



Edward Douglas White  
Catholic High School  
Student Handbook  
2018-2019

*Staffed by*  
Brothers of the Sacred Heart  
And  
Christian Lay Women and Men

*Approved by*  
Diocesan Accreditation by AdvancEd  
Louisiana State Department of Education

*Member of*  
National Catholic Educational Association  
Association of Supervision and Curriculum Development  
Louisiana High School Athletic Association

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## Mission Statement

**The mission of Edward Douglas White Catholic High School, a Houma-Thibodaux Diocesan co-educational institution serving Thibodaux and the surrounding areas, is to impart the Catholic faith, promote academic excellence, and enhance self-esteem.**

The Diocesan high school builds upon a strong tradition of Catholic education begun by the Sisters of Mount Carmel in 1855 and the Brothers of the Sacred Heart in 1891. Dedicated lay men and women who staff E. D. White have taken up the mission of passing on this tradition which emphasizes a values-oriented curriculum, respect for the family, and promotion of the total growth of the individual. In addition, it strives to promote a sense of Church which will be lived out through involvement in local church parishes.

The school serves students in grades 8 through 12 and offers a strong college preparatory curriculum, as well as a general curriculum. The school is committed to serving the Catholic communities of Thibodaux and the surrounding areas.

## History

Edward Douglas White Catholic High School has roots that extend deep into the soil of Bayou Lafourche. Two religious communities, the Sisters of Mount Carmel and the Brothers of the Sacred Heart, were introduced to the Thibodaux community by Father Charles Menard. They came to the Thibodaux area in mid-1855 and established Mount Carmel Academy and Thibodaux College. These two schools existed as separate institutions until plans were made for consolidation in the mid-1960s.

In 1965, Hurricane Betsy severely damaged Mount Carmel Academy and Thibodaux College and forced the new school, which was under construction, to be occupied earlier than planned. Parents, students, faculty, and friends pitched in to make the new building ready for use. During the first year, the school was known as Thibodaux Central Catholic High School.

In the spring of 1966, newly appointed Archbishop Philip M. Hannan announced that the school was to have a new name--Edward Douglas White Catholic High School. This was to honor Lafourche Parish native Edward Douglass White, a former Chief Justice of the United States Supreme Court and a devout Catholic.

During the past 50 years the school has experienced growth in its student body, with a current enrollment of approximately 705. The staff includes four Brothers of the Sacred Heart and dedicated lay women and men.

+ **Educational Mission and Ministry** is a document written by the School Leadership Committee of the Brothers of the Sacred Heart in the New Orleans Province. Its purpose is to place in words the educational Charism of the Brothers of the Sacred Heart so that it may be a reality in E. D. White now and into the future. This work, originally written in 1985, was revised in 2007. Any quote in this handbook followed by "EMM" was taken from this important document.

## HOPES FOR OUR GRADUATES

*We are confident that based on their experiences as students in a Brothers of the Sacred Heart school, our graduates are becoming well-rounded, faith-filled, self-disciplined, compassionate, and academically prepared men and women who respond to God's love.*

As a result of our emphasis on holistic education, we hope our graduates are well-rounded young people who:

- are aware of their own gifts, talents, and limitations;
- recognize the need to continue their own spiritual, psychological, emotional, social, intellectual, and physical growth;
- respond to God's call to be balanced, compassionate adults.

Because of our emphasis on spiritual growth and religious values, we hope that our students graduate with:

- a strong belief that God loves them;
- a willingness to respond to Jesus' directive to love one another;
- a commitment to compassion, justice, and service;
- a desire for a deeper relationship with God through prayer;
- an intentional integration of faith and daily life;
- an understanding of the teachings and traditions of the Catholic Church;
- a willingness to become active members in their local church communities.

Because of our efforts at firm and friendly discipline, we hope that our graduates:

- have developed self-discipline that guides their actions;
- are sensitive and respond with compassion to the limitations of others;
- have respect for authority and for persons for whom they are responsible;
- approach relationships with fairness, mutual trust, and cooperation.

Because of the caring nature and personal attention given to our students, we hope our graduates:

- genuinely care for others;
- value themselves and others as unique children of God;
- nurture positive relationships and build community.

As a result of our commitment to academic excellence, we hope our graduates:

- are intellectually curious;
- are prepared to meet the academic demands of college;
- strive to reach their intellectual potential; use their intellectual gifts to serve others more effectively and generously.

-EMM

## Philosophy

E. D. White Catholic High School is characterized by a family spirit which is one of Christian love, concern, and respect for the whole person. This sense of family enables students to develop spiritually, academically, emotionally, physically, and socially as responsible members of society. The school represents an extension of the family as it shares responsibility for student growth and achievement.

The education presented through instruction and example at E. D. White is intended to make our Catholic faith conscious, living, and active in order to develop in our students a respect for Christian morals and values. We believe learning occurs within a disciplined atmosphere that requires responsibility for one's decisions.

Our curriculum is primarily college preparatory. We emphasize basic skills to meet the educational needs of each student. In addition, we offer specialized courses to meet the needs of students with special needs and abilities.

We offer a variety of co-curricular activities and programs which encourage students to develop their skills and talents and to broaden their sense of religious, personal, and social responsibilities. We provide opportunities for service to peers, school, Church, community, and to one's family to enable students to put into practice the values taught and to allow for personal development and sense of self-worth.

## General Information

**Parents are required to read the Student-Parent Handbook and to sign a statement that they are familiar with its contents and understand that their child shall be bound by these policies. Parents who are unable to accept the enforcement of these policies because of their philosophical beliefs should reconsider their child's enrollment.** The handbook is revised annually. Suggestions for changes in the handbook can be made at any time and sent in writing to the Principal's office. The handbook may be found on PlusPortals.

## ADMISSION

*Promoting and maintaining a diversity of students within the school community is a positive value consistent with the tradition of the Brothers of the Sacred Heart. Therefore, in the admission of students high priority is given to those whose families have supported our schools and Catholic schools in general, and great care is taken to ensure that the school does not become available only to the social, academic, or athletic elite. EMM*

E. D. White Catholic High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

## AFFILIATION WITH DIOCESE OF HOUMA-THIBODAUX

E. D. White Catholic High School is owned and operated by the Diocese of Houma-Thibodaux. All policies are subject to those subsequently determined by the Diocesan School Advisory Council, Superintendent of Schools, and/or Bishop of the Diocese of Houma-Thibodaux.

## BACK TO SCHOOL NIGHT

This event is a back-to-school meeting where parents follow their child's schedule and meet briefly with each teacher who will explain the course objectives and procedures.

## BOOKSTORE

A bookstore is located in the Student Union for the convenience of the students. The bookstore will be open during the lunch periods daily and before school on a regular basis. The bookstore will have available P.E. uniforms, uniform sweatshirts, socks, uniform ties, school supplies, art supplies, English novels, and spirit items.

## BOUNDARIES/SUPERVISION

**Students must remain "in bounds" from the time they arrive at school until dismissal.** The bounds include the front of the gym and school and the back yard, which extends from the St. Joseph Elementary School grounds to the Student Union, and from the school buildings to the back property line. Students are not allowed to congregate in outside stairwells, parking lots, or in the area between the Student Union and the main gym.

The area between the Student Union or the Chapel and 7th Street is off limits with the exception of the prayer garden. **Leaving campus without permission is a serious offense which may result in suspension.** Students are not to enter the main building nor the Pere` Menard building before the duty teachers arrive at 7:30 A.M. unless under the direct supervision of a faculty member. The area near the portable buildings is also off limits before school and at lunch. The Student Union will be opened at 7:15 A.M. and supervision will be provided. All students should be picked up by 3:30 P.M. unless they are involved in co-curricular activities. On exam days, students should be picked up no later than thirty minutes after dismissal.

## **COMMUNICATION**

*In keeping with Church teachings, teachers recognize parents as the primary educators of their children. Therefore, teachers approach their work with students as a partnership with parents. Teachers foster cooperative relationships with students and parents based on communication and respectful listening. Guided by Gospel values, teachers strive to bring the school, parents, and students into constructive dialogue.*  
EMM

Good communication between parents and school is essential. Some of the methods the school uses include a calendar of events via Google, report cards each quarter, academic progress reports, discipline reports, PlusPortals, email, and, of course, phone calls and letters. Parents should notify the school office upon any change of address, email or phone numbers. Parents should maintain a current email address on their PlusPortals account.

Parents should not hesitate to make an appointment to see their child's teacher, school counselors, Assistant Principal, Dean of Students, or Principal. The President is available to speak with parents regarding strategic planning, financial issues, and facilities.

## **CONFIRMATION**

All E. D. White students are confirmed in their parish churches unless their parents have made other arrangements with the pastors involved. In religion classes, E. D. White assists with the preparation for the sacrament with its students. The immediate preparation takes place in the parish church and usually involves a series of meetings or workshops which the students being confirmed must attend. All efforts are taken to avoid conflicts between confirmation classes and school functions. It is the student's responsibility to inform coaches or moderators of any conflict.

## **CONSULTATIVE BOARD**

The E. D. White School Consultative Board meets six times a year. It is composed of representatives from the church parishes that have students in school as well as the presidents of the parent organizations. It is consultative in nature and assists the school administration in establishing major policies in keeping with the diocesan policies. It also recommends approval of the budget to diocesan officials, the rate of tuition, and the salary scale. It does not get involved in the hiring and firing of personnel or the everyday operation of the school.

## **DISTRIBUTION OF PRINTED MATTER**

No one is allowed to distribute any type of printed materials on campus without the permission of an administrator.

## **DRUG USE AND DRUG TESTING POLICY**

E. D. White Catholic High School believes that one of the greatest obstacles to our students' fulfilling their God-given potential is the use of drugs and alcohol. Educational efforts, pastoral/guidance counseling and disciplinary action constitute the threefold approach that we use to confront this obstacle.

### **DRUG FREE ZONE LAW**

Zone laws pertain to school property, buses, and school-sponsored functions. a) "The Principal is required by law to contact law enforcement officers, after which he will contact parents." This action is not an option. b) "Any student arrested for distribution or use of drugs on school property shall be referred by the school Principal for testing or screening by a qualified medical professional for evidence of abuse." c) "The Principal is liable under the law if she/he fails to report properly any incident involving use, possession or distribution of dangerous substances on school property." d) To insure the safe environment at E. D. White, the use of any mind-altering substances is prohibited and subject to corrective action.

### **DRUG/ALCOHOL USE PRIOR TO OR AT SCHOOL FUNCTION**

Students may be asked to submit to alcohol or drug testing at any time. No student will be admitted to a school function if there is any indication that alcohol or other drugs have been consumed prior to the function. No mind altering substance of any kind, including alcoholic beverages, may be consumed or possessed by a student or date prior to or at any school-related function. Such students will be detained and parents of these students will be notified immediately. A student known to possess or use a mind altering substance (including alcohol) prior to or at any school function held on or off campus shall be suspended and will be subject to expulsion.

### **DRUG USE OFF CAMPUS**

Students are expected to refrain from drug use at any time. Student use of drugs off campus is subject to disciplinary action and is also subject to corrective action as outlined in the drug testing policy. Depending on the circumstances surrounding the incident, law enforcement officials may be notified to assist in the investigation.

### **DRUG USE AND TESTING POLICY**

The drug use and testing policy is intended to serve as a deterrent to drug use and to partner with parents to get help for students who test positive. Fifty percent of the school population will be tested at random during the school year. The hair testing will detect the use of drugs in certain categories.

Corrective action for students with a first offense requires one to

- undergo a substance abuse evaluation by an approved LPC, psychologist, or psychiatrist at the parents' expense. The information from this evaluation is to be shared only with the parents and not school officials. The school counseling



department also will provide the parents and student with avenues for help.

- submit to random urine tests starting 30 days after being informed of a positive test until 100 days after that date at the parents' expense. Following that time, students are subject to hair tests at any time.

Corrective action for a second offense during a student's tenure at E. D. White by either urine or hair tests

- will be required to enter a school-approved substance abuse program at the parents' expense to remain at school.
- will undergo weekly urine tests for a period of eight weeks at the parents' expense starting 30 days after being informed of a positive test. Following that time and 100 days after being informed of a second positive test, students are subject to hair tests at any time.

A student with a third offense at any time during his/her tenure at E. D White will not be allowed to remain as a student.

Students who try to circumvent the drug testing policy by any means, including removing all body hair, students who themselves refuse testing, or in any way violate terms of this policy, or those whose parents refuse testing of their children, will be asked to leave E. D. White.

Coaches and moderators will be informed that a student has violated the code of conduct for drug and alcohol use if a student has a drug policy offense.

The complete guidelines explaining how drug testing is done are available upon request.

## **EMERGENCY DRILLS**

Emergency drills, such as fire drills, tornado drills, and lockdown drills are required by law and are an important safety factor. It is essential that when the first signal is given, everyone obeys promptly. Drills are a time of absolute silence, even after the building has been cleared. Students are to be ready to follow orders given by their teachers or given over the P. A. system. Students should be familiar with prescribed routes for fire drills.

## **FINANCIAL ASSISTANCE**

Families needing financial assistance may apply for a hardship reduction at registration time. A special committee of the School Advisory Council reviews applications. Applications must be renewed yearly.

## **FUNDRAISING**

E. D. White limits fundraising activities of organizations in affirmation of the diocesan emphasis on stewardship. All fundraising projects must be approved by the Advancement Office.

Any parent or student organization wishing to hold a fund raiser should complete and submit a fundraising request form to the Advancement Office by the appropriate deadline.

## HEALTH RECORDS

At the start of each school year, up-to-date health records must be on file. Parents are asked to notify the Dean of Students of any special medical problems their child may have.

Student athletes are required to have yearly physicals on file before any participation, including tryouts.

## ILLNESS/MEDICINE AT SCHOOL

When a student becomes ill at school, the office will phone a parent to pick up the student if that is necessary or to give permission for the student to drive home. Students may not leave campus to take medication. Students may call parents to bring medicine to the Dean of Students' Office for them to take during the day. Whenever it is necessary for a student to take any medicine at school, a parent should complete the appropriate medical form and bring it along with the medication to the Dean of Students before school in the morning. **The school does not administer any type of non-prescribed medication such as Tylenol, aspirin, or Pepto-Bismol. Students are not allowed to carry any type of medication. With the Dean of Students' permission, an exception is made for an asthma inhaler and/or an EpiPen.**

## LETTER JACKETS

E. D. White offers an official (cannot be altered) academic and co-curricular letter jacket to students who qualify. To qualify for a jacket in academics, a senior must have had a weighted 3.50 GPA by the end of his first semester of his junior year and attended E. D. White at least two years. A junior must have had a weighted 3.50 GPA at the end of his sophomore year and attended E. D. White at least two years. To qualify for a jacket in athletics, a student must have met the individual requirements of a particular varsity sport. Other performing groups awarding jackets are band, concert choir, varsity cheerleaders, and dance squad. Students must be currently enrolled or have graduated in good standing to receive the letter jacket.

## LOCKERS

**Each student is assigned a locker for books and personal belongings.** The locker should be kept locked and in order at all times. Students are not allowed to go to their lockers while classes are in session, except with permission. School authorities may check lockers at any time. Students are not allowed to share or change lockers.

P. E. lockers are available for students to store valuables while in P. E. class. Students wishing to use these lockers are to supply their own lock and provide the lock combination to the P. E. teacher.

## LOST AND FOUND

Lost and found is located in the bookstore. Any article left lying around school will be taken there. Students will pay \$1.00 to retrieve items from lost and found. All proceeds will go toward the Lenten Mission Drive.

## LUNCHES

Students are not allowed to leave campus for lunch. Parents are not to bring lunches to the students during the school day. Students may bring their own lunches or utilize available food services. If utilizing available food services, a current email address must be on file both with the school and on the PlusPortals account. Parents can add funds to a lunch account via payschoolscentral or by sending cash or check to the main office. A student must present his student identification card to charge to the food services account. Students cannot carry a negative balance on their account.

## LUNCH PERIODS

While some students are having lunch, other students are in class. Students are asked to avoid any behavior that will distract students from their classes. Thus, students are not allowed in the school building during lunch time.

## MEDIA CENTER

The media center is available for student use Monday through Thursday from 7:30 A.M. to 5:00 P.M. and until 3:30 PM on Fridays. Food, drinks, and gum are not allowed in the media center. During lunch periods, the students may use the media center for research work if it is not being used by a class. Refer to PlusPortals for circulation procedures, fines, fees and media center tools.

## MESSAGES AND DELIVERIES

Parents are to phone the school office to leave messages for their children only in cases of **real emergency**. Parents are not to bring items such as books, projects, lunch and P.E. uniforms to school to be delivered to their children without prior administrative approval. An iPad can be delivered to the Dean of Student's office, but the student will be subject to corrective action.

## PARENT VOLUNTEERS

Parent volunteers help out at school in a variety of ways. One of the most helpful is replacing an absent teacher in cases where we can assign students seat work. Parents supervise the class. A form is sent home at the beginning of the year for parents to indicate the days of the week and times at which they may be able to help. **Safe environment training is required by the Diocese before parent volunteers may come in contact with students. Training is available online at [www.htdiocese.org](http://www.htdiocese.org).**

## **PERSONAL BELONGINGS**

**The school is not responsible for the loss of or damage to students' personal belongings.** Students must use the lockers and locks that have been provided and avoid leaving personal items unattended.

## **PREGNANCY AND MARRIAGE**

Pre-marital sex for students is not considered acceptable because of gospel values and the Church's moral teaching. However, pregnant students will encounter no unexcused absences if certified by a medical report. The student shall be allowed to remain in school until such time as it is necessary for her to take a leave of absence.

The final determination of the time for the student to take this leave of absence from school shall be made by the school administration after considering the advice of the counselor, the student's physician, and her parents.

During attendance at school, the student who is pregnant shall furnish periodic medical reports as requested by the administration. She shall continue in the school curriculum as if she were not pregnant, except that she may be asked to withdraw from physical education and to refrain from certain co-curricular activities as deemed appropriate by the school administration.

The school administration shall assist the pregnant student in completing her secondary education through current means available, to include home-study, credit exams, correspondence courses, at-school attendance, etc.

Following the birth of the baby, a student may return to school after furnishing a written statement from her physician certifying that the student is physically able to attend classes. The return of the student is subject to the approval of the school administration. In addition, a young man that fathers a child would need administrative approval to remain a student at E. D. White.

In view of the Catholic Church's position on teenage marriages, married students or students living as husband and wife are not permitted to register or remain in diocesan schools.

## **RE-APPLICATION**

Re-application takes place in late February or early March. A non-refundable application fee for each child must be paid when the form is returned. After re-application, students are formally evaluated by the faculty and administration, and only those students who are profiting from the school's program are re-admitted. At times, students are re-admitted on probation. In such cases, a conference is held with the parents during which the terms of probation are discussed and goals for improvement are set.

## **SEARCH AND SEIZURE**

In an effort to maintain a positive learning environment and/or to promote health and safety purposes, **the Administration reserves the right to search clothing and accessories, personal property, iPads, cell phones, vehicles, or lockers at any time.** Contraband material may be confiscated.

## **SENIOR CLASS RING**

Only the official E. D. White class ring will be presented at the senior ring mass. The official school ring is the only senior class ring that may be worn to school.

## **SPORTSMANSHIP**

All students, fans, players, and coaches are expected to exhibit sportsmanlike conduct at all athletic events. Inappropriate behavior of fans, as well as, of players or coaches may result in the school being fined, placed on probation, or suspended from future athletic contests by the Louisiana High School Athletic Association. **Any person showing unsportsmanlike conduct may be asked to leave the event and not return to future events.**

## **STUDENT ACCIDENT INSURANCE**

E. D. White carries a supplemental accident insurance policy on each student while at school or on a school-sponsored activity. This accident insurance is secondary to your primary personal health insurance. Parents may extend this insurance to 24-hour coverage for a small fee. Each student is given information to bring home at the beginning of the school year explaining this limited coverage and how to file a claim. Claim forms are available in the Student Life Office. Claims must be filed within 90 days of an accident.

## **STUDENT IDENTIFICATION CARD**

Student identification cards (I.D.) are used to identify students, as food service debit cards, as media center cards, for access to school buildings and for admission to school events. No student is allowed to use another student's I.D. Students are required to wear the I.D. daily either on the school lanyard around the neck or clipped to the uniform shirt collar. Violators will be subject to corrective action. If a student loses the I.D., the main office should be notified immediately and the student must purchase a replacement card at the cost of \$10.

## **STUDENT RESIDENCE**

A student is to reside in the residence of a parent or guardian. A student who moves out of the direct supervision of a parent or guardian may be required to withdraw from school. Parents are to notify the principal immediately if their child's residence changes.

## STUDENT UNION

The Student Union is open to students before school at 7:15 A.M., at recess, during lunch, and until 3:15 P.M. after school. It is the responsibility of every student to keep the Union clean and orderly. Students are to dispose of their trash properly, to return trays to their proper place, to place chairs under the tables when leaving, to refrain from sitting on the table tops or the backs of chairs, and to refrain from all yelling, shouting, running around, or horseplay.

## SUPPORT CLUBS

E. D. White's four support organizations aid a variety of programs sponsored by the school and, therefore, keep the tuition costs down.

**The Alumni Association** is open to graduates of Mount Carmel, Thibodaux College, Thibodaux Central Catholic, and E. D. White.

**The Cardinal Music Club** supports the band program through its money-raising activities such as dinners and selling concessions at athletic events.

**The Cardinal Club** supports the athletic program through fund raising and volunteer activities.

**The Mothers Club** is open to all mothers who have or have had children at E. D. White. It raises money for a wide variety of programs at the school. Its main project is Gym Dandy, a thrift store. Volunteer mothers work on Tuesday mornings and the first Saturday of each month sorting, pricing, and selling items.

Support by these clubs is a valuable resource to the school. **All money collected by these clubs is property of the school and is recorded through the finance office.**

## TELEPHONE

The telephone in the Student Life Office is available to students in cases of real emergency during school hours. Students may obtain permission to use this phone. Students are not permitted to use their cell phones for any purpose from arrival on campus until the final dismissal bell.

## TUITION

E. D. White Catholic High School is on a pre-paid tuition plan. The full tuition for the following school year must be paid by the date designated in the registration packet. The tuition may be paid directly to the school or financed by a bank loan which the school guarantees.

If a tuition loan is returned to the school for collection, the student may forfeit his or her right to continue attending classes until the loan is paid in full. All school records for that student will be held until all financial obligations to the school are met. Students whose tuition is delinquent may not be allowed to sit for exams.

## VISITORS

All visitors, including parents and graduates, are required to report to the school's main office immediately upon coming on campus.

## WEAPONS

No weapons will be permitted on campus at any time. Possession of a weapon will usually lead to expulsion. (R.S.14:95.2): Carrying a firearm or dangerous weapon by a student or nonstudent on school property, on school transportation, at school-sponsored functions, or in a firearm-free zone is unlawful. The law mandates that a Principal or school official notify the parents of any student who is detained or arrested for carrying a dangerous weapon, that the Principal immediately report any detention of a student for this reason, and the seizure of any dangerous weapon to the appropriate law enforcement authority. Knives are not allowed on campus. Any knife found with a blade over two inches will result in police notification.

## WITHDRAWAL PROCEDURES

To officially withdraw a child from E. D. White, a parent or guardian must come to the main office to sign the necessary consent forms for the release of records. Records will be released when all fees and tuition are paid and all school-owned uniforms, books, and equipment are returned and accounted for. Parents choosing to withdraw their child from E. D. White and have paid their tuition in advance will receive a refund of tuition based on the following schedule:

<u>Withdrawal Time</u>	<u>Percent Reimbursed</u>
Weeks 1-4	75%
Weeks 5-9	50%
Weeks 10-13	25%
After 13 weeks	0%

Parents choosing to withdraw their child from E.D. White who have secured a loan through Synergy Bank will be required to pay off the loan before the student's records are released based on the following schedule:

<u>Withdrawal Time</u>	<u>Percent of Loan to Be Paid</u>
Weeks 1 – 4	25%
Weeks 5 – 9	50%
Weeks 10 – 13	75%
After 13 weeks	100%

Registration fees are nonrefundable.

## WORK PERMITS

E. D. White will issue work permits to E. D. White students only. Permits can be obtained from the school main office.

## **Academics**

*The curriculum of the school is college preparatory. There are honors courses in English, science, mathematics, and social studies as well as Advanced Placement (AP) courses in Calculus AB, Chemistry, English Literature and Composition, English Language and Composition, United States History and United States Government and Politics. An Academic Enhancement Program is offered to serve students diagnosed with learning differences. A complete religion program is offered, with each student having a full year of religious instruction every year. Additionally, each student must furnish a required number of service hours to the community each year.*

*We believe in making efforts to motivate students to appreciate the value of learning as a good in itself.*

*-EMM*

### **ACADEMIC ENHANCEMENT PROGRAM**

The goal of the Academic Enhancement Program (AE Program) is to offer services to students with learning differences so that they may develop skills that are necessary to succeed academically. All students receiving modifications to their academic program must take part in this program.

The AE Program is designed to meet the individual needs of the students. For that reason, the program may be different for each student. A resource or study skills class that focuses on organizational skills as well as reinforcement of material is offered to all students in this program. A student need not be enrolled in skills classes in order to be served by the AE Program.

Admission to the AE Program is based on a recent professional evaluation by a school-approved diagnostician and the recommendation of the AE Advisory Committee. This committee will use the professional evaluation, parental input, and teacher input to develop an individualized modification plan for each student in the program.

### **GRADING POLICY**

1. During the quarter, teachers use number grades in recording the results of tests, quizzes, etc.
2. All quarter grades are based on: a) daily work, which consists of homework assignments, quizzes, projects, unit tests, etc., and b) an exam, which counts for 1/3 of the quarter grade.
3. The 2nd & 4th QUARTER exams are cumulative semester exams.
4. The SEMESTER AVERAGE is the average of the two quarter grades with emphasis on the latter quarter. The first and third quarter grades are weighted as 49% of the semester grade, and the second and fourth quarter grades are weighted as 51% of the semester grade. A semester grade calculation chart can be located under the school counseling pages of PlusPortals.



5. All report card grades are reported as letter grades according to the following scale and are assigned the following quality points in determining grade point average (GPA) and computing SEMESTER averages.

<u>Grading Scale</u>	AP/Honors <u>Grading Scale</u>	<u>Grade</u>	Quality <u>Points</u>
94-100	90-100	A	4.00
86-93	80-89	B	3.00
78-85	70-79	C	2.00
70-77	60-69	D	1.00
69-below	59-below	F	0.00

6. Grade Point Average is calculated for all high school credit courses using both semester grades. Eighth graders enrolled in World Geography, Algebra I and/or physical science will have a GPA calculated with both semester grades in these courses only. The fraction 0.04 is added to the student's cumulative grade point average for each HONORS and AP course (English, Math, Science and Social Studies). Transfer students will be given honors credit for honors and AP courses taken at a previous school only if those honors courses are offered at E. D. White.

## 7. Graduation Requirements

### Service Awareness Program

English:	4 credits
Health & PE:	2 credits
Math:	4 credits
Religion:	4 credits *
Science:	4 credits
Social Studies:	4 credits *
Foreign Language Elective:	2 credits
Fine Arts Elective:	1 credit
Other Elective:	1 credit

Total: 25 credits\*

\*Sophomore Religion fulfills both the fourth Religion requirement and the fourth Social Studies credit. It is only counted as one total credit towards graduation requirements.

To earn an E. D. White diploma, a student must meet all of the school's graduation requirements.

An honors diploma will be awarded to students who meet the following guidelines:

1. complete nine honors/AP courses. Beginning with the class of 2020, ten honors courses will be required.
2. complete at least two honors courses in the junior year and two honors courses in the senior year
3. maintain an overall GPA of 3.50 (unweighted)

All students who earn an honors diploma will be ranked above other seniors.

The valedictorian is an honor graduate who has attended E.D. White for at least two\* years and has earned the highest weighted, cumulative grade point average. The weighted cumulative grade point average is calculated using all high school credit courses. (No repeated courses will be allowed.) Grade point averages are reported to the hundredths place.

The salutatorian is an honor graduate who has earned the second highest weighted cumulative grade point average.

In the event that two or more students are tied for valedictorian, no salutatorian will be named.

\*Beginning with the class of 2022, the student named valedictorian or salutatorian must have attended E.D. White for at least three years.

## 8. Failure/Summer School Policies

### **Grades 9 - 12**

Students must make-up any required credit course failed. A failure in the first semester may be removed by a second semester C or higher. A failure in the second semester will result in loss of credit for that semester. The lost credit can be earned or recovered through a diocesan-approved credit recovery program.

If a needed credit course or a required course cannot be scheduled in a diocesan-approved credit recovery program, an appointment must be made with the Academic Assistant Principal.

Credit Recovery courses may not be taken as *new work* to replace required courses at E. D. White nor may courses be taken to replace non-failing grades.

No credit can be given for private tutoring; therefore a failure cannot be made up in that manner.

### **8th Grade Failure Policy**

A student who fails three or more subjects for the year must repeat the 8th grade year.

Any failure for 2nd semester will result in failure for the year in that course. A student failing the first semester must earn at least a C for the second semester to pass for the year.

Summer work will be required for failures in all courses.

## HONOR ROLL

There are three levels of the Honor Roll: President's List, which consists of a 4.00 GPA; Principal's List, a 3.50 - 3.99 GPA; and Dean's List: a 3.00 - 3.49 GPA. A grade of C or lower in any subject disqualifies a student from the Honor Roll regardless of the GPA. Also, in determining the Honor Roll, no extra quality point value will be given to honors courses.

## MAKE-UP WORK

When a student is absent from school, he is required to check PlusPortals for assignments and upon return to school speak with his teachers to make arrangements for make-up work. For absences not related to illness, students must make up work within the number of days missed. All make-up work is to be completed outside of regular class time. The teachers will work with the student to arrange for make-up work at times that are mutually convenient to them and the student. **If the student fails to complete the necessary make-up work within the designated time, the student may receive a zero but is still required to make up the work.** For a prolonged absence or extraordinary circumstances, the length of time to complete make-up work may be extended by the teacher. If coordination of make-up work is needed, the Academic Assistant Principal may be contacted.

## PROGRESS REPORTS

Progress reports for all students will be posted on PlusPortals midway through each quarter.

## RELIGION CLASSES

Students of all faiths are expected to attend and pass religion classes. If a student fails senior religion, summer work must be completed to remove this failure. If a student fails 9th, 10th, or 11th grade religion classes, the student must schedule two religion classes the following year to make up this failure. Eighth grade students failing religion class will be required to complete a summer course.

## SCHEDULING

Course scheduling is part of the re-application process. Parents approve their child's course selection requests online. After requests are submitted, there is a \$20.00 fee for a schedule change. No requests for changes will be honored after the 1st of May unless warranted by a teacher recommendation.

## SERVICE AWARENESS PROGRAM

*The primary goal of our religious education and campus ministry programs is to enable*

*students to integrate their faith with their daily living. Through classroom and service activities, the students' experiences are examined in the light of faith, and emphasis is placed on applying religious values in students' lives. EMM*

All students are required to participate in the Service Awareness Program coordinated by the Religion Department. The Service Awareness Program Coordinator is responsible for determining acceptable hours of service. Specific requirements are posted on PlusPortals.

## **TEXTBOOKS**

Students are responsible for all books whether lost, stolen, or damaged. When textbooks are issued, students must report (in writing) prior damage to textbooks to their teachers. **All textbooks must be covered at all times.** The student's name must be written in ink in the book on the line provided. At the end of the year students will receive an *incomplete* grade until textbooks have been turned in and/or all fines for damages have been paid in the office.

## **TOPS**

This program is administered by the Louisiana Office of Student Financial Assistance and is funded by the State of Louisiana. For current information, visit [www.osfa.la.gov](http://www.osfa.la.gov).

## **TUTORING**

At times it may be necessary for a student to receive tutoring in order to keep up with class work. The National Honor Society provides free student tutors who help these students. Details regarding dates, times, and locations will be announced at the start of the school year.

## Student Life

### ATTENDANCE

When it is necessary for the student to be absent, the parent or guardian should notify the Student Life Office by phone (446-8487) before 8:00 A.M. on the day of the absence. After a student is absent from school, he must report to the Student Life Office with a note signed by a parent or guardian or email explaining the reason for the absence, **even though the phone call has been made**. Doctor's notes may be turned in at this time. All absences must be covered by written verification. This must be done before the first bell in the morning on the day the student returns to school. Students failing to follow this policy may face disciplinary consequences.

1. **Excused Absence:** The student is absent for a justifiable reason: illness of student, death or serious illness in the immediate family. For other specific reasons, an excuse from the Dean of Students must be secured in advance by bringing a written request signed by the parent or guardian.

Excused absences will be granted to students who must go out of town to attend funerals, weddings, or graduations of members of the student's immediate family (mother, father, brother, sister). Excused absences for other out-of-town travel will not be granted except under extreme circumstances.

**Exempted and Excused:** The absence is not counted against the attendance requirement such as in the case of extended illness documented by a doctor.

**Non-Exempted and Excused:** The absence is counted against the attendance requirement such as in the case of personal illness documented by a parent's note.

2. **Educational Leave:** An educational leave is due to a school-related activity and is not counted as a day absent. The student is responsible for the material covered during the absence. **Educational leave must be approved by the Dean of Students at least one week in advance.** College visitations, advanced placement testing, scholarship interviews, auditions, and/or orientations are considered educational absences; however, this leave is limited to three (3) total days during junior and senior years combined. The school encourages visits to colleges during school holidays or on weekends.
3. **Unexcused Absence:** An absence is unexcused if the student is absent for an unjustifiable reason or simply as a matter of convenience. If a student misses classes for family convenience or a family trip, or reasons such as an athletic physical, to obtain a driver's license, a haircut appointment, senior pictures, work, etc., the absence is unexcused. Parents are encouraged to plan trips during school-scheduled vacations and are discouraged from extending these trips beyond scheduled school holidays. In the event of unexcused absences, the student is responsible for the subject matter covered and must turn in assignments due on the day of absence. The student will be able to make up graded work for 100% of the grade earned. The Dean of Students will schedule the time and place for the student to make up tests. (This may include Friday afternoons and Saturday

mornings and may include a different form of the test.) Failure to make up work at the agreed upon time and place may result in a grade of 0%. Students may be required to make up class time missed for an unexcused absence and may also receive corrective action. Corrective action for students with repeated unexcused absences may include suspension or dismissal.

4. **Full-Day Absence:** A student is considered absent for a full day if he misses 3 or more complete periods.
5. **Half-day Absence:** A student who misses one or two complete periods is considered absent one-half day.
6. **Tardiness:**
  - a. A student who arrives after the second bell is tardy. A student who is tardy at the beginning of a school day must obtain an admit slip from the Student Life Office before reporting to class.
  - b. At all other class periods, teachers will electronically report to the office students who were tardy to class.
  - c. If a teacher keeps a student after class and causes the student to arrive late at the next class, the teacher will give the student a note explaining the delay.
  - d. A student who is absent unexcused from any part of a class period is recorded as "tardy."
  - e. Consequences for tardies (per semester):
    - 1 to 3 tardies will result in written warning in the discipline record
    - 4 to 6 tardies will result in detention(s)
    - 7 to 10 tardies will result in Saturday school(s)
    - 11 tardies may result in suspension
    - each additional tardy may result in an additional suspension (three suspensions may result in expulsion)
  - f. Students tardy for 1st period, after recess, and after lunch may be subject to additional disciplinary action.
  - g. Students who have reached 11 tardies in one semester will be placed on attendance probation for the following semester.
7. **Truancy and Cutting Class:** These are serious offenses which may result in suspension.
8. **Passes:** Students are not permitted to leave school grounds at any time during the school day without a permit from the school office. A pass will be issued by the Dean of Students with permission from the parents or guardian for the student to be temporarily off campus; on leaving and upon returning to school, the student must check in at the Student Life Office.
9. **Excessive Absences:** Students with excessive absences (6 days or more non-exempted absences) in any one semester are liable to lose credit in that course except in hardship cases. Students with more than 6 absences may be required to produce a doctor's excuse for each additional absence, and they may be required to make up lost time. Students with excessive absences may be denied release time from classes.

10. **Missed Assignments:** When a student is absent for one or two days, the student is to get assignments from classmates and from PlusPortals as well as checking with teachers upon his or her return to school. Assignments will not be sent to the office for short-term absences. If a student is to be out of school for an extended period (a week or more), his or her parents or guardian should check PlusPortals before contacting the main office and requesting assignments. In such a case, every effort will be made to provide assignments on a weekly basis.
11. **After-school participation:** A student absent from school for 50 minutes or more is not allowed at any school-related function in the afternoon or the evening of the absence without prior permission from the Principal or the Dean of Students. Anytime that a student checks out of school and does not return, he may not attend or participate in co-curricular activities that day without the permission of the Principal or Dean of Students. A student who attends a co-curricular activity without permission will face serious corrective action.
12. **Participation in school-sanctioned activities:** Any student failing a course in the previous quarter will not be allowed to miss that class more than one time in the current quarter to participate in or attend any school-sponsored or school-sanctioned activity. A student currently failing a course may be denied release time from classes as well.
13. **Off-Campus Permission:** As much as possible parents should schedule doctor and dentist appointments after school hours. When it is necessary for a child to leave campus for an appointment, a funeral, or any other serious reason, the parent must write a note for the student to present to the Dean of Students **before school in the morning**.

## **Behavioral Philosophy**

*An orderly and disciplined environment is essential in order to teach love of God, love of neighbor and love of learning. (EMM)* To reach this goal, E. D. White Catholic High School has developed a behavior policy that hopes to provide for the orderly growth and development of the student and to promote the health and safety of all.

Students are expected to behave at all times in a manner consistent with the teachings of Christ. Their conduct must reflect an awareness of their own personal and academic needs and a sensitivity to those of fellow students. The student must cooperate in advancing the educational process in general, and in maintaining the integrity of E. D. White Catholic High School.

**SPECIAL NOTE:** It is neither the province nor the desire of E. D. White Catholic High School to prescribe what limits or freedom parents may specify for their children's behavior. Nevertheless, there are times and places in which behavior of students is contrary to our school philosophy and our Christian teachings. In such cases, student behavior definitely becomes the province of E. D. White and the school's policy will be applied by the faculty and administered judicially by the school administration.

This handbook outlines the major regulations of the school and the type of conduct expected of our students. However, it is impossible in any handbook to include all the details of what is appropriate and inappropriate conduct. Any conduct which violates published or announced regulations, deviates from what is generally considered good behavior, or is contrary to Christian principles is subject to appropriate disciplinary action by authorized personnel.

### **STUDENT BEHAVIOR AND CORRECTIVE ACTION**

*The primary goal of friendly discipline is to foster in each student the capacity to be self-disciplined. Self-discipline is the free-will choice of such things as good over evil, right over wrong, love over hate, courtesy over disrespect, justice over self-interests, growth over complacency, and responsible action over recklessness. Students grow in self-discipline as they grow in understanding themselves and their responsibilities in relationship with others. The practice of self-discipline nurtures in students the ability to cope with the difficulties, frustrations, disappointments, and challenges of everyday life.*  
EMM

At all times, students are expected to conduct themselves as Christian men and women and to show courtesy and respect to faculty members, staff members, volunteers and fellow students.

E. D. White strives to teach students self-discipline. When that is lacking, external discipline is sometimes required. Each teacher shares in the responsibility of correcting students and may use corrective measures such as memory work, writing lines, writing compositions, and informal detention at recess or after school. More serious corrective measures may include, but are not limited to, formal detention, assignment to work detail at lunch, after school or on Saturday, suspension, and expulsion.

1. **Detention** may be assigned by the administration for improper conduct. Three formal detentions in a semester may result in Saturday school or suspension. Failure to serve a detention or disrupting detention will result in assignment to Saturday school. Parents will be notified of detention assignments through a letter sent to both parent and student via email.
2. **Saturday school or work** after school is sometimes used as a corrective measure. Students involved in behavioral problems, tardiness or excessive absences, may be assigned Saturday school by the administration. Notification of Saturday School will come in the form of a letter emailed to both parent and student. Failure to serve a Saturday school or disrupting Saturday school will result in corrective action, including suspension or expulsion.
3. **Suspension:** A student may be suspended by the Principal or the Dean of Students for any serious misconduct. Parents are notified of the suspension and the reason for it orally and then in writing. The student is responsible for the subject matter covered and must turn in assignments due on the day of suspension. The student will be able to make up graded work for 100% of the grade earned. The Dean of Students will schedule the time and place for the student to make up tests. Failure to make up work at the agreed upon time and place may result in a grade of 0%. Students may not participate in school-related activities from the time they are



suspended until the time they are reinstated in school. Repeated suspensions in a school year may result in the student appearing before the Faculty Disciplinary Committee for a hearing. If the suspension is for an academic reason like cheating, a student will receive no credit or a zero for any graded assignment or test in which cheating is involved.

4. **Expulsion:** A student may be expelled for repeated misconduct or for any very serious act of misconduct. A student may also be asked to leave E. D. White if his parents refuse to cooperate with school officials. Only the Principal may expel a student. Before a final determination is made concerning expulsion, the Principal may consult with the Faculty Disciplinary Committee.
5. **Probation:** Students may be placed on probation by the Principal for reasons involving academics, attendance, or discipline. The terms of the probation will be stated in a written contract between the student and the Principal. **Students on disciplinary probation are not eligible to run for elected office or to be selected to an honorary court.**
7. **Violations and Corrective Actions:** Any conduct which violates published or announced regulations, deviates from what is generally considered good behavior, or is contrary to Christian principles is subject to appropriate corrective action.

Some infractions, which may result in **extended suspension or expulsion**, include the following:

1. Stealing on or off campus
2. Possession, use, or showing the effects of alcohol on campus or at any school-sponsored or related activity
3. Presence in a vehicle in which alcohol or drugs are found or consumed at or before a school function
4. Behavior which is in serious conflict with our school philosophy and Christian teachings. (including but not limited to illegal activities)
5. Harassing or threatening of any student or faculty member on or off campus, including electronic communication
6. Vandalism
7. Frequent suspension
8. Possession or use of any medication without the permission of an administrator
9. Posting inappropriate material on the Internet while on or off campus

Infractions which **WILL** result in **expulsion or an expulsion hearing**, include the following:

1. Possession of any weapon (including any knife blade 2 inches or longer) or firearm on campus or at any school-sponsored or related activity
2. Trafficking in illegal drugs on or off campus
3. Possession or use of illegal drugs on campus or at any school-sponsored or related activity
4. Third offense for drug usage not outlined in #3 above.

## **AUTOMOBILES**

1. Students driving cars to school are to park in the student parking lots, along East 7th Street, or along Cardinal Drive near the stadium. They are not to park in the driveways behind the gym or Student Union, in front of the gym, in front of the band room, or in other restricted parking areas.
2. Students are not allowed to return to their cars at any time during the school day without administrative approval.
3. A student riding in a car with other students may share in the responsibility for any misbehavior within the group.
4. Students using the school parking lots must have their vehicles registered in the office and purchase an official school parking permit for \$35.00. At the beginning of the school year, guidelines for parking will be issued. These guidelines may be revised as needed. Students violating these guidelines may be towed at the owner's expense. Vehicles in the school parking lots may not display vulgar or controversial images. The school administration will make the final decision in these cases.
5. Parents are urged to have their children ride the school bus to school whenever possible. Due to limited parking space and in the interest of energy conservation, the school encourages carpooling in cases where bussing is not possible.
6. All students driving to school must register their vehicle in the school office.
7. **No student is allowed to drive school vehicles, including four wheelers and lawn equipment.**

## **CLASSROOMS AND GYMS**

No student is allowed in a classroom or either gym **(including locker rooms)** without the presence of a teacher or a coach. Students should refrain from walking on gym surfaces in street shoes.

## **DANCE REGULATIONS**

1. School dances other than Sadie Hawkins, Homecoming, and Prom are available to E. D. White students only.
2. Victory dances will begin immediately after the game ends, and students must enter the dance at this time. Students in uniform, such as football players, band members, cheerleaders, and dance squad members, will be allowed to enter up to 30 minutes after the game ends. No student will be allowed to leave before 11:00 P.M. unless his parent comes to the door to get him.

3. Dance Times:
- |                                 |                  |
|---------------------------------|------------------|
| Homecoming, Sadie Hawkins, Prom | 8:00 - 11:00     |
| Junior High                     | 7:30 - 10:00     |
| Victory Dances                  | postgame - 11:00 |

Parents are requested to pick up their children immediately following the end of the dance.

4. Students are not permitted to enter a school dance after the dance has begun. They may not leave the dance before the dance ends. Advance written permission from the parents or guardian is required for exceptions to be considered.
5. All students attending dances are subject to alcohol tests. No student will be admitted to a dance if there is any indication that alcohol or other drugs have been consumed prior to the dance. (See DRUG USE AND DRUG TESTING POLICY)
6. At all social functions and dances, students are to dress in an appropriate manner and according to guidelines issued. The gowns worn by the girls, including girls from other schools, must conform to the ideals of Christian modesty. Specific guidelines will be published prior to each major dance. Boys are expected to wear coat and tie for formal dances such as Prom; dress shirt, pants, and shoes for semiformal dances such as Homecoming; tennis shoes and jeans are acceptable only at informal dances such as victory dances and Sadie Hawkins. The school personnel in charge will refuse admission to any person who dresses in a manner which violates Christian modesty and good taste. Parents will be contacted.
7. Students are not permitted on the stage or on the shoulders of other students during dances. Inappropriate and provocative dancing are not permitted.
8. Smoking is not allowed at school dances by anyone.
9. Students who seriously violate the rules of good conduct or Christian decency shall be immediately asked to leave the function. Parents will be notified immediately and the Dean of Students shall be informed of the reason for the dismissal as soon as possible. Students who feel that the above regulations are beyond their ability to observe should choose not to attend such functions. Students who are asked to leave a function face corrective action and may forfeit their right to attend such functions.
10. Each E. D. White student is responsible for seeing to it that his or her date observes the above rules and regulations and may receive consequences for his date's actions. A student with a date from another school shall register his date in the Student Life Office. A permission form for an out of school date must be turned in to the Dean of Students prior to the date of the dance. Only E. D. White students are allowed to attend victory dances.
11. Students who have been asked to leave or have been expelled from E. D. White are not allowed to attend any dance without receiving prior permission of an administrator.

## DRESS AND GROOMING

1. At all school-related events, students are expected to dress and groom themselves appropriately and modestly, as befits members of the E. D. White community. At school, all students are expected to dress and groom themselves neatly in accordance with the school's uniform. The uniform must be in proper condition and worn properly. School uniforms must be purchased from official school-approved suppliers.
2. Students are required to wear the I.D. daily either on the school lanyard around their neck or clipped to the uniform shirt collar.
3. Students out of uniform are required to present a note from a parent or guardian to the Dean of Students for approval before school in the morning. The student must show an "out of uniform" notice to each teacher upon entering class. **Any student presenting a medical excuse for not wearing official uniform items must have approval in advance by the Dean of Students.**
4. Students who are in violation of any aspect of the Dress and Grooming Code of the school are to be sent by teachers to the office to receive a uniform violation slip. When a student is not dressed properly for school, it is the responsibility of the parents to bring proper attire to the school so that the student may change. Students may be allowed to return to class when the violation has been corrected. **Students are subject to random uniform checks.**

### **Consequences for dress and grooming code violations: (per semester)**

- 1 to 3 violations—verbal warnings
  - 4 to 6 violations—detention(s)
  - 7 to 9 violations—Saturday School
  - Greater than 9 violations will result in more serious corrective action including suspension or expulsion
  - Students who have reached 9 uniform violations in the first semester will be placed on probation for the second semester.
5. **BOYS** are to adhere to the following regulations:
    - **SLACKS:** Slacks are to be gray and purchased from an official uniform supplier.
    - **SHIRTS:** Shirts may be long or short-sleeve poly/cotton oxford shirts or white knit short-sleeve sport shirts. The shirts will have the official school logo monogrammed on the left side. Each boy will be required to have at least one of the long sleeve white oxford dress shirts and the uniform necktie to wear for pictures, Masses, and for special occasions. The shirt must be neatly tucked in so that the belt is visible.
    - **SHOES:** Boys may choose one of the official uniform shoes to be worn daily:  
Rockport Shakespeare Circle in Burgundy K53881  
Rockport Classic Loafer in Burgundy V76684

## Eastland Oxford Plainview #7150 in brown

Shoes may be purchased from any supplier selling the exact brand, model, and color. Shoes must be worn in the proper manner with heels inside the shoe at all times. Students will be required to purchase new shoes if the structural integrity of the shoe has been compromised and the shoes can no longer be worn properly.

- **SOCKS:** Socks must be worn and must be solid white or black, crew length. Socks may be purchased in the union bookstore. Socks may not be worn folded down below the ankle.
  - **BELT:** Belts must be black, brown or cordovan. Belt buckles must be plain and of modest size.
  - **UNIFORM TIE:** Uniform ties are required and are sold in the bookstore. Ties are to be worn correctly with the top button of the shirt buttoned.
  - **JEWELRY:** Boys may wear wrist watches (smart watches are banned), the official E. D. White class ring, one wristband (religious significance or approved wrist band) and small single strand chains or single leather or rope cords with a small medal of religious significance. Chains on clothing or book bags are not allowed. Earrings are not to be worn on campus during the school day including dress down days.
  - **GENERAL GROOMING:** Boys must be clean-shaven. Beards, mustaches or inappropriate sideburns are not allowed. No extreme hair styles or color. Hair must be short enough to be off the collar, out of the eyes and neat in appearance. Students will receive one warning on hair and then be given two days to comply. If the student does not comply, he will be sent home, unexcused, to get a haircut. Tattoos are not allowed. Shirrtails must remain tucked inside slacks from arrival on campus until the end of the school day.
6. **GIRLS** are to adhere to the following regulations:
- **SKIRTS:** The uniform skirt is a gray and maroon pleated skirt that must be purchased from an official uniform supplier. **The length of the skirt must be no shorter than two inches above the floor when kneeling.** Measurement should be taken all the way around from the floor since some skirts rise up in the back. Students will receive one warning and then be given two days to comply. If the student does not comply, she will be sent home, unexcused, until the skirt is in compliance.
  - **BLOUSES:** The uniform blouse is a long or short-sleeve white oxford blouse of poly/cotton. The girls may also choose a white jersey knit long-sleeve sport shirt of poly/cotton. All girls must have at least one white oxford blouse for pictures, Masses, and for special occasions. All blouses and shirts must have the official school logo on the left front. All undergarments should be white or flesh-colored.

- **SHOES:** Girls may choose one of the official uniform shoes to be worn daily:  
 Bass 560204 Casell in Burgundy  
 Bass Enfield Saddle Shoe Gobi/Driftwood  
 Eastland Oxford Plainview #3150 in brown  
 Eastland Classic II #3924 in Burgundy

Shoes may be purchased from any supplier selling the exact brand, model, and color. Shoes must be worn in the proper manner with heels inside the shoe at all times. Students will be required to purchase new shoes if the structural integrity of the shoe has been compromised and the shoes can no longer be worn properly.

- **SOCKS:** Socks must be worn and must be solid white, crew length or the uniform socks available through the Bookstore. Socks may not be worn folded down below the ankle. During cold weather, tights are permitted under the skirt. Colors must be solid white, black, or gray.
- **JEWELRY:** Girls may wear wrist watches (smart watches are banned), the official E. D. White class ring, one wristband (religious significance or approved wrist band) and small single strand chains or single leather or rope cords with a small medal of religious significance. Girls are allowed to wear one pair of earrings in the ear lobe. Acceptable earrings are limited to 7MM sterling silver or gold ball post earring or a single pearl or single diamond style post earring also no larger than 7MM. No other jewelry is permitted. Chains on clothing or book bags are not allowed.
- **GENERAL GROOMING:** Blouses must remain tucked inside the skirt from arrival on campus until the end of the school day. Students may wear light, natural-looking makeup (no glitter or extremely dark makeup is allowed). Fingernail polish is allowed in solid colors only. No designs, glitter, or multicolor nail polish may be worn. Nails should be of a reasonable length and not distracting. Tattoos are not allowed. No extreme hair styles or color. Hair ribbons, headbands and bows must be red, gray, black or white or uniform material. Ribbons must be solid colors or a combination of the colors stated.

7. **SWEATERS, JACKETS, AND BLAZERS:** These items are not required; however, the only ones allowed are as follows:

**Sweaters** - solid maroon or gray, v-neck or button-front with the E. D. White crest on the left front

**Sweatshirt/fleece pullover**- purchased in the school bookstore

**Windbreaker** - maroon with E. D. White crest on left front

**Blazer** - maroon with the E. D. White crest on the left front, available in styles for boys or girls.

**E. D. White letter jackets** earned by the student may be worn. These jackets may not be altered except for the addition of patches earned through school activities.

**The policy does not allow for any team, club, band, or other**

**organization's apparel to be worn except on official school dress-down days and after dismissal.**

8. **T-SHIRTS:** T-shirts must be solid white only. Students will be asked to remove other t-shirts and will receive a uniform violation.
9. **P. E. UNIFORMS:** All students are to wear regulation P. E. uniforms that consists of the P.E. shirt and shorts that are available only through the bookstore and socks and tennis shoes.
10. **Boxer shorts and pajama pants** are not permitted as outer wear for any school function or activity.
11. **Hats** are not to be worn in the school building during the school day unless as part of a co-curricular practice nor on campus until the end of the school day.
12. **Official uniform suppliers** as of May 30th are Feldgers, Jake's Uniforms, Johnny's Uniforms, and Young Fashions (Baton Rouge).
13. **Dress Down Day Attire** – Students are to listen to announcements and/or check PlusPortals for dress code policies for dress down days. In general, EDW logo shirts, team or spirit shirts may be worn instead of the official white shirt/blouse. Jeans or khaki pants may be worn instead of the gray pants /skirt. Pants must be of appropriate size with no holes or tears and must be worn at the waist. If pants are too tight, they must be accompanied by a large (or long) shirt that falls below the top of the legs. Girls may substitute a maxi skirt (without any slits) for the pants. If clothing is determined to be inappropriate, the student will be removed from class and required to change.
14. The administration is the official interpreter of these guidelines. Anything that distracts from the learning environment or is not in keeping with the intentions of these regulations will not be allowed. Students should check with the administration before purchasing any school clothing that does not conform exactly to these requirements.

### **FOOD OR DRINKS**

No eating is allowed in the school buildings. Eating is restricted to the Student Union or the outside areas during recess and lunch periods. Students are allowed to drink water or other approved liquids only from clear bottles. Students are not allowed in the Student Union during class time to purchase food or drinks. There is to be no eating or drinking in the gym during P.E. classes.

### **GUM CHEWING**

Gum chewing is not allowed in school buildings at all or on campus during school hours.

## **HARASSMENT/THREATS**

Each student at E. D. White has a right to expect that he or she is respected at all times. Thus, any student found engaged in harassing or demeaning conduct on or off school grounds will be subject to corrective action. Such activities may result in extended suspension or expulsion, and students may be required to seek professional counseling before being readmitted to school.

The authorities may be called if a student's statements or actions may result in bodily harm or property damage.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical contact of a sexual nature. Sexual harassment is illegal in schools because it violates federal and state laws. It shows disrespect for its victims, whether they are male or female. Anyone involved in the sexual harassment of another will be subject to corrective action.

Electronic harassment on or off campus violates Christian principles and is illegal. This includes misusing social networks, texting, pictures or video. Authorities may become involved in these types of cases. Students who feel that they are victims of harassment or threats must report the allegations to a school official.

## **HONESTY**

As a Catholic school, we place great emphasis on character building and the development of a personal moral code. Forging a parent's signature, stealing, or willful lying is considered a serious offense and may result in corrective action.

Academic dishonesty includes but is not limited to violation of testing procedures, copying assignments, plagiarism, electronically accessing or attempting to access someone else's folder or account, sharing a password, use of another student's password, or allowing another student access to computer account or files, accessing or intercepting files or data of others or accessing files under false identity. Plagiarism is defined as taking another's writings or ideas and passing them off as one's own.

## **LANGUAGE**

Vulgar, obscene, profane, or abusive language (verbal, written, or electronic communication) shows disrespect and will not be tolerated.

## **LOITERING**

Students are to proceed promptly to the location of any activity which they are attending. Linger in the student parking lots or in front of the gyms is not permitted. Students who do not attend functions such as dances are not to have parents pick them up at school at the end of the function.



## **RESPECT FOR PROPERTY**

Students are to respect the property of the school and of others. Students are expected to pay for any repair or replacement to property that they damage or lose through vandalism, negligence, or carelessness.

## **TOBACCO**

Students are not permitted to smoke or chew tobacco at any time on the school grounds, in school buildings, or while participating in any school activities. Cigarettes, chewing tobacco, matches, lighters, e-cigarettes, vaporizers, and other alternative nicotine products are forbidden on campus.

## **UNAUTHORIZED USE OF ELECTRONIC DEVICES**

Electronic devices (except iPads) are only allowed on campus during school hours (from arrival on campus until 3:00 P.M.) if they are turned off and kept in lockers, purses, or book bags. Any student using\*, misusing or visibly carrying an electronic device during school hours (including text messaging) may be subject to corrective action and the electronic device will be confiscated. The electronic device will be held by the Dean of Students for a period of time before being returned to the parent.

\*For the purposes of this policy, the term use shall mean whenever the electronic device is turned on.

## Student Activities

*We believe that proper balance must be maintained among all phases of school life. It is our duty as Christian educators to teach the importance of balancing time and energy among an array of options that are good and valuable. Our commitment to holistic education requires that we help students develop healthy lifestyles which balance the needs and demands of academics, school activities, social interactions, family responsibilities, spiritual growth, and personal well-being. EMM*

E. D. White offers a variety of co-curricular organizations, activities, and programs that encourages students to develop their leadership skills and talents. The purpose of these many organizations is to broaden students' sense of religious, personal, and social responsibilities. Opportunities for service to peers, school, church, community, and to one's family enable students to put into practice the values taught at E. D. White and to allow for personal development and a sense of self-worth.

All organizations are governed by a constitution, which states the organization's purpose, membership requirements, code of conduct, and by-laws. Each member of an organization will be issued a constitution and is expected to adhere to the policies of its constitution. Off campus behavior that is in violation of the constitution of any club, organization, or group, will be dealt with according to the regulations contained in that group's constitution. Copies of constitutions are made available to parents and students through the club moderators.

All athletes and their parents must sign the athletic code of conduct in order to participate in athletics. This code outlines infractions and specific consequences.

All qualified students may try out for membership on sports teams and in co-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director or the decision of the moderator, in consultation with the Principal, is final. Ordinarily, the Principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

Any activity sponsored by the school will be subject to all school policies and regulations regardless of location. All school-sponsored functions will have a faculty member in charge and they will be supervised by parents and faculty chaperones. A list of the duties of chaperones will be given to each parent who volunteers to help. **Safe environment training is required by the Diocese before parent volunteers may come in contact with students. Training is available online at [www.htdiocese.org](http://www.htdiocese.org).**

Private functions sponsored by students and parents should not be referred to as E. D. White activities.

**Any student failing a course in the previous quarter will not be allowed to miss that class more than one time in the current quarter to participate in or attend any school-sponsored or school-sanctioned activity. A student currently failing a class may be denied release time from classes as well.**



## E.D. White Athletic Participation/Parental Permission Contract

**Athlete's Name:** (PRINT) \_\_\_\_\_  
(Last) (First) (Initial)

**School Year:** 2018 - 2019

The E.D. White Athletic Department would like to welcome you into our program. By the use of this contract, we would like you to know some of the basic rules and policies of the Louisiana High School Athletic Association and the E.D. White Athletic Department. Before a student's participation in a sport will be allowed, the athlete and his/her parents must sign the contract, and the contract must be returned to the appropriate coach.

### LHSAA Eligibility Requirements

**Age:** You cannot become 19 years of age prior to September 1, of this school year (2017-2018)

**Scholastic:**

1. To be eligible for the first semester of the 2017 - 2018 school year, a student shall have earned at least six (6) units from the 2016-2017 school year which shall be listed on the student's transcript and shall have at least a "C" average as determined by the Local Education Authority when considering all "graded" subjects.
2. To be eligible for the second semester of the 2017-2018 school year, a student shall pass at least six (6) subjects from the first semester of the 2017-2018 school year.

**Transfer:** If at any time a student transfers from one member school to another member school in the same parish, the student shall become immediately **INELIGIBLE** for a period of one calendar year from the date of enrollment/attendance in the second school.

#### **Medical**

**Examination:** You must pass a physical examination given by a physician licensed to practice medicine and complete an LHSAA medical history evaluation form prior to participating.

### ***E.D. White Policies***

**Injuries:** Unless the injury is an emergency, the athlete should see their family doctor.

**Insurance:** Since our insurance company is a secondary carrier, you must file with your personal insurance company for the claim to be valid with our company. This should be done as soon as possible after the injury. Claim forms are available through the Dean of Students' office.

**Travel:** Athletes are required to travel with his /her team to and from an athletic contest, except when arrangements have been made otherwise.

## **Athletic Code of Conduct:**

We believe that being an E.D. White Catholic High School athlete is a student choice, thereby a privilege, one that along with being a great honor, carries with it responsibilities. As an EDW Catholic athlete, our young people have a standard to uphold: one of positive leadership, character, responsibility, competitive spirit and integrity. It is imperative that all students taking part in athletics understand the following responsibilities and rules. The athletic director and the respective head coach have the right to remove the privilege of participation.

The following are expected of an EDW Catholic athlete:

1. That proper behavior and respect toward others will reflect positively on the team, and in the E.D. White Catholic Community. A positive reflection is the only desirable one for your team.
2. That you understand that individual recognition and accomplishments are the result of teamwork.
3. That you will accept and respect the decisions of your coaches to be in the best interest of the team. Any concerns should be discussed privately and in an appropriate manner with your coach.
4. **Athletes are expected to uphold a strict policy of no tobacco/nicotine use in any form, no alcohol consumption in any form, no drug/chemical use in any form, and no use of mind altering substances.**
5. **An athlete should not be in the company of any individual who engages in any of the above mentioned activities (as stated in rule #4).**
6. **An athlete is expected to uphold these standards and abide by the Code of Conduct 365 days per year, 7 days per week, and 24 hours per day.**

**Disciplinary Action:** If there are no prior disciplinary incidents involving a student athlete, the following disciplinary action must be taken by all coaches.

A **first offense** would result in suspension for 10% of the regular scheduled games for the sport that the athlete is playing when the infraction occurred or for the upcoming season, if the infraction occurred outside of an athlete's sport season. The suspension would take effect for the game(s) scheduled immediately after the infraction was detected. The only other consequence may be in the form of additional conditioning. The type and amount of additional conditioning should be explained to the parents and athletes prior to the beginning of the sports season.

A **second offense** would result in suspension from contests in that particular sport for the remainder of that school year. An underclassman would be required to attend all practices if he expected to participate the following year.

A **third offense** would result in suspension from athletics for the remainder of the athlete's high school years.

If there has been a criminal offense involved in a disciplinary incident by a student athlete, a coach always reserves the right to suspend an athlete from his squad after the first offense with the approval of the Athletic Director and the School Administrator.

This contract outlines the major regulations of the athletic department and the type of conduct expected of E.D. White athletes. However, it is impossible in any contract to include all of the details of what is appropriate and inappropriate conduct. Any conduct, which violates published or announced regulations of the school, deviates from what is generally considered good behavior, or is contrary to Christian principles may be subject to appropriate disciplinary action by the athletic department.

Violations also include but are not limited to the following:

1. The athlete hosting a gathering or party where alcohol, tobacco, or drugs are possessed/consumed.
2. The athlete being in a bar room or club that serves alcohol.
3. The athlete openly discussing or admitting to possessing or consuming alcohol, tobacco, or drugs.
4. Photographs or videos on social media where the athlete is consuming or in possession of alcohol, tobacco, or drugs.
5. References on social media by the athlete regarding the possession or use of alcohol, tobacco, or drugs.

**2017-2018 E.D. White Catholic High School Athletic Code of Conduct**

I have read the E.D. White Catholic High School Athletic Code of Conduct and agree to abide by its terms and conditions.

Athlete's Name: (PRINT) \_\_\_\_\_  
(Last) (First)

Athlete's Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read the E.D. White Catholic High School Athletic Code of Conduct and agree to support my child in upholding the requirements of being an athlete and abiding by the Code.

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Edward Douglas White Catholic High School**

### **Acceptable Computer Use Policy**

#### **Mission Statement:**

E. D. White Catholic High School is an educational institution that empowers students to become self-directed, continuous learners guided by the mission of the Catholic Church to spread the Gospel message of Jesus Christ to all people. Through the efforts of qualified teachers and experienced administrators who have implemented technology into instructional programs, the school fosters the development of ethical and responsible citizenship needed in the global technological society of the future.

#### **Internet Access:**

Internet access is available to students and faculty at E. D. White Catholic High School to promote research, resource sharing and communication. With the access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting.

#### **Acceptable Use Guidelines:**

The Diocesan Acceptable Use of Technology form (which follows) must be completed by both the student and parent at the beginning of each school year.

These guidelines are provided to ensure efficient, ethical, legal, and proper utilization of computer network resources in accordance with the mission of E. D. White Catholic High School. If an E. D. White Catholic High School student user violates any of these provisions, his/her use will be terminated and future access could be denied. Students are also subject to disciplinary action including suspension or dismissal as outlined in the Student Handbook.

The use of all computers must be in support of education and research and consistent with the mission of E. D. White Catholic High School. E. D. White Catholic High School reserves the right to prioritize the use and access of the school's computers.

1. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.
2. Transmission of any material in violation of any national or state regulation is prohibited. This includes but is not limited to copy righted, threatening, or obscene material.
3. Users are expected to abide by generally accepted rules of the network etiquette and behave in an ethical and legal manner. In communicating with others via the network or Internet, be polite and courteous. Language used must be non-threatening and never obscene or offensive.
4. School email (edwcardinals.org) and blogging are allowed within a classroom setting only and under the supervision of a faculty member.
5. Students will respect the privacy of other users on the school network and Internet at all times. Accessing or attempting to access folders other than one's own will result in corrective action.
6. Users of the Internet must be aware that any actions taken by them must maintain the integrity of and be consistent with the mission of E. D. White Catholic High School. Therefore, violations on or off campus of any of the conditions of use will be cause for corrective action.
7. At no time should students share their password, use another student's password, or allow another student access to their computer account or files. Students should not access or intercept files or data of others nor use the password of others or access files under false identity.

#### **Vandalism:**

Corrective action will result for acts of vandalism, which include, but are not limited to

- any malicious attempt to harm or destroy any data, hardware, or software

- any actions that may disrupt the running of the network or a classroom assignment
- changing network and software configurations
- changing any settings or attempting to circumvent security measures on any computer in the school

**Disclaimer:**

The policy is not intended to prevent the supervised use of computers and the Internet while under the direction of a faculty member or approved user acting in conformity with school procedure.

**Parents are encouraged to visit online social-network sites such as Facebook, Twitter, Instagram, Vine, Snapchat, etc. in order to become more aware of Internet activities.**