conducts checks at least annually and fire drills are held periodically.

**Section 29 Firearms** - Act 833 of the 1991 Regular Session of the Louisiana Legislature creates the crime of carrying of a firearm by a student or nonstudent on school property. The crime is defined as the intentional possession of any firearm by a 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.

**Section 30 Sexual Harassment** - It is the policy of this school to maintain an environment free from all forms of harassment based on race, color, religion, sex, national origin or language. Degrading remarks, gestures, signals or expressions - physical or spoken - will not be tolerated. Such conduct could result in disciplinary action, up to and including, expulsion or dismissal. Any student, faculty or staff member who believes that they have been the victim of such conduct, should make this fact known to the Principal or the assistants immediately.

## **SCHOOL RULES FOR BULLYING**

- WE WILL NOT BULLY OTHERS
- WE WILL HELP STUDENTS WHO ARE BULLIED
- WE WILL INCLUDE STUDENTS WHO ARE LEFT OUT
- IF WE KNOW THAT SOMEBODY IS BEING BULLIED, WE WILL TELL AN ADULT AT SCHOOL AND AN ADULT AT HOME

## **CONSEQUENCES FOR PHYSICAL BULLYING**

1. REFERRED TO ADMINISTRATION - APPLICATION OF SCHOOL POLICY (SUSPENSION)

## **CONSEQUENCES FOR VERBAL BULLYING**

1. CONFERENCE WITH TEACHER
2. CONFERENCE WITH TEACHER/PARENT AND ADMINISTRATOR—SERVE MORNING DETENTION
3. TEACHER/PARENT/ADMINISTRATOR AND COUNSELOR CONFERENCE--- SERVE SATURDAY DETENTION
4. 1 DAY OSS

## **CONSEQUENCES FOR CYBER-BULLYING**

1. It is important to note that cyber-bullying, unless it occurs on the Opelousas Catholic campus or with school-owned devices, does not fall within the jurisdiction of the school. In these cases, the school will provide contact information for parents to work with local law enforcement officials.
2. For cyber-bullying that occurs on campus:
  1. CONFERENCE WITH TEACHER/PARENT AND ADMINISTRATOR—SERVE 1 HOUR MORNING DETENTION
  2. CONFERENCE WITH TEACHER/PARENT/ADMINISTRATOR AND COUNSELOR---SERVE SATURDAY DETENTION.

## **CONSEQUENCES SHOULD ALWAYS BE FAIR AND CONSISTENT.**