

## WELCOME TO REDEMPTORIST DIOCESAN REGIONAL CATHOLIC HIGH SCHOOL

Welcome to Redemptorist Diocesan Regional Catholic High School. This is your school and the faculty is here to help you secure an outstanding Catholic education. The need for a better high school education is becoming more important each day, and we hope that you avail yourself of all the educational opportunities presented to you at Redemptorist. We are proud of our school and especially proud of the 6,000+ graduates who completed their high school work in the Redemptorist system. We hope that you will also become a member of this elite group of graduates.

These regulations are a material condition of the contractual agreement between Redemptorist and any and all students of this school. In developing the rules and policies for Redemptorist, we have tried to be as explicit as possible, but we are aware that during the school year new and unusual situations will arise. The principal will have the authority to use his discretion in unforeseen circumstances.

### MISSION STATEMENT

Redemptorist Diocesan Regional Catholic High School is dedicated to providing a comprehensive, Catholic, co-educational program designed to meet the individual needs of students in their pursuits of spiritual growth, moral development, and academic excellence; this is accomplished in an atmosphere of mutual respect and positive discipline which reflects the teachings of Christ in a spirit of caring, giving, and belonging.

### GENERAL INFORMATION

**NON-DISCRIMINATORY POLICY:** Redemptorist High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, and athletics and other school-administered programs.

**AFFILIATION AND ACCREDITATION:** Redemptorist High School is accredited by the Southern Association of Colleges and Schools and is approved and accredited by the Louisiana State Board of Education. The school holds membership in the National Catholic Education Association, the Association of Supervision and Curriculum Development, the Louisiana High School Athletic Association, and numerous other curriculum-related associations.

**HISTORY:** St. Gerard Majella Church Parish was established in 1944. The high school was opened in September, 1947, with an enrollment of forty-three freshmen and sophomores. Louisiana accreditation was obtained in December, 1950, and the first class graduated in May of that year. In 1958, Redemptorist High School was approved by the Southern Association of Colleges and Schools. The high school was operated by St. Gerard Parish until it became an interparochial school in 1963. Redemptorist then became a Regional Diocesan School on July 1, 1995. The school is governed by a Regional Diocesan School Board consisting of priests and elected and appointed lay persons. The faculty consists of laymen and laywomen.

**COUNSELING DEPARTMENT:** The School Counseling Department is concerned with the overall development of each individual student. Emphasis is placed upon individual counseling – particularly in the areas of academic, vocational, personal, and social development. All members of the faculty are encouraged and expected to give information to the school counselor when this information will aid him in his work.

**1. Standardized Tests:** The ACT (American College Testing program) and SAT (Scholastic Aptitude Test) are optional tests administered on Saturdays at national testing sites for a fee. Students should plan to take their first ACT by the end of their Junior year. Redemptorist is a national test site for the October and April ACT. Students register for these tests by completing a registration packet available in the Counseling offices or online. Students and Parents are responsible for registering for the ACT and/or SAT. The RHS Counseling Department administers the PSAT (National Merit Scholarship Exam) to all juniors, the PLAN (pre-ACT) to sophomores, and the PSS (pre-PSAT) to freshmen at no charge to the student. These tests along with the EXPLORE entrance exam are used for course placement and are a part of a student's transcript and permanent record.

**2. School Counselors:** In addition to the administration of various tests, the school counselors hold personal conferences with students; conducts group counseling sessions; makes available information on colleges, trade schools, vocational institutions, federal loans, campus jobs, special grants, scholarships, vocational rehabilitation, and career opportunities; and arranges parent-teacher conferences when necessary.

**3. Religious Counseling:** Special counseling involving a student's personal problems, family, home, etc., may be provided by the school Chaplain, members of the religion department, or other members of the faculty.

**VOCATIONAL REHABILITATION:** Vocational rehabilitation is a state and federal program designed to aid handicapped individuals. These students will be referred to a disability counselor.

## MAJOR SCHOOL POLICIES

**ACTIVITIES:** All school activities are to be scheduled by the principal. An official school calendar is located in the principal's office. Club officers and moderators must notify the school secretaries of all activities including time, place, and money involved, departure and return, etc.

**ATTENDANCE (SCHOOL ARRIVAL):** Upon arrival on campus each day, students are to get out of their cars immediately and proceed to the classroom area. Seventh, eighth and ninth graders are to gather on the parking lot beside the main office. Tenth through twelfth graders are to gather on the first wing of the annex, or the student center. Students may not enter the main building until the duty teacher allows them to enter.

**ATTENDANCE (ABSENCE):** Punctual and regular attendance is expected of every student. After an absence from school, a student must report to the office with a written explanation by one of his parents on the 3x5 absentee cards. This must be done even if a phone call has already been made. A doctor's note may be required in certain circumstances. A student is considered absent a half day if he misses two or more periods. Four or more periods missed constitute a full day's absence. If a student misses half of a class period, he is counted absent for that class. We ask that a parent or guardian call and report the student's absence to the school between 7:00 a.m. and 7:30 a.m.

**MEDICAL APPOINTMENTS:** All medical appointments should be made outside of school hours. If for some reason this cannot be done, the student must bring a written request for early dismissal signed by one of his parents. This must be done before the first bell.

**SCHOOL ILLNESS:** If a student becomes ill during the day, he is to report immediately to the main office. The secretary will call the parents, and a parent must call for the student or given permission for the student to leave the campus.

**EXCUSED ABSENCE:** If a student is absent for a justifiable reason, he/she is allowed to "make up" all work missed. If a student is absent the day of a test, he must make up the test at the discretion of the teacher. An excused absence will be granted only for death in the family, serious illness, student illness, prolonged doctor's appointment, or an emergency condition beyond human control.

### **NON-ATTENDANCE PENALTIES:**

**1. Tardies to School** – A student is allowed three tardies each nine weeks' period which allows for difficulties beyond one's control. Each additional tardy during a nine weeks' period will result in one hour of detention being assigned by the Dean of Students. After the third detention for excessive tardies, each such detention will count towards a suspension along with any other detention offenses that count towards suspension.

**2. Unexcused Absence** – If a student is absent for an unjustifiable reason or simply as a "matter of convenience" to himself or his family, he is not allowed to "make up" examination, quizzes, and/or tests missed during his absence, but he is held responsible for the material and assignments covered in his classes during his absence. An unexcused absence from any test, quiz, or examination will result in the student receiving a zero on that examination. An unexcused absence makes the student ineligible to participate in any school function that day. This applies to sporting events, socials, etc. An unexcused absence must be made up by

attending detention. One day of detention for each unexcused class period will be required. Any student who accumulates more than **ten UNEXCUSED ABSENCES during the school year** will fail for the year.

**3. Semester Absences** – Any student who misses **ten (10) days of school (excused or unexcused) per semester will automatically fail that semester.** An extended illness will be the only exception. Even though a student automatically fails a semester due to absences, he/she may remain in RHS; however, he/she may not participate in any extra-curricular activity.

**4. Tardy to Class** – handled by the individual teacher.

**5. Participation in School-Related Functions** – A suspension, an unexcused absence or an absence for illness, regardless of the fact that it may be “excused,” make the student ineligible to participate in any school-related function on that date. This applies to sporting events, socials, etc. Also, **if a student checks out, he/she may not participate in or attend any school function that night.**

**CHECK IN/CHECK OUT POLICY:** Prior to checking in late or checking out early, the student must obtain the appropriate form from the secretary. If a parent is checking a student out of school, a note must be brought to the main office before the first bell. If a parent shows up to check a student out of school without a note having been sent, they may have to wait, especially during a lunch shift.

**Students checking in or out should be aware that absences are counted separately for each class. For example, if a student checks in (excused or unexcused) after first hour eleven times during a semester, that student is absent from first hour eleven times and fails that class for the semester.**

**EDUCATIONAL ABSENCE:** If a student is absent from regular classes because of some school-related activity (field trip, band trip, organizational convention, etc.), he is allowed to make up all work missed during this “educational absence.” To qualify for an educational absence, the student must obtain written permission on the official permission slip from all of his teachers two days prior to the day of absence. If a student is an athlete, he is excused to participate in any athletic event that occurs during school hours and he/she is responsible for any work missed. Seniors who visit a college during school time may be allowed a college day at the discretion of the principal. Verification of such a visit is expected.

**ALCOHOLIC BEVERAGES, DRUGS, FIREWORKS, ETC.:** No alcoholic beverages, drugs, indecent literature, or fireworks are to be brought to school, any school function, or any school-related activity. Students who violate federal, state, or local laws concerning the above items are subject to immediate dismissal from Redemptorist.

The use, possession, sale, or consumption of any amount, or being under the influence of any alcohol or drugs on the school campus or at school related functions is strictly prohibited. If a student is found to be in the possession of any drug paraphernalia, appropriate action will be taken. Any violation of this regulation may result in suspension or expulsion. If a student is involved in a drug-related activity outside of school hours or school activities, the above policies may also apply.

In the case of substance abuse, we will follow the **Diocesan Substance Abuse Policy**, which states:

“Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus and at all school related functions. The use of all chemicals, including alcohol, tobacco and tobacco products is prohibited. If a drug/alcohol treatment program and/or drug testing is mandated, it is to be financed by the parent/guardian. If drug testing is mandated for suspicion, it is to be financed by the parent/guardian.”

All medication prescribed by a physician must be recorded and may be dispensed from the main office. (School Board, 6/81).

**ANNOUNCEMENTS:** Announcements will be made daily over the P.A. system. All announcements should be turned in to the office (by faculty members only). Students who wish to submit announcements must obtain permission from the office. Only announcements pertaining to emergency situations will be made during the day. No other announcements will be allowed, as they disrupt class.

**ASSEMBLIES:** Major student assemblies will be conducted in the gym. Students are expected to conduct themselves in a polite, dignified manner – especially if a guest speaker has been invited to the school. This is only common courtesy. Whistling, shouting, noise making, etc. are out of order at formal assemblies. The student body is divided into sections for all gym assemblies. At student body Masses, students are to sit according to grade level. Students are to remain in their assigned places after all assemblies until they are dismissed in an orderly fashion.

**BOOKS:** Students are responsible for all books whether lost, stolen, or damaged. State textbooks must be covered at all times. Each student is to write his/her name and year date in the book in ink upon receiving it. The teacher should write his/her name in the book also. **No student will be allowed to take his final examinations until all books are turned in or paid for in advance of the test date.**

**CAMPUS AREA:** The official school campus area encompasses the high school complex from the canal to the St. Gerard Activity Center on Maple Street on the north, the football field, gym, cafeteria, and church area. Except for parking prior to the beginning of school, St. Katherine Street is “off limits” during the school day.

**CLASSROOMS:** No student is allowed to remain in a classroom during the school day unless a teacher is present and allows him to stay.

**STUDENT BEHAVIOR:** Students are expected to act as well-mannered young ladies and gentlemen. A genuine respect toward teachers and fellow students should always be displayed. Redemptorist High School is a Catholic Christian school and expects its students to act accordingly. (Public displays of affection between boyfriend and girlfriend are not appropriate behavior on campus and will not be tolerated.)

**(The best discipline is self-discipline.)** Students at Redemptorist are expected to adhere to school rules, policies, and regulations at all times. Because Redemptorist is a Catholic Christian school community where young men and women are taught the basic concepts of the teachings of Christ and the Catholic Church, the administration, faculty, and staff expect the “Best from the Best.” One or more disciplinary actions may result from failure to comply with the rules, policies, and/or regulations of the school. These actions are punish work, detention, suspension, and expulsion.

**Detention** is held daily from 2:35 to completion of assignment. In some cases, the Dean of Students may schedule detentions on Saturdays. Serving the assigned detention the day it is assigned is the responsibility of the student. Students may serve their assigned detention early. If the student checks out or has a make-up test the day the student has a detention assigned, it is the student’s responsibility to converse with the Dean prior to check out or before the make-up test to reschedule the assigned detention. Except under extenuating circumstances, a missed detention day will be an automatic suspension. A student with a detention assigned must report in school uniform to the assigned room with loose-leaf paper and a writing tool. After four (4) behavioral detentions, a one day at-home suspension will be assigned. Suspension time will be served at home, and a suspension assignment must be completed to avoid more suspension time.

Suspension is more serious action than a detention. A suspension may mean one or more days of exclusion from regular classes. When a student is suspended from school, he/she may not participate in or attend any school function. If the suspension occurs on a Friday or the school day before a holiday, the student may not participate in or attend any school functions during the weekend or the holiday.

It is the student’s responsibility to receive the suspension packet from the dean the day before the scheduled suspension date. The suspension packet must be completed in its entirety and turned in to the Dean the next school day after suspension. Every day that the suspension packet is not returned will result in a new referral/detention assigned (up to 10 detentions) until turned in completed.

Expulsion is the most serious action, which means the student is dropped from class rolls and is no longer a student at Redemptorist.

For very serious reasons, a student may be expelled after a single violation if his/her continued presence in the school would seriously hamper the school in fulfilling its obligations to the other students. The parent has the right to appeal according to Appeals Policy.

Generally when a major offense is committed, a parent is called, and counseling will follow. When the second major offense occurs, parents are called by the dean and notified that the next major offense will result in a

suspension. The third major offense is followed by a suspension and probation where a parental conference is required before the student is readmitted. The fourth major offense results in disciplinary probation where a parental conference is held with the principal and dean of students. The fifth major offense may precipitate an expulsion. See page 23.

If a student is sent out of the class for any reason, he is to report to the dean of students immediately. If the dean of students is unavailable, the student must report to the main office until the secretary locates the dean of students.

When a student is assigned to detention or disciplinary action, he will be given a detention form, which he must take to the dean of students. The dean of students will sign the form, keep one copy, and send the student back to class with an admit slip.

A partial list of unacceptable behaviors and possible consequences can be found in Appendix A. Other consequences may be relevant.

**JURISDICTION OVER STUDENTS:** Redemptorist High School attempts to establish and maintain an outstanding Catholic educational environment for both students and faculty. A mature behavior is expected of all students at all times. Any student action or behavior (regardless of when or where performed) that reflects in a negative, immoral, or adverse manner on the Redemptorist School system, will fall within the jurisdiction of the school administration. (School Board 8/81)

**DANCE SOCIALS:** In general, school sponsored dances, socials, etc. will not be scheduled on the eve of a school day. School dances include the Homecoming Dance, Twirp Dance, and the Junior-Senior Prom. All dances, parties, etc. will be adequately chaperoned by the faculty. The following regulations will be enforced at all school functions:

1. Male students should be dressed appropriately and conservatively. Apparel that is "loud," costume in nature, or appears to be a joke or prank will not be tolerated. Females must also be dressed appropriately. Dresses that have any cut-outs, cut-outs to the waist in the back, or a back of just ribbons, strings, or ties; two piece dresses that allows the mid-section of the body to show or be exposed; dresses with slits up the side of the dress more than two inches above the knee; strapless dresses; dresses with see-through mesh in the mid-section of the body; or low cut dresses are not to be worn. If a normal bra or strapless bra (meaning going around the natural bra line) cannot be worn with the dress, then the dress should not be worn. The above guidelines must also be adhered to by the dates of Redemptorist students. We are a Catholic School and modesty is still an important Christian virtue. Anyone not adhering to the above will not be allowed in the dance.

2. School sponsored functions are limited to members of the student body, their dates, and their guests.

3. Students and their dates or guests who violate the rules of good conduct will be expelled from the dance by the chaperones.

4. Alcoholic beverages are not allowed. Those who have noticeably consumed such beverages prior to the dance will also be refused admission. Breathalyzers may be used at school functions.

5. No one is permitted to return to a dance, social, etc. once he/she has left the premises. This includes going to cars, back home, etc.

6. An "unexcused" absence or an "excused" absence for illness makes the student ineligible to participate in a school-related event that evening. This includes sports events, socials, etc.

**NOTE:** Only juniors and seniors are allowed to attend the Junior-Senior Prom. The only way a freshman or a sophomore can attend the dance is if he or she is a date of a junior or senior.

**DRESS AND GROOMING:** All uniform items must be purchased from **School Time** in the Bocage Shopping Center, 7745 Jefferson Highway. Students must wear the following uniforms:

**BOYS:** Boys should be neatly and respectably dressed in the uniform slacks and shirts. The boy's uniform consists of a green short-sleeve pull-over shirt, or white long-sleeve oxford shirt with the school emblem

monogrammed on it and long pants. Pants must fit properly and be worn at the waist with an appropriate length that does not drag the ground. Dark brown leather belts with a plain buckle must be worn and shirt tails must be completely tucked in. The leather belt must not hang from the waist toward the ground. Also, there is a **dress uniform** consisting of the long-sleeve shirt, long pants, and a uniform tie. All male students are required to wear the dress uniform on designated days.

1. **Hair:** Boys' hair must be clean and well-groomed and may not be dyed or bleached. Extreme hairstyles are not allowed. An appropriate hairstyle must be chosen. The hair cannot be colored, dyed or bleached in any way. Uniformity of length with gradual tapering of hair is the goal. Hair may be worn over the ears but may not cover the bottom of the ear lobe. Hair on the forehead may not be longer than the highest portion of the eyebrows. Hair may not extend more than two inches from the skull. Hair down the neck may not touch the collar. Sideburns may not extend below the ear lobe and must follow the natural hairline in width. Boys must be clean shaven each day. Mustaches may not be worn. Earrings are not permitted for male students. Sweat bands and head scarves may not be worn.

**GIRLS:** Girls should be neatly and respectably dressed in uniform. All blouses should be buttoned to the first button below the collar. Uniforms must be worn correctly at all times. The uniform consists of either the white knit shirt or a tailored white long or short sleeved cotton blouse with the school logo monogrammed on it. Long khaki pants or the skirt may be worn. **The skirt may be no shorter than two inches above the knee.** The dress uniform for girls consists of the uniform blouse, the uniform skirt and the uniform vest and must be worn on designated days. Sweatshirts, sweaters, etc. may not be worn around the waist.

1. **Hair:** Extreme hairstyles are not allowed. An appropriate hairstyle must be chosen. Extreme colored, dyed or bleached hair is not allowed. Girls are not permitted to wear hair rollers, sweatbands, or head scarves to school at any time.

2. **Make-up:** Moderate make-up may be used. Excessive or extreme make-up will not be allowed.

**The following pertains to both male and female students:**

1. **Body Piercing:** Body piercing is not allowed except for **girls wearing one earring in each earlobe.**

2. **Shirts:** Colored T-shirts or T-shirts with pictures or printed matter **may not** be worn under the uniform shirt. Long sleeve undershirts, including thermal, **may not** be worn. Shirts should be fastened beginning with the first button below the collar button. A solid white T-shirt may be worn under the uniform shirt or blouse.

3. **Sweaters:** The solid green sweater vest may be worn over the blouse or shirt. The collar of the blouse or shirt must show. Knit tops or jerseys may not be worn over or under the blouse or shirt. A school approved sweatshirt may be worn over the uniform blouse or shirt, but hooded sweatshirts are not allowed for any students.

4. **Shoes and Socks:** Medium to dark solid-colored brown all-leather shoes must be worn. No backless shoes or sandals may be worn. **Socks must be solid white for girls and brown or white for boys (no logos) and worn at mid-calf.** Shoes with laces must be laced up completely and tied. Only black tights during cold weather may be worn with white socks.

5. **Spirit Uniform:** Approved spirit uniforms may be worn only on specially designated days. They are not to be worn on regular school days. The cheerleaders, dancers, and flag corps may wear their approved spirit uniforms on spirit days. Other students must wear their regular uniforms. Any attire worn in connection with spirit days must be worn over the spirit uniform or the regular uniform.

6. **Jackets:** The only allowed jackets are an RHS letterman jacket or the gray fleece uniform jacket purchased from School Time.

7. **Tattoos:** No visible tattoos when the uniform is properly worn shall be allowed.

**NOTE: Hats or caps cannot be worn on campus. Sunglasses may not be worn on campus. Athletic shirts or parts of athletic uniforms are not considered part of the uniform and may not be worn. Any jewelry worn should be simple. The school has the right to consider any questionable clothing or jewelry as inappropriate. School clothes should be neat and clean, fit properly, and be properly mended**

at all times. The pants may not be altered by cutting or splitting at the hem above the shoes. Socks may not be folded over to shorten the length of the sock.

The dress uniform is required to be worn on field trips unless safety measures prevent this. Example: DOW and ExxonMobil trips.

**ALL STUDENTS INCLUDING SENIORS MUST HAVE THEIR SHIRTTAILS TUCKED IN THE ENTIRE TIME THEY ARE ON CAMPUS. TUCKING SHIRTS IN DOES NOT MEAN TUCKING THE SHIRT UNDER ITSELF, BUT INSTEAD IT MEANS TUCKING THE SHIRT INTO THE WAISTBAND.**

**DRESS CODE VIOLATION PENALTY:** When detected, anyone not in compliance with the uniform regulations will be sent home that day; it will be an unexcused absence, and one hour of detention will be assigned to the student for every hour of class missed. For a dress code violation such as an untucked blouse or shirt, a detention will be assigned. The Dean of Students will be the final authority on the interpretation of all dress and grooming regulations.

**ELECTRONIC DEVICES:** Pagers, cell phones, radios, walkman-type devices, C-D players, tape recorders, and electronic games are not allowed to be used on campus. Any use or misuse will result in suspension to expulsion. See page 23.

**FEES, TUITION, SCHOOL DEBTS, ETC.:** All financed school tuition is to be paid by mail or in person to the bank. Prepaid tuition, fees, etc. are to be paid by mail or in person in the main school office. No student will be allowed to take midyear or final examinations until all indebtedness is paid. However, individual circumstances will be considered. Depending upon circumstances, a student may be allowed to take his exams; however, in the event of graduation or withdrawal, the student's records will not be forwarded to another school until all indebtedness is paid. All parents are informed of tuition payments at registration and at the beginning of each school year.

**FIELD TRIPS:** Field trips that are in conjunction with a class being taught is required for the students in that class. NO EXCEPTIONS.

**FIRE DRILLS AND EMERGENCY EVACUATION:** Each classroom posts a diagram of the route students should take in case of a fire or other emergency. At the sound of the alarm, the students should leave quickly in an orderly manner and go quietly to the designated areas of assembly. Fire drills and emergency evacuation drills will be held several times during the school year in compliance with state law.

**FUND RAISING ACTIVITIES:** Any student fund raising project must be approved by the principal. Gambling activities of any kind for class or organizational funds are forbidden. Students are not to play cards or engage in any gambling activities, etc. at school.

**HANDBOOK/PLANNER:** Every student will be given a handbook/planner. The student is responsible for being knowledgeable of all rules and regulations stated in the handbook. Students are responsible for writing all assignments in the planner section. Teachers will check the planner periodically and may use that as a participation grade each nine weeks.

**INSURANCE:** Coverage for student insurance is described in a flyer that is distributed during the first week of school. Any claim on student insurance must be submitted to the company within 90 days of the accident or first treatment. Forms for filing a claim can be obtained from the office. The insurance form and doctor or hospital bills must reach the company within 90 days.

**LUNCH PERIOD:** A hot lunch is available to all students in the cafeteria. Lunches are paid for on a daily basis. Students must move quickly and orderly through the lunch line. Upon finishing lunch, students are to clean their tables. The cafeteria manager has the authority to dismiss any student from the cafeteria for misbehavior. No student is to take any food or drink into the cafeteria.

Students with a negative balance on their lunch accounts may not eat again in the cafeteria until the amount owed is paid.

Students who do not eat in the cafeteria are to eat outside in good weather or in a supervised area in inclement weather. They are expected to clean up their lunch wastes and put them in the trash containers provided. The

straws are to be used to drink milk only. **Straws may not be chewed on or taken out of the eating area.** Lunch may not be eaten in the classrooms unless an organization is meeting, and the faculty moderator is present.

Students who live within walking distance of school may eat at home with the written permission of their parents and approval from the office. No student is allowed to drive a car off campus at recess or at lunch time, nor is fast food from off campus allowed to be brought to students.

**LOCKERS:** Each student is assigned a locker and is responsible for the locker and for obtaining his own personal lock. Students are responsible for their books and personal belongings; therefore, it is advised that they keep their lockers locked at all times. Students are permitted to go to their lockers before school, after the lunch break, and after school. At the end of the day, all books are to be placed in lockers or brought home. Nothing is to be left in the classrooms, halls, or Student Center.

**LOST AND FOUND:** Articles left around school at the end of the day will be brought to the main office. Students may claim these articles from the secretary. Students should inform the office when something valuable is missing. Unclaimed articles will be discarded after 30 days.

**MAKE-UP TESTS:** All make-up tests are to be administered by the teacher. Failure of a student to take a make-up test on the day it is assigned will result in a zero.

**MARRIED/PREGNANT STUDENTS:** Catholic schools of the Diocese of Baton Rouge are concerned with the Christian moral development of the individual and the student body as a whole and are concerned with respect for life and the individual. Should a pregnancy occur, every possible measure will be taken to encourage counseling, health care, continued education and direction to help each student make a mature decision in accordance with the directive of the Roman Catholic Church. The Diocesan School Board has developed the following guidelines which must be adhered to:

1. The school will work on an individual basis with any student who becomes pregnant and with her family. Likewise, the school will work on an individual basis with any student who fathers a child and with his family.

2. School counseling will be directed to respect life.

3. Once a pregnancy is confirmed, the school will be sympathetic to the health and safety of both mother and child. The decision to remain in school is left to the discretion of the local school administration and in consultation with her pastor.

4. The pregnant student together with her family are required to participate in counseling through the school, through her parish clergy, and through the professional counseling services offered by Catholic agencies at the expense of the parent(s)/guardian(s). Likewise, the teenage father and his family are required to participate in counseling through the school, through his parish clergy and through professional counseling services offered by Catholic agencies at the expense of the parent(s)/guardian(s).

5. While all reasonable attempts will be made to ensure that the pregnant student will continue her education after the baby is born, the continuation of her education in the Catholic School System depends upon:

- A. The recommendation of professional counselors,
- B. The psychological well-being of the student, and
- C. The student's previous academic status in school and the level of her academic achievement during the pregnancy period.

6. The final decision as to the continuation of the education of the student mother in the Catholic School System is to be determined by the local school administration in consultation with her pastor. Likewise, the final decision as to the continuation of the education of the student father in the Catholic School System is to be determined by the local school administration in consultation with his pastor.

7. Married students are not admitted or allowed to remain in Catholic schools.

**MEDIA CENTER:** The purpose of the school media center is to further enhance the students' education. The media center offers students access to the Internet, online databases, CD-ROM software, books, magazines, pamphlets, and audio-visual materials. More specifically, it aids the student in the following:

- A. Learning to enjoy reading
- B. Learning to use the media center for research purposes

The librarian will assist and direct the students in reaching the above goals.

To be admitted during class time, a student must have a media center pass signed by the teacher with a specific assignment stated. Students are required to return to class five minutes before the end of the period with the pass signed by the librarian. Problem students will be sent back to the classroom, and the teacher will be notified.

**1. Conduct**

- a. A quiet atmosphere is required
- b. Suspension from the media center will result after a warning
- c. Students are expected to return materials to the proper place and leave the media center in order

Students should realize that a media center is a place for reading, studying, and research. Although we encourage you to visit the media center and you are welcome throughout the day, the media center is not a place to meet and visit with your friends during the lunch period. Suspension from the media center will result after a warning about excessive noise. Feet are not permitted on the furniture at any time. At no time can students eat, drink, or chew gum in the media center.

Computer use is for research only. Playing games and sending or receiving e-mail messages are not allowed under any circumstances and will result in suspension from the media center. Before a disk can be opened, it must be scanned for viruses by the librarian.

**2. Circulation**

- a. Usual circulation time for books is 2 weeks. Books may be renewed twice.
- b. Encyclopedias, reference, and reserve books may be checked out through the librarian on an overnight basis. These books must be returned before first period the following morning.
- c. Magazines may be checked out overnight. They are to be returned before first period the following morning.
- d. Return all reference materials and all other books in the book drop at the circulation desk.

**3. Fines**

- a. Overdue books - .5 cents per school day.
- b. Encyclopedias, reference and reserve books - .25 cents per school day if returned after 9:00 a.m.
- c. Magazines - .25 cents per school day if returned after 9:00 a.m.
- d. Vertical files - .25 cents per school day if returned after 9:00 a.m.
- e. Fine stops when book or magazine is reported lost. Complete cost of replacement and all fines will be charged for books not found.
- f. Fines on overdue books should be paid at the time of return.
- g. The librarians can refuse to check out books or materials to students with excessive overdue books and/or fines.

**4. Overdue Notices** - A list of all students having overdue materials or outstanding fines will be given to each teacher the last week of each nine weeks period. Students are responsible for consulting the list and are expected to report to the media center as soon as possible. Failure to settle media center business may result in disciplinary action.

**5.** A coin-operated copier is located in the media center. The copier is capable of making enlargements and reductions. Copies are .10 cents each.

**MESSAGES:** Students are asked to discourage anyone from phoning the school office to leave messages except in emergencies. Since our office staff is limited, we cannot guarantee that messages will be relayed to students during the school day.

**OFFICE PASS:** If a student must leave the classroom for any reason, he must obtain the office pass from his classroom teacher. No student can be out of the classroom without the teacher's pass.

**PARKING AND DRIVING:** Upon arrival at school, students are to leave their cars and move to the main campus areas. There is to be no sitting or standing around cars. Students are not to return to their cars until leaving the campus after their final dismissal. Students may not go to their cars before or after physical education. Students may not back into parking spaces.

A parking permit must be obtained from the main office for a fee in order to park on the campus. Students will not be allowed to park in faculty or visitor parking areas of the school at any time. A \$10.00 fine will be imposed for the first and second such offense. On the third offense, the vehicle will be barred from the campus area for 20 school days.

Underclassmen must park along St. Gerard on the north side of the gym on both sides of the street. Parking on St. Gerard between the main office and the gym is not permitted. No student may park on the parking lot in front of the gym. Underclassmen may also park along the fourth wing on St. Katherine except for the middle cement pad nearest the gate. Senior parking is on both sides of Wildwood. Underclassmen may not park on Wildwood. Seniors will have to wait for the busses on Wildwood to leave before they may leave. Courteous driving and observance of speed zones are expected of all students. Driving violations can result in detention, banning the automobile from the entire campus area, and expulsion.

**PHYSICAL THREATS:** Anyone directly involved in making threats in any fashion against property or personnel will be subject to immediate expulsion from Redemptorist High School. This situation is serious and will be viewed as such and will be turned over to Law enforcement for immediate action.

**POSTERS:** Activity, announcement, and spirit posters are always welcomed. They may be placed on any of the bricked areas around the school. They are NOT to be placed on any painted areas, doors, lockers, or class bulletin boards. Activity moderators will be held responsible for the wording and decor on all posters.

**RETREATS:** Each year, the Catholic Studies Department and Campus Ministry Team plan class level retreats that every student is required to attend. If for any reason a student misses his class level retreat, he or she will be required to make up the retreat before the end of the school year. Unless otherwise specified, students should pack a homemade lunch for the retreats.

**RETREAT DRESS CODE:** For grades 7<sup>th</sup>–11<sup>th</sup> class level retreats, students should wear an RHS t-shirt, jeans, and tennis shoes. Students may not wear hats, sunglasses, shorts, capris, or sandals. The jeans and t-shirts may not be cut, torn, or ripped and the jeans may not be tight, baggy, low cut, or have writing on them. If a student does not come dressed properly, he will be sent home and will have to make up the retreat. If a student would prefer, he or she can wear the regular school uniform. Dress regulations for senior retreat will be passed out prior to the retreat.

**RING CEREMONY:** The Ring Ceremony is mandatory for all juniors in order to return to Redemptorist for their senior year.

**SEARCH AND SEIZURE POLICY:** The school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice. School officials (2 or more) may search student(s), his/her belongings (i.e., including but not limited to locker, handbag, briefcase, book bag), and vehicle driven by student, *if one or more of the following exists:*

1. The students are informed in writing (parent/student handbook) that searches may be conducted.
2. The administrator has suspicion that contraband, illegal substances or objects or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed.

Any vehicle driven to school by a student and is on campus, or on adjacent streets, is subject to search upon reasonable suspicion.

The search of a student(s), his/her belongings, shall be conducted by no less than two (2) school officials (at least one [1] the same gender as the student when possible). The search shall be conducted with a minimum of embarrassment to the student(s), preferably in the privacy of an administrator's office.

Strip searches **shall not** be conducted.

**SERVICE RATIONAL:** The most unique feature that separates Redemptorist High School from just being a private school is our Catholic identity. “*Service in God’s Name*,” our service program at Redemptorist, plays an integral part of that identity. This program is in place to create an opportunity for our students to step out of their comfort zone and respond to Jesus’ Gospel call of serving those in need in the Baton Rouge area and throughout the world. These real life experiences are often more powerful than any classroom lesson. The relationships built and the conversations that occur during the service experiences encourage young people to greater depths of self-reflection, and therefore, a greater understanding of themselves and their connectedness with all of God’s people. The *S.I.G.N.* program challenges our students to become aware of their responsibilities in a global world and challenges them to reflect on their life goals and choices.

**SERVICE REQUIREMENT:** For the 2009-2010 school year, all Redemptorist High School and Junior High School students (except Career Ed students) will be required to complete **15 service hours**. These hours will be divided between two categories: **Category A: Gospel Mission Hours** and **Category B: Community Building Hours**. Of the 15 total hours required, 10 hours must come from Category A and 5 hours from Category B. In order for hours to be counted towards the required hours, the agency **must be listed on the service directory** and the hours must be completed between **May 1, 2009** and **last day of the third quarter**.

**THE DIFFERENCE BETWEEN A & B HOURS:** **Gospel Mission Hours** or **A Hours** involve volunteer work that directly responds to the **corporal works of mercy** listed in Matthew 25:37-40. **Community Building** or **B Hours** include good deeds that don’t directly respond to the corporal works of mercy, but still help build the Kingdom of God. This includes, but is not limited to, volunteering at Redemptorist, any Catholic Church, etc. Any service hours performed for church hours will only be accepted if those hours are performed at a Catholic Church. If you are unsure whether hours qualify as A or B, **do not assume; check with Ms. Maylon**. In order for an agency to be listed on either the A or B list, it must be a **non-profit organization**.

**THE OLD POLICY:** The following policy applies only to the class of 2009 and 2010: If a student completed the entire 50 hours under the old program, he or she is grandfathered in under the new policy for the rest of his or her time at RHS. In order to be grandfathered in, however, the student must show his or her completed hours to the Theology teacher each year. If a student lost the original hours, he or she must follow this new service program described above.

**SERVICE DIRECTORY:** The **service directory** listing approved agencies is posted online at [www.rhsbr.org](http://www.rhsbr.org) under “**service hours**.” It will be updated periodically throughout the school year as new opportunities for service becomes available. It is important that you check at least twice each nine week period for updates to the directory. If a student wants to volunteer with an organization not listed on the service directory, he or she must receive permission from the Campus Minister **before** performing service. During the last three weeks before the service hours are due, approval will not be given for any new agencies to be added to the service directory. Also, service hours **will not be accepted** if you choose to perform services at an agency that is not listed in the directory. Only those approved agencies listed in the service directory will be accepted as valid hours. All approved agencies have been contacted and thoroughly reviewed before being listed in the service directory. These agencies are those that will keep the true meaning of service hours in mind and will hold true to the corporal works of mercy.

1. **SERVICE VERIFICATION:** All service hours are due on **the last day of the third nine weeks**. The hours must be turned in **during the students Theology/Catholic Studies class**. Students will **not** be allowed to call home or check out to go get the hours. Service hours performed during school hours when school is in session **will not be accepted**. Hours not turned in during class will be considered late. No exceptions. If a student is absent on the day hours are due, the hours are due the first day the student returns to school. In order to receive credit for service hours, the following three items must be turned in:
  - a. **Completed Verification Form** – The Verification form acts as a cover letter when turning in service hours. It can be **downloaded** at [www.rhsbr.org](http://www.rhsbr.org) under “service hours.”
  - b. **Letterheads Confirming Service** – All hours should be documented on an official **letterhead** from the service agency with the following information: **who** provided the service, **when** the service was performed, **how many** hours of service were performed, and **what** service was performed. The

letterhead must be **signed** by the person who supervised the work and they must list their job title. Theology/Catholic Studies teachers **will not accept** the letterheads without this information. Letterheads may **not** be signed by family members or relatives. **Service hour letters will not be accepted unless they are printed on an official letterhead** from the appropriate agency. Also, the letterhead must include the agency's valid street address and phone number.

c. **Reflection Paper** – The processing of service experiences is a very integral part of the program. It is important to make the personal connection to the people served and the service performed. Our hope is that students will come to know themselves and God more deeply as they make a personal connection with those they serve. To facilitate the reflection process, students must **type a two-paged paper** meeting the following criteria: 1" margins, 1.5-spaced, 12 point Times New Roman font, include at least one scripture verse, and proper spelling and grammar. The paper must answer the following questions:

1. What did you do?
  - For **each** of the agencies you volunteered with, write a **paragraph** describing your service hours: where and when you volunteered, whom you served, and what you did. Do you have any interesting stories to share? (*optional*)
2. What did you learn?
  - What did you learn about God, life, others, and yourself?
  - How did the experience change your life? How did you grow from the service experiences? How might you live differently based on the experience and wisdom you gained from the experience?

**Service Grade:** There will not be a specific grade assigned for the service hours. The service hours are a requirement for passing Theology class. The reflection paper, however, will be graded for **fifty points** and included as part of the student's fourth quarter grade.

In the event that a student does not complete service hours and/or the paper by the deadline, the student's third quarter grade will immediately be **lowered by one letter grade**. In order to pass Theology class for the current year, however, the student must still complete the required hours before **May 1**. If they do not complete the hours by May 1, they will **fail Theology Class** for the fourth quarter and **will not be allowed to return to Redemptorist** for the following school year.

Because fulfilling service hours is a yearly requirement to pass Theology class, RHS will not save and file service hours each year. After the service hours are checked and the reflection papers are graded, the teachers will return them to the students.

For any questions concerning the service program, please contact **Ms. Maylon** either by email at [nmaylon@rhsbr.org](mailto:nmaylon@rhsbr.org) or by phone at **357-0936**.

**SEXUAL HARASSMENT POLICY:** Students are to avoid any behavior which affects another in an adverse way concerning sexual matters, i.e., unwanted touching, name calling, sexual comments, notes, phone calls, nicknames, and/or joking around about personal attributes. Sexual harassment includes internet use also.

**SMOKING AND TOBACCO:** Smoking, the possession of tobacco, or the use of tobacco is not permitted on the campus area from the time a student arrives until he has left after dismissal. Students should not have cigarettes or tobacco in their possession during the school day. The campus area includes all the areas around the classroom buildings, gyms, stadium, cafeteria, and church. The penalty for violation of this policy is suspension for one day; second offense three-day suspension; third offense **EXPULSION**.

**STUDENT-OF-THE-MONTH:** Each teacher can nominate one student from each grade he or she teaches. The purpose of the program is to honor students with good all-around attitudes. Students are chosen who exemplify the ideals of RHS – Christian leadership, integrity, helpfulness to others, etc.

**TELEPHONE:** The office phone may only be used after school hours. No calls may be made before school begins. Students may not leave class to use the phone except in the case of illness.

**VISITORS ON CAMPUS:** Following the policy of all East Baton Rouge schools, non-student visitors are not allowed on campus unless they receive a pass from the office. Students are not to visit with anyone at cars on the street at any time during the school day. This includes graduates, ex-students, etc.

**WEAPONS:** State Law R.S. 14:95.2 creates the crime of carrying 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 substances 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 extra 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 direction of such a school official or employee. It also exempts participants in any legitimate firearm safety course or similar course or activity. The law mandates that a principal or school official notify the parents of any student who is detained or arrested for carrying a dangerous instrument, that the principal or school official 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. Any principal or school official who fails to properly report the detention of any person or seizure of any dangerous instrumentality to the appropriate law enforcement agency may be issued a misdemeanor summons and, upon conviction, fined not more than \$500.00 or sentenced to not more than 40 hours of community service, or both." **Violation of the above will result in immediate expulsion from Redemptorist.**

**WITHDRAWAL FROM REDEMPTORIST:** Any student who leaves Redemptorist High School for any reason must be checked out through the office. All debts incurred up to that point must be paid in full. All textbooks, etc. must be returned or paid for if lost. No transcript or credits or other school records will be sent until all obligations to the school are cleared. Any student who leaves Redemptorist High School for any reason must be checked out through the office and the Dean.

## ACADEMIC INFORMATION

### **AWARDS:**

**Grades 9<sup>th</sup>–12<sup>th</sup>:** Academic awards and other student recognition will take place at the end of the school year at the annual Honors Program. Awards of recognition are presented to graduates who have demonstrated outstanding proficiencies in various subject areas. An academic jacket and letter will be awarded to students who achieve at least a 3.7 grade point average in academic subjects for one full year.

**Grades 7<sup>th</sup> & 8<sup>th</sup>:** Awards for scholastic achievements are given to students at the end of the school year. Recommendations for these awards are made by the individual teachers based on the scholastic record and effort in that subject. The Academic Excellence Award is given to the student(s) who maintain a 4.0 average each nine weeks during the school year.

Awards are given to the outstanding 8<sup>th</sup> grade boy and 8<sup>th</sup> grade girl voted on by the faculty based on qualities of leadership, courage, scholarship, character, and service.

A special Courtesy Award is given to both a boy and girl at each grade level who display this outstanding quality. Recipients of this award are chosen by students at each grade level.

Special recognition for accomplishments in the other school-sponsored activities is given during the Awards Ceremony.

**CURRICULUM:** The present curriculum at Redemptorist High School includes the following:

### **Grades 9<sup>th</sup>–12<sup>th</sup>:**

English I, II, III, IV, IV AP

Algebra, Geometry, Algebra II, Algebra III, Pre-Calculus, Calculus

Biology I & II, Chemistry I & II, Physics I & II, Physical Science, Earth Science

Health & Physical Education I, II, III, IV

Civics, American History, American History Honors & AP, World History, World History Honors & AP, World Geography

Computer Literacy, Desktop Publishing, Publications

French I, II, III & IV, Spanish I, II, III & IV, Art I, II, III & IV, Latin I, II & III

Catholic Studies I, II, III, & IV

Family & Consumer Science I & II, Speech I & II, Study Skills & Language Arts Lab (Dyslexia), Band, & Choir

The curriculum at Redemptorist is designed not only to provide students with the courses necessary for graduation but also to offer numerous electives that will fulfill their individual needs and interests. At the present time there are over sixty separate courses offered to Redemptorist students. Courses in math, science, and English are leveled. A special course is available for dyslexic students in 7<sup>th</sup> and 8<sup>th</sup> grade. Alphabetic Phonics is taught one hour a day to those students who have been identified as being dyslexic by EBR Pupil Appraisal Services or a state licensed psychologist. Alphabetic Phonics is a multisensory curriculum which teaches phonics and the structure of the English language. The basic language training program is taught to small groups in daily one-hour sessions. Identified dyslexic students may select the Language Arts Lab in place of an elective. One unit of credit is given each year.

**SPECIAL NEEDS:** In order to qualify for special needs accommodations based on a cognitive social or learning disability, a student must have a current psychological evaluation in which the specific learning disability must be stated. Elementary schools do NOT send us copies of evaluations completed before high school. Parents are responsible for submitting copies of their child's evaluation to the school. This evaluation must:

1. State the specific disability as diagnosed
2. Be current (no older than 3 years)
3. Describe the presenting problem(s) and developmental history
4. Describe the comprehensive assessments (neuropsychological or psychoeducational evaluations), including evaluation dates, used to arrive at the diagnosis. For ADD/ADHD, the evaluation must include:
  - a. evidence of early impairment
  - b. evidence of current impairment, including presenting problems and diagnostic interview
  - c. evidence that alternative explanations were ruled out
  - d. results from valid, standardized, age-appropriate assessments, and
  - e. number of applicable DSM-IV criteria and how they impair the individual
5. Describe the functional limitations resulting from the disability as supported by tests results
6. Establish the professional credentials of the evaluator

These guidelines were established by ACT Special Testing.

Accommodations available:

- Extended-time on text/exams
- Preferential seating
- Note-buddy - only used to enhance students participation in class (teacher's discretion will apply to this accommodation)

Extra time will be offered to qualified students after school on the same day the text is started. It will be necessary for students to make arrangements for transportation home. RHS is not responsible for students after they leave the test center.

The teacher has the option of changing the test if he feels the student may have gotten unfair assistance between the time the student begins the test and the completion during extended time. Extended time testing is arranged by the student at the teacher's convenience with the exception of Language Lab students. Language Lab testing takes place in Room 201. The student must arrive by 2:40 to begin completion of the test. Extended time is defined as one and one-half the time allowed for a test.

It is our goal for all special needs students to reach their full academic potential independently.

**HONORS PROGRAM:** The courses included in the honors program may include Algebra I & II, Geometry, Calculus, Civics, English I, II, III & IV, French III & IV, Spanish III & IV, Biology II, Chemistry I & II, Physics, American History and World History. An honors course has its own separate syllabus different from a regular class syllabus. An extra quality point is offered for courses with honors designation, that is, A = 5 quality points, B = 4, C = 3, and D = 1. Students are placed in the honors courses based upon standardized test scores, teacher recommendation, and previous performance. A standardized pre-test may also be administered in certain curriculum areas.

**Grades 7<sup>th</sup> & 8<sup>th</sup>:**

Religion, English, Mathematics, Science, Social Studies, and Fine Arts Survey.

Eighth Graders take a semester of physical education and a semester of computer literacy, or they may take band as their elective.

Seventh graders take a semester of physical education and a semester of music appreciation. They may continue music appreciation or take beginning band as their elective.

Above average 8<sup>th</sup> graders may take Freshmen courses for High School credit.

**ELIGIBILITY FOR GRADE LEVEL (FRESHMEN/SOPHOMORES/JUNIORS):** Each student is expected to acquire a minimum of six units each year. One unit in Catholic Studies must also be earned each year. Unit deficiencies in required subjects (except Math) must be cleared by attending an approved summer school. If a student is pursuing community college or a 4-year college track and fails a math course, he must repeat the course the following school year in order to continue to take the next high level math course. Failure to make up required deficiencies will result in the barring of a student's admission to Redemptorist. The grade level counselor will inform all parents of students with deficiencies at the end of each school year.

**ELIGIBILITY FOR GRADUATION:** At the present time, the State Department of Education requires a minimum of 23 credits for graduation from high school. At Redemptorist, these credits must be earned as follows:

**11<sup>th</sup> & 12<sup>th</sup> Grade (23 Credits)**

English	4 Credits
Mathematics	3 Credits
Health & P.E.	2 Credits
Catholic Studies	4 Credits
Science	3 Credits
Social Studies	3 Credits
Computer Applications	½ Credit
Electives	3½ Credits

**9<sup>th</sup> & 10<sup>th</sup> Grade (24 Credits)**

English	4 Credits
Mathematics	4 Credits
Health & P.E.	2 Credits
Catholic Studies	4 Credits
Science	3 Credits
Social Studies	3 Credits
Electives	4 Credits

The specifics of courses are found in the Course Description Book.

**EXAMINATIONS (MIDYEAR AND FINALS):** All students must take midyear and final examinations. Midyear and final examinations will cover materials for the entire semester. The examinations will be given by period, with two tests given each day in the morning. No exams are to be given before the scheduled time.

- Exemptions:** No student in grades 7<sup>th</sup>-11<sup>th</sup> may be exempt from taking midyear examinations. **Students in grades 9<sup>th</sup>-12<sup>th</sup> maintaining an "A" average during the second semester in any subject may be exempt from taking the final examination in that subject.**

2. **Absence from Examinations, Tests, and Quizzes:** An unexcused absence from any test, quiz, or examination will result in the student receiving a zero on that examination. The student is responsible for making up all work missed if the absence is excused.

**GRADING - REPORTS:** All teachers must follow the grading procedure which is outlined on the official grading chart. Because of various records, scholarships, G.P.A.'S, etc., our system must coincide with other public and private institutions as well as the State Department of Education.

1. **Edline:** Academic progress may be monitored through the use of Edline. Go to [www.edline.net](http://www.edline.net) (or [www.rhsbr.org](http://www.rhsbr.org) and click on the link to Edline) and log on as instructed. Students and parents receive Activation Codes at the beginning of your first year at Redemptorist. The same screen name and password are used from year to year. After logging on, you will see a News section, a school Calendar, and a Contents box. In the Contents box you may access information from the Counseling Department, other school information, and your Progress Report. This report is updated each Friday afternoon. On the left hand side of the main page, there is a list of subjects. Many teachers include test dates, assignments, notes, and other materials on these pages.
2. **Report Cards:** The reporting system is designed to reflect the emphasis on individual growth and development. Student progress is reported formally through test results and report cards.

All students are to receive report cards on a nine weeks' basis. Their daily work, class participation, outside assignments, quizzes, and unit tests should all be considered in determining a nine-week' grade. Teachers must have at least four major grades during a nine-week' period. Two of the grades must be major test grades; the major tests should be given at regular intervals during the nine-week period. The other two major grades can be derived from alternate means of assessment (papers, portfolios, lab reports and projects).

3. **Grades:** Number grades will be used to determine a student's nine-weeks' grade. All nine-weeks' grades will be converted to letter grades. The following scale is used.

Number Grades

100 - 94 = A  
93 - 86 = B  
85 - 78 = C  
77 - 70 = D  
69 - 0 = F

4. **Semester Average:**

**Grades 9<sup>th</sup>-12<sup>th</sup>:** The semester (one-half year) average is based on the two nine-weeks' grades and the semester examination. The scale on page 22 will be used to determine the semester average.

**NOTE: Any two F's in a semester will result in a failing grade for the semester.**

**Example: F A F = F    F F C = F    F F B = F**

**Grades 7<sup>th</sup> & 8<sup>th</sup>:** Grades seven and eight do not have semester averages. Mid-term exams are averaged into the second nine-week' grade and final exams are averaged into the fourth nine-week' grade. The final grade is obtained by averaging the four nine-week' grades.

**THE FOLLOWING SCALE WILL BE USED TO DETERMINE THE YEARLY AVERAGE:**

4.0 - 3.6 = A  
3.5 - 2.6 = B  
2.5 - 1.6 = C  
1.5 - 1.0 = D \*\*

**\*\* A STUDENT MAY PASS WITH A .75 ONLY IF HIS/HER GRADES HAVE SHOWN IMPROVEMENT IN THE LAST MARKING PERIOD.**

Examples - FD DD = .75 = D  
DF CF = .75 = F  
DD DF = .75 = F  
FC FD = .75 = D

**NOTE: AN “F” FOR THE THIRD NINE WEEKS AND AN “F” FOR THE FOURTH NINE WEEKS WILL RESULT IN AN “F” FOR THE YEAR IN THAT SUBJECT.**

**5. Semester Failures: Grades 9<sup>th</sup>-12<sup>th</sup>**

Each semester failure in core subjects must be made up in summer school.

**Yearly Failures: Grades 7<sup>th</sup> & 8<sup>th</sup>**

Each yearly failure in a required course must be made up in summer school.

**Any student, grades 7<sup>th</sup> through 12<sup>th</sup>, who fails more than four semesters of core subjects in a year may not return the following year. Core subjects are English, Math, Science, Social Studies, and Catholic Studies.**

**Students in grades 9<sup>th</sup>-12<sup>th</sup> will be placed on academic probation who have:**

1. Failed four or more core subjects after the first and/or more third nine weeks.

**Students in grades 9<sup>th</sup>-12<sup>th</sup> will be asked to leave who have:**

1. Failed 5 core subjects at mid-term.
2. Failed more than 4 semesters of core subjects for the year in any combination of semesters.

**Students in grades 7<sup>th</sup> & 8<sup>th</sup> will be placed on academic probation who have:**

1. Failed two or more core subjects at the end of the first, second, or third nine weeks.

**Students in grades 7<sup>th</sup> & 8<sup>th</sup> will be asked to leave who have:**

1. Failed more than two core subjects for the year.

**6. Report Card Distribution:** All report cards will be distributed each nine weeks.

**7. Transcripts:** In compliance with the Family & Educational Rights and Privacy Act of 1974, we cannot release transcript records without written permission. To request a transcript, complete a Transcript Request Form found at the main office, counseling office, or on line.

Standardized test scores are NOT included with the transcript. Test scores should be sent directly from the testing company. Consult the testing web sites or registration packets for instructions. If the institution specifically requests that the scores be sent from the high school, you must complete a Standardized Test Score Release Form available in the main office, and the counseling offices.

Note that Louisiana public colleges receive transcripts electronically from the Louisiana Department of Education; therefore, no transcript request form is necessary.

**GRADUATION POLICIES:** Under no condition will a senior be allowed to receive a Redemptorist Diploma if he fails to fulfill the graduation requirements set by Redemptorist High School.

**1. Early Graduation** - No early graduation is allowed at Redemptorist.

**2. Senior Retreat** - In the Spring of 1978, the Redemptorist School Board added an additional requirement for graduation from Redemptorist. Beginning with the school year 1978-1979, all seniors were required to participate in a spiritual retreat. The retreat is planned by the Religious Coordinator and members of the Catholic Studies Department. All students are notified of the retreat dates at the

beginning of the school year. Failure to fulfill this requirement automatically excludes a senior from graduating from Redemptorist.

3. **CPR** - Successful completion of CPR during the high school years is a requirement for graduation.
4. **Senior Failures** - Any student who fails to meet the Redemptorist graduation requirements will place his graduation privileges in jeopardy. If a student fails to meet the requirements by more than two credits, he will be required to repeat the senior year if he wishes to graduate from Redemptorist. A senior failing a required subject the first semester of his/her senior year may make up the half unit of credit by taking a correspondence course.

**NOTE:** If a senior is in danger of failing, he is advised not to send out graduation invitations until the matter has been definitely settled.

5. **Valedictorian, Salutarian, and Honor Graduates** - In determining the valedictorian, salutarian, and honor graduates of a senior class, the final grade point averages will be based on all school credits of work earned toward graduation, including additional summer school credits. In case of ties, there will be co-valedictorians and co-salutarions. Starting with the 2000-2001 freshmen, RHS will award a Distinguished Graduate Diploma. Qualifications for the Distinguished Graduate Diploma are:

- Maintain an overall 3.2 GPA
- Earn four credits in math with one of the credits being in Pre-Calculus
- Earn four credits in science with one of the credits being in physics
- Earn a grade of "C" or better in at least one honor's course each high school year

Beginning with the 2000-2001 freshman class the valedictorian and salutarian will be selected from the distinguished graduates based on their GPA.

**Note:** In order to be considered for the valedictorian and salutarian, the student must have attended RHS from the beginning of his/her ninth grade year to the end of their senior year. This must be done in eight consecutive semesters.

**HONOR ROLL:** Redemptorist students may qualify for "high honors" and "honors" during each academic quarter. To obtain high honors, students must earn a 3.7 average for that nine weeks. "Honors" may be merited by any student who has an average between 3.2 and 3.69. High honor graduates are seniors who have maintained a cumulative grade point average of 3.70 or better during their four years of high school. Honor graduates must have maintained a grade point average of 3.20.

**SUMMER SCHOOL REQUIREMENTS:** A student who does not successfully complete certain courses will be required to attend summer school before receiving credit. Students who will be required to make up work will be contacted by the grade level counselor at the end of the school year. Students who do not successfully complete the required summer school courses will not be allowed to return to Redemptorist.

**STATE TEXTBOOKS:** All textbooks are numbered before distribution to the students. Students are responsible for all books whether lost, stolen, or damaged. State textbooks must be covered at all times. Each student is to write his name and year date in the book in ink on receiving it. The teacher should write his/her name in it also. No student will be allowed to take his final examinations until all books are turned in or paid for.

**VOCATIONAL EDUCATION:** The Baton Rouge Vocational-Technical School offers courses to students in auto mechanics, drafting, air conditioning and refrigeration technology, business training, industrial technology, machine shop, and welding. Students who qualify spend half a day in classes in vocational subjects and the other half in regular academic classes.

## INTERNET AND STUDENT USER POLICY

Dedicated Internet Access is available to the students, faculty and staff at RHS. Our local network is part of a wide area network, connecting diocesan schools in Baton Rouge, Houma/Thibodaux and New Orleans. It provides us with Internet connectivity and filtering protection, e-mail services for faculty and staff, and hosts our website. Besides the Media Center, Computer Labs and Science Labs, each classroom has Internet

connections. The Internet is an electronic superhighway providing resources for educational enrichment and research. It will enable students to explore thousands of libraries, databases, bulletin boards and share ideas with people around the world. We are also privileged to have subscription service to the following database resources through state grants:

1. Infotrac - A database of reference books, periodical and newspaper articles.
2. World Geography - A database of current events and information about countries throughout the world.
3. State Geography - A database of current events and information about the 50 states.
4. World Book Online - A current encyclopedia.
5. SIRS Researcher - A database of thousands of articles on various topics.
6. Contemporary Literary Criticism - A database of critical reviews.

Our own webpage, [www.rhsbr.org](http://www.rhsbr.org), provides an opportunity to present our school and its many facets to the outside world. Our goal in providing Internet and network service is to help promote educational excellence in our students and to better prepare them for the world in which we live today. Electronic information research skills are now fundamental in being productive citizens and employees. Use of word processors, spreadsheets, and presentation applications is also available on the network.

RHS expects faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. Access to sites will be structured as much as possible with faculty and the Lab Administrator previewing sites to help facilitate the students in their academic endeavors. The computer lab will offer additional hours before and after school, and during lunch for students needing to do research or to use applications to do schoolwork.

The use of the Internet is a privilege, not a right, and we feel our faculty, staff and student body should treat it as such. To make this addition to our school as fulfilling as possible the following Internet/Network Acceptable Use Policy has been developed for our students to adhere to. Any violation may result in the loss of Internet/Network use privileges at school.

#### **Internet/Network Acceptable Use Policy:**

1. During school hours the use of the Internet will be for educational purposes only.
2. The use of profanity is prohibited.
3. Messages or materials sent over the network or through the Internet will be respectful of others and contain no profanity and will not be offensive regarding sex, race or creed.
4. The use of another person's account(s) is not permitted unless the person gives his or her express or written permission.
5. Students will not be allowed to use the network to access personal e-mail.
6. Students are not permitted to use a teacher's individual account.
7. Although filtering software is installed in our Internet package, it is not totally foolproof and the school is not responsible for unsolicited materials. The user has the responsibility to use the Internet properly adhering to Internet protocol.
8. Any unsolicited message or mail should be reported and not responded to.
9. No one is allowed to change any files, folders or programs set up on the network except the administrator. Attempts to reach administration levels will result in that person being barred from using the network.

## **ATHLETIC PROGRAM**

### **GRADES 9<sup>th</sup>-12<sup>th</sup>:**

**INTRODUCTION:** Athletics play an important part in the lives of many high school students. The purpose of sponsoring athletic teams is to train youth in the ideals of wholesome competition and true sportsmanship. Redemptorist High School sponsors football, basketball, baseball, track, golf, tennis, softball, wrestling, cross country, soccer, and volleyball. We are indeed proud of our program for both boys and girls.

**CLASSIFICATION:** Redemptorist is a member of the Louisiana High School Athletic Association and is ranked athletically as a 3A school. Our local district is designated as 8-3A, and our district opponents at present are Baker, Capitol, Northeast, Parkview Baptist, and West Feliciana.

**ELIGIBILITY:** In order to be eligible for athletic squads, students must maintain a 1.85 GPA. The student must also demonstrate a satisfactory conduct rating. Eligibility will be decided by the principal and the athletic director, who will act upon the advice of the student's teachers. The eligibility requirements for student athletes at Redemptorist are stated in the Athletic Handbook.

**LETTER AWARDS:** The head coach of each sport will decide student letter awards. Requirements for all sports are outlined in writing in the Athletic Handbook.

**ATHLETIC ASSOCIATION:** The Redemptorist Athletic Pack Backers is composed of parents, alumni, and friends who are interested in the Redemptorist program. They meet regularly and sponsor various projects to aid the athletic program on both the junior and senior high level.

**GRADES 7<sup>th</sup> & 8<sup>th</sup>:** The athletic program is an extra curricular, voluntary, and unique part of the school program. The emphasis is on the development of sportsmanship and school spirit in students. Boys may participate in organized football, basketball, baseball, wrestling, cross country, tennis, golf, and track. Girls may participate in volleyball, cross country, basketball, softball, tennis, and track. The administration believes students participating in our athletic program should give the academic area an extra emphasis to insure that the priorities of school and education outweigh athletic success on the field. It is believed that proper educational self-discipline and good work habits will serve to improve the quality of the athletic experience.

Commensurate with this philosophy, the following academic eligibility code will be adhered to:

All athletes will have a minimum "2.0" average each nine weeks and pass 6 of 7 subjects taken with at least the minimum standard of "D." Students failing to meet these requirements will be ineligible for that season's play. Any continual participation in other sports will be subject to review by the principal, athletic director, and team coach.

## PHYSICAL EDUCATION

**PURPOSE:** The physical education program is designed to develop the total individual physically, mentally, and emotionally. The program endeavors to give each student a variety of activities suited to his needs and abilities and to develop good social adjustments for later life in the form of co-educational activities.

**OBJECTIVES:** The overall objective of the program is the development of specific skills, knowledge of rules, and attainment of physical fitness, good health habits, sportsmanship, and the encouragement for co-educational participation to develop a working appreciation of the difference of skills in the sexes.

**ACTIVITIES:** A variety of recreational games, team and individual sports, aerobics and the president's physical fitness program is offered. All students are given instruction in personal health.

**EQUIPMENT:** Each student is required to furnish his own regulation gym suit, white socks, and tennis shoes. All students are expected to dress out daily.

**EXCUSES:** Students who are unable to participate in physical education activities on a permanent or temporary basis must submit a written excuse from their doctor to the office.

**EXEMPTIONS FROM PHYSICAL EDUCATION:** Students may be exempt from the requirement in physical education for medical reasons. The number of units of credit required for graduation may not be reduced because of such exemptions.

**VALUABLE ITEMS:** Any personal valuable items should be locked in the lockers available in the dressing room by the individual students. Students must supply their own locks. The school is not responsible for items not secured.

## EXTRA CURRICULAR ACTIVITIES

**INTRODUCTION:** Redemptorist is indeed proud that it offers a variety of extra-curricular activities to meet varied student interests. All clubs are under the direction of one or more faculty advisors. New organizations may be formed with the permission of the principal, provided that at least ten students are interested in participating.

**BAND (7<sup>th</sup>-12<sup>th</sup>):** The band participates in a number of school activities. The marching band plays at all football games and at various parades. After football season, the concert band plays at annual Pops, Christmas, and Spring concerts.

**BETA CLUB (10<sup>th</sup>-12<sup>th</sup>):** The Beta Club is a national organization which was instituted and is operated to reward merit, encourage effort, and elevate the moral welfare of high school students. It is open to all students who show leadership qualities, worthy character, and high academic achievement. Members must achieve and maintain an overall 3.2 average in their scholastic work and earn fifty merits in service hours during the school year. The Beta Club holds regular meetings and holds true to its motto: "Leadership through Service" by sponsoring after school peer tutoring sessions, accomplishing quarterly service projects in the community, and participating in various competitions at the annual State Convention. Beta members are also eligible to join the RHS Quiz Bowl team which participates in local competitions.

**JUNIOR BETA CLUB (7<sup>th</sup>-9<sup>th</sup>):** The Jr. Beta Club is an organization open to seventh, eighth, and ninth graders who maintain an overall 3.0 average in their scholastic work. This club holds regular meetings and is in charge of the junior high honor programs. It was instituted and is operated to reward merit, encourage effort, and elevate character, good mentality, creditable school achievement, and a commendable attitude are additional qualifications for membership.

**CAMPUS MINISTRY (7<sup>th</sup>-12<sup>th</sup>):** The Campus Ministry Team is open to all students interested in planning and assisting with the monthly student body Masses. This club gives the students the opportunity to use their gifts and talents in worshipping God.

**DRAMA CLUB:** This organization is open to all high school students. The drama club is a member of the International Thespian Society. The drama club also performs two productions each year. Students that are interested in acting and working backstage are encouraged to join.

**FCA (Fellowship of Christian Athletes):** All Redemptorist students are eligible for membership in the FCA. The major purpose of this organization is to provide speakers and programs which emphasize the importance on God in daily life.

**SADD (Students Against Destructive Decisions) (7<sup>th</sup>-12<sup>th</sup>):** The SADD Club is dedicated to the creation of a drug-free America. Membership is open to all students in grades 7<sup>th</sup>-12<sup>th</sup>. Club members sponsor special activities such as Red Ribbon Day, guest speakers for school assemblies, and participation in "I Care Day" to promote commitment to a healthy, drug-free style. Members also participate in service projects for the sick and needy of the community.

**KEY CLUB (9<sup>th</sup>-12<sup>th</sup>):** The Key Club is an international youth organization for boys and girls sponsored by Kiwanis International. Membership is limited. Its prime purpose is to provide service to the school and to the community. All candidates must be approved by the moderator and maintain at least a "C" average.

**MOCK TRIAL TEAM:** Open to students in grades 9<sup>th</sup>-12<sup>th</sup>. Members prepare both the prosecution/plaintiff and defendant cases of a problem created by the Baton Rouge Bar Association. In February, the team competes against other schools' teams. Students are assisted in their case preparations by a volunteer lawyer.

**NATIONAL HONOR SOCIETY (Patrick B. Kennedy Chapter):** The NHS has been reinstated at RHS and has been named after Mr. Kennedy. Its purpose is to recognize students who excel academically and possess leadership qualities. The minimum requirements for consideration to become a member are a 3.7 overall GPA for juniors and a 3.5 overall GPA for seniors.

**SPIRIT ORGANIZATIONS (Cheerleaders and Wolfettes):** Though each has a different function, these organizations operate as one basic unit. The general purpose of these groups is to promote spirit at various

athletic events. They also engage in school and community service projects. Students must submit to “try outs” and must maintain an overall 2.0 GPA.

**STUDENT ADVISORY BOARD (7<sup>th</sup> & 8<sup>th</sup>):** The Student Advisory Board is composed of two elected representatives from the 7<sup>th</sup> and 8<sup>th</sup> grade. These representatives plan special activities such as school dances, Spirit Days, and special service projects for the 7<sup>th</sup> and 8<sup>th</sup> graders. The Student Advisory Board members keep their classmates updated regarding upcoming events and take their suggestions to the Board for consideration and its members are expected to maintain a “C” average.

**STUDENT COUNCIL:** The Redemptorist Student Council is composed of elected officers and presidents of all extra-curricular organizations. The major purposes of this organization are to promote amicable student-faculty relationships, to aid in the establishment of interest in student activities, and to promote the general welfare of the school. The student council holds regular meetings and its members are expected to maintain a “C” average.

**THE WOLFHOWLS STAFF:** The Wolfhowls staff is open to all students in grades 9<sup>th</sup>-12<sup>th</sup>. The staff will produce a quarterly newspaper in which students will have the opportunity to have their work “published.”

**Y.A.C.C.:** The Youth Association for Challenged Citizens is open to all students. The club works primarily with special education students.

**YEARBOOK STAFF (EMERALD):** The school yearbook, the EMERALD, is published each year by the high school. Staff members take the class, Yearbook Production, as an elective and are expected to work on assigned projects.

**INFRACTION LIST**  
(Not all inclusive)

Description	Act1	Act2	Act3	Act4	Act5	Act6
4 <sup>th</sup> tardy to school	Det1	Det1	Det1	Det1	Sus1	Det1
Book not covered	Det1	Det1	Det1	Det1	Det1	Det1
Cell phone misuse/electronic device	Sus1	Sus3	Sus5 *	Exp		
Cheating	Automatic zero					
Defacing property	Sus1	Sus5	Exp			
Disrespect to another student	Det2	Det5	Sus1	Sus3	Sus5	Exp
Disrespect to a teacher or staff member	Det3	Sus1	Sus3	Sus5	Exp	
Disruptive in class	Det1	Det3	Det5	Sus1	Sus3	Sus5
Dress Code	Det1	Det1	Det1	Det1	Sus1	Det1
Drugs, alcohol, fireworks	Exp					
Eating or chewing something in class	Det1	Det1	Det1	Det1	Sus1	
Failure to follow directions	Det1	Det1	Det1	Det1	Sus1	
Falsification of school report	Sus1	Sus3	Sus5	Exp		
Fighting	Sus1	Sus3	Exp			
Food in student center	Det3	Det5	Sus1			
Gambling	Det3	Det5	Sus1	Sus5		
Gum chewing	Det1	Det1	Det1	Det1	Sus1	Det1
Intentional physical injury of another	Sus3	Exp				
Littering	Det1	Det3	Det5	Sus1	Sus3	Sus5
Not completing disciplinary assignment	Det1	Det2	Det3	Sus1	Sus1	
Not returning detention slips	Det1	Det3	Det5	Sus1	Sus3	
Not serving assigned detention	Sus1	Sus1	Sus1	Exp		
Possession of lighter/matches	Sus1	Sus3	Exp			
Possession or accessing of pornographic material	Sus3	Sus5	Exp			
Progress report not returned signed	Det1	Det1	Det1	Det1	Sus1	
Public display of affection	Det5	Sus1	Sus2	Sus3	Exp	
Reckless driving/speeding	Det5	Sus1	Sus5	Exp		
School document not signed	Det1	Det1	Det1	Det1	Sus1	
Skipping class/leaving campus	Sus1	Sus3	Sus5	Exp		
Sleeping in class	Det1	Det1	Det1	Det1	Sus1	
Stealing	Sus5	Exp				
Student note with vulgarities	Sus1	Sus3	Sus5	Exp		
Student-written note to another student	Det5	Sus1	Sus3	Exp		
Sunflower seeds	Det1	Det1	Det1	Det1	Sus1	
Test paper not returned	Det1	Det1	Det1	Det1	Det1	Det1
Too many detentions	Sus1	Sus3	Sus5	Exp		
Too many tardies to class	Det1	Det1	Det1	Det1	Sus1	
Unauthorized campus visitor	Det2	Sus1	Sus5	Exp		
Unbecoming conduct/mass, assembly, speaker	Det3	Det3	Det5	Sus1	Sus3	Sus5
Under the influence of illicit substance	Sus5	Exp				
Unexcused absence each period	Det1	Det1	Det1	Det1	Det1	Det1
Unexcused tardy to class	Det1	Det1	Det1	Det1	Sus1	Det1
Use or possession of tobacco	Sus1	Sus3	Exp			
Vandalism of building/equipment	Exp					
Vulgar language	Det3	Sus1	Sus5	Exp		
Obscenity directed to a teacher	Exp					

\*probation



## Semester Grade Calculation Sheet - Based on the Exam Grade

Exam Grade A			
9w	9w	Exam	Avg.
A	A	A	A
A	B	A	A
A	C	A	B
A	D	A	B
A	F	A	C
B	B	A	B
B	C	A	B
B	D	A	C
B	F	A	C
C	C	A	C
C	D	A	C
C	F	A	C
D	D	A	D
D	F	A	D
F	F	A	F

Exam Grade B			
9w	9w	Exam	Avg.
A	A	B	A
A	B	B	B
A	C	B	B
A	D	B	B
A	F	B	C
B	B	B	B
B	C	B	B
B	D	B	C
B	F	B	C
C	C	B	C
C	D	B	C
C	F	B	D
D	D	B	D
D	F	B	D
F	F	B	F

Exam Grade C			
9w	9w	Exam	Avg.
A	A	C	A
A	B	C	B
A	C	C	B
A	D	C	C
A	F	C	C
B	B	C	B
B	C	C	C
B	D	C	C
B	F	C	C
C	C	C	C
C	D	C	C
C	F	C	D
D	D	C	D
D	F	C	D
F	F	C	F

Exam Grade D			
9w	9w	Exam	Avg.
A	A	D	B
A	B	D	B
A	C	D	B
A	D	D	D
A	F	D	C
B	B	D	B
B	C	D	C
B	D	D	C
B	F	D	D
C	C	D	C
C	D	D	D
C	F	D	D
D	D	D	D
D	F	D	D
F	F	D	F

Exam Grade F			
9w	9w	Exam	Avg.
A	A	F	B
A	B	F	B
A	C	F	C
A	D	F	C
A	F	F	F
B	B	F	C
B	C	F	C
B	D	F	C
B	F	F	F
C	C	F	C
C	D	F	D
C	F	F	F
D	D	F	D
D	F	F	F
F	F	F	F

