



“Living the Catholic Identity within a respectful culture that produces caring, confident and competent 21st Century Leaders.”



Nondiscriminatory Policy

It is the policy of Saint Katharine Drexel Preparatory School to comply with the State and Federal laws prohibiting discrimination to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, age, status with regard to public assistance, or disability.



St. Katharine Drexel Preparatory School



*"Continuing The Drexel Dream"
Since 1915*

SKDP HANDBOOK 2017-2018 PRINCIPAL'S MESSAGE

Dear St. Katharine Drexel Preparatory School Family,

Welcome to the 2017-18 school year at St. Katharine Drexel Preparatory School. We thank God for entrusting our hands to lead and guide the students of Drexel Prep.

I am delighted to serve as Principal for the 2017-18 school year. The faculty and staff are committed to the vision and mission of our foundress St. Katharine Drexel. We look forward to serving every student, while continuing to provide "Academic Excellence"

Our teachers are excited to work with the students. With our faith in God, we plan to make this school year a great one. **"Inspired to Achieve Academic Excellence!"** is our theme. We pledge to inspire, encourage, and motivate our students.

We encourage you to be a part of the rich history at one of best schools in New Orleans. I look forward to the new school year with great optimism and anticipation.

May you continue to grow with God!


Jacob J. Owens, Jr.
Principal

TABLE OF CONTENTS

| | |
|--|--------------------------|
| Official School Seal | Page 1 |
| Nondiscriminatory Policy | Page 2 |
| Letter From The Principal | Page 3 |
| Table of Content | Pages 4, 5, 6 |
| Our Mission | Page 7 |
| Saint Katharine Drexel Bio | Page 7 |
| Saint Katharine Drexel Prayer | Page 8 |
| Alma Mater | Page 8 |
| Prepped for Life | Page 9 |
| Philosophy | Page 9 |
| Objectives | Pages 9 & 10 |
| Hours of Operation | Page 10 |
| Acceptance Policy | Page 10 |
| High School Academic Curriculum | Page 10 |
| 8th Grade Curriculum | Page 11 |
| Electives | Page 11 |
| Advanced Placement Program | Page 12 |
| Concurrent Admissions | Page 12 |
| Summer Reading | Page 13 |
| Drexel Prep Campus Ministry | Page 13 |
| Community Service Requirement | Page 13 |
| Religion/Retreat | Page 13 |
| Grading System | Pages 13 & 14 |
| Course Levels and Weighing of Grades | Page 14 |
| Honors Criteria | Page 15 |
| Report Cards | Page 15 |
| Distribution of Report Cards | Page 15 |
| Guidelines for Appointments & Visiting Campus | Page 15 |
| Progress Reports/Deficiency Notice | Page 16 |
| Academic Probation | Page 16 |
| Failure and Summer School | Page 16 |
| Withdrawals for Failures | Page 16 |
| Senior Failures | Page 16 |
| Withholding of a Credit for Absences | Pages 16 & 17 |
| Honor and Merit Rolls | Page 17 |
| The Renaissance Program | Page 17 |
| National Honor Society | Pages 17 & 18 |
| National Junior Honor Society | Page 18 |
| National Art Honor Society | Page 18 |
| International Thespian Society | Page 18 |
| TRI-M Music Honor Society | Page 18 |

TABLE OF CONTENTS

| | |
|------------------------------------|---------------|
| Testing Program | Page 18 |
| Drexel Prep's ID | Page 18 |
| Transcripts | Page 19 |
| Work Permits | Page 19 |
| Attendance Requirements | Page 19 |
| Doctor's Appointments | Page 20 |
| Tardy Policy | Page 20 |
| Tardy Student Procedures | Page 20 |
| Mandatory Parent Meetings | Page 21 |
| Parental Involvement in the School | Page 21 |
| Parent Volunteer Hours | Page 21 |
| Payment of Fees | Page 21 |
| Tuition and Fees | Pages 21 & 22 |
| Explanation of Fees | Page 22 |
| Refund Policy | Page 22 |
| Tuition Payment Policy | Page 23 |
| Tuition – Bank Day | Page 23 |
| Policies and Procedures for Loans | Page 23 |
| Financial Policies | Page 23 |
| Past Due Tuition | Page 23 |
| Early Withdrawal | Page 24 |
| School Uniform Policies | Page 24 |
| Physical Education Uniform | Page 25 |
| Jewelry | Page 25 |
| Make-Up | Page 25 |
| Hairstyles | Page 25 |
| Nails | Page 26 |
| Out of Uniform Days/Events | Page 26 |
| Health and Medication Policy | Page 26 |
| Accident | Page 26 & 27 |
| Student Insurance | Page 27 |
| Telephone/Emergency Calls | Page 27 |
| Automobile Rules | Pages 27 & 28 |
| Lost and Found | Page 28 |
| Textbooks | Page 28 |
| Lockers | Page 28 |
| Cafeteria | Page 28 |
| Guidance | Page 28 |
| Technology Department | Page 29 |
| Computer Lab | Page 29 |
| Computer Use on Campus | Page 29 |
| Library | Page 29 |

TABLE OF CONTENTS

| | |
|---|-------------------------------|
| Act 861 (State Bullying Law) | Page 29 |
| Conduct and Disciplinary Policies | Pages 29 & 30 |
| Cooperative Mandate | Page 30 |
| School Violations | Page 30 |
| Class A Rules Demerits | Pages 30 & 31 |
| Class B Rules Detentions | Page 31 |
| Class C Rules Suspensions | Pages 31 & 32 |
| Class D Rules Expulsion | Pages 32 & 33 |
| Explanation of Disciplinary Terms | Pages 33, 34, & 35 |
| Alternative Lifestyle Policy | Page 35 |
| Change in Lifestyle Policy | Page 35 |
| Sexting | Pages 35 & 36 |
| Majority Age Students | Page 36 |
| Discretionary Clause | Page 36 |
| Activity Program | Page 36 |
| Activities | Page 37 |
| Class A Activities | Page 37 |
| Class B Activities | Page 38 |
| Gym Night | Pages 37 & 38 |
| Student Assemblies | Page 38 |
| Student Dances | Page 38 |
| Senior Trip | Page 38 |
| Junior Trip | Pages 38 & 39 |
| Awards | Page 39 |
| Lettered Awards for Fine Arts | Page 39 |
| Perfect Attendance Award | Page 39 |
| Special Senior Awards | Page 39 |
| Graduation Exercises | Page 39 |
| Senior Student Probation Reminder | Pages 39 & 40 |
| AHERA Management Plan – Parent Notification (Notice) | Page 40 |

OUR MISSION

St. Katharine Drexel Preparatory School is a Catholic, private college preparatory school that provides for the holistic development of Christian young ladies through the harmonious blending of spiritual, moral, intellectual, and physical strengths. Drexel Prep stresses academic excellence while cultivating students' self-esteem and leadership skills to improve local and global communities.

SAINT KATHARINE DREXEL



Katharine Drexel, a wealthy, educated Philadelphia socialite of the late nineteenth century, could have made of life what she chose. That choice, in the end, came out of her strong Catholic faith and deep compassion for the poor and oppressed among Native and African Americans.

In 1891, she became a religious and founded a congregation called “Sisters of the Blessed Sacrament” to carry on her mission for Native and African Americans. Saint Katharine Drexel’s intense devotion to the Holy Eucharist is the driving spiritual force in her order’s work today.

In 1915, Katharine Drexel, born Catherine Marie Drexel, realized her dream of developing a school in New Orleans, Louisiana for the education of African Americans and Native Americans. Canonized on October 1, 2000, St. Katharine Drexel and her legacy of love, courage, selfless service, and belief in quality education for all is the foundation of St. Katharine Drexel Preparatory School. Today, St. Katharine’s Dream continues in our students and in our alumni. The St. Katharine Drexel Preparatory School family ensures that our students are “Prepped” for life.

She died in 1955 at age 96 and is interred at the Saint Elizabeth Convent in Bensalem, Pa. On October 1, 2000, Katharine Drexel was canonized in Rome by Pope John Paul II.



**SAINT KATHARINE DREXEL
(1858-1955)**

(Canonization: October 1, 2000)

Ever loving God,
You called Saint Katharine Drexel
to teach the message of the Gospel
and to bring the life of the Eucharist
to the Black and Native American
peoples. By her prayers and example,
enable us to work for justice
among the poor and oppressed.
Draw us all into the Eucharistic
community
of your Church
that we may be one in you.
Grant this through our Lord Jesus
Christ, your Son,
who lives and reigns
with you and the Holy Spirit,
one God, forever and ever
Amen.

DREXEL PREP'S ALMA MATER

In the Mississippi Valley, In the Crescent Bend,
Stands St. Katharine Drexel Prep
Far her praises send.
Wave her colors, bear them onward
As we march in step.
Hail to thee, all hail dear Drexel,
Hail, dear Drexel Prep.
Drexel, ever be our guide
And lead us on our way,
Through life's journeys onward, upward
To th' eternal day.
Wave her colors, bear them onward
As we march in step.
Hail to thee, all hail dear Drexel,
Hail, dear Drexel Prep.

PREPPED FOR LIFE

St. Katharine Drexel Preparatory High School in New Orleans, La, is an all girl Catholic School dedicated to offering opportunities and experiences to prepare today's students for tomorrow's challenges. The School was founded in 2013, by a group of alumni dedicated to "CONTINUING THE DREXEL DREAM." Drexel Prep is located at 5116 Magazine Street, formerly the site of Xavier University Preparatory School. With an emphasis on academic excellence, Drexel Prep provides an advantageous environment for both education and self-development by exposing students to analytic and creative thinking while developing self-esteem, leadership, and respect for others.

DREXEL PREP PHILOSOPHY AND OBJECTIVES

Drexel Prep inherits a tradition of high quality Catholic education from its foundress, St. Katharine Drexel, and the Sisters of the Blessed Sacrament. This tradition flows from the religious commitment, personal dedication, and professional competence of religious and lay persons who have devoted themselves to the education of youth. The school bases its philosophy on the belief that the total educational program nurtures and challenges the students, each of whom has unique gifts and talents. The focus of the program is the development of Christian girls through a harmonious blending of their spiritual, moral, intellectual, emotional, and physical strengths. Drexel Prep cultivates individual self-esteem and encourages students to improve their local, national, and global communities. Preparing students to live with compassion, dignity, and responsibility in a constantly evolving world is Drexel Prep's ultimate purpose. This includes preparation for a variety of post-secondary options. A strong discipline program, a challenging curriculum, varied co-curricular activities, and a community service program provide an integrated means for fulfilling this mission.

OBJECTIVES

1. To provide opportunities for developing faith community through liturgies, the counseling program, daily prayer, community service projects, campus ministry projects and involvement in church parish activities.
2. To promote the dignity of each student by fostering esteem and respect for self and for all people.
3. To promote self-discipline through a structured program which requires students to practice Christian values.
4. To develop academic excellence by demanding individual achievement in all subjects.
5. To promote student leadership through programs initiated and implemented by students with faculty assistance.
6. To prepare students to become responsible, committed members of the local, national and global communities by developing an understanding of government structures and their operation and by providing opportunities for each student to help with community projects.

7. To teach effective decision-making skills by guiding students through a process of problem-solving.
8. To foster an appreciation for all creation by developing environmental awareness and compassion.

HOURS OF OPERATION

Drexel Prep School breakfast program begins at 7:00 a.m., and ends at 7:30 a.m. Students who do not participate in breakfast should arrive at 7:15 a.m. **Student Arrival 7:15 a.m. - Student Dismissal 3:09 p.m.** The school office is open from 7:30 a.m. to 4:00 p.m. Parents are required to see that students are properly supervised outside of these hours.

ACCEPTANCE POLICY

Many factors help to determine high school acceptances. These factors include, but are not limited to, the results of standardized tests, elementary school academic records, conduct and attendance records, and recommendations from members of the teaching or administrative staff of the school in which the student is enrolled. Juniors and seniors are accepted on a case-by-case basis. **Acceptance will be based upon their previous academic, attendance, and conduct records and the reason given for transfer to Drexel Prep.** Entering students must meet Drexel Prep's requirements in regards to remediation of course failures.

HIGH SCHOOL ACADEMIC CURRICULUM

- 4 units English
- 4 units Mathematics
- 4 units Science (Physical Science, Biology I, Chemistry, Biology II
Chemistry II, and Physics)
- 4 units Social Studies (Geography, World History,
U.S. History, Civics,)
- 2 Writing Process
- 2 units Foreign Language; 3-4 units for Honor Students
- 1 2 years of Performance Arts
(Same discipline)
- 4 years Physical Education (2 units)
- 1 Religious Course for each year that the student is enrolled in a Catholic secondary school

Depending upon the program of study, a minimum of 28 to 32 units is required for graduation. Students must pass every unit attempted or make up the credit in summer school.

8TH GRADE COURSE CURRICULUM

Math
Reading/Language Arts
Science
Social Studies
Religious Studies
Foundations for Foreign Languages
Computer Application
Physical Education & Health

HIGH SCHOOL ELECTIVES

Depending on enrollment, students may choose from the following electives to complete the units required for graduation:

| | |
|----------------------------------|-----------------------------|
| Accounting I and II | Intro. to Business |
| African-American Studies | Journalism |
| Art I, II, III, IV | Latin I, II |
| American Government | Piano I, II, III, IV |
| AP English | Physics |
| Band | Psychology |
| Biology II | Publications I and II |
| Calculus | Sociology |
| Chorus (Beg, Int., Adv I and II) | Spanish I / II |
| Chemistry II | Spanish III / IV |
| Computer Coding | Speech |
| Creative Writing/Humanities | Theater Arts I, II, and III |
| Economics | |
| Fine Art Survey(Art) | |
| Fine Art Survey(Music) | |

Fine Arts classes are taken for course credit. Fine arts classes include all Music, Art, and Theater courses offered by the department. For students enrolled in Band, Piano, Chorus, and Theater classes, participation in all school performances is mandatory. For students enrolled in Art classes, participation in all exhibits is mandatory. Students will be encouraged to continue in fine arts classes during their tenure at Drexel Prep. Guidelines that are in place within the various organizations are obligatory policies in addition to this handbook.

ADVANCED PLACEMENT PROGRAM

Drexel Prep offers both its seniors and juniors an Advanced Placement Program. Students receive college credit for course work that is accomplished while still in high school. This credit is based on Advanced Placement test scores. In order to obtain credit, a student must ascertain a score of three or above on the AP test. Placement in these courses is based on ACT and/or PSAT scores, grades, and teacher recommendations. Any student who is unable to maintain at least a C average or who fails to keep up with assignments, readings, etc...will be dropped from the Advanced Placement course and rescheduled into regular classes. Drexel Prep offers the following courses: U.S. History and American Government. All Advanced Placement students are strongly encouraged to take the Advanced Placement examination.

All students in Advanced Placement are required to pay a testing fee to the Educational Testing Service for the administration of the exam. This fee will be approximately \$90.00 per course. Students are required to purchase materials: textbooks, workbooks, novels as well as supplies. Parents will receive a list of the necessary supplies at the beginning of the year.

Due to the extensive nature of Advanced Placement courses, the instructor may mandate additional study sessions. They are conducted outside the regular day, and are a part of the program; therefore, are required for successful completion of the course.

CONCURRENT ADMISSIONS PROGRAM (CAP)

The CAP is jointly administered by St. Katharine Drexel Prep and local colleges/universities. To qualify, a senior must meet the following criteria:

1. Score the minimum set by the college/university on the ACT or SAT
2. Have at least a 3.0 on a 4.0 scale
3. Be accepted by the post-secondary institution
4. Be in good standing with SKDP regarding attendance and discipline
5. Meet the health clearance requirements of the college/university
6. Sign a Memorandum of Understanding or Agreement noting the commitment to the CAP.

Students who qualify for the CAP must meet regularly with her counselor to ensure attendance and progress are being maintained at the post-secondary institution. Classes and activities at SKDP take precedence over classes and activities at the college or university.

Only the admitting college or university will grant credit and grades for college courses taken. If at mid-semester the student has earned a "C" or below, a decision will be made to determine continuance in the CAP. This decision will be made collectively with the student, guardian(s), SKDP and the college/university. **Students are responsible for their own transportation.**

NOCCA

Students wishing to attend NOCCA may do so with approval from SKDP and as long as NOCCA courses do not create scheduling conflicts with SKDP's academic program or do not interfere with courses needed to fulfill graduation requirements. Freshmen are not allowed to attend NOCCA.

SUMMER READING PROGRAM

All students are required to read designated books each summer. **They will be tested on the mandatory book upon returning in the fall, per course level. Students are required to submit content-appropriate assignments which are indicated in the summer reading packet.** The summer reading list will be included with the final report card. The grade the students receive on the summer reading assessments is reflected as a first quarter content-specific test/project grade.

DREXEL PREP CAMPUS MINISTRY

Campus ministry is a special program used to address the spiritual and emotional needs of the entire Prep family. Students participate in retreat programs which provide reflection time about their own spirituality and their relationship with others. Reflective and retreat opportunities will be offered for the faculty and staff. Monthly liturgies, periodic class liturgies, opportunities for reconciliation, prayer groups for students and faculty, gospel choir, and Christian service organizations are available for those who wish to take a closer walk with Jesus in many ways.

COMMUNITY SERVICE REQUIREMENT

In the spirit of St. Katharine Drexel, all Preppers are required to earn community service hours. Each year students from grades 8 through 12 are expected to complete 25 hours of volunteer service to a non-profit organization or agency. 8th grade students will be assigned mandatory dates to earn Community Service hours on the school campus. These will be scheduled and assigned. These hours will be supervised and recorded.

Service hours may be acquired from non-profit agencies including: schools, hospitals, day cares, charitable organizations, food distribution centers, etc. However, parents cannot be the supervisors of the students earning hours.

Students must present a letter from the organization on their official letterhead along with Drexel Prep's Community Service form. **It must list the dates, hours and the description of the services.** The signature of the supervisor must be on the forms. The school must receive the original form from the agency/organization. No copies, faxes or scanned copies will be accepted.

All Community Service hours completed during the summer must be turned in to Religion Teachers by September 05, 2017. The final date to turn in all Community Service hours is April 13, 2018. **The Community Service hours account for 30% of the Religion Grade per year. Students will be required to submit Community Service hours quarterly.**

GRADING SYSTEM

Letter grades are given on the report cards and correspond to the following numerical averages:

A 100-93 Superior Achievement. Consistently does work that is superior. Completes bonus assignments and works independently. Outstanding Achievement.

B 92-86 Above Average Achievement

C 85-77 Average Achievement

D 76-70 Below Average Achievement

F 69-0 Failing Grade; Insufficient Work

COURSE LEVELS AND WEIGHTING OF GRADES

Drexel Prep offers courses on instructional levels: AP/Concurrent Admissions, Accelerated, Honors, and Regular. Freshman, Sophomores, Juniors, and Seniors who are recommended by their teachers are placed in honors classes. **Students are homogeneously grouped as either honors or regular. Students are placed based upon test scores, teacher recommendations, and current grades. We encourage students to challenge themselves; consequently, if a student desires to select a more rigorous curriculum she should see her guidance counselor.**

Quality Points are assigned to the grades and levels as follows:

| Grade | A.P./Concurrent | Accelerated | Honors | Regular |
|-------|-----------------|-------------|--------|---------|
| A | 6 | 5.5 | 5.0 | 4.0 |
| B | 5 | 4.5 | 4.0 | 3.0 |
| C | 4 | 3.5 | 3.0 | 2.0 |
| D | 2.0 | 1.5 | 1.0 | 1.0 |
| F | 0.0 | 0.0 | 0.0 | 0.0 |

Effective Class of 2020

| Grade | A.P./Concurrent | Honors | Regular |
|-------|-----------------|--------|---------|
| A | 4.48 | 4.4 | 4.0 |
| B | 3.36 | 3.3 | 3.0 |
| C | 2.24 | 2.2 | 2.0 |
| D | 1.12 | 1.1 | 1.0 |
| F | 0.00 | 0.0 | 0.0 |

HONORS CRITERIA: Students must meet the following criteria in order to enroll in Honors Classes

Standardized Tests

Test Scores- **ACT ASPIRE, PSAT, ACT, SAT, etc.** Students will be grouped based upon the norms of their classification each academic year in English, Mathematics, Reading, and Science.

Teacher Recommendation: Mathematics, English, Foreign Languages, Science, and Social Studies base their recommendations on the following criteria:

GRADES: “B” or better

CONDUCT: “B” or better

ATTENDANCE: Not more than four unexcused absences for the semester.

We encourage students to challenge themselves; consequently, if a student desires to select a more rigorous curriculum she should see her guidance counselor.

FINAL REPORT CARDS

Report cards are given to parents at the end of the first three quarters and are distributed in the lobby. **A parent or guardian is required to pick up the report card.** The last report card is given to the student on Awards Day. A conference is required when a student fails a subject or if the report card is flagged. Grades are available on Plus Portal throughout the semester. **Parents are urged to access Plus Portal for up to date information regarding grades.** Teachers are available for conferences from 4:00 p.m. to 6:00 p.m. on the day report cards are distributed. **Parents who require more than 5 minutes are asked to make an appointment** at a time which is more convenient for parent, teacher, and counselor. All appointments may be scheduled through the school office.

DISTRIBUTION OF REPORT CARDS

First Quarter: Thursday, October 26, 2017

Second Quarter: Thursday, January 11, 2018

Third Quarter: Thursday, March 22, 2018

(Grades are updated and posted on Plus Portal.)

GUIDELINES FOR APPOINTMENTS WITH TEACHERS

The parent cannot expect to see a teacher or an administrator without an appointment, the time of which will be amenable to all involved. Parents must wait in the designated area before they are directed to the classroom.

GUIDELINES FOR VISITING CAMPUS

In order to avoid disruption of classes, a parent is to report to the main office when coming to the school, and he or she is not to detain any student or visit a class without proper authorization.

PROGRESS REPORT/DEFICIENCY NOTICE

All students will receive a progress report, issued on dates specified on the school calendar for the 1st, 2nd, 3rd and 4th quarters. These reports recommend a course of action to the student and to her parents that will help to avoid failure and promote academic excellence. The Plus Portal is available to parents; we encourage parents to go to our web-site and click onto the icon and register.

ACADEMIC PROBATION/EXTRACURRICULAR PROBATION

A failure in one or more academic subjects places the student on academic probation until the **next progress report**. In addition, students whose grade point average falls below a 2.0 will be placed on academic probation until the next report card conference. **Academic Probation Letters will be given to parents by the Counselor.**

Parents of students who receive a grade of “D” or “F” are required to meet initially with the instructor the night of report card conferences to schedule a follow-up student/parent/teacher conference. Report card conferences are held during the first, second, and third quarters.

The following sanctions are imposed on probationary students:

1. Student conference with counselor
2. Suspensions from extracurricular activity until progress reports are issued
3. Mandatory documented tutoring

FAILURE AND SUMMER SCHOOL

Credit in all courses at Drexel Prep is granted at the end of the year. If a student receives a **grade of “F”**, she will be required to attend summer school. The number of units to be remediated in summer school will be determined by the course(s) failed.

All failures must be made up in an approved summer school before the student may return to Drexel Prep. Summer school arrangements are available through the counselors.

WITHDRAWALS FOR FAILURES

A student who has more than 2 units to make up in summer school will not be readmitted to Drexel Prep for the following year. **Parents of students with three or more failures at mid-term will be advised to transfer their daughters to another school.**

SENIOR FAILURES

Seniors must meet all Drexel Prep requirements before receiving the Drexel Prep diploma. Failures in elective courses will be treated the same as failures in the required courses. A senior who receives two or more failures will not be allowed to participate in the graduation ceremony.

WITHHOLDING OF A CREDIT FOR EXCESSIVE ABSENCES

State law requires that students be in attendance for a definite period of time for course credits. Due to the block schedule at Drexel Prep, students will not receive credit for an absence of a maximum of 8 days per school year. Exceptions permitted by law will be handled on a case-by-case basis by the principal.

HONOR AND MERIT ROLLS

The **Honor Roll** is a list of all students who have attained the highest level of academic achievement for a quarter/semester and have met the following qualifications:

President Honor Roll

1. straight A's 4.0 and above
2. no conduct grade below a B
3. no suspensions during the grading quarter

Principal's Honor Roll

1. overall GPA of 4.0 or above
2. no grade of "C" "D", "F", or "I"
3. no conduct grade below a B
4. no suspensions during the grading quarter

The **Merit Roll** is a list of all students who demonstrate above average achievement in all classes in a quarter and have met the following qualifications:

1. no more than one "C"
2. no "D's", "F's", or "I's"
3. no conduct grade below a B
4. no suspensions during the grading quarter

THE RENAISSANCE PROGRAM

Renaissance is a Pep Rally that celebrates student, faculty and staff achievements throughout the Fall Semester: January 19, 2018.

THE NATIONAL HONOR SOCIETY

The National Honor Society, a high school organization established by the National Association of Secondary School Principals in 1921, gives recognition to outstanding students on the basis of scholarship, leadership, service, and character as exhibited in the school and in the community.

The candidates for membership shall be Juniors and Seniors with a cumulative grade point average of at least 3.8. Their eligibility shall be considered based on their scholarship, service, leadership, and character as evidenced by the rating given by the teachers who have had contact with them during their years at Drexel Prep.

Sophomores are admitted as probationary members after a study of their records for the first three semesters and approval of the teaching staff. They must have maintained a minimum grade

point average of 4.0. The names of seniors who have successfully met the requirements of the NHS will be listed on the graduation program.

The National Junior Honor Society

The National Junior Honor Society shall be members of the 8th and 9th grade with at least a 3.0 average. Their eligibility shall be considered based on their scholarship, service, leadership, and character as evidenced by the rating of teachers and administrators who have had contact with them during their years at Drexel Prep. Membership in the NJHS lasts through the 9th grade provided all requirements are maintained.

The National Art Honor Society

The purpose of this Chapter is to inspire and recognize students who have shown outstanding ability in art. The National Art Honor Society fosters excellence and a dedication to the pursuit of art.

The International Thespian Society

The International Thespian Society is designed to honor a school's theater program. Its purpose shall be the advancement of standards of excellence in theater. Candidates must show a passion and commitment to theater and the school's theater program. Thespians achieving honor ranks shall receive recognition of their exemplary accomplishment. The membership is open to students from grades 9-12 with a 2.5 average in overall academic subjects and exhibit fitting behavior as expressed in the Drexel Prep handbook. Only seniors who are current members of the International Thespian Society will be eligible to receive honor cords and any other related awards.

The TRI-M Music Honor Society

The TRI-M Music Honor Society's purpose is to promote excellence through music. The membership is open to students from grades 10-12 with an "A" average in music overall and a "B" average in overall academic subjects. All music students must complete a performance evaluation for each quarter as part of their membership requirements. Only seniors who are currently enrolled in a credited music class are eligible to receive graduation honors or any other related awards.

STANDARDIZED TESTS

| | |
|--|------------------------------------|
| 8th Grade | ACT Aspire |
| Freshmen | ACT Aspire |
| Sophomores | ACT Aspire |
| Juniors | ASVAB, ACT by June 2016, PSAT/NMQT |
| Seniors | SAT, ACT by February 2016 |
| All Students who receive state scholarship, or ACE and ARETE must take the LEAP, EOC, ACT and PSAT as per grade level | |
| In addition, students will be required to attend mandatory tutoring. | |
| Parents or guardians must attend meetings regarding mandatory testing. | |

Drexel Prep's ID# is 192-210 for the PSAT, ACT, and SAT tests. Standardized test scores are used for grouping students and for acceptance into college programs.

TRANSCRIPTS

The first transcript for college entrance or for business will be sent directly to the college or institution concerned. There is no charge for the first three transcripts, but there is a fee of \$3.00 for each additional official transcript requested by a Drexel Prep senior. Transcripts for students who transfer to another college or university are sent only upon written request from an institution.

ALUMNI TRANSCRIPT REQUESTS

SKDP Alumni transcripts requests will cost \$5.00.

XUP Alumni transcripts must be obtained from the Archdiocese of New Orleans at a cost of \$5.00.

WORK PERMITS

Work permits will be issued from school only to students who have no grades lower than "C" on their report cards. The student's attendance record is also considered. The "Intent to Employ Letter" is to be submitted to the main office **a week in advance** of the time needed.

ATTENDANCE REQUIREMENTS

The following procedures are to be followed whenever a student is absent:

- 1. Parents must call the school office between 7:45 am and 9:30 am on the day the student is absent. If parents do not call between the above stated time, the absence is not excused.**
- 2. When a student returns to school, she must bring a note signed by her parents. The note must show the date of the absence and state the specific reason for the absence. If the student's reason for the absence is illness which required a visit to the doctor, a certificate from the doctor should accompany the parent's note.**
- 3. An admission slip will be given to the student. She must have each teacher sign the slip in order to get make-up work in each class. The student is responsible for returning the slip to the main office.**

If a student exceeds three or more consecutive days absent, the parent and the child must have a conference with the counselor and the principal before the student is readmitted to school. During the period of absence, there must be communication between the parent and the counselor. It will be the responsibility of the parent to pick up and return the required work in order for the student to receive credit. All exams must be taken. Both parents and students should be aware of the consequences of being absent (unexcused) more than four days per semester. The student will not receive credit for the semester's work. Make-up work for excused absences of a maximum of four days in a semester is expected to be completed within a week. This responsibility rests solely on the student. Missed tests and/or examinations will be administered by the teacher.

ATTENDANCE PROBATION

Students with excessive absenteeism and tardiness will be placed on attendance probation for the school year. Failure to improve attendance will result in no course credit and denial of re-acceptance for the following school year.

Students who are on Attendance Probation will not be allowed to participate in extra-curricular activities.

Doctor's appointments are not to be made during the school day. Early dismissals will be allowed for extraordinary reasons only. Students must bring a note in advance from a parent or guardian.

Students will not be allowed to be checked out of school after 2:00 p.m.

TARDY POLICY

Since punctuality is crucial to the student's development, students must report to school by 7:30 am. Any students arriving after 7:35 am will be considered tardy. **Tardiness will not be excused except in extreme circumstances.**

Extreme circumstances are those which are determined to be outside of the student's control and could not have been avoided with better planning or preparation. To have a tardy excused, the student must present a written note from the parent or adult person clearly explaining the extreme circumstances. The determination to excuse the tardy will be made by the Assistant Principal or designee. If the reason for the tardiness does not meet criteria to be excused, the student will receive a demerit. **If the student has been tardy five times in a quarter, a conference will be scheduled with the parent or guardian.** If the tardiness persists after this conference, the tardiness will no longer be excused, even if a parental note is presented. The parent and the student may be required to meet with the principal to determine if enrollment at the school should be continued. Students who are constantly tardy will be mandated to make-up time after school.

Tardy Student Procedures:

Students who are tardy for school must follow the steps below:

1. Report to the office immediately upon arrival at school. **Do not go to the classroom or locker first.**
2. Sign the tardy roll in the school office showing time of arrival and reason for tardiness.
3. Give written excuse regarding tardiness to the office.
4. Present excused tardy slip or demerit (whichever is issued) to enter class.
5. Students are allowed to go to their lockers after Channel One announcements.

A student who misses three hours during the school day will be considered absent for the day. Doctor's appointments or other personal appointments should not be made during the school day.

A student is tardy for class if she is not seated properly when the second bell rings. If she is detained by a teacher, she must present a written excuse for admission to her next class.

If she is late for any reason, she reports to the main office.

The student should go to class immediately after obtaining a tardy slip. If a student comes to class without a tardy slip, she will automatically receive a demerit. **UNEXCUSED ABSENCES AND TARDIES WILL RECEIVE A DEMERIT AT THE COST OF \$5.00.**

MANDATORY PARENT MEETINGS

Mandatory Meetings.....August 3th and 13th
Meet the Prep: Faith and Family.....September 6, 2017
Parents will meet teachers and receive course objectives.
Super Senior Salute - Senior Parents.....August 26, 2017
Junior Journey.....September 23, 2017
College Financial Aid Workshop (Junior/Senior).....August 21, 2017

PARENTAL INVOLVEMENT IN THE SCHOOL

The Drexel Prep Parent Association (DPPA) serves as a support group for the school. The parents meet as an organization to plan activities, report on results of activities, and to discuss pertinent information. Parents who attend these meetings will receive parent hours. The Drexel Prep Dads’ and Moms’ Clubs are support groups for the school and participants. All guardians are urged to join the appropriate organizations. Dues in each organization are **\$50.00** per family. In addition, the Band Booster Club is a parent club to help support the band program, and the Athletic Booster Club supports all aspects of the athletic program at Drexel Prep.

PARENT VOLUNTEER HOURS

Each family is required to serve 20 or more hours during the school year. These hours can be accrued by working to plan SKDP events, working at those events, and performing a variety of tasks at the school. **Those parents who do not perform 20 hours by April 2018, will be assessed \$200.00. The assessment must be paid April 25, 2018. If fines are not paid in full, students will not be allowed to take final exams.**

PAYMENT OF FEES:

Basic financial responsibilities for the 2017-2018 school year:

REGISTRATION FEES (non-refundable) (Not included in Bank Loan).....\$500.00
New Students-due upon Acceptance.....\$500.00
Returning Students-due January 12, 2018.....\$250.00
-due April 20, 2018.....\$250.00
-Total Registration.....\$500.00

Late Fee: \$50 **Late Fee** will be assessed after each due date above. Each additional month after April 20th is assessed an additional \$25.00 per month.

TUITION: (All Fees with the exclusion of registration and Summer Enrichment may be included in bank loan)

2017-2018 Student Tuition & Fees

| | 8th Grade | | 11th Grade |
|------------------|------------------|------------------|-------------------|
| TUITION | \$4,500.00 | TUITION | \$6,500.00 |
| REGISTRATION FEE | \$500.00 | REGISTRATION FEE | \$500.00 |

| | | | |
|----------------------------|-------------------|----------------|-------------------|
| BUILDING FEE | \$300.00 | BUILDING FEE | \$300.00 |
| TECHNOLOGY FEE | \$300.00 | TECHNOLOGY FEE | \$300.00 |
| STUDENT FEE* | \$520.00 | STUDENT FEE* | \$910.00 |
| NEW STUDENT ENRICHMENT FEE | \$400.00 | | \$8,510.00 |
| | \$6,520.00 | | |

| 9th and 10th Grade | | 12th Grade | |
|----------------------------|-------------------|------------------|-------------------|
| TUITION | \$6,500.00 | TUITION | \$6,500.00 |
| REGISTRATION FEE | \$500.00 | REGISTRATION FEE | \$500.00 |
| BUILDING FEE | \$300.00 | BUILDING FEE | \$300.00 |
| TECHNOLOGY FEE | \$300.00 | TECHNOLOGY FEE | \$300.00 |
| STUDENT FEE* | \$560.00 | STUDENT FEE* | \$910.00 |
| NEW STUDENT ENRICHMENT FEE | \$400.00 | | \$8,510.00 |
| | \$8,560.00 | | |

***Explanation of Student Fee for 8th – 10th:**
 Publication Fee (\$170.00), Mom’s and Dad’s Club Fees (\$25.00 – total \$50.00 per student), Retreat Fee (\$100.00 includes travel, meal, presenters, book, materials, t- shirt), ACT/SAT online Preparation fee (\$40.00) 9th and 10th, Classroom Activities fee (\$100.00), Athletics fee (\$100.00).

*** Explanation of Student Fee for 11th & 12th:**
 Prom Expense(\$350.00) 11th, Publication Fee (\$170.00), Mom’s and Dad’s Club Fees (\$25.00 – total \$50.00 per student), Retreat Fee(\$100 includes travel, meal, presenters, book, materials, t-shirt) and ACT/SAT Online Preparation Fee (\$40.00), Classroom Activities fee (\$100.00), Athletics fee (\$100.00), Graduation Fee (\$350.00) 12th.

Second Student.....\$1000 Discount
 Third Student.....\$1200 Discount

Only tuition and fees can be financed by Gulf Coast Bank & Trust. If you choose not to finance tuition and fees for the 2018-2019 school year then all fees must be paid in full by May 18, 2018.

Drexel Prep has eliminated the \$200.00 Fund-raising Fee but requires every enrolled student and or family to participate in all fund-raising activities of the school and serve a minimum of twenty (20) volunteer hours to Drexel Prep during the school year.

A tuition payment agreement must be executed on behalf of all students between the school and the student’s guardian or parent. Interest will be charged on all tuition amounts that are thirty (30) days past due. Unpaid tuition will result in Report Cards being withheld. Tuition is financed through Gulf Coast Bank & Trust at 7%.

Refund Policy:

REGISTRATION IS NON-REFUNDABLE

Tuition/Loan must be current in order to be cancelled. Grades will not be forwarded to any school if the tuition/loan is not current. If a parent withdraws a student during the first semester, the loan must be paid through December of that year. If a parent withdraws a student during the second semester, the loan must be paid to the bank in full before records can be sent to another school. The Junior and Senior trip payments are non-refundable.

TUITION

Payment Policy

Tuition payments are obligatory. They are to be made on time. All current financial obligations must be paid up to date. Students will not be allowed in class and are not permitted to participate in any activities if financial obligations are not met. **This includes pre-registration fees before spring try-outs.**

Tuition-Bank Day

Bank representatives will be available on Tuition Day, TBA, to accept applications for tuition loans.

POLICIES AND PROCEDURES FOR LOANS

Monthly Payments to Gulf Coast Bank & Trust

1. Tuition payments are due on the 1st of every month, beginning July 1st by automated draft. There is a 10-day grace period ending at 3:00 p.m. on the 10th of every month.
2. **Payments are overdue if they are received after 3:00 p.m. on the 10th of the month.** If this day falls on a Sunday or a holiday, payment must be made before 3:00 p.m. on the previous Friday.
3. Any tuition loans which are past due sixty days or more will automatically be cancelled by Gulf Coast Bank & Trust.

FINANCIAL POLICIES

1. **A student must remain at home if the tuition is not paid by the 15th of the month.** If the student arrives at school during this period, the student will not be able to attend class. She will need the bank receipt to be readmitted to classes. After the third day of non-payment, the parent is required to set up an appointment with the Principal and the Student Finance Officer. Tuition paid after 3:00 p.m. on the 15th of the month is overdue and is assessed a late fee from Gulf Coast Bank & Trust.
2. When a loan is 30 days delinquent from the fifth day of the month, it is in default. If not paid within five business days, your daughter is subject to being dropped from school enrollment for non-payment of tuition.
3. She will need to present a bank receipt to be readmitted to classes.
4. All tuition payments must be current before students can take **mid-terms and final exams** and attend the **Junior or Senior Trips**.
5. The school Business Office is open Monday through Friday 7:15 a.m. until 4:00 p.m. If there is extended business to take care of, it is advisable to make an appointment.
6. **ALL PAYMENTS TO THE SCHOOL MUST BE MADE BY CASH THROUGH CASHIER'S CHECK, MONEY ORDER, CHECK, DEBIT/CREDIT CARD unless the payment is less than \$25.00.**
7. **All financial obligations must be met by April 13, 2018.**
8. **Students will be sent home as a result of any financial obligation not met.**

Past Due Tuition

All past due tuition from the current and previous school years must be paid or arrangement for payment accepted by the principal before registration for the upcoming school year will be accepted. Tuition payments that are not current could result in the student's temporary removal from school. After thirty days, if the tuition is not current, the student will be permanently removed.

Early Withdrawal

St. Katharine Drexel Preparatory School carefully budgets for how many students will be in attendance during each school year. With that in mind, the following payment schedule will be adhered to:

Withdrawal during the first semester -50% of the total annual tuition per student is payable to school.

Withdrawal during the second semester-100% of the total annual tuition per student is payable to school

Any deviation from this policy would be considered on a case-by-case basis with the final decision made by the principal.

All finance dates are subject to change. Check and save monthly newsletters, Parent/Student Portals, Drexel Prep website, calendars, and Finance Office flyers for updates.

The registration, tuition, and fees for the 2017-2018 school year are subject to change.

SCHOOL UNIFORM POLICIES

Official school uniform must be purchased from **Schiros School Time Uniforms, 5008 W. Esplanade Ave, Metairie, Louisiana (504) 885-2993**

The Uniform

The official school uniform is a stylish ensemble that consists of the following pieces: a gold, gray, and white plaid pleated skirt, a black school bolero, a black school sweater, a black school blazer, a Tulane-style white tailored blouse, black socks, black opaque stockings with black socks, a gray non-hooded Drexel Prep sweatshirt, a black Drexel Prep jacket, and black and white saddle oxfords (heel cannot exceed ½ inch). No crew neck shirt, i.e. the gym shirt, is to be worn under the uniform **blouse. There should be no taps or decorations on the uniform shoes. Students must remain in complete uniform while on the main campus.** Because of our continuing transition to St. Katharine Drexel Prep (SKDP), all Xavier University Prep (XUP) jackets and paraphernalia are not allowed. **NO LEG WARMERS, SLOUCH SOCKS, OR ATHLETIC SOCKS WITH SPORTS LOGOS ARE ALLOWED.**

Please note: Students must wear a bolero, sweater, or blazer (but not more than one) at all times. No decorations other than birthday decorations can be placed on the school sweater, bolero, or blazer except official Drexel Prep medals, awards, or ribbons. Blazers are to be worn for every assembly, Mass, or whenever a student represents the school. This is the

only official Drexel Prep uniform for 2016-2017.

The uniform must be kept in good condition, the blouse spotless, and the shoes cleaned and maintained. **The length of the skirt must cover the knee, and the length must exceed any shorts worn underneath.**

The student's name must be marked in each garment of the uniform, in the shoes, and in the gym clothes.

Jogging pants or any other pants are not to be worn with the uniform in the school building. Failure to meet the stated uniform requirements will result in the student being sent home until the regulations are met.

Physical Education Uniform

Drexel Prep has a Physical Education program guided by mandates from the State of Louisiana. The official Physical Education (PE) uniform consists of black Drexel Prep shorts with the Drexel Prep name and a gold t-shirt with "Drexel Prep Physical Education" printed in black. During cooler weather, the grey Drexel Prep sweat pants and non-hooded sweatshirt may be worn during the P.E. class, no exceptions.

Jewelry

A maximum of one of gold or silver ring on either hand may be worn but should not exceed beyond the first knuckle no more than covering one finger. Earrings permitted are small matching studs made of gold, silver, pearl, diamond, rhinestone, crystal, or school colors (yellow, white, and black only). The earrings may be no larger than 2mm (the size of a standard #2 pencil eraser), and may be worn only on the lower ear lobe. A maximum of one pair of studs may be worn with the uniform. No other piercings of the ear, face or the side of the head will be allowed.

A small gold or silver Christian cross may be worn. The cross is not to exceed one inch in length and the chain is not to exceed 18 inches in length. Rosary beads are not to be worn around the neck.

No nose ring or stud, tongue ring or stud, gold, silver, or platinum teeth, chains, medallions, bracelets, or neckbands may be worn. Students who do not comply with the rules regarding jewelry will be made to surrender the jewelry, ornament, or offending material. **Students are advised not to wear excessively expensive jewelry to school. The school is not responsible for lost or stolen items.**

Make-up

Make up is not to be worn with the school uniform. Fads such as visible tattoos, body art, henna tattoos (including art drawn on with an ink pen) or body glitter are not permitted.

Hairstyles

Hair fasteners should be simple and only the colors of the uniform (black, gold, white or gray). No hair ornaments may be worn e.g. beads. Only narrow headbands and ribbons, no more than two inches wide (must be hemmed on both sides and ends), worn in solid colors black, yellow, white or gray). Scarves, bandanas, roller, pin curls, or roller wrap hair sets may not be worn to or

from school. *Students must have their hair combed out completely.*

Hair Color

Extraordinary or extreme hair color is not to be worn with the school uniform.

Extraordinary colors include but are not limited to red, purple, blue, orange, and green. An extreme case would be determined by the assistant principal in charge of discipline.

Questionable hair coloring will be judged on a case-by-case basis.

Nails

The length of the **fingernail may not** exceed 1/4 inch from flesh to tip. No sequins, no colored polish or other forms of jewelry or design may be on the nails. Clear, Nude, French or American manicures are acceptable only.

Out of Uniform Days/ Events

The rules of this section apply to all extracurricular events whether they occur during weekdays or weekends. When students are permitted to be out of uniform, they may wear a modest dress, skirt and blouse, dressy slacks with pantyhose or socks. All tee-shirts/tops must not expose the collarbone and or cleavage. No exposure of the torso area is permitted. For out of uniform days, the dress or skirt must not exceed two inches above the knee. Mini-skirts and skirts with excessive splits (more than two inches above the knee) are not permitted. Standard blue jeans and capris with no tears or holes and Drexel Prep T-shirts are permitted on “Jeans Days” only (*no skinny jeans, leggings, jeggings, tights, yoga pants, or leg wear deemed inappropriate*). **Tennis shoes/ gym shoes must be worn. As a safety measure, no mule type shoes, mule tennis shoes, sandals, or slippers will be permitted at any time.** For special days, dress directives will be given by the moderator. **Failure to comply will result in the student being sent home.** If a student prefers, she may wear the complete uniform on these special days. Out of uniform days will be reviewed by administration and student council.

A Saturday detention will be issued to any student who exceeds 3 uniform demerit sanctions in the same quarter. Uniform code violators must report to Saturday detention in full uniform.

HEALTH AND MEDICATION POLICY

A health report is required at the start of the student’s tenure at Drexel Prep. The results are to be filed with the school. The student’s immunization record is to be kept up-to-date as reported by the family doctor.

Any student who receives a medical excuse exempting her from physical education may not participate in any extracurricular activities which require similar physical exertion. The record of all medically excused students will be reviewed at the beginning of each school year.

Any student taking any type of medication must bring it to the main office and report there at prescribed times. Students are not to share medication of any type. TEACHERS, STAFF AND STUDENTS ARE NOT PERMITTED TO GIVE MEDICATION TO A STUDENT.

ACCIDENT

Students must report any accident that occurs at any school activity to the teacher on duty and to office staff as soon as possible. The school office will inform the parents of any accident or illness occurring during the school day. If the care and attention of a physician are necessary, the school will follow this procedure:

1. Determine if the situation warrants medical attention
2. Give immediate first aid
3. Contact the parents and inform them of the entire situation and of the school's recommendations
4. Transport to the hospital if necessary. When this is necessary, parents are to follow the guidelines of the insurance policy. **(These guidelines will be given to the students during the orientation)**
5. No student will be allowed to go home unless there is a parent or a responsible adult to pick her up.

STUDENT INSURANCE

The student insurance is taken out with the Bollinger *Insurance* (Student accident insurance.) If a student is injured during her physical education class, she reports to her P.E. teacher and to the **main office**. If she is injured at any other time on her way to or from school, she must report to the main office. Injuries must be reported without delay. Any claims which arise must be settled with the insurance company. The student insurance does not cover 100% of the bills accumulated. **Parents must first apply through their own insurance companies.** If a student is injured on campus, or on her way to or from school, she must report the injury to the teacher on duty and to the main office immediately.

TELEPHONE/ EMERGENCY CALLS

Since the school phone is for business purposes, **ONLY EMERGENCY TELEPHONE MESSAGES will be accepted during school hours. PARENTS ARE REQUESTED TO CALL IN MESSAGES TO THEIR DAUGHTERS ONLY IN EMERGENCIES.** Please do not call, email, facetime, snapchat, skype or text or tweet your child during school hours. The main office telephone may be used for emergency calls only. A student who is ill must report to the main office. She will obtain permission from the office staff to call her parent. **No student may use a communication device while on campus from 7:30 a.m. to 3:20 p.m. However, students may use their phone outside the building after 3:20 p.m. Students are permitted to have communication devices, including cell phones, in their purses or book bags. These devices must be in the off position during school hours.**

Students found with cell phones or iPads, Apple and Samsung watches, and other electronic tablets in use will be fined \$20.00, and the student will be given a Saturday detention. The device will only be returned after both the \$20.00 fine is paid and the detention has been served. Keep in mind the rules for Saturday Detentions. Note: Teachers may allow students to use their cell phones or other electronic devices in class for instructional purposes.

AUTOMOBILE RULES

Cars must be registered in the school office; they are to be driven carefully and quietly in the Drexel Prep school zone as required by City Ordinance. In addition, **student cars are not to be parked on Soniat Street or in the school yard, as this is reserved for the use of faculty and staff.** Students may not have friends drive them to school or pick them up at dismissal without written parental permission. Only parents or persons designated by the parents may take students to and from school. A Driver Permission and a Rider Permission form must be on file for students who ride or drive to school. Parents may download the form from the school's website or Parent Portal.

NOTE: The school does not assume any responsibility for negligent driving by students coming to and going from school. The decision for a student to drive an automobile lies with the parent or guardian.

LOST AND FOUND

Articles found are to be brought to the Main Office. Lost Items may be retrieved after school. **All unclaimed articles will be discarded at the end of the semester.**

TEXTBOOKS

Students are responsible for the books they use. If any book is lost or damaged, students must pay for the book before taking semester exams. **All textbooks must be covered at all times.**

LOCKERS

A locker is assigned to each student at the beginning of the school year. Lockers are not to be shared by students. The locker number and combination must be kept on file in the school office. Books and school materials are not to be kept in the classroom desks, but in the lockers. Students may go to their lockers before and after school and before lunch. **PERMISSION MUST BE OBTAINED TO GO TO LOCKERS AT OTHER TIMES.** A pass will be given by the classroom teacher. Lockers must be kept neat and in order. Only those locks provided by the school may be used on the school lockers. **Students are not to use an empty locker or locker that has not been assigned to them. The use of a locker that was not assigned to a student or the use of an empty locker will result in a Saturday detention.**

This policy includes the padlocks used during the P.E. classes. **Lost locks must be paid for by the student at a cost of \$10.00. The school reserves the right to inspect lockers for health and safety reasons. If the school administration declares reasonable cause or suspicion, a search of lockers may be done in accordance with the needs arising out of the emergency. Students are only allowed to use the lockers assigned by school officials. Any student who uses an unassigned locker will be issued a Saturday Detention.**

CAFETERIA

Students become eligible for free lunch or reduced lunch after parental information sheets are processed by the Archdiocesan Lunch Program. Students who pay for breakfast and/or lunch will do so **IN ADVANCE ON A WEEKLY BASIS.** Parents are encouraged to pay online at school **www.cafe.org**.

GUIDANCE

Students and parents are strongly encouraged to acquaint themselves with the Guidance Department for academic, personal and social/emotional support.

Students and parents are strongly encouraged to attend ALL college admissions and financial aid workshops offered throughout the year. Different workshops are geared toward specific classification groups but all offer valuable information regarding college/career planning.

Students must make requests for letters of recommendation and transcripts at least five (5) days before they are due to ensure timely completion of required documentation.

TECHNOLOGY DEPARTMENT

I.T. Director is responsible for training, modeling, and assisting teachers in integrating technology in the classroom to improve its use in the school. The main operating system in use is Microsoft Windows; IOS devices may be used on the network. The I.T. Director facilitates the use of existing and emerging technology with students, and establishes an environment that encourages creative and independent use of technology. The I.T. Director reports directly to the Principal. He/she serves as a role model for SKDP values and will display impeccable ethical standards in daily operations and interactions with the school community and the community at large.

COMPUTER LAB

The computer lab is available for students at 7:15 a.m. and after school and during the lunch periods, **only under the supervision of a teacher**. Students must sign in and out and straighten up their work area when they leave. Students are to exercise care around expensive equipment and cabling. Students should immediately report any malfunctioning hardware, software, or suspicious websites to the lab monitor. **Drinks or food are not permitted in the computer labs at anytime.**

Computer Use on Campus: All students are required to sign a *Responsible Use Contract* in order to use the internet, no exceptions.

LIBRARY

The Library is open from 7:15 a.m. until 4:00 p.m. The librarian provides instruction in the proper use of the completely automated center. In addition to the regular materials and services, students have access to information on **designated websites**. The library has direct access to remote collections such as the New Orleans Public Library and the Louisiana State Library.

Books may be borrowed for a two week period after which an overdue fine of ten cents per day is assessed. **Books which are lost or damaged must be paid for in full**. Students may use the library before and after school and during their lunch periods. Students must have a signed agenda from their teacher in order to use the library during the school day. **Students are not allowed to have food or drinks in the library at any time. Appropriate behavior is required at all times.**

CONDUCT AND DISCIPLINARY POLICIES

Drexel Prep is dedicated to the development of Christian womanhood through a total and harmonious blending of the spiritual, moral, intellectual, and physical aspects of the human person. To provide a climate for this development on a daily basis, every effort is made to lead the student to an awareness of what each person must do to preserve peace and harmony in a school setting. **Bullying is never tolerated on or off campus in any form. Please refer to ACT 861: The Louisiana Department of Education Expectations-ACT861.com.**

The disciplinary policies provide a uniform standard of conduct for all Drexel Prep students. They describe inappropriate student behavior, ensure equal treatment for misconduct, and present specific actions for modifying prohibited behaviors. They are based on the premise that rules must be enforced firmly, consistently, and fairly, and that discipline should be issued in an equitable and just fashion which complies with school mandates and regulations.

Consistent adherence to these policies will help students to cultivate respect for the rights of each individual and will provide an atmosphere which encourages academic excellence.

Cooperative Mandate

To achieve the ideals inherent in our discipline policies, it is imperative that students, parents, teachers, and administrators work together to support and enforce the rules that have been established. Merit slips are awarded to students who display exemplary conduct and “Prep Pride.”

In addition, the Drexel Prep Faculty will select a student of the month throughout the course of the school year to promote positive discipline, decorum, and the *Drexel Prep Mission and Philosophy*.

SCHOOL VIOLATIONS:

Class A Violations: Teacher/Staff Sanctions and Demerits

When teacher/staff sanctions do not correct undesirable behaviors, students will be issued a demerit. Each written notice carries a monetary fine of \$5.00 per offense. This fine must be paid within 5 days of receipt. Three demerits received in a quarter will result in a detention.

Violations include

1. Tardiness for school or for class
2. Unexcused absence - no note and/or no phone call
3. Going to one's locker without permission
4. Failure to cover a textbook
5. Loitering in the classroom before school or during the lunch periods
6. Personal grooming outside of the lavatory. No electrical hair equipment may be used in the school building
7. Uniform infraction, i.e., wearing dark glasses, excessive jewelry, make-up, incorrect socks or shoes, leggings, non-uniform jackets or sweaters, not wearing a bolero, etc. (See uniform section)

8. Eating and/or drinking in the classroom or hallway is prohibited, (Canned drinks, filled water bottles, filled Gatorade bottles or any kind of containers are not to be brought into the classroom.) In extraordinary situations of need, permission must be obtained from the Discipline Office.
9. Chewing gum, straws and/or miscellaneous objects
10. Littering (including leaving trash inside desk, lab tables, on the benches in the yard and in the hallway, cafeteria, etc)
11. Skipping in lunch line or other lines when students must wait their turns
12. Unlocked or disorderly lockers
13. Failure to clean cafeteria table after eating

Class B Violations: Detention or Saturday Detention

Students who violate the rules as outlined below must serve a detention after school. Students who receive three detentions in one quarter will be required to serve a special detention. Failure to serve a required detention after school or a Special detention will result in suspension.

Violations include

1. Failure to follow a directive given by a faculty or staff member
2. Disrupting class
3. Improper use of electronic devices and accessories i.e. Apple and Samsung watches, iPads, and tablets **without school permission. These items will be confiscated and taken to the Assistant Principal.**
4. Using the hall pass (agenda) for a purpose not intended by the person in authority
5. Accepting a ride to or from school from a person with whom there is no permission form on file in the school office
6. Inappropriate behavior or attitude at school or school-related functions. Examples include coming to school without materials, putting one's head on the desk, doing work other than that assigned by the teacher, talking during announcements, inappropriate body language, etc
7. Failure to follow the dress code for out-of-uniform days
8. Loitering in the vicinity of the school and/or disturbing the neighborhood, loitering at the bus stop or at inappropriate locations
9. Loudness in the classrooms, halls, bathrooms, stairs, yard, cafeteria
10. The use of a locker that was not assigned to a student or the use of an empty locker

Class C Violations that Result in Suspension

All Class C violations are handled by the Assistant Principal. **Parents are formally notified of the action by the school office and must come in for a conference before the student will be allowed to return to school.**

Violations that result in suspension include:

1. Failure to appear at an after-school or special detention
2. Smoking on school grounds, while in uniform, while attending any school-related function, or while representing the school in any capacity (being in possession of a tobacco product while on campus or a school related function)
3. Unauthorized leaving of campus, class, or detention
4. Cutting class or playing hooky from school
5. Destroying or defacing school property
6. ***First offense:*** cheating or plagiarism, forging notes and signatures or community service letters, copying materials or project information; retrieving another's computer document for personal use; being in possession of notes or other potentially useful material during a test, (This offense also results in a zero on the test or assignment)
7. Disrespect or insubordination to any person in authority
8. Verbal arguing that may lead to more serious actions
9. Using obscene, indecent, or defamatory language or bringing material to school that contains such language
10. Loud, disturbing behavior on buses, ferries, on the street, etc.
11. Stealing or shoplifting while on school grounds, at any school-related function, or outside of school while in or out of uniform (This offense also includes being an accomplice to another's theft)
12. Character assassination: spreading stories about others which will lead to serious problems among students (i.e. burn pages on the internet)
13. Disgracing the school name, reputation, or uniform by inappropriate behavior
14. Harassment or inappropriate touching and affectionate display
15. Any content deemed inappropriate on websites i.e. ***MySpace, FaceBook, YouTube, Angels, Craig's List, Instagram, SnapChat, Kik, Twitter, Skype, Oovoo, Tumblr, Vine or similar representation***
16. Bullying on or off campus, i.e., Social networks, verbal, written, or inappropriate body language.

Class D Violations: Violations That Result in Immediate Dismissal / Expulsion

1. Fighting

2. **Second offense: cheating or plagiarism, etc. (See # 6 above)**
3. **Extreme disrespect or insubordination to any person in authority**
4. **Extreme inappropriate behavior or attitude at school or a school related function, in public, in uniform or out of uniform**
5. **A suspension while on disciplinary probation**
6. **Possessing an object that can be used as a weapon**
7. **Sexual harassment and/or lewd, inappropriate touching**
8. **Parents are also expected to act in a manner that reflects the Christian values emphasized at Drexel Prep (Students are subject to dismissal from school when a parent uses profanity or disrupts the ordinary function and operation of the school or school events or when a parent displays any behavior the school deems inappropriate)**
9. **Any material uploaded on the internet that is deemed inappropriate and or demeaning to the school's image**
10. **Extreme Bullying Violations That Result in Expulsion (read ACT 861)**

Expulsion

1. **The second dismissal during a student's time at Drexel Prep**
2. **Immoral conduct, behavior or living arrangements which violate the teachings of the Catholic Church**
3. **Use or possession of alcohol or any illegal drug or drug paraphernalia. This offense includes attending any school-related function while under the influence of alcohol or drugs. A violation of this rule shall also result in notification of the police**
4. **Disgracing the school name, reputation, or uniform by performing an illegal or unlawful act against civil and/or school law/regulations in school or out of school**
5. **Engaging in an alternative lifestyle on or off campus. This also includes in uniform, out of uniform, at school events or in a public place**
6. **Fraternization: Students are not allowed to fraternize with teachers at any time**
7. **Sexting (Messages with sexual content, see page 36). In Louisiana, sexting can result in charges of felony sexual exploitation and creation, possession and distribution of child pornography**

EXPLANATION OF DISCIPLINARY TERMS

1. **Demerit** is a sanction given to a student indicating that she has violated a specific Class A rule. Demerits also carry a \$5.00 fine, which must be paid within 5 days of the receipt of the demerit. If fines are not paid on time, students will be required to attend detention until the

finer are paid. When a student receives three demerits in one quarter, a detention will be assigned.

2. **Detention** is a sanction given to a student indicating that she has violated a specific Class B rule or has received three demerits in one quarter. Detentions are generally held for one hour after school. Special detentions are generally held on a Saturday or holiday from school and will incur a fee of \$10.00. Detentions must be served on the date assigned by the Assistant Principal in charge of discipline. If the student is unable to serve on the date assigned, a written note from the parent explaining the circumstances should be given to the Administration. When a student has been assigned three detentions in one quarter, a special detention will be assigned. Full school uniform is required for Saturday or holiday detentions. Occasionally, the student's violation requires immediate attention. In this case, the student will notify her parents by phone using the phone numbers on the emergency card.
3. **Disciplinary Probation** – After a serious disciplinary offense, the student will be placed on probation for a period of nine weeks. **A student on disciplinary probation may not publicly represent the school in any activity, nor may she participate in meetings, practices or extra-curricular activities.**
4. **Dismissal** - A student is dismissed from school for the remainder of the school year if any of the rules for dismissal are violated. Application for readmission for the following school year may be made when the student has completed the school year. A decision to readmit will be based on a review of the student's academic and discipline records. A conference with the Principal and the Assistant Principal in charge of discipline will be mandatory. If readmitted, the student will be placed on disciplinary probation for the first semester.
5. **Expulsion** – The student is dropped from the rolls and may not reappear at any time in the future.
6. **Fighting** – A student who engages in a physical confrontation with another student, regardless of who initiated the confrontation, is subject to immediate dismissal. The exception to this will be self-defense; self-defense will be a viable argument if there is evidence of future danger and not past danger. Only reasonable force is used to repel the aggressor (This also applies to a physical confrontation outside of school.)
7. **Plagiarism** – A student plagiarizes if she copies the language of another and represents the work as her own. Plagiarism is a Class C Violation.
8. **Suspension** – A suspension is a sanction issued to a student who has violated a Class C rule. The length of the suspension depends on the severity of the violation. Generally, suspensions are for 1 to 5 days. ***Any assignments missed during the suspension period will be made up at the discretion of the teacher.*** Three or more repeated uniform infractions will result in a Saturday detention. Continued infractions can lead to suspension.
9. **Withdrawal at the end of a Semester** – A student who has exhibited serious and repeated discipline infractions **will be asked to attend another school for the following semester or school year.**

10. **Conduct Grades** – Multiple grades of “C” or lower in classroom conduct which are repeated over two or more quarters without any evidence that the student is trying to correct disturbing classroom behaviors, could result in a recommended transfer from Drexel Prep School.

DREXEL PREP STUDENTS ATTENDING OTHER SCHOOL’S WORKSHOPS, AND OFF-CAMPUS FUNCTIONS

All students are expected to uphold the values and exhibit the appropriate behaviors outlined in these pages when attending educational functions and extra-curricular activities on and off campus. **This includes all school sponsored trips.**

DREXEL PREP'S PREGNANCY POLICY AS ESTABLISHED WITH THE ASSISTANCE OF THE SECONDARY SCHOOLS PRINCIPALS' ASSOCIATION OF THE ARCHDIOCESE OF NEW ORLEANS

Once the administration of Drexel Prep is aware of the fact that a student is pregnant, the student is not allowed to continue regular classes on Drexel Prep's campus. Since Drexel Prep adheres to all of the rules and regulations of the Roman Catholic Church, the student will be counseled by her counselor as to respect for life for herself and for her unborn child. Abortion is not a viable option. The student will also be advised on ways to complete her academic year. The student will be assured that she can continue her education at Drexel Prep. Students will only be allowed to return at the beginning of the school term. Readmission will be based upon:

1. The student's previous academic and discipline status in school and the level of her work during the pregnancy period
2. The student’s acceptance of the guidelines to protect her reputation as well as the school’s reputation
3. The marital status of the student (**Married students are not permitted to attend Drexel Prep**)

Final decisions on such students will be made by the Principal after consultation with the administrative team, guidance counselors, the particular student, and her parents or guardian. Immediate dismissal also occurs for any student who conceals or deceives the administration of Drexel Prep as to the fact of her pregnancy once the pregnancy or birth becomes known.

ALTERNATIVE LIFESTYLE POLICY

Drexel Prep School follows the teachings of the Roman Catholic Church and does not accept alternative lifestyle and/or such behavior. “Homosexuality refers to relations between men or between women who experience an exclusive or predominant sexual attraction toward persons of the same sex. It has taken a great variety of forms through the centuries and in different cultures. Its psychological genesis remains largely unexplained. Basing itself on Sacred Scripture, which presents homosexual acts as acts of grave depravity, tradition has always declared that “homosexual acts are intrinsically disordered.” They are contrary to the natural law. They close the sexual act to the gift of life. They do not proceed from a genuine affective and sexual complimentary. Under no circumstances can they be approved.” (Catechism of the Catholic Church #2357)

CHANGE IN LIFESTYLE POLICY

It is the policy of **Drexel Prep** that if any student changes her residence from that of her parents or legal guardians and establishes a lifestyle apart from the family or if a student pursues a lifestyle contrary to the Roman Catholic Church, the school has the right to dismiss the student. **Married students are not permitted to attend Drexel Prep School.**

If after review of such change in residence or personal lifestyle, the school determines that such change is contrary to the teaching of the Roman Catholic Church, and/or Christian principles or morality or decency; or should the student's conduct, lifestyle, or change of residence become a source of scandal to the school or its students, or reflects discredit upon the principles and policies of **Drexel Prep School**, the student will be dismissed or expelled from the school.

SEXTING

In Louisiana, sexting can result in charges of felony sexual exploitation and creation, possession and distribution of child pornography. While sexting might seem innocent flirtation, the **nude pictures** and **explicit messages** sent could become grounds for a criminal record and prison. The student and parent can be charged as sex offenders and added to sex offender lists for life. For teens, the consequences of sexting are the same for adults in most states, but could also prevent students from receiving college scholarships, and job offers.

MAJORITY AGE STUDENTS

All students at Drexel Prep, regardless of majority age, are considered to be under the jurisdiction of their parents/guardians for the duration of the time they are students at Drexel Prep. **As such, we expect each student, regardless of majority age, to act in a manner that reflects the CATHOLIC values emphasized at Drexel Prep.**

DISCRETIONARY CLAUSE

Although the rules set down in this handbook address the frequent violations of students today, **the school reserves the right to vary the sanctions depending on individual circumstances.**

The school also has the right to pass judgment on behaviors, not written down in these pages, which are clear violations of the values we established as a Catholic school.

While enrolled at Drexel Prep School, the student's behavior must reflect the values of the Catholic Church at all times at school related functions.

Our students are representing the school, in or out of uniform, when our students are in the public improper behavior or misbehavior can cast a bad reflection on the school's image.

ACTIVITY PROGRAM

It is a goal of Drexel Prep that all students develop their areas of talent, skill, expertise, and special interest. A variety of activities is offered in order that all students may have the opportunity to achieve this goal as well as contribute to the whole school program.

The school does not sanction any sorority activity. Such groups are not permitted by the school since sororities are for more mature students on the college level.

On the high school level these groups encourage "cliques" and a negative competitive spirit. No recruiting, no meeting, no hazing, no sorority activities will be permitted on or off Drexel Prep's campus.

Students participating in extracurricular activities will abide by the policies, rules and regulations established by their respective organizations.

School activities are divided into two classes: **A** and **B** activities. A student may participate in two **A** activities but only one **B** activity. **B** activities can be combined only if they are seasonal. **Band and Track and Field are year round activity. If a student is participating in a school-sponsored activity on a school night, she must be in school all day in order to perform that day or evening activity. Students on academic or disciplinary probation are suspended from organizations and clubs during the probationary period.**

ACTIVITIES

CLASS A

| | |
|--------------------------------|---------------------------------|
| Channel-One | National Art Honor Society |
| Drexel Ambassadors | National Junior Honor Society |
| FBLA | National Honor Society |
| Hotel, Restaurant & Tourism | Spanish Club |
| International Thespian Society | Student Council |
| Key Club | Technology Club |
| Latin Club | The Tri-M (Music Honor Society) |
| LEAP | Drone Club |
| Legion of Mary | STEM |
| Library Club | Unity Society |
| Liturgical Dance | Voices of Praise |

CLASS B

| | |
|-----------------|--------------------------|
| Band | Majorettes |
| Basketball Team | Modern Dance Team |
| Cheerleaders | Softball Team |
| Drama Club | Speech and Debate |
| Drill Squad | Track Team/Cross Country |

Flag Carriers

Tennis Team

Golf Club

Volleyball Team

Letter Carriers

GYM NIGHT

Gym Night is a mandatory event for all students who take physical education. Students will be required to sell tickets and purchase the required uniform for the performance. If a student fails to pay for her uniform, she will not receive a report card. If a student fails to participate, a grade of "0" will be averaged into her grade.

STUDENT ASSEMBLIES

Conduct during assemblies should be as follows:

Silence moving to the auditorium, before the presentation, and while returning to classrooms is mandatory.

Proper decorum, attention, and courtesy to guests and performers are required.

STUDENT DANCES

1. Tickets to the dances will be sold by the Drexel Prep Finance Office **only**
2. Drexel Prep students and their guests must present an ID card (a high school picture ID) on the night of the dance.
3. If tickets are lost, they will not be replaced.
4. All Student Handbook policies apply at all Drexel Prep functions.
5. Dress code for student dances must be followed according to specific guidelines of each dance as set forth under the paragraph **OUT OF UNIFORM DAYS**. Students improperly dressed will not be admitted to events.
6. Gender appropriate attire is required.

SENIOR TRIP/JUNIOR TRIP (fees are non-refundable)

Participation is determined by several factors:

1. Conduct and disciplinary status of each student involved
2. All school related financial obligations are **current** especially in the month that the event takes place (See Financial Policies)
3. Cost of the trip
4. Availability of trip sites
5. Involvement of parents
6. Number of students participating determines the cost of the trip
7. Student's academic standing

All students going on the school trip are to observe all local, state and federal laws, as well as all school regulations.

Serious violations of rules may result in non-participation in graduation activities for seniors or school sanctions outlined in the handbook for juniors.

The academic and disciplinary status of each student desiring to participate in this activity will be reviewed at the end of each quarter. Students with unsatisfactory academic and/or disciplinary status will have their names removed from the roster.

AWARD

The various clubs and organizations give awards to members who have distinguished themselves in accordance with the aims and objectives of the group. **The administration retains the right to withhold awards from students who have seriously violated the rules of good conduct for Drexel Prep or who have been dismissed. Awards that can be held include jackets and scholarships.**

Lettered Awards For Fine Arts

Any student who has participated in band, chorus, piano, and theater for consecutive high school years, maintains a 2.5 average in all academic courses over the course of that period, and has participated in all performances and rehearsals, and has an excellent average in conduct and performance is eligible to receive a letterman as an award.

JACKETS ARE ONLY EARNED UPON COMPLETION OF FOUR CONSECUTIVE YEARS AT THE DISCRETION OF THE RECOMMENDING INSTRUCTOR.

Perfect Attendance Award

A student will be awarded a perfect attendance award who has accrued no absences, no tardies and no early dismissals annually.

Special Senior Awards

The valedictorian and salutatorian are the students who rank the highest in the class and have attended Drexel Prep for four (4) consecutive years. Any student who is ranked 1st or 2nd and has not attended Drexel Prep for four years will be recognized with the distinction of Prima Scholastica (1st Student) or Secunda Scholastica (2nd Student) and rank will be recognized. The rank is determined by the cumulative grade point average with marks in all subjects being considered in the determination of rank. The weighing system described in this handbook is used to determine GPA. **Students who rank in the top 10% of the class will wear the honor stole at graduation and will be recognized in the program. In the event that the graduating class is fewer than 100 students the honors rank will reflect the top 10 students or the top ten places.**

GRADUATION EXERCISES

Seniors must be present at all graduation practices and ceremonies. Unauthorized absence from or inexcusable lateness for practices and ceremonies will prohibit the student from participating in the ceremonies. These matters will be handled by the Discipline Office. **Two or more failures will bar a senior from participation in the graduation exercises. In the case of a student with one failure, the administration will make the decision as to participation.**

Reminder for Senior Parents:

Seniors who are on probation during the school year will miss certain extra-curricular activities (i.e. Ring Ceremony, Spirit Week Activities, Marching Season Activities, Sports Activities, Debutante Ball, Senior Trip, Count Down, Moving-Up, Prom, Honors Night, and Graduation.)

AHERA Management Plan – Parent Notification (Notice)

In accordance with AHERA, Asbestos Hazardous Emergency Response Act, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for you to review in the Principal’s office during school hours. If you desire a copy of the plan, it will be made available to you at the cost of \$5.00 (which covers the cost of reproduction).

Modified July 12, 2017