



## ST. CHARLES CATHOLIC HIGH SCHOOL

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*Dear Students and Parents,*

*Welcome to the 2022-2023 school year at St. Charles Catholic High School. We are privileged to partner with our Comet families in carrying out the mission of SCC. We look forward to a new school year full of the promise of normalcy and success as we continue to educate our Comets. May we all join in prayer to ask God's blessings on our school year.*

### **New Student Academic Orientation: Monday, August 1**

All new students to SCC must attend the New Student Academic Orientation from 9:00 a.m. – 2:00 p.m. on Monday, August 1, 2022. This program will provide students with the information needed to transition easily to high school at SCC. The attire is Friday Dress, as well as being neatly groomed. New students will receive their iPads at Orientation.

### **Schedule Release for Returning Students: Tuesday, August 2**

Our 2022-2023 seniors, juniors, sophomores, and freshmen students may view their schedules on PlusPortals via their existing account beginning Tuesday, August 2, 2022, after 4 p.m. All new students will receive their schedules at New Student Academic Orientation. New parents and students will also be able to view schedules on PlusPortals once receiving an email invitation to join the system following the orientation day.

### **Student Schedule Changes: Requests Forms due on Thursday, August 4 at noon**

- To request a change to your schedule please fill in this Google Form by Thursday, August 4 at noon. <https://forms.gle/Cp82NxrutgvxM2Hw6>
- Requests for changes will be processed by Wednesday, August 10.
- Requests will be considered based on the best academic decision for the student, teacher recommendations, previous grades in related courses, standardized test scores, graduation and TOPS requirements, and course opening availability.
- Level changes to honors, academic, or standard can be made; however, they will be reviewed by the administration and previous teachers in related courses and based on student test and standardized test scores.
- No student-initiated changes will be made after August 10. Any requested schedule changes after August 10 must come from the teacher or the school counselor.

### **School Office Closed: Monday, August 8**

All faculty and staff will be participating in a full day of spiritual development. The front office will

open again on Tuesday, August 9 at 7:30 a.m.

### **Sophomore iPad Distribution: Monday, August 8 at 5:30 p.m.**

Sophomores will receive their iPads on the evening of Monday, August 8 at 5:30 p.m. Students should arrive for 5:20 p.m. Part of your teenager's obligation as an SCC student is to attend the mandatory technology session that will take place on the following dates during which we will distribute iPads/Macbooks to students and begin instruction about how to use and care for them. Dress for the day is an SCC T-shirt with appropriate shorts or jeans.

### **Junior MacBook Distribution: Monday, August 8 at 7 p.m.**

Juniors will receive their MacBook on the evening of Monday, August 9 at 7 p.m. Students should arrive for 6:50 p.m. We will distribute Macs and host a training session. Please plan to be at SCC from 6:50 – 8:50 p.m. The signed MacBook Acceptable Use Agreement Form will be collected from each junior before the MacBook will be distributed. This form can be found on the SCC website. Part of your teenager's obligation as an SCC student is to attend the mandatory technology session that will take place on the following dates during which we will distribute iPads/MacBooks to students and begin instruction about how to use and care for them. Dress for the day is an SCC T-shirt with appropriate shorts or jeans.

### **Orientation Program for First Year Students and Parents: Tuesday, August 9**

The orientation program for all new students and their parents will begin at 6:00 p.m. on Tuesday, August 9 at SCC. This program will provide information about our school mission, programs, procedures, and policies. **ALL** new students must attend the orientation program.

Tuesday, August 9 at 6:00 p.m. is for 8<sup>th</sup> grade students and their parents and any new 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students and their parents.

### **Class Retreats: Thursday, August 11th**

The school year will begin with class retreats for 8th-11th graders on Thursday, August 11, 2022, from 8:00 a.m. to 2:00 p.m. Students may begin arriving at 7:45 a.m. In addition, seniors **MUST** report to SCC for 10 a.m.

The class retreats are required and count as a full day of school. Please do not schedule any activity that conflicts with these retreats.

Retreat locations are as follows:

**EIGHTH GRADE** will be located at **SCC**. Please enter through the Commons. Students may be picked up by the Commons at the end of retreat.

**FRESHMEN** will be located at **First Baptist Church**: 120 Ormond, LaPlace (across from SCC). However, after lunch students will walk to SCC to finish out their retreat with the underclassmen. Students may be picked up by the Commons at the end of retreat.

**SOPHOMORES** will be located at **St. Joan of Arc Family Life Center** (Gym), LaPlace. The Sophomores will begin their retreat with Mass at SJA. Please go directly to the church to check-in and start retreat. After Mass, the students will be dismissed to continue their retreat in the Family Life Center. Any Sophomores driving to retreat should park in the parking lot by SJA's gym. Sophomores being picked up from retreat may be picked up by SJA's gym.

**JUNIORS** will be located at **St. Joan of Arc KC Hall**: 346 Fir Street, LaPlace. The Juniors will begin their retreat with Mass at SJA. Please go directly to the church to check-in and

start retreat. After Mass, the students will be dismissed to continue their retreat at the KC Hall. The students will walk, as a group, through SJA's campus to the KC Hall. Any Juniors driving to retreat should park in the parking lot by SJA's gym. Juniors being picked up from retreat may be picked up by the KC Hall.

**SENIORS (10 a.m.)** will be located at **SCC**. Please enter through the Commons. Students may be picked up by the Commons at the end of retreat.

8<sup>th</sup> graders, new freshmen, & seniors: A pizza lunch and drink will be provided; therefore, it is not necessary for you to bring your own lunch unless you require a special diet.

Freshmen, sophomores, and juniors will picnic on the grounds of their retreat facility. Sophomores and juniors should pack a lunch and drink.

Note: No one will be allowed to leave or order lunch delivery! Parents may not bring food to their students during lunch.

**Student Dress Code for Retreat Day** – Students are to wear SCC Friday Dress. This includes SCC uniform pants, skirts, and an SCC imprinted T-shirt and tennis shoes. Sandals are not allowed. Shirts must be tucked into pants and/or skirts. School pants must be worn at the waist with a belt.

All students will be attending Mass during retreat. Please be sure to be well groomed out of reverence. Please do not schedule any activity that conflicts with these retreats.

### **Welcome Day/Book Day: August 12**

Students will attend either a morning or afternoon session and follow a shortened class schedule.

Morning Session: 8<sup>th</sup> and 9<sup>th</sup> Grade Students – Arrival 7:30 a.m. to 7:45 a.m. and Dismissal at 11:00 a.m.  
Afternoon Session: 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Grade Students – Arrival 11:30 a.m. to 11:45am and Dismissal at 3:00pm.

Please see below for directions on how to complete tasks on August 12:

#### **Station 1: Cafeteria Lunch Money**

Follow the steps below to sign-in to (create) your school lunch account and add money to that account. Please do this before the 1<sup>st</sup> day of school.

Step 1: Go to [www.schoolcafe.org](http://www.schoolcafe.org) and click the “Online Payment” Link.

Step 2: Click on the “Sign Up Today” and follow instructions.

Step 3: Log in to your account and add your students.

Note: Our district is Archdiocese of New Orleans. You will need the student ID # to create an account. New students will receive this info from the front office either on orientation day or by email. Any other student who needs this number can email Mrs. Tanya at [stcharleshigh@schoolcafe.org](mailto:stcharleshigh@schoolcafe.org) or call at 652-3059.

#### **Station 2: Uniform Check**

A uniform check will be conducted. It is important for all students to meet SCC grooming and dress requirements on this day. Past experience indicates that complying with our dress code and haircut guidelines is the most challenging part of the uniform check on this date. It is not our intent to start off a new year in a negative way by having to interrupt a student's schedule on this important day. Parents are strongly encouraged to make sure that your student's dress and grooming are in compliance with our guidelines in the student handbook. If your teenager's hairstyle does not meet SCC grooming

requirements, he/she will not be allowed to attend school; in effect, he/she will be suspended from school until he has an acceptable haircut/hairstyle. The purpose of the SCC dress and grooming policy is to embody the importance SCC places on an orderly and disciplined environment. A conservative approach to the school's dress and grooming standards is a positive way to start the year.

### **Station 3: Forms**

The following forms must be completed by students for the start of the school year and turned in on August 12 during Religion class. Please note that JUNIORS must return the MacBook Acceptable Use Form on the evening of August 8 in order to receive their MacBook. All of the required forms are located on the SCC website under 2022-2023 Student Handbook.

1. Student Handbook Agreement Form
2. Armed Forces Form (Students in grades 11-12)
3. Transcript Consent Form (All first-year students to SCC)
4. MacBook Acceptable Use Form (JRs and SRs)
5. iPad Acceptable Use Form (Underclassmen)

### **Station 4: ID Pictures**

Student ID and yearbook pictures for grades 8-10 will be taken by Romaguera Photography on August 12 during their PE period. Any Junior who doesn't have a PE period will need to take their picture between 11:00 a.m. – 11:45 a.m. Picture forms will be emailed to parents from Romaguera Photography. If you would like to purchase school pictures, please follow the directions in the email that will be sent from Romaguera Photography. Students will no longer need an SCC nametag, but will wear an SCC issued picture ID with lanyard around the neck every day.

### **Station 5: Parking Spaces**

This year students will once again use an online form to request a parking spot on campus. The link to this online form won't be live and able to accept requests until Monday, August 1 @ 8am. (Here is the link to the form: <https://forms.gle/eyceh1jhte5RUA5s7>). Requests will be filled on a first submitted basis by grade level. Students will have the chance to choose their top 3 areas in which they would like to park using this form. All students who would like to park on campus must complete this form by Wednesday, August 3 at noon. You will be notified by email of your assigned parking spot by Tuesday, August 9. Once you are notified, you may come to the school office on Wednesday, August 10, or Thursday, August 11, from 9am-2pm to pick up your parking tag and pay the \$20 fee (make checks payable to SCC). You must pay the \$20 fee in order to receive your parking tag. When you receive your parking tag you will also receive paperwork that must be submitted to Mrs. Bordelon by Thursday, August 18, in order to secure your parking spot for the year.

### **Station 6: Distributing Textbooks**

Teachers will be distributing textbooks to students on August 12 as well as during the first full week of school.

## **Student Handbook**

The 2022-23 Student Handbook is posted on the school website [www.stcharlescatholic.org](http://www.stcharlescatholic.org). After both the parents and the students have read the handbook, each of you must sign the form and return it to school on August 12. It is essential that you read the handbook carefully. It is an excellent reference for most questions that you may have about school policies and procedures. Also, the regulations and provisions outlined in the handbook are a material condition of the

contractual agreement between you and St. Charles Catholic High School. Please download and complete the required forms from the student handbook. All completed forms must be submitted to Religion teachers on August 12 for all students.

**FIRST FULL DAY OF CLASSES: Monday, August 15**

The first full day of classes will be Monday, August 15. Classes begin at 7:30 a.m. We will dismiss at 2:45 p.m. everyday. All students not participating in after-school supervised activities must be picked up from the school by 3:15 p.m. everyday.

*SCC views a productive partnership with our parents as the first step in ensuring that your teenagers have a positive and formative experience throughout their time at SCC. Our Back to School Night for parents will take place on August 22 at 6 p.m. Thank you for your assistance and cooperation as we prepare for the new school year. Our dedication to the young men and women entrusted to our care will be front and center in every decision we make. Together, I know we will make the 2022 – 2023 school year one of spiritual and academic excellence. See you soon Comets!*

*Sincerely Yours in Christ,*

*Courtney P. Millet, Ph.D.  
Principal*