



# Archbishop Shaw High School

## 2023-2024 Student Handbook

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# ARCHBISHOP SHAW HIGH SCHOOL

Archbishop Shaw High School is owned by the Archdiocese of New Orleans and is administered by the Salesians of St. John Bosco. The school located in Marrero, Louisiana, and in compliance with the policies of the Archdiocese, follows the "Guidelines for a Salesian School" as established by the Province of St. Philip the Apostle. Archbishop Shaw High School, an all-boys school from grades eight through twelve, is approved by the Louisiana State Department of Education and is accredited by COGNIA. The school was founded to serve the educational needs of the Catholic population living on the West Bank of the Mississippi River and in the Greater New Orleans area.

## MISSION STATEMENT

The mission of Archbishop Shaw High School is to provide a program that furthers the college preparatory education of its students in a manner consistent with the doctrines of Catholic education, and with the faith and teachings of the Catholic Church, and in the context of the Salesian philosophy and teachings of St. John Bosco as manifested in his Preventive System of Education: Reason, Religion, and Loving-Kindness.

## SCHOOL PHILOSOPHY

Archbishop Shaw High School's mission statement emanates from its Catholic philosophy and beliefs. The Archbishop Shaw High School community, following the principles of Catholic education and the educational system of St. John Bosco, believes that holistic education should focus on the development of as many aspects of human nature as possible, all consistent with the faith and teachings of the Catholic Church. This desire requires knowing students, listening to their words, and responding to their needs. In addition, educators must be concerned about the complete environment in order for the students to be effective within the community. Hence, Archbishop Shaw High School seeks to provide fundamental educational opportunities and an academic program that prepares its students for both college and other forms of continuing higher education. Archbishop Shaw High School wishes to offer guidance to the many students whose parents are not products of higher education. The school wishes to give its students a Catholic values-guided foundation, which prepares them for their adult life and personal mission.

The Catholic faith and religion lies at the center of the Salesians' life-mission and development of the total person. Archbishop Shaw High School offers its students the time, opportunity, and guidance to understand the ultimate purpose of their existence, to develop their God-given talents, and to assume their responsibilities within their families, church, and community. The school community firmly believes that faith in Jesus Christ and His "Good News" is basic to the understanding of life's purpose and meaning. Through its curricula, the school gives particular attention to religious education – encouraging its students to know God better and to love God through both formal religious instruction and Catholic faith and teachings inculcated throughout the curriculum, the frequent reception of the sacraments, daily prayer, and community-based service projects. Archbishop Shaw High School provides the challenge of living every day in the presence of God.

The Salesian educational system sits at the core of the school's philosophy. This system emphasizes the importance of creating a family-like atmosphere whose building blocks are Reason, Religion, and Loving-Kindness. In order to achieve that environment, educators attempt to build a rapport with the students through their active presence. In addition, the educators must carefully provide structures that promote self-discipline. The educators and the students seek a common ground, so both may understand and appreciate Christian ideals. Under St. John Bosco's Preventive System, educators are not merely content with imparting knowledge to their students. The educators, as ministers of the Church, want the students to recognize their inner worth and dignity as children of God and to develop their own unique talents and gifts as they keep in mind the school's motto 'Excelsior' – Ever-Striving, Ever-Achieving. Students then can be better suited to understand themselves and to creatively build a better world for others.

## **HISTORY**

Archbishop Shaw High School was dedicated by Archbishop of New Orleans Joseph F. Rummel on August 19, 1962. The school was named in honor of Archbishop John W. Shaw because of his special interest in the development of the Catholic community of the West Bank. Archbishop Shaw was in charge of the Archdiocese of New Orleans from 1918-1934, during which time 29 schools and 33 churches were set up in the area. Archbishop Shaw appointed the first pastor of Immaculate Conception Parish in Marrero in 1924. Six years later, he dedicated the buildings for Hope Haven Institute, an orphanage and foster home. The Salesians were assigned to run Hope Haven. On that same property, a school in his name opened 32 years later. Additional grade levels were added until a four- year program was in place by the fall of 1965. An eighth grade was added during the 1984-85 school year.

## **THE CAMPUS**

Archbishop Shaw High School is located on a 72-acre plot of land adjacent to Hope Haven. Academic facilities are housed in five buildings. A facility, that includes a cafeteria, a bookstore, and finance offices, was dedicated on January 31, 1984, the Feast of St. John Bosco. The athletic complex consists of a two-story gymnasium, the Joe Zimmerman multi-purpose stadium, a baseball stadium, a swimming pool, a football practice field, and a soccer field. Additional land was acquired from the Archdiocese of New Orleans in the fall of 1995. That area is now home to a new classroom building. An additional parcel of land, approximately 7.5 acres, fronting Barataria Boulevard was acquired from the archdiocese in the fall of 1995. A new main entrance to the campus was built along Barataria Boulevard as well as a new academic building housing 20 classrooms. The physical plant of the school, like its curriculum, is designed with the needs of the students and the growth of the local community in mind. Archbishop Shaw offers its students an environment that is conducive to their spiritual, academic, social, and physical development.

## **BELIEF STATEMENTS**

Archbishop Shaw High School, building upon the history of Catholic education in the community, commits itself to young people. The Archbishop Shaw High School community, based upon St. John Bosco's Preventive System and consistent with the faith and teachings of the Catholic Church, believes as educators:

### **Academic**

1. The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.
2. Our students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.
3. Our students' self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
4. A safe and physically comfortable environment promotes our students' learning.
5. Teachers, administrators, parents, and the community share the responsibility for advancing our school's mission.

### **Non-Academic**

1. We are called to bring St. John Bosco's educational system of Reason, Religion, and Loving-Kindness into our daily classroom and ministerial activities.
2. We foster a sense of the unique value of each young person and educate the whole person – spiritually, intellectually, emotionally, and physically – in moral, professional, and social areas of responsibility.
3. We are called to create a faith community that provides witness to each other and the world and prepares our young people for lifelong leadership and service in the Church and society.
4. While acknowledging the fact that parents are the primary teachers of their children, we provide Christian educational programs that develop our young people as we welcome them into a family atmosphere.
5. We are called to be teachers of the Catholic faith by our everyday living of Gospel values.
6. We are called to collaborate as religious, clergy, and lay people in our educational mission to our young people.

## ADMISSIONS POLICY

At the core of Archbishop Shaw High School's philosophy is the Salesian educational system of St. John Bosco, which recognizes the worth and dignity of all individuals as children of God with unique gifts and skills. Thus, every applicant deserves consideration as a potential recipient of our best efforts toward Catholic, Christian education.

However, applicants must be able to document or demonstrate that they can perform academically at an appropriate age and/or grade level. The physical facilities, the design of the curriculum, and guidance opportunities require that admissions personnel accept, out of a sense of justice, students who can function independently and successfully in a traditional classroom environment. The school does **not** offer a program specifically suited to students who need special education or have learning disabilities.

Archbishop Shaw High School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its education policies, admissions policies, scholarships, and financial aid programs, athletic and other school-administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of or be subjected to discrimination under any educational program or activity, except insofar as the schools are exempt under Title IX or other applicable law.

### **APPLICATION PROCESS**

Prospective eighth graders, freshmen, and transfer upperclassmen who wish to apply to Archbishop Shaw High School are invited to visit the school during Open House. Applicants are expected to complete and return the application card provided by the archdiocese, pay the application fee, and have a copy of their school records forwarded to this school by the application deadline. These records should include a copy of the student's transcript through the 1st semester of their current grade, attendance reports, and any other information of a personal or academic nature, which would be pertinent to their acceptance and placement. Also, all eighth and ninth grade students are required to take a placement test.

Students presently enrolled in another school who wish to transfer to this school, on a space-available basis, are required to submit a completed application form and health record to the admissions office. An official copy of their transcripts must be forwarded to the school. The transcripts should include all work attempted at the high school level, grades, credits earned, and a record of attendance. The school will recognize honor courses completed at another institution only if such courses are offered at a comparable level at this school.

### **STUDENT ACCEPTANCE**

The following criteria are used to admit prospective students:

1. Elementary and/or high school records (academic, personal conduct, disciplinary, attendance, etc.)
2. Recommendations of the current school Principal and pastor.
3. A personal interview with the student and his parents by a school official.
4. Students applying from a public school to Archbishop Shaw must have passed all required LEAP tests.

Many religious denominations are represented within the student body; however, students of the Catholic faith may be given preference. Additional consideration may be given to students who are actively involved in co-curricular and/or community activities.

### **REGISTRATION**

The registration and enrollment of incoming students are always contingent upon the successful completion of their current academic work, their subsequent promotion, and good conduct. Applicants who fail to register at the appropriate time may be dropped from consideration without further notice and cannot be guaranteed admission at a later date.

## FOREIGN STUDENTS

Ordinarily, this school does not issue to foreign students the initial I-20 Form required by the Department of Immigration and Naturalization (INS) for obtaining a student visa. Students who are in this country under an existing I-20 who wish to exercise the transfer provisions in compliance with INS policy, however, will be considered for admission. Transfer students who are accepted are required to pay all considered for admission. Transfer students who are accepted are required to pay all fees and tuition in advance, i.e., at the time of their registration. Such payments must be made in cash, by certified check, or by money order. Also, these students are required to furnish the school with certified/notarized (translated) copies of the following documents: birth certificate, school records, immunization records, guardianship papers, and an affidavit of financial support as required by the INS prior to their registration.

## FINANCIAL CONSIDERATIONS

**TUITION:** \$9,700.00 per student.

### FEES:

- **Application Fee** – A \$30.00 application fee must accompany the completed application. This fee is non-refundable.
- **Registration Fee**– The registration fee is \$1000.00 per student (non-refundable). This fee covers the costs of the following: registration expenses, computerized grade reporting, course description booklet, ID/Activity cards, Parents' Association dues, Archdiocesan assessment, bookkeeping costs, Xeroxed materials, standardized testing, instructional fees, student scheduling, student insurance, school newspaper, library audio/visual aids, and the Student/Parent Handbook. \* *The Capital Improvement Fee & the Technology Fee* are included in the above registration fee.
  - **Capital Improvement Fund** – A fee of \$300.00 per family, payable at registration. These funds are used to finance major construction, renovations, and maintenance projects (refundable prior to the first day of school).
  - **Technology Fee** - A fee of \$400.00 per student, payable at registration, to cover the cost of maintaining the school's technology program (refundable prior to the first day of school).
- **Late Registration Fee** – Because of budgetary considerations, contractual obligations, and scheduling restrictions, enrollment figures must be confirmed as soon as possible. Consequently, students are advised to register on the designated dates; we cannot guarantee enrollment at a later date if one fails to do so. Late registration fee is \$200.00 per student, after the regular designated registration date (non-refundable).
- **Senior Fee** – \$200.00 is applicable to seniors only, payable at registration (refundable prior to the first day of school).

The total sum resulting from the addition of the registration fee and applicable special fees is payable at the time of registration. **All fees become non-refundable once they are paid.**

Additional expenses a student will incur include, but are not limited to, athletic events, lunch, uniforms, religion textbooks and other text-books not furnished by the State, consumable materials, workbooks, lab manuals, paperback books, yearbooks, a pair of combination locks, etc. The cost of these items is paid at the time of purchase.

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

**TUITION PAYMENT OPTIONS:** Parents have two options regarding the payment of tuition. Payment may be made directly to the school or the amount due may be financed through Gulf Coast Bank & Trust and repaid by monthly installments subject to the following provisions:



- **Option One:** Direct payment to the school by June 1, 2023. Payments after June 1, 2023, are subject to a penalty of \$50.00 per month including the month of June. Tuition and penalties must be paid in full by the first day of school or services will be suspended.
- **Option Two:** A tuition loan at 5.0% APR through Gulf Coast Bank & Trust at registration payable in 10 monthly installments beginning July 1, 2023. Tuition loans can only be paid by automatic debit from our local bank account. There is an annual \$25.00 processing fee. This fee is non-refundable. Failure to execute the tuition loan online within 10 days after the student is registered will result in the student being dropped from enrollment. The parents will then be entitled to all refundable fees paid minus a \$50.00 charge. If a delinquent loan is charged back to the school, the borrower will have ten days from the date of notification to pay the full balance directly to the school or the student will be dropped from enrollment.

Loans will be approved without credit investigations. A charge of \$25 will be assessed if parents request a change in options after the initial registration date.

### **SETTLEMENT OF FINANCIAL ACCOUNTS**

A student's financial account with the school is expected to be paid when due. This includes all appropriate fees, tuition, payments, other financial liabilities, work service obligations in lieu of tuition, etc. **Any student whose account falls more than 30 days behind is liable to suspension, and, if the matter is not satisfactorily resolved, to dismissal from Archbishop Shaw.**

Any outstanding tuition loans will be charged back against the school's account on April 20, 2024, consequently, tuition payments after April 20 are not to be paid to the bank but directly to the school. Such payments must be made in cash or by certified checks or money orders.

### **PENALTIES ASSOCIATED WITH DELINQUENT ACCOUNTS**

The school reserves the right to initiate appropriate action and to impose penalties upon students to ensure the payment of accounts showing an outstanding balance following the designated due date. The following is by no means a comprehensive list of the penalties which may be imposed, but they do represent some of the most common situations encountered:

- Subject to notification, a student may be suspended from school if his financial account is not paid to date. Days missed as a result of the suspension are recorded as days absent.
- If, as a result of suspension, a student is unable to take his exams, he will receive a grade of "I" which will revert to an "F" for the semester if exams are not made up by the time grade data are processed.
- A student will not be permitted to attend school in the fall of any academic term if his financial account for the previous year has not been paid in full. This suspension will remain in effect until the account is settled. Days missed as a result of the suspension are recorded as days absent.
- A student who fails to pay by the due date his share of the cost involved in participating in field trips and other school activities may be excluded from participation.

### **REFUND POLICIES**

1. If a student is officially dismissed from Archbishop Shaw or fails to meet the requirements for admission to Archbishop Shaw following registration for the ensuing year but prior to the beginning of that academic term, the school will refund the full sum of tuition and all fees minus any late fees and a \$50.00 bookkeeping and scheduling charge. If the parents executed a student tuition financing agreement with a bank, they may be assessed an additional charge by the bank for the cancellation of the loan agreement.
2. If a student officially withdraws from Archbishop Shaw following registration for the ensuing year but prior to the beginning of that academic term, the school will refund the full sum of tuition and all fees except the non-refundable portion of the registration fee (i.e., \$150.00 or \$350.00 depending on when the student registered). If the parents executed a student tuition financing agreement with Gulf Coast Bank & Trust, they may be assessed an additional charge for the cancellation of the loan agreement and interest due.
3. If a student is **officially dismissed or withdraws** from Archbishop Shaw during the academic year, tuition will be refunded on a per diem basis. Since the school is financially committed and all budgets have been finalized, **NO FEES** will be refunded from the first day of school. If the parents executed a student financing agreement with Gulf Coast Bank & Trust, they may be assessed an additional charge by the bank for the cancellation of the loan agreement.

## **FINANCIAL AID**

A budgeted amount of financial aid (separate from the school's academic scholarship awards) is awarded on a yearly basis to Archbishop Shaw High School students. Financial aid is based strictly on family need and is available to a student registered for the following school year. Parents/guardians must apply for financial aid each spring.

Parents/guardians wishing to receive financial aid must submit an application to TADS, an independent company. The guidelines for submitting the application are established by TADS. Application forms can be obtained from the finance office after registration. Parents/guardians mail the application form directly to TADS according to the deadline specified by the company.

The financial aid committee determines the minimum and maximum amounts of financial aid each year based on the amount of aid budgeted and the tuition established for the coming year.

TADS notifies the school of its recommendations in May. The financial aid committee then reviews the report issued by TADS. In the event of extenuating circumstances concerning an applicant's family that occur after the application process begins, the financial aid committee may make adjustments in the amount of awarded aid.

Parents/guardians who applied for financial aid will be notified by the school of the award or denial in May. A form acknowledging the acceptance of the financial aid award and the resulting stipulations is signed by the parents/guardians. A tuition loan with Gulf Coast Bank & Trust is reduced at no cost for the parents/guardians of a student who receives a financial award.

Any financial award not used or forfeited during the school year may be allocated by the financial aid committee in special circumstances.

A student who receives financial aid must perform work for the school in a timely manner and must be completed by April 30. Students receiving financial aid must contact the financial office regarding their financial aid service hours within the first two weeks of school. The work performed involves manual labor such as litter pickup, cleaning certain areas of the facilities, emptying trash cans, grounds work, etc. which is in direct service to Archbishop Shaw High School. Dividing the dollar amount of financial aid received by twenty determines the number of work hours required. Work projects must be approved in advance by the Financial Administrator and the Head of School. The Financial Administrator determines the work schedule for each financial aid recipient. The Financial Administrator is responsible for the supervision of work being performed by a student. A daily written verification of the work performed is kept in the Finance Office. Both the Financial Administrator and the student sign the form indicating the type of work and the hours. At the end of each quarter and on April 30, a report on the work status of any student receiving financial aid will be given to the Head of School.

A student who fails two or more subjects at the end of the first semester forfeits his financial aid for the remainder of the school year. The forfeited amount of financial aid must be paid within ten days. A student who fails two or more subjects at the end of the second semester forfeits his award for the following school year.

A student who is placed on disciplinary probation in one academic year is ineligible for or forfeits his financial aid for the following school year. A student involved in a disciplinary incident related to the supervision or execution of his financial aid work may be required to forfeit his financial aid for the remainder of the school year. The forfeited amount of financial aid must be paid within ten days.

A student who fails to fulfill his service obligations in a timely manner (generally 25% of his hours each quarter) may be required to forfeit his financial aid. The forfeited amount of financial aid must be paid within ten days.

## **CONSEQUENCES OF FAILING TO REGISTER ON TIME FOR NEW TERM**

Students who do not register by the late registration date may not be included in the scheduling process and are not guaranteed admission or the opportunity to register at a later date. If you fail to register, it is assumed that you do not intend to return to this school in the fall, and the vacancy may be filled by transfer students. Instructional plans and contractual arrangements will be decided on the basis of actual, not potential, registration. Note: Following the last day of the term in session (May 31) and continuing throughout the summer, students who are not enrolled for the new term may

not participate in athletic camps, training sessions, practices or competition events, band programs, field trips, or any other activity that is ordinarily restricted to students.

## **SCHOLARSHIPS**

### **General Rules for Archbishop Shaw High School Funded Scholarships**

Students may receive only one Archbishop Shaw funded scholarship at any given time. A student who is offered more than one scholarship may accept the scholarship of his choice. A student receiving financial aid who is subsequently awarded a scholarship will have his financial aid reduced by the value of the scholarship received. Students are not eligible for scholarship consideration if they are subject to disciplinary probation or other disciplinary sanctions. Students on scholarship who do not meet the requirements associated with the specific scholarship they received will also forfeit their award in keeping with the noted stipulations. Once a scholarship is forfeit it cannot be reinstated.

### **Excelsior Merit Scholarships**

The founders of Archbishop Shaw High School constantly sought to develop the intellectual capacities of the students. Archbishop Shaw will award scholarships in the form of tuition reductions in the amounts of \$3,000 or \$1,000 each year to any student who meets the criteria outlined below. An Excelsior scholarship is renewable on a prorated semester basis for the duration of the student's tenure at Archbishop Shaw as long as the recipient (1) maintains a minimum cumulative grade point average (GPA) on a weighted scale of 3.0 for eighth grade students and 3.5 for all others each subsequent semester, and (2) is not subject to disciplinary probation or other disciplinary sanctions.

The Head of School, in consultation with the Associate Head of School, will name the scholarship recipients. All information must be forwarded to and received by this school by January 31 to guarantee consideration. Documentation may be accepted after this date at the discretion of the Head of School. Specific eligibility criteria are as follows:

1. The applicant must complete a scholarship interest form at Archbishop Shaw High School on the day the placement test is administered. Scholarship interest forms may be accepted after this date at the discretion of the Head of School.
2. The applicant must possess exemplary character attested with an Archbishop Shaw provided form signed by his Principal. This requirement may also be met by a formal letter of recommendation by his current Principal or pastor.
3. The applicant's prior school records must show evidence of outstanding academic achievement, i.e., a B+ average or better for the two preceding years.
4. The applicant must obtain a qualifying score on the Archbishop Shaw Placement Test or on the two most recent year's Terra Nova or ACT Aspire tests.
  - a) Students with total aggregate scores in the 90 to 99 national percentile range qualify for a \$3,000 scholarship. (The total aggregate score is labeled "Total Score" on the Terra Nova or ACT Aspire test and "Composite" on the High School Placement Test).
  - b) Students with total aggregate scores in the 80 to 89 national percentile range qualify for a \$1,000 scholarship.
  - c) At his discretion, the Archbishop Shaw Head of School may allow other nationally-normed tests to be used, especially by students in elementary schools which do not offer the Terra Nova test.
5. The applicant must register in a timely manner, that is, within two weeks of registration day or within two weeks of acceptance in the case of late acceptance.
6. A scholarship offer or award may be rescinded if a student is involved in a serious disciplinary incident or fails a class during any marking period of the school year in which he applies.
7. The general rules for Archbishop Shaw High School funded scholarships also apply.

### **Archbishop Shaw High School Music Scholarships**

The Archbishop Shaw High School music department strives to help students develop into accomplished and disciplined musicians by way of the marching, concert, and jazz bands. The music department encourages students with exceptional talent and commitment by offering partial scholarships to its most promising applicants in the eighth and ninth grades. These partial scholarships totaling no more than \$1,000 are valid for the duration of a student's tenure provided he is a full participant in the marching and concert bands, maintains a cumulative grade point average (GPA) of 2.0 on a weighted scale, and is not subject to disciplinary probation or other disciplinary sanctions.

The Head of School in consultation with the band director will name the scholarship recipients. Students must schedule and complete an audition with the band director and forward all information to the school by January 31.

Specific eligibility criteria are as follows:

1. The applicant must write a personal letter requesting that he be considered and stating why he feels he would be a worthy recipient.
2. The applicant must possess exemplary character attested to in a formal letter of recommendation by his current Principal and at least one other person (band director/private lesson instructor/teacher, etc.) serving in a supervisory capacity.
3. The applicant's prior school records must show strong academic achievement, i.e., a C average or better for the two preceding years with no failures.
4. The applicant must demonstrate a high level of musical competence on a standard band instrument through an audition with the band director to include any three major musical scales, a one-octave chromatic scale, a prepared exercise, and sight reading.
5. The applicant must be willing to commit in writing his intent to enroll in this school within one week of notification and complete the registration process in a timely manner.

### **The Jimmy Rolando Scholarship**

The Br. Jimmy Rolando Scholarship was established in 1988 to promote a strong work ethic within the student body by annually recognizing a junior who possesses this virtue. The student must be of good character, loyal to the school, and in good academic standing. Preference is given to candidates who demonstrate financial need. The recipient is selected by the Director in consultation with the administrative team. This scholarship is usually presented at the Junior Leadership Mass & Ring Ceremony. It consists of a \$1,200 credit applied to his senior-year tuition.

### **The Fr. Ted Ciampi Memorial Scholarship**

The Fr. Ted Ciampi Memorial Scholarship was established in 1987 to promote academic excellence within the student body. The recipient is selected by the Director in consultation with the administrative team. Candidates must be of the Catholic faith, of good character, loyal to the school, and rank among the top 5% of the students in the junior class based on their cumulative GPA on a weighted scale. This scholarship is usually presented at the Junior Leadership Mass & Ring Ceremony. It consists of a \$1,500 credit applied to his senior-year tuition.

### **Alumni Association Scholarship**

The Archbishop Shaw High School Alumni Association annually sponsors a \$1000 scholarship to three members of the eighth grade class in honor of a deceased alumnus. It is applied toward the recipient's senior-year tuition. A committee appointed by the association selects the recipients at its April meeting. In addition to the criteria stated below, consideration will be given to the qualities of character, leadership, and service to the school community.

- The applicant must submit a completed application with supporting documentation (third marking period report card) by the beginning of the 4th quarter.
- The applicant must maintain a cumulative grade point average of 2.0 or higher on a weighted scale.
- The applicant must be involved in at least one co-curricular/co-curricular activity.

### **Parent Association award in honor of Bro. Dave Verrett, SDB**

The Archbishop Shaw Parents' Association annually sponsors a \$250 scholarship to one student in each grade, 8<sup>th</sup>-11<sup>th</sup>. These awards are applied to the recipients' tuition for the following year. Specific eligibility criteria are as follows:

1. The applicant must state in writing (75 words or less) why he should receive this award.
2. The applicant must have no major disciplinary violations.
3. The applicant must have a 2.0 cumulative grade point average (GPA) or higher.
4. The applicant must be an active participant in at least one co-curricular activity.
5. The applicant must be an active participant in at least one community activity.
6. A parent of the applicant must participate in at least one Parents' Association sponsored activity as a volunteer.

All applications must be returned by the specified date. All qualified applicants will be placed in a random drawing for each grade level.

### **The St. John Bosco Chapter of the National Honor Society Scholarship**

This scholarship is presented to a graduating senior who is a member of the organization and possesses the qualities of character, service, scholarship, and leadership--the leading principles of the society. The recipient is selected by the

membership and the moderator and is subject to administrative approval. The amount of the award varies from \$250 to \$500 dollars.

### **The Dominic Savio Student Government Scholarship**

This scholarship is presented to a graduating senior who is a member of the Student Government Organization and has generously given his time and talent in service to the school and community. The recipient is selected by the membership and the moderator and is subject to administrative approval. The amount of the award varies from \$250 to \$500 dollars.

### **STUDENT FINANCIAL LIABILITY**

Students and their parents are financially responsible to the school for the total sum of monetary losses resulting from the loss of school property, vandalism, or damages occasioned by the careless use or misuse of school property. Parents will be notified by the Financial Administrator or his designee of the financial liability incurred and the provisions under which payment is to be made. This school is not financially liable for student property lost through carelessness or theft.

### **LUNCH ASSISTANCE**

This school participates in the full or reduced lunch program as administered by the Archdiocese of New Orleans. Financial assistance is based on need. Application forms are available online at [www.schoolcafe.org](http://www.schoolcafe.org). Applications must be completed within the time specified, or the student will be charged the full price of the meal. All information provided in the application is considered confidential.

### **TEXTBOOKS**

Most textbooks used by students at this school are provided without cost to the students by the State of Louisiana. At the end of each academic term, the school is expected to reimburse the proper agencies for the replacement cost of all textbooks which have been lost or damaged. Consequently, a student will be charged the replacement cost for any textbooks which have been lost, stolen, or damaged.

### **BOOKSTORE**

All materials, except those textbooks/workbooks not provided by the state, are available for student purchase in the school on a cash/check basis only. Clothing that has been worn, washed, or from which tags and labels have been removed may not be returned. Textbooks and workbooks not provided by the state must be purchased on the online site which represents Archbishop Shaw.

## **CAMPUS MINISTRY**

The primary purpose of the Catholic school is the faith development of its students. With this as its goal, the gospel values and teachings of our Catholic faith are integrated throughout the school curricula and program. The religious activities program at Archbishop Shaw High School seeks to present as many ways as possible for the student to experience the lived faith of our Catholic community. That faith began in the early Apostles' experience of the Lord Jesus, was thought about and taught to others for centuries, and is today offered to us as a support and a challenge.

Our program seeks to offer moments of private and community prayer, small group experiences and large group celebrations, classroom instruction, worship services, retreats, and service programs that articulate the unique Catholic identity of the school. We also attempt to foster an attitude of seeking the ultimate values in life through a challenging approach to the gospel message. Above all, the community of Archbishop Shaw High School seeks to offer to the students the faith and tradition that has supported and nourished our Church and people for ages.

Campus ministry primarily draws upon the arena of our Catholic Faith but it also includes the faith-based values of those of you who are members of other churches. We all have values we want to live up to from our families and their traditions. The youth ministry program of Archbishop Shaw High School promotes those values and strives to translate them into real life situations which will guide our students now and through their young adult years and into adulthood.

## MASS AND OTHER SERVICES

Extremely important aspects of the educational method of St. John Bosco and of the Salesians are prayer and the Catholic sacraments. Therefore we seek to provide frequent opportunities for administration, faculty, staff and students to meet the Lord Jesus and to celebrate liturgically at Mass. During Advent and Lent, Mass will be provided on a frequent basis. Special penance (confession) services are offered three times a year: the opening of the school year, Advent and Lent. Monthly, there is the celebration of a school-wide Mass. Students may approach any priest on the campus for confession as they wish.

Those who are not Catholic must attend these services with their class in a respectful manner. At appropriate times during these services, they will be invited to approach the priest for a blessing if they choose to do so.

## RETREATS

Class retreats are held for students at each grade level under the direction of the youth ministry and peer ministry team. This is a mandatory program in which students participate in a day of discussions, prayer, community-building activities and faith sharing. The class retreat usually ends with the celebration of the Mass. This program gives the students an opportunity to step back from their daily school routine and look at themselves, their class, and draw closer to God.

Each year the Salesians of Don Bosco offer two leadership retreats at the Don Bosco Retreat Center in Stony Point, New York. As well as all of the Salesian schools, these retreats also involve participants from the Salesian Sister schools in the Eastern United States. The participants are drawn from the junior class. The retreats are held the first week of October and the first week of March. The participants are nominated by their faculty members and chosen with the approval of the school administration. Seniors who had been on a leadership retreat in their junior year may apply for young team for the upcoming retreats. Two students are chosen from each of the participating Salesian schools to form the young team.

## PEER MINISTRY PROGRAM

In order to assist the youth ministry program for the school community, students may approach the Coordinator of Youth Ministry and request admittance to the peer ministry program. Such applicants will be reviewed to make sure they are in good standing as a student. The peer ministers assist with the class retreats, school-wide and class liturgies, reconciliation programs, and catechesis and pastoral outreach within the school community. The peer ministers also assist with the *Dead Theologians Society* which meets weekly for social time, faith sharing on the theology and writings of one of the saints as presented by the members and Eucharistic adoration.

## SERVICE PROGRAM

All students of Archbishop Shaw High School are required to study the Gospel and to consider seriously what effects it should have upon their daily lives. An important aspect of the Gospel is the care and concern that we each should have for our brothers and sisters. We are each gifted with unique talents and we have the obligation to share those talents with others. In recognition of this need, service projects are mandatory for all students at each grade level. Students are strongly encouraged to complete at least 5 service hours during the summer, and it is preferable if all service hours are completed before the school year begins. At least 5 service hours must be completed at a non-profit, charitable organization, **excluding Archbishop Shaw High School.**

**Eighth grade students** will participate in a service project that totals five (5) hours.

**Ninth grade students** will participate in a service project that totals ten (10) hours.

**Tenth grade students** will participate in a service project that totals fifteen (15) hours.

**Eleventh grade students** will participate in a service project that totals twenty-five (25) hours.

**Twelfth grade students** will participate in a service project that totals twenty (20) hours.

Service Projects are performed for a non-profit, charitable organization. Projects are verified by a letter that includes the following:

- It is written on stationery with the letterhead of the **non-profit, charitable** organization or the Shaw Service Hour Form (if you are uncertain if the work will qualify, get approval from the service hours coordinator before doing the work)
- It includes a contact name, address and a contact number associated with the organization. (Cell phone numbers are not acceptable)
- It includes the student's name and what was done for the projects
- It includes the number of service hours completed

- It includes a reflection paper on the service that was done
- It states that the hours started after May 31<sup>st</sup>.

Service projects may only be completed with a non-profit, charitable organization; it is not simply work done without pay. It is done for an organization that is **charitable in nature** and does not **seek** to make a profit. Assistance to individuals or family members is not eligible for service projects. Assistance to a business is not eligible for service projects. As per the Archdiocese of New Orleans, assistance to summer camps is not eligible for service hours.

The following deadlines are established to encourage students to keep up with their service program obligations and to make it easier for them to retrieve the necessary documentation from the non-profit, charitable organizations.

- Service hours completed between May 31<sup>st</sup>, and August 1<sup>st</sup>, **must be turned in by August 31<sup>st</sup>.**
- Services hours completed during the first semester **must be turned in by January 31<sup>st</sup>.**
- Ultimately, each student must have completed his service hours prior to taking his religion exam.
- Seniors must have completed his service hours **prior to the 4<sup>th</sup> quarter progress report.** Any senior who fails to meet this deadline will lose his exemption from all of his exams.
- Failure to complete all service project hours prior to the scheduled religion exam date will result in an incomplete "I" for the course and an inability to participate in graduation activities.

## STUDENT SERVICES AND ACTIVITIES

### GUIDANCE

The guidance department is an integral part of the school community and provides a variety of services directly to students and parents. The program assists students in understanding themselves and others and seeks to aid them in achieving personal and emotional maturity. The counselors guide students in personal/social adjustment, educational development and planning, and career counseling and information.

Cognizant of the needs of students and parents and in keeping with their ability, aptitude, and interests, the counselors also organize continuing education programs, group guidance sessions, alcohol and drug education, college scholarship procurement, and the standardized testing programs including ACT/SAT preparation. They also direct students into academic programs which fulfill the students' present needs in the light of future expectations. Counselors assist classroom teachers in guidance awareness and seek solutions to specific teacher-student difficulties and curriculum development. Students wishing to visit with counselors should contact them directly for an appointment or leave a note in their "mailbox"; parents should contact the office to arrange an appointment.

### LIBRARY / RESOURCE SERVICES

The library serves as a resource center for both printed and non-printed material. It meets the needs and fosters the interests of the faculty and students alike. Research and library skills are fundamental to academic success. Elements of library sciences are taught in 8th and 9th grade classes in the beginning of the school year so that they may become more proficient in the use of the library.

Encouraging young adults through the discovery of good books, films, music, arts; using computers and other technological resources; helping them to develop their ability to obtain and process information required for intelligent decision-making; putting them in touch with other community agencies and resources; helping them to recognize their civic responsibility; and keeping current of general and specific developments in a complex world are all objectives of our library staff.

### BAND

Band and music instruction is an important part of the academic program. Three courses of music instruction are offered: Beginners Band, where students with no experience are offered instruction in playing the instrument of their choice;

Intermediate and Advanced Band; and Fine Arts: Music. In addition to the marching band, students are given the opportunity to audition for membership in other musical groups such as the stage band, jazz band, concert band, and/or symphonic band. Girls from our sister school, Academy of Our Lady, may also hold membership in the band.

Shaw's band is one of the most active and spirited organizations in the school. The band participates regularly in activities such as pep rallies, Masses, Mardi Gras parades, sports events, individual and group contests, and various community, national and international concert tours. During the summer months, Shaw offers a band camp where budding young musicians from the local community can improve their abilities and quality. In band camp, musicians also practice marching and concert band performance techniques.

Additional fees are assessed to band students to cover the costs associated with, but not limited to, musical scores, uniform maintenance and cleaning, festivals, travel, refreshments served at special events, etc.

## **CO-CURRICULAR ACTIVITIES**

Archbishop Shaw High School recognizes that involvement in student club activities serve important motivational factors and increases one's self esteem. Activities sponsored by the school foster learning and help develop interests and hobbies useful today and tomorrow. They provide instruction in the creative use of an individual's leisure time. Nevertheless, it must be noted that student participation in co-curricular activities, as in all other school-sponsored activities, is a privilege and not an inherent right. Activities of an academic, religious, and social nature are annually held in conjunction with our sister school--Academy of Our Lady--and other schools in the area.

The school sponsors traditional student organizations and activities such as the Student Government Organization, the National Honor Society, Mu Alpha Theta, Key Club, the student newspaper, yearbook, Literary Rally, Quiz Bowl Team, Computer Club, academic groups, etc. Such groups meet on a frequent and regular basis during time outside of the school day or during. Also, in recognition of the importance of the educational aspects of extracurricular and co-curricular activities, such activities may meet during a special period, thereby allowing students to participate in various activities during the school day.

All students are expected to leave school grounds within fifteen minutes of dismissal unless they are involved in a supervised activity that is approved by the school administration or unless they are in the Library under the supervision of a teacher. The gymnasium is off limits to all students at dismissal each day unless they are participating in a supervised, structured activity which has been approved by the athletic director. Students found in the gym who are not supposed to be there are subject to disciplinary action. Students should wait to be picked up in the Library (if it is open) or in front of the main entrance (if the Library is not open). Students found unsupervised in other locations on campus, especially the gym building, are subject to disciplinary action.

## **ACADEMIC REQUIREMENTS FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES**

In order to participate in any co-curricular club, activity or sport at Archbishop Shaw High School, a student must meet the following academic requirement. However, the Head of School may waive these requirements in the case of the Band when the student is also taking the Band as a course.

To be eligible for the first semester of a school year, a student shall have earned at least six units from the previous year, which shall be listed on the student's transcript and shall have earned at least a 1.50 un-weighted Grade Point Average (GPA) based on a 4.0 scale.

To be eligible for the second semester of the school year, a student shall pass at least six (6) subjects from the first semester.

Some co-curricular activities, such as LHSAA sanctioned interscholastic sports teams, have additional eligibility requirements. (Cf. SCHOLASTIC REQUIREMENTS AND CHANGES IN ELIGIBILITY)

## **STUDENT GOVERNMENT ORGANIZATION**

This organization is officially named the Student Government Organization of Archbishop Shaw High School and is commonly referred to as the "SGO." All power and authority exercised by this organization resides with and is delegated to it by the school's administration.



The general objective of the SGO is to provide a means by which students can address those school-related issues which affect their lives. The SGO works to understand the attitudes, beliefs, and aspirations of the students and to develop the ability to present student perspectives in appropriate ways.

Following are some of the special responsibilities of the SGO:

- To promote, by way of example, the ideals, and values of Archbishop Shaw High School as enunciated in its philosophy.
- To establish and maintain systems of communications among and between students, faculty, and administration.
- To coordinate and promote school spirit and all school activities, as well as educational, social, and community involvements in the tradition of esprit de corps.
- To encourage student interest and participation in government activities and functions by earning the respect and confidence of the student body through accurate representation.
- To establish membership and, when possible, to participate actively in student government/council organizations on the broader level, via., N.A.S.C., L.A.S.C., G.N.O.A.S.C., and the bi-school student council organization.

### **INTRAMURAL ATHLETICS**

The Archbishop Shaw intramural sports program is designed to provide recreational opportunities for student participation in athletic competition throughout the school year. It is the expressed purpose of the intramural staff to provide a broad-based, quality athletic program which meets the needs of the Shaw community.

### **INTERSCHOLASTIC ATHLETICS**

Archbishop Shaw High School is a member of the Louisiana High School Athletic Association and District 9-5A and abides by all rules and regulations governing membership. The school may offer competitive teams in football, basketball, baseball, bowling, track, cross-country, soccer, wrestling, and golf. (cf: ATHLETIC CONSIDERATIONS)

### **NATIONAL HONOR SOCIETY**

The National Honor Society is designed to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and encourage the development of character in students. Membership is based on scholarship, leadership, character, and service. In addition to participation in school projects, the society conducts academic help sessions for our students and coordinates the elementary school quiz bowl tournament.

## **GENERAL CONSIDERATIONS**

### **PARENTAL INVOLVEMENT**

Close cooperation between the parents and the school is necessary if the school is to succeed in achieving the goal for which it was established. All parents are expected to become active members in the Parent Association. Meeting dates are published in the school calendar. Through membership, parents can promote cooperation between home and school and can enjoy the social contacts which come from participating in various events and committees.

Parents are specifically urged to participate in the guidance-sponsored orientation programs for eighth and ninth grade students, the meetings for sophomores, upperclassmen meetings, and all scheduled parent-teacher conferences. Parents are also encouraged to contact the school to speak to teachers or arrange conferences as needed.

*Parent cooperation is essential for the welfare of students. If, in the opinion of the Administration, parent behavior seriously interferes with the teaching/learning process the school may require parents to refrain from attending school events and/or withdraw the student from the school. Any parent/guardian who blatantly disregards school rules/policies or demonstrates any type of disruptive, threatening, harmful, or inappropriate behavior may be required to withdraw student(s) from Archbishop Shaw High School.*

## TELEPHONE CALLS

Phone calls to the school should be confined to the hours between one-half hour prior to and after regular school hours when in session. Parents are reminded that no messages will be delivered to students during the school day except in cases of utmost urgency. Parents are encouraged to email teachers concerning academic and/or behavioral difficulties. Teachers will respond to emails. The school number is (504) 340-6727. Parents can access teacher email addresses via Portals.

## VISITORS

Visitors are always welcome, especially parents. All visitors must register with the Administrative Assistant in the front office. Appointments are preferred when visiting the school.

## SCHOOL REGULATIONS

The necessity of having a code of conduct is derived from our educational philosophy as a Roman Catholic school in the Salesian tradition. As a private religious school, we reserve the right and responsibility to accept and retain students who will promote our environment, goals, and objectives. In addition, we reserve the right when circumstances warrant to suspend and to dismiss students whose behavior is disrespectful, recalcitrant, disruptive, immoral, illegal, or which is at odds with promoting our school environment. It is our aim to provide a safe and wholesome environment in which to educate our young men. To this end, we expect our students to dress, speak and act like Christian gentlemen, consistent with the faith and teachings of the Catholic Church, at all times, i.e., to demonstrate respect for themselves and all members of the school community and to respect all personal and school property. The faculty is committed to the implementation of this approach to education in the spirit of St. John Bosco's reason, religion, loving-kindness, and active presence.

## SCHOOL SPIRIT

School spirit must embody at least four things:

- Courtesy: courtesy, by tradition, must be shown not only to members of our own school community, but to all guests, visitors and members of the public participating in school events. We must be caring.
- Pride: personal pride should be evident in everything we do as individuals and in all the school endeavors that we strive to accomplish.
- Loyalty: our loyalty should engender support for the school, its programs, and the highest standards we are called to in the classroom and in all other endeavors. We must be caring.
- Sportsmanship: good sportsmanship engenders good will and respect; we must refrain from demeaning behavior such as booing and inappropriate comments, disorderly conduct, and carrying the competitive aspect of the game beyond the playing court or field.

## STUDENT ATTENDANCE

Each student's attendance and punctuality records are important. College admissions offices and future employers use attendance records as a means to determine an applicant's dependability and good citizenship. For one to achieve his best in school, punctual and regular attendance is necessary. State law requires that all pupils be in school during all days and hours that school is in session. Parents do not have the legal right to arbitrarily keep their children home on a school day. Students should absent themselves from school only for a serious reason.

## ABSENCE

When a student is unable to attend school, his parents are expected to notify the office by phone or email between 7:30 A.M. and 10:00 A.M. and give the specific reason for his absence. **Disciplinary action may be taken if the school does not receive a call.** Extended absence due to illness for more than three days requires a statement in writing from the

doctor who treated the absent pupil. This statement is to be presented to the Associate Head of School. Days missed as a result of school suspensions count as days absent. (Cf.: MAKE-UP WORK)

The office maintains a record of attendance based on the number of class periods from which a student is absent. Therefore, if a student is absent one whole day, he is marked absent from each of the four classes that met that day. If a student checks in after the beginning of a class he is marked absent from that class as well as all earlier classes missed. Similarly, if a student checks out before the end of a class he is marked absent from that class and each subsequent class. *A student absent for more than two class periods of a typical four-block day is not permitted to participate in any co-curricular activity on the day.*

## **FREQUENT ABSENCE**

Excessive absence is closely associated with poor schoolwork. By state regulation (Bulletin #741, Non-Public School Standards, 2015), secondary students must be present a minimum of eighty days per semester to be eligible to receive credit for the course taken. The school interprets this to mean that a student **cannot be absent from a given class for more than 480 minutes of instructional time**, that is the equivalent of six 80-minute blocks, during a given semester. The rule is based on **period attendance** and may affect credit associated with classes individually or collectively. Parents/Guardians will be notified if their son has been absent four times or more from school during a semester. Exceptions can be made only in the event of **extended** personal illness verified by a physician and at the discretion of the Head of School. In such instances, some formal provisions must be made to continue the educational process during the period of absence. The school reserves the right to terminate the enrollment of a student due to excessive absences if, in the opinion of the Head of School, the student is not able to effectively participate in the school's educational program.

## **SENIOR AND JUNIOR COLLEGE VISIT DAYS**

Each senior is entitled to two (2) excused days to use for college visits, i.e. testing days, campus visits, college incoming student days, etc. not inclusive. Each junior is entitled to one such excused day.

- The two days cannot be consecutive unless the student has to travel a distance.
- The Director of Guidance must be notified at least three days in advance requesting permission. Only a certain number of students can be out on the same day - first come, first serve.
- Verification on college letterhead must be submitted to Attendance upon return to school. If verification is not provided, the visit will not be an excused absence and there will not be a second visit.
- Parents are not to call the morning of the visit requesting it as a college visit day. No after-the-fact requests will be considered.
- College visits must be utilized by April 15 of the senior year and by May 1 of the junior year.

## **EXCUSED ABSENCES FOR SPECIAL OPPORTUNITIES**

Students are occasionally offered the opportunity to participate in activities of an educational nature with an outside organization that require absences from school. In order for such absences to be counted as excused, a written request for an excused absence must be submitted to the Associate Head of School's office at least three school days prior to the date when approval is needed. The following are **examples** of factors that the Associate Head of School may consider: the compatibility of the opportunity with the school's mission, the student's academic record, whether the student has participated in other activities previously, etc. Students receiving approval should contact their teachers in advance stating the dates of their upcoming absences and discussing how missed work can be made up.

## **SPECIAL DAY SCHEDULES**

Being aware that education consists of more than "book learning" and formal instruction, parents and students are urged to cooperate on days when special schedules are in effect (e.g. half days, Masses, assemblies, pep rallies, standardized testing, etc.). These are educational experiences necessary for the full development of the student. Absence on these days deprives the student of these important experiences. The school reserves the right to implement special guidelines regulating attendance on such days and days prior to or immediately following holidays.

## **EARLY DISMISSAL**

Ordinarily, students are not permitted to check out prior to dismissal unless a parent/guardian presents himself or herself in person and signs the log book in the office. Parents may be required to produce identification. In situations when this may not be possible, parents are asked to send a signed note to school with the student if he has a scheduled appointment on

that day. In extreme situations, students must obtain the approval of the Associate Head of School; his consent will be granted only after direct consultation with the parent/guardian. The school reserves the right to refuse to allow students to check out during the last twenty minutes prior to general dismissal.

### **TARDINESS**

Any student who arrives to school after the beginning of block one (1) is considered tardy. Students who arrive late for school are to report to the attendance office for a tardy pass. Each student must scan his ID card in the attendance office upon arrival. All students who are tardy require a phone call from their parent/guardian to the attendance secretary (340-6727). A student who is tardy on more than five occasions per semester, for reasons other than a late bus, will be issued a detention. An additional detention will be issued for each subsequent tardy. The Associate Head of School is the final arbitrator of problems involving this issue.

### **LEAVING SCHOOL GROUNDS**

Students are not permitted to leave school grounds at any time during the school day, for any reason without explicit administrative permission. Leaving school without permission is classified as truancy.

### **TRUANCY**

Truancy is a major violation. A student whose parent(s) attempt to cover up truancy may be dismissed. Students who participate in "skip days", with or without parental knowledge, will be regarded as truant. The school reserves the right to implement special guidelines regulating attendance on such days.

### **WITHDRAWAL FROM SCHOOL ENROLLMENT**

Failure to attend class does not constitute withdrawal from Archbishop Shaw. A student who wishes to withdraw formally from the school must have his parent(s) or legal guardian(s) notify the Assistant Head of School of Academics, who will inform them of the procedure to be followed. Under ordinary circumstances, it will be necessary for one of the parents or legal guardians to meet with him to sign the withdrawal form. **All debts to the school must be paid and all school property must be returned before final clearance will be issued. School records will not be forwarded to a receiving school until the withdrawal process has been completed.**

## **PERSONAL APPEARANCE**

The school takes pride in the appearance of its students. Students are prohibited from writing or drawing on any part of their uniform; the same is true for gym bags and **backpacks**, with the exception of names for identification purposes. Students must also purchase new items if existing shoes, uniforms, or bags are worn, defaced, or defective.

All uniform items must be properly worn. **Shoes must be worn and tied properly.** Detentions may be issued to students in violation of any personal appearance regulations. The determination as to what is acceptable dress or hair styles in particular cases belongs to the Associate Head of School. Any exceptions, whether for personal reasons, injury, etc., must be approved by him. If an exception is granted, he will issue a temporary pass documenting the exception.

### **PERSONAL ATTIRE**

All students are required to wear regulation apparel as described below. The PE uniform is required for PE class. The formal uniform is required for days and events noted in the school calendar. The Student Activities Uniform is required for field trips, dress down days, and retreats. These items may be purchased on the Uniform Pick-up Day.

Everyday Uniform: an official school shirt (must be tucked in at all times), an optional solid white crew neck undershirt may be worn, flat-front “Desert Sand” colored pants properly tailored in waist size and length (**Dickies model 874 are required**), a plain brown leather belt, plain white crew socks, and Eastland Plainview Oxford (**Brown**) model #715, #315, or #k100 shoes.

In cooler weather, the only outerwear that may be worn during the school day is the uniform sweatshirt, the school windbreaker, other approved outerwear sold in the school bookstore, or any primary color green or gray button up or zip up Archbishop Shaw High School outerwear particular to a sport or club that has been approved by the Associate Head of School. These approved items may have a hood. **However, outerwear without a front zipper or buttons that completely hides the school uniform shirt (hoodies) are not allowed to be worn during the school day.** A green Archbishop Shaw pullover knit hat may be worn outdoors. Long sleeve t-shirts may not be worn as outerwear. All everyday uniform policies must still be followed while wearing any school approved outerwear. **There may be times of the year when all or certain outerwear are not allowed.**

Formal Uniform: same pants, shoes, socks, and brown leather belt as the everyday uniform, a plain white long-sleeved dress shirt without buttons on the collar or any designs (must be tucked in at all times), an optional plain white undershirt, and the official school tie.

PE Uniform: an official PE uniform shirt, official PE uniform shorts, white crew socks, and non-marking athletic shoes.

Student Activity Uniform: the student activity shirt is required in addition to the same pants, socks, and everyday belt. Non-marking athletic shoes may be worn.

**Overall, students are to maintain a neat appearance at all times with no alteration of the uniform.** Some clothing or dress practices that are unacceptable include: pleated pants, cargo pants with cell phone pockets, Duck Heads or Dockers, or similar style pants, and low cut ankle socks. Also, printed shirts, colored t-shirts, long sleeved shirts, or sweatshirts may not be worn under the uniform shirt. Students may not walk on the backs of their shoes. Students are not permitted to wear makeup, arm bands, earrings, non-Shaw rings, wristbands, bracelets, necklaces, pins, wallet chains, watch chains, belt loop accessories, atypical belt buckles, buttons, bandanas, headbands, and/or hats unless approved by the administration for special events. **One religious bracelet and/or one religious necklace may be worn by students. One household or any other Shaw wristband may be worn. Unpermitted wristbands may be confiscated and/or discarded if worn during the school day.**

The dress code will be in effect for all school activities conducted during the regular school day unless stated otherwise (e.g., field trips, competitive events, meetings, assemblies, etc.). Students are expected to wear their uniforms (formal, everyday, PE) correctly after school as long as they are on campus or in public, especially while visiting another school. After school on formal days, a student may remove his tie and unbutton the top button of his shirt or change into an everyday uniform shirt.

## **HAIR STYLES / FACIAL HAIR**

Students are expected to have sensible, conventional hair styles. Haircuts and/or hair styling should be maintained on a regular basis. The following guidelines are established out of a concern for the student's neat and clean appearance; we recognize that they may have no relationship to a student's ability to learn.

1. Hair should be above the collar, above the ear, above one's eyebrows, and within a height of one inch. Hair needs to be continuously faded around the head (on both the sides and back neckline). Extreme styles or fads are prohibited, e.g., dyed or bleached hair, streaking, undercuts, wedges, plaited hair, cornrows, braids, dreadlocks, twisted hair, asymmetrical cuts, or mullet style hairstyles, etc.
2. No lines/cuts are allowed in either hair or eyebrows. **Students who arrive to campus with lines cut into their eyebrows will be sent home each day that it is visible.** The above list is not all inclusive, but may help clarify the issue. Hair must be groomed daily prior to attending school. Students may be asked to comb their hair to meet

professional expectations. The Associate Head of School will be the final judge of acceptable hair styles and neatness, and **students may be sent home until grooming and uniform issues are resolved.**

3. Students must be clean shaven. Students may not have mustaches or beards; sideburns may extend no farther than the bottom of the ear lobe. Any student who does not come to school clean shaven will be required to shave using a disposable razor provided by the school and will be required to pay \$1.00, which will be used for Salesian mission work. Students will receive one documented Verbal Warning for failure to shave each semester and will be issued a detention for each subsequent violation. **Students who choose to wear face coverings and are found to be consistently in violation of the no facial hair policy will be given one final warning of the inappropriate behavior and will be told that on the next occasion of the violation they no longer will be allowed to wear a face covering on campus.**
- **All of the above haircut and appearance guidelines must be followed by all active students during all summer activities (practices, camps, games, etc.) whether on campus or off.**

## TATTOOS

Students are strongly discouraged from getting tattoos. Students who presently have tattoos must ensure that they are covered by the school dress, athletic, and PE uniforms; that is, no visible tattoos are permitted during school or while attending or participating in school functions and athletic events. Students with visible tattoos will receive a detention and may be denied the opportunity to participate in certain events, including athletic contests. Students who have their bodies tattooed while enrolled at Archbishop Shaw High School or who repeatedly violate the school's tattoo policy may be subject to disciplinary action including dismissal.

# STUDENT CONDUCT

## PERSONAL BEHAVIOR

One of the most important lessons education should teach is self-discipline. All external discipline aims at self-discipline. It is the training that develops civility, self-control, character, orderliness, and efficiency; it is the key to good conduct and proper consideration for others; it is what makes teaching and learning possible both individually and in a classroom situation. One is always responsible and accountable for his actions.

Students at this school are expected to act like Christian gentlemen. As students of Archbishop Shaw High School, they represent the school and shall be held responsible for their actions on and off campus. They should bear in mind that on the street, on public and school transportation, at social and sporting events, even during school holidays, weekends, etc., they represent their school. Any **overt or unlawful act** not only makes the student subject to penalties which the law or the courts may prescribe, but also may result in school disciplinary action. The school makes a distinction between personal misconduct and legal misconduct; a student may be censured for personal misconduct irrespective of the legal aspects of the offending act.

## CLASSROOM CONDUCT

Reports of a student's conduct in each of his individual classes are noted in the "comments" section of the report card. Only students whose conduct is exemplary or satisfactory are eligible for the honor roll.

## CORRIDOR PASSES

Students are not permitted to go to their cars during the school day. During class time, students are not permitted in the halls or outside of the classrooms unless they are accompanied by a teacher or have an authorized pass. It is the student's responsibility to obtain a pass before leaving the classroom; failure to do so will ordinarily result in a detention.

In an effort to limit the disruption of our students' academic time, restroom and medication needs should be taken care of before school, between classes, or at lunch.

## **QUIET AND ORDER**

An atmosphere of calm is essential to learning, and nothing contributes more to this atmosphere than quietness. This is a matter of consideration for others. It is also important that traffic, especially in the corridors, moves in a reasonable manner and at a reasonable pace. Running in the halls and unnecessary noise-making are considered breaches of conduct, as are littering and eating and drinking in classrooms and corridors. In the spirit of the "preventive system," students are prohibited from bringing on campus items that may be the potential source of distraction, disruption, or subject to theft. The list includes, but is not limited to, laser pointers, music devices/headphones, computer games, I-pods, large sums of money, etc. It is highly recommended that all personal electronics remain at home and not be brought to school. The school is not responsible for any lost, damaged, or stolen items.

## **SCHOOL LOCKERS**

Students can go to their lockers as soon as they arrive to campus and up until their first period, during their 5 or 10 minute change of classes, and for 15 minutes after school. Students are not to go to their lockers during lunch periods unless specifically authorized. Loitering in these areas, switching lockers without administrative permission, and entering another student's locker without permission will be viewed as a serious matter. In addition, lockers should have nothing hanging out of them and should close securely. All locks for school, gym, and sport lockers must be purchased from the school bookstore. Students must keep their lockers locked at all times. All students must have a school bought lock on both their book locker and PE locker. The school is not responsible for any lost or stolen items.

## **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and school life; generally, they are informative, often entertaining, but always necessary experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type or nature of the program, students are expected to manifest proper decorum, i.e., appropriate behavior. Inappropriate behavior such as excessive movement, talking, whispering, whistling, stomping of feet, and booing are discourteous and distracting. The following are some basic guidelines:

- Proceed directly to the assembly area quietly and promptly.
- Do not take your books, bags, etc., to the assembly unless specifically instructed to do so.
- Enter the gym according to the instructions given to you over the P.A.
- Locate and take your assigned seat immediately upon entering.
- Promptly come to order when the person in charge of the assembly requests your attention.
- Be courteous to the participants, and respect the rights of your peers.
- Participate or respond when called on to do so and show your appreciation by applauding or responding in a proper manner.
- Do not leave the assembly until you are officially dismissed.

## **CAFETERIA**

Students are encouraged to use the computerized pre-payment program implemented by the archdiocese. Code or ID numbers should be kept confidential and used discreetly. Students who provide false information or resort to the fraudulent use of such numbers are guilty of a major offense and may be denied cafeteria privileges. The consumption of beverages and food is limited to the cafeteria, the patio, and the immediately surrounding area; it is restricted in all other areas, especially within school buildings and classrooms. Your cooperation is expected regarding the following:

- Do not run to the cafeteria; adequate time is provided for student lunches.
- Do not leave book bags, computers, and personal belongings unattended. It is suggested that they be placed in your locker or taken to your seat with you. Doorways and walkways should never be obstructed.
- Get in line upon entering the cafeteria and keep the line orderly.
- Pick up your tray after lunch and clean the table and the floor around your place in consideration of others to follow.
- Dispose of your tray, silverware, and trash properly at the receiving table set up for that purpose.
- Be courteous and recognize the authority of cafeteria and school personnel on duty. Group cheering, jeering, singing, and the like will be regarded as a breach of conduct.
- Items purchased in the cafeteria must be consumed there.

- Students who bring their own lunch to school may utilize the cafeteria. Soft-drinks may not be brought into the cafeteria.

## THE LIBRARY

The school library is a convenient place in which to read and study. Students may use the library for enrichment, information, or enjoyment; however, they must abide by school rules and respect the peace of those who are studying. The library is open on most days forty-five minutes before the start of school until the school day has ended. Student ID must be presented before checking out materials. Students/parents must pay for lost or damaged books/materials checked out on their ID. Most materials are checked out on a two-week basis and may be renewed for another two weeks. Reference and reserve materials are checked out on an overnight basis. A fine of ten cents per day is charged on all overdue materials.

## SOCIAL EVENTS

Students are responsible for their behavior and appearance, and that of their guests, at all school sanctioned events. Students and their guests must follow any and all specific dress and appearance guidelines related to each event (e.g., Athletic events, School dances, Gala, Slam n Jam, field trips). Students or guests not in accordance with these guidelines may not be able to attend and may be asked to leave an event with any money paid for attendance not being refunded. This specific dress code information will be provided by the moderator for each event. All everyday appearance guidelines must always be followed (e.g., haircut, shaving, no earrings or visible tattoos, etc.). Students are allowed to bring one paid female guest to all formal dances hosted by Archbishop Shaw High School such as the Homecoming Dance, the Junior Ring Dance, and the Senior Prom.

## STUDENT IDENTIFICATION CARD

Student I.D. cards are issued by the school at the beginning of each year. This card must be carried at all times on campus and for school related functions on and off campus. It must be presented to any school personnel (administration, teachers, and staff) upon request. Students are obligated to report immediately the loss of their card to the Attendance office. A \$10 fee will be charged to replace a lost card.

## PHONES AND ELECTRONIC DEVICES

Students are allowed to use mobile phones prior to arriving on campus and after dismissal from the school day. Mobile phones are not to be used during the school day for **ANY** purpose and they should be turned off. In fact, the school encourages students to place their mobile phone in their locked vehicles, lockers, or book bags. The school is not responsible for lost, damaged, or stolen mobile phones.

Students who use mobile phones in **ANY** manner during the school day or are caught with other unpermitted electronic devices (*see below*) will receive a detention and will have their device confiscated. Parents will be notified by either the student or the Associate Head of School's office that the confiscated mobile phone or electronic device must be retrieved by a parent or guardian. Parents may be contacted via a student's cell phone from the front office with administrative approval. Any student who does not comply with a teacher or administrator's request to forfeit the device will be subject to additional disciplinary actions. **Students caught using any unpermitted electronic device during an assessment may receive a zero on the assessment.**

**Digital watches** which may be used as communication devices are not allowed at school. This includes Apple watches and any similar devices.

**Headphones** that cover the entire ear should not be brought to school.

**Wired earbuds** may only be used within an administrator approved activity during the school day; otherwise they may not be used until after school dismissal.

**Wireless earbuds or AirPods** should not be brought to school. The school is not responsible for any lost, damaged, or stolen ear buds or AirPods.



## **CARE OF SCHOOL PROPERTY**

Proper care of school property helps keep maintenance costs (and hence tuition) down. School equipment (including furniture, library, audio-visual and lab materials, lockers, and books) are for the student's use. Students are not to mark furniture, walls, or equipment with pen, pencil, or any other instrument. **Anyone who destroys or damages school property will be required to pay for the loss or damage.** It is not enough for one to refrain from acts of vandalism, but he ought to help protect the school by discouraging or by reporting such activity done by others.

## **MARRIAGE / LIFESTYLES**

Archdiocesan policy prohibits the registration and/or enrollment of married students in archdiocesan schools. Any student who enters into a sexual relationship and/or a lifestyle contrary to Catholic Church doctrine is subject to dismissal as set forth below.

## **ABORTION**

Students rendering aid in or abetting an abortion shall be dismissed.

## **SAME SEX ATTRACTION**

The Archdiocese of New Orleans respects and follows the teachings of the Catholic Church as we minister to youth who face the complexity of cultural and personal issues of today. As they grow in their understanding of their identity and sexuality, we will provide guidance and parameters founded on the truth, propounded by the faith and teachings of the Catholic Church, that they, as male and female, are created in the image of God and redeemed by Jesus. Consistent with Catholic faith and teachings, we will teach respect for the dignity of the human person, recognizing the importance of chastity as we guide our youth in discovering their identity as children of God. We will not tolerate bullying at any level in our parish or school programs. We set boundaries and policies that help us teach young people to live with relational integrity, showing respect for themselves and one another. Out of respect for the confidentiality of our students and their families, we will not address specific questions regarding a parish/school situation. We will continue to minister to our youth and members of their families during times of struggle, consistent with the faith and teachings of the Catholic Church, as they develop in their understanding of their identity and sexuality.

## **PREGNANCY**

The Catholic high schools of the Archdiocese of New Orleans are concerned with the Christian moral development of the individual as well as their physical and emotional health. We as a school community strive to provide an atmosphere which stimulates and fosters the growth of these same principles as our students are confronted by a society which often undermines Christian values and principles. **Premarital** sex is not considered acceptable. However, in cases where an Archbishop Shaw student is suspected of being or is confirmed to be the father of an unborn or newly born child, the administration, parents, and the students involved will work together to consider every possible measure that may be available for the sake of the child. This may include counseling, **prenatal** health care, continued education, etc. in order to enable each student to make mature decisions in accordance with the directives of the Roman Catholic Church. In all cases, the student(s) involved will: Be treated with compassion. Be informed that their obligation as parents will supersede all opportunities to participate in extracurricular activities (athletic and non-athletic). Procedures will be developed for the individual case. Archbishop Shaw will always seek to ensure the further academic progress of the student.

# LOUISIANA STATUTES AND ARCHDIOCESAN PROVISIONS

The following sections are included at the request of various regulatory agencies.

**CHILD ABUSE** – State law prohibits school officials from denying access to children to authorized law enforcement personnel or agents of child welfare services actively involved in the investigation of allegations of abuse. Parents may not receive prior notice of meetings between their children and such agents.

**DANGEROUS WEAPONS** - State law criminalizes carrying of a dangerous weapon by a student or non-student on school property, on a school bus, at school-sponsored functions, or in other designated zones. The law provides that a dangerous instrumentality includes, but is not limited to, a firearm or other object, any gas, liquid, or other substance, or other instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such an instrumentality within 1,000 feet of the school's property, on a school bus, and at any school-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any co-curricular activities. Whoever is convicted of the crime of carrying a dangerous instrumentality, whether a student or a non-student, is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state, or local law enforcement officer or school official or employee acting during the normal course of employment or a student acting under the direction of such a school official or employee. It also exempts participants in any legitimate firearm safety course or similar course or activity. The Head of School or other school official will notify the parents of any student who is detained or arrested for carrying a dangerous instrumentality, and immediately report any detention of a student or other person for this reason and the seizure of any dangerous instrumentality to the appropriate law enforcement authority.

## SEARCH AND SEIZURE

As a condition of admission, students and parents agree that School administrators may search a student's person, belongings, vehicles parked on campus, and/or lockers if there is reasonable belief that contraband, illegal or dangerous substances or objects, or stolen property is being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed. As one example only the school retains control over the lockers assigned to the students, including the right to inspect and/or remove items in lockers without any prior notice to the student.

## ALCOHOL AND PROHIBITED DRUGS

Archbishop Shaw High School is a drug-free campus. The possession, use, sale, or exchange of prohibited drugs (hard or soft), prescription drugs, alcohol or marijuana is a violation of school policy and is also a legal matter. The school and students have no immunity from the law in this regard. In all cases, parents, and possibly legal authorities, will be notified and action initiated that may result in a student's dismissal from school. A student may be required to submit to drug testing at the discretion of school administrators as a condition of allowing him to remain in school. Such tests would be performed at the parent's expense.

A student who arrives at school or school functions and is believed to be under the influence of drugs or alcohol or who is using drugs or alcohol either at school or at school functions will be held accountable. School personnel will notify parents as soon as possible regarding the circumstances. The school reserves the right to require the student to submit to a breathalyzer and/or drug testing in doubtful cases, and failure to submit would be considered as admission of use. The Associate Head of School will subsequently determine the proper course of action to be followed, which may include a recommendation for dismissal.

In keeping with the spirit of Archbishop Francis Schulte's 1993 communiqué and archdiocesan guidelines, and in adherence to the stated policy of the Louisiana High School Athletic Association (LHSAA), Archbishop Shaw High School **prohibits** the sale, distribution, possession, and/or use of alcoholic beverages at any athletic contest or school activity in which students or minors actively participate.

## **SMOKING AND USE OF TOBACCO AND/OR TOBACCO PRODUCTS**

Archbishop Shaw High School is a smoke-free campus. Smoking and/or the use of tobacco in any form is not allowed on campus, when the student is in his school uniform, at school-sponsored activities, or within a block of the school. (i.e., the Siesta Motel, the Marrero Land Building, and the area around the Westside Funeral Home). The mere possession of such products, including lighters, is also prohibited on campus and at school functions.

## **ELECTRONIC VAPORIZER – PODS/OIL**

Archbishop Shaw High School has a zero tolerance policy when dealing with electronic vaporizers and all materials associated with these devices. A student found in possession of these prohibited items anywhere on campus (a student's person, belongings, vehicles parked on campus, and/or lockers) will be subject to disciplinary consequences. Due to the uncertainty of what legal or illegal substances are found in these confiscated materials, Archbishop Shaw High School has been advised to treat all items as drug paraphernalia. A mandatory outside drug test, at the expense of the student, will be required before the student can return to school. See below for consequences to a failed drug test. **Students may be immediately dismissed from Archbishop Shaw High School after a second incident involving electronic vaporizer use or possession on campus.**

## **MANDATORY RANDOM DRUG TESTING**

In addition to the policies outlined above ("Alcohol and Prohibited Drugs"), Archbishop Shaw High School conducts mandatory random drug testing of all students using the hair testing method of the Psychemedics Corporation. Consent to such testing is a term and condition of enrollment at Archbishop Shaw High School. Any refusal to be tested by the student or parents will result in dismissal of the student from Archbishop Shaw High School.

In order to obtain knowledge of a more immediate situation, students may be asked to conduct a mandatory outside urine drug test, at the expense of the student, if Administration believes it is warranted.

The mandatory random drug testing program is intended to be a proactive and preventive step made out of a genuine love and concern for all our students. Following in the example of St. John Bosco, it is out of love and with a conviction that our students are inherently good that we seek to use every means available to combat the negative influences in our society to help our students reach their full potential. A drug testing program is a way to discourage our students from engaging in harmful behaviors that most, if not all, of our students are tempted to experiment or indulge by the pressures of our culture. At the same time, we hope to identify those students who may have begun to experiment with drugs and to get them the help they need.

Students will be selected for testing through a "random plus" system. A "random plus" system means that the majority of students will be selected randomly and the administration reserves the right to require the testing of any additional students if it deems that this is necessary.

**The school's mandatory drug-testing policy requires that students' hair length be at least ½ of an inch.** After a student has been tested, parents/guardians will be informed of negative test results by letter.

In the event of confirmed positive test results, the Associate Head of School will contact the parents/guardians to schedule a conference. The conference will include an explanation of the test results as well as options for mandatory drug counseling at the student's expense with a licensed and/or certified psychiatrist, psychologist, drug counselor and/or social worker (hereinafter "counselor"). Participation in mandatory drug counseling is a requirement for continued enrollment of any student at Archbishop Shaw High School who has a positive test result. Such mandatory counseling must begin within twenty (20) days of the conference with the school. Further, the student and/or parents of the student required to undergo mandatory drug counseling must waive any right to confidentiality only to the extent that the counselor shall be required to notify Archbishop Shaw High School in writing when the student begins counseling and if the student terminates counseling prior to the time deemed appropriate for termination by the counselor.

Should the parents/guardians request another test to confirm the initial positive results, this shall be done through the Psychemedics Corporation at the parents' expense. A follow-up test will be conducted after 90 days at the parents' expense.

No disciplinary action will be taken by Archbishop Shaw High School as a result of the first positive test result. Should the student need inpatient rehabilitation, the student will continue to be a student at Archbishop Shaw High School and have the opportunity to return upon completion.

**A second positive drug test during a student's tenure at Archbishop Shaw High School will result in the student's dismissal from Shaw.**

## **SAFETY DRILLS**

Fire and/or civil defense drills are held regularly to develop safety practices that will help students to move quickly, quietly, and in an orderly manner to pre-designated safety areas during an emergency. Rules of safety are reviewed regularly and posted in each classroom. During a drill or actual emergency, personal safety will depend upon the way in which students carry out regular procedures or modified instructions which the situation may dictate. Students are to move in silence on command to the designated areas.

## **STUDENT PROFITEERING**

Students may not engage in any activity on campus by which they may personally profit. They are also not permitted to sell anything on campus without explicit administrative approval. This includes, but is not limited to, such items as candy, gum, raffle tickets or chances, trading cards, radio equipment, card playing, etc. Students who engage in such activities are subject to disciplinary action including confiscation of contraband.

## **AUTOMOBILE USE AND PARKING REGULATIONS**

The careless or reckless operation of a motor vehicle on or in the immediate vicinity of the campus is considered dangerous and a threat to the safety and well-being of everyone. Such action will warrant a response from school officials or the appropriate policing agency. Students who park improperly or in areas not designated for such use are also subject to disciplinary action. All vehicles must be secured while on the campus. For the protection of your son(s) and our faculty, a student is allowed to check out when a parent/guardian or other person identified on the student emergency card presents proper identification. Parents who wish for their child to check himself out must provide the school with a signed request or email presented to the front office. Students will not be allowed to check out unless the above procedure is followed. The operation and/or parking of a motor vehicle on school property are privileges that may be revoked at any time.

Parents and students are to use the parking lots accessible from Avenue H, Salesian Lane or Avenue K during the day and for events held on campus after school hours. Parents and students are also cautioned not to use the private lots belonging to the motel, the Marrero Land building, the Westside Funeral Home, or along Salesian Lane. Cars could be towed away at your expense. The school is not responsible and cannot be held liable for any theft, break-in, or damage that may occur to cars in use or parked on school grounds.

## **BUS RIDERS**

Bus riders are expected to be courteous to other passengers and to the bus driver. A student who becomes a discipline problem on the bus may be deprived of the privilege of riding the bus. In this event, his parents will be required to furnish transportation to and from school. The pick-up and drop-off point for all buses is the circle near the classroom section of the main building. ASHS adheres to all policies regarding transportation as stipulated by the Jefferson Parish Public School System and noted below. These expectations also apply to students riding private buses providing transportation services for the school.

The school bus driver is assigned one of the most important roles in the school system: transporting our students safely to school and then home. The driver must observe constantly what is taking place outside the bus and inside the bus. Anticipating the movement of other vehicles and pedestrians, listening for sounds that may signal mechanical problems with the bus, and protecting all passengers from danger caused by improper behavior on the bus are part of the driver's daily responsibilities. As a trained professional, the bus driver is the person in charge of the students he/she transports and is responsible for taking appropriate action to protect persons and property from injury and damage.

Parents can assist the driver by periodically reviewing with their children all behavior and safety standards, by supporting the driver when a child misbehaves, by helping keep the neighborhood safe for school buses, and by supervising children

at bus stops. A procedure for reporting misconduct of bus students has been established. Situations involving misconduct will be promptly reported to parents by the driver or by school authorities. Drivers, students, parents, and school officials must all share in the responsibility for student safety.

Students must be safety-conscious at all times and must conduct themselves in a manner that will minimize hazards. The following guidelines, if followed by everyone, will make the daily bus ride safe and enjoyable.

1. Remain at home when you or any member of your family has a contagious disease.
2. Leave home at a time appropriate for arriving no more than 15 minutes and not fewer than 10 minutes before the scheduled pick-up time.
3. Walk on sidewalks whenever possible. If there are no sidewalks, walk on the edge of the left side of the street, facing oncoming traffic.
4. Meet the bus at your assigned bus stop.
5. Stand off the road when waiting for the bus.
6. Conduct yourself in an orderly manner, avoiding damage to private property and safeguarding against injury to yourself and others.
7. If necessary to wait across the street from the bus stop, await the Bus Driver's signal before crossing; cross only in front of the bus.
8. Board the bus only when the driver is seated at the controls.
9. Board the bus in single file and promptly proceed to the seat assigned to you.
10. Stow band instruments and school bags under the seat or where designated by the driver, but never in the aisle, the entrance, or the exit.
11. Remain seated at all times when the bus is in motion to minimize injury in case of emergency stops or collisions.
12. Sit straight in your seat, with both feet on the floor in front of your seat.
13. Always keep the aisle clear.
14. Speak quietly and carry on normal conversations with the other passengers in your vicinity. (Loud talking and shouting will distract the driver.)
15. Avoid unnecessary conversation with the driver.
16. Abstain from eating, drinking, or smoking on the bus.
17. Keep arms and head inside the bus window at all times.
18. Refrain from using profanity.
19. Avoid littering the bus with trash and never throw objects inside or outside the bus.
20. Respect pedestrians and other motorists at all times.
21. Protect the bus. Report to the driver as you leave the bus any damage you notice. (Parents shall be required to pay for damage caused by students!)
22. Avoid touching any mechanical controls, including entrance and emergency exit doors, except in cases of emergency, and only then in accordance with emergency procedures as explained by the driver. (Emergency drills are to be conducted once each semester.)
23. Never ask the driver to permit you to get off at any stop other than your designated stop. Parents must forward such requests to school officials, who then may request the driver to pick up or discharge students at an alternate stop. The driver makes the final decision.
24. Any student who must cross the street after alighting from the bus should wait for the driver to signal that it is safe to cross. The student should cross approximately ten (10) feet in front of the bus (never behind it).
25. Students should go home immediately after reaching the "home bus stop" location after school.

## **DISCIPLINARY RESPONSIBILITY**

Any member of the school staff has the authority to correct misconduct at any time. A deliberate refusal to obey a reasonable request made by school personnel (insubordination) or quarrelsome argumentation or sassing (insolence) calls for disciplinary action by the Associate Head of School. If a teacher finds it necessary to send a student from the classroom for disruptive behavior, the student must report immediately to the Associate Head of School. All discipline problems are under the jurisdiction of the Associate Head of School, who will take action deemed necessary in each individual case in accordance with the school policy.

## **DETENTION**

Many breaches of discipline are the sort that may merit a detention. Detention is understood to mean a disciplinary action of a predetermined amount of constructive school-related activity time (e.g. study, writing, clean-up, etc.) under the supervision of the Associate Head of School or his designee. Students will be given at least 24 hours notice prior to having to serve their detention. Detention obligations must be fulfilled at the next scheduled detention provided at least 24 hours notice has been issued. Failure to do so will result in a disciplinary action of increased severity. Minor/Lunch, After-School, and Major Violation are the three forms of detention utilized at Archbishop Shaw High School. Listed below you will find a brief description of each along with some examples of what may warrant receiving each detention.

## **AFTER-SCHOOL DETENTION**

Minor infractions will warrant a detention. These detentions will take place after school on Tuesday and Thursday and will begin 15 minutes after the dismissal bell and will last for 45 minutes. Each student will report to the designated detention area on campus immediately following the dismissal bell and will not leave until dismissed by either the Associate Head of School or his designee. Attendance is non-negotiable and detention takes **precedence** over all sports or club responsibilities. Failure to attend will result in a more severe disciplinary action. The following actions are offered by way of example of what may merit a minor/lunch detention and the below listing is by no means all-inclusive:

- Not carrying a valid ID card.
- Violations of the dress code.
- Going to lockers other than at the assigned times.
- Loitering in corridors or unsupervised classrooms, or being outside of classrooms without a pass.
- Unexcused tardy to school; being tardy to class.
- Failure to return library books or resource material by the due date.
- Running in or between buildings, especially to the cafeteria.
- Eating or drinking in other than designated areas.
- Chewing gum on campus, especially inside buildings.
- Failure to **dispose of waste** material and trash properly.
- Visiting cars during school hours.
- Disruptive classroom behavior.
- Inappropriate conduct at assemblies or during announcements.
- Disregarding school policies regarding dress, personal appearance, grooming requirements.
- The use of mobile phones or unauthorized devices during the school day.
- Minor infractions of any other school policies or regulations.
- Missing mandatory academic tutoring.
- More than 5 school days tardy.

## **TWO DAY AFTER-SCHOOL DETENTION**

More severe infractions will warrant two after-school detentions. These detentions will be scheduled on the designated day(s) after school and will begin 15 minutes after the dismissal bell and will last 45 minutes. Each student is responsible to attend regardless of any sport or club duties they may have in the afternoon. The student must report to the designated area on time and will only be dismissed by the Associate Head of School or his designee. Failure to attend will result in a more severe disciplinary action. Parents will be notified upon a student receiving an after-school detention so that transportation home can be arranged. The following actions are offered by way of example of what may merit an after-school detention and the below listing is by no means all-inclusive:

- Removal from class.
- Disrespect towards students, faculty, staff, or administration.
- Bullying.
- Missing after-school detention.

## MAJOR VIOLATION

In the event of a major offense, the student's parents will be notified and the student will be required to attend a scheduled 2 hour major violation detention on Saturday morning from 8 to 10 am at school. The **accumulation of five after-school detentions** in an academic year constitutes a major violation and will ordinarily result in a Saturday morning detention. Some misbehavior, by its very nature, constitutes a major violation or suspension. Failure to serve this detention can result in suspension, probation, or even dismissal. The following are offered by way of example of what may merit a major violation or suspension and the listing is by no means all-inclusive:

- Insubordination and/or insolence.
- Truancy.
- Willful or negligent destruction or damage of property (vandalism).
- Profanity and/or obscenity in any form.
- Gambling of any kind.
- Theft or extortion.
- Unexcused absence from detention.
- Encouraging or participating in fights.
- Smoking and the use of tobacco products, e.g., dip, snuff.
- Flagrant or persistent violation of hair or dress code.
- Altering information on progress reports, report cards, letters of notification, etc.
- The persistent violation of school regulations.
- Any conduct detrimental to the image or reputation of the school.
- Taking photos, videos, or audio recordings on electronic devices during the school day without the expressed permission of the school administration.
- Posting inappropriate photos, videos, or audio recordings on the internet (social media) which may damage the reputation of the school.
- Missing after-school detention for a second time.

In addition, some of the above actions, by their very nature, may result in the student being placed on probation, suspended, or expelled even if it is a first offense.

## DISCIPLINARY PROBATION

After three major violations or an offense of a serious nature, a student may be put on disciplinary probation. Students who are guilty of a violation which would result in being placed on probation a second time may be subject to dismissal. Ordinarily, probation shall be for one semester. However, the terms of this probation (including the length of the probation) will be put in writing and signed by the student, his parents, and the Associate Head of School or his designee. Depending upon circumstances, transfer students may be placed on probation for a period of 18 weeks.

## DISCIPLINE COMMITTEE

The Head of School, at his sole discretion, may convene a meeting of the **discipline committee** in instances involving a serious breach of discipline to review the situation and circumstances and advise him accordingly. The Head of School is the sole decision-maker as to ultimate discipline and may, but is not required to, follow the advice of the discipline committee. The discipline committee is **comprised** of the Associate Head of School (Chairman), the Assistant Head of School of Academics, the Director of Athletics or Director of Activities, and three faculty representatives chosen by the Head of School. The committee may, at the Head of School's sole discretion, also include the Coordinator of Youth Ministry. A member of the guidance department is usually present in an advisory capacity to represent the student. Depending upon the circumstances, the student and/or his parents may or will be given the opportunity to appear.

## SUSPENSION

For serious major violations, the Head of School or his designee may suspend a student from school even if it is a first offense. This includes, but is not limited to, fighting, persistent bullying, flagrant violations of school policy, immoral conduct, assault, involvement with alcoholic or illegal substances, stealing, hazardous or unauthorized use of automobiles, possession or use of fireworks, or violation of any local, state, or federal law. Suspension may also be used to give those

involved in a confrontation an opportunity to cool off. A student who is subject to arrest may also be suspended pending an investigation by school authorities.

A student who is absent as a result of a suspension will be permitted to make up work; however, the highest grade he can merit on such work is a 70 or a C-. It is the **student's responsibility** to contact his teachers to obtain assignments for all make-up work and to complete it as directed. All work should be done as soon as possible. A suspended student may not appear on school property or at any school-sponsored activity on or away from school grounds. He will be readmitted to school only after a satisfactory solution to his conduct has been agreed upon by school officials and his parents. If parents do not see the proper school official within three school days of the suspension, the student may be dismissed from school. Parents will have complete custody and jurisdiction of their son during a home suspension. Suspensions count as days absent (cf.: MAKE UP WORK).

### **END OF YEAR REVIEW OF DISCIPLINARY RECORD**

At the end of each school year, the Associate Head of School and the Head of School, with possible assistance from the Discipline Committee, will review the disciplinary records of all students who have been suspended or who received disciplinary probation during the prior school year. In some cases a student and/or his parents may be required to meet with the Head of School or his designee to discuss his record. A student who, in the opinion of the Head of School is not adequately living up to his disciplinary responsibilities as an Archbishop Shaw student may have his enrollment canceled or not be allowed to enroll for the upcoming year. A letter notifying a parent of such a decision will be mailed to the parent before June 7.

### **DISMISSAL**

The Head of School has the sole right and discretion to dismiss a student, except for an appeal to the Superintendent of Catholic Schools as set forth below. The Head of School may consult with the Superintendent but is the sole decision-maker. Any serious infringement of school regulations (such as flagrant, persistent, vicious, illegal, or immoral conduct including but not limited to assault, violation of narcotics laws, possession and/or use of drugs or alcohol, possession or use of weapons, ammunition or explosives, stealing, or vandalism), or failure to live up to the stipulations of disciplinary probation will ordinarily result in immediate dismissal even if it is a first offense. In such instances, the Disciplinary Committee may not be convened as an advisory board only. A student's registration for a subsequent year will be nullified if he is subject to disciplinary action resulting in dismissal prior to the end of a current academic term. Generally, a student who is dismissed for disciplinary reasons is not eligible to return to the school at any subsequent time. A student and/or his parents facing dismissal will be allowed to provide input as to his position regarding dismissal, but the sole and absolute discretion with respect to dismissal shall remain with the Head of School, whose decision shall be final.

### **APPEAL**

Any request for an appeal in cases involving student dismissal must be submitted in writing directly to the Superintendent of Catholic Schools within 5 days of the date postmarked on the letter of notification or the communication date. If the Superintendent of Catholic Schools judges the request to have merit, he/she will grant an appeal. In such an instance, he/she may appoint an Appeals Committee to review the previous decision-making process to **ENSURE** that all parties abided by school policies and acted in good faith, but he does not have to appoint such a committee. The membership of the Appeals Committee, if appointed, will be: the Superintendent of Catholic Schools or a designee, who serves as Chairman but is a non-voting member, a representative from the School Advisory Board, a representative from the administrative staff, a representative from the Salesian Community, and two faculty members. The Appeals Committee, after consultation, will make a recommendation, which is advisory only, to the Superintendent of Catholic Schools who will then render a final decision regarding the student's dismissal



## ACADEMIC CONSIDERATIONS

Every student is expected to use his time and talents in school well; i.e., to make an honest effort to do as well as he is capable of doing. A student is advised to spend two hours at home on written and study work each school day. "Homework" means more than just written assignments; it includes reading assignments, review of material taken in class, preview of material to be covered, research projects and term papers, memorizing, outlining, and serious study.

### **CREDIT**

Credit is awarded on the basis of the Carnegie Unit, according to the Louisiana State Department of Education Bulletin 741 (revised June, 2016).

Archbishop Shaw will recognize Carnegie units of credit earned for courses taken in the eighth grade in other institutions only in keeping with Louisiana State Department of Education policies, provided the grade earned in such course work is at least a "B" or higher. Specifically, such credit may be granted if the following conditions are met: 1) the teacher is certified at the secondary level; 2) the course content is in keeping with the state curriculum guide; and 3) the instructional time requirements specified in Bulletin 741 are met. If a student fails to meet these requirements he will be placed in the regular freshmen courses. Schools awarding high school credit for course work completed in the eighth grade must document the successful completion of this work on an official transcript or complete the credit certification form issued by this school.

### **GRADE POINT AVERAGE (GPA)**

Grades in all subjects are considered in computing the GPA with the following exceptions: Driver's Education and credit received for participation in programs which are not part of the school's curriculum (e.g., Junior Achievement, Close Up, etc.). The GPA is determined mathematically by dividing the total grade points **earned** by the total units **attempted**. A student's GPA will be computed on the basis of a 4.0 Scale, i.e., a scale which awards an "A" 4 quality points, a "B" 3 quality points, a "C" 2 quality points, a "D" 1 quality point, and an "F" 0 quality points. Students in honors, advanced placement, dual enrollment, or college courses will receive an extra quality point for each course.

### **CLASS RANK**

A student's rank in class is based directly on his grade point average (GPA) calculated on the 4.0 scale at the end of each 2nd, 4th, 6th, 7th, and 8th semester periods. The 4.0 scale will recognize the extra quality point for honors, advanced placement, dual enrollment and college classes. Class rank is determined by numerically ordering the GPA's for **all** students. The student having the highest academic average receives the rank of 001.

### **HONOR ROLL**

Scholarship is recognized and encouraged through academic honor rolls and awards. The school ordinarily publishes a list of Honor Roll students for each of the marking periods. Testimonials of academic excellence are awarded to all students who receive "first" or "second" honors. Specific criteria follow:

1. Students must maintain a "B" average or better on the weighted scale, with no grade in any subject below "C" for the marking period.
2. Students must also have satisfactory conduct marks in all subjects for the marking period.
3. Students must maintain a 3.7 overall average or better for first honors, or a 3.0 overall average for second honors.
4. Students who have any incomplete grades at the time the honor roll report is generated do not qualify for inclusion.

### **GRADE DETERMINATION**

The scholastic year is divided into two semesters, each of which is subdivided into two quarters. The first semester grade is determined by averaging together the grades for the first and second marking periods (which each count for 40% of the semester grade) and the semester exam which counts as 20% of the final grade. The second semester grade is determined by averaging together the grades for the third and fourth marking periods (which each count for 40% of the semester grade) and the semester exam which counts as 20% of the final grade. Grades are recorded on the report card and the transcript under the Alpha system; however, teachers are required to maintain numerical grades in their roll books.

A student's grade should reflect the teacher's assessment of his overall academic performance, including test scores, quizzes, papers, projects, lab assignments, homework, class work, class participation, etc. Teachers are forbidden to give "extra credit" for non-academic endeavors, e.g., attendance at athletic contests, assisting with fundraising projects, donating materials or supplies, etc. It should also be noted that teachers may not penalize a student by lowering his grade for disciplinary reasons except as provided by policies pertaining to suspension and truancy; a breach of conduct is treated in keeping with disciplinary policies.

#### GRADE SCALE: Regular College-Prep/Honors

Alpha	GPA Equivalent*	Grade Range	Credit Earned
A	4.0 on 4.0 scale	90 – 100	Yes
B	3.0 on 4.0 scale	80 – 89	Yes
C	2.0 on 4.0 scale	70-79	Yes
D	1.0 on 4.0 scale	60-69	Yes
F	0 on 4.0 scale	Below 60	No
FEA		Failure due to excessive absences	No
P		Passed	Yes
I	Incomplete- treated as "F" if work is not completed		
W	Withdrawal		
NA	Grade not applicable		

#### SEMESTER EXAMINATIONS

Semester exams are given at the end of each semester; the grade earned counts for 20% of the semester grade. Cheating in any form on a semester exam constitutes a major offense and will jeopardize a student's chance of maintaining a passing grade for the semester. Students absent (for any reason) on the day of these exams must take a late exam. Authorization to take any make-up exam must be obtained from the Assistant Head of School of Academics. The late exam fee is five dollars (\$5.00) per exam and is to be paid to the financial administrator's office. No student is excused from making up any semester exam missed. Students who fail to make up a semester exam due to an unexcused absence will receive a failing grade for the semester for the course in question.

#### EXEMPTIONS

Second semester exemptions are **only available** for students in 10-12<sup>th</sup> grade.

Students may be exempt from **second semester** exams of full-year courses if they meet the following conditions. However, it must be noted that exemption is a privilege--not a right; teachers are not obligated to recommend students for exemption.

1. Students must have a GPA of 3.0 in the first semester of the current year to be considered for exemption.
2. Students must have an 'A' average in the course for the 1st semester, 3rd quarter and at 4th quarter progress report.
3. The student has merited conduct comments that are exemplary or satisfactory (grades "A" through "C") in the subject in question for the applicable marking period.
4. The student agrees to accept the numerical average of the 4th quarter and the teacher's subsequent determination of his semester average.
5. A student who is exempt during the second semester must turn in his chromebook prior to taking his last exam.
6. A student may elect to take the examination and decline the exemption; however, he must notify his teacher of his intent by the last day of class, i.e., prior to the examination schedule.
7. Teachers will receive a list of students eligible for exemption one week after the 4<sup>th</sup> quarter progress reports have been posted. Only students on the list are eligible for exemption.

## HONESTY AND INTEGRITY POLICY

Honesty and integrity are important principles in modern professional and educational communities. Giving credit to others for their ideas and work and only taking credit for one's own ideas and work are basic elements of justice enforced by all such communities. Personal integrity is assumed and infractions are dealt with severely.

Archbishop Shaw seeks to develop and promote academic honesty and integrity in three ways. First, by promoting honesty and integrity in all aspects of life, second, by positively teaching the importance of honesty and the methods for appropriately giving credit to others for their intellectual work, and finally, by putting a policy of consequences in place for breaches of academic honesty and integrity.

Work that is presented in classes must be original, and any references that are used must be appropriately cited and paraphrased or quoted. Violations of this policy include cheating—using dishonest or secretive methods to gain an advantage, and plagiarism—passing off the words or ideas of others as one's own. Receiving help with homework is generally acceptable, copying homework is not. Doing an assignment as a group should be pre-approved by the teacher and the assignment should include the names of all of the students who participated.

Violations of the school's policies on academic honesty and integrity are managed by the Assistant Head of School of Academics with possible advice from others such as guidance counselors, department heads, the Associate Head of School or the Head of School. All violations of academic honesty and integrity, including copying of homework, are to be reported to the Assistant Head of School of Academics.

A violation of academic honesty may have several consequences. First, the student receives a failing grade, usually a zero, on the work in question. Second, a violation makes it impossible for the teacher involved to write a recommendation for the student for college, a program of interest, or a student privilege. Finally, each infraction will result in the student receiving demerits. The number of demerits issued for any particular incident will be determined by the Assistant Head of School of Academics based on such factors as the seriousness of the offense, the grade and culpability of the student, and the student's previous history. Demerits are cumulative for an academic year, and while they do not directly carry over from year to year, the Assistant Head of School of Academics may weigh previous history in determining the number of demerits issued for an offense. The following table, while neither normative nor binding, gives an idea of the relationship between the seriousness of the offense and the number of demerits issued.

### One demerit:

Copying homework or allowing homework to be copied,  
Cheating on a quiz or a small assignment  
Carelessness in citing ideas borrowed from others

### Two demerits:

Cheating on a test or significant assignment  
Substantial copying in a smaller assignment  
Failure to cite ideas borrowed from others  
Undue assistance on a major assignment  
Individual major assignment done as a group

### Three demerits:

Substantial copying in a major assignment  
Turning in work substantially done by someone else as one's own  
Cheating on an exam

### Four demerits:

Cheating involving a standardized tests such as the ACT or an AP test  
Organized cheating  
Cheating involving theft of materials from a teacher

Demerits and their consequences are cumulative, i.e., a student may receive the consequences of two demerits from a single incident or two incidents of one demerit each. The consequences of cumulative demerits will be determined by the Assistant Head of School of Academics. The following table, while neither normative nor binding, gives an idea of the relationship between the number of demerits and the consequences of the demerits.

#### One demerit:

Counseling with a teacher, counselor or administrator with a written follow-up assignment, parent contacted

#### Two demerits:

Meeting of the student with the Assistant Head of School of Academics, parent contacted

Detention and ineligibility for Eagle Excellence

#### Three demerits:

Meeting of the student and a parent with the Assistant Head of School of Academics, parent contacted

Major detention

Ineligibility for honors societies

#### Four or more demerits:

Loss of ability to get letters of recommendation from teachers or administrators at the school

Loss of membership in honors societies\* (re-admittance is generally prohibited by the constitutions of the honor societies)

Probation\* (which generally includes loss of financial aid and permanent loss of scholarships)

Suspension\*

Expulsion\*

\*=must be approved by the Head of School

#### Additional consequences

Some serious offenses (for example, stealing answers from a teacher's desk) may subject the student to proceedings by both the Assistant Head of School of Academics and the Associate Head of School.

Parents are responsible for reimbursing the school or other students any costs associated with violations of academic honesty. Examples include payment of fines assessed to the school for damages of unauthorized distribution of Standardized test questions or answers, or the reimbursement of a fee to another student for a disqualified exam. If a group of students is involved, each student and his parents are responsible for the entire reimbursement (and any collection costs). However, Archbishop Shaw High School will refund any excess funds collected. Archbishop Shaw also reserves the right to determine the percentage of costs assigned to each party of a group violation.

Written appeals to decisions made by the Assistant Head of School of Academics under this section may be made within fifteen calendar days to the Head of School, whose decisions are final.

### **WRITING ACROSS THE CURRICULUM**

Writing Across the Curriculum (WAC) is intended to improve the writing skills of all our students by way of implementing a program that holds all teachers accountable for teaching this necessary and vital skill. Like reading, writing is one of the most fundamental and crucial areas that need to be developed by all students regardless of their grade level, their planned course of curriculum in college, and their prospective occupation after college. The theory or idea behind WAC is that if a student sees and acknowledges that all of his teachers are motivated to stress the learning skill, then he will understand that writing, like reading, is important and that good writing is a decisive factor in becoming a successful individual.

Here are the basic principles behind WAC:

- that writing is the responsibility of the entire academic community;
- that writing must be integrated across departmental boundaries;
- that writing instruction must be continuous during all years at Archbishop Shaw;
- that writing promotes learning;
- there is a reciprocal relationship between writing and reading, that is, each enhances the learning of the other;
- that only by practicing the conventions of an academic discipline, students begin to communicate effectively within that discipline.

### **MAKE-UP WORK**

A student who is absent for any reason, except truancy, is required to make up for all work missed (tests, homework, notes, etc.). Students who are truant will merit a "0" for any and all work in question. All make-up work should be done as soon as possible. **It is the student's responsibility to contact his teachers to obtain assignments for all make-up work and to complete it as directed.** Students absent the day before tests are scheduled are not necessarily excused from having to take the test; students absent the day of a test should be prepared to take it immediately upon their return.

**Student assignments are posted weekly on Google Classroom or Portals.** If a student is absent, this can be used to retrieve work missed.

## **PROGRESS REPORTS**

Progress reports will be posted on Portals at mid-quarter in all subjects; parents will usually be notified by their son's teachers if he is deficient in this subject at this time. Please examine these reports carefully. We urge parents to contact teachers when these reports are not satisfactory. Dates when these progress reports are sent out are listed on the general school calendar. Students who alter or delete information recorded on their progress report will be subject to disciplinary action.

## **REPORT CARDS**

Report cards will be posted on Portals at the end of each nine-week reporting period to notify parents of their son's academic status. They are not required to be returned or signed. The general school calendar issued at the beginning of each year specifies the dates when these report cards are distributed.

The school will re-compute grade point averages for transfer students in keeping with the standards and practices currently in effect for this school. In computing weighted grade point averages, courses taken at an accelerated level will only be recognized as such if a comparable course at the honors level is offered in this school.

## **INCOMPLETE "GRADES"**

Marking period grades are assigned when a student completes specific academic requirements during an allotted period of time. A student who receives an "I" for the first quarter may be permitted to complete his work during the second quarter; and a student who receives an "I" for the third quarter may be permitted to complete his work during the fourth quarter. Ordinarily, incomplete grades are not given at the end of the first and second semester inasmuch as semester averages are used to determine credit. An "I" will revert to an "F" if the student does not complete the required work in the allotted time.

## **FIRST SEMESTER FAILURES**

A student who fails a course for the first semester but earns a minimum grade of 80 or better for the second semester is given a "D" for the semester based on academic competency demonstrated during the second semester.

## **FAILURE DUE TO EXCESSIVE ABSENCES**

In compliance with the Louisiana State Department of Education's regulations governing excessive absences, any student who is absent more than the number of allotted minutes, i.e., 480, will receive "FEA" as a grade. "FEA" represents "failure due to excessive absences" and does not merit any credit for course work completed. Days of suspension are recorded as days absent. (Cf.: ATTENDANCE)

## **PROMOTION, ACADEMIC FAILURE AND RETENTION**

**Students must pass all courses from a given academic year in order to be allowed to enroll for the subsequent year at Archbishop Shaw.** Courses must be passed during the regular school year, or during the summer as described in the section below. **A student cannot repeat a grade at Archbishop Shaw High School,** (although the Head of School may approve an exception in a case of lengthy recuperation due to an accident or well-defined illness).

## **COURSE SELECTION AND SCHEDULING**

The process of student scheduling, beginning with course selection, is initiated each spring prior to a new academic year. Considerable effort is made to schedule students into both the primary core and elective courses selected. However, placement in standard, honors, or advanced placement courses is subject to the approval of school officials. Also, on occasion, scheduling restraints and/or conflicts may necessitate having to schedule students into alternate courses. Students who fail to register at the appropriate time may be excluded from the scheduling process regardless of their stated intent.

Once scheduled, a student is ordinarily enrolled in a course for the duration of the term. A **request for a schedule change at a later date will not be honored except for administrative reasons.** A request for a schedule change after the specified day on the school calendar is seldom granted because of the restrictive nature of "Carnegie credit" **relative**

**to instructional time requirements.** Aside from schedule changes, if it becomes necessary to drop a course from a student's schedule after 10 days--for medical or other justifiable reason--the student will be assigned a failing grade for that course for the semester in progress. **Students are advised to consult their parents, teachers, and counselors before scheduling their courses for a new term.** Requesting a schedule change after the specified date will be subject to a processing fee of \$25.00.

## **SUMMER SCHOOL**

A student who fails courses during the regular school year is required to make up the credit deficit at Archbishop Shaw Summer School. Because students can generally make up at most two credits (or equivalent skills classes) at summer school, students failing more than two credits or skills classes are ordinarily not allowed to return to Archbishop Shaw. In exceptional cases, especially those caused by one-time events such as illness, the Associate Head of School may approve a plan that allows a student to take credits or skills classes outside of Archbishop Shaw Summer School or in addition to it. Such plans must be pre-approved and may allow for more than a total of two credits. Attendance, appearance, and behavior rules for summer school will be given before summer school registration. Failure to complete summer school, for any reason, will result in the immediate ending of the educational relationship between the student and the school. The student will not be allowed to return to Archbishop Shaw for the following year and no refund on registration will be given. It is the responsibility of the student to have an official transcript documenting the successful completion of such work forwarded to this school prior to the start of the new school year. Without such a pre-approved plan, Archbishop Shaw is not required to accept the enrollment of any student who does not attend summer school at Archbishop Shaw, in which case tuition and fees will be returned according to the policies previously stated. If such enrollment is accepted, an additional monetary fee or penalty of service hours may apply.

## **ARCHBISHOP SHAW HIGH SCHOOL REGULAR DIPLOMA**

A student must pass all academic obligations, i.e., all courses, to be considered for an Archbishop Shaw High School diploma. The following courses must be completed:

- 4 units in Religious Studies. Applicable credit is granted for each year he attended Shaw or another Catholic high school.
- 4 units in English
- 4 units in Social Studies (1 unit in Civics, 1 unit in World History, 1 unit in World Geography, and 1 unit in American History).
- 4 units in Mathematics (1 unit in Algebra I, 1 unit in Geometry, 1 unit in Algebra II and 1 unit of a math elective).
- 4 units in Science (1 unit in Physical Science, 1 unit in Biology, 1 unit in Chemistry and 1 unit of a science).
- 2 units in Foreign Language (units must be in the same foreign language).
- 2 units in Health and Physical Education.
- 1 unit Fine Art Survey
- The remaining units must be earned by the completion of state approved electives. A student who passes all courses and meets these requirements is eligible for this diploma provided he is not subject to disciplinary or financial sanctions.

## **ARCHBISHOP SHAW HIGH SCHOOL HONORS DIPLOMA**

A student must pass all academic obligations, i.e., all courses, to be considered for an Archbishop Shaw High School diploma of which at least ten (10) classes should be either honors advanced placement, dual enrollment or college courses. The following courses must be completed:

- 4 units in Religious Studies. Applicable credit is granted for each year he attended Shaw or another Catholic high school
- 4 units in English
- 4 units in Social Studies (1 unit in Civics, 1 unit in World History, 1 unit in World Geography, and 1 unit in American History).
- 4 units in Mathematics (1 unit in Algebra I, 1 unit in Geometry, 1 unit in Algebra II, and 1 unit in an advanced course).
- 4 units in Science (1 unit in Physical Science, 1 unit in Biology, 1 unit in Chemistry, and 1 unit of Science).
- 2 units in a Foreign Language (both units must be in the same foreign language).
- 1 unit Fine Arts Survey
- 2 units in Health & Physical Education

The remaining units must be earned by completion of state approved electives. A student who passes all courses and meets these requirements is eligible for this diploma provided he was not on disciplinary probation during his junior or senior year or subject to other disciplinary or financial sanctions. The student must also maintain a weighted cumulative grade point average of 3.700.

### **PERTINENT NOTES:**

1. Students in non-public schools are not required to participate in the State's exit testing program or LEAP. Consequently, such students do not have the option of receiving a state diploma upon completion of the state's minimum requirements. They must successfully meet the non-public school's institutional requirements to be eligible for a high school diploma.
2. This school will recognize Carnegie units of credit earned for courses taken in the eighth grade only in keeping with Louisiana State Department of Education policies, provided the grade earned in such course work is at least a "B" or higher. Specifically, such credit may be granted if the following conditions are met: 1) the teacher is certified at the secondary level; 2) the content is in keeping with the state curriculum guide; 3) the instructional-time requirements specified in Bulletin 741 are met.
3. Archbishop Shaw High School does not graduate students at mid-term. Students who meet the minimum requirements for a State Diploma who wish to terminate their enrollment prior to the end of their senior year will not be entitled to any refunds. Payment in full for the academic year in session is necessitated and required by budgetary and contractual obligations assumed at the onset.
4. Transcripts for transfer students will be evaluated on an individual basis to determine whether the minimum academic requirements for graduation can be fulfilled prior to enrollment. All course work may not be acceptable toward meeting the graduation requirements, especially in situations where partial credit is noted on a student's transcript. Also, honor courses completed at other schools will only be recognized in computing a weighted cumulative grade point average if a comparable course is offered at this school.

### **PARTICIPATION IN THE COMMENCEMENT CEREMONY**

A student who has not completed all of the required (non-elective) courses listed under the requirements for a regular diploma or who lacks the number of credits required by the state or who has failed more than two other courses will not be allowed to attend the commencement ceremony. Exclusion from the commencement ceremony may also be a consequence of a major violation (particularly one showing lack of respect for the school or other persons) committed during the senior year. In addition, attendance at the Baccalaureate Mass and graduation practice is also required; unauthorized absence may result in exclusion from participation in the commencement ceremony. Students who do not conform to appearance and dress regulations required for these events will be excluded from participating. Under ordinary circumstances, a student is required to attend and participate in the Baccalaureate Mass and commencement ceremony in order to receive a school diploma.

## DETERMINATION OF VALEDICTORIAN AND SALUTATORIAN

The Head of School will name the Valedictorian and Salutatorian at the Baccalaureate Mass. Valedictorian and Salutatorian will be determined on 4.0 scale and extra quality points earned for honors, advanced placement, dual enrollment and college classes taken. Specifically, these awards are based on the grade point averages up to and including (but not higher than) the tenth place value. Therefore, multiple Valedictorians and Salutatorians may be selected for this honor. In addition, possible candidates must have completed at least half of the accelerated courses offered at Archbishop Shaw High School. Candidates for Valedictorian and Salutatorian must also be enrolled in this school a minimum of five semesters. Aside from the honor, the selection of the Valedictorian(s) and Salutatorian(s) does not inherently confer any rights or privileges. Graduating seniors currently subjected to disciplinary probation, suspension or other disciplinary sanctions are not eligible to receive this award.

## GRADUATION AFTER JUNIOR YEAR

The Head of School of Archbishop Shaw High School has discretionary power:

1. To grant a Shaw diploma (regular or honors) to students who, with the school's recommendation, went to college after their junior year and have successfully completed the first year of college. The Head of School may grant high school credit for certain college courses and issue a Shaw diploma provided that there was a previous agreement in writing with the Head of School when the student went to college after his junior year; and that he left Shaw in good standing and has paid his graduation fee.
2. To permit students who are 18 years or older in their junior year to take the required courses in summer school to graduate with the appropriate diploma at the end of the summer following his junior year.

## TRANSCRIPTS

The school maintains a permanent transcript for each student enrolled. This transcript includes information on the dates of attendance, courses taken, grades received, and credits earned. In most instances, it will also include information or scores relative to standardized tests. Higher institutions of learning, potential employers, the military services, receiving schools in situations involving transfers, etc., will all have an interest in YOUR official transcript. Each student is entitled to one copy of his transcript free of charge; additional copies are available for \$3.00 each. The school will forward official copies of transcripts upon receipt of written authorization of the parents/guardians or upon request of authorized school personnel as stipulated in the Family Education Rights and Privacy Act.

## THE USE OF TECHNOLOGY

The administration and staff recognize that technological advances in the creation, availability and use of audiovisual, electronic, and telecommunication resources offer the school and its students, both collectively and individually, the opportunity to access information universally from countless depositories, libraries, Internet services, databases, and bulletin boards. They also have the capability of communicating and exchanging information with people throughout the world. Electronic information research skills are now considered essential in furthering one's education and career development. Certainly, this proficiency will enrich the curriculum and augment the instructional needs of students and faculty alike. Technology is having a profound effect on the educational process; it is changing the way information is gathered, stored, disseminated, processed, analyzed, and used. **It is the policy of this school, in pursuit of excellence in education, to offer all students instruction in the use of technology including, but not limited to, audiovisual, electronic and telecommunications equipment and services. It is the policy of this school to provide, within its means, all students with opportunities to access and use such resources.**

## ELEMENTS OF RISK

Use of these resources entails some risk. Although efforts are continuously made to prevent misuse and to screen such information for appropriateness (including the installation of "firewalls", monitoring software and/or site filters on the archdiocesan servers), the "information explosion" and technological developments make it impossible for educators, or anyone else, to exercise complete control. The school, while doing its part in trying to prevent misuse, cannot foresee all possibilities.

Some notable examples of student misuse of technology follow:



1. Students may access inappropriate information or sites and/or services, the presence of which was never known or anticipated by the school.
2. Students may access information and/or sites or services that may be offensive, objectionable, pornographic, or otherwise inappropriate for minors.
3. Students may engage in illicit “cyber-relationships” with people who potentially could exploit them or in some way pose a threat to them.
4. Students may be involved in cyberbullying.

**THE RESPONSIBILITIES OF STUDENTS USING TECHNOLOGY**

The school cannot formalize inclusive or all encompassing regulations governing a student’s access and use of these resources. Rather, it is his responsibility to follow standards set by the school and his parents. **Access is a privilege, not an entitlement.** Students employing technology must act in a considerate, lawful, and responsible manner.

- Students must accept responsibility for the proper care and use of any equipment, hardware, software, etc., assigned to them. Any problem or difficulty experienced in using such property, including breakage, loss, or theft, must be called to the attention of a faculty or staff member immediately. **Students are responsible for reimbursing the school for the loss of any technology items issued to them or for the damage to such items that are not covered by the damage warranties obtained by the school.**

**Chromebook Repair/Replacement Costs**

Any student who willfully or accidentally damages or destroys his or another student’s Chromebook issued and owned by Archbishop Shaw High School will be responsible for the repair costs associated with that damage. Repair costs are current pricing and subject to change. The current repair costs are as follows:

**Repair Cost (Lenovo 14e Gen. 2 - Grey)**

One-time Repair Premium and Unit Replacement	Price: \$60.00
Total Loss/Destruction	Price: \$410.00
MSRP:	Price: \$409.99
Management License:	Price: \$30.00

**Previous Model Pricing:  
Parts Cost (Lenovo 14e-Silver)**

Lenovo 14e Replacement Screen	Price: \$115.00
Lenovo 14e Palm rest with Keyboard	Price: \$90.00
Lenovo 14e LCD Back Cover	Price: \$46.00
Lenovo 14e Bezel	Price: \$30.00
Lenovo 14e Bottom Cover	Price: \$35.00
Lenovo 14e LCD & Camera Cable	Price: \$20.00
Lenovo 14e Battery Replacement	Price: \$70.00
Lenovo 14e Power Adapter/Charger	Price: \$40.00
Totally Destroyed/Lost	Price: \$280.00 (even if in fourth year)
This price includes the cost of the Chromebook	Price: \$250.00
The price of the management License	Price: \$30.00

**Parts Cost (Lenovo N42-Black)**

Lenovo N42 Replacement Screen	Price: \$60.00
Lenovo N42 Palm rest with Keyboard	Price: \$65.00
LenovoN42 LCD Back Cover	Price: \$40.00
Lenovo N42 Bezel	Price: \$25.00
Lenovo N42 Bottom Cover	Price: \$30.00
Lenovo N42 LCD Cable	Price: \$20.00
Lenovo N42 Battery Replacement	Price: \$30.00
Lenovo N42 Power Adapter/Charger	Price: \$30.00
Totally Destroyed/Lost	Price: \$260.00 (even if in fourth year)

This price includes the cost of the Chromebook  
The price of the management license:

Price: \$230.00  
Price: \$30.00

### Labor

No labor charges will be incurred unless the computer has to be mailed in for repair due to negligence. Students are responsible for all charges including shipping both ways in these cases.

- Students are reminded that their behavior and intentions in using technology, especially in the area of telecommunications, must be above reproach; any behavior or conduct that would be disrespectful to others or impugn the good name and reputation of the school is explicitly prohibited.
- Students, as members of the school community, must respect the rights of others in accessing and using technology; they must be considerate of others' needs and demonstrate a willingness to share time and resources appropriately.
- Students must accept full responsibility for usage of their individual email accounts, Internet services, etc. Individuals should never give another student their password or ID codes; accessing another student's account or the use of his password or ID codes is prohibited.
- Students who inadvertently access inappropriate information or sites have an obligation to exit the site immediately.
- Students must use extreme caution when engaging with others in real-time communications via the internet. Other persons may not be who they purport to be. Conversations involving sexual topics must be avoided, especially in the context of "chat rooms". Failure to follow this prohibition may put the student in danger from a sexual predator.
- Students must use appropriate language when using audiovisual, electronic, or telecommunications in any form; offensive, profane, or obscene language, oral or written, is prohibited. Sexting, which is sending or receiving scantily clothed or unclothed images of oneself or one's friends, is both un-Christian and illegal.
- Students must respect the integrity and rights of all; personal attacks, harassing behavior, cyber-bullying, or the use of abusive or inflammatory language, pictures, or material is explicitly prohibited.
- Students must abide by copyright laws and respect all copyright issues regarding software, information, music, videos and attributions of ownership in their exercise of Internet privileges, etc. **Deliberate violation of this law could result in thousands of dollars in fines for the student's family.**
- Students must recognize the privacy rights of others; re-posting personal communications or images without the original author's prior consent is explicitly prohibited.
- Students should not expect that content stored on audiovisual tape or project presentations, files, e-mail messages, etc., maintained on or transmitted by school-based computers or LAN/WAN or global network will always be private; such information may be accessed by the public and may be accessed and reviewed by faculty, administrators, and archdiocesan technology representatives without notice.
- Students may use such technology and resources only for legal purposes; engaging in illegal activities, including but not limited to, tampering with computer hardware, software, data, computer piracy, unauthorized access or entry into computer systems, alerting or destroying computer files, deliberate vandalism, etc., is explicitly prohibited.
- Students must avoid knowingly or inadvertently spreading computer viruses. Deliberate attempts to degrade or disrupt system performance by spreading computer viruses are considered criminal activity under state and federal law.
- In addition to respecting copyright laws, students must have an educational purpose for all information that is downloaded onto school computers or using school communications resources. Students are prohibited from downloading non-academic games, apps or software. Students should check with the technology department in case of questions.
- Students are prohibited from disabling or tampering with software the school uses to help protect students and school resources. Students are specifically prohibited from using "Proxy" software to circumvent the network settings. Students are also prohibited from installing non-educational Apps or Extensions on their profile.
- Students are specifically prohibited from using "Incognito Mode".

### PENALTIES ASSOCIATED WITH THE MISUSE OF RESOURCES

Students who misuse available resources will be subject to disciplinary action that may warrant:

1. The intervention of law enforcement agencies and prosecution for criminal violations under applicable state and/or federal law;
2. School imposed sanctions such as detention or, in consideration of serious matters, suspension, probation, or dismissal from school; and
3. Suspension or restrictions of access privileges. (Note: this action could have academic consequences if the student is not allowed access to resources needed for the completion of an assignment. Teachers do not have to give

grades or credit for work the student is unable to complete under such circumstances. This implies that a student may subsequently receive a failing grade for the specific assignment which in turn may affect his overall average and jeopardize his ability to pass the course.)

#### **THE SCHOOL WEBSITE/PORTALS:**

[www.archbishopshaw.org](http://www.archbishopshaw.org)

The school reserves the right to use your son's image or likeness in any print or electronic media. For students' protection, it is the policy of the school's Web page authors not to associate directly a student's name with his photograph or likeness when these are used on the school's Web site. However, if a student and/or his parents/guardians wish that his name, photograph or likeness not be used at all on the school's Web site, a written request stating this should be submitted to the school.

PlusPortals is the school's primary means of communication with both parents and students. Every parent and student at Archbishop Shaw will receive a Portals account which will allow them to access a variety of school-related information such as school news, school calendar, class pages, grades/report cards etc. All progress reports, report cards, lesson plans and assignments may be sent through Portals. Each class will also use a Google Classroom page. Nothing will be mailed. It is required that all Portals accounts be activated by September 15th.

#### **ACKNOWLEDGMENT AND CONSENT**

Students and their parents will be given a separate technology policy form regarding the use of technology and related resources and will sign the accompanying **acknowledgement** forms, thus confirming that they are aware of the school's expectations in this regard and intend to comply with them.

### **STUDENT HEALTH**

#### **STUDENT IMMUNIZATION**

Louisiana law mandates that all children be properly immunized in order to attend any school under state jurisdiction. This statute is enforced on the local as well as the state level. The Louisiana Department of Health and Hospitals through the Office of Public Health determines the minimum immunization requirements for a student to enroll and remain in school. It is the parents' responsibility to familiarize themselves with these requirements and make certain that their children are in compliance.

Parents are required by law to furnish this school with a current copy of their son's immunization record and any subsequent updates. If you fail to do so, your son may be suspended until the school is in receipt of the record. The law does allow for letters of dissent; however, no letters will be accepted except those signed by a parent or legal guardian in the presence of a school official on the school premises.

#### **STUDENT HEALTH PROBLEMS**

Parents are required to inform the school of any and all health problems affecting their son which may be of concern in assuring his safety and well-being while in attendance. This information is to be noted in the space provided on the health form or emergency procedure form included in the admissions or registration packet. The onset of difficulties after a student is admitted and in attendance must be called to the attention of school officials as soon as it becomes evident. Examples to be noted would include emotional problems, physical handicaps, heart problems, severe cases of allergies, asthma, hearing or visual problems, diabetes, epilepsy, learning disabilities, etc.

#### **PHYSICAL EDUCATION - MEDICAL WAIVER**

All students are required to take physical education as part of their regular program of studies. The only exceptions granted are for those students who submit a request for a medical waiver specifically stating that the student is not able to participate in physical education, verified by a physician. In such cases, the term "medical waiver" will appear on the student's transcript next to the entry for physical education and no credit will be given. **The loss of credit under these circumstances may adversely affect the student; consequently he must see the Assistant Head of School of Academics to arrange course work to earn credit in lieu of physical education.**

## **MEDICAL APPOINTMENTS**

Appointments with doctors, dentists, etc., should be arranged, as far as possible, before or after regular school hours. If this cannot be done, a student should present an official form from the doctor or dentist verifying his appointment to school officials upon his return; failure to do so may result in the absence being treated as truancy.

## **MEDICATION**

No student is allowed to have medication of any kind on his person while on campus or at school functions. If a student is required to take medication during the day, it should be given upon his arrival to the main office Administrative Assistant, who will dispense it according to the physician's request. No medication will be dispensed by the school without parental authorization.

## **STUDENT INJURY**

Students are required to report immediately to the main office any injuries sustained at school or as a result of participation in school sanctioned activities. The school maintains a general student/athletic insurance policy which, in keeping with the stated provisions of the policy, may entitle you to file a claim to be reimbursed for at least part of the medical expense incurred as a result of injury. The insurance claim forms, along with specific instructions, must be obtained from the main office within twenty (20) days of the accident. Parents are responsible for mailing the insurance claim forms along with the itemized bill to the insuring agency within ninety (90) days of the date of loss or injury.

## **SCHOOL ACCIDENT INSURANCE**

The school carries an accident insurance policy to cover injuries or accidents which occur during school time or while participating in school sponsored and supervised activities. As previously noted, students who are not enrolled for the subsequent term may not participate in athletic camps, training sessions, practices or competition events, band programs, field trips, or any other activity associated with the school following the last day of the term in session and continuing throughout the summer.

The policy provides coverage for hospital services, physician services, nursing services, ambulance, laboratory, X-ray, dental services, and additional services including physiotherapy; coverage is also included for accidental death, dismemberment, and/or LOSS of sight. Benefits are subject to the terms, conditions, and limitations of the insurance policy, which is available for your review in the school office. In order to avoid duplication of benefits with other insurance, our policy may pay benefits on an excess basis if you have other coverage. School insurance may not cover 100% of the total expenses, and all claims must be filed within ninety days of sustained loss.

Benefits will be paid to cover the usual and reasonable expenses for covered medical expenses within the maximum **incurral** period. The first treatment must be received within ninety days after the date of injury. Benefits are payable for the first \$100 of covered expenses, without regard to other insurance. Thereafter, benefits are payable for covered expenses above \$100 that are not recoverable from another plan providing medical expenses benefits to the applicable maximum. If the insured is not covered by another plan, the excess provision shall not apply and benefits are payable to the allowable limits. Benefits will be payable for two years from the date of injury.

For athletic injuries, at the request of the parent, the trainer or Athletic Director will provide the partially completed claim form. The parent or guardian is responsible for completing his/her portion of the form and having the doctor or hospital complete its part. The parent or guardian then mails the claim form and necessary bills directly to the insurance company at the address shown on the form. In the case of non-athletic injury, the procedure is the same except that the claim form is available from the receptionist in the school office.

## ATHLETIC CONSIDERATIONS

Archbishop Shaw High School is a member of the Louisiana High School Athletic Association and District 9-5A and abides by all rules and regulations governing membership. The following is a brief summary of some of the eligibility rules taken from the LHSAA By-Laws which students must observe to participate in any sport sponsored by the school and sanctioned by the LHSAA. Please note that this is not all inclusive. Specific questions regarding eligibility should be directed to the Head of School or the Athletic Director.

The LHSAA requires all student-athletes to agree to avoid the abuse/misuse of legal or illegal substances. Prior to participating in any LHSAA sanctioned sport, the student-athlete and parent/guardian shall sign the LHSAA Substance Abuse/Misuse Contract developed and distributed to all schools by the LHSAA (1.18). The consequences of violating this policy are found under DRUG POLICY FOR STUDENT ATHLETES. The student-athlete and parent/guardian shall also sign the Student/Parent Acknowledgement and Consent Form handed out the first week of school and returned to the appropriate school official.

Each school year, all schools are required to provide all students participating in all sports at all levels of play a copy of the LHSAA Athletic Participation/Parental Permission Form and have the form completed and signed by the student's parent/guardian before the student shall be allowed to participate in an interscholastic athletic contest in any sport that year. (1.7)

At Archbishop Shaw, we strive to teach our students to be loyal, dedicated, and persistent teammates when they are involved in a co-curricular activity. We encourage our students to "finish what they have started"; regardless of the hardships they may have to endure. With this philosophy in mind, any student who does not complete a season in his sport, for any reason other than injury, may not join another sport until the regular season of the original sport has ended. There may be exceptions to this rule due to extreme extenuating circumstances. If these exceptions do exist, the school's administration will consider the facts and decide if the student may begin another sport.

### **ELIGIBILITY FORMS**

All eligibility forms must be submitted to the Athletic Director by a specific due date. The Athletic Director will distribute eligibility packets to those who are required to complete one. The specific due date for that particular sport will be indicated on the cover sheet of the packet.

- The contents of the eligibility packet include the Athletic Parental Permission Form and the Substance Abuse/Misuse Form. These forms must be completely filled out, signed, and dated by both the parent and the student. These forms are "one-time." Once they have been submitted they are applicable to any sport for the remainder of the student's time at Archbishop Shaw.
- All students must have a copy of their birth certificate on file with the main office.
- Medical History (Physical) Forms must be completed by the parent and a physician prior to any participation. This form is required every year and is good for one year.
- Transcripts will be updated every semester and will be placed in the student's LHSAA E-file.

It is very important you refrain from wrinkling or folding any of these forms. They must be scanned. If they cannot be scanned, you will be required to complete a new form. Also, please do not submit these forms to the main office. Submit them only to the Athletic Director.

### **BONA FIDE PUPIL, ENROLLMENT, AND AGE LIMIT**

A player must be a bona fide student of his school, i.e., he shall attend school on a regular basis and take a minimum of five subjects toward graduation, excluding religion and physical education (1.3.1) and

- He must be officially enrolled during the first eleven days of the school semester; if not, he is ineligible the first 30 days of attendance in that semester, (1.4.1) and

- He must be under the age of 19 prior to September 1 of the school year. (1.5.1) A birth certificate is required of students who take part in high school athletics. (1.5.2) The school requires that a birth certificate be submitted for participation on any athletic team.
- A student, upon entering the ninth grade, is eligible for competition only during the ensuing eight (8) consecutive semesters following his enrollment. (1.8.1.1)
- The school may not allow a student in the eighth grade to practice or play with any of its school teams at any level in any sport unless that grade is under the official jurisdiction of the Head of School of the member high school as recognized by the State Department of Education. Eighth graders may only compete on eighth grade or junior high teams. (1.3.3.1)
- Prior to participating in a varsity sport, a student shall be named on the eligibility list and the computer form completed to certify his registration with the LHSAA. (1.8.2.1)

## **MEDICAL EXAMINATION**

To be eligible for practice or participation in interscholastic athletic contests, a student shall pass a medical exam by a licensed physician prior to the sports season or at least once every 365 days. A medical exam form shall be on file at the school for every student who practices or participates in interscholastic athletics during that school year. (1.6). The physical Exam must be completed using the official LHSAA Medical history Form, which is available in the school office, from the Athletic Director, or downloaded from Portals under the School Resources link.

## **TRANSFER RULE**

- Archbishop Shaw shares an attendance zone with John Ehret High School of the Jefferson Parish Public School System. Any student who lives within that attendance zone is eligible for athletics at all levels if they made Archbishop Shaw their school of first choice within the attendance zone (i.e., did not attend John Ehret first)
- Any student who lives within the Shaw attendance zone but attended a school outside of that zone, will be immediately eligible for athletics once he transfers to Archbishop Shaw.
- Any 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade student who lives outside of the Shaw attendance zone and transfers to Archbishop Shaw will be ineligible to participate in JV or varsity athletics for a period of one year from his date of enrollment at Archbishop Shaw.
- Any 8<sup>th</sup> grader or first-year 9<sup>th</sup> grader who lives outside of the Shaw attendance zone is eligible for freshman and JV athletics. But, he is not eligible for varsity athletics.
- Any student who moves into the Shaw attendance zone and transfers to Archbishop Shaw is subject to a Bona Fide Change of Residence investigation by the LHSAA. Archbishop Shaw may initiate this process to prove eligibility if there are issues with the transfer.
- It is important to know that there are many considerations involved with transfers that cannot be addressed within the confines of this handbook. If any of the following extenuating circumstances apply, it is imperative that you consult with the Head of School or Athletic Director regarding eligibility.
  - “Bona fide change of residence”; Custodial issues; Guardianship; Academic standing from previous school; Sportsmanship standing from LHSAA; Behavioral standing from previous school; Transfer for athletic purposes.
- No student who transfers from an LHSAA-member school from the metropolitan area, which includes the Civil Parishes of Orleans, Jefferson, St. Bernard, and St. Charles, will be eligible for varsity athletics for a period of one calendar year from the date of his transfer
- Transfer students from LHSAA or independent schools from outside of the metropolitan area will be immediately eligible for varsity athletics as long as a Bona Fide Change of Residence into the Archbishop Shaw attendance zone has occurred. A Bona Fide Change of Residence is outlined on pages 18-19 in the LHSAA Handbook.

## **AMATEUR RULE/INDEPENDENT TEAMS**

An amateur athlete is one who takes part in one or more sports for the sake of the sport alone, without receiving or expecting to receive any remuneration whatsoever (1.12.1). No student may, at any time, receive any compensation except actual expenses. (4.3.3) When a student is a member of a school team, he is not permitted to take part in any other program in the same sport not sponsored by the school during the same period of time. (4.3.4) This includes recreational teams, church teams, Babe Ruth teams, AAU, exhibition groups, etc. (4.3.5)

## **SCHOLASTIC REQUIREMENTS AND CHANGES IN ELIGIBILITY**

The following is a summary of the eligibility rules taken from the LHSAA By-Laws which students must observe to participate in any sport sponsored by the school and sanctioned by the LHSAA. These are in addition to Archbishop Shaw specific requirements listed previously (Cf. ACADEMIC REQUIREMENTS FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES). It is listed as a convenience to cover the most common situations and is not all inclusive. Specific questions regarding scholastic requirements and eligibility should be directed to the Head of School or the Athletic Director.

To be eligible for the first semester of a school year, a student shall have earned at least six units from the previous year, which shall be listed on the student's transcript and shall have earned at least a 1.50 un-weighted Grade Point Average (GPA) based on a 4.0 scale.

To be eligible for the second semester of the school year, a student shall pass at least six (6) subjects from the first semester.

**Further non-all-inclusive LHSAA requirements:**

All subjects taken shall carry credit which is applicable toward meeting the graduation requirements, which are approved by the State Department of Education and listed in Bulletin 741. Carnegie units and grades earned in state-approved subjects taken in summer school may be used in determining the scholastic eligibility of a student. If a student repeats a subject taken the previous year in summer school, the grade earned in summer school may be used in lieu of the grade earned during the year; if a student takes a subject in summer school that was not taken the previous year, the grade earned in summer school is averaged in with the grades in all other subjects earned the previous year.

**NCAA REQUIREMENTS\***

NCAA Divisions I and II have established an initial eligibility to determine whether or not students qualify academically to participate in athletics and/or receive financial aid at the college level. Students interested in finding out more about such requirements should contact their guidance counselor at least by the start of their junior year. In general, qualification depends upon both the high school Grade Point Average (GPA), the high school courses taken, and scores on the ACT or SAT standardized tests.

Students who have the interest should initiate the certification process early, i.e., by the end of their junior year. They are also advised to take the ACT or SAT in the spring of their junior year.

**AWARDS POLICY**

Students may forfeit their right to school awards if they are not in attendance at the appropriate awards ceremony where such awards are presented.

**ATHLETIC AWARDS AND TROPHIES**

AWARDS--Shaw grants athletic awards to those students who merit them by meeting the academic eligibility standards and coaches' criteria subject to the limitations placed on the school by Article IX, Section 6 of the current LHSAA By-Laws. Students are cautioned to check with the athletic director prior to accepting any award or prize offered by agencies or groups outside of the school to be certain that acceptance of such awards does not compromise their amateur standing and subsequent high school or collegiate eligibility.

- The Principal's Award is given annually at the end of the school year to the outstanding athlete at Shaw High School. This award is given to the senior who, in his entire athletic career, has shown himself to be a true leader in self-discipline, spirit, team initiative, integrity, and competitive greatness. It is voted on by the entire faculty.
- Letterman: first year--jacket with letter and one insert. The head coach in each sport is responsible for establishing the criteria and making recommendations for letterman awards. It is the sole responsibility of the student to purchase the jacket and any subsequent inserts or personalized options. Jackets must be purchased through the approved vendor of Archbishop Shaw High School. Any **team** awards, such as District or State Championship patches, will be purchased by the school.

## CLASS RING

The Archbishop Shaw High School class ring is an official seal, just as your diploma is an official document. The right to wear a class ring is awarded to juniors who are in good standing and anticipate graduating from this school at the conclusion of their senior year. Motivated by a desire to retain control over the ownership, appearance, and quality of the ring, which represents the school and its image, to protect tradition, and to preserve unity, the school maintains an exclusive agreement with a selected company to regulate the manufacture and sale of the class ring. In fact, it is illegal for unauthorized vendors to sell rings or any other articles bearing a resemblance to the official name, symbol, seal, or logo of this institution. Student purchase is optional. **Rings not authorized by Archbishop Shaw will not be distributed during the ring ceremony and may not be worn in school.**

## EAGLE EXCELLENCE

Eagle Excellence is affiliated with the National Renaissance Recognition Program. The local chapter works to bring together members of the school community, the local community, and business interests to recognize and reward students who possess all of the characteristics of an outstanding student. The purpose is to motivate them to do their best academically, to participate in co-curricular activities, to value the importance of good attendance, to adhere to higher standards of personal behavior and, in some cases, to honor them just for doing what is “expected” of them. It provides incentives for students to realize their potential and fosters development of their self-confidence, self-esteem, and self-respect.

## MERIT LETTERS

Merit letters are presented by the Head of School at the Academic Awards Banquet to those students who 1) meet set criteria indicative of superior academic success while at Shaw; and, 2) have distinguished themselves and enhanced the image of Archbishop Shaw High School by accomplishing some feat which earned them recognition beyond the immediate school community. Merit letters will be presented to members of the junior class who have maintained a grade point average of 3.7 or better for each of five consecutive semesters on the weighted scale.

## THE OUTSTANDING GRADUATE

The Outstanding Graduate Award is presented to one graduating senior who, in the opinion of the faculty and administration, has demonstrated superior qualities and virtue in all aspects of student life. He is the individual we desire other students to emulate. This graduate must have excelled in academics, demonstrated his loyalty to the school, participated with a sense of dedication in school activities, rendered service, and manifested a wholesome attitude. This graduate is the individual we feel should be recognized as the recipient of the highest and most important award presented by Archbishop Shaw High School.

## THE SILVER EAGLE

The Silver Eagle Award was inaugurated during the 1969-70 academic year. The winner of this most prestigious award must meet certain stringent qualifications in the academic field, or in some co-curricular activity, and demonstrate to some degree the qualities of character, service, and leadership. The Silver Eagle is given only to seniors eligible for graduation at Archbishop Shaw High School. The maximum number of Silver Eagles awarded shall not exceed 10% of the graduating class. Every year, special Silver Eagles are awarded in the qualities of **Character, Scholarship, Leadership, and Service**. The winner in these categories will have his name inscribed on the permanent plaque which hangs in the school lobby.

The Silver Eagle Award is for the purpose of encouraging and motivating students to realize their potential and to experience that inner feeling of satisfaction for a job well done. It is to recognize those outstanding students who, over their tenure at Archbishop Shaw High School, have strived for excellence. Therefore, teacher nominations are not limited to the senior class, but to any student who is deserving. This record is kept on file in the Assistant Head of School of Academics' office so that a truer picture of the student's multiple year accomplishment may be observed and evaluated.

## OFFICIAL NOTICES

School policies are recommended by the administration and approved by the Archbishop Shaw High School Advisory Board. Students and parents are advised that the policies and regulations noted in this handbook may be revised during



the course of the academic year as procedures and programs are implemented and changed. Subsequent revisions will be promulgated. Administrators are charged with the responsibility of enforcing school policy.

Enrollment in this school and one's subsequent attendance is a privilege, not a right or an entitlement. In order to protect the Catholic religious nature of this school, and its standards of scholarship, discipline and character, the administration reserves the right to deny admission to this school, and the right to require the withdrawal of any student at any time for any reason deemed sufficient at the sole discretion of the administration, including any subjective standards of conduct it may establish.

Students attending Archbishop Shaw High School, a private Catholic school, agree to forgo certain legal rights they would otherwise be entitled to if they were attending a public school, e.g., free speech, privacy, search and seizure, etc. This is especially true in situations where a student's speech and/or actions may be contrary to the Roman Catholic faith, the teachings of the Church or directives of the local Bishop or Ordinary, or in the sole opinion of the school administration, are contrary to the philosophy of this institution or disruptive to the educational purpose and processes of this school.

Although students and parents are free to consult with legal counsel regarding these matters or discipline, such counsel is not permitted to be present during any meetings with school administrators, agents, or teachers or disciplinary hearings. Students and parents give up and waive any and all rights they may otherwise have to bring any civil litigation in any local, state, or federal court against the school, The Roman Catholic Church of the Archdiocese of New Orleans, the Salesian Society, Inc., and any school administrators, agents, and teachers for any and all wrongs or perceived wrongs alleged to have been committed against the student or his parents arising out of the student's enrollment in or suspension from or termination of that enrollment.

Students and parents by virtue of their signature on the **acknowledgement** forms handed out by the administration, acknowledge the important limitations placed on them by the school and agree to be bound by the restrictions placed upon them.

Archbishop Shaw 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 this school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, scholarship and financial aid programs, athletic and other school-administered programs.

This school supports the rights, obligations and responsibilities of all teachers and administrators as outlined by the Office of Education and Archdiocesan School Board in the Archdiocese of New Orleans.

In accordance with the Asbestos Hazardous Emergency Relief Act (AHERA), a management plan has been prepared and approved by the state Department of Environment Quality (DEQ). This management plan is available for you to review in the financial administrator's office during regular school hours. If you desire a copy of the plan, it will be made available to you at a cost of \$10.00 (to cover cost of reproduction).

All content contained in this Handbook may be altered and/or additions may be made based on the current needs of the school and community. Students, Parents, Employees, and community members will be notified of the specific change if any alteration is made.