



HOLY SAVIOR MENARD

E A G L E S

**Parent-Student
Handbook of Policies
2019-2020**

Holy Savior Menard Central High School

Under the Auspices
Of
THE DIOCESE OF ALEXANDRIA

Approved by
Louisiana State Department of Education

Accredited by
AdvancEd
Southern Association of Colleges and Schools

Member of
National Catholic Educational Association
Louisiana High School Athletic Association

**Holy Savior Menard
Equal Opportunity Policy**

Holy Savior Menard (grades seven through twelve) admits students of any race, religion, creed, color, national origin, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on any national, ethnic, or religious basis in administration of the school's educational policies, scholarship and financial aid programs, athletics, or any other school-administered activity.

FOREWORD

The regulations and other provisions outlined in this handbook are material conditions of the contractual agreement among Holy Savior Menard, each student enrolled in the school, and his/her parents. In addition, this handbook is designed to serve several important purposes:

- It provides a handy source of the basic information the student needs for planning and carrying out his/her course of study.
- It is designed to serve as an official source of school policies and requirements for participation in academic, extracurricular, and informal activities at Holy Savior Menard Central High School.
- It provides information to enable parents to assist and support the efforts and activities of their child. It is especially important that parents read and become familiar with the handbook's sections on admissions and behavior policies, and
- It contains brief statements of the history and philosophy of Holy Savior Menard.

Please Note Carefully

A Holy Savior Menard student's interests are best served by cooperative relationships among the student, his/her parents, his/her teachers and the school's administration. The regulations and procedures set forth in this handbook are designed to serve the student's interests and to facilitate a spirit of cooperation. At times, disagreements may arise between a student's parents and the school concerning application of school regulations. In such instances, reasonable efforts are made to resolve the disputed issues. If cooperative efforts fail, and an impasse results, the school reserves the right to require the parents to withdraw from the working partnership.

In developing policies for Holy Savior Menard, the administration tried to anticipate as many problems as possible. But as new and unusual situations may arise, the principal has the authority to use his discretion in whatever circumstances the handbook rules do not precisely apply. The school, with the principal's approval, reserves the right to amend this handbook without notice. Parents also have the right to have a policy reviewed for revisions. If changes are made, all parents will be sent notification. In this handbook, wherever the term "parent" is used, "parent" or "guardian" is implied.

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PARENT ACKNOWLEDGEMENT

INTRODUCTION

Mission

Holy Savior Menard exists to form students, in collaboration with their parents and church parishes, to make disciples and build the Kingdom of God.

Vision

Holy Savior Menard, a Catholic school, is committed to fulfilling the mission of the people of God and fostering the dialogue between the Church and mankind through intellectual, spiritual, human, and vocational formation:

- An intellectual vision that develops a rigorous academic curriculum taught through dedicated, professional, and Christ-centered faculty;
- Developing spiritually to become more aware of the gift of faith and to grow in Christian discipleship;
- Human formation of students to practice right judgment in personal health, in family life, and in community involvement; and
- Vocational formation by serving the Lord and by proclaiming the goodness in accomplishing His will.

Beliefs

As a Catholic School, we believe that:

1. Exceptional teaching inspires individuals to be critical thinkers who are actively engaged in lifelong learning.
2. An intentional education and a spiritual advancement prepare our students to thrive in a diverse culture.
3. Frequent worship of God in the true presence of the Eucharist is the Source and the Summit of the Catholic faith.
4. Growing the catholic identity through prayer, study, retreats and peer ministry is essential to spiritual development.
5. All students are valued individuals with unique gifts that are cultivated through extracurricular activities.
6. The formation of faithful disciples attracts people to participate responsibly in the life and in the mission of the community.
7. Striving for the growth of the Mystical Body of Christ and the ability to judge rightly are fundamental to Catholic education.
8. By living the vision and the mission of Holy Savior Menard, all stakeholders shall truly build the Kingdom of God.

Motto

“SOAR...on wings like eagles” Isaiah 40:31

Philosophy

Holy Savior Menard, located in Alexandria, Louisiana, is a Catholic co-educational high school, grades seven through twelve. The school's philosophy is founded in the teachings and example of Jesus, particularly as depicted in the parable of the Good Shepherd (John 10: 1-21). Inspired by our Lord's love and concern for everyone as truly unique and special, we strive to provide an environment that affords a quality education supporting each student's spiritual, moral, intellectual, physical development. We seek an environment in which each student can acquire a sense of responsibility to God, to creation, to community, to family, and to self.

Since 1892, Holy Savior Menard has sought to provide a quality education for all students. The school's purpose is to develop an educational environment that fosters Christian values, as well as the principles of equality and respect.

The curriculum and environment at Holy Savior Menard are designed for the development of the whole person and vigorously encourage academic excellence. The curriculum of Holy Savior Menard promotes the traditional qualities of a Catholic education: high academic standards, discipline, personal and community development, and commitment to the gospel of Jesus Christ.

History

Holy Savior Menard's roots date back to 1884, when Father L. Menard became the eleventh pastor of St. Francis Xavier Commercial College and Catholic Church. On October 10, 1892, the works and prayers of Father Menard became a reality with the construction of the first school for boys in Alexandria. It was located on Second and Ogden Streets and was named the St. Francis Xavier Commercial College. In 1903, the school was rebuilt on the corner of Fourth and Beauregard Streets, next to the present St. Francis Xavier Cathedral.

Father Menard was also responsible for bringing the Sisters of Divine Providence and the Brothers of the Sacred Heart to Alexandria. The sisters taught at the St. Francis Xavier Girls Academy, founded in 1894, and later at Providence Academy and Providence Central. The Brothers taught at the Commercial College and later at Menard Memorial High School.

In June 1922, the Elliot Street property between 19th and 20th Streets was acquired, and after thirty-one years, the St. Francis Xavier Commercial College ceased to exist, being renamed Menard Memorial, after Father Menard. Menard Memorial operated at the Elliot Street location as a school for boys until 1966.

In 1914, St. Francis Xavier transformed into Providence Academy for Girls and opened on the grounds of the present day Our Lady of Prompt Succor Church. In 1949, Providence Academy became Providence Central for girls in grades nine to twelve, and Our Lady of Prompt Succor for boys and girls in kindergarten to eighth grade.

In 1934, the Menard Memorial school colors were changed from purple and gold to green, gold, and white, and the mascot was changed from the bulldogs to the eagles.

The year 1966 marked the last year for the name “Menard Memorial.” In that year, the school combined with Providence Central to become Holy Savior Menard Central High School. The new facility at its present location on Coliseum Boulevard opened in the fall of 1967.

In 1988, in cooperation with Our Lady of Prompt Succor, the seventh and eighth grades were moved from Prompt Succor to Holy Savior Menard.

ADMISSIONS POLICY

Admissions Criteria

Every applicant to HSM deserves serious consideration as a potential recipient of the organization's best efforts toward a holistic Christian education. The following criteria are used to evaluate candidates for admission to HSM:

- the individual overall prior school record (*academic, standardized test scores, and behavioral performance*)
- recommendation of the school principals and teachers, and
- an interview with each applicant and his/her parents.

Candidates for admission to HSM must meet the academic requirements of the school where currently enrolled, as well as the academic promotion requirements of HSM in order to advance in grade placement.

HSM reserves the right to deny admission for several reasons:

- if we are at capacity for grade levels and or/subjects, or
- if the individual does not meet the behavioral standards of HSM (*based on prior school records*)

Readmission of Students

If a student is asked to leave Holy Savior Menard because of academic or behavioral problems, he/she will not be allowed to re-enter unless approved by the administration. If he/she leaves for other reasons, readmission will be contingent upon available space, as defined by the principal at the time the student wishes to be readmitted to HSM. If space is available, then the regular admission criteria and procedures apply.

FINANCIAL OBLIGATIONS AND ASSISTANCE

Tuition and registration fees are set on a yearly basis with consultation of the School Advisory Council. Holy Savior Menard has partnered with FACTS Management Company for our monthly tuition payment process and for assessment of financial assistance. FACTS is not a loan program, nor is debt incurred; no interest or finance charges are assessed, and no credit check is conducted. The cost to budget your interest-free monthly payment plan is a nominal, annual, nonrefundable FACTS Enrollment Fee. ***All families must be registered and enrolled in FACTS.*** You may budget your tuition and fees in the following ways:

Automatic Bank Payment (ACH) – ACH payments are those payments you have authorized FACTS to process directly through your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved from either your checking or savings account on the 1st or 15th of each month.

Credit Card – If you elect to use this option through FACTS for your monthly payment, there is a convenience fee of (2.5%). This will be automatically charged each month to your credit card. The convenience fee is in addition to the nonrefundable FACTS Enrollment Fee.

Failure to keep financial obligations current will result in further action from the administration, up to and including the dismissal of a student at any time during the school year.

Tuition Refund Policy

HSM maintains the following guidelines for refunding tuition:

- 50% refund if the student withdraws during the first nine weeks.
- ***NO*** refund if the student withdraws after the first nine weeks.
- ***NO*** refund if the student is dismissed from the school.

Financial Assistance

Limited funds are available for financial assistance. Financial Assistance is awarded on the basis of information from 1040 forms. Families presently on assistance must reapply each year. Information on financial assistance can be obtained from the Admissions Director. Application deadline will be published through FACTS.

Scholarships

Scholarships are available to students attending Holy Savior Menard. Information on scholarship applications are made available through the admissions and guidance office.

Scholarship awards are for tuition only at HSM and have no cash value. The Scholarship Committee has the right to terminate a scholarship for poor scholastic performance or grievous infractions of school discipline.

Scholarships are presented at the Annual Awards Assembly in the spring.

Delinquent Account Policy

The family of each student is responsible for honoring their tuition agreement by making payments according to due dates or contacting school administration should they experience an unexpected financial hardship. These special circumstances are normally related to family emergencies, such as illness or loss of employment. When payments are not made in the manner described in the tuition agreement established by the school or in FACTS, the account will be considered delinquent and following procedures will be followed: The family should contact Holy Savior Menard through the Admissions Office, Renee Hicks (443-8534).

1st Failed FACTS Collection Attempt:

The family will receive a FACTS-generated email if a payment is not collected when FACTS makes the first attempt for any given month during the payment cycle. No further contact with family will be made unless there is a problematic payment history as determined by Holy Savior Menard.

2nd Failed FACTS Collection Attempt or 1st w/Problematic History or 1 month behind on payments:

In addition to the above email, the family will be requested to come to school and sign letter acknowledging the failed FACTS collection attempt, amount due to Holy Savior Menard and acknowledgement of receipt of Delinquent Account Policy. *The following will be in effect:*

- Until the account is fully paid, all students in the family may not participate in any extracurricular activities. However, students in the family may participate in co-curricular activities such as class trips that are part of class work for a grade.
- School records (including but not limited to diplomas, schedules, transcripts, report cards, test information) will not be released until the outstanding balance is paid in full.
- FACTS-SIS account will be deactivated.

3rd Failed FACTS Collection Attempt or 2 months behind on payments:

- The family will be contacted by the school and a meeting will be set to occur within one week between the family and the school's Financial Hardship Committee.
- All sanctions in prior section will continue.
- All students in the family will be suspended (not allowed to be on campus) until account is paid in full.
- If paid in full within 5 school days and case is reviewed and approved by Financial Hardship Committee – absences will be “excused”. School work will be subject to policy covering same as found in Student Handbook.

4th Failed FACTS Collection Attempt or 3 months behind on payments:

- All students in the family will be withdrawn from Holy Savior Menard. No records will be released until account is paid in full.

Release of Academic Transcripts and Records

Implicit in any private school enrollment is the school's agreement to furnish the student with an education and the associated documentation of his/her academic achievements (transcripts) in exchange for the parents' agreement to pay tuition and fees. If the parent(s) breach the agreement by failing to pay the agreed upon tuition and fees, the school has no obligation to perform its obligations under the contract. In short, the school may withhold the student's transcripts until the agreed upon tuition and fees are paid in full.

The enrollment contract at Holy Savior Menard obligates the parents to pay the tuition/fees in full, regardless of whether the student is withdrawn or dismissed prior to the end of the school year. In addition, the parents are responsible for collection costs (attorney fees, expenses, and court costs) incurred by the school if the school is forced to take legal action to collect the debt.

ACADEMICS

Through its philosophy, admission policies, curriculum, and facilities, Holy Savior Menard strives to create an atmosphere for learning and self-growth. Such an atmosphere provides each student the opportunity to realize his/her potential and to develop the healthy attitudes and responsible behavior that will permit him/her to pursue continued studies and to assume his/her place in society as a concerned Christian adult.

HSM conducts a two-year middle school program and a four-year high school program. Students must complete four years of high school to graduate. The curriculum is regularly evaluated and revised to keep up with the always changing landscape of education today.

In setting up its curriculum, HSM strives to provide educational opportunities that enhance the growth and development of all its students. Offerings are designed to permit the student to elect courses that are within his/her range of ability and interest.

In the areas of English, foreign language, mathematics, science, and social studies, courses are available to meet a broad scope of student needs. Our fine arts program encourages the student to develop his/her artistic abilities. Computer education, physical education, and religion programs promote the formation of the well-rounded, well-informed individual.

HSM offers a college prep curriculum aligned with the ACT benchmarks and ACT Aspire Performance Level Descriptors (PLDs).

Parents, as the primary educators, have the responsibility of making sure their child fulfills all his/her educational duties.

Academic Integrity

Students at HSM are expected to uphold the highest ethical standards in accomplishing their work. Students who are caught cheating or plagiarizing in any class are dealt with in the following manner:

- First Offense: “0” for said assignment and a morning detention
- Second Offense: “0” for said assignment, one-day out of school suspension, and a conference with the parent(s).
- Third Offense: Same as second offense. The student will be recommended for dismissal.

If a student is caught cheating or plagiarizing in an honors course, the student is subject to removal from the honors course, pending a decision from the **Academic Review Committee**.

Homework

Homework is a necessary part of the educational process. Consequently, students must satisfactorily complete all homework assignments, whether it be reading or studying, or a written assignment. Copying another student’s written work not only defeats the educational process, but also constitutes cheating. Failure to do homework results in academic consequences. Students succeed in proportion to their daily efforts in preparing for classes and written assignments. Parents should monitor students’ study time and grades. Contact teachers or the guidance counselor if there are any questions.

Advanced Placement (AP) Courses

Advanced placement is a program offered by the College Board which offers college-level curricula and examinations to high school students. Colleges and universities may grant placement and course credit to students who obtain high scores on the AP exams. HSM offers advanced placement courses to juniors and seniors. All advanced placement courses are Honors courses and have the same admissions requirements as Honors courses. Advanced placement courses are available for the following:

- AP Biology II
- AP Calculus
- AP English Literature and Composition
- AP English Language and Composition
- AP Physics

Only students who take the AP exam will receive the AP designation on their transcript.

Correspondence Courses

Any student who has earned college credits through a university curriculum or through an approved correspondence course should provide a transcript by the last school day in April in order to receive consideration for high school credit. The course must have been pre-approved by the guidance counselor and the principal.

Dual Enrollment (DE) Courses

Holy Savior Menard has partnered with La Tech and LSUA to provide dual enrollment classes in many subject areas that will transfer to most state universities in Louisiana, including some private universities in Louisiana and colleges outside the state. The college credit counts towards the student's eventual college grade point average.

The program is designed to allow high school students to attend college and to earn credit while simultaneously completing their high school diploma. Students earn both college and high school credit for dual enrollment classes. General criteria for the participation in the program include (1) being a high school sophomore, junior or senior, (2) being on track for completing the Regents/TOPS core curriculum, (3) having taken the ACT or Pre-ACT assessment, and (4) having permission from the high school.

At present, the following DE courses are being offered at HSM for the 2018-2019 school year.

Department	Carnegie Unit	College Credit	University
Math	Advanced Math H Probability and Statistics H	Math 1021 & 1022 (6 hours) Stat 200 (3 hours)	LSUA LA Tech
English	English IV H	English 1001 & 1002 (6 hours)	LA Tech
Social Studies	World History H U. S. History H Psychology	History 101 & 102 (6 hours) History 201 & 202 (6 hours) Psychology 102 (3 hours) CMST 2060 & 1061 (6 hours) Sociology 2001 (3 hours)	LSUA LSUA LA Tech LSUA LSUA
Other	Fine Arts Survey Spanish III Spanish IV Computer Literacy CMIS 1150 (3 hours) Speech	Art 290 (3 hours) Spanish 101 & 102 (6 hours) Spanish 201 & 202 (6 hours)	LA Tech LA Tech LA Tech LSUA
	12 Carnegie Units	60 College Credit Hours	

Parents are required to pay all fees, including textbooks and supplies, associated with dual enrollment.

Honors Courses

Honors courses are designed to raise the level of course rigor for students that meet or exceed the minimum requirements for enrollment.

Honors Course Offerings

English	Mathematics	Science	Social Studies	Others
English I H English II H English III (H/AP) English IV (H/DE/AP)	Algebra I H Geometry H Algebra II Advanced Math (H/DE) Calculus (H/AP) Statistics (H/DE)	Physical Science H Biology I H Biology II (H/AP) Anatomy and Phys H Chemistry I H Chemistry II H Physics (H/AP)	U.S. History (H/DE) World History (H/DE) Sociology (H/DE) Psychology (H/DE)	Spanish III (H/DE) Spanish IV (H/DE/ AP) Fine Arts (H/DE) Speech (H/DE)

Placement

For all students, honors courses are open in English, mathematics, science, and social studies. Requirements for initial admission and placement into honors courses are that the student must meet at least two of the following:

- Scoring in the 60th percentile or above on STAR report for that subject
- A score of advanced or mastery on LEAP 2025 for that subject
- No report card grade lower than a B (*9-week grades and midterm/final exam grades*) in the subject area and teacher recommendation

Appeals

Students who meet the requirements are encouraged to register for honors courses during the course selection process. Students who do not meet these initial requirements can appeal to the **Academic Review Committee**, which is composed of the department heads and school administration, prior to the start of school. The decision of the committee is final.

In special cases, the administration may arrange for non-honors students to take honors courses when space is available in classes concerned.

An honors course is offered only if enough students pre-register for the course. From time to time, the administration may add or remove courses from the Honors Program. Any addition or removal of a course will be announced by the end of the school year prior to the academic year for which the change will take effect. Once a student receives honors credit for a course, the honors credit remains even when the course is later removed from the Honors Program.

Probation and Removal

Students enrolled in honors courses at HSM must maintain grades of B or better to retain honors course placement during the current year. Students who make a C or below on their report card in an honors course for a nine-week's period are immediately placed on probation for the remainder of the school year for that subject. Failure to maintain a B or better while on probation may result in the student being removed from the Honors program for that subject at the end of the school year.

Honor Roll

The Scholars' List includes all straight "A" students, and the Academic List includes students who have no grade lower than a "B" on any 9 weeks grade. These students are to be honored at the end of the year for maintaining this honor roll status.

Honor Graduates

Candidates for Honor Graduate recognition must have earned a minimum of 28 credits. Courses pursued must be part of the Holy Savior Menard Central High School curriculum. Cumulative grade point average using final averages on the 4.0 grading scale, as well as the number of honors classes taken, will determine the honor received. **Students with a failing grade on their high school transcript are not considered honor graduates.** Grade point averages are not rounded. Honor graduates are recognized as follows:

Bishop Greco Scholars (Valedictorians): To qualify for this honor, the last two years' work must be completed by the student while enrolled at Holy Savior Menard. A GPA of 4.0 is required, and the following honors/DE courses must have been taken:

English Honors	Math Honors	Science Honors	Social Studies Honors	At least two of the following courses:
English I H English II H English III H English IV H	Algebra I H Geometry H Algebra II H Advanced Math H Calculus AP or Statistics DE	Physical Science H Biology I H Chemistry I H Physics H or	U.S. History H World History H World Geography H	Anatomy and Physiology H Fine Arts (DE) Psychology (DE) Spanish III (DE) Spanish IV (DE) Speech (DE) Biology II (H)

Father Menard Scholars 3.8-4.0 GPA with 12 honors/DE courses, or 3.5 GPA with 15 honors/DE courses.

Providence Scholars 3.8-4.0 GPA with no honors/DE courses required.

Class Rankings

HSM does not report class rankings publicly. Grade distributions are made available to colleges upon request through the Guidance Department.

Junior High Program

Junior high students are required to carry seven units each year. In order to be promoted from seventh grade to eighth grade, as well as from eighth grade to ninth grade, a junior high student at Holy Savior Menard must meet one of the following:

- Pass all major subjects (English, math, social studies, and science) during the regular school session.
- Pass three of the four major subjects and two of the three minor subjects during the regular school session and attend an approved summer credit recovery program. A passing grade must be obtained in the summer credit recovery program.

If a student is retained for not meeting the above promotional standards, the student must repeat the entire grade level or attend a summer credit recovery program as described by LA. Bulletin 741. Exceptions to the promotion/retention policy or circumstances other than those given are under the authority of the administration.

Jr. High Course Requirements

<u>7th Grade</u>	<u>8th Grade</u>
Religion 7	Religion 8
Math 7 or Acc Math 7 (H)	Pre-Algebra or Algebra I (H)*
English 7 or English 7 (H)	English 8/AR or English 8 (H)/AR
Science 7 or Science 7 (H)	Science 8 or Physical Science (H)*
Enrichment 7	Physical Education 8
Louisiana History	Enrichment 8
PE/Arts	American Studies
	Electives**: Spanish I*, French I*
	* High school credit given
	**Available to students <u>qualified</u> for English 8 (H)

Placement in 8th grade honors courses is based on standardized test scores, teacher recommendations, and report card grades including exam grades.

For incoming 7th graders, above average performance on a placement test is required in each of the subject areas for which honors courses are requested. The placement test score, along with standardized test scores and grades from the previous year, determines honors placement.

High School Program

To graduate from Holy Savior Menard, students must earn a minimum of 24 units in the increments specified for each year. All students are required to carry 7 units each year.

All seniors are required to take a Math and English course their senior year.

High School Status and Promotions

A high school student's standing as a sophomore, junior, or senior depends upon the credits accumulated and passing each year's English course. A student must meet at least the minimum requirements to be promoted:

- promotion to 10th grade: 6 credits
- promotion to 11th grade: 12 credits
- promotion to 12th grade: 18 credits

Any student who fails a required English or math course must make it up in summer school. HSM will accept summer school credit only from programs accredited through the Louisiana State Department of Education or the Southern Association of Colleges and Schools. Information on summer school is available from the guidance counselor. Please note that summer school classes count for credit only if the class is a repeat of a failure during the regular school year.

Holy Savior Menard's college preparatory curriculum is designed to provide students with the opportunity to meet the entrance requirements of most colleges and universities. Parents and students are encouraged to investigate requirements of schools they are considering. Listed below is the simplified version of the graduation requirements for a Holy Savior Menard Diploma. Also listed are the graduation requirements of the Board of Elementary and Secondary Education and the Louisiana Board of Regents (Diocesan Diploma).

Holy Savior Menard Curriculum Requirements

Holy Savior Menard Diploma (Following the TOPS University Curriculum with the addition of Religion)

Religious Studies I, History of Religion, Religious Studies III, IV	4
English I, II, III, IV	4
Mathematics	4
Algebra I, Algebra II, Geometry	
The remaining unit shall come from the following: Advanced Mathematics, Pre-Calculus, Calculus, Probability and Statistics, or a locally-initiated elective approved by BESE as a math substitute.	
Science	4
Biology I, Chemistry I	
2 units from the following: Physical Science, Physics I, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, or a locally initiated elective approved by BESE as a science substitute.	
Social Studies	4
U.S. History, Civics or Government, World Geography	
1 unit from the following: World History, Western Civilization, Civics, Economics, or a locally-initiated elective approved by BESE as a social studies substitute.	
Health and Physical Education	2
Foreign Language (2 units from the same language)	2
Arts	1
Fine Arts Survey or one unit of Art, Dance, Music, or Theatre	
Electives	3
<hr/> Total	<hr/> 28

A student must have taken one unit of credit in religion for every year that he/she attends Holy Savior Menard.

Students failing to meet all criteria for an HSM Diploma will be issued an alternative Diploma meeting the criteria for a high school diploma as set forth by the Louisiana Department of Education.

Make-Up Exams

All **major exams** must be made up in Coach Smith's Room #501 in accordance with the following procedure.

1. Make-up exams will be placed in the Make-up Exam Basket located in the Guidance Office at the end of the day of the exam, never in advance of the exam.
2. Student's name and date must be placed on the exam.
3. Upon the student's return to school the teacher must notify the student of the missed exam and the following procedure for making up the exam.
 - a) The student is to report to **Coach Smith's Room #501 at 7:00 am** within three school days following their return to school. Admission to Coach Smith's room **will close at 7:15 am**.
 - b) The student will then complete the exam **under direct supervision** and the completed exam will be placed in the teacher's mailbox.
 - c) All exams that have not been made-up within the allotted time (three school days upon returning to school) will be returned to the teacher through the guidance office.
 - d) Failure to complete a make-up exam within the allotted time will result in a student score of "0".
 - e) Students will be provided **ample time to make-up all missed exams** due to excused absences and the number of exams to be completed.
 - f) Make-up exams will not be given prior to the initial test date.
 - g) Make-up exams will be administered on Monday – Friday.
4. A teacher may choose to administer his/her make-up exam at an agreed upon time other than students' classroom time. This prevents the student from missing yet another day of instruction.

Make-up Work

Teachers are responsible for administering all other make-up graded work. Teachers should not give make-up work in the halls or in the classrooms during regular class periods so that students do not miss additional instructional time.

Graded work missed during absences should be completed as soon as possible after the student returns to school; however, teachers should be flexible and exercise compassion in scheduling the make-up work with the student, realizing that the child has six other teachers to coordinate make-up work with as well.

Make-up work is allowed for excused absences for full credit. Make-up work is to be completed outside of regular class time. ***It is the responsibility of the student*** to determine what class work and assignments were missed and to complete the work.

For a one-day absence, a student has a maximum of three days to complete the work missed. Otherwise, the permanent grade for the work may become a zero.

The school can obtain assignments for students who have missed or will miss three or more days of school. Requests should be made through the guidance department. For students missing one or two days, they are to contact other students or check Parent-Web for assignments; however, they must verify make-up information with the teacher.

The student, immediately upon return from his or her absence, ***must make arrangements to complete and turn in make-up work, including rescheduling any tests that were missed.*** Exceptions may be made for extended absences by special arrangement with the teachers through the guidance office.

Teachers must provide easy access to missed assignments and materials (ex: make-up work folder, file box, etc.). Students must know how and where to get missed assignments easily and quickly.

GUIDANCE SERVICES

The guidance department strives to help each student reach his/her full potential in a caring, Christian environment. It provides a variety of services to students, parents, teachers, and administrators. The guidance office, located on the second floor, is the center of all student-related matters.

The guidance office provides individual and small group counseling support to students, handles career and college planning, and assists students with personal growth and development. Other services of the department include, but are not limited to, student testing, student scheduling, academic counseling, FACTS-SIS support, and parent conferences.

College financial aid and scholarship applications, ACT, TOPS and college information are also available to students in the guidance office.

FACTS-SIS

FACTS-SIS is Holy Savior Menard's student information software that affords each parent with the opportunity for easier and open communication with the faculty and staff of Holy Savior Menard. This program gives parents immediate access to a child's attendance, grades, and lesson plans. All school communications, such as e-mail and texts are delivered through this program. Holy Savior Menard requires that all parents use FACTS-SIS. Our staff is here to assist any parent in setting up FACTS-SIS and supporting them in using this very important program. The district code for FACTS-SIS is HSM.

Academic Records of Students

Holy Savior Menard abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the rights of parents, and in the event of divorce, their rights of custodial and noncustodial parents. In the latter case, in the absence of a court order to the contrary, the school will provide the noncustodial parent access to the academic records and to other school-related information regarding the students. If a court order specifies that no information is to be given, it is the responsibility of the custodial parent to provide the school with a copy of the court order. HSM also abides by FERPA regarding the privacy of student records.

Dropping and/or Adding a Course

If a student requests a change from one course to another, the student must receive an add/drop form and written permission from the guidance counselor. The add/drop form must be completed and then presented to the principal for approval. A change may be arranged only if such changes do not disrupt the school schedule.

Schedule changes are allowed **ONLY** during the first two weeks of classes. The school considers a request for a schedule change only if the school judges that the student has been improperly placed in a course. Please note that poor performance in a course, dislike of the sequence of classes, or dislike of the teacher or classmates does not merit consideration for a change.

Also, the school reserves the right to change a student's schedule without parent/guardian permission during the opening days of the new school year in order to balance student enrollment in certain classes.

Graduation Activities

All graduating senior must participate in all activities including senior retreats, senior mass, baccalaureate, and graduation exercises--unless excused by administration. The student must attend baccalaureate practice in order to participate in the baccalaureate ceremonies; the student must attend graduation practice in order to participate in graduation exercises.

A student will not be eligible to participate in baccalaureate or graduation exercises if all courses required for graduation are not completed with a passing grade.

Report Cards

Report cards provide a permanent record of the student's achievement, as well as a device for keeping a progressive record valuable to the student and the parents. Report cards will be emailed to the parent, unless a hard copy is requested in person. The final averages of the courses are recorded on the cumulative record of the student.

Review of Grades

During the school year, *grades must be reviewed within thirty days of receipt of report cards.* After that point, grades are final for the period. Final grades are emailed to parents at the end of the school year (first week of June). Parents and students have until June 30 to review fourth quarter grades. Parents are encouraged to notify the guidance department immediately to report any grading discrepancies.

Progress Reports

Progress reports are emailed to parents in the middle of the fifth week of each nine weeks. The purpose of these reports is to inform parents of their student's current grades and work ethic.

Dates for Progress Reports: The guidance department will email progress reports on the following days: September 11, November 14, February 6, April 9

Standardized Testing

Each year, HSM administers several standardized tests to students to obtain data on their skill performance levels, which in turn, directs classroom planning and instruction. All standardized testing is coordinated through the guidance department. It is the responsibility of the students, as well as the parents, to have a serious attitude towards ALL testing opportunities at HSM.

Starting in the junior year ACT testing is **required** for all students to help prepare them for success in meeting post-secondary institutional requirements. The ACT test is offered to all juniors at HSM during the spring semester.

Juniors and sophomores at HSM, who meet preliminary National Merit standards, are given the opportunity to take the **PSAT**. The PSAT is a practice test for the SAT college entrance exam and the qualifying test for the National Merit Scholarship, which is given to the top juniors across the United States. This test measures a student's aptitude in the subject areas of reading, writing, and mathematics.

Testing Accommodations and Advanced Placement Test

Holy Savior will follow the ACT requirements for classroom accommodations and testing for the ACT and Advanced Placement test.

ACT approves accommodations for examinees with disabilities in accordance with the Americans with Disabilities Act and has adopted the following guiding principles for responding to requests for accommodations on the ACT.

1. Fair: Requirements and procedures for test accommodations must ensure fairness for all examinees, both those seeking accommodations and those testing under standard conditions.
2. Consistent: Accommodations must be consistent with ADA requirements and appropriate and reasonable for documented disability.
3. Valid: Accommodations must not result in an undue burden, as that term is used under the ADA, or fundamentally alter that which the test is designed to measure.
4. Professional: Documentation of the diagnosis must meet guidelines that are considered to be appropriate by qualified professionals and must provide evidence that the person's impairment substantially limits one or more major life activities.

Accommodations Documentation Requirements

To qualify for approved accommodations, documentation must show:

The diagnosed condition substantially limits one or more major life activities.

Requests for accommodations are appropriate and reasonable for the documented disability.

Qualified Diagnosticians

The administration of diagnostic assessment, determination of specific diagnoses, and recommendation of appropriate accommodations must be made by a qualified professional whose credentials are appropriate to the disability. The name, title, and professional credentials must be clearly stated in the documentation.

Criteria for Diagnostic Documentation

To best assess the current impact of an examinee's disability or functional limitations as they apply to the testing process, documentation must be written by a qualified professional and must meet all these guidelines.

- States the specific impairment as diagnosed
- Is current (diagnosed or reconfirmed within three academic years of the date of the request).
- Describes presenting problems and developmental history, including relevant educational and medical history
- Describes substantial limitations (adverse effects on learning or other major life activities) resulting from the impairment, as supported by test results.
- Describes why recommended accommodations are needed, and provides rationale explaining how these specific accommodations address the substantial limitations and alleviate the impact of the disability when taking a timed standardized test.
- Establishes the professional credentials of the evaluator, including information about licensure or certification, education, and area of specialization.

Transcripts

Transcripts needed for transfer, military use, scholarship consideration, college applications, or prospective employer information may be requested from the school counselor. *Transcript requests require a two-day notice.*

Transfer Policy

Once a student has been accepted as a transfer student, the parent should request that the official records be forwarded to HSM as soon as possible. An affirmation of credits earned, attendance records, and disciplinary records are necessary for the student's official enrollment and attendance. Honors class placement is determined only after official documentation is received. Any high school student who transfers to HSM must earn a minimum of 28 credits for a Holy Savior Menard diploma, or 24 credits for a state diploma.

Note: Any transfer student will be under a provisional admittance until all records, including academic, attendance, and disciplinary, are received and approved by the administration. If for some reason, the student's provisional admittance is not approved, that parent must withdraw the student immediately from HSM.

Grades/Credits for Transfer Students

The formula for determination of grades is as follows: Transfer grade multiplied by the number of weeks at the previous school in a quarter plus the HSM grade multiplied by the number of weeks at HSM in the quarter. Example: $93(4/9) + 85(5/9) = 88.6$

Withdrawal from School

When it becomes necessary for a student to withdraw from school, the parent should notify the principal's office no later than one school day before withdrawal. The student will be issued a withdrawal form to be filled in by each of the student's teachers. After this form has been completed, the student reports back to the office for the signatures of the principal, the counselor, and the bookkeeper. **This process will be set in motion on the last day the student is at HSM and will take the entire day.** The parent's signature and an exit interview with an administrator are necessary to finalize the process on the last school day of the withdrawing student.

EXAMS and GRADING PROCEDURES

Mid-Term and Final-Exams

- Midterm exams are given in all classes. No student can be exempt from a midterm exam.
- Final exams are given in all classes. Students taking finals must be present at the scheduled time of their final, or they may receive a zero.
- *Senior who have no lower than an "A" on any nine weeks grading period and the midterm exam are exempt from taking a final in that subject.*
- *All students in grades 7-11 must take a final exam in every class.*

Credit Determination

To receive credit in any course, a student must meet both of the following criteria:

- **Earn at least five quality points for the year.** (*Quality points are earned from four nine weeks, midterm exam, and final exam. The midterm and final each count for one-half of a nine-weeks; together, they count for one quality point. For example, an A is worth 4 points during the nine weeks, but only 2 points on the midterm or final.*)
- A student must pass either the fourth nine weeks or the final exam.

To determine a student's GPA, the total number of quality points earned is divided by the number of courses taken. All grades for transcripts will be reported on a 4.0 scale. *GPA's are not rounded.*

College Credit

Qualified students taking courses at the college level in the areas of English, Math, Science, Social Studies, Fine Arts, Foreign Language, and other electives will receive credit on the high school transcript if approved by Holy Savior Menard. No credit is granted for taking college remedial courses. College credit obtained during high school must meet the requirements set forth by Holy Savior Menard and the Louisiana State Department of Education Nonpublic Bulletin 741.

Credit Earned

A student receiving one unit of credit in a course is not allowed to repeat the course. If a student is given administrative approval to repeat a course, both the repeated credit and the original credit will be computed as part of the student's grade point average on the high school transcript.

HSM does not accept new credit for core courses taken during the summer without administrative approval for extenuating circumstances.

Grading System

	Regular Courses	Honors Courses	Description	Quality Points
A	93-100	90-100	Excellent	4
B	86-92	80-89	Above Average	3
C	77-85	70-79	Average	2
D	70-76	60-69	Below Average, Passing	1
F	Below 70	Below 60	Failing Work	0
INC			Incomplete Work	0

CAMPUS MINISTRY

Campus Ministry Identity

The most important aspect of any Catholic education is the development of Christian values and the transmission of any Catholic heritage. Our mission at Holy Savior Menard is to develop our Catholic faith and integrate it more fully into the identity of HSM academics, athletics, extracurricular activities, students, their families, faculty, staff, and alumni. The six aspects of Campus Ministry provided by the USCCB is forming community, appropriating faith, forming conscience, educating for peace and justice, personal development, and developing leaders for the future.

The campus ministry team provides yearly, monthly, and weekly plans that communicate liturgies, rallies, programming, travel, prayer, retreats, updates, bulletins, communications, and tools to achieve the purpose of campus ministry.

Campus Ministry Living the Vision

Campus Ministry provides opportunities that go beyond the classroom for students, faculty and staff to encounter God in a more personal way and integrate our Catholic identity in everything we do at HSM.

The Motto of HSM is “*Be The ONE*” This motto provides the perfect guidance for the school to more fully develop in faith and Catholic identity on campus. Each year, Campus Ministry will provide a programming plan based on the motto to introduce and nurture our students’ and faculty’s understanding of and commitment to our motto and mission here at HSM. In addition, this year we will focus on the twelve fruits of the Holy Spirit found in Galatians 5:22.

Each year, Campus Ministry will host a back-to-school Kick Start Rally entitled “Living Our Motto,” where students, families, faculty, and staff will be reminded of the mission and motto of our school and where we will introduce the year’s theme. This year, the theme is “*Be The ONE.*” St. Mother Teresa.

As always, Campus Ministry is committed to each person both on the campus of Menard and supporting Menard.

HSM Religion Department

We follow the **Six Tasks of Catechesis** recommended by the USCCB in the National Directory for Catechesis. The school requires that all students participate in its religious education program.

1. Promote knowledge of the faith – Teach the “basics” of the faith as revealed in the signs of creation, Sacred Scripture, Catholic tradition and human experience.
2. Liturgical Education – Teach about the form and meaning of the liturgy and the sacraments and help individuals prepare their minds and hearts to enter into these mysteries of our faith.
3. Moral Formation – Teach the moral teachings of the Church which are the fulfillment of the Commandments.
4. Teach to Pray – Teach that a “climate of prayer” and participation in prayer invites individuals into a personal relationship with Jesus Christ.
5. Education for Community Life – Teach that the human person needs to live in society. Society is not optional, but a requirement of human nature.
6. Missionary Initiative – Teach that all Christian service is an expression of love and is performed by Christians for the purpose of building up the Kingdom of God on earth.

Junior High Curriculum

For grades 7-8, we follow the sequence recommended by the USCCB in the general directory of the Catechesis. Religion courses in Junior High School are designed to offer a solid foundation in the basic teachings of Christianity, provide an introduction to both the Old and New Testament scriptures, and address the questions naturally arising in a young person’s faith life. The religion courses are taught on the firm and explicit basis of the School's Catholic identity. Thus, all students profit from them, and the Catholic students receive training, encouragement and guidance in the understanding and practice of their faith. Because of the various backgrounds of the students entering (both Catholic and non-Catholic), the program starts with two years of catechetical instruction: basic doctrine in the first year, structured according to the Apostles' Creed; and Christian living in the second year, involving the study of Christian morality and the Church's worship (sacraments and liturgy). The courses acquaint them with the necessary historical introductions to the books of the Bible and guide them through the most important texts of both testaments.

High School Curriculum

For grades 9-12, we follow the sequence recommended by the USCCB in the General Directory for Catechesis. We use *The Didache Series* in addition to the following topics by grade.

Grade 9: *Understanding the Scriptures*--Authored by Dr. Scott Hahn, this book presents a thorough examination of the history of salvation as presented in Sacred Scripture, which finds its fulfillment in Jesus Christ. It studies Divine Revelation through its sources in Sacred Scripture, Sacred Tradition, and the Magisterium of the Catholic Church. An excellent resource for biblical studies.

Grade 10: *The History of the Church*--This book presents the story of God's intervention into human history from the Incarnation until the present day. It emphasizes God as the Lord of history and his actions that demonstrate his love for his People. An excellent resource for anyone seeking to know more about the history of the Catholic Church.

Grade 11: *Our Moral Life in Christ/Social Justice: Citizens of the Heavenly City* by Author Hipplur--A detailed study of the moral life in Christ-based on his teachings in the Gospels, the Ten Commandments, and the Beatitudes-which enable Christians, with God's grace, to imitate the life of Christ in their lives, to make correct moral decisions, and to spread the Kingdom of God on earth in their journey toward eternal salvation. This book presents the life of Christ and his teachings as the basis of moral theology.

Grade 12: *The Mystery of Redemption and Christian Discipleship*--This study examines God's plan of and the need for redemption after the Fall of Adam and Eve, shows the various ways God promised redemption throughout the Scriptures, and finally looks at the redeeming act of Christ's Passion, Death, and Resurrection as the realization of those promises.

Additional Curriculum Topics for Grades 7-12

Liturgical Education:

- Mass Boot Camp (2 week intense "Know the Mass" workshop at the beginning of each year.)
- Rotating grade level responsibility for weekly Mass
- The Mass, then, is a real sacrifice, Christ's once-for-all offering of himself that nonetheless happens again and again for the benefit of the church. It is an opportunity for the assembled community to join itself to Christ's gift of his life and imitate it in their own sacrificial love.
- *"If we really understood the Mass, we would die of joy."* St. Jean Vianney

Teaching to Pray:

- Yearly grade level retreats
- Required time in adoration once every 6 weeks.
- Supplemental reading will be used to purposely communicate #4 and #5 of the six tasks.

Missionary Initiative: Menard. Out. Reach. Experience.

"Faith in action is love, and love in action is service. Be the One."
St. Teresa of Calcutta

The mission statement of Holy Savior Menard Central High School is rooted in Faith Development, Academic Excellence, and Service. In the Menard Out Reach Experience Project (MORE Project), the school provides students an opportunity to grow in all three areas of our mission.

The Holy Sacrifice of the Mass

The celebration of Mass is a major part of the Catholic faith. Non-Catholics should be aware that the celebration is a joyous, but reverent service.

Each Wednesday (with few exceptions) we come together as a school community to celebrate the Holy Sacrifice of the Mass. Each grade takes turns throughout the year coordinating the lectors for the readings, gift bearers, and altar servers. Students also serve as choir members under the direction of our music ministers, as well as greeters. Parents are welcome and encouraged to share in this special time with us.

Toward the end of Mass, the priest and Extraordinary ministers of Holy Communion distribute the Holy Eucharist. Only Catholics in the state of grace can receive Communion. The school does ask, for the purpose of a seamless movement of people, that all students come forward in procession. If a person is not receiving Holy Communion, he/she is to cross his/her arms over the chest to receive a blessing. The person then walks back to his/her seat.

School Masses are celebrated in the gym weekly (usually on Wednesday at 8:45 a.m.). Students follow the Morning Assembly bell schedule on Mass days.

Students are expected to attend Mass. The celebration of the Holy Sacrifice of the Mass each week is the climax of our Catholic Education. Students are not allowed to check in after 8:30am on Mass days without approval from the administration the day before the Mass.

Daily Prayer

One of the most important facets of the Christian life is regular prayer, and as such, prayer is an integrated part of campus life. Prayer, as well as a prayerful spirit, should therefore permeate all school activities. Each school day begins with the Pledge of Allegiance, the HSM mission statement, and the Morning Offering Prayer.

Morning/Afternoon Offering Prayer

The HSM school community starts and ends the day praising and giving thanks to God. Each morning begins with school-wide prayer. Students hear about the lives of Saints, the history of Catholic Feast days, liturgical seasons, and other Catholic doctrines. We then join in prayer to the Immaculate Heart of Mary.

Classroom Prayer

Each class period begins with prayer, utilizing both traditional prayers and original prayers composed by teachers and students. The various prayers in the Catholic faith are rich in history and reflect the spirituality of the Christian Catholic faith.

Reconciliation

The Sacrament of Reconciliation is offered several times throughout the school year (at least once each quarter during Advent and Lent), giving students the opportunity to participate in this important sacrament of healing and forgiveness. Confessions are heard by priests in the local area of the Diocese of Alexandria.

Retreats

Every year, students in each grade level are given the opportunity to experience a one-day class retreat. Traditionally, these retreats are conducted by the MAC (Menard Apostles for Christ) Team at the MaryHill Renewal Center in Pineville, LA. HSM retreats are not only a chance for students to get out of the usual classroom environment but also a day to focus on their faith and an opportunity for them to encounter Christ in a new and more personal way.

Retreat attendance is MANDATORY. The 8th grade class not only participates in a one-day retreat but also a Diocesan retreat in January.

Participation in both senior retreats (Sept./March) is a requirement for graduation.

Please visit our website at www.holysaviormenard.com for the 2019-2020 class retreat dates.

Menard Apostles for Christ (MAC Team)

The MAC team is a chosen group of seniors who have heard the call to grow closer to the Lord. They serve as student leaders and assistant campus ministers at HSM by planning and conducting class retreats for the 7th – 12th grades, participating and preparing for school Masses, and serving as Extraordinary Ministers of Holy Communion at Mass. They also organize various other campus ministry projects throughout the year. MAC Team members receive training in small-group leadership, communication techniques, and other skills necessary for ministerial work.

To be considered for the MAC team, students must apply at the end of their junior year, and they must have received credit for all religion courses taken at HSM. Students are then selected through a process of teacher and peer evaluations, as well as prayer and discernment by the selection committee of faculty members and administrators. MAC Team is considered a senior elective course, and those students selected receive one credit hour in Christian leadership for their service.

Those who are selected are then expected to uphold Christian standards and values, be willing to follow all instructions found in the HSM handbook, and actively participate in their Christian faith. While HSM is a Roman Catholic institution, we recognize that not all students who attend HSM are Roman Catholic. Students of other Christian denominations can apply and serve on the MAC Team as well.

“He must increase; I must decrease.” (John 3:30)



HOLY SAVIOR MENARD

2019-2020 RETREAT DATES & IMPORTANT CAMPUS MINISTRY DATES

Be The ONE - St. Mother Teresa

****EVERY** Monday Morning “*Faculty Huddle*” in the Guidance office

**** EVERY Friday** MORNING PRAYER IN THE CHAPEL at 7:20 a.m.

****THANK GOD IT’S MONDAY!** Eucharistic Adoration/Chaplet during lunch in the Chapel

****First & Third Friday’s** of the month Mass in the Chapel at 7:10 a.m.

**** First Friday** Eucharistic Adoration 8 a.m. - 3 p.m.; Benediction 3p.m.

August 6th: Teacher Retreat @ MaryHill

August 17th: MEET THE EAGLES! 6:00p.m. HSM Gym - followed by The Holy Sacrifice of the Mass

August 24th: MAC Team Retreat

September 11th: Prayer at the Pole 7:15 a.m. in remembrance of all victims of 9/11

January 22nd - 27th: Pilgrimage to Washington, D.C. - *Pro-Life March*

January 26th-February 1st: CATHOLIC SCHOOLS WEEK - “Learn. Serve. Lead. Succeed”

February 14th: MAC Applications to Juniors

SACRAMENT OF RECONCILIATION

December (TBA): School wide confessions (Advent)

March/April (TBA): School wide confessions (Lent)

CLASS RETREATS:

ALL Class Retreats will be @ MaryHill Renewal Center across the lake. (*except Senior Retreat in March @ Tall Timbers*)

August 6th: Teacher Retreat @ MaryHill

August 24th: MAC Team Retreat

September 17th: SENIOR Retreat 8:30a.m. – 2:30p.m. (Wednesday)

October 15th: 8th Grade Retreat 8:30a.m. – 2:30p.m.

November 12th: 7th Grade Retreat 8:30a.m. – 2:30p.m.

December 10th: FRESHMAN Retreat 8:15a.m. – 3:00p.m.

January 8th: Diocesan 8th Grade Retreat @ MaryHill (Wednesday)

February 25th: JUNIOR RETREAT 8:30a.m. – 2:30p.m.

March 11th: SENIOR Retreat @ Tall Timbers (Wednesday)

October 24th - OLPS 6th Grade Morning (Thursday - OLPS DPC)

March: St. Frances Cabrini School

April: OLPS 6th Grade Retreat

Lenten WAY OF THE CROSS -

Friday Mornings During Lent: All faculty, staff and students will report to the gym

February: 28th

March: 6th, 13th, 20th, 27th

April: 3rd, *Holy Thursday - April 9th

The Holy Sacrifice of the Mass

(Feast Days, Holy Days - School Mass EVERY Wednesday @ 8:45am in the gym.

Thursday, August 15th - *ASSUMPTION OF THE BLESSED VIRGIN MARY; First School Wide Mass; Consecration of school to Mary*

Wednesday, September 25th - Commissioning of Extraordinary Ministers of Holy Communion (Confirmed Seniors, Faculty & Staff)

Friday, November 1st - All Saints Day

Wednesday, February 26th: Ash Wednesday

May 1st: May Crowning

Dates to be determined later

May: Senior Mass @ 9:30a.m.

May: Baccalaureate Mass @ St. Francis Xavier Cathedral 7:30p.m.

May: Graduation

May: 8th Grade Mass @ 9:30a.m.

STUDENT CONDUCT

HSM's primary goal is the total Christian education of the student. The school believes it can attain this goal only within a highly disciplined environment. Therefore, HSM has developed a behavior policy designed to provide for the orderly growth and development of the individual student and to assure the health and safety of all.

Student conduct must conform to provisions of the Holy Savior Menard Behavior Policy as prescribed in this Student Handbook. At all times a student must conduct himself appropriately, and in a manner befitting a Christian. The following is exemplary but not exclusive of such behavior: being sensitive to the needs of others, being cooperative with those in authority, displaying honesty and integrity, and furthering the mission of Holy Savior Menard. If a student fails to conduct himself in a manner consistent with this policy, he subjects himself to corrective actions, which may include suspension and/or dismissal. The Dean of Students makes the final decision concerning any interpretation or application of these regulations and determines any corrective action that may be appropriate.

Special Note: It is not the desire of HSM to prescribe what limits or freedoms parents may specify for their sons' and daughters' behaviors. However, there are times and places in which the behavior of students reflects on HSM. In such cases, student behavior is in the province of HSM, and the school's policy will be administered judicially and rigorously by the school administration. Students will be held accountable for off-campus criminal mischief behavior. There will also be consequences for students posting inappropriate content on social media.

Violations of civil or criminal law involving moral immorality or other conduct that in the professional opinion of the school administration would reflect on or cause discredit to the reputation of Holy Savior Menard by being contrary to the moral, religious or orthodox ethical principles of the Roman Catholic Church or the philosophy, policies, goals and commitments of Holy Savior Menard as indicated in the Student Handbook, make a student subject to corrective actions, which may include suspension or dismissal. If a student is present when wrongdoing is evident (*such as but not limited to fighting, smoking, vandalism, use of alcohol or other illegal drugs, vaping, and so forth*), then that student must remove himself from that situation; otherwise, he/she shares in the consequences related to such behavior. These consequences may include suspension and/or dismissal.

Honesty

Every Holy Savior Menard student agrees to abide by the Honor Code, which, among other things, requires each student to conduct himself in an honest manner. Any student who fails to be honest will be subject to corrective actions, which may include probation, suspension and/or dismissal.

Respect

Every Holy Savior Menard student is required to treat others with respect. Any student who fails to be respectful of others will be subject to corrective actions, which may include probation, suspension and/or dismissal.

Harassment

Every person has a right to his or her own dignity and individuality. Thus, any student who harasses, bullies or demeans another person, in any manner or by whatever means, subjects himself to appropriate corrective actions which may include probation, suspension or dismissal. HSM is aware of the growing prevalence of the use of electronic communication for harassment and bullying, and considers such behavior, commonly referred to as cyber-bullying, to be a clear violation of the dignity to which each person is entitled. This prohibition against acts of harassment applies to all students, regular and temporary, part-time or full-time employees, volunteers, itinerant instructors, and consultants. It also applies equally to clergy, religious and laypersons.

Physical Harassment

Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school or work movements.

Sexual Harassment

Sexual harassment can include sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature. This behavior includes unsolicited written or verbal statements, vulgar or obscene photographs, drawings, jokes or comments, gestures, or physical contact of a sexual nature.

Verbal Harassment

Verbal harassment can include derogatory remarks, jokes or slurs, and belligerent or threatening words spoken to another.

Written or Electronic Communication Harassment

This includes communication of any threat of, or act of sexual, verbal, or physical harassment.

Hazing

Hazing is the intentional, knowing or reckless act by a person when:

- the person knew or should have known that the act endangers the physical health or safety of the other person or causes severe emotional distress.
- the act was associated with being initiated into, affiliating with, participating in or membership in any HSM student organization.

Hazing includes physical activity or other activity that subjects a person to an unreasonable risk of harm, adversely affects the physical health or safety of the individual, or causes severe emotional distress, including, but not limited to, the consumption of foods or substances. Hazing is a criminal act under Louisiana law, and is forbidden at HSM. All allegations of hazing will be investigated by administrators. If there is enough information to determine that hazing has occurred, HSM will report the hazing to law enforcement as required by Louisiana law. Any student determined to have engaged in hazing shall be given consequences at HSM which may include suspensions or dismissal.

Fighting

For Holy Savior Menard students, fighting on or off campus is a serious offense calling for strict corrective measures. Fighting is defined as an act of physical aggression resorted to when alternatives are available for avoiding such an act.

Use of Inappropriate Language

It is very important for students and parents to understand that certain behavior perhaps condoned elsewhere is not permitted at Holy Savior Menard. In this respect, a pertinent example is the use of vulgar or abusive language.

The school administration realizes that language once generally considered vulgar or profane is now freely used in movies, television and by many people in everyday situations including social media. Nevertheless, the student must learn to moderate his behavior in accordance with time and place. Based on the principles and judgment of the school administration, the policy of Holy Savior Menard considers certain language, although perhaps condoned elsewhere, as inappropriate on campus, on social media sites or at HSM sponsored activities off campus. Such language is considered disrespectful and completely unacceptable.

Gambling

Except for school authorized raffles, no form of gambling or games of chance are allowed on the campus.

Married Student

A student who marries is not allowed to remain at Holy Savior Menard

Visitors

A student may not invite or bring visitors to the campus without prior permission of the assistant principal for discipline.

Sale of Items

Individual students are not permitted to sell any items, either for profit or nonprofit, without permission of the institutional advancement director. Fundraising for extracurricular organizations must have approval of the advancement director.

Communication of Wrongdoing

Typically, Holy Savior Menard will not respond to nor act upon an anonymous communication regarding wrongdoing or a violation of HSM rules or state or local law. Should one be interested in notifying the school of such wrongdoing, one must disclose his or her identity in the communication or make such communication in person. However, in the interest of student safety HSM has provided students with access to a tip-line, an anonymous reporting program by which students can communicate with the administration about any issue which could affect student health and safety. Regardless of the form of communication, a report in and of itself does not guarantee that the school will act. A final determination of action is up to the discretion of the assistant principal for discipline.

Disruptive Students

If a student's disruptive behavior in a class results in the student's being asked to leave the class, the student must report with the Disciplinary Referral Form immediately to the administration. The student is not permitted to return to class for the rest of that class period. Any work missed may or may not be made up as determined by the administration.

Inappropriate Objects on Campus

Certain substances and objects are considered harmful, dangerous or otherwise inappropriate for students to possess on the campus, including all parking lots. The school reserves the right to examine a student's car (on or off campus), clothing, cellular telephone, locker, book bag, wallet or other enclosure in order to prove or disprove possession. The returning of any object will be at the discretion of the Dean of Students.

Tobacco/Vaping

Smoking, vaping or the use of smokeless tobacco by a student is always strictly prohibited on school property and the area immediately adjacent to the school. Also, use of and/or possession of any tobacco or vaping product is prohibited for students at all school related functions. Possession and/or use of tobacco or vape products will result in a 5 day out of school suspension or expulsion from Holy Savior Menard. During this time, zeros will be recorded for assignments missed.

Drugs

Holy Savior Menard defines 'drugs' to include any substance, legal or illegal, that is promoted, commonly believed, or used in such a manner as to alter natural states of consciousness, emotions, or alertness. The sale, purchase, possession or consumption of drugs, other than appropriate medical use, and administered in a manner consistent with the policies of Holy Savior Menard, including but not limited to anabolic steroids or alcohol, is strictly prohibited. Attending, sponsoring or participating in activities where alcoholic beverages or narcotics are illegally sold, purchased, possessed or consumed (*including entering a bar*), is strictly prohibited.

Further, the possession of, or association with items that, in the judgment of the principal, promote inappropriate use of drugs or illegal substances is strictly prohibited. Possession of drug paraphernalia (*including e-cigarettes, vape pens, and related devices or accessories*) is always strictly prohibited. Anyone violating this regulation may be subject to dismissal (*see Holy Savior Menard Alcohol and Drug policy*).

Electronic Equipment

Except for cellular telephones, students may not bring onto campus any radio, tape player/recorder, gaming devices, smart watch, video camera, or other electronic communication equipment of any type. “Smart watches” or similar devices are not allowed to be worn on campus during the school day. If a student is caught in violation of this provision, his smart watch and the connecting device will be confiscated and subject to search.

The school recognizes the convenience, entertainment, educational, logistical and safety advantages of cellular phones and/or iPods. A student may have these electronic devices in his possession while on campus, but ***they must remain off and placed in their book sack from the beginning to the end of the academic day.***

Use before and after school is restricted to outside buildings. Cell phone use inside buildings is prohibited. Teachers have the discretion to allow use of these items for legitimate educational purposes. Violation of this rule may result in confiscation of the device and/or other corrective action. The school reserves the right to examine any such confiscated device, and when appropriate, a student may be held accountable for violations of this behavior policy if there is evidence of such violation on the confiscated device. Further, the school reserves the right to examine any student’s electronic device on suspicion of wrong-doing and upon reasonable belief that evidence of such wrong-doing is present on the electronic device to be examined.

If a student’s cellphone is confiscated, a parent must pick the phone up from the Dean of Students’ office, once the Dean of Students has released the phone. The school does not notify parents when a cellphone is confiscated or when it has been released. Students are responsible for notifying their parents if their cellphone has been taken.

During the academic day, any telephone communication that a student may have (*incoming or outgoing*) must be through the office of the assistant principal for discipline.

During school hours if a student violates the electronic device policy, the following will occur:

- First Offense: The student receives a before school detention and the electronic device is confiscated and given to the administration. A parent must pick up the device from the office at the end of the school day.
- Second Offense: The student receives a two-day detention, and the electronic device is confiscated and given to the administration until the end of the day. After a \$15 fine is paid, the parent may receive the electronic device.
- Third Offense: The student receives a two-day detention, and the electronic device is confiscated and given to the administration for a twenty-four-hour period. After a \$25 fine is paid, the parent may receive the electronic device at the end of the confiscation period.
- Fourth and Subsequent Offenses: The student receives an OSS, and the electronic device is confiscated and given to the administration for a twenty-four-hour period. After a \$25 fine is paid, the parent receives the electronic device at the end of the confiscation period. The student then loses the privilege of bringing any electronic device to school.

Holy Savior Menard is not liable for any device stolen, infected, or damaged on campus, at school functions, or on the school bus.

Weapons

A weapon is defined as any instrument whose purpose is to cause serious bodily harm. No student is permitted to possess any type of weapon while on Holy Savior Menard property (including all parking lots) or at any school related function.

Other Prohibited Objects

Fireworks, water guns, stink bombs, laser pointers and any other objects that in the opinion of the assistant principal for discipline serve no purpose at school may not be brought onto the campus (*including parking lots*).

Medication

Use or possession of any medication while a student is on campus that is not already registered with the front office must be reported to the Dean of Students. The school is not permitted to give a student even simple medication such as aspirin or its substitute without express written permission of one of the student's parents. Once all such provisions have been met, the student may obtain a prescribed dosage at the front office.

ON-LINE BEHAVIOR

Social Media

Students must maintain a proper decorum while using social media and any electronic device. All social media posts and/or digital communication (including text messages) must uphold the ideals of Holy Savior Menard. Any production, distributing, or viewing of inappropriate, sexually suggestive or pornographic images is strictly prohibited. The school may be obligated to contact law enforcement in situations involving inappropriate images of individuals who may be under the legal age of consent.

UNIFORMS AND GROOMING

The administration reserves the right to determine if the student meets the standards of the school regarding dress and grooming during the school day and at school events. Students should always wear the school uniform properly and proudly.

Female Students

Shoes: Shoes must be the correct style, brand, and **dark-brown** color (no suede). No moccasins or ballet-type shoes allowed. Shoes must be graffiti-free. Socks are required. Shoes require brown shoelaces and must be tied.

Socks: Socks, hose, or tights should be solid navy blue, dark forest green, or white **without emblems or name-brand insignia**. The hose or tights must be unfiled. Socks must be crew length or higher. The only ankle sock allowed is the “Menard” ankle sock, available at *Polos and Plaids or Caplans*. All socks must be clearly visible above the shoe.

Skirt: Uniform plaid skirt purchased from *Polos and Plaids or Caplans*. The skirt length is to be no shorter than two inches from the back of the knee. The school administration strongly recommends that the skirt is knee length. Due to student growth patterns, skirts should be checked throughout the year.

Skorts: Uniform plaid skort in styles purchased from *Polos and Plaids or Caplans*. The skort length is to be no shorter than three inches from the back of the knee. Due to student growth patterns, skorts should be checked throughout the year.

Shirt (High School): White, oxford cloth, button-down collar, short or long sleeve (no emblem or monogram), purchased only from *Polos and Plaids or Caplans*. Shirts must be tucked in; all buttons except top button must be buttoned. All undergarments must be solid white with no writing or graphics.

Shirt (Junior High): Yellow, oxford cloth, button-down collar, short or long sleeve (no emblem or monogram), purchased only from *Polos and Plaids or Caplans*. Shirts must be tucked in; all buttons except the top button must be buttoned. All undergarments must be solid white with no writing or graphics.

Sweaters: Navy blue or forest green sweaters or sweater vests purchased only from *Polos and Plaids or Caplans*. Navy blue cardigan sweaters (long/full sleeve, non-mesh, button front, no pockets) are permitted. ***Monogramming is not permitted.***

Sweatshirts: Forest green sweatshirts with the Holy Savior Menard crest purchased from *Polos and Plaids or Caplans* are permitted. Forest green sweatshirts with school logo purchased at Holy Savior Menard are permitted. Athletic sweatshirts from *Impact* must be forest green and approved by administration. No hoodies.

Jackets: Only Holy Savior Menard letter jackets or Menard jackets purchased from *Impact* are allowed in the building between arrival and dismissal. Sports jackets must be forest green and approved by administration. No other color will be approved. No emblem or name brand can be visible.

Hair: Hair is to be kept neat, clean, and combed. **No extreme hairstyles or hair color is allowed.**

Jewelry: No rings, studs, or pins are to be worn on the body; however, a single earring worn in each earlobe is permitted, and finger rings are permitted. No other jewelry is permitted with the exception of a single piece of religious jewelry.

PE Uniform: PE uniforms must be purchased from the physical education teacher. Tennis shoes (no specific type) are necessary. Holy Savior Menard gym bags are available for purchase at Impact Advertising.

Male Students

Shoes: Shoes must be the correct style, brand, and **dark-brown** color (no suede). Shoes should be graffiti-free. No boots or moccasins allowed. Socks are required. Shoes must be worn properly, with brown shoelaces required and tied.

Socks: Solid **dark brown, khaki or white socks without emblems or name-brand insignia**. Socks must be crew length or higher. The only ankle sock allowed is the “Menard” ankle sock, available at *Polos and Plaids or Caplans*. All socks must be clearly visible above the shoe.

Pants: Only the classic fit, uniform khaki pants from *Polos and Plaids or Caplans* are allowed. Pants must be worn properly on the waist with a solid brown belt. Pants must be undefiled. Pants must have the correct insignia from *Polos and Plaids or Caplans*.

Walking Shorts: Only the classic fit, uniform khaki shorts from *Polos and Plaids or Caplans* are allowed. Shorts must be worn properly on the waist and an appropriate length with a solid brown belt. Shorts may be worn only during the first and fourth nine weeks. Shorts must be undefiled. Shorts must have the correct insignia from *Polos and Plaids or Caplans*.

Belts: Belts must be dark brown without ornamentation and must be worn. No large buckles allowed.

Shirt (High School): (1) First and fourth nine weeks—yellow golf shirt with school crest purchased from *Polos and Plaids or Caplans*. Shirt must be tucked in with all buttons, except the top button, buttoned. (2) Second and third nine weeks—white, oxford cloth, button-down collar, short or long sleeve (no emblem or monogram), purchased from *Polos and Plaids or Caplans*, which must be worn with a school tie. Shirts must be tucked in and all buttons buttoned at all times. Undershirts must be solid white with no writing or graphics.

Shirt (Junior High): Hunter green golf shirt with white school crest purchased from *Polos and Plaids or Caplans*. Shirts must be tucked in with all buttons, except the top button, buttoned at all times. Undershirt must be solid white with no writing or graphics.

Tie: The school tie, properly tied, is required with the white oxford shirt. The tie must be purchased from *Polos and Plaids or Caplans*. If worn with a sweater or sweater vest, the tie must be worn under the sweater.

Sweaters: Only navy blue or forest green sweaters or sweater vests purchased only from *Polos and Plaids or Caplans* are allowed. ***Monogramming is not permitted.***

Sweatshirts: Forest green sweatshirts with the Holy Savior Menard crest purchased from *Polos and Plaids or Caplans* are permitted. Forest Green pullovers purchased at Holy Savior Menard with the school logo are permitted. Athletic sweatshirts from *Impact* must be forest green and approved by administration. No hoodies.

Jackets: Only Holy Savior Menard letter jackets or Menard jackets purchased from *Impact* can be worn in the building between arrival and dismissal. Sports jackets must be forest green and approved by administration. No other color will be approved. No emblem or name brand can be visible.

Hair: Hair is to be kept neat, clean, and cut above the eyebrows, ears, and off the collar. **No extreme hairstyles or hair color is allowed.** Sideburns must be trimmed and may not extend below the bottom of the ear lobe. *If hair is deemed in violation, students will be sent home immediately and may not return to school until hair is the proper style and length; this will be an unexcused absence for the period(s) the student misses. Any missed work during that time would result in a zero.* Faces must be clean-shaven. No beards or mustaches are allowed.

Jewelry: No earrings or body jewelry is allowed. No jewelry is permitted except for finger rings, watches, and a single piece of religious jewelry.

PE Uniform: PE uniforms must be purchased from the physical education teacher. Tennis shoes (no specific type) are necessary. Holy Savior Menard gym bags are available for purchase at Impact Advertising.

Male and Female Students

Body Art: The school administration strongly discourages any body art. Any tattoos are always to be covered.

Guidelines for Modified Uniform Days

Modified uniform days are privileges occasionally granted to students at the discretion of the administration. The guidelines below do not affect outerwear, as all outerwear must be uniform issued. Hoodies are NOT allowed.

The administration provides specific guidelines prior to each modified uniform day. In general, these days allow students to wear traditional blue jeans with a themed shirt and full, closed-toe shoes. Failure to follow the guidelines provided by the administration results in an automatic before-school detention, and the student will forfeit all future modified uniform days. Students may be sent home to change if their attire is deemed offensive or distracting.

Dress at school must always conform to the standards of the school:

- Obscene, profane language or provocative pictures on clothing or jewelry are prohibited.
- Satanic, cult, or gang-related symbolism in any form is prohibited on the school campus and all school functions.
- Drug-related symbols in any form, including advertisements or promotions of alcohol or tobacco, are prohibited on the school campus.

All clothing must be unfiled.

At no time may students wear shorts (other than the uniform shorts), short skirts (shorter than two inches above the knee when measured from the back of the knee), low riding pants, "jeggings," leggings, sweat pants, shirts that expose cleavage or the midriff during routine movement, halters, shirts with spaghetti straps, or any type of open toe or open heel shoe. Crocs are not allowed.

Students who violate the modified uniform privilege lose this privilege for the remainder of the school year as determined by the administration.

No out of uniform days are allowed on Mass days.

Athletic teams can dress down in school-approved team apparel twice during the regular season and on days that the administration permits during postseason games. (Coaches are to submit dates/requests to the administration *prior* to informing the team.)

Dress-up days are not allowed.

CARE AND USE OF FACILITIES

Respect for Property

A student is expected to use the buildings, furnishings and equipment only for the purposes intended. A student who by his action causes damage to school property is obliged to replace that property. Committing or attempting to commit any act of vandalism against school property, including any school owned computer, the property of another school, the property of any member of the faculty, staff or student body, either on or off campus, or any act that affects a person's life, health or property, is considered a very serious offense. Consequences for such an act may include suspension or dismissal.

Campus Cleanliness

Students should take pride in their school and assume responsibility for the cleanliness of its buildings and grounds.

Books & Personal Items

Each student is responsible for any of his books or personal items that are lost, damaged or stolen. Holy Savior Menard seeks to provide a secure environment but assumes no responsibility for lost or stolen items.

Lockers

Homeroom teachers give student locker assignments at the beginning of each school year to any student upon request. Students are not required to have a locker assigned to them. Each locker has a built-in combination lock. Maintenance problems with lockers should be reported to the guidance office. Students forgetting locker combinations can get help from their homeroom teachers or the guidance office. Students may not switch lockers once one has been assigned.

Locker space belongs to the school; it is not a private area for the student. *The administration reserves the right to inspect lockers at any time for any reason.*

Students are responsible for the books and materials stored in their lockers. The lockers are to be kept clean and neat and should always be locked. The school is not liable for any losses that the student incurs.

Food, Gum, and Drink

Food or drink is not allowed anywhere in the building other than the cafeteria, mall area, or outside patio area. Gum chewing is prohibited on campus during the entire school day. (This includes the lunch periods, special event days, school assemblies, and out-of-uniform days.)

Students are expected to practice responsibility and citizenship by disposing of trash appropriately. Failure to keep common areas clean and litter-free will result in loss of privileges for students. Expect food and drink being consumed upstairs to be confiscated and discarded.

Parking Lot

Student parking on campus is by permit only. Permits must be purchased from the school office for \$10.00. All vehicles must be registered by **September 9**. Failure to register a vehicle may result in a loss of parking privileges, or the vehicle may be towed from campus at the student's expense. Use of the student parking lot is a privilege. Students are expected to drive cautiously and defensively while in the parking lot. Any misuse of the parking lot or inappropriate behavior will result in loss of parking privileges and possibly more severe consequences. Students who begin bringing vehicles to school during the middle or later part of the school year must register the vehicle and purchase a parking permit.

No student can be in the student parking lot during the school day. There is to be no loitering in the parking lot. Students are to park their cars and enter the building fully dressed in uniforms and ready to go to school. Designated areas are provided for each class: seniors and juniors in the gym parking lot, and sophomores and freshmen in the parking lot behind the Alumni Center. Students are required to park in their class designated areas. An area is also reserved for handicapped parking. Students may lose their parking privileges for repeated violations and/or dangerous driving.

AREAS OF SPECIAL CONCERN

Bullying

As a Catholic school, HSM seeks to instill into the mind of each student every child's worth and value as an image of God. God created each person as a unique individual, created in the image and likeness of God and endowed with undeniable dignity (Genesis 1:27). As children of God it is our destiny to grow in "wisdom, age and grace" (Luke 2:52). Catholic Social Teaching perceives an obligation to work to create conditions in which the unique dignity of each person is respected, and all human rights are protected (Luke 4:18-19).

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

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

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

Bullying, once reported, will be investigated by the administration. If the accusation is found to be true, disciplinary action, including suspension *and/or dismissal* will be enforced. In addition, retaliation in response to bullying is not tolerated, and any such retaliation will be dealt with accordingly.

Please find Anti-Bullying Contract at the back of Handbook. It is to be signed each year as a part of the registration process.

Drug Testing

All students of HSM are subject to random drug testing, reasonable suspicion testing, and/or periodic random searches by whatever means, or methods deemed necessary by the administration. These include, but are not limited to, hair sample analysis; urine samples; use of canine units; search of person, personal effects, and/or vehicles used by students.

Any visitor to the campus found using, possessing, and/or distributing illegal drugs, drug-related paraphernalia, controlled substances, and illegal contraband, will be turned over to the authorities.

The sale, purchase, possession, consumption, or use of drugs, including alcohol, is always strictly prohibited. Anyone violating this regulation is subject to dismissal. (Please see the Contraband Control and Drug Policy at www.holysaviormenard.com under Admissions.)

TEST RESULTS

Test results shall be disclosed according to strict procedures regarding the chain of custody and access to the results. Test results shall be maintained in the office of the Principal or his/her designee. All samples yielding a positive result shall be immediately re-tested for confirmation purposes. A confirmed positive result shall be conclusive evidence that drugs were present in the student's system at the time of the drug test. If the confirmation test is negative, no further action is taken. If the confirmation test is positive, the following procedures are enacted:

1. First Violation - Upon receipt of a first confirmed positive test, the principal/designee will notify the parents and the student and set up a conference. The principal then notifies the athletic director/coach/sponsor. Upon receipt of a confirmed positive result, the student will be immediately suspended from all extracurricular activities for a period of at least four weeks. The student must then agree to attend a drug counseling program and show verification of such attendance. After four weeks and at the end of the counseling program, and with a non-positive drug screening test, the student shall be eligible to participate in extracurricular activities. The student shall also be tested regularly until graduation.
2. Second Violation - Upon receipt of a second confirmed positive test, the student will be dismissed from Holy Savior Menard Central High School.

Extra-Curricular Events

HSM students, in showing pride for their school, are expected to conduct themselves in a way that reflects who they are as Images of God. Therefore, behavior at events are to be in line with what is expected during the course of a regular school day. Good sportsmanship should be highly fostered by both students, parents, and others attending events. Actions by student-athletes that reflect poorly on the school will be dealt with by administration and subjected to disciplinary actions.

Music at School Events

School events at HSM are a direct reflection of the values the school represents. Thus, music at these occasions, including, but not limited to, athletic events and school dances, must respect the dignity and integrity of all in attendance. Anyone who violates this policy is subject to a school consequence and dismissal without a refund.

PDA

Public displays of affection are considered inappropriate between students and are prohibited at school and school functions.

Distribution of Printed Material

As the school is neither a public forum nor a public property, no person is allowed to distribute any type of printed materials or to make any public announcements on campus without the permission of the principal.

School Dances

School dances are school functions, and as such, students are expected to dress and behave in ways that respect the dignity and integrity of all in attendance. School dances are designed to provide a healthy, safe environment for students to socialize and enjoy being together. The student behavioral/discipline code is in effect and enforced at all school dances. The following procedures have been established to allow the continuation of dances and ensure enjoyment and safety of all students at school dances:

- Dancing must be appropriate and in good taste. “Face to face and leave some space.” Students who are acting or dancing inappropriately will be taken to a sponsor/administrator and may be removed from the dance floor or may be asked to leave. If students are asked to leave, a reasonable attempt to notify their parents/guardians will be made, regardless of the hour.
- If a student violates the dance policy, he/she will receive a warning. If a student violates the dance policy a second time, he/she will be immediately removed from the dance, without refund, and his/her parents/guardians will be notified. The principal (or his designee) will make the final decision concerning appropriate dancing.

Please note the following about **School Dances**:

1. No front to back dancing
2. No inappropriate or suggestive dancing allowed
3. No “sandwiches”
4. No lewd or provocative dancing
5. Students must remain upright, standing, with both feet on the floor.

The atmosphere of every school dance should be **fun and dignified**.

Illness

A student who becomes ill during the school day must report to the school office to notify a parent. No student can leave ill without the permission of a parent. Students must sign the checkout log before leaving school.

Insurance

As an administrative service, HSM offers parents an opportunity to enroll their students in a special school insurance program. A handout containing information on this program is available to each student during the first week of school. Any claim on a student's insurance must be submitted to the company within ninety days of the accident or first treatment. Claims that are reported late may be denied. Forms for filing claims are available in the school office.

Parent Alert

Parent Alert is an automated system that the school uses to communicate regularly with parents, faculty, and students. With its use, the school has the capability of reaching all families with announcements via phone message. If parents give their cell phone number as the contact, they can also receive announcements via text message.

Roll Night

HSM does not authorize or promote any roll night activities.

Sponsored Trips

On any school trip, students must go and return by the means of transportation provided by the school and must remain at the event, unless explicit permission to the contrary is obtained from the administration. School dress is required on any trip unless otherwise specified, and all appropriate school regulations remain in effect. Failure to comply is met with disciplinary action.

Any student embarking on a school-sponsored trip must have the appropriate permission slip signed by parents, teachers, and principal.

Security/Lost and Found

Students are responsible for the security of all their belongings. HSM does not hold itself responsible for any lost or stolen articles. If any articles are lost or missing, students should check with the main office for the lost and found items.

Skip Days

HSM does not support or encourage senior skip days. Senior skip days are counted as an unexcused absence.

Smoking and Drug Policy

HSM is a Smoke-Free, Alcohol-Free and Drug-Free facility.

Transportation

Every student is responsible for his/her own transportation to and from school. When the last bell of the day rings to dismiss school, students are to report immediately to the designated pick-up areas for transportation. Cars must allow buses first priority in the pick-up line. After buses leave, cars must continuously move forward in the line. If a student is not available for immediate pick-up, the parent must pull into a parking space to wait. (Please see After School Transportation, page 37.)

Yearbooks

Each school year, the Publications Lab class captures the highlights and major moments in the lives of students at the school to compile the school yearbook. Every student receives a yearbook, which is included in the activity fee.

BEHAVIOR SANCTIONS

Procedural Violations – Any student found to be in violation of a Holy Savior Menard procedure will receive a lunch detention.

IF A UNIFORM VIOLATION CANNOT BE CORRECTED ON THE SPOT, THE STUDENT WILL BE SENT HOME UNTIL THE VIOLATION CAN BE CORRECTED. THE TIME MISSED WILL BE RECORDED AS AN UNEXCUSED ABSENCE AND THE STUDENT WILL RECEIVE A ZERO FOR ANY MISSED WORK.

Procedural Violations

- Tardy for Class without an admit
- Uniform Violations (Fixable on the spot: Shirt untucked, tie askew, etc.)
- Wearing of unapproved outerwear
- In a hallway without a pass

Level 1 Offenses: Non-aggressive student misbehaviors (classroom behaviors).

Sanction for Level 1 Offenses include:

- First violation – verbal reminder/warning
- Second violation – stay after class/lunch detention
- Third violation – parent contact
- Fourth violation – parent conference
- Fifth violation – office referral

Level 2 Offenses: Habitual and mildly aggressive student behaviors. (Actions require referral)

Habitual violation of school rules

- Failure to attend lunch detention
- Disrespect for a school official
- Use of profanity
- Willful disobedience
- Horseplay (pushing, shoving)
- Cutting class

Sanction for Level 2 Offenses include:

- Before School Detention
- Parent Conferences
- Behavior Contracts

Level 3 Offenses: offenses are for aggressive student misbehaviors such as, but not limited to the following:

- Fighting
- using profanity directed at an adult
- disrespect for a school official
- vandalism of school property
- theft
- possession of a weapons
- possession of drugs and/or alcohol
- possession or use of vape products

Sanction for Level 3 Offenses include:

- Out of School Suspensions
- Dismissal from Holy Savior Menard

Types of Detentions

Lunch Detention: are served for the first 15 minutes of the lunch period. A student can attend four lunch detentions per semester. Upon the fifth and subsequent lunch detentions, the student will be assigned morning detentions.

Morning Detention: are served at school, beginning at 6:30 am in the assigned room on the assigned day or days depending on the infraction. Transportation needs to be arranged. During this period, students are not allowed to study, sleep, or do homework. If a student is late or misses a before school detention, he/she receives two-day detention. On the 3rd morning detention of a 9-week period, a student will receive 1 day of OSS

Two-Day Detention: Two-day detentions are morning detentions that are served two consecutive days that is given for the following offenses:

- failure to show for a before-school detention;
- 2nd cell-phone violation (discussed under “Cell Phone Policy” pg. 24)
- disrespect (administrations’ or Principal’s discretion) shown to students, teachers, and/or staff;
- the 1st before-school detention (after OSS)/5th detention; or
- for any other serious reason as deemed by the administration.

Extended Detention: Extended detention is a multi-day morning detention that is given for the following offenses:

- 3rd cell-phone violation (discussed under “Cell Phone Policy” pg. 24);
- disrespect (administrations’ or Principal’s discretion) shown to students, teachers, and/or staff;
- truancy;
- the 2nd before school detention (after OSS)/6th detention; or
- for any other serious reason as deemed by the administration

Out-of-School Suspension (OSS): When it is deemed necessary, the principal may assign an out-of-school suspension. Out-of-school suspensions can be given for the following offenses:

- grave disrespect shown to students, teachers, and/or staff;
- bullying and/or fighting;
- possession of drugs, alcohol, or vape products
- a fourth assigned before-school detention;
- a third assigned two-day detention; or
- a second assigned Extended detention.

When assigning an OSS, administration considers previous violations and prior behavior issues. A child who receives an OSS is sent home and **receives “0’s” for all missed work**. The student is not allowed to make up this work for a grade but will receive work so as not to fall behind. OSS is between one (1) to five (5) days. **Upon the assignment of a fourth OSS, the child will be recommended for dismissal.**

The child who receives an OSS also forfeits the right to participate in any extracurricular activity for the day(s) of his/her suspension. The child may not attend practices/rehearsals on those days, nor attend any game or assembly.

Dismissal/Expulsion

The principal has the authority to dismiss or expel any student at any time. Dismissal requires that a student withdraw immediately from HSM. Appeal of a dismissal may be made to the principal and his appointed committee. An appeal is considered only if the principal agrees that additional (new) relevant information has become available.

Students who demonstrate by their attitudes and behaviors that they intend to continue to infringe on the rights of others to earn an education at Holy Savior Menard are subject to being evaluated at the end of each semester by their teachers. If more than one teacher does not recommend that a student continue, the student can be dismissed.

The principal reserves the right to make changes as needed according to any disciplinary action.

Any behavior that disrupts the daily operations of the school will be addressed by the administration.

ABSENTEEISM and TARDINESS

A student's parent is to notify the school by 9:00 a.m. if his/her child will be absent that day. If not notified, the parent will be contacted. Upon returning to school, a student must bring an excuse to the office. Students who do not bring an excuse will automatically be given an unexcused absence. Excused absences will be granted at the discretion of the school administration.

Attendance Requirement

Parents and guardians are required by Louisiana state law (R.S. 17:221) to send their children to school until their eighteenth birthday.

Regulations as Listed in the Louisiana State Bulletin 741-901.C, page 8

Students are obliged to attend all classes every day school is in session and to arrive at school on time. In order to be eligible to receive grades, high school students shall be in attendance a minimum of 26,400 minutes (the equivalent of 80 days of 330 minutes each) per course each semester or 52,800 minutes (the equivalent of 160 days of 330 minutes each) per course during a school year for schools not operating on a semester basis. Elementary students shall be in attendance a minimum of 52,800 minutes (the equivalent of 160 days of 330 minutes each) a school year.

Written notification will be sent to parents/guardians of a student whose continued absence endangers the student's progress/promotion. Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other policies must be met.

Bulletin 741-901-E, page 8

Exception to the attendance policy can be made only in the event of extended personal illness, verified by a physician, or at the discretion of the principal.

The school reserves the right to judge the acceptability of parental requests that involve a student's absence during the school day.

In following with HSM's 2018-2019 calendar, this means students can only be absent 8 days per semester or 16 days per school year. (Louisiana State Bulletin 741-901.C) Any student exceeding the maximum number of missed days whose parents do not submit a request in writing will receive a failing grade in each course for which the total number of absences has been exceeded.

Types of Absences

Non-exempted, excused absences (E): absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note), which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed. **Students will be allowed to make-up work, but this day is counted against the allowed 15 absences.**

Medical, excused absences (M): absences incurred due to personal illness. These absences are not considered for purposes of truancy, but which are considered when determining whether a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed. **These absences must be documented in the front office by a doctor's note.**

Exempted, excused absences (SR): School related absences which are not considered for purposes of truancy and which are not considered when determining whether a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed. **Only exempted, excused absences are those which will not be counted against students when determining whether a student meets attendance requirements. (Not counted against the allowed 15 absences.)**

Unexcused absence (A): any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not limited to, absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program. Students shall be given failing grades in those days missed and shall not be given an opportunity to make up work.

Suspension (SU): a non-exempted absence in which a student can make up his or her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The exception being any tests missed during a suspension. **Students will receive a zero on tests missed due to a suspension.** The absence is considered when determining whether a student may or may not be promoted but is not considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

Except in the case of an educational absence or extenuating circumstances approved by the administration, a student may neither attend nor participate in an athletic event, practice or extracurricular activity on the day of his/her absence without the permission of the principal (or his designee), unless he/she is present for at least four (4) class periods. Should a student be absent on Friday, he/she may neither attend nor participate in such activities over the weekend without the permission of the principal (or his designee).

Extenuating Circumstances

Exceptions to the attendance regulation shall be the extenuating circumstances below that are verified by the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit:

1. extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state;
2. extended hospital stays in which a student is absent as verified by a physician or dentist;
3. extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state;
4. extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state;
5. observance of special and recognized holidays of the student's own faith;
6. visitation with a parent who is a member of the United States Armed Forces or the National Guard and such parent has been called to duty for or is on leave from overseas deployment to a

combat zone or combat support posting. Excused absences in this situation shall not exceed five school days per school year;

7. absences verified and approved by the school principal or designee as stated below:
 - a. prior school system-approved travel for education;
 - b. death in the immediate family (not to exceed one week); or
 - c. natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by HSM. Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades, shall not receive those grades if they are unable to complete makeup work or pass the course.

Tardiness

A student must be on time for every class. Students are considered tardy if they are not in their classes and seats before the tardy bell rings and will receive a lunch detention assigned by their teacher.

Any student who arrives to school after 8:00 AM will be considered a check-in and must sign in at the office with a parent/guardian. If the parent/guardian is not present the parent/guardian will be contacted to validate the student's check-in and to determine the type of absence. He/she will then be given an admit slip to go to the class in session if there is at least half the class time remaining or will be detained for the next class. Students are given one warning per quarter for an unexcused check-in; thereafter, the student will receive an automatic before-school detention.

A student who is tardy to any class during the school day will be assigned a lunch detention.

Cancellation of the School Day

In case of a general emergency in which school may be cancelled due to dangerous weather or other circumstances, HSM notifies parents as soon as possible (via phone, social media, and/or traditional media).

Permission to Leave School

Permission to leave school is obtained from the office. A student who wishes to leave school for any reason must have parental/guardian permission. **The office must be notified by 8 am on the day of the scheduled appointment (unless the departure is due to an emergency).** Any student who fails to sign out through the front office is considered cutting class and will serve an Extended Detention.

Truancy

Truancy is absence from class or school for any portion of a period or day without proper permission from home and school. It is always considered an unexcused absence and makes a student subject to corrective action. The student is given an Extended Detention.

AFTER-SCHOOL TRANSPORTATION

Because the safety of our students is our primary concern, parents must adhere to the following directions for picking up students in the afternoon. Please read all instructions carefully and make sure anyone who will be picking up your child is aware of the plan HSM uses.

- It is the parent's responsibility to make sure his/her child knows where and when he/she will be picked up and that the child is there waiting.
- All students are picked up in the designated areas. At no time are students allowed to walk across the ditch or anywhere else (i.e. the Chevron station).
- Students who do not participate in after-school activities need to be picked up no later than 4:00 p.m. No supervision is provided after 4:00 p.m.

Pick Up by the Side of the Gym

All **high school students** must be picked up by the side of the gym. Parents who do not want to wait in line must come after 3:10 p.m. to pick up their child.

Pick Up in Front of the School

All **seventh and eighth graders** must be picked up in front of the school. When the bus has cleared the front driveway, student pick up will begin. Everyone should stay to the right to enable a late bus to pass on the left to pick up students. (We must cooperate with the bus because it is on a schedule to deliver some students to other schools to catch buses.)

Parents who arrive at HSM before dismissal should feel free to park on the service road and enter when the bus starts to leave. The first car should pull down **past** the front office doors of the school—at least to the sign. This enables the loading/unloading of seven to ten cars at a time rather than only three or four.

After-Care Program

HSM offers an after-care program for parents that would like school supervision to continue until 5:00 PM each school day. Contact the front office for more information about this program.

SCHOOL RESOURCES

Library

HSM encourages active study and exploration of all the resources in the library. The library's goal is to support the curriculum of the school by providing access to current, adequate, and appropriate information resources. The mission of the library is to ensure that students and staff are effective users of ideas and information by providing intellectual and physical access to materials in all formats and instruction to foster competence and stimulate interest in reading.

The library provides a wide variety of print and non-print media. Included are print and electronic books, periodicals, newspapers, and audiovisual materials. Additionally, some library material may be accessed from the school's website at www.holysaviormenard.com. From the library page there are links to curriculum relevant sites as well as remote access to research databases, the library catalog, and the library e-book program. The library is open from 7:15am to 3:15pm and is for use by Holy Savior Menard students, faculty, and staff. It is open for student use before school, during breaks, lunch periods, and after school.

For the comfort of all library patrons, students and parents should be aware of the following library policies:

- The library is a place of QUIET for study, research, reading, and recollection. Activities, which disturb or distract others, will not be allowed. The library is not a student lounge. Loud, boisterous behavior will not be tolerated at any time. The computers located in the library are for academic use only and their use is governed by the same rules and regulations as computers located in classrooms and the computer labs. The Librarian reserves the right to restrict computer access to any student at any time for violation of any portion of the school's computer use and Internet policies.
- No food or drink is to be brought into the library.
- Failure to obey the above policies at any time may result in a student being asked to leave the library and denied use for an extended period of time. Any violation of the school Internet/Technology Use Policies may also result in a loss of library privileges.
- Books may be checked out for a two-week loan period; these may be renewed if there is no hold on the item.
- Current periodicals are for IN-LIBRARY use only. Since the library is open for an appropriate period of time before and after school, REFERENCE BOOKS MAY NOT BE CHECKED OUT.
- Overdue fines of \$.05 per day for two-week loan items will be charged.
- Patrons with overdue materials cannot check out any other library materials.
- School records will be held if a student has outstanding library fines or checkouts.
- Patrons may check out a total of three items at the same time.
- Patrons are responsible for the replacement cost of all lost/damaged library materials.

To help raise funds for library materials and Accelerated Reader rewards, the HSM library collects Box Tops for Education, Community Coffee Proof of Purchase Seals, and Coke Caps. Please e-mail Mrs. DeLacerda for more information on these programs at mdelacerda@holysaviormenard.com.

Lunch Program

HSM serves nutritious meals every day that school is in session. Charging is not allowed without administrative approval.

Lunch prices for the cafeteria are as follows:

- Teachers \$4.10
- Grades 7-12 \$3.10
- Reduced Prices \$0.40
- Parents, visitors \$5.10

A salad bar—which features salad, vegetables, and fruit—is available daily.

A second juice may be purchased for twenty-five cents (\$.25) or second milk for thirty-five cents (\$.35). Lunch cards cannot be used to purchase extras. Cash must be paid for extras.

Students can bring their own lunch to school. Lunches brought into the cafeteria cannot be labeled with any restaurant wrappers or logos. These lunches must be in clear zip lock backs.

Students may not have lunches delivered to school at any time of the day. Meals brought or delivered to school will be confiscated and discarded. If a student forgets his/her lunch, he/she is to eat in the cafeteria.

Reduced Price Lunch Plan and Free Lunches

At the beginning of the year, each student receives an application for a reduced price lunch plan. ALL students must complete this application. Those who qualify (based on parent incomes) are notified and may receive free lunches or pay only \$.40 per meal.

Students who wish to work in the cafeteria during lunch by serving meals also receive free lunches. Any student interested in working during lunch should contact the cafeteria supervisor.

Computer Labs

Computers are in four areas of the school. Teacher supervision is required for all labs.

PC Classroom Lab Room 503

- Instruction for keyboarding, computer literacy, and dual enrollment math classes
- 25 Dell multimedia computers
- Internet available on all computers
- Operating System: Windows 7
- Programs: Office 2016
- SmartBoard with LCD projector

PC Classroom Lab Room 309

- For desktop publishing and media arts use
- 18 multimedia computers
- Internet available on all computers
- Operating System: Windows 7
- Promethean Board
- Programs: Office 2013 and Adobe CS 5

PC Library Lab Library

- For student and teacher research use
- 24 Dell multimedia computers with Windows 7
- 1 network copy machine
- 1 Windows NT server
- Internet available on all computers
- Programs: Office 2007 and Accelerated Reader
- Promethean Board

PC Student Lab Room 401

- For student and teacher research and application use in every class (including religion)
- 25 multimedia computers (Acer and Dell)
- 1 network copy machine
- Operating System: Windows 7
- Programs: Office 2007
- Internet available on all computers
- Promethean Board

Classrooms

All teachers have a laptop with Internet and running Windows operating system in the classroom to use for integrating technology in the lessons taught. Each classroom also has either a Promethean or Smart Board. HSM has wireless slates, iPads, and 5 sets interactive response systems for Promethean and 2 for Smart Boards. There are also 8 document cameras for teachers to use.

Student Wireless Network

A secured wireless network is available for student use on campus. The same computer rules apply as outlined in the technology usage agreement.

INTERNET USE AGREEMENT

Please read this document carefully before signing the Internet Use Agreement Form.

Holy Savior Menard is happy to be able to offer Internet access to our students and staff. We believe the Internet offers vast, diverse, and unique resources. In providing this service, we aim to promote educational excellence in school by facilitating resource sharing, innovation, and communication.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian are liable. HSM makes no warranties of any kind for the Internet access it is providing and will not be responsible for any damages users suffer, nor for the accuracy, nature, or quality of information gathered.

While our intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other material as well. Even should we institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with this Internet Use Agreement. Yet, we believe that the benefits of students accessing the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, radio, movies, and other possible offensive media.

Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply.

Internet Terms and Conditions

Acceptable Use: The purpose of using the Internet at HSM is to support education and to provide access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research and consistent with the educational objectives of HSM.

Privileges: The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

Network Etiquette: Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following rules:

- Be polite. Never send or encourage others to send messages that are not polite.
- Use appropriate, respectful language. Remember that you are a representative of HSM when you are on-line. In your messages, always use appropriate and respectful language.
- Internet access is not allowed during the school day without permission.
- Computers and the Internet are not to be used for personal blogs, games, or entertainment.
- Do not send any message that includes personal information, such as home address or phone number, for yourself or any other person. Report to your teacher any person who asks for personal information.

- Electronic mail (e-mail) is not guaranteed to be private. The teacher can check e-mail to make sure that it is appropriate. Keep passwords private, and do not read another person's email. No personal e-mail is allowed.
- All communications and information accessible via the Internet should be assumed to be private property and students should always observe copyright laws. Use of any information obtained via the Internet is at your own risk. HSM makes no guarantees of any kind about the accuracy or quality of information found on-line.

Vandalism: Do not damage any school computer system. Never move, delete, or trash any applications or files that are not yours.

Uploading and Downloading: Students are not to load or copy any programs or files onto the hard drives of any computer from any drive, computer, network, or any Internet site unless instructed to do so by the teacher or school official.

Other: The administration at HSM will deem what is inappropriate use, and the decision is final.

Students who violate these terms and conditions lose computer use privileges and are subject to other disciplinary action deemed appropriate by the administration.

SPECIAL EVENTS and HOLIDAYS

Parent-Teacher Night (August 27): Parents follow a shortened schedule of their child(ren) to meet the teachers and to learn what is expected from each class (tests, homework, quizzes, projects, etc.)

Rapides College Fair (September 26): All state colleges, technical colleges, Armed Forces, and a number of out-of-state colleges visit LSUA's campus to establish contact with prospective students and their parents

Homecoming Week (October 14-18): Activities involving students and faculty are planned to increase spirit for the annual Homecoming Game (October 18). Homecoming activities include events throughout the week culminated by a parade and dance.

See You at the Pole (September 26 @ 7:15 a.m.): This is an annual gathering of Christian students of all ages at a flagpole in front of their local school for prayer, scripture-reading and hymn-singing, during the early morning before school starts.

Parent-Teacher Conferences (October 15 from 3:30 to 7:30 PM): Faculty and staff will be available for parents to meet with to discuss the academic progress of their child(ren).

Thanksgiving Holidays (November 25-29): No classes during the week of Thanksgiving.

Christmas @ the Nest (December 3): This is an annual community event hosted by the library. This event is held from 5:30pm to 7pm, is for children in grades PK3 through sixth grade, and is free to the public. The event starts with Storytime in the Holy Savior Menard library, followed by crafts, games, and light refreshments in the mall area. Several school organizations sponsor and participate in this event.

Christmas Holidays (December 20 – January 6): No classes for two weeks surrounding Christmas.

Martin Luther King, Jr. Holiday (January 20): No classes on MLK Day.

Catholic Schools Week (January 27- February 1): "Communities of Faith, Knowledge, & Service." National Catholic Week is the annual celebration of Catholic education in the United States. It is a week in which we celebrate Mass, host open house, and have other activities for students and faculty, along with their families to focus on the value of a Catholic education.

Parent-Teacher Conferences (February 11 from 3:30 to 7:30 PM): Faculty and staff will be available for parents to meet with to discuss the academic progress of their child(ren).

Mardi Gras Holidays (February 24-25): No classes. Students return to school on Ash Wednesday.

Junior-Senior Prom (March 20): Junior class hosts a dance for the senior class. Students with dates from other schools must submit the name of the student to the office for administrative approval.

Easter Break (April 10 - 17): Easter holidays.

Annual Spring Musical (Spring): Students in grades 9-12 audition, rehearse, and perform for ticket-paying audience members during a weekend run.

Student Council Week (April): Week-long activities are planned to unify the student body and promote leadership among the students.

Award Ceremonies (April 28): Students are recognized and given awards for accomplishments in different areas. Seasonal Banquets recognize achievements in both girls' and boys' sports. Academic Awards Assembly recognizes students' academic achievements.

May Crowning (May 1): The month of May is dedicated to the Blessed Virgin Mary. As Catholics, we honor her as the "Queen of May." A wreath of blossoms is placed on the stature of Mary to indicate her virtues, virtues that are to be imitated by the faithful.

Senior Mass (May 7): This is the last school Mass for seniors. The entire school community gathers in worship to pray for our seniors as they prepare to leave HSM and move forward into the next chapter of their lives.

Baccalaureate Mass (May 10) This is a beautiful liturgical ceremony that is offered in thanksgiving for the blessings God has bestowed upon our graduates and their families. The Mass is held at St. Francis Xavier Cathedral.

Graduation (May 12): Senior graduation is held in a formal ceremony at the Rapides Coliseum.

8th Grade Mass (May 15): The last school Mass will honor the 8th graders as they move on into high school.

STUDENT ORGANIZATIONS and ACTIVITIES

Extracurricular Activities

HSM provides the opportunity for students, with parental approval, to take part in extracurricular scholastic, service, social, and athletic activities. Such activities are designed to help the student to develop his/her talents and interests and to learn how to live, work, and share cooperatively with others. Student activities not only add to the enjoyment of school life, but also permit the student to develop broader insights and experiences in cultural, political, social, and athletic areas. Students are invited to consult with sponsors and coaches to express an interest in taking part in any of the school organizations or Louisiana District 3-2A interscholastic athletics. Participation in extracurricular activities is a privilege. Administration reserves the right to remove a student from an activity, organization, or sports team at any time if the *student, parent, or guardian* fails to uphold the ideals and standards of Holy Savior Menard.

HSM considers clubs and organizations an important part of the life of a student and the school. A student involved in an extracurricular activity is required to attend the scheduled events of the organization.

All fees must be paid prior to a student's participation in any extracurricular activity.

No student organization or individual may sponsor any gambling activity in the name of the school. Before any fundraising activity (in the name of the school by a student organization or an individual) may begin, it must be approved by the principal.

HSM has a closed campus on Sundays in observation of the celebration of the Lord's Resurrection and thereby the day of Christian worship. Any school activities on Sundays must have the approval of the school administration.

Before any school organization or athletic team schedules any activity or event, the date must be cleared through the principal and placed on the official school calendar. During testing days, athletic team practices should be held within reason and should not interfere with a student's academic performance.

The HSM administration has defined and determined the school's newspaper and yearbook as instruments for the purpose of developing communication skills. Content of the publications must be in keeping with the philosophy and mission of HSM.

Office-Holding Policy

To encourage student participation in leadership roles at HSM, the following policy applies to holding club offices at HSM: (Exceptions may apply when deemed necessary)

- A student may hold an office in a maximum of two extracurricular activities.
- A student may hold the office of president of only one extracurricular activity, but he/she may hold concurrently a lesser office in one additional club.
- A student may hold such offices as vice president, secretary, treasurer (or comparable offices) in any two extracurricular clubs.
- A minimum GPA of 2.5 or higher is required.

Art Club: The Art Club is composed of students interested in art and those who can either draw or design. Eligible: Students in grades 7-12.

Cheerleaders: Cheerleaders lead the cheers for pep rallies and games. Cheerleaders are selected by a group of impartial professional judges. Results of tryouts are not official until approved by administration. Eligible (Junior High): Students in grades 7-8. Eligible (High School): Students in grades 9-12.

To be eligible to try out for cheerleader, a student must be registered for the following year by March 15. A minimum GPA of 2.5 is required to try out. All cheerleaders must adhere to the rules and regulations set forth in the cheerleading constitution.

Chick-fil-a Leadership Academy: CFA is an organization that teaches students to be a leader while positively impacting the community through action. Using monthly leadership labs, activities, and service work, students not only learn invaluable leadership skills, but lead their peers into making a positive difference for the less-fortunate in our community.

Children of Mary: This movement is an effort to promote purity of heart and innocence among the young and to enlist them in the cause of Christ, the Universal Living Rosary Association of Saint Philomena and the Universal Arch-Confraternity of St. Philomena have joined together to promote the St. Philomena Youth for Purity Program. This program highlights St. Philomena, a young virgin-martyr, as intercessor and ally, the Blessed Mother as our model of discipleship and the living presence of Our Lord in our midst. The program aims to not only foster devotion to St. Philomena but also to encourage the youth to form “Children of Mary” orders in their schools and parishes. Open to students in grades 7-8.

Columbian Squires: The Columbian Squires is a global Catholic Youth Organization sponsored by and modeled after the Knights of Columbus. Columbian Squire Circles and Members engage in spiritual, civic, community, and intellectual development, cultivating the next generation of Catholic gentlemen in accordance with the teachings of Christ. Eligible: All young men who are practicing Catholics in grades 7-12.

Danceline: Danceline members perform at pep rallies and games and are selected every spring by a group of impartial professional judges. Results of tryouts are not official until approved by administration. Eligible (Junior High): Students in grades 7-8. Eligible (High School): Students in grades 9-12.

To be eligible to try out for danceline, a student must be registered for the following year by March 15. A minimum GPA of 2.5 is required to try out. All danceline members must adhere to the rules and regulations set forth in the danceline constitution.

Eagle Breeze Newspaper: The Eagle Breeze Newspaper is issued periodically throughout the year to provide publishing experience for the journalism class, as well as reading enjoyment for the student body. Eligible: Students enrolled in journalism.

Environmental Club: The Environmental Club stresses heightening the student body’s awareness of the environment and their potential impact on it. Eligible: Students in grades 7-12.

4-H: The 4-H club stresses the importance of using head, heart, hands and helpfulness. It offers opportunities for students to use their talents in a practical and profitable manner. Various projects may be undertaken in the areas of cattle, horses, home improvement, sewing, needlework, child care, etc. Eligible: Students in grades 7-12.

Fellowship of Christian Athletes: This is an organization for students who are part of a recognized Holy Savior Menard athletic team or spirit group. The mission of the FCA is to present to athletes and coaches the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships, and in the fellowship of the church. Eligible: Students in grades 7-12.

First LEGO League (Junior High Robotics Club): Students will work as a cooperative team to learn programming and robot design through the use of LEGO Mindstorm EV 3.0. Students will work in August and September to familiarize themselves with the system. Then in October and November they will work as a team to solve the real-world challenge presented by FIRST. At the end of the eight-week challenge period, the team will compete in a regional tournament where their solution to the challenge will be tested against that of other schools. Based on their performance at the regional level, students may have the chance to compete at Championship tournaments across the south and may even be selected to compete at the World Festival. Eligible: Students in grades 7 and 8 (no one older than 14 years by May 1, 2014). Limited to 10 students. If more than 10 students wish to join, 10 will be selected based on teacher recommendations.

French Club: The purpose of the French Club is to enhance an understanding and appreciation for French culture in Louisiana through activities and volunteer projects. Students traditionally take a cultural awareness day trip in the spring. Eligible: Any student currently or previously enrolled in French.

Glee Club: The HSM Glee Club is a musical performing group. The Glee Club will be responsible for meeting once a week and will perform several musical acts throughout the school year for the local community, as well as the school community. Some instrument and/or vocal talent is a requirement to join this club. Auditions will be held and selections will be made upon the discretion of the faculty sponsor. Eligible: Students in grades 7-12.

International Culture Club: The International Culture Club members will have the opportunity to open their minds to diversity, experience worldwide cultures, and share their culture with others. Eligible: Students in grades 9-12.

Junior Catholic Daughters of the Americas: JCDA is sponsored by and modeled after the Catholic Daughters of the Americas. CDA strives to embrace the principle of faith working through love in the promotion of justice, equality, and the advancement of human rights and human dignity for all. The Catholic Daughters are dedicated to the Blessed Mother, and their motto is unity and charity. Eligible: All young women who are practicing Catholics in grades 7-12.

Key Club: The Key Club is a service organization that focuses on school and community betterment. Students in grades 9-12 are eligible for membership. Each member must participate in at least four club projects a year, turn in at least two service hours per month, and accumulate at least 50 hours of service in the annual year. Members must maintain a "C" average and remain a positive role model for the student body. The club meets every two weeks.

Menard BassFINatics: A minimum of 6 members are needed to form a club. The objectives of the club include to encourage and support environmental preservation and appreciation, to provide opportunities to build teamwork skills, to create and foster an interest in bass fishing, to encourage good fellowship and sportsmanship among the club's members, and to provide opportunities for outdoor activity. The team competes in at least 2 club tournaments per year. Eligible: Students in grades 7-12.

National Honor Society: The NHS gives practical meaning to dedication, character, scholarship, leadership, and service. It also provides recognition of outstanding students. Invitations are extended by the administration to those students who have a GPA of 3.7 or above from the previous academic year. The faculty committee considers the candidates' service, leadership, and character. Final decisions on membership are at the discretion of the faculty committee. Students in grades 10-12 are eligible for membership in the NHS. Students will participate in monthly service projects.

National Junior Beta Club: The National Junior Beta Club is a student-centered organization that promotes character, develops leadership skills, encourages service involvement, recognizes achievement, and provides technological advantages. Students in 7th and 8th grade are eligible to receive an invitation if one has maintained the A or A/B honor roll for 2 nine weeks during the academic school year.

National Junior Honor Society: The NJHS chapter of HSM is an academic and service organization. Membership is open to students in grades 8 - 9 who have completed a full semester at HSM, who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character, and who have a GPA of 3.7 or above from the previous academic year and at midterm of the current year. The NJHS and the NHS are separate societies. Membership in the NJHS does not make a student automatically eligible for membership in NHS.

National Senior Beta Club: The National Senior Beta Club is a student-centered organization that promotes character, develops leadership skills, encourages service involvement, and recognizes achievement. Students in 9th through 12th grade are eligible to receive an invitation if they have a current GPA of 3.30.

Quiz Bowl: Quiz Bowl is a fast-paced, question-and-answer contest where students compete as a team to answer questions relating to all areas of learning typical of junior/senior high school education programs. Quiz Bowl is an activity that encourages learning, expands horizons, and rewards teamwork. The Menard Quiz Bowl team is currently open to 7-12 graders. Team members meet before school for practice and participate in weekend tournaments against neighboring schools.

Spanish Club: The Spanish Club provides students a means of expanding conversational skills in a relaxed, social atmosphere. Opportunities for more cultural understanding are available through activities and volunteer projects. Eligible: Any student currently or previously enrolled in Spanish.

Student Ambassadors: HSM Student Ambassadors are a group of high school students dedicated to the positive promotion of the school. They work as liaisons between the Menard community and prospective families. They attend monthly meeting and training sessions, provide campus tours, participate in grade school visits, host prospective students, believe in the mission of HSM, and commit to a life that reflects the mission of HSM. Eligible: Students in grades 9-12.

Student Council: The Student Council, composed of elected student representatives, is a very important student group in the school. The success of the school is a shared responsibility of the faculty and students, with the Student Council coordinating the student force and involvement. It aids in solving problems and serves in an advisory capacity to the administration through constructive criticism, suggestions, and recommendations. It serves in a determining capacity in clearing the many extracurricular activities of the students with approval of the administration.

The Student Council is composed of officers elected by the student body and one representative from each official club. Eligible (Junior High): Students in grades 7-8. Eligible (High School): Students in grades 9-12.

Talon Yearbook: The Talon is the official yearbook of HSM. Members of the yearbook staff strive to create a history book of pictures that help to provide the student body with a lasting memory of their high school years. Eligible: Students enrolled in the Publications Lab Class (limited to students in grades 11-12).

Venture Scouts: Venture Scouts are a division on the Boys Scouts of America, but Venturing is a co-educational program. It is open to boys and girls who are at least 13 years old and have completed the 8th grade. Venturing's purpose is to provide positive experiences to help young people mature and to prepare them to become responsible, moral, and caring adults. The purpose of our venturing crew is to further service in our community, especially in terms of educational outreach, and also to provide an opportunity for growth through outdoor and STEM activities.

All clubs are determined by student participation on a yearly basis. Lack of student participation may result in the club not being offered for this academic year.

Academic Contests

Students are encouraged to participate in one or more of the following contests:

- **Diocesan Quiz Bowl:** Eligible: Students in grades 7-8
- **Geography Bee:** Eligible: Students in grades 7-8
- **Quiz Bowl:** Eligible: Students in grades 7-12
- **Literary Rally:** Eligible: Students in grades 8-12

ATHLETICS

A wide variety of competitive sports is provided for Menard students. HSM has an outstanding history of excellence in all sports, having achieved district, regional and state championships in baseball, basketball, cross country, football, golf, power lifting, soccer, softball, swimming, track and tennis. The following sports are currently available at HSM:

	JH Boys	JH Girls	HS Boys	HS Girls
Baseball	x		x	
Basketball	x	x	x	x
Bowling	x	x	x	x
Cheer		x		x
Cross Country	x	x	x	x
Danceline		x		x
Football	x		x	
Golf	x	x	x	x
Power lifting	x	x	x	x
Soccer	x	x	x	x
Softball		x		x
Swimming	x	x	x	x
Tennis	x	x	x	x
Track	x	x	x	x

Should a student choose to quit a sport during the school year, the athletic director, along with the coaches and administration, will determine whether that student may return.

Only students enrolled and in good standing are eligible to participate in athletic programs at the Catholic schools in the Diocese of Alexandria.

Athletic Lettering and Letter Jackets

A student athlete is eligible to receive a letter jacket after the student has participated in a varsity sport for at least one year **at the high school level**. Letters earned by junior high students on the varsity level will be awarded for the student's jacket after the student has completed one year of high school. Coaches determine when a student has lettered. The school issues only one letter jacket during the athlete's time at HSM.

A student who transfers from another school must be enrolled for one year before he/she becomes eligible to receive a letter jacket. If a student transfers from Holy Savior Menard to another school in the central Louisiana area before his/her letter jacket is awarded, he/she will not receive the jacket. The school awards a letter to any athlete who completes a season and meets the lettering participation requirements of the sport. If, in the judgment of the head coach, a student has made a significant contribution to the program during the season, that student may receive a letter.

This policy handbook is limited in content. It would be impossible to cover all situations which may arise in the future. Anything that distracts from the spirit, education, philosophy, or dignity of Holy Savior Menard Central High School will be addressed on an as-needed basis. Final decisions in this regard are reserved to the Administration.

**2019-2020 HSM PARENT ACKNOWLEDGEMENT PAGE
PARENT-STUDENT HANDBOOK**

I have read and understand the contents of the 2019-2020 Student-Parent Handbook and agree to abide by the requirements.

Father's Signature: _____ Date: _____
(Guardian)

Mother's Signature: _____ Date: _____
(Guardian)

Student's Signature: _____ Date: _____

PERMISSION TO PUBLISH INFORMATION

This is to certify that I/we, _____, individually and as parent(s)/guardian(s) of _____, hereby grant permission to Holy Savior Menard and/or its employees, agents or responsible persons to publish information, including, but limited to, names, pictures, biographies, accomplishments, and extracurricular activities concerning activities of Holy Savior Menard Central High School.

_____ Signature (Parent/Guardian)	_____ Relationship	_____ Date
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BUCKLEY AMENDMENT

The Buckley Amendment requires written permission from parents to release statistical and educational information about their children to colleges, scholarship organizations, media organizations, and military services which may request names, addresses, transcripts, grade point averages and class ranking. Please sign the release form below.

I give my permission for Holy Savior Menard School to release statistical and educational information about my child, _____, for the school year 2019-2020.

Parent's Signature: _____ Date: _____

INTERNET USE AGREEMENT

I understand and will follow the guidelines listed in this document. I understand that the use of this electronic service is a privilege, and inappropriate use will result in the loss of that privilege and/or disciplinary action.

Student's name (please print): _____

Student's signature _____ Date _____

Parent/guardian name (please print): _____

Parent/guardian signature _____ Date _____