



**PARENT-STUDENT
HANDBOOK
2025-2026 SCHOOL
YEAR**

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

1. 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, the Parent Cooperation Statement, and the OCS Family Pledge against Drug and Alcohol Usage**. This form states that you as parents/guardians and students agree, as a condition of admission and continued enrollment to abide by the policies of this handbook, Parent Cooperation Statement, Family Pledge against Drug and Alcohol use and all governing administrative regulations of Opelousas Catholic School in effect at the time of enrollment or as amended, for the duration of enrollment of the student.
2. It is understood that the Student/Parent Handbook and in particular **Discipline Policies** cannot cover every situation as written and that circumstances may necessitate changes after the school year starts. If that happens, decisions will be made with the consultation of the Diocesan Attorney and Superintendent of Schools as well as the Chancellor and Board of Pastors. Parents will be notified of any significant changes in school or discipline policy.
3. 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.
4. 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.
5. 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.
6. 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 Bonnie Darbonne in writing.
7. You also agree to adhere to the **Parent Cooperation Statement**. The administration, Board of Pastors, and Advisory Council encourage parents and students to express opinions in a healthy, appropriate fashion, knowing that all do not agree with every policy or procedure at the school. However, it is the right of the Administration, Chancellor and Board of Pastors to cancel the enrollment or future enrollment of students when the Parent Cooperation Statement has been violated. Our doors are open and parents and students are encouraged to speak with us when there is a question about a policy or procedure. The key word is appropriate. It is not appropriate to engage in social media or news media tirades that damage the reputation of the school. It is not appropriate to personally attack any member of the Administration, Faculty, Board of Pastors or Advisory Council because a parent disagrees with a policy. There is a formal grievance policy if a parent/student disagrees with disciplinary action. That chain goes through the principal first, then the Chancellor. An appeal may be made to the School Advisory Council, Board of Pastors or the Diocesan Superintendent of Schools only if school policy as stated in the Parent/Student Handbook was not followed.

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 stay with my OC student.
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.

***Adopted by the OCS School Advisory Council and Board of Pastors – 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

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.
8. Finally, students must recognize the fact that it is just as wrong and dishonest to give information, share answers, or help fellow students on a test, exam, or assignment, as it is to take the material. Further, taking information without another student's consent is theft and coercing a student into providing information is bullying.

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."

SEXUAL IDENTITY POLICY

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

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

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

*** Policy adopted by the Diocesan School Advisory Council and approved by Bishop Deshotel on 6/7/2022.

*** Policy adopted by the Opelousas Catholic School Advisory Council and Board of Pastors on 6/15/2022.

CHAPTER 1 INTRODUCTION

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.

Our Vision -- *OCS students will Know, Love and Serve God*

Our Mission – *Opelousas Catholic educates students in the mission of Christ to know, love, and serve God in this life in order to be happy with Him in the next.*

Our Beliefs and Goals

High Standards

OCS staff, parents and students establish high religious and academic standards and share the responsibility of advancing the school's mission.

Faith in Christ

Students develop a deep faith in Christ through knowledge, worship, prayer and service.

Well-rounded

Students are challenged to develop spiritually, personally, physically, and academically through curricular and extracurricular activities.

Character

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 extracurricular.

Academic

Students learn by being actively engaged and assessed in a variety of instructional, technological, and developmentally appropriate activities.

Respect for others

Students learn acceptance and appreciation of others by embracing the diversity of our OC family in a safe, secure, and loving environment.

Civic Responsibility

Students learn and appreciate our American rights and responsibilities by practicing justice, patriotism, and good citizenship.

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.

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.

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.

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 is available 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. Parents can use this program to access lesson plans, grades, announcements, calendars, notices and many other items. Login at www.renweb.com and then select ParentsWeb login.

Mass Communication System

Opelousas Catholic utilizes Parent Alert through FACTS to provide an emergency text system. Emergency notifications are sent via text message in as close to real time as technology allows. Notifications on school closings are always sent via text message. Parents/students may be directed to an email with a text message on important issues. Reminders about important school functions are also sent via text alert.

Normal non-emergency communications, including report cards, are sent to parents via email. Please make sure that you have your current email on file with the school. IT IS IMPORTANT THAT PARENTS CHECK THEIR SPAM FILTER TO ENSURE THAT MESSAGES FROM OCS ARE NOT BLOCKED AS SPAM. Please check email on a regular basis.

Safe Environment

Opelousas Catholic is in compliance with all Diocesan safe environment training and all dictates from the 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 in any capacity with students. 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.

All employees (including substitutes) and all volunteer coaches must also be fingerprinted by Diocesan personnel prior to working with any students at Opelousas Catholic, in addition to the initial safe environment training noted above.

School Safety

Opelousas Catholic conducts regular safety drills and all personnel are trained in emergency procedures. In addition, the school works cooperatively with the Opelousas Police Department and St. Landry Parish Sheriff's Department to assess aspects of school safety. The Diocese of Lafayette Risk Management Department, as well as our insurer Catholic Mutual, are also consulted.

CHAPTER 2 CURRICULUM

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. Opelousas Catholic conducts annual reviews of curriculum effectiveness, generating changes as needed to meet not only state guidelines but the needs of our students. In addition, every five years the academic program is subject to rigorous review by Cognia and the Southern Association of Schools and Colleges) to ensure that national, as well as state, standards are being met, most recently during the 2021-2022 school year. 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.

Preschool

Three-year-old and four-year-old programs are offered at Opelousas Catholic. 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 the skills 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. Please address any questions about Preschool procedures or policies to the Preschool Director.

Elementary -- Kindergarten through Grade 4

The curriculum followed on the elementary level is structured to provide students with the necessary academic foundation for the successful completion of courses at the middle school level and beyond. The course of study includes religion, language arts, reading, mathematics, science, social studies, physical education/health and enrichment courses. Every effort is made to enable the student to work at their own levels in reading and math. Please address any questions about elementary programs, procedures or policies to the elementary Assistant Principal.

Middle School (Grades 5 through 8) Course of Instruction:

- Grade 5 – Religion, Language Arts, Reading, Mathematics, Science, Physical Education, and History
- Grade 6 - Religion, Language Arts, Reading, Mathematics, Science, Physical Education/Health, and History. Completion of a summer reading project is required.
- Grade 7 - Religion, Language Arts, Reading, Mathematics, Science, History, and Health/Physical Education. Students are required to do a research paper in the area of Social Studies or Science. Completion of a summer reading project is required.
- Grade 8 - Religion, Language Arts, Reading, History, Mathematics, Science, and Physical Education. Students are required to complete a summer reading project. 8th grade students who exhibit advanced proficiency through standardized test scores and grades are allowed to schedule Physical Science and in place of 8th grade science. Successful completion of Physical Science with a grade of C or better earns the student a high school credit in the subject.
- Middle School instructional (as well as policies and procedures) questions should be addressed to the school Principal.

High School (Grades 9 through 12) Course of Instruction

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) and the Diocese of Lafayette. A total of 24 credit units are required for graduation. These are:

- English: Four Units. Shall be English I, II, III and IV in consecutive order. Equivalent Dual Enrollment and Honors courses are accepted.

- Mathematics: Four Units. Shall be Algebra I, Geometry, Algebra II, and one of the following options: Pre-Calculus, Algebra III, or Calculus. Equivalent Dual Enrollment and Honors courses are accepted.
- Science: Four Units. Shall be Biology I, Chemistry and two of the following: Physical Science, Environmental Science, Chemistry, Physics, Human Anatomy or Biology II. Equivalent Dual Enrollment and Honors courses are accepted.
- Social Studies: Four Units. Shall be World Geography, Civics, American History and World History. Equivalent Dual Enrollment and Honors courses are accepted.
- Health and Physical Education: Shall be 1/2 unit of Health and 1 ½ units of Physical Education. Athletic PE may be substituted for the Physical Education but not for the Health credit.
- Foreign Language: 2 units of the same foreign language.
- Arts: 1 Unit- Shall be from Fine Arts Survey, Art I, Theatre Arts, or Digital Graphics. Equivalent Dual Enrollment and Honors courses are accepted.
- Electives: 3 Units as approved by the school. Equivalent Dual Enrollment and Honors courses are accepted.
- Beginning in 2024, students are required to take Financial Literacy, which will take the place of 1 elective.

Religion course requirements

- One credit in Religion for each year in high school at Opelousas Catholic is required.
- In grades 9-11, 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 fails religion during their 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 are administered each week. The dates will correspond to the public school summer school schedule. Students in grades 9-11 may also complete the summer school requirement in lieu of retaking the course the next year. Students in elementary, middle and junior grades are required to complete the OC religion summer school program.
- Students in grades 7-8 are required to complete 6 apostolic service hours each year.
- Students in grades 9-12 are required to complete 10 apostolic service hours each year.
- Students in grades 5-12 are required to attend the class retreat. If a student is unable to attend the retreat due to illness or death in the family, an alternate retreat, on the student's own time, can be arranged with the Religion Department Head. These alternate opportunities are only available at night or on weekends and must be Catholic Church approved.

Additional graduation requirements are set by the school and by the Diocese:

In addition to meeting the state requirements, the following requirements must be met by graduating seniors:

- One credit in Religion for each year in high school at Opelousas Catholic is required. 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 are administered each week. The dates will correspond to the public school summer school schedule.
- 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.
- All financial obligations to Opelousas Catholic must be fulfilled.
- Students placed on homebound during their senior year may participate in the graduation ceremony upon the discretion of the Principal.
- Students who do not meet academic requirements for graduation, including passing the religion course and attending the senior retreat, will be allowed to do so during the summer but will not participate in graduation exercises. A private graduation ceremony may be held following completion of the summer requirements.

The usual course offerings at Opelousas Catholic at the high school level are detailed below. These are subject to change and availability of courses depends on student course requests.

- Religion: I, II, III, IV (Yearly retreats and community service hours required. Senior retreat is mandatory.)
- Mathematics: Algebra I, II, Geometry, Pre-Calculus, Algebra III, Calculus, or Dual Enrollment College Algebra.
- English: I, II, III, IV, and Dual Enrollment courses.
- Science: Physical Science, Chemistry, Biology I, Biology II, Anatomy and Physiology, Physics, Environmental Science, and Dual Enrollment courses
- Social Studies: Civics, American History, World Geography, World History, Psychology or Sociology and Dual Enrollment courses
- Foreign Language: French I, II
- Fine Arts: Art I, II, Fine Arts Survey, Theatre, Digital Graphics, and approved art Dual Enrollment courses
- Health and Physical Education: Half credit in Health; Athletic Physical Education I, II, III, IV; Health; and Physical Education I-IV
- Miscellaneous: Publications I/II/III, Campus Ministry, Law Studies, Intro to Engineering, Financial Literacy and Psychology, in addition to approved online Dual Enrollment courses are offered as requests and instructors permit. Additional electives are offered as the need arises.

High School Grade Classification

Grade classification for individual students will be determined by the following criteria:

- 9th Grade - Enrollment in a full freshman class load (7 hours)
- 10th Grade - Minimum of 7 credits
- 11th Grade - Minimum of 14 credits
- 12th Grade - Minimum of 21 credits, to include sufficient state required courses.

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 one of Pre-Calculus, Algebra III or Calculus);
- four credits in science (including Physical Science, Biology I, Chemistry and one of Physics, Biology II, Anatomy and Physiology, or Environmental Science);
- English I, II, III, and IV;
- four credits in social studies (including Civics, US History, World Geography, and World History);
- two credits of the same foreign language (French I/II);
- One/half credit in Health and 1 ½ credits in physical education;
- one credit in the arts (Art I, Fine Arts Survey, Digital Graphics, 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.

Accelerated/Honors Program/Dual Enrollment Program

Students with qualifying standardized test scores and grades may qualify for Dual Enrollment courses. Currently, Opelousas Catholic offers dual enrollment courses in the following:

- DE English IV
- DE US and World History (taught by OC faculty in conjunction with LA Tech University)
- DE College Algebra
- Additional courses are available online through for students with approval of the administration.

Eighth Grade High School Carnegie Credit

Eighth grade students may complete a course for high school credit. Currently we offer only Physical Science, as taught by certified high school faculty. This allows qualified students to schedule a more advanced science course senior year, especially useful for those students going into medical, engineering, or scientific majors in college. Students must qualify for those courses via grades and standardized test scores.

Requirements to Enter Honors/Dual Enrollment Courses [Revised 1-6-2020]

English Courses

- **Requirements to Enroll in 9th/10th 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
- **Requirements to Enroll in 11th/12th English Dual Enrollment**
 1. Minimum ACT score of 22 or higher in **both** the English and Reading sections. Please note, a Sophomore hoping to enter English III Dual Enrollment should take the ACT in April in order to obtain the score necessary to enroll in the course for the following school year. 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 score 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 university requirements for overall admission. Requirements for individual subject areas within Dual Enrollment may be higher.

Math Courses

- **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 Pre-ACT or 88% on Aspire
 3. Final grade of A or B in previous English 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

Science

- **Honors**
 1. Pre-ACT score of 20 or higher in science and Pre-ACT score of 18 or higher in math
 2. Composite score of 20 or higher on Pre-ACT
 3. Final grade of A or B in Biology I
- **Honors Biology II and Anatomy and Physiology**

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

Social Studies

- **Honors/DE US or World 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

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.**

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) -- 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. No student may graduate from Opelousas Catholic without meeting the TOPS curriculum requirements as those requirements mirror the state and school graduation requirements. However, it should be noted that GPA requirements are also enforced by the program and students must meet the core GPA and ACT score requirements as set by TOPS. Currently, those requirements are a 2.5 core course GPA (not rounded) and a minimum of a 20 on the ACT. TOPS requirements change annually and are available to students and parents via the guidance office.

TOPS Tech Award

In addition to college tuition funding, the TOPS program also funds tuition for qualified students to attend vocational/technical training at specialized schools as well as two-year public colleges and associate degree programs at other universities. To qualify for this award, students must complete the TOPS core curriculum with a minimum 2.5 GPA (not rounded) and receive a minimum ACT score of 17.

Homework

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.

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 -- 15 minutes | • Grades 5 and 6 -- 30 minutes |
| • Grades 3 and 4 -- 20 minutes | • Grades 7-12 -- 20 minutes per course |

Failure to complete homework assignments will result in an academic penalty. The nature of the penalty is left to the discretion of the individual teacher.

Grading Scale

Academic Courses, Grades 1-12 for regular courses:

94-100 – A (4 quality points)

87-93 – B (3 quality points)

77-86 – C (2 quality points)

70-76 – D (1 quality point)

69 and below – F (no quality points)

All honors courses will be graded on a ten-point scale.

Grades 1 – 3

Academic courses will be graded as above. For Music, Art, Handwriting and P.E. S, N, and U will be used.

Dual Enrollment courses are graded on the scale assigned by the university, usually 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.

FERPA – Family Educational Rights and Privacy Act

All universities require that their instructors follow the Family Educational Rights and Privacy Act (FERPA), a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99. As a private religious school, OCS does not withhold grades and information from custodial parents and/or guardians, but university dual enrollment course information does not necessarily fall into that exemption. OCS is allowed to provide final grades for dual enrollment courses through the report card, but any disputes over grades, any questions over grades, must be handled by the student directly with the university, and that university has the right to deal only with the student.

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 and parents will be notified via email when report cards are available. Parents must send notification to the school if they do not have computer access.

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 will receive a zero for the work done and a disciplinary penalty may also be enforced. The teacher judges if the student is cheating. Parents will be notified by the teacher each time this occurs.

Academic Honor Code

Each student is required to sign an Honor Code at the start of each year. 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 the work is their own and that they will strive to live up to the morals and values that the school and Catholic faith teach. Violations of the honor code will be referred by the classroom teacher to the appropriate administrator.

Consequences for violation of Honor Code in grades 5-12

- 1st offense:** Parent Conference and a grade of 0 on work involved
2nd offense: One-day suspension and a grade of 0 on work involved
3rd offense: Meeting with administration, chancellor and parents; three-day suspension; possible expulsion

Consequences for violation of Honor Code in grades 1-4 are determined by the administration and teacher depending on the age of the student.

Please note that Honor Code occurrences are tabulated for one school year.

"Incomplete" 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.
3. When a student misses an assignment due to absence, a grade of "M" is entered in FACTS until the student makes up the work. The "M" grade is calculated as a "0".

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 outside the appropriate administrative office. A "C" or below in conduct will eliminate a student from Honor Roll.

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.

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.

- 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 20 absences per class is allowed for students in grades PK-12. 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 – 4

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 - 4, a student who fails to successfully complete the prescribed reading or math program will be retained at grade level.
4. Summer school is not available at these levels.

Grades 5 – 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:
 - a. During the summer the student attends a certified summer school program in the subject failed and successfully completes the course.
 - b. Successfully completes an approved online program 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. 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. Because a student needs four consecutive years of English, math, science, religion, and social studies to graduate, failure of those courses must be remediated in summer school.

Senior Class Ranking Classes of 2025 and beyond (New Scale)

The following procedures will be used to determine 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:
 - a. To determine Grade Point Average (GPA):
 - i. Add all quality points earned, on a 4-point scale. Add all attempted credits (even if a student has failed a course and received no quality points, they still have attempted that credit).
 - ii. 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.
 - b. 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. Approved Dual Enrollment courses are considered honors courses in determining rankings; however, this approval must be obtained in advance of course registration for courses not offered on the OC campus. Remedial college courses do not count as honors courses.

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 convocation, 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.

Requirements:

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 Convocation, 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 emailed to parents and students in April.

NOTE: Senior students who do not meet academic requirements for graduation may attend summer school and upon completion of the necessary credits an Opelousas Catholic diploma will be awarded in a private ceremony immediately following completion of the course(s) necessary to graduate. Those students will NOT participate in the formal graduation ceremony in May.

CHAPTER 3 EXTRA-CURRICULAR ACTIVITIES

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.

Elementary (Grades K-4)

Opelousas Catholic Elementary provides the following extra-curricular activities on an organized and school sponsored basis: Jr. Beta Club, 4-H Club. 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.

Middle School (Grades 5-8)

Students in 5th-8th grades may 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, girls' volleyball and cheerleading (7-8 only). 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:

1. Subject Requirements - According to the league requirements, boys must have a 2.0 GPA from the previous year to play football. The same is true for girls playing volleyball. 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.
2. 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.
3. Proof of accident insurance coverage is required.

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, Junior Viking Ambassadors, OC Drama Club, 4-H Club, Pep Squad, Cheerleaders, 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, soccer, and volleyball.

Academic Requirements for participation in high school athletics and extracurricular activities:

1. Various organizations and sports have established academic requirements for participation in their extra-curricular activity. 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.

Participation in high school activities:

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).

Additional Requirements:

1. 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.
2. Campus Ministry Core and Crew Teams
 - Campus Ministry is one of the most important groups on the Opelousas Catholic campus. The students in the organization work under the guidance of the Campus Minister to fulfill our mission statement and belief in the Catholic faith.
 - The Campus Ministry Core Team coordinates all Catholic activities on campus, which requires that Core Team members must be practicing Catholics and recommended by their parish pastor. In addition, students who wish to become Eucharistic Ministers must have the recommendation of their pastor and serve in that capacity at their parish church as well as at school.
 - Crew Team members work with the Core Ministry to staff retreats, sing at Mass, and perform other duties as needed by the Campus Minister. Students on Crew Team do not need to be Catholic but must also submit a recommendation from their pastor.
 - Students interested in either ministry must submit an application, letters of recommendation from teachers and pastors, and go through an interview process. They must also sign a statement of conduct pertaining to drug, alcohol, tobacco and vaping use and abstinence from sexual activity.
3. Junior Viking Ambassadors
 - Junior Viking Ambassadors work with the Development Director, Admissions Director, and Principal to provide student support for new student tours, open house, and other functions.
 - While the group is not a ministry group, it does provide training and experience for those who wish to become part of campus ministry their senior year.
 - Students interested in the Viking Ambassadors will submit an application including recommendations from teachers to the Development Director, who will work with the principal and Admissions Director to select 8-10 candidates.
4. Athletic trainers and support staff
 - Students interested in serving as trainers, statisticians, or managers or selected at the discretion of the coaches, based on needs.

- Those students will be selected by the school Athletic Trainer in conjunction with recommendations from athletic coaches.
- The students must meet the same academic requirements as athletes.

Dances

Opelousas Catholic students attending any school-sponsored extracurricular activities, including dances, will be denied entrance if their attire or appearance does not conform to announced guidelines or is considered inappropriate. 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. 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 8th grade) will be allowed to attend 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. All students bringing a date from another school must submit a form signed by the date's current high school principal or assistant principal.

Currently, the following dances are approved on a regular basis:

Prom -- Juniors and Seniors and their dates only

Homecoming -- Students in grades 9-12 only

8th Grade Dance -- 8th grade students only

Sadie Hawkins or Sweetheart Dances may be sponsored by Student Council or another campus organization and are limited to grades 9-12.

CHAPTER 4 -- REGISTRATION REQUIREMENTS, TUITION, AND FEES

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 eighth grade may elect to have their children participate in an after-school care program at additional cost.

Registration

· **Preschool** - The following documents are required for preschool registration: Birth Certificate, Baptismal Certificate, immunization record, social security number and completed registration and information forms.

· **Kindergarten** - the child must be 5 years old by September 30. The following documents are required for Kindergarten registration: birth certificate, Baptismal Certificate, 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. Beginning with the 2022-2023 school year, kindergarten is mandatory for all students 5 years old as of September 30.

· **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.

Fees and Tuition

Fees and tuition are established on an annual basis by the Opelousas Catholic. Additional charges may be assessed by the administration, advisory council or pastors after registration for the next school year. Information on tuition and fees may be obtained from the Business Manager. Some of the various recurring charges are:

- Registration Fees (non-refundable)
- 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.
- 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 and Trust.

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

Parish Subsidy - Parents should check with their Pastor on this matter. (Note: Each out-of-parish Catholic student is assessed a \$150 annual fee.) Non-Catholic students pay a \$250 annual fee.

Financial Assistance - Very limited assistance is available to qualified families through the Monsignor Paul M. Fuselier Grant Scholarship 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 business manager for applications in November or December of each year. Additionally, some pastors provide assistance on a case-by-case basis.

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 Trust 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, FACTS 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 the 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)

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 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 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.

Behavioral Contract – Opelousas Catholic may enter into a behavioral contract with a student who is admitted provisionally because of minor offenses. Failure to comply with terms of the contract will result in the consequences agreed upon in the contract by the administration, parents/guardians and the student at the contract signing.

Family Ministry - Each family is required to donate a total of twenty (20) hours of work to the school. (subbing, working concessions, maintenance, landscaping, painting, office work, etc.) 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.

Hours earned after May 1 may be credited toward the following school year at the request of the parent.

Should a parent wish to provide specific purchases from a teacher wish list or gift cards for awards presentations, the dollar amount is calculated at 1 hour per \$10 spent. Receipts must be provided.

CHAPTER 5 -- STUDENT DRESS REGULATIONS

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 School Time: www.schooltimeuniforms.com. A limited supply of used uniforms is also available through the OC Spirit Shop. Please call the school for information on Spirit Shop hours.

Item	Boys	Girls
Shirts	Oxford, broadcloth with OC crest <ul style="list-style-type: none"> • White • Collared button front • Short or long sleeve 	Oxford, broadcloth with OC crest <ul style="list-style-type: none"> • White • Collared button front • Short or long sleeve
	Knit with OC crest <ul style="list-style-type: none"> • White or purple with OC crest • Knit collared with front placket • Short or long sleeves • Dri-fit shirt in white or purple with emblem 	Knit with OC crest <ul style="list-style-type: none"> • White or purple with OC crest • Knit collared with front placket • Short or long sleeves • Dri-fit shirt in purple with emblem
	Turtleneck/long-sleeve undershirt <ul style="list-style-type: none"> • White • Worn under long-sleeve shirt only 	Turtleneck/long-sleeve undershirt <ul style="list-style-type: none"> • White • Worn under long-sleeve shirt only
	T-shirt <ul style="list-style-type: none"> • Solid white • No logos, graphics, or writing • Worn under uniform shirt • Armor wear type only when temperature is below 40 degrees 	T-shirt <ul style="list-style-type: none"> • Solid white • No logos, graphics, or writing • Worn under uniform shirt
Skirts	NA	Grades PK-12 <ul style="list-style-type: none"> • OC plaid • Not to exceed two inches above knee from ground when kneeling (grades 3-12) or 1 inch for PK-2nd)

Jumper	NA	Grades PK-3 rd only <ul style="list-style-type: none"> • OC plaid • Must wear matching shorts or bloomers underneath (may not show below dress) • No shorter than 1" above the knee
Smocked dress	NA	Grades PK-3 rd only <ul style="list-style-type: none"> • OC plaid • Must wear matching shorts or bloomers underneath (may not show below dress) • No shorter than 1" above the knee
Trousers/ Slacks	<ul style="list-style-type: none"> • OC approved gray with logo • The old light gray pants will be allowed through 2023, but when purchasing new pants, darker gray should be purchased • long, dress type style • If the pants have belt loops, a belt must be worn • No sagging, pegging, rolling, splitting, holes or ragged hems 	<ul style="list-style-type: none"> • Girls may wear OC approved gray with logo • If there are belt loops, a belt must be worn
Belt	<ul style="list-style-type: none"> • Black, solid leather with simple buckle • Pre-K-8 optional black elastic style • No adornment • Pre-K and K do not need to wear belts 	<ul style="list-style-type: none"> • Black, solid leather with simple buckle
Shorts	<ul style="list-style-type: none"> • OC approved gray with logo • Must reach 2 inches above the knee • With belt loops; belt must be worn 	<ul style="list-style-type: none"> • OC plaid • May not be more than 3 inches above the floor when kneeling
Socks	<ul style="list-style-type: none"> • Socks must be solid black or white and should match the shoe color • Crew style (ankle must be covered); "no show" socks are not allowed • Logos should be small • Seniors only may wear solid gray or purple socks 	<ul style="list-style-type: none"> • Socks must be solid black or white and should match the shoe color • Crew style (ankle must be covered); "no show" socks are not allowed • White only knee high socks are allowed • Logos should be small • Seniors only may wear solid gray or purple

Tights	NA	<ul style="list-style-type: none"> • Solid white • Plain, no patterns, logos or symbols • Entire leg must be covered; footless tights are not allowed • solid white socks must be worn over tights • Long underwear is not allowed
Shoes	<ul style="list-style-type: none"> • Any combination of black, white, gray for tennis shoes. Dress shoes can be brown or black. Shoes may be canvas, leather, or suede. • A logo (such as the Nike swoosh, etc.) is allowed but soles should be white or match shoe color. • Shoes must be regular height, not boots or high tops; the ankle may not be covered. • Slippers, Crocs and flip flops are never allowed. • If the shoe has laces, the laces MUST be tied. • The entire foot must be inside the shoe. 	<ul style="list-style-type: none"> • Any combination of black, white, gray for tennis shoes. Dress shoes can be brown or black. Shoes may be canvas, leather, or suede. • A logo (such as the Nike swoosh, etc.) is allowed but soles should be white or match shoe color. • Shoes must be regular height, not boots or high tops; the ankle may not be covered. • If the shoe has laces, the laces MUST be tied. • The entire foot must be inside the shoe. • White and black, brown and white, or navy and white saddle shoes, traditional leather or tennis shoe style, are also allowed. • Sandals, slippers, Crocs and flip flops are never allowed.

PE Uniforms

All students in grades 5-12, male and female, are required to wear approved OC PE uniforms. These uniforms may be ordered from the PE teacher the first day of school.

Athletes (male and female) in athletic PE may wear approved practice gear issued by the coach. In no case may Nike-style shorts be worn in any PE class or for practice unless knee-length tights are worn underneath. Full-length T-shirts are required. Shorts should be no shorter than finger-tip length. If no practice apparel is issued, athletes should wear OC PE uniforms for athletic PE.

Cold Weather Attire

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

- Plain, white T shirt or turtleneck under long-sleeve uniform shirt
- Long sleeve uniform shirt
- Uniform sweatshirt or sweater over uniform shirt
- Uniform or letterman jacket

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

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

Students may not wear sweatshirts, warm-ups, jackets, or sweatshirts issued by teams or any other campus organization. The only athletic wear approved are official game-day shirts and official athletic jackets and those items must be approved in advance by the administration.

Item	Boys	Girls
Sweatshirt or fleece pullover	<ul style="list-style-type: none"> OC school approved Pullover only Long sleeves Crew neck/collar Worn OVER uniform shirt Kept in good repair 	<ul style="list-style-type: none"> OC school approved Pullover only Long sleeves Crew neck/collar Worn OVER uniform shirt Kept in good repair
Sweaters	<ul style="list-style-type: none"> OC crest Solid purple Plain weave Long sleeves V-neck pullover or cardigan Worn OVER uniform shirt 	<ul style="list-style-type: none"> OC crest Solid purple Plain weave Long sleeves V-neck pullover or cardigan Worn OVER uniform shirt
Scarves	Only school approved scarves purchased from the OC Spirit Shop may be worn outdoors. Scarves may not be worn in the classroom.	Only school approved scarves purchased from the OC Spirit Shop may be worn outdoors. Scarves may not be worn in the classroom.
Hooded jacket	<ul style="list-style-type: none"> Not allowed 	<ul style="list-style-type: none"> Not allowed
Viking Letterman Jacket	<ul style="list-style-type: none"> Awarded by school to students after two years of athletic participation Sanctioned only for use by the assigned student. No other school and no other student's athletic jacket may be worn. 	<ul style="list-style-type: none"> Awarded by school to students after two years of athletic participation Sanctioned only for use by the assigned student. No other school and no other student's athletic jacket may be worn.
Mass Attire	Grades 1-12 <ul style="list-style-type: none"> Long uniform pants Uniform shirt Uniform sweatshirt or sweater 	Grades 1-12 <ul style="list-style-type: none"> Uniform skirt, dress, jumper or long pants Uniform shirt Uniform sweatshirt or sweater
Jean Day Attire for all grades	<ul style="list-style-type: none"> Jeans (denim only), no holes or rips Tennis shoes and socks or school shoes Clothing must be in good taste and repair, no grunge wear, baggy pants, sagging, etc. Shirt with no offensive logos, writings, depictions, etc. On spirit days, only spirit shirts or OC sponsored shirts may be worn. Any student may wear uniform bottoms on a jean day with the designated shirt. Shirts must be tucked in. 	<ul style="list-style-type: none"> Jeans (denim only), no holes or rips Tennis shoes and socks or school shoes Clothing must be in good taste and repair, no grunge wear, baggy pants, sagging, etc. Shirt with no offensive logos, writings, depictions, etc. On spirit days, only spirit shirts or OC sponsored shirts may be worn. Any student may wear uniform bottoms on a jean day with the designated shirt. Blouse or shirt must be tucked in and cover midriff at all times, standing or sitting

Hair	<ul style="list-style-type: none"> • Neatly groomed on sides of neck • Style must reflect that hair is cut • Eyebrows and ears must be visible -- hair may not cover ears or eyebrows • Must not touch shirt collar • No unusual cuts, stripes, layers, designs, twists, or colors -- no bleaching • No ponytails, buns, free flowing braids, mullets or hair accessories • Hair may not be held in place by the ear. 	<ul style="list-style-type: none"> • Tasteful style • No extreme cut • No gaudy design or color -- color should be natural tones • No glitter, tinsel, or colored streaks • Hair accessories must complement uniform
Face, Make-up and earrings	<ul style="list-style-type: none"> • No makeup or earrings allowed • Face must be clean-shaven daily • No moustache or beard • No designs or lines may be cut into eyebrows • Sideburns can extend no further than the middle of the earlobe and may not extend onto face • At the discretion of an administrator, the student may be given the choice of purchasing a disposable razor or going home to shave. If the student elects to go home, it is considered a suspension and all rules pertaining to suspension will be enforced. 	<ul style="list-style-type: none"> • Make-up is not allowed in PK-8th • Grades 9-12 make-up must be appropriate and not extreme • No designs or lines may be cut into eyebrows • Only plain, non-dangling earrings in gold, silver, or colors that complement uniform and only three earrings per ear.
Fingernails	<ul style="list-style-type: none"> • Trimmed neatly • No polish 	<ul style="list-style-type: none"> • PK-8, no polish • Moderate length • Polish in 9-12 should be subtle shades
Body piercing/Body Art/Tattoos	<ul style="list-style-type: none"> • Body piercing and tattoos may not be visible at school or while participating in athletic events. If a student has a tattoo it must be covered at all times by a long-sleeved shirt and/or long pants. If an athlete has a tattoo, the same requirements apply, long-sleeve shirt under the jersey and long tights under the uniform pants. 	<ul style="list-style-type: none"> • Students are encouraged not to get tattoos. • Body piercing and tattoos may not be visible at school or while participating in athletic events. If a student has a tattoo it must be covered at all times by a long-sleeved shirt and/or long pants. If an athlete has a tattoo, the same requirements apply, long-sleeve shirt under the jersey and long tights under the uniform pants.

Semi-Formal Event Dress Code

The following guidelines are set forth for all Opelousas Catholic School events that require a semiformal 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:

1. Dresses must not be any shorter than 3" above the knee. For formal long gowns, no slit may be shorter than 3" above the knee.
2. Dresses may be halter or strapless, as long as the neckline is modest; no excessive cleavage is allowed. Backs may not be cut any lower than the natural waistline. Midriffs must be completely covered if a two-piece is worn. Dresses may not have cut-outs in the front or sides.
3. 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.
4. Appropriate undergarments, including slips if needed, must be worn.
5. All dresses must be of moderate and appropriate taste.
6. NO TENNIS/ATHLETIC SHOES ARE ALLOWED, in any form. Girls should consider the height of their heels and the ability to walk in them before purchasing. No one will be allowed to go barefoot after pictures – bring an appropriate pair of ballet flats or flip-flops.
7. Any student in attire that is deemed excessive or inappropriate will not be allowed to enter the event.

Boys:

1. Dress shirt, tie, pants, and dress shoes are required. NO TENNIS/ATHLETIC SHOES ARE ALLOWED, in any form. Dress boots are allowable.
2. Must be clean shaven
3. No earrings, gages, or piercings are allowed
4. 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 the 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!

CHAPTER 6 -- ATTENDANCE POLICY AND REGULATIONS

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 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 20 days per year. 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 a student misses more than 20 days, 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.

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 20 total.

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. Exceptions are no longer automatically granted for Covid.

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 3 days of the 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 administrator 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 a student in grades 5-12 misses an assignment because of an absence, a grade of "M" will be entered in the gradebook/FACTS until the student makes up the assignment. "M" grades are averaged by FACTS as "0" so it is the student's best interest to make up the work as quickly as possible.

If an extended absence is expected (scheduled surgery, for example), parents should check FACTS for assignments missed.

If the absence is for disciplinary reasons (out of school suspension) a student's make-up work will be assessed at no more than 70% of the grade earned.

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 in grades 7-12 who misses more than ten (10) classes in a course in a school year, (excused or unexcused) or students in grades K-6 who miss more than 18 days.

Notification of Absence

The student's parent should call or email 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 tardy bell rings, they are tardy. A record of all tardies will be kept on the student's attendance records. Excessive tardiness is considered to be a discipline issue, and disciplinary infractions will result. Penalties for tardies are listed in the discipline section below.

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:

- Legal requirements of the state note that 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.
- Legal liability requires that all students leaving school before dismissal are required to sign out in the office before leaving. 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.
- 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.
- 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.
- Students who sign out prior to dismissal will be ineligible for perfect attendance awards.
- Students who drive to school but find it necessary to check out before the end of school due to severe 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.
- Athletes, managers, trainers, cheerleaders, Vikettes and Pep Squad members must check in by the end of 4th period in order to participate in activities that afternoon or evening.

CHAPTER 7 -- CONDUCT AND DISCIPLINE**General Provisions****Order and Discipline**

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.

Diocesan Non-Violence Policy

We have been directed by the Diocese of Lafayette, to implement policies to help safeguard the well-being of students and school personnel. We have a no-tolerance policy for dealing with and addressing not only real threats of violence but also those that may be considered frivolous. Even frivolous threats can disrupt the operation of the school. Students are not allowed to draw pictures of or write stories about or post online situations that are violent or that depict real or fictitious violence. In cases where we are made aware of such threats, we will contact appropriate civil authorities and have them deal with the issue. If the threat of violence is toward a student or students, the parents/guardians will be contacted immediately. If the threatened student is on campus, he/she will be detained in a safe place until authorities arrive. If such threats come from an Opelousas Catholic student, he/she will be suspended (while we investigate further) and possibly turned over to civil authorities. If the threat or danger comes from a non-student, appropriate action will be left in the hands of civil authorities. The making of such threats, be they real or frivolous, constitutes grounds for dismissal as covered in the Parent/Student Handbook.

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.

- 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.

Technology Infractions

Any misuse or abuse of electronic equipment including but not limited to chromebooks, computers, tablets, etc. is considered a discipline violation. Students are expected to treat equipment with respect and minimize damage. Violations result in loss of computer privileges and parents will be responsible for monetary damages.

In addition, no student is allowed to "surf the web," stream movies or music, chat or text while on the OC network or using a school-owned computer. Violating the policy results in loss of computer privileges and possible disciplinary

action. **Any attempt to bypass the OC Network or counteract OC safety protocols could warrant a school suspension.**

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. In addition, a missing ID constitutes a uniform violation if a temporary ID is not obtained by the start of 2nd Hour.

Hall Passes

Students who are out of class with permission must have in their possession the teacher's hall pass. Any student out of class without a hall pass is considered tardy or cutting class and the appropriate penalty will be assessed.

Cell Phones

Cell phones are not permitted in classrooms, hallways, restrooms, cafeteria, gym, locker rooms or any other common area of the campus during the normal school day. No elementary student (PK-4th grade) may have a cell phone on campus. Cell phones must be turned off and stored in the locker or the car. They should not be stored in book bags, gym bags, or purses.

Wearable technology

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

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, texts, letters, notes, phone calls and offensive Internet posts
- Vandalism to the home or property of a student or staff member;
- Rude, obnoxious, or disrespectful behavior, including driving violations;
- 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.**

Suspensions

Suspensions include one-day in school, one-day out-of-school and three-day out-of-school. If a behavior in a classroom is such that it warrants a student immediately being sent to the office, it is serious enough for a suspension.

Out of School Suspensions

The principal and assistant principals have the authority to assign detentions and suspensions. Out-of-school suspension requires the approval of the Principal and expulsions also involve the chancellor and Diocesan Superintendent of Schools.

When any disciplinary action is considered, the student has an opportunity to tell his/her 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.

Out-of-school suspensions may range from one day to three days. 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% of the credit earned.

Any student who has been suspended from school three times during the school year will be asked to leave Opelousas Catholic School.

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:

- Willful disrespect to any teacher, administrator, or staff member of Opelousas Catholic.
- Extreme, public, profane or vulgar language.
- 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.
- Coming to school or school-sponsored functions after drinking, taking, or consuming any item in 3 above.
- Open and blatant disregard for school rules.
- Vandalism or destruction of school property.
- Truancy, leaving school/campus without permission and cutting class.
- Repeated or excessive violation of school rules (tardy, uniform, etc.)

- Fighting or instigating a fight - verbally or physically. Duration depends on degree of violence. In the course of the investigation, if it becomes clear that one or more of the participants was more at fault than another, a lesser punishment may be assigned to those with lesser responsibility.
- A second or repeated commission of academic dishonesty.
- Stealing
- Lying to faculty or staff.
- Repeated behavior that interferes with the orderly conduct of classes or school.
- Refusal to do classwork or punish work when told to do so by a teacher.
- Behavior that endangers the physical, moral, or emotional well-being of another person.
- 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.
- Contributing to the presence of or conversing with unauthorized persons on campus.
- Loitering or going into prohibited areas of the campus (includes cars, parking lot and the area behind the gym) without permission.
- Driving recklessly, speeding, spinning tires, etc. in the school parking lot, grounds or on streets adjacent to the school and church.
- Any form of gambling.
- Possession of fireworks, knives, firearms, explosives or other dangerous or hazardous items.
- Threats to students or faculty.
- Other inappropriate conduct on or off campus that is deemed detrimental to the reputation of the school- i.e. conduct leading to arrest.
- Use of a cell phone or other unauthorized electronic device during the school day.
- 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.

Expulsion

Some violations on or near campus or at a school-sponsored activity are of such a magnitude as to warrant expulsion proceedings:

- Possession of weapons, explosives, etc. or any substance/item deemed hazardous.
- Possession, sale/attempted sale of illegal (drugs/prescriptions) substances on or off campus.
- Striking/intimidating/maligning administration, faculty, staff member, or other school employee.

Expulsion Procedure - The following process will be adhered to whenever the expulsion of a student is pending:

1. The Principal, Dean of Students, or Assistant Principal 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 Chancellor and Superintendent of Diocesan Schools concerning the student, the offense and impending disciplinary action.
3. The Principal will confer with the parents during the suspension period.
4. The Principal, in consultation with the chancellor, superintendent and diocesan attorney, 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 Chancellor if procedures were not followed.
6. The parents may appeal to the Diocesan Superintendent of Catholic Schools if school policies were not followed. The Diocesan Superintendent of Catholic Schools with an Ad Hoc Committee may conduct a formal hearing to determine if policies were not followed.

Other violations and situations -- Violations are handled by whoever witnesses the violations (teacher, coach, administrator, secretary, etc.). Offenders will be written up and referred to the office. These violations include:

- Going to lockers at unauthorized times.
- Disturbance in church or other area outside of the classroom setting.
- Inappropriate language.
- Public displays of affection

- Other behavior deemed inappropriate.

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.

- Athletes may be banned from dressing out and/or participating in 25% of that season's non-playoff games, or the next season's games if an incident occurred out of season including the summer. (May practice at the discretion of the principal.)
- Penalties for participation in clubs and elected offices as directed by the principal.
- Students selected to participate in honorary programs (i.e. homecoming court) will be required to withdraw from participation.

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

Parents/Students have the right to appeal suspensions and expulsions to the chancellor only if school policy has not been followed. The Diocese of Lafayette and the Superintendent of Schools will be consulted prior to any student expulsion. This is done to ensure that all policies are followed.

Grade-level Discipline Plans

As it is not practical to treat a pre-school student, a kindergarten student, a fifth grader and a senior in the same manner, there are three separate discipline plans for students at Opelousas Catholic, based on grade level.

Pre-School

Correction rather than punishment drives the Pre-School Discipline plan. Individual classroom rules are enforced by teachers. No student is allowed to bite, kick, hit or harm another student in any way. Students who engage in that type of behavior will be removed from the class, the parent will be called, and a course of action determined by the Pre-School Director. Students who consistently violate the simple rules may be asked to withdraw from Opelousas Catholic.

Elementary School (K-4) Behavior Expectations and Penalties

Opelousas Catholic Elementary School (Grades K-4) has a separate set of guidelines for student behavior. Behavior expectations are centered around creating a Catholic identity that includes respect for all students and teachers. The guidelines below include sample infractions, and a list of disciplinary actions that accompany those infractions.

Behavior Infraction Examples:

The following behaviors will be addressed by the teacher at the classroom level or by the teacher/staff member witnessing the incident. These classroom level infractions include but are not limited to:

1. Bringing unauthorized toys, fidget spinners, cameras, radios, cell phones, digital music players, electronic games, etc., on the school grounds
2. Cheating or other dishonesty
3. Dress code violations
4. Failure to complete assignments or bring in homework, signed papers, or notes of concern
5. Misbehavior that prevents student learning
6. Misconduct (pushing, shoving, continuous talking after quiet is requested, teasing, name calling, writing or passing notes, etc.)
7. Writing/markings on body parts
8. Excessive tardiness

The following behaviors will be addressed by the Assistant Principal. Behaviors include but are not limited to:

1. Any grave act of disrespect to a faculty member or staff member
2. Any grave act of disrespect to a fellow student
3. Any un-Christian behavior on school grounds or at any school function
4. Bringing explosives (including fireworks of any kind) on the school campus or to any school function or participating in their use
5. Bullying (repeated, intentional, purposeful)
6. Defacing uniforms - this includes but is not limited to cutting up and writing on uniforms during the last week of school
7. Failure to follow a teacher's directive
8. Fighting or the instigation/encouragement of fighting; rough play that could lead to injury
9. Intentionally pulling fire alarms
10. Leaving a classroom/property without permission of a teacher or other school authority
11. Marking on desks, walls, doors, student property, etc.

12. Misbehavior on the bus
13. Misconduct of any type at an extracurricular activity or field trip
14. Obscene language, gestures, writings, drawings, or actions in messaging, pictures, videos, snaps, social media platforms of any type, public or private. No expectation of privacy when it comes to protecting children. Subject to suspension and/or expulsion.
15. Theft, receiving, or possessing stolen goods
16. Vandalism
17. Violation of Student Acceptable Use Policy
18. Cheating
19. Forging parent/guardian signature

The following behaviors may lead to immediate dismissal from school:

1. Behavior which endangers any member of the school community
2. Bullying (repeated, intentional, purposeful) or criminal hazing.
3. Carrying, using, or threatening to use weapons or instruments to do bodily harm
4. Immoral conduct
5. Inciting breakdown of school authority
6. Making threats of violence against fellow students, faculty, or staff members
7. Perpetuating a bomb scare
8. Striking a faculty or staff member
9. Use or possession of chemical abuse substances, including alcohol and drugs

Parent Discipline Meetings

At any point, if the school feels a meeting with parent's is necessary, they will be asked to come to school.

Suspensions

Students who commit offenses deemed serious by Administration or who commit multiple infractions may be subject to a suspension. Depending on the severity of the offense, the suspension will last from 1-3 days. In addition, the Assistant Principal will issue an academic penalty with the lowest possible penalty being 70%.

Opelousas Catholic Discipline Expectations and Policies for Grades 5-12

Cheating: Cheating is not only morally wrong, but is a form of theft. Students who cheat are issued a detention and an academic penalty. The academic penalty for cheating is a score of 0% on the test or graded assignment, including homework. A detention will be issued on the first offense and suspension on a second offense. A third offense results in suspension and a formal meeting with the Principal, Chancellor, Guidance Counselor and parents before the student may be readmitted to classes. A fourth offense results in dismissal from Opelousas Catholic. **Students who knowingly provide answers or work to other students are subject to the same penalties.**

IDs: Students must wear their ID at all times while on campus. This is a safety requirement; students face disciplinary consequences if they are not wearing IDs or forget them at home. Replacements can be acquired through the front office for \$2 a day. The cost for a replacement ID and lanyard is \$10.

Classroom Conduct/Citizenship Grades: All students receive a citizenship grade in every subject each quarter. Students begin each quarter with a 100/A+ in conduct and deductions are made as violations of classroom policy occur. In general, the following penalties will be assessed:

- **Talking, causing a disturbance during class** – Will result in a conduct grade deduction
- **Sleeping in class** – The student will be warned for sleeping in class; if the behavior continues, the student will be sent to the office immediately.
- **Cell phones** – cell phones may not be brought into the classroom and should be stored in the locker. While this goes on their discipline record, this is also a classroom conduct issue.
- **The use of cameras, head phones/earbuds, or other electronics** in the classroom unless part of classwork is prohibited.
- **Failure to bring assigned books and/or materials** to class will result in a three-point deduction. Students may NOT call home to retrieve books or materials and a grade of “0” will be assessed for missing assignments.
- **Dishonesty** (forging parent’s signature, lying to teacher, etc.) This may be categorized as major violation depending on the circumstance.
- **Misconduct** (pushing, shoving, teasing, name calling, writing or passing notes, etc.) may result in a 3 to 10-point deduction depending on the severity, along with referral to the administration for detention.
- **Chewing gum** is prohibited and is a conduct violation.
- **Writing/markings on hands or body parts** is not allowed.

Serious Offenses

The following behaviors will be addressed by referral to the administration:

- Any grave act of disrespect to a faculty member or staff member
- Any grave act of disrespect to a fellow student
- Any un-Christian behavior on school grounds or at any school function
- Bringing explosives (including fireworks of any kind) on the school campus or to any school function or participating in their use
- Bullying (repeated, intentional, purposeful)
- Failure to follow a teacher’s directive
- Fighting or the instigation/encouragement of fighting
- Forging the signature of any member of the school faculty or staff
- Leaving a classroom without permission of a teacher or other school authority
- Defacing school property, including desks and books
- Misconduct of any type at an extracurricular activity or field trip

- Obscene language, gestures, writings, drawings, or actions in messaging, pictures, videos, snaps, Group Me, social media platforms of any type, public or private. There is no expectation of privacy when it comes to protecting children.

The following are subject to immediate suspension or expulsion:

- Theft
- Use or possession of tobacco products or any type of E-Cigarette on campus
- Vandalism
- Violation of Student Acceptable Use Policy
- Behavior which endangers any member of the school community
- Hazing
- Carrying, using, or threatening to use weapons or instruments to do bodily harm
- Failure to receive specialized professional care as requested by the administration or guidance
- Immoral conduct
- Inciting breakdown of school authority
- Making threats of violence against fellow students, faculty, or staff members
- Perpetuating a bomb scare
- Striking a faculty or staff member
- Use or possession of chemical abuse substances, including alcohol and drugs

Tardies

- Students are tardy once the tardy bell rings. Students are allowed 6 tardies per school year. This is for the start of school only. Tardies during the day are counted as conduct infractions. After 6 tardies for the school year, students will be disciplined according to their current overall discipline record.

Infraction Notices

- Each time there is an infraction, students will receive an infraction notice. This will describe the offense, and must be signed by the student's parents/guardians. The Dean of Students will determine the punishment in accordance with the student's overall record.
- Infraction notices are due back to school the next day
- The normal chain of infractions is as follows:
 - Warning
 - Morning detention
 - Morning detention
 - In-school detention
 - Saturday detention
 - In-school suspension
 - Out of school suspension

Detentions

A detention is a notification to parents that a student needs a change in behavior.

Parents will be notified by email if a detention is assessed and the parent should reply via email or print a copy of the email and sign it and return to school the next day with the student. The detention email will include a brief description of the behavior as well as the date and time of the detention.

There are three types of detention that may be assessed:

- **Morning detention** – Morning detention will be held on Tuesday from 6:45 to 7:40 AM in the media center. Students may NOT talk or do any work during morning detention and a student who is late will NOT be admitted. Failure to attend morning detention on time results in a Saturday School.
- **In school detention** – A student assigned in school detention will remain with the disciplinarian and continue their daily schoolwork
- **Saturday School** – Saturday School is held from 8:00-10:00 AM. Failure to attend Saturday School results in a suspension.

Detention is serious and no school or athletic activity is more important than attending detention. Coaches understand this and will cooperate with the administration.

Suspensions

Students who commit offenses deemed serious or who earn multiple detentions may be subject to a suspension. The student will conference with the Administration, who will administer the suspension. Depending on the severity of the offense, the suspension will last from 1-3 days, and may take place in-school or out of school. Any work missed during the suspension MUST be made up but an academic penalty is assessed and the resulting grade will be no higher than 70% of the value of the assignment.

Students who earn a second suspension must meet with the Principal, Chancellor, Guidance Counselor and parents before re-admittance to school.

A third suspension in a school year results in expulsion.

Bullying Policy Statement from the Diocese of Lafayette

The intent of this policy is to support our Catholic schools' commitment to provide a safe learning environment for all students. As we are all created in God's image and likeness, the Roman Catholic Diocese of Lafayette affirms that all people have inherent dignity. We are called to reflect the values of Jesus in His regard and respect for all people as it is written "So always treat others as you would like them to treat you; that is the Law and the Prophets" (Mt. 7, 12). In this way we build up the Body of Christ within our Catholic schools.

True bullying is not tolerated at Opelousas Catholic.

We recognize that students have the right to form personal friendships and "dislike" other students, just as we do as adults. Students who "dislike" each other should stay away from each other during recess and lunch but also should understand that working together and cooperation on group assignments is necessary. There is no excuse for bullying, teasing, unkind words, or other behavior that is not in keeping with our Christian values.

However, we must also keep in mind our goal of educating the entire child (mind, heart and soul) so our goal is to defuse and rehabilitate when incidents of bullying are brought to our attention.

According to StopBullying.gov, bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

As our goal is to teach our students, a student who is accused of bullying will be counseled on a first offense and the parents of both the aggressor and the victim will meet with the administration. The situation will be discussed, a course of action will be determined, and no disciplinary action will be taken on the first offense, if no other school rules have been broken.

If the behavior continues, the student will be suspended and repeated offenses will lead to expulsion.

Cyber-bullying

Cyber-bullying is a form of bullying and is defined as the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to emotionally harm, coerce, and/or intimidate. If this occurs on campus or with Opelousas Catholic equipment off campus, school penalties as listed above and in the acceptable use policy will be enforced.

If the behavior occurs off-campus, the school will recommend that the parent(s) contact law enforcement.

CHAPTER 8 MISCELLANEOUS POLICIES AND REGULATIONS

Lost and Found - A Lost and Found is located in each secretary's office and in the gym office. Any lost article is to be returned and claimed there.

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.

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.

- Medications are not to be given at school except in special circumstances as documented by a physician as medically necessary for ongoing treatment. 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.
- Students may not have any medication in their possession on the school grounds or at a school activity.
- 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:
 - 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.
 - As to medications ordered by physicians, the administration will: a) Inform necessary school personnel of potential benefits and side effects of the medication being administered when deemed appropriate and record the issuance of those medications on a medication log which includes date, time, dosage, and name of person giving the medication.
 - 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.

Meeting with Teachers

Parents wishing to see one or several of a student's teachers should email the teacher requesting an appointment. Please allow 48 hours for the teacher to respond. Appointments may only be scheduled before school, after school or during a planning period. After 48 hours (school days, not weekends) email an administrator if you have trouble contacting the teacher.

Student Parking

Parking is by permit only. The permit must be hung from the rearview mirror of the vehicle and must be visible. Abuse or misuse of the on-campus parking privilege will result in the loss of driving/parking privileges as determined by the Principal or Assistant Principal. 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. Students parking in 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.

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 the announcement is to be made. After forms are complete, they may be returned to their office of origin. Announcements will appear the next day and run for the length of time approved. **All announcements require the approval of a school administrator.** The PA system is reserved for emergency announcements such as cancellations. Announcements will not be made at times other than first thing in the morning or following high school lunch. If an emergency announcement is needed, it will be issued following the regular beginning of class prayer.

Prayer

Every class will begin with prayer over the PA system or led by the classroom teacher. The Pledge of Allegiance is said following morning prayer. Students are expected to remain quiet and respectful during prayer/pledge.

Messages

Messages from parents will be relayed at the end of the day, following lunch. Deliveries for students will remain in the office until after school.

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.

Campus Supervision

On-campus supervision is provided each school day from 7:30 a.m. until 3:10 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.**

Arrival and Departure Areas

Please note that planned construction may necessitate different drop off and pick up procedures as needed.

- 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 a 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.
- Students in grades K-4 should be dropped off at the elementary carpool line.

- Students in grades 5-12 may be dropped off in the horseshoe driveway.
- No students should be dropped off in the street or in the back student parking lot or in the gym parking lot.
- Any student on campus after 3:10 must be registered in after-care and report to the grade-level area. Students may not “hang out” on campus waiting for rides or older brothers and sisters involved in athletics. If students are found on campus after 3:10, the student will be required to report to after-care and parents will be called.

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 office (permission must be obtained from an administrator). School uniforms or approved 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 outside St. Landry Parish must have a permission slip signed by a parent.

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".

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.

Before obtaining approval to raise money, the club, class or organization must specify the reason for the fundraiser and obtain permission from the Development Director/Advancement Director. 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. A full accounting of expenditures should be made to the business manager and clubs, organizations, and classes are subject to standard audit procedures.

Proms and Dances

Request forms for scheduling events are available in the High School office. These events can be held only if adequate chaperones are available. Primary guidelines are set forth below:

1. At least one chaperone is required for every twenty (20) students expected.
2. Chaperones 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 7th and 8th grade events are restricted to 7th and 8th 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 administration 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.

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.

Campus Visits

Opelousas Catholic School is a closed campus and all visitors must be admitted through the office. At this time, visitors are discouraged. 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.

The cafeteria and lunch

Opelousas Catholic does not operate the cafeteria; it is a service provided by the Diocese of Lafayette and as such is governed by the diocesan office of Food and Nutrition. Opelousas Catholic has no control over the food selections, the amount of food served, prices or other restrictions.

It is a requirement of the Diocese of Lafayette that all students in PK-6th grade must eat in the cafeteria and may not bring lunch without an approval from the Diocesan Office of Food and Nutrition. A form, which must be accompanied by a doctor's note, may be obtained from the cafeteria manager and must be submitted to the diocese for approval. The Opelousas Catholic Administration cannot grant approval.

Home prepared lunches are permitted for students in grades 7-12 and may be brought by the student in the morning and consumed at lunch time. **Lunches may not be brought on campus by anyone but the student; parents may not bring fast food to students for lunch.**

Students in grades 7-12 who forget their lunch should eat the cafeteria lunch. Students may not call home for lunch.

Lunch fees must be paid and current in order for students to take exams, view grades on FACTS, or graduate. Bills are sent monthly by the cafeteria staff and parents may view and pay bills at My School Bucks. Parents are also encouraged to apply for free and reduced lunch using the form found at My School Bucks.

Food and gum on campus

No chips, candy, personal snacks may be consumed in class during school hours. Gum is prohibited at all times. Food 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. Students may purchase snacks or drinks from the vending machines during the break or lunch, but those items may NOT be brought into the classroom and must be consumed during the break in the hallway or outside at lunch. Food served in the cafeteria must be consumed there unless properly packaged for outside consumption by the cafeteria staff. Residue must be disposed of properly each day. **Please note that Opelousas Catholic is a nut-free school and no nut products are allowed at any time.**

Approved water bottles will be allowed on campus. Water bottles should be clear unless approved by the administration.

Deliveries

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

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 minimum one day out-of-school suspension for tobacco products unless illegal content (THC, etc.) is detected. In that case, the student may be subject to expulsion.

We are purchasing vape detectors for the high school and middle school restrooms.

Drug Testing Policy

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.

Students of the Opelousas Catholic School system are eligible for random selection for a test for illegal substances. Testing is done by an independent, certified laboratory. Testing may involve hair or urine samples or both. All results will remain confidential and will be reported to the principal via email. The principal or dean of students will, in turn, notify the parents or guardian of the results of the student's test, both positive and negative results.

Positive Test Results

- First Positive - parents will principal, 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 must be administered within one week of notification by any certified or qualified program of the parent(s)' choice and at their cost. 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. It is the responsibility of the parent/guardian to present to the principal the results of the assessment/evaluation and recommendations of the agency conducting the evaluation/assessment. Failure to comply may result in dismissal of the student from Opelousas Catholic.
- 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.

- Second Positive - The principal will notify the chancellor, superintendent of schools, and parents/guardian of a second positive test and the student will be dismissed from Opelousas Catholic.

School Advisory Council Meetings

The School Advisory Council normally meets the last Wednesday 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 at 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 unless a guest is specifically approved by the chairman in advance.

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, chancellor." In amplification of this planned order, at Opelousas Catholic, the appropriate assistant principal 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 or chancellor is approached.

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.

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. 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.

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.
10. 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.

Local, State and National Elections

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 following diocesan guidelines. 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.

School Elections

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.

Emergency Procedures

In the case of fire, storms, intruders, bomb threats, 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 fire-fighting items are strategically placed. The Louisiana Fire Marshal or a representative conducts checks at least annually and fire drills are held periodically. School administrators notify parents through Parent Alert when emergency situations arise to explain the school's response and resolution of the situation.

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.

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 assistant principals immediately.

Weather cancellations

If school must be cancelled because of flood, hurricane, snow/ice or any other reason, parents will be notified by text alert. News media will be alerted but there is always a time-delay, so the alerts serve as the official notice. Opelousas Catholic does NOT have to follow the weather cancellations of St. Landry Parish and all weather cancellations are approved by the Chancellor and Superintendent of Diocesan Schools.