



Edward Douglas White
Catholic High School
Student Handbook
2025-2026

Approved by
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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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Contents

Introduction	
Imparting the Catholic Faith.....	6
Admissions and Retention.....	7
Communication and Community Connection.....	9
Health and Safety.....	11
Academics.....	18
Attendance.....	23
Personal Behavior.....	26
Dress and Grooming.....	31
Facilities and Services.....	36
Dances and Social Functions.....	39
Student Activities.....	40
Bell Schedules.....	42
Athletic Contract and Code of Conduct..	43
Acceptable Computer Use Policy.....	46
Diocesan Policy on Bullying.....	48
Classroom Artificial Intelligence Policy...	52
Student Artificial Intelligence Policy.....	54

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. Changes to the handbook mid-year will be promulgated through email notification.

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.

Vision Statement

In God we base our goals in life and then we carry on....in faith, through service, with purpose.

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 59 years the school has experienced growth in its student body, with a current enrollment of approximately 770. The staff consists of dedicated lay women and men.

+ **Partners in Mission (PIM)** is a document written by the School Leadership Committee of the Brothers of the Sacred Heart in the United States 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 was written in 2019. Any quote in this handbook followed by "PIM" 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.

-PIM

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.

IMPARTING THE CATHOLIC FAITH

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 Consultative Board, Superintendent of Schools, and/or Bishop of the Diocese of Houma-Thibodaux.

CELEBRATION OF THE SACRAMENTS

The school celebrates the sacraments through daily mass, monthly mass, adoration, and penance when priests are available.

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.

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.

SERVICE AWARENESS PROGRAM

We devise and implement prudent and bold initiatives such as food drives, mission trips and other service opportunities to respond to the needs of all students, especially those who are poor, neglected, or de-Christianized.

-PIM

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.

ADMISSIONS AND RETENTION

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.

FINANCIAL ASSISTANCE

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

REGISTRATION

Registration takes place in late February or early March. A non-refundable registration fee for each child must be paid at the time of registration.

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.

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.

WITHDRAWAL PROCEDURES

To officially withdraw a child from E. D. White, a parent or guardian must 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. 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: (Registration fees are nonrefundable.)

<u><i>Withdrawal Time</i></u>	<u><i>Percent Reimbursed</i></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%

COMMUNICATION AND COMMUNITY CONNECTION

COMMUNICATION

Every good parent and educator knows that demonstrating love to young people always involves setting limits, communicating clear and reasonable expectations, and providing accountability to ensure that the young person meets these expectations.

-PIM

Good communication between parents and school is essential. Some of the methods the school uses include a calendar of events via Google, quarterly report cards, 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.

CONSULTATIVE BOARD

The E. D. White School Consultative Board assists the school administration in establishing major policies in keeping with the diocesan policies. It also recommends approval of the budget and sets tuition. The board does not get involved in the hiring and firing of personnel or the everyday operation of the school.

The board is composed of parents, alumni, clergy and other community members who have an ardent desire to ensure that E. D. White remains a strong Catholic institution. Per diocesan policy, participation on the board by current parents is limited to 40%, thus the majority of the board is composed of non-parent volunteers.

CONTACTING HOME

The telephone in the Student Life Office is available to students if they need to contact home. Students are not permitted to use their cell phones for any purpose from arrival on campus until the final dismissal bell. Messaging on iPads should not be used to communicate during the school day.

DISTRIBUTION OF PRINTED MATTER AND SELLING ITEMS

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

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 fundraiser should complete and submit a fundraising request form to the Advancement Office by the appropriate deadline.

MESSAGES AND DELIVERIES

Parents are to phone the school office to leave messages for their children in cases of **emergency**. Parents are not to bring items 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. 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 before parent volunteers may come in contact with students. Training is available online at www.htdiocese.org.**

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.**

HEALTH AND SAFETY

AUTOMOBILES AND PARKING

1. **All students driving to school must register their vehicle in the school office**
Students driving cars to school who do not have an assigned spot are to park along East 7th Street or in the shell lots at Peltier Park. They are not to park in the driveways, in front of the gym, in front of the band room, or in other restricted parking areas. Vehicles are not allowed to display vulgar or controversial words or pictures.
2. Parking lots behind school (Lot C) and behind the band room (Lot D) as well as on Cardinal Drive along the stadium (Lot E) have numbered spots. These spots will be assigned to Faculty and Staff and Seniors first. Remaining spots will then be made available to Juniors on a first come, first served basis through the Student Life Office. No one should park in a numbered spot if it has not been assigned to them.
3. Students are not to remain in parked vehicles after 7:30 A.M.
4. Students are not allowed to return to their cars at any time during the school day without administrative approval.
5. A student riding in a car with other students may share in the responsibility for any misbehavior within the group.
6. Due to limited parking space and in the interest of energy conservation, the school encourages carpooling.
7. No student is allowed to drive school vehicles, including four wheelers and lawn equipment.

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 Pere` Menard building to the Strength and Conditioning building, and from the school buildings to the back property line. Students are not allowed to congregate in outside stairwells or parking lots. Students may visit the Prayer Garden and Grotto for prayer. To maintain an atmosphere of reverence, lunch and snacks are not allowed in these areas.

Students are not allowed to use the restrooms in Pere` Menard Hall or the main building during lunch. Restrooms are available in the Student Union.

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 7:00 A.M. and supervision will be provided. After school supervision is provided until 3:30. 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.

Students are not allowed in locker rooms without adult supervision.

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.
- may 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, refusing to be tested, 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.

FOOD OR DRINKS

Eating is allowed in the school buildings before school and at recess. Eating is restricted to the Student Union or the outside areas during lunch periods. Students are allowed to drink water in class at the teacher's discretion. 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 or on campus during school hours.

HEALTH RECORDS

Health records must be updated at the start of each school year. Parents are asked to notify the Student Life Office of any special medical problems their child may have.

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

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.

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 Student Life Office for them to take in the presence of their parent. Whenever it is necessary for a student to take any medicine at school, a parent should complete the appropriate medical forms and bring them along with the medication to the Student Life Office before school in the morning. **The school will not administer any type of non-prescribed medication such as Tylenol, aspirin, or Pepto-Bismol unless a completed Medication Administration Form is on file with the school nurse. 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.**

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.

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, distance learning, 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.

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.

SEARCH AND SEIZURE

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. **An individual assumes ownership of any contraband found in his/her possession.**

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

The Diocese of Houma-Thibodaux 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 Athletic 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 on the school lanyard around the neck.** 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.

SUICIDE PREVENTION

Protecting the health and well-being of all students is of utmost importance to us. E. D. White has adopted a suicide prevention policy which will help to protect all students through the following steps:

- 1) Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
- 2) E. D. White has designated the Counseling Department as a point of contact for students in crisis and to refer students to appropriate resources.
- 3) When a student is identified as being at risk, they will be assessed by a school counselor who will work with the student and parent to help connect them to appropriate local resources.
- 4) Students will have access to national resources which they can contact for additional support, such as:

➤ **Suicide and Crisis Lifeline is now 988.** Their website is www.988lifeline.org

5) All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or are otherwise in need of help.

6) Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

TOBACCO/NICOTINE AND MIND-ALTERING SUBSTANCE DELIVERY DEVICES

Students are not permitted to smoke, vape, juul, 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.

Since the content of vaping devices or juuls cannot be determined at school, the device must be suspected to contain some form of mind altering substance. Any student possessing or using this type of device will fall under the drug use and testing policy. This will also count as a violation of the Code of Conduct for athletes and all other performing groups. Any student congregating with someone possessing or using this type of device may be placed in the drug use and testing program.

Selling or providing any of the above items is a serious offense and may result in removal from school.

VISITORS

All visitors, including parents and graduates, are required to report to the school's main office immediately upon arriving on campus. Visitors will be required to sign in and will be issued a Visitor's Pass. The pass must be displayed prominently at all times and returned to the main office prior to departure.

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.

ACADEMICS

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>	<u>Grade</u>	<u>Quality Points</u>
90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
60-69	D	1.00
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, health, algebra I and/or earth science 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 specified AP course. Transfer students will be given honors credit for honors and specified 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:	5 credits **
Social Studies:	4 credits *
Foreign Language Elective:	2 credits
Fine Arts Elective:	1 credit
Personal Finance:	.5 credit (beginning with Class of 2028)
Other Elective:	1 credit

Total: 26.5 credits**

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

**Beginning with the class of 2028, 26.5 units will be required for graduation for any student attending EDW from grades 8-12.

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 ten honors/AP courses.
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 three 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.) The salutatorian is an honor graduate who has attended E. D. White for at least three

years and who has earned the second highest weighted cumulative grade point average. Grade point averages are reported to the hundredths place. In the event that two or more students are tied for valedictorian, no salutatorian will be named.

8. Placement into Honors or AP Courses

Students must maintain an average of **93.5% or higher** across the **four academic quarters** in the relevant subject area to be considered for the initial placement into Honors or Advanced Placement (AP) courses. This requirement reflects the academic rigor and expectations of advanced coursework and ensures students are prepared for the increased challenge and pace of these classes. Students will be evaluated annually to remain in Honors or AP coursework for subsequent years.

9. 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 school counselor may be contacted.

SCHEDULING

Course scheduling is part of the registration process. Parents approve their child's course selection requests online. After requests are submitted, there is a \$25.00 fee for a schedule change. No requests for changes will be honored after the 1st of May unless warranted by a teacher recommendation.

TAYLOR OPPORTUNITY PROGRAM FOR STUDENTS (TOPS)

The TOPS 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.

TEXTBOOKS

Textbooks may be issued in two forms, digital and print. Students must have adequate storage available in their iPads for digital textbook use. **All textbooks must be covered at all times.** The student's name must be written in ink in the book on the line provided. 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. 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.

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 tutoring. Details regarding dates, times, and locations will be announced at the start of the school year.

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) or email (edwstudentlife@htdiocese.org) **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. Ensure that the doctor is licensed and currently practicing. 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. The State of Louisiana allows for six non-exempted absences per semester.

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.

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

Non-Exempt: The absence is counted against the attendance requirement such as in the case of personal illness documented by a parent's note. The student is mandated to make-up time for any non-exempted absences beyond the six non-exempted absences per semester allowed by the State of Louisiana attendance policy.

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.

Students organizing or participating in any type of group absence such as a “skip day” will be given an unexcused absence in addition to being subject to disciplinary action.

In the event of unexcused absences, the student is responsible for the subject matter covered and must turn in assignments incurred during the 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 complete period and less than 3 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 send the student to the office.
 - 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, placed on attendance probation, or asked to withdraw.
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 that course.
13. **Appointments:** As much as possible parents should schedule appointments after school hours. Appointments should not be scheduled during school-wide masses, class retreats, or during standardized testing. When it is necessary for a child to leave campus during the school day, the parent must write a note for the student to present to the Dean of Students **before school on the day of the appointment** or send an email to edwstudentlife@htdiocese.org.

PERSONAL BEHAVIOR

BEHAVIOR PHILOSOPHY

A critical component of the holistic perspective in the tradition of Father Coindre's charism is a disciplined love that seeks to direct, motivate, correct, and support each young person along his or her life journey.

-PIM

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. In general, the student must cooperate in advancing the educational process and in maintaining the integrity of E. D. White Catholic High School.

SPECIAL NOTE: It is not 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

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

Our emphasis is on a style of discipline that admonishes and corrects, but at the same time teaches and encourages. While we expect and demand respect for authority and adherence to rules and regulations, we advocate discipline that is respectful of the dignity of the individual, is consistent and fair, and is based on a relationship of mutual trust and cooperation. Understood in this context, friendly discipline is a pure expression of compassion.

-PIM

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, discipline or violation of the drug use policy. 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.**
6. **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 or mind-altering substances 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
10. Selling or trafficking substances illegal for minors to purchase or possess

Infractions which **WILL** result in a **Discipline Committee hearing or expulsion**, 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. Violation of the drug testing policy for a third time.

7. **Discipline Committee:** A Discipline Committee was established to address the most severe discipline infractions or students who have failed to correct their behavior after repeated opportunities to adhere to the policies and procedures established by the school. The committee meets when needed and serves in an advisory role to the principal. The committee has the authority to recommend various corrective actions and/or supportive programs as well as dismissal from the school.

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, violation of the school's A.I. policy, 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. The penalty for academic dishonesty is a grade of zero for that assignment or assessment.

LANGUAGE

Vulgar, obscene, profane, or abusive language (verbal, written, or electronic communication) shows disrespect and will not be tolerated. Racially charged language or racial slurs are not allowed.

MUSIC

All music played on campus whether at practices, games, recess or on announcements should be in keeping with Christian principles and must be approved by the moderator, coach, Athletic Director and Dean of Students. The music should be free of any vulgar language whether spoken or implied. It should not have any language that degrades any group(s) of people.

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.

UNAUTHORIZED USE OF ELECTRONIC DEVICES

Electronic devices (except iPads) are only allowed on campus during school hours (from arrival on campus until dismissal from last class) if they are turned off and kept in bookbags or purses. Any student using* or carrying an electronic device on their person may be subject to corrective action and the electronic device may be confiscated. The electronic device will be held by the Dean of Students. Devices that were just being carried will be returned at 3:00 in the Student Life Office. Parents will be contacted for devices that were used without authorization and will only be released to the parent.

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

Phones or iPads and their use are not allowed in locker rooms or restrooms. If found, these devices will be confiscated.

iPAD

Information about the proper care, operation and use of the iPad can be found in the iPad Acceptable Use Policy (AUP). The iPad is to be considered an educational tool. It should be fully charged and ready for use in class each day. It should only be used at

the direction of your teacher. Any misuse of the iPad can be subject to disciplinary action.

Ear buds or headphones are only allowed under direct teacher supervision.

DRESS AND GROOMING

At all school-related events, students are expected to dress and groom themselves appropriately and modestly. General grooming guidelines apply to all co-curricular activities. At school, all students are expected to dress and groom themselves neatly in accordance with the school's uniform policy. The uniform must be in proper condition and worn properly. School uniforms must be purchased from official school-approved suppliers. **Students are subject to random uniform checks.**

Students are required to wear the I.D. daily either on the school lanyard around their neck or clipped to the uniform shirt collar.

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.**

Students who are in violation of any aspect of the Dress and Grooming Code of the school are to be sent 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.

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.

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, white knit short-sleeve, or white moisture-wicking material 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:** Florsheim Burgundy 17058-05
Rockport Burgundy
Sebago Classic Burgundy
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 have a small logo near the top. 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. Sideburns may not be longer than the bottom of the opening of the ear and may not flair or come to a point. No extreme hair styles or color. Hair must be short enough to be off the collar, may not contact the eyebrows and must be neat in appearance as determined by the Dean of Students. Hair cannot be bulky or appear unkempt. 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. Shirttails must remain tucked inside slacks from arrival on campus until the end of the school day.

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. Skirts may not be rolled down at the waist.
- **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 Whitney Penny loafer in Burgundy
Bass Enfield Saddle Shoe Gobi/Driftwood
Eastland Oxford Plainview #3150 in brown
Eastland Classic II in Burgundy
Sebago Loafer 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 and crew length. Socks may have a small logo near the top. Socks may not be worn folded down below the ankle. During cold weather, tights are permitted under the skirt. Colors for tights 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 chain or single leather or rope cord with a small ornament provided that it is not distracting from the uniform. Girls are allowed to wear two pairs of earrings in the ear lobe provided that it is not distracting from the uniform. One ring may be worn on each hand. 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.

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.

Hoodies or hooded jackets are not allowed on uniform days.

Official team or other organizational jackets must be approved through the Dean of Students prior to being worn at school on uniform days.

T-SHIRTS: T-shirts worn under the school uniform shirt must be solid white. Students will be asked to remove other t-shirts and will receive a uniform violation.

P. E. UNIFORMS: All students are to wear regulation P.E. uniforms that consist of the P.E. shirt and shorts that are available only through the bookstore and socks and tennis shoes.

Boxer shorts and pajama pants are not permitted as outer wear for any school function or activity.

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.

Official uniform suppliers are Felgers, Jake's Uniforms, Johnny's Uniforms, and Young Fashions (Baton Rouge).

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 (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.

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 clothing that may not conform exactly to these requirements.

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 first semester 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 varsity dance squad. Students must be currently enrolled or have graduated in good standing to receive the letter jacket. Any exception to these guidelines must be approved by the administration.

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.

FACILITIES AND SERVICES

T-DOUG'S BOOKSTORE

The bookstore is located in the Student Union. The bookstore will be open during the lunch periods daily and before school. The bookstore will have available P.E. uniforms, uniform sweatshirts, socks, uniform ties, school supplies, art supplies, and spirit items.

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.

COUNSELING CENTER

Staffed by professional school counselors and a full-time assistant, the school counselors strive to address all students' academic, career and social/emotional development needs by implementing a comprehensive school counseling program that promotes and enhances student success. The counselors strive to help a student recognize and achieve full potential including spiritual, moral, personal, and academic development in a way that seamlessly integrates faith and life.

Direct student services include teaching the school counseling curriculum to students; assessing student abilities, interests and achievement to help them make decisions about their future; and providing assistance and support to students during times of transition, heightened stress, critical change or other situations impeding student success. School counselors do not provide therapy or long-term counseling. They are, however, prepared to recognize and respond to student mental health needs and to assist students and families seeking resources. School counselors are available for consultation on strategies to support student achievement and to collaborate with other educators and parents.

School counselors see students on referral from teachers and at the request of students and/or parents. Grade level counselors meet with every student in their charge at least one time each semester. Counselors are available to confer with parents and to serve as a source for referral to professionals and outside services in the community.

The counselor's primary obligation and loyalty is to the student. The information shared in a counseling session with the student will be treated with the utmost respect and confidentiality. However, professional ethical standards require counselors to disclose information to parents of minors when sharing such information may protect the student or others from harm. In addition, it may be necessary to inform school officials of any information that becomes known through a counseling session involving the following (but not limited to):

- Actions or intent to harm himself or others
- Actions or intent to engage in life threatening, illegal or immoral actions
- Actions or intent to harm school property

Every effort will be made to notify the student in advance of the counselor's obligation and intention to disclose such information.

The counselors also evaluate a student's current progress in school and provide academic, vocational and college planning. The counselors use the comprehensive Naviance program to assist a student with college selections, scholarship searches, career assessments and resume building. The Counseling Center hosts a college information seminar for juniors, arranges school visits by individual colleges, and participates in an annual college fair for students and their parents.

LOCKERS

Lockers are available upon request from the Student Life Office. 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 Student Life Office. Any article left around school will be taken there. **The school is not responsible for the loss of or damage to students' personal belongings.** Items not claimed by the end of a semester will be donated to Jim Dandy Store.

LUNCHES

Students are not allowed to leave campus for lunch or have lunches delivered. 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.com 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.

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.

MEDIA CENTER

The media center is available for student use Monday through Friday from 7:30 A.M. to 3:30 PM (12:30 on exam days). Food, drinks, and gum are not allowed in the media center. Refer to PlusPortals for circulation procedures, fines, fees and tools.

STUDENT UNION

The Student Union is open to students before school at 7:00 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, to refrain from sitting on the table tops, and to refrain from loud behavior or horseplay.

TESTING PROGRAM

E. D. White provides a comprehensive, objective testing program to assist the student in a variety of areas. The following is a brief outline of the testing administered at the various grade levels:

- 8th and 9th grades Spring Testing – PreACT 8/9 is an early practice experience for the ACT test. It also provides an early indicator of college and career readiness that helps identify areas of academic strength and opportunity.
- 10th Grade Spring Testing – PreACT is a multiple-choice assessment that also provides 10th graders with a short practice for the ACT test.
- 10th and 11th Grades Fall Testing- PSAT/NMSQT (Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test): A College Board standardized test administered to juniors and sophomores who apply.
- 11th Grade - ACT: College entrance test for admission and scholarship consideration both in and out of state. Spring testing is required for all juniors and is given at school on an ACT authorized testing date.

Students requesting accommodations for standardized testing should contact their test coordinator well in advance of the posted deadline for registering for the PSAT or ACT national test date. With parental consent, E. D White provides information to ACT or the College Board on documentation of diagnosis, school approved accommodations and the student's use of those accommodations. E. D. White does not make the determination of which students are approved for ACT and College Board accommodations nor do we determine which accommodations the approved student is offered. This is strictly a decision of the testing company.

Approved examinees may be placed into either a National test center or into a special testing center, depending on the accommodation(s) approved and test option. E. D. White does serve as an ACT Special testing site for our students only. The special testing is administered on a national test date. Students approved for testing over multiple days should expect to test on the Saturday and Sunday of the national test date weekend. Test space is limited. Seats are assigned with preference given to juniors and seniors.

All students enrolled in AP courses take a national AP exam at the end of the school year. AP exams are standardized exams designed to measure mastery of content and skills presented in AP classes. AP students have an opportunity to earn college credit when mastery is demonstrated on AP exams.

WORK PERMITS

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

DANCES AND SOCIAL FUNCTIONS

School dances other than Sadie Hawkins, Homecoming, and Prom are available to E. D. White students only.

Dance Times:

Homecoming, Prom	8:00 - 11:00
Spring Dance	7:30 - 10:00
Victory Dances	postgame - 11:00

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

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.

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)

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 a 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. 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.

Students are not permitted on the stage or on the shoulders of other students during dances. Inappropriate and provocative dancing is not permitted.

Smoking/vaping is not allowed at school dances by anyone.

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. 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.

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.

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.

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.

STUDENT ACTIVITIES

E. D. White offers a variety of co-curricular organizations, activities, and programs that encourage 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 pertaining to our athletic programs.

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.**

Private functions sponsored by students and/or 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.



Edward Douglas White Catholic High School

2025-2026 Bell Schedules

1 Regular (50 min. Classes)	2 AM Assembly (40 min. Classes)	3 PM Assembly (46 min. Classes)	4 EXAM	5 Homeroom (46 min. Classes)
7:58 Warning Bell	7:58 Warning Bell	7:58 Warning Bell	7:58 Warning Bell	7:58 Warning Bell
8:00 - 8:51 1st Period Prayer	8:00 - 8:41 1st Period Prayer	8:00 - 8:46 1st Period Prayer	8:00 - 8:05 Prayer & Announcements	8:00 - 8:47 1st Period Prayer
8:54 - 9:44 2nd Period	8:44 - 9:24 2nd Period	8:49 - 9:35 2nd Period	8:05 - 9:35 Exam	8:50 - 9:36 2nd Period
9:44 - 9:59 Recess	9:24 - 10:42 Announcements & Assembly	9:35 - 9:50 Recess		9:39 - 10:09 Homeroom
10:02 - 10:07 Announcements	10:42 - 10:56 Recess	9:53 - 9:58 Announcements	9:35 - 9:50 Recess	10:09 - 10:24 Recess
10:07 - 10:57 3rd Period	10:59 - 11:39 3rd Period	9:58 - 10:44 3rd Period	9:53 - 11:23 Exam	10:27 - 11:13 3rd Period
11:00 - 11:50 4th Period	11:42 - 12:22 4th Period	10:47 - 11:33 4th Period		11:16 - 12:02 4th Period
11:50 - 12:20 LUNCH I	12:22 - 12:50 LUNCH I	11:33 - 12:03 LUNCH I		12:02 - 12:32 LUNCH I
11:53 - 12:43 5th Period	12:25 - 1:05 5th Period	11:36 - 12:22 5th Period		12:05 - 12:51 5th Period
12:23 - 1:13 6th Period	12:53 - 1:33 6th Period	12:06 - 12:52 6th Period		12:35 - 1:21 6th Period
12:43 - 1:13 LUNCH II	1:05 - 1:33 LUNCH II	12:22 - 12:52 LUNCH II		12:51 - 1:21 LUNCH II
1:16 - 2:07 Prayer & Announcements & 7th Period	1:36 - 2:17 Prayer & Announcements & 7th Period	12:55 - 1:42 Prayer & Announcements & 7th Period		1:24 - 2:11 Prayer & Announcements & 7th Period
2:10 - 3:00 8th Period	2:20 - 3:00 8th Period	1:45 - 2:31 8th Period		2:14 - 3:00 8th Period
		2:31 - 3:00 Assembly		



E.D. White Athletic Participation/Parental Permission Contract

Athlete's Name: (PRINT) _____
(Last) (First) (Initial)

School Year: 2025 - 2026

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 (2025-2026)

Scholastic: 1. To be eligible for the first semester of the 2025 - 2026 school year, a student shall have earned at least six (6) units from the 2024-2025 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 2025-2026 school year, a student shall pass at least six (6) subjects from the first semester of the 2025-2026 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.

2025-2026 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.



CATHOLIC SCHOOLS

DIOCESE OF HOUMA ♦ THIBODAUX

I. Purpose/Rationale

“Let the little children come to me and do not hinder them. It is to just
such as these that the Kingdom of God belongs.”
Mark 10:14

Acknowledging that all of creation is rooted in the teachings of Christ, our Savior, the Diocese of Houma-Thibodaux establishes an Anti-Bullying Policy that is rooted in the social teachings of the Church. We recognize these principles:

- God created each person as a unique individual, created in the image and likeness of God and endowed with undeniable dignity. (Genesis 1:27)
- As children of God it is our destiny to grow in “wisdom, age, and grace.” (Luke 2:52)
- Catholic Social Teaching perceives an obligation to work to create conditions in which the unique dignity of each person is respected and all human rights are protected. (Luke 4:18-19)

The Diocese of Houma-Thibodaux is committed to exposing all students to the teachings of the Catholic Church in order that they may reveal Christ to the world. Our goal is to build a worthy upcoming generation that is cooperative, unselfish, respectful, and tolerant of others. Our educational approach is characterized by the integration of Christian truths and values within the framework of the learning experience. Therefore, we are committed to providing a loving, positive, and safe learning environment for all students.

Bullying has a negative effect on the faith community, creates a climate of fear, and inhibits students’ ability to learn. Bullying may destroy respect for the dignity of the student, may undermine the Christian atmosphere of the school, and may deprive the student of a safe and caring learning environment. It may touch the bystander by desensitizing them to aggressive and derisive behavior, and may adversely affect the long-term emotional and social development of the bully.

Individuals who are bullied may begin to develop a perceived lack of value and self-esteem and experience feelings of isolation. They may have difficulty learning and worry about their personal safety. A person who is bullied may have trouble establishing and maintaining long-term relationships. Ultimately, someone who experiences bullying may become angry and aggressive or develop deep-seated emotional or psychological problems.

Jesus Christ clearly commands us to “love your neighbor as yourself” in the Gospel of Matthew 22:39. Therefore, the Diocese of Houma-Thibodaux adopts an Anti-Bullying Policy in order to preserve the dignity of all and to further promote the Gospel and teachings of Christ.

II. Scope

The Diocese of Houma-Thibodaux believes that any and all forms of bullying are unacceptable behaviors. Therefore, all statements or actions of student-on-student bullying made at any time, including on campus, during or at school-sponsored events, while traveling to or from a school-related activity, or off-campus, will not be tolerated. All students, teachers, and other school employees shall take appropriate measures within the scope of their individual authority to prevent bullying.

III. Definition of Bullying

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action, or communication intended to cause harm, fear, or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often, but not always involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate any of the foregoing but perpetuates it.

Examples of bullying, as defined above, may include, **but are not limited to:**

<u>Verbal (overt)</u>	<u>Physical (overt)</u>	<u>Social/Emotional (covert)</u>
Name-calling/Put downs	Hitting	Relational Aggression
Insults	Kicking	Manipulating Friendships
Racial Comments	Spitting	Gossip
Harassment	Pushing	Intimidation
Sexist Comments	Inappropriate Gestures	Written Notes
Teasing/Taunting	Tripping	Electronic Misuse/Text Messages
Threatening/Extortion	Stealing	Social Media (Cyberbullying)

Nor will retaliation in response to bullying be tolerated.

IV. Reporting Bullying

The principal or the principal's designee is responsible for receiving complaints of alleged bullying. All school-based employees are required to report alleged bullying to the principal or the principal's designee. All other members of the school community including students, parents/guardians, volunteers, and visitors are encouraged to report bullying.

Any member of the school community who has information that bullying has taken place may file a report of bullying, whether a victim or witness. Any student (and/or the parent or guardian on that student's behalf if the student is a minor) who believes he/she is a victim of bullying is strongly encouraged to report bullying in writing to a school official.

False reports of or retaliation for bullying also constitute violations of this policy.

Administrators/principals' designee(s) should document in writing any complaints about bullying. Confirmed cases of bullying should be documented in the school information system.

V. Investigating and Responding to Bullying

The Principal bears the ultimate responsibility for investigating complaints of bullying. If the Principal so chooses, she or he may designate another member of the administrative team to act as her or his designee.

Investigation of complaints of bullying should consist of personal interviews with the various individuals who may be involved or have pertinent information regarding the alleged bullying. Interviews with the alleged victim, the alleged perpetrator, and all witnesses will be conducted separately. At no time shall the alleged victim and the alleged perpetrator be interviewed together.

When interviews are complete and all information collected, the Principal or his or her designee will determine whether the actions complained of constitute “bullying” as defined in this policy and, if so, referral of such to the proper disciplinary authority within the school.

Conduct that is determined to be bullying in nature will generally warrant some sort of disciplinary action in accordance with the school’s disciplinary policy. Disciplinary consequences should be sufficiently severe to attempt to deter violations and to appropriately address prohibited behavior.

In accordance with the school’s disciplinary policy, consequences, and appropriate remedial action for bullying may include, but may not be limited to:

- Community service hours
- Counseling
- Loss of Privileges
- Behavior Agreement
- Parent Conference
- Detention
- Suspension
- Expulsion

In keeping with the teachings of Christ, corporal punishment is unacceptable within the Diocese of Houma-Thibodaux.

Students found to be engaged in bullying behavior should be referred to counseling to address the underlying causes of the inappropriate behavior.

VI. Training and Preventive Education

To enhance the education and formation of our students, schools must actively promote positive student behavior while preventing inappropriate behavior. Therefore, schools within the Diocese of Houma-Thibodaux are required to:

- 1) Adopt an Anti-Bullying Policy to be included in the school's student handbook consistent with this policy;
- 2) Provide professional continuing education for all faculty and staff that addresses an increased awareness of the problem of bullying and systematic program for addressing the problem in the particular school;
- 3) Educate parents and other school community members, including but not limited to teachers and employees, of the school's Anti-Bullying Policy; and,
- 4) Students should be taught that as bystanders of bullying behavior, they have a moral obligation to defend the target through the use of supportive words and non-violent actions.

The responsibility for implementing the program rests with the Principal in coordination with the Pastor of the Parish, if the school is associated with a parish.

VII. Yearly Review of Resource and State laws

Principals shall be responsible for a yearly review of their school's Anti-Bullying policy to ensure continued consistency with this policy and state law.

VIII. Applicability of State Laws

This policy is not intended to supplant state law insofar as certain actions that meet the definition of bullying as defined herein may also result in certain persons who are mandatory reporters having to report certain matters to law enforcement authorities or certain state agencies depending on the circumstances. For example, but without limitation, certain actions may require that they be reported as abuse according to state law. The proper Diocesan authority should be consulted depending on the nature of the alleged actions.

Classroom Artificial Intelligence (AI) Policy

This policy document outlines AI use in the classroom, stance on AI usage, rules for acceptable AI usage, and consequences for misuse of AI tools.

Classroom AI Use in the Diocese of Houma-Thibodaux

According to the Student AI Policy, elementary and middle school students may not use AI in the classroom. High school students may be permitted to use AI with the expressed permission of the principal and teacher. This classroom policy upholds and extends the school's Student AI Policy, which outlines expectations for the responsible and ethical use of artificial intelligence (AI) tools. This classroom policy provides clear guidance for how AI may be used in this course with explicit principal and teacher permission.

Acceptable and/or Unacceptable Use of AI

AI tools in this course are used in the ways described below or when the principal and teacher have permitted the use of AI tools.

According to the Student AI Policy for the Diocese of Houma-Thibodaux, student use of AI in the classroom is limited as follows:

- **Elementary and Middle School:** AI use by students is prohibited.
- **High School:** AI use by students is generally prohibited. Rare and specific use may be permitted at the principal's and teacher's discretion, under direct supervision, and for clearly defined pedagogical purposes. The default assumption is that AI use by high school students is unacceptable unless explicit permission is granted by the principal and teacher for a specific assignment.

When in doubt, always ask the teacher for clarification.

This classroom policy upholds and extends the school's Student AI Policy, which outlines expectations for the responsible and ethical use of artificial intelligence (AI) tools across the Diocese. This policy provides clear guidance for how AI may be used in schools within the Diocese.

Academic Integrity and AI Misuse

Misuse of AI in academic work is considered a violation of academic integrity and will be addressed by the school administration and faculty. School administration, in accordance with the school's handbook, will decide on the consequences of AI misuse.

Each student will sign this policy annually, and a copy will be kept on file for the school year.

Student Name: _____

Student Signature: _____

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Student Artificial Intelligence (AI) Policy

This policy document outlines the Diocese of Houma-Thibodaux's institutional stance on AI usage, rules for acceptable AI usage, and consequences for misuse of AI tools.

Institutional Stance on AI Statement

Our Approach to Artificial Intelligence in Catholic Schools: As a Catholic diocese committed to fostering its students' intellectual growth and moral development, we approach new technologies with excitement and careful consideration. Artificial intelligence (AI) is a powerful tool that is rapidly changing the world around us, and we want to equip our students with the skills and understanding necessary to navigate this evolving landscape.

For Our Elementary and Middle School Students: At the elementary and middle school levels, our focus remains on building a strong foundation in fundamental skills through direct instruction, hands-on learning, and the guidance of our dedicated teachers. We believe that these formative years are crucial for developing critical thinking, problem-solving abilities, and the essential skills of reading, writing, and independent thought without the assistance of AI. Therefore, the use of AI tools for academic work is **not permitted** at this time. Our teachers will guide students in learning and growing through students' efforts and collaboration with their classmates.

For Our High School Students: As students progress into high school, we recognize that AI can be a valuable tool for learning *under the direction and guidance of teachers*. In high school classrooms, teachers may introduce specific ways in which AI can be used responsibly and ethically to enhance learning. This might include:

- **Exploring AI concepts:** Learning about how AI works and its implications for society.
- **Analyzing AI-generated content:** Developing students' critical thinking skills by evaluating information produced by AI.
- **Utilizing AI for specific tasks assigned by teachers:** This could involve using AI for research under strict guidelines, brainstorming ideas, or receiving feedback on students' work, always with the explicit permission and oversight of the teacher.

Important Principles for High School Students Using AI:

- **Teacher Guidance is Essential:** Only use AI tools for academic purposes when explicitly instructed and guided by the teacher.
- **Academic Integrity Remains Paramount:** All work students submit must be original thought and effort, unless explicitly stated otherwise by the teacher for a specific AI-integrated assignment. Using AI to complete assignments in a way that misrepresents a student's understanding is a violation of our academic integrity policy.

- **Responsible and Ethical Use:** Students are expected to use AI tools responsibly and ethically, considering the potential biases and limitations of AI and avoiding its use in ways that could harm or mislead others.
- **Focus on Learning:** The goal of using AI in high school is to enhance learning and understanding, not to replace effort and critical thinking.

We believe this approach will allow our younger students to build a strong academic foundation while providing our high school students with opportunities to learn about and responsibly engage with this important technology under the thoughtful direction of their teachers. Teachers will provide clear guidelines and expectations for AI use within their classrooms, specifically abiding by school guidelines.

High School Student Rules for the Use of AI Tools

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

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

Academic Integrity and AI Misuse

Misuse of AI in academic work is considered a violation of academic integrity and will be addressed by the school administration and faculty. School administration and faculty will decide on the consequences of AI misuse.

Each student will sign this policy annually, and a copy will be kept on file for the school year.

Student Name: _____

Student Signature:_____

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