

# FOREWORD

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This handbook 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 is designed to provide parents with information that will enable them to assist and support the efforts and activities of their sons and daughters. **It is especially important that parents and students read and become familiar with the handbook's sections on admission and behavior policies.**

## **PLEASE NOTE CAREFULLY**

The regulations and other provisions in this handbook are a material condition of the contractual agreement between Holy Savior Menard Central High School and each student enrolled in the school. The principal will have 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. If changes are made, all parents will be sent notification. In this handbook, wherever the term "parent(s)" is used, "parent(s) or "guardian(s)" is implied.

### **Holy Savior Menard Central High School Is a Diocesan Catholic School**

As a diocesan Catholic school, Holy Savior Menard Central High School has a direct link to Most Rev. Ronald Herzog, D.D., bishop of the Diocese of Alexandria, through the superintendent, Sr. Ann Lacour, MSC, and the president, Fr. Ken Roy, V.G.

### **Holy Savior Menard Central High School Is an Equal Opportunity Employer**

Holy Savior Menard Central High (grades seven through twelve) admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on 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.

### **Holy Savior Menard Central High School Asbestos Warning**

Holy Savior Menard Central High School has been inspected for asbestos-containing substances as required by Federal Law. Inspection records are on file in the office, as is the school's Asbestos Management Plan, and may be viewed by the public upon request.

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## MISSION

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It is the mission of Holy Savior Menard Central High School to provide a Catholic education program rooted in the traditions of

- Faith Development
- Academic Excellence
- Service.

## PHILOSOPHY

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Holy Savior Menard Central High School, 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 each individual as truly unique and special, we strive to provide an environment that affords a quality education supporting each student's spiritual, moral, intellectual, physical, and aesthetic 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 Central High School has sought to provide a quality education for all students. The school's purpose is to develop an educational climate that fosters Christian values, as well as the democratic principles of freedom, 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.

## BELIEFS

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**We believe** that human dignity of people and respect for self and others are based on the love of God.

**We believe** a safe and physically comfortable environment promotes student learning.

**We believe** that student learning is the chief priority of the school.

**We believe** that a student's self-esteem is enhanced by positive relationships and mutual respect among and between student and staff.

**We believe** that students learn best when they are actively engaged in the learning process.

# HISTORY

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Holy Savior Menard's roots date back to 1884, when Father L. Menard became the eleventh pastor of St. Francis Xavier Commercial College 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. In 1915, the school was raised ten feet to provide a third floor and additional floor space to handle the increased enrollment.

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, Providence Central, and currently at Our Lady of Prompt Succor Elementary School. The Brothers taught at the Commercial College and later at Menard Memorial High School.

In June 1922, the Elliot Street property between 19<sup>th</sup> and 20<sup>th</sup> 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 Menard.

Holy Savior Menard is accredited by the Southern Association of Colleges and Schools and by the Louisiana State Department of Education. The School is affiliated with the National Catholic Educational Association, The National Association of Secondary School Principals, and the Association for Supervision and Curriculum Development. Athletic teams participate under the auspices of the Louisiana High School Athletic Association.

Holy Savior Menard is intensely proud of its 6,000 plus alumni. One of the school's greatest assets is the achievements of its graduates. Many prominent leaders in the Central Louisiana area are among students nurtured through their crucial adolescent years by the Brothers of the Sacred Heart, the Sisters of Divine Providence, and the dedicated lay faculty and staff members at Holy Savior Menard Central High School.

# **FINANCIAL OBLIGATIONS and ASSISTANCE**\_\_\_\_\_

## **Registration and Fees**

The registration fee is due at the time of registration in the spring of each school year. The registration fee is not refundable for any reason. Students registering after the registration deadline will pay an additional \$50.00 late fee.

Student registration is complete when the registration fee and registration forms are submitted and all other enrollment requirements are met.

In addition to the regular activity fee paid with registration, a one-time \$25 fee will be collected the first week of school from each student. This fee covers the cost of a T-shirt for dress-down days, retreat fee, and academic incentives.

## **Tuition and Fees**

Tuition and registration fees are set on a yearly basis. Tuition is payable in advance by the year, semester, quarter, or month. Information about tuition payment plans is available from the business manager and is included in the registration packet.

## **Financial Assistance**

Funds available for financial assistance will be disbursed during May. Grants will be made on the basis of information from 1040 forms. Families presently on assistance must reapply each year. All applications must be in no later than May 1. Applications may be obtained by calling the Business Office.

## **Development Office**

The purpose of the Development Office is to promote financial support of the school among the school's alumni, parents, and friends through annual giving, capital campaigns, endowments, and deferred gifts.

## **Scholarships**

There are several scholarships available to students attending Holy Savior Menard Central High School. Information on scholarship applications will be made available by the director of the Development Office. Scholarship awards are for tuition only at Holy Savior Menard Central High School 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.

# ACADEMICS

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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.

Holy Savior Menard conducts a two-year junior high program and a four-year high school program. Students must complete four years of high school to graduate. The Holy Savior Menard curriculum is constantly evaluated and revised.

In setting up its curriculum, Holy Savior Menard strives to provide educational opportunities that will enhance the growth and development of all its students. Offerings are designed, within budgetary constraints, 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. A 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.

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

## GENERAL ACADEMIC GUIDELINES

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### **Academic Jackets**

High school students who earn a 4.0 final average for two years are eligible for academic jackets.

### **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, 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 there is a court order specifying 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.

### **Admission Policy**

Holy Savior Menard admits students of any race, color, national or ethnic origin, or religious preference to all the rights, privileges, programs, and activities generally offered to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the

administration of its educational policies, admission policies, scholarship and financial aid programs, athletics, or any school-administered activities.

Every applicant to Holy Savior Menard 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 Menard:

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

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

Students seeking admission to Holy Savior Menard, who in the view of the Holy Savior Menard administration have a history of serious behavioral problems, will not be accepted for admission.

### **Concomitant and 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 be approved by the guidance counselor and the principal.

### **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 will only be allowed during the first two weeks of classes.** The school will consider a request for a schedule change only if the school judges that the student was improperly placed in a course. Please note that poor performance in a course, dislike of the sequence of classes, or dislike of the teacher does not automatically merit consideration for a change. Also, the school might change a student's teachers (not his/her course) without parent/guardian permission during the opening days of the new school year in order to balance student enrollment in certain classes.

### **Dual Enrollment Classes**

Holy Savior Menard Central High School has partnered with LSUA to provide dual enrollment classes in Math and English that will transfer to most Louisiana state universities. The program is designed to allow high school juniors and seniors 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 junior or senior; (2) being on track for completing the

Regents/TOPS core curriculum; (3) having taken the PLAN or ACT assessment; and (4) having permission from the high school.

Beginning with the 2008-09 school year, English IV Honors will earn six hours credit for ENGL 1001 and 1002; Advanced Math Honors will earn six hours credit for MATH 1021 and 1022; and Algebra III will earn three hours credit for MATH 0092.

### **Early College Admissions**

Seniors who choose to enter college full time during their senior year will be allowed to participate in high school graduation exercises upon completion of their courses; however, they shall relinquish rank, grade point average, and other class cumulative records.

### **Graduation Activities**

All graduating seniors will participate in all activities including Senior Mass, Baccalaureate, and Graduation exercises, unless excused by the 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 courses required for graduation are not passed.

### **Honor Roll**

At the end of each quarter, an honor roll will be posted of “A” and “A/B” students. The Scholar’s List includes all straight “A” students, and the Academic List includes students who have no grade lower than a “B” and a 3.0 average.

### **Honors Program**

For qualified students, honors courses are open in English, mathematics, science, and social studies. Each department establishes requirements for admission to honors courses. Students who meet the requirements are authorized to register for honors courses during the course selection process. In special cases, the administration, with the recommendation of the particular department, may arrange for non-honors students to take honors courses when space is available in classes concerned.

An honors course will be offered only if a sufficient number of students pre-register for the course. From time to time, the administration may add courses to or remove courses from the Honors Program. Any addition or removal of a course will usually 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 particular course, the honors credit remains even though the course is later removed from the Honors Program.

**Honors Courses at Holy Savior Menard:**

<u>English</u>	<u>Mathematics</u>	<u>Science</u>	<u>Social Studies</u>
English I	Algebra I	Anatomy and Physiology	American History
English II	Algebra II	Biology I	Philosophy
English III	Geometry	Biology II (AP)	World History
English IV	Advanced Math	Chemistry I	World Geography
English IV (AP)	Pre-Calculus	Chemistry II	
	Calculus (AP)	Physics	
		Physics II	
		Physical Science	

Students enrolled in honors courses at Holy Savior Menard must maintain grades of C or better to retain honors course placement. Students who make a D or F on their report card in an honors course for a nine weeks will be automatically moved to a regular class.

**Honor Graduates**

Candidates for Honor Graduate recognition must have earned a minimum of 26 credits. Beginning with the Class of 2012, a minimum of 27 credits will be required. 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. Grade point averages are not rounded. Honor graduates will be recognized as follows:

**Bishop Greco Scholars** (Valedictorians): To qualify for honor graduate status, the last two years' work must be completed by the student while enrolled at Holy Savior Menard. Requires a 4.0 GPA and the following honors courses must have been taken:

<b>Honors</b>	<b>Honors</b>	<b>Honors</b>	<b>Honors</b>	<b>At least three:</b>
Algebra I	English I	Physical Science	American History	Physics
Geometry	English II	Biology I	World History	Biology II AP
Algebra II	English III	Chemistry I		Anatomy and Phys.
Adv. Math	English IV/AP			Chemistry II
				Calculus AP
				Philosophy
				Physics II
				World Geography

**Father Menard Scholars:** 3.8-4.0 GPA with 12 honors courses, or 3.5 GPA with 15 honors Courses.

**Providence Scholars:** 3.8 GPA with no honors courses required.

### **Medical Excuse for Physical Education**

A medical excuse is required for every semester the student cannot participate in physical education because of illness or injury. The administration may request a meeting with the student, parents, and the physician. **Excuses must be turned in within five days of the absence.**

### **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 on available space, as defined by the principal, at the time the student wishes to be readmitted to Holy Savior Menard. If space is available, then the regular admission criteria and procedures apply.

### **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 issued every nine weeks. The final averages of the course will be 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 mailed to parents at the end of the school year (end of May). Parents and students have until June 15 to review fourth quarter grades.

### **Transcripts**

Transcripts needed for transfer, military use, scholarship consideration, college applications, or prospective employer information may be requested from the school counselor. Two copies of the transcript may be requested without charge. 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 Holy Savior Menard as soon as possible. An affirmation of credits earned, attendance records, and disciplinary records will be 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 Holy Savior Menard must earn a minimum of 26 credits in order to graduate with a Holy Savior Menard diploma, or 23 credits for a state diploma. With the Class of 2012, requirements increase to a minimum of 27 credits for a Holy Savior Menard diploma, or 24 credits for a state diploma.

### **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 Menard and will take the entire day. The parent's signature will be necessary to finalize the process on the last school day of the withdrawing student.

## **EXAMS and GRADING PROCEDURES**

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### **Progress Reports**

Progress reports are completed 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. Parents of students who have earned grades of D or F on progress reports are advised to contact the teacher(s) concerned.

**Students are responsible for delivering the progress reports to parents. Parents must sign the report for each class; students are then responsible for returning the signed reports to the teacher.** The consequence for forging a parent's signature is suspension for a minimum of one day.

### **Midterm Exams**

Midterm exams are to be given in all classes. No student can be exempt from the midterm exam.

### **Final Exams**

Final exams are required for all students, except seniors who meet exemption criteria. Seniors taking finals must be present at the scheduled time of their final, or else they will receive a zero.

### **Final Exam Exemptions**

Seniors will be exempt from final exams if they have no grade lower than a B on any nine-weeks grading period and the midterm exam in that course. Exemptions are not permitted for semester courses.

### Grading System

	<b>REGULAR COURSES</b>	<b>HONORS COURSES</b>	<b>DESCRIPTION</b>	<b>QUALITY POINTS</b>
<b>A</b>	93-100	90-100	Excellent	4
<b>B</b>	86-92	80-89	Above Average	3
<b>C</b>	77-85	70-79	Average	2
<b>D</b>	70-76	60-69	Below Average, Passing	1
<b>F</b>	Below 70	Below 60	Failing Work	0
<b>INC</b>			Incomplete Work	0

### 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 the four nine-weeks, midterm exam, and the final exam. The midterm and final each count for one-half a nine weeks. Together, they will 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.

### Class Rankings

Holy Savior Menard does not report class rank. Grade distributions are available to colleges upon request through the guidance department.

### College Credit

Qualified students taking courses at the college level (excluding remedial courses) in the areas of English, math, science, social studies, and foreign language will receive credit on the high school transcript as Pass/Fail (P/F). One half credit will be granted for each three hour college course. No credit will be granted for remedial courses. College credit obtained during high school must meet the requirements of the Louisiana State Department of Education Nonpublic Bulletin 741.

College courses offered at Holy Savior Menard's campus through dual enrollment will be listed on the high school transcript as such.

Students are responsible for sending the college transcript to either HSM or to the colleges they are entering following graduation from HSM.

## Credit Earned

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

# JUNIOR HIGH PROGRAM

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## Junior High Status and Promotions

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, science) during the regular school session. \*\*Note also that two minors equal one major subject.
- Pass four of five major subjects and all minor subjects during the regular school session and attend summer school for the subject failed, or receive thirty hours of remediation with a certified tutoring program in the subject failed. Proof of a passing grade in summer school or proof of thirty hours of remediation must be presented to the guidance counselor before the first day of school in order to be placed in the next grade level.

If a student is retained (by failing two major subjects or one major and two minor subjects), the student will repeat the entire grade level. Exceptions to the promotion/retention policy, or circumstances other than those given, are under the authority of the School Building Level Committee (SBLC).

## Jr. High Course Requirements

### 7<sup>th</sup> Grade

Religion 7  
 Math 7 or Math 7 (H)  
 English 7 or English 7 (H)  
 Science 7 or Science 7 (H)  
 Physical Education 7  
 Reading 7/AR  
 Louisiana History

### 8<sup>th</sup> Grade

Religion 8  
 Pre-Algebra or Algebra I (H)\*  
 English 8 or English 8 (H)  
 Science 8 or Physical Science (H)\*  
 Physical Education 8  
 Reading 8/AR  
 American Studies  
 Electives\*\*: Spanish I\*  
                                 French I\*  
                                 Art I\*

\* High school credit given

\*\*Available to students qualified for English 8 (H)

**Placement in honors courses is based on standardized test scores and report card.**

# HIGH SCHOOL PROGRAM

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To graduate from Holy Savior Menard, students must earn a minimum of 23 units in the increments specified for each year. (Beginning with the Class of 2012, 24 units are required). The student must earn 7 units each year for the first 3 years, and either 6 or 7 units the 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 the 10th grade: 6 credits
- Promotion to 11th grade: 12 credits
- Promotion to 12th grade: 17 credits.

Any student who fails a required English or math course must make it up in summer school. Holy Savior Menard will only accept summer school credit from programs accredited through the Louisiana State Department of Education. Information on summer school is available through the Guidance Department.

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

English I, II, III, IV	4
Algebra I, Geometry, Algebra II	3
Physical Science, Biology, Chemistry	3
Civics, American History, World History	3
* Religion I, II, III, IV	4
Physical Education, I, II	2
Electives	7
<b>Total</b>	<b>26</b>

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

*For the class of 2012, a total of 27 credits will be required, adding a fourth math requirement.*

**Louisiana Board of Regents  
Scholar Certificate**

Same as TOPS Core Curriculum  
Refer to Louisiana TOPS Program Listings

\*Note: Students are required to have a minimum overall cumulative GPA of 3.5 on an unweighted 4.0 scale after 7 semesters to qualify for the certificate of recognition.

**Board of Elementary and Secondary Education  
Diocesan Diploma**

English I, II, III, IV	4
Mathematics	3
Choose from the following and may include a maximum of 2 entry level courses (designated by E): Introductory Algebra/Geometry (E), Algebra I- Part I (E), Algebra I- Part 2, Integrated Math I (E), Integrated Math II, Integrated Math III, Algebra I (E), Geometry, Algebra II, Financial Math, Advanced Math I, Advanced Math II, Pre-Calculus, Calculus, Probability and Statistics, and Discrete Math.	
Biology and two of the following:	3
Physical Science or Integrated Science (but not both), Chemistry I, Physics I, or Physics of Technology I; 1 unit from Aerospace Science, Biology II, Chemistry II, Earth Science, Environmental Science, Physics II, Physics of Technology II, Agriscience I, Agriscience II, or any other course not already taken from the Physical Science cluster, or a locally designed elective.	
American History, Civics, and one of the following:	3
World History, World Geography, or Western Civilization	
Health and Physical Education	2
A maximum of 4 units may be used toward graduation.	
Electives	8
<b>Total</b>	<b>23</b>

*For the class of 2012, a total of 24 credits will be required, adding a fourth math requirement.*

## **LOUISIANA TOPS PROGRAM**

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### **Louisiana Tuition Opportunity Programs for Students**

Louisiana Tuition Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. TOPS has four components, three of which are available to students, one for teachers.

### How and When to Apply

Students must apply for all TOPS awards by submitting the Free Application for Federal Student Aid (FAFSA), which corresponds to the year they plan to enroll in a post-secondary school. The state deadline is published in the FAFSA. The FAFSA can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA form must then be filed annually to be received by the state deadline of July 1.

### TOPS Core Curriculum

All the TOPS awards require 17.5 units of high school course work, constituting a core curriculum as follows:

English I, II, III, IV	4
Algebra I (1 unit), or Applied Algebra 1A and 1B (2 units)	1
Algebra II	1
Geometry, Trigonometry, Calculus, or an approved advanced math substitute	1
Biology I	1
Chemistry I	1
Earth Science, Environmental Science, Physical Science, Biology II, Chemistry II, Physics, Physics II, or Physics for Technology (1 unit)	1
American History	1
World History, Western Civilization or World Geography	1
Civics and Free Enterprise (combined) or Civics (1 unit)	1
Fine Arts Survey	1
(or substitute two units of performance courses in Music, Dance, and/or Theater; or substitute two units of Visual Art; or substitute two units of Studio Art; or substitute one unit of an elective from among the other subjects listed in this core curriculum)	
Foreign Language (2 units in the same language)	2
Computer Science, Computer Literacy or Business Computer Applications	0.5
(or substitute at least 1/2 unit of an elective course related to computers approved by the State Board of Elementary and Secondary Education or 1/2 unit as an elective from among the other subjects listed in this core curriculum)	
Additional Math or Science course from the following: Geometry, Calculus, Pre-Calculus, Advanced Math, or Biology II, Physics, or Chemistry II	1
<b>Total Units</b>	<b>17.5</b>

**This information is subject to change, especially for the Class of 2012.** For the most up-to-date information, please contact the Louisiana Office of Student Financial Assistance at 1-800-259-5626, Ext 1012, or visit their website at [www.osfa.state.la.us](http://www.osfa.state.la.us).

### TOPS AWARD LEVELS

<b>ELIGIBILITY REQUIREMENTS</b>	<b>OPPORTUNITY AWARD</b>	<b>PERFORMANCE AWARD</b>	<b>HONORS AWARD</b>
<b>High School Core GPA</b>	2.50	3.00	3.00
<b>Core Units</b>	17.5	17.5	17.5
<b>ACT Composite* (or SAT Equivalent)</b>	20	23	27
<b>Must enroll</b>	As a first-time freshman, by the 1 <sup>st</sup> semester following the 1 <sup>st</sup> anniversary of high school graduation		
<b>Eligible Institutions</b>	Public, Technical & LAICU institutions		
<b>Maximum Award Public Colleges</b>	Tuition and certain fees	Tuition and certain fees plus \$400 annually	Tuition and certain fees plus \$800 annually
<b>Maximum Award Private Colleges</b>	Weighted average tuition of public colleges	Weighted average tuition of public colleges plus \$400 annually	Weighted average tuition of public colleges plus \$800 annually
<b>College GPA, End of Academic Year</b>	2.30 first year 2.50 all other years Maintain steady academic progress of all other terms (2.00 Cumulative GPA)	3.00 each year Maintain steady academic progress of all other terms (2.00 Cumulative GPA)	3.00 each year Maintain steady academic progress of all other terms (2.00 Cumulative GPA)
<b>Hours Earned</b>	24 hours each academic year		
<b>Reinstatement Upon Attainment Of Required GPA</b>	Yes	Yes, but reinstated as Opportunity Award	Yes, but reinstated as Opportunity Award
<b>Award Limits</b>	4 years or 8 semesters		

\*Must be achieved on or before the April national test date in the year of high school graduation to receive 8 semesters of tuition. If the required ACT score is obtained on the June test date, the student will qualify for 7 semesters of tuition.

The TOPS Tech Award requires a 2.5 GPA, 17 core units, and a 17 on the ACT or equivalent. For more information on this category, contact the LA Office of Student Financial Assistance at 1-800-259-5626, ext. 1012.

## CONDUCT and DISCIPLINE

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While discipline does not appear as a subject, it underlies the whole educational structure, for it is the training that develops self-control, character formation, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Helping students to develop self-discipline and to conduct themselves in an acceptable manner is a major behavioral objective of Holy Savior Menard.

In general, the assistant principal handles issues of student conduct and discipline. In his absence, the principal becomes the primary person.

## BEHAVIOR POLICY

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Holy Savior Menard'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, Holy Savior Menard 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.

Students must behave in a manner consistent with their status as members of the Holy Savior Menard community. Student conduct includes the following:

- practicing common courtesy at all times
- meeting the personal and academic needs of the student as well as those of his/her classmates
- advancing the educational processes in general
- supporting the good name, reputation, and integrity of Holy Savior Menard.

**Special Note:** It is not the desire of Holy Savior Menard to prescribe what limits or freedoms parents may specify for their sons' and daughters' behavior. There are times and places in which the behavior of students reflects on Holy Savior Menard. In such cases, student behavior is definitely in the province of Holy Savior Menard, and the school's policy will be administered judicially and rigorously by the school administration.

## CONDUCT ON CAMPUS

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### Academic Integrity

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

- First offense: "0" for said assignment and a conference with the assistant principal
- Second offense: "0" for said assignment, one day out of school suspension, and a conference with the parent(s)/guardian(s)

- Third offense: same as second offense. The student will be recommended for dismissal.

### **Announcements**

Daily announcements are an important part of the school's communication effort. Each day, announcements are broadcasted over the school's public address system. Any message to be included in announcements must first be approved by a faculty member. Students are expected to give full attention to any announcement(s) given over the public address system.

### **Assemblies and School Functions**

At all times, students must conduct themselves appropriately and in a manner befitting Christian students. The following is exemplary but not exclusive of such behavior: being sensitive to the needs of others, being cooperative with those in authority, and furthering the mission of Holy Savior Menard. Detentions will be given to students for unacceptable behavior at school functions.

### **Books**

Students are responsible for any of their textbooks and library books that are lost, damaged, or stolen. State and rented textbooks must have protective covers in place at all times. Books must be returned in order for a student to take his/her final exam. Students who do not return the text on the day of the final will not be allowed to take the final.

### **Boundaries and Decorum**

A student is permitted in the mall area and the area between the school and the gym before school, during lunch periods, and other unassigned times. During these times, no student is permitted in the following areas: the parking lot, the gym, the track area, the tennis courts and beyond, the baseball and softball fields behind the school, between the school and the gravel access road, or the school hallways unless to attend school functions and meetings or to meet with teachers between classes and after school.

In the hallways and stairwell, students are to walk without pushing, punching, or shoving others. Unnecessary noise will not be tolerated.

### **Cafeteria**

Students are to conduct themselves appropriately modeling good manners to help make the cafeteria a pleasant place by observing these procedures and rules:

- Enter the lunch line at its end; students may not cut in the service line
- Have lunch card ready to present to the lunch card taker
- Clear and clean up eating spaces before leaving the tables (not just the cafeteria)
- Scrape out all food remaining in trays, place utensils in designated areas, and stack trays neatly
- Consume or dispose of all food and beverages before leaving the cafeteria.

### **Calls/Messages**

During regular school hours, students may not take or receive telephone calls (traditional or cell), except in emergency circumstances and only with the permission of the administration. Students may not use office phones for personal calls.

Parents are asked to refrain from calling the school office to leave messages for students. **Only emergency messages from parents will be delivered.**

### **CD Players, Radios, Tape Players**

Personal radios, CD players, MP3s, iPods (including those with headsets) or laser pointers, etc., are **not** permitted in the building at any time. These items will be confiscated and returned at the discretion of the administration. A detention will also be issued.

### **Cell Phone Policy**

Student use of cell phones is prohibited anywhere on campus from his/her arrival until 3 pm and then, after 3 pm, limited to use outside school buildings. Cell phones must be left in cars or **turned off** and kept in the student's locker or book sack. (Phones are not to be kept in pockets!) If a student's phone is heard ringing (or otherwise making noise) while in a locker or book sack, the following will occur:

- The student will receive a detention and the phone will be confiscated and sent to the main office. Parents may pick up the phone the next school day.

If a student's phone is seen outside a locker or book sack (for any reason), the following will occur:

- First Offense: The student will receive a one-day, in-school suspension, and the phone will be confiscated and sent to the main office. Parents may pick up the phone the next school day.
- Second Offense: The student will receive a one-day, out-of-school suspension, and the phone will be confiscated and sent to the main office for a twenty-four hour period. Parents may pick up the phone at the end of the confiscation period.
- Third Offense: The student will receive a one-day, out-of-school suspension, and the phone will be confiscated and sent to the main office for a seven-day period. Parents may pick up the phone at the end of the confiscation period.

### **Change of Address**

A student or parent must inform the school of permanent address and/or telephone number changes during the school year.

### **Club Meetings**

Club meetings are usually held at 7:20 or 7:30 on weekday mornings. Each club is responsible for notifying its members of specific times and dates of meetings. Faculty members must be present at all club meetings.

### **Copy Machines**

Students are not allowed access to the copy machines in the school office. Copies will be made for students in the library and the PC Student Lab. The cost is \$0.15 per page.

### **Cutting Class**

Cutting class (partial truancy) is missing class without the permission of the teacher or the administration and makes a student subject to corrective action. The student will be given an in-school suspension.

### **Damage to Property**

A student is expected to use the building, furnishings, and equipment only for the purposes intended. A student, who by his/her action causes damage to school property, is obligated to replace that property. Any willful act of vandalism against school property, the property of another school or the property of a member of the faculty, staff or student body, on or off campus, may result in severe corrective action including dismissal.

### **Disruptive Students**

If a student's disruptive behavior in a class results in the student's being put out of the class, the student must report with the Disciplinary Referral Form immediately to the assistant principal's office. The student will not be permitted to return to class for the rest of that class period. Any work missed may or may not be made up depending on the offense.

### **Distribution of Printed Matter**

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.

### **Fire Drills**

Fire drills are required by law and are an important safety factor. It is essential that everyone obey promptly when the first signal is given. Students are to be ready to follow orders given by their teachers or given over the public address system. Students should be familiar with prescribed routes for fire drills.

### **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.

## **Harassment**

Each person at Holy Savior Menard has a right to his or her own dignity. Thus, anyone who harasses or demeans another person will be subject to appropriate corrective action.

Sexual harassment refers to behavior that is not welcome, personally offensive, fails to respect the rights of others, lowers morale, and, therefore, interferes with a student's right to be at school. Sexual harassment may take different forms and includes, but is not limited to:

- Verbal: Sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, threats
- Non-verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures
- Physical: Unwanted physical contact, including touching, pinching, brushing the body, or pushing.

Whatever form it takes, sexual harassment is insulting and demeaning to the recipient and will not be tolerated. Violations of this policy may result in disciplinary action up to and including dismissal from Holy Savior Menard.

## **Homework**

Homework is a necessary part of the educational process. Consequently, students must satisfactorily complete all homework assignments, including reading and studying, as well as written assignments. Copying another student's written work not only defeats the educational process, but also constitutes cheating. Failure to do homework will result in academic consequences. Students will 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.

## **Illness**

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

## **Insurance**

As an administrative service, Holy Savior Menard 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. Forms for filing claims are available in the school office.

## **Laptops**

Student laptops are permitted, but may only be used with teacher permission for school related activities. A wireless network is available. Inappropriate use will result in the student's losing

the privilege of bringing the laptop, as well as disciplinary action as assigned by the administration.

### **Lockers**

Homeroom teachers give student locker assignments at the beginning of each school year. 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 be locked at all times. The school will not be liable for any losses that the student may incur.

### **Make-up Class Work**

Make-up work is allowed for excused absences for full credit. Make-up work is completed outside of regular class time. It is the responsibility of the student to find out what class work was missed, to find out what homework assignments were missed, to complete the work as soon as possible, and to schedule make-up sessions with teachers; otherwise, the permanent grade for the work becomes a zero.

**For a one-day absence, a student has a maximum of three days to complete the work missed.**

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 RenWeb for assignments; however, they must verify make-up information with the teacher.

The student, immediately upon return from absence, must make arrangements for make-up work. (Exceptions may be made for extended absence by special arrangement with the teachers.)

### **Make-up Tests**

Tests missed during absences must be taken as soon as possible after the student returns to school.

### **Married Student**

Individuals who are married may not enroll in or attend Holy Savior Menard High School without prior and special approval.

### Mass

Mass is held in the school gym each Wednesday at 8:00 a.m. Attendance at Mass is a curriculum requirement for all students enrolled at Holy Savior Menard. Student behavior at Mass must be beyond reproach. Parents are cordially invited to attend Mass with the HSM student body.

### Medication

The Catholic Schools Office of the Diocese of Alexandria has directed that, ordinarily, school personnel will not administer medication (prescription or non-prescription) to students. If a student's health necessitates taking a prescription drug, the parent or guardian must submit an order from a LA-licensed physician or dentist, as well as a letter of request and authorization from the parent or guardian clearly indicating the student's name, instructions for dosage, and frequency. **No medication shall be administered to any student unless it is provided to the school in the original container.** It should be understood that administering any medication is the exception, rather than the rule, and should be a rare occurrence.

### Parking

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 15. 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 is allowed to 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. A designated area is reserved for senior parking; a designated area is reserved for handicapped parking. Students are not to park in these designated areas. Students may lose their parking privileges for repeated violations and/or dangerous driving.

If a student violates a parking or speeding regulation, he/she will be given a ticket by the SRO. The ticket must be signed and returned to the SRO. After three such violations, a student will be suspended for sixty days from driving or parking on campus. Other disciplinary action may be taken.

### Planners for Junior High Students

A Holy Savior Menard planner will be issued to all Menard Junior High students at the beginning of each school year. Junior high students are required to have and use these books in all classes each day. Students without planners earn classroom consequences determined by the teacher. Students who are repeatedly without the planners will be reported to the principal. Replacement cost of the planner is \$5.00.

## **Pregnancy**

Present diocesan policies state the following:

Pregnant students should be allowed to remain in school until such time as it is necessary to withdraw upon the advice of the counselor, the student's physician, or the school administrator. The final decision is to be that of the school administrator. Upon withdrawal from the school by the student, some arrangements should be made with the student for her continued education if she so desires.

During attendance at school, the student who is pregnant is to furnish periodic medical reports stating that she will suffer no ill effects from school attendance. She is to receive no special consideration, is to be disciplined as any other student, and is expected to be discreet in conversing about her condition with other students. Such a student may be asked to withdraw from physical education classes. She may not participate in certain extra-curricular activities for a period of time to be determined by the school principal. Her parents must furnish a written statement relieving the school and the school system of any responsibility for her physical or general welfare.

At the time of postpartum, a student may be permitted to return to school upon the decision of the administrator after furnishing a written statement from (1) the physician certifying she is physically able to return and (2) the parents relieving the school of any responsibility in regard to health and general welfare of their daughter.

## **School 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 will be 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. Menard does not hold itself responsible for any lost or stolen articles. If any articles are lost or missing, students should check with the SRO downstairs for the lost and found items.

## **Smoking and Drug Policy**

Holy Savior Menard 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 35.)

### **Visitors**

All visitors must report to the front office. A student must not invite or bring visitors to the campus without the permission of the principal, and if applicable, the teacher(s).

## **AREAS OF SPECIAL CONCERN**\_\_\_\_\_

### **Care for School Grounds**

Holy Savior Menard is a student's home away from home. Please take care of the school grounds. This means do not litter inside or outside any school buildings, do not drive automobiles on anything other than the school roads, and do not spit items such as sunflower seeds on the school premises. Taking care of the school is very important.

### **Disrespect**

Disrespectful behavior toward any legitimate authority will not be tolerated. Disrespectful behavior toward a teacher or any member of the staff will result in disciplinary action, including suspension and even dismissal.

### **Drug Testing**

All students of Holy Savior Menard are subject to random drug 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, 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 strictly prohibited at all times. Anyone violating this regulation is subject to dismissal. (Please see the Contraband Control and Drug Policy at [www.holysaviormenard.com](http://www.holysaviormenard.com) under Admissions, Registration Packet).

### **Fighting**

For Holy Savior Menard students, fighting is a serious offense (on or off campus) that will result in suspension, and if serious enough, even dismissal. Fighting is defined as an act of physical aggression resorted to when alternatives are available for avoiding such an act.

### **Inappropriate Objects on Campus**

Fireworks, water guns, stink bombs, matches, lighters, and similar objects that serve no purpose at school must not be brought onto the campus (including the parking lot). Bringing such objects onto the campus can result in corrective action, including suspension or dismissal. In addition, any objects in question are subject to confiscation by the school.

### **PDA**

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

### **Smoking and Tobacco Products**

Smoking or the use of smokeless tobacco by a student is strictly prohibited at all times on the school property and the area immediately adjacent to the school property. Also, use of any tobacco products is prohibited for students at all school-related functions (on or off campus). A student must not have any form of tobacco products on his/her person or in his/her locker. Anyone violating this policy is subject to suspension.

### **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. An example is the use of “strong and abusive” language. The school realizes that, with changing mores, language, once generally considered vulgar or profane, is now freely used in movies, on television, and by many people in everyday situations. Yet, in society the student must learn to moderate his/her behavior in accordance with time and place. Based on the principles and judgment of the Catholic Church and the school administration, the policy of Holy Savior Menard considers certain language as inappropriate on campus or at school-related activities. Such language is considered disrespectful and completely unacceptable.

### **Weapons**

A weapon is defined as any instrument that is used or may be used to cause grave bodily harm. No student is permitted to possess any type of weapon while on the school grounds or at any school-related function. Anyone violating this regulation is subject to suspension or dismissal. This is also Louisiana state law with very stringent consequences, including legal prosecution.

# MAJOR BEHAVIOR SANCTIONS

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## Violation Cards

One violation card is issued to each student at the beginning of each semester. Replacement cards are not issued. A student must have an official Holy Savior Menard Violation Card (VC) on his/her person at all times during the school day. Upon request for an infraction, a student must surrender the VC to any administrator, teacher, or staff member. An automatic detention is the consequence for not having the VC. Actions that merit the signing of a student's VC include, but are not limited to:

- Chewing gum
- Throwing trash
- Excessive talking (class or Mass)
- Uniform violations (fixable on the spot, e.g., shirt untucked, tie askew, unshaven, etc.)
- Wearing of unapproved outerwear
- In a hallway without a pass
- In a non-permitted area of school
- Tardy to class without an admit
- Mild PDA

VC consequences are as follows:

- Violations 1-3: Administrator, teacher, or staff member will sign and date the card and immediately return it to the student.
- Violation 4: Administrator, teacher, or staff member will sign and date the card, confiscate it, and then deliver it to the principal. A detention will be given.
- Violation 5: Administrator, teacher, or staff member will sign and date the card, confiscate it, and then deliver it to the principal. A detention will be given and a conference with parents held.
- Violation 6: Administrator, teacher, or staff member will sign and date the card, confiscate it, and then deliver it to the principal. An in-school suspension will be given and a conference with parents held.
- Violation 7: Administrator, teacher, or staff member will sign and date the card, confiscate it, and then deliver it to the principal. A second suspension will be given.

## Detentions

The school reserves the right to detain students outside school hours as a result of inappropriate behavior or other violations of the behavior policy. Actions that will merit a detention include, but are not limited to:

- Disruptive in class (after VC has been signed)
- Mild disrespect shown to a fellow student and/or teacher
- Failure to have VC when requested
- Rudeness shown during a presentation or assembly
- Visible possession of banned electronic devices on campus (excluding cell phones)
- Cell phones not turned off in either book bags or lockers

- Uniforms not fixable on the spot, e.g., no tie or belt, hair, skirt or skort too short, etc.)
- Extreme PDA

Detention will be served in the school library on Saturday morning, beginning at 8 am.

Transportation needs to be arranged. One detention will be a period of two hours (8 am to 10 am). Two detentions will be a period of four hours (8 am to 12 noon). During this period, students will either sit in silence or copy work from encyclopedic resources. If a student is late or misses a Saturday detention, he/she will receive another detention. (If that is a third detention, the student will serve an ISS, usually the following Monday).

### **In-School Suspension (ISS)**

This disciplinary action is designed to separate the student from the rest of the student body in an attempt to correct the specific behavior for which he/she is being punished. In-school suspensions will be given for:

- Cell-phone violations (discussed under “Cell Phone Policy” pg. 20 in handbook)
- Disrespect (assistant principal or principal’s discretion) shown to students, teachers, and/or staff
- Cutting class (even just one class)
- Three detentions given in one week, or a third detention given for the same infraction, or third detention not served
- Sixth signature on the student’s VC-card
- For any other serious reason as deemed by the assistant principal.

A child who receives an ISS will be separated from the student body for a full day. He/she will be monitored by the assistant principal or his designee. Teachers will provide work for the student and full credit will be received. ISS will be served as assigned by the assistant principal. *After second ISS, all other suspensions are out of school suspensions (OSS).*

### **Out-of-School Suspension (OSS)**

Out-of-school suspensions will be given for:

- Grave disrespect (assistant principal or principal’s discretion) shown to students, teachers, and/or staff
- Bullying and/or fighting
- A third ISS.

A child who receives an OSS will be sent home and **will receive “0’s” for all missed work.** The student will not be allowed to make this work up for a grade, but will receive work so as not to fall behind. OSS will be between one (1) to three (3) days. *After the fourth OSS, the child will be recommended for dismissal.*

**When a student receives a third ISS, it becomes an OSS. All suspensions from this point forward will be OSS. However, at the discretion of the assistant principal, the student who has previously served an OSS—but has not served two ISSs—may receive an ISS.**

Any child suspended (whether ISS or OSS) will also meet with the school president, Fr. Ken Roy, V.G., for a counseling session. The child who is suspended 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**

The principal has the authority to dismiss or expel any student at any time. Dismissal requires that a student withdraw immediately from Holy Savior Menard. Appeal of a dismissal may be made to the principal only. An appeal will be 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.**

## **ABSENTEEISM and TARDINESS**

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### **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 741-1.055.03**

Students are obliged to attend all classes every day school is in session and to arrive at school on time. In order to receive grades, high school students shall be in attendance a minimum of 80 days per semester or 160 days a school year for schools not operating on a semester basis. Fewer than 80 days attendance in any class in a semester (160 days a school year for schools not operating on a semester basis) may result in loss of academic credit for that course. (The classroom teacher keeps records of individual class absences.) Written notification will be sent to parents/guardians of a student whose continued absence endangers the student's progress/promotion.

Exceptions to this rule are only made for extenuating circumstances according to state policy and the determination of the administration. The school reserves the right to judge the acceptability of parental requests that involve a student's absence during the school day.

**A student cannot have more than fifteen unexcused absences for the year in any class.**  
Students 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

**Educational**—Students participating in school approved activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work. Educational trips must be approved by the principal before the trip is taken.

**Temporarily Excused**—Students shall be considered temporarily excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student’s faith, and shall be given the opportunity for make-up work.

Absences due to illness as documented by a physician’s or nurse practitioner’s statement and presented to the principal within five days of the student’s return to school shall be excused. After five school days no documentation will be accepted. “By history” excuses will not be considered. Absences are excused for medical reasons only when the student is under the active care of a physician who has performed a physical examination. Ref. (HB-158)

Attendance requirements shall be applied to every subject/course in which the student is enrolled in middle and senior high schools.

**Unexcused**—Any absence in which the student exceeds the allowed number of absences or which does not qualify as an absence of extenuating circumstances is considered unexcused.

**Suspensions**—Any absence as a result of a suspension, both ISS and OSS, will count towards the number of unexcused absences for the year.

**Bulletin 741-1.009.16** states, “Each school system may include in its calendar a provision for dismissal of senior students prior to the end of the school year.” This provision is not to exceed ten days of instructional time. Seniors at Holy Savior Menard are given this privilege during the last ten days of school.

**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. 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.**

## Extenuating Circumstances

- Extended personal, physical, or emotional illness as verified by a physician
- Extended hospital stay as verified by a physician
- Extended recuperation from an accident as verified by a physician
- Extended contagious disease as verified by a physician
- Prior school system approved travel for education
- Death in the immediate family (father, mother, sister, brother, or grandparent) not to exceed one week
- Natural catastrophe and/or disaster

- For any other extenuating circumstances, parents must make a formal appeal to the school principal. 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 make-up work or pass the course.
- Students shall not be excused to work on any job including agriculture and domestic service, even in their own homes or for their own parents or guardians.

### **Tardiness**

A student must be on time for every class. Students will be considered tardy if they are not in their classes and seats before the tardy bell rings. Students who are tardy to school must come to the office and sign in.

A student who is tardy to any class during the school day (not counting arriving late to school) will have his/her VC signed by the teacher. A student who arrives late to school, without a medical excuse will be dealt with by the assistant principal, which may result in a VC signature at the administrator's discretion. Please be mindful that the fourth signature on the VC, though not exclusively for tardies, results in a detention.

**If the student is tardy for at least half the lesson time, the tardy becomes an unexcused absence for that class.**

### **General Procedures**

**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 will obtain a class admission slip from the school office. This slip must be signed by each teacher in the classes where the absence occurred.

### **Truancy**

Truancy is absence from class or school for any portion of a period or day without proper permission from home and school and is always considered an unexcused absence.

### **Permission to Leave School**

Permission to leave school is obtained from the office. A student who wishes to leave school for any reason must be checked out by a parent.

### **Cancellation of the School Day**

In case of a general emergency in which school may be cancelled due to dangerous weather or other circumstances, Holy Savior Menard will follow the action taken by the Rapides Parish Schools. Students and their parents should use the radio or TV news reports to learn whether or not schools will open.

## 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 we are using.

- **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 will be picked up in the designated areas. At no time will students be allowed to walk across the ditch or anywhere else.**

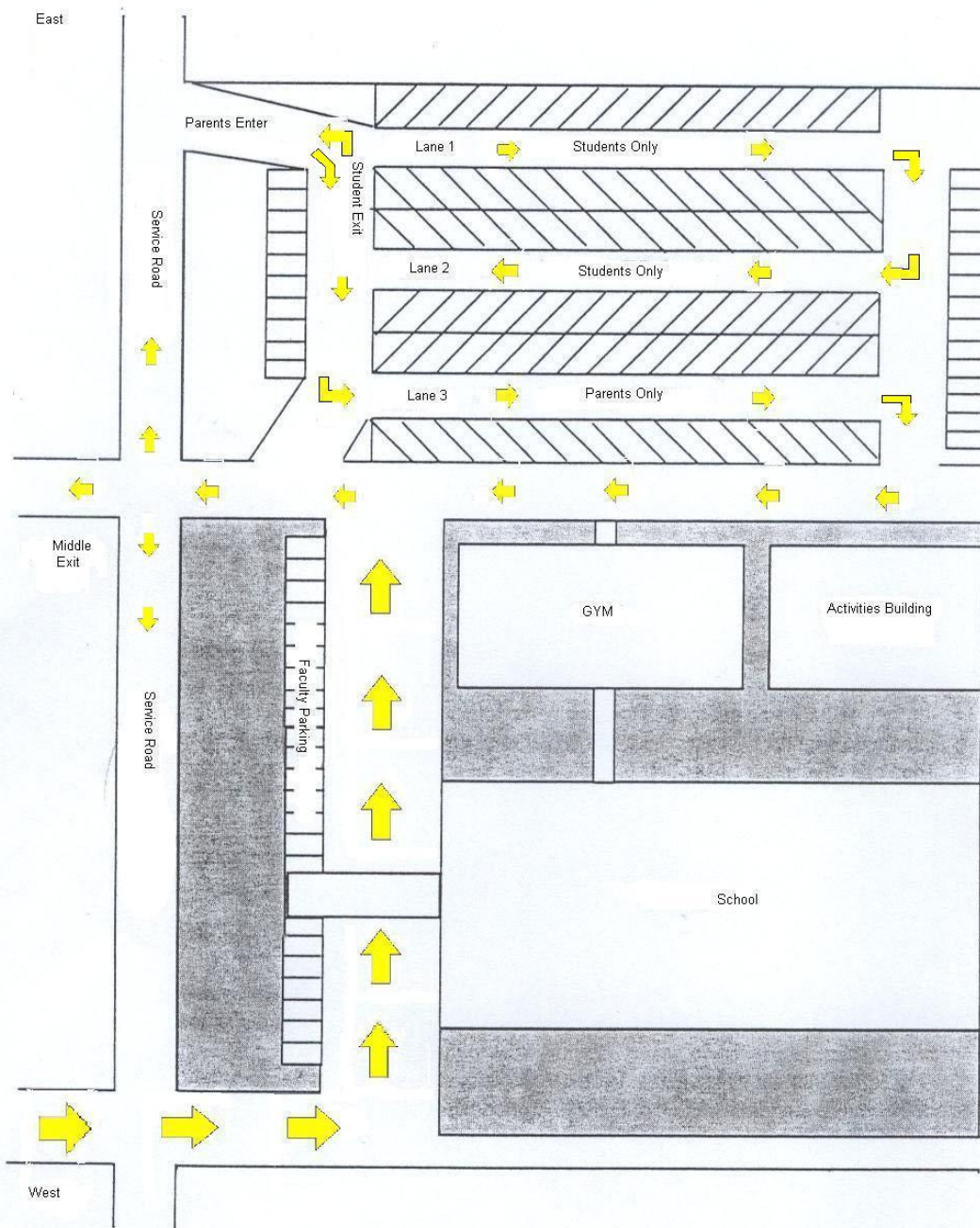
### **Pick Up by the Side of the Gym**

- Students to be picked up before 3:10 p.m. must be picked up by the gym. Drivers must follow the after school transportation map on the next page.
- When exiting from the service road into the parking lot, turn right immediately until the third lane and then turn left. (Do not try to go straight in Lane 1 when entering the parking lot because this will block students trying to get out of their parking places.) As students leave, they should exit to the right on the service road. (Students may go left if traffic allows; however, they must exit at the west entrance.)
- The first car should drive down to the driveway exiting the school to enable the loading of more cars at the same time.
- When starting down the road by the gym, stay to the left. This will allow other parents to pass on the right. Drive slowly when passing in order to avoid an accident.
- Do not pull up so close to the car in front of you that you cannot pull out and go around them.
- Once you get to the stop sign at the intersection of the driveway and the service road, if you cannot go straight because of cars ahead of you, **you must turn left or right.** (If you have to sit behind someone who refuses to go left or right, report the vehicle license number to the school office. You do not need to give your name.)
- **If you do not want to wait in line, come after 3:20 to pick up your child.**

### **Pick Up in Front of the School**

- After 3:10 p.m., all seventh and eighth graders must be picked up in front of the school.
- After 3:10 p.m., when the buses have cleared the front driveway, students may be picked up from the front of the school. If the buses have not gone by 3:10 p.m., as they should be, feel free to line up behind them. 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 buses because they are on a schedule to deliver some students to other schools to catch buses.
- If you should arrive at Holy Savior Menard before 3:10 p.m., feel free to park on the service road and enter when the first bus starts to leave.
- The first car should pull down **past** the front office doors of the school—at least to the sign. This will enable the loading/unloading of seven to ten cars at a time rather than only three or four.

# After School Transportation Map



# UNIFORMS and GROOMING

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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. In general, clothing and personal grooming should be such as to suggest the serious minded Christian student. Students should wear the school uniform properly and proudly at all times.

**All uniform items (except shoes) are to be purchased through *Caplans*.** If a student still has the School Time/Young Fashions issue items, they may wear them this year. Sport sweatshirts that are NEW issue (2008-09) navy blue, white, or forest green will be allowed ONLY for this school year. In 2009-2010 uniform athletic sweatshirts will be implemented.

## Female Students

**Shoes:** Shoes must be a solid dark brown (no suede) flat style. Choices can be found on the school website. Socks are required at all times. Brown shoelaces are to be tied at all times.

**Socks:** Socks, hose, or tights should be solid navy blue, dark forest green, or white, without emblems or name brand insignia. They must be crew length or higher and clearly visible above the shoe at all times. Students may wear the new issue “Menard” ankle sock available at *Caplans*.

**Skirt:** Uniform plaid skirt purchased from *Caplans*. The skirt length should be no shorter than two inches from the back of the knee. Due to student growth patterns, skirts should be checked throughout the year.

**Skort:** Uniform plaid skort in styles purchased from *Caplans*. The skort length should be no shorter than two inches from the back of the knee. Due to student growth patterns, skorts should be checked throughout the year.

**Pants:** Only the classic fit, pleated uniform khaki pants from *Caplans* are allowed. Pants must be worn properly on the waist with a solid brown belt.

**Capris:** Capri pants from *Caplans* are allowed. Capris must be worn properly on the waist with a solid brown belt.

**Walking Shorts:** Only the classic fit, uniform plaid shorts from *Caplans* are allowed. Shorts must be worn properly on the waist and must reach the top of the knee. Shorts may be worn only during the first and fourth nine weeks. Shorts must be undefiled.

**Belts:** Dark brown without ornamentation. Belts must be worn at all times when wearing the capris or pants.

**Shirt (High School):** White, oxford cloth, button-down collar, short or long sleeve (no emblem or monogram), purchased only from *Caplans*. Shirts must be tucked in; all buttons except top button must be buttoned. All undershirts 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 *Caplans*. Shirts must be tucked in; all buttons

except the top button must be buttoned. All undershirts must be solid white with no writing or graphics.

**Sweaters:** Navy blue or forest green sweaters or sweater vests purchased only from *Caplans*.

**Sweatshirts:** Only forest green sweatshirts with the Holy Savior Menard crest purchased from *Caplans* are allowed. New athletic sweatshirts may also be worn by students.

**Coats:** Only Holy Savior Menard letter jackets are allowed to be worn between 7:50 am and 3pm.

**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. Gym shoes (no specific type) are necessary.

### **Male Students**

**Shoes:** Shoes must be a solid dark brown (no suede). Style choices, including topsider, are found on the school website. Socks are required at all times. Brown shoelaces are to be tied at all times.

**Socks:** Solid dark brown, navy blue, or white socks without emblems or name brand insignia. They must be crew length or higher and clearly visible above the shoe at all times. Students may wear the new issue “Menard” ankle sock available at *Caplans*.

**Pants:** Only the classic fit, uniform khaki pants from *Caplans* are allowed. Pants must be worn properly on the waist with a solid brown belt. Pants must be unfiled.

**Walking Shorts:** Only the classic fit, uniform khaki shorts from *Caplans* are allowed. Shorts must be worn properly on the waist with a solid brown belt. Shorts may be worn only during the first and fourth nine weeks. Shorts must be unfiled.

**Belts:** Belts should be dark brown without ornamentation and must be worn at all times. No large buckles allowed.

**Shirt (High School):** (1) First and fourth nine weeks—yellow golf shirt with school crest purchased from *Caplans*. Shirt must be tucked in with all buttons, except the top button, buttoned at all times. (2) Second and third nine weeks—white, oxford cloth, button-down collar, short or long sleeve (no emblem or monogram), purchased from *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 *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:** A school tie, properly tied, is required with the white oxford shirt. The tie must be purchased from *Caplans*. If worn with a sweater or sweater vest, the tie must be worn under the sweater.

**Sweatshirts:** Only forest green sweatshirt with the Holy Savior Menard crest purchased from *Caplans* may be worn. New issue athletic sweatshirts may also be worn by students.

**Sweaters:** Only navy blue or forest green sweaters or sweater vests purchased only from *Caplans* are allowed.

**Coats:** Only Holy Savior Menard letter jackets are allowed to be worn between 7:50 am and 3pm.

**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. Faces must be clean-shaven. No beards or mustaches are allowed. *Unshaven gentlemen: This is a VC violation; however, they will be sent down to the office to shave at that moment. Any missed work must be made up by the student.*

**Jewelry:** No earrings or body jewelry is allowed. No jewelry is permitted with the exception of finger rings, watches, and a single piece of religious jewelry.

**PE Uniform:** PE uniforms must be purchased from the physical education teacher. Gym shoes (no specific type) are necessary.

### **Guidelines for Dress-Down Days**

Dress-down days are privileges occasionally granted to students at the discretion of the administration.

The administration will provide specific guidelines prior to each dress-down day. In general, these days allow students to wear blue jeans with a themed shirt and closed toe shoes. Failure to follow the guidelines provided by the administration will result in an automatic detention, and the student will forfeit all future dress down 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 undefiled.**

At no time may students wear shorts (other than the uniform shorts), short skirts (no shorter than two inches above the knee when measured from the back of the knee), low riding 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.

Students who violate the dress-down uniform privilege will lose dress-down privileges for the remainder of the school year.

## **CAMPUS MINISTRY**

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### **Liturgies**

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, where no talking is allowed.

Halfway through the Mass, the priest distributes the Holy Eucharist. Only Catholics in the state of grace are allowed to receive Communion. If, however, a non-Catholic would like to walk in the line and receive a blessing from the priest, he/she should stand in line until reaching the priest. The person then crosses his/her arms over the chest, and the priest imparts a blessing. The person then walks back to his/her seat. All students (for flow) are to come forward.

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

### **Prayer**

Prayer is an integrated part of campus life. Each day and each class starts with prayer.

### **Reconciliation**

Several times a year, the opportunity to participate in the sacrament of reconciliation are made available to students.

### **Retreats**

Students are given the opportunity to experience one-day retreats with their particular class. Traditionally, these retreats are conducted at the Maryhill Renewal Center in Pineville, LA.

### **Menard Apostles for Christ (MAC Team)**

The MAC team is a group of seniors who have heard the call to minister to their peers. Ministers are selected following a discernment process at the end of the junior year. To be considered for the MAC team, students apply at the end of their junior year, and they must have received credit for all religion courses taken at Holy Savior Menard. Students are then selected through a process of teacher and peer evaluations, as well as prayer and discernment by the selection committee. Those who are selected are then expected to uphold certain Christian standards and values, be willing to follow all instructions found in the Holy Savior Menard handbook, and actively participate in their Christian faith. While Holy Savior Menard is a Roman Catholic institution, we recognize that not all students who attend Holy Savior Menard are Roman

Catholic. Students of other Christian denominations have the opportunity to apply for the MAC Team as well.

Ministers receive training in small-group leadership, communication techniques, and other ministry skills. Retreat ministers conduct the retreats for the seventh to eleventh grades. Eucharistic ministers assist in the planning of liturgies and distribute the Holy Eucharist at Mass. Music ministers sing at the weekly Masses and other events. Prayer ministers form a prayer community bonded by weekly meetings of prayer and fellowship.

### **Menard Outreach Experience (M.O.R.E.)**

The M.O.R.E. project allows for the student to participate in a form of service needed within the community. Holy Savior Menard, in its Catholic tradition, seeks to allow the student to better understand the mission of Jesus Christ. In reaching out, the student not only sees the value of service that the community benefits, but it also allows the student to grow spiritually because he or she is able to reflect on serving as Christ served. Every junior high and high school student is required to participate in the M.O.R.E. project by completing service hours each semester through his/her religion class.

### **Religion Department**

The Religion Department strives to blend religious studies and the dynamics of human development, encouraging students to undertake the lifelong search for ultimate values and personal growth. Service to others, especially those in need, is stressed at every level.

## **LIBRARY INFORMATION**

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**Active study and exploration** of all the resources in the library is encouraged. The library's goal is to support the curriculum of Holy Savior Menard High School. To do so the library attempts to provide access to current, adequate, and appropriate information resources. The library includes extensive networked computer resources, an electronic card catalog, and serial resources.

The **mission** of the library media program is to ensure that students and staff are effective users of ideas and information.

This mission is accomplished by providing intellectual and physical access to materials in all formats and instruction to foster competence and stimulate interest in reading.

### **Resources**

- In print: books and magazines
- Electronic: Library Card Catalog, informational databases, Internet resources, and encyclopedias
- Word processing, database/spreadsheets, publication, and presentation software
- Equipment: phonographs, slide projectors, computers, TVs, VCRs, DVD players, overhead projectors, and LCD projectors
- Multimedia: an extensive video collection

## Procedures

To keep the Holy Savior Menard library running smoothly:

- Regular book checkout period is two weeks. Books may be renewed for another two-week period. (**Exception: Reference books may not be checked out.**)
- Periodicals and videotapes may be checked out for five days.
- Students with overdue materials cannot check out any other library materials. School records will be held if a student has outstanding fines or checkouts.
- Library fines: \$0.05 per day for regular books.
- Overdue notices will be handed out periodically as a reminder that library materials are overdue.
- Students may check out a total of three items at the same time, but only one AR book per checkout.
- Students are responsible for the replacement cost of all lost/damaged library materials.
- The library is available for students before and after school, during breaks, and both lunch periods. Please allow ample time for library checkouts so as not to be late for class. The librarian **will not** give admits to class.

## Copies

The librarian will photocopy pages from notes, reference books, and other non-circulating library materials. Cost is \$0.15 per sheet. A student is financially responsible for any copies requested.

### **The following rules are in addition to other school rules for behavior.**

- Speak quietly and behave in a manner consistent with study. Be considerate of others.
- A library pass signed by a teacher is required to use the library during class time.
- Put materials back in their proper places after using them.
- Students should not bring food, candy or drinks into the library.
- Students should come into the library in an orderly manner and speak softly.
- Students are to leave book bags by the bulletin board.
- Students should share resources—computers, reference tools, etc.
- All items taken from the library must be checked out. Students must have a library card to check out any library materials.
- Library cards are issued to students at the beginning of the school year. They are taken up at the end of the school year. A lost card should be replaced. The replacement cost is \$2.00.
- Students should be engaged in constructive work (homework, browsing, reading, using the computers, etc.).
- Students should respect people and respect property.
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## Computer Usage

- The computers are to be used for educational purposes. They should not be used for entertainment.
- The library printers are not to be used for printing homework assignments or information from Internet sites.

- Printers are to be used only when students are working as a class with the classroom teacher present. These computers cannot be used by religion classes because they are funded by the state.
- Students may not enter any chat rooms or student blogs.
- Students are not to use auction sites.
- Students are not to go to any game sites.
- Students should not go to any inappropriate sites.
- Instant messenger is not allowed in the library.
- Students must have flash drives scanned before using them.
- Students should not make any changes to the computer; doing so will result in disciplinary action and loss of computer use privileges.

## **LUNCH PROGRAM**

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Holy Savior Menard serves nutritious meals every day that school is in session. Students who wish to eat in the cafeteria on a regular basis may purchase a \$25 lunch card that is good for ten lunches. Students must purchase the cards from the lunchroom supervisor in the morning before school (not during the lunch period). Students may also pay cash on a daily basis, but charging is not allowed.

Lunch prices for the cafeteria are as follows:

Teachers	\$3.50
Grades 7-12	\$2.50
Reduced Prices	\$0.40
Parents, visitors	\$4.00

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

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

Students are allowed to bring their own lunch to school. Food wrappers that are labeled and marked are NOT permitted in the cafeteria, though students may eat lunches brought from home in the cafeteria if they so choose.

Students may not have lunches delivered to school. Meals brought or delivered to school will be confiscated and discarded. Parents will be notified.

### **Reduced Price Lunch Plan and Free Lunches**

At the beginning of the year, each student receives an application for a Reduced Price Lunch Plan. Those who qualify (based on parent incomes) will be 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

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Computers are located in six 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
- 22 IBM compatible multimedia computers
- 2 laser printers
- Internet available on all computers
- Operating System: Windows XP
- Programs: MS Word, MS Excel, MS Access, MS PowerPoint, MS Publisher, Mavis Beacon
- 1 SmartBoard, 1 LCD projector, 1 wireless slate

### **PC Writing Lab Room 307**

- For student and teacher word-processing use. (Mobile Cart)
- 30 HP laptop computers
- 1 laser printer
- Internet is available
- Operating System: Windows XP Home
- Programs: Open Office Suite

### **Macintosh Classroom Lab Room 309**

- For classroom and desktop publishing use.
- 12 Macintosh eMac Computers
- 1 laser printer
- Internet available on 10 computers
- Operating System: OSX
- Programs: MS Word, PageMaker 6.5, Freehand 3.0, Photoshop 3.0, iMovie

### **PC Library Lab Library**

- For student and teacher research use
- 18 IBM compatible multimedia computers
- 2 laser printers
- 1 Windows NT server
- Internet available on all computers
- Operating System: Windows XP, Windows 2000
- Programs: MS Word, MS Excel, MS PowerPoint, MS Publisher, Adobe PageMaker, AR

### **PC Student Lab Room 401**

- For student and teacher research and application use in every class (including religion)
- 30 IBM compatible multimedia computers/1 network copy machine
- Operating System: Windows XP
- Programs: MS Word, MS Excel, MS Access, MS PowerPoint, Geometer's Sketchpad
- Internet available on all computers

### **Student Wireless Network**

A wireless network is available for student use on campus. The same computer rules apply as for library usage.

### **Classrooms**

All teachers have at least one IBM compatible laptop multimedia computer in the classroom to use for integrating technology in the lessons taught. These computers also have internet access.

### **Video Projectors**

8 LCD video projectors are available with computers on carts for classroom use.  
 1 LCD mounted projector, 1 SmartBoard, 1 wireless slate, 1 set interactive response panels  
 Room 408 - 1 mobile SmartBoard for teacher use  
 Media Room - 1 LCD projector, 1 SmartBoard, 1 Windows XP laptop

## **INTERNET USE AGREEMENT** \_\_\_\_\_

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

Holy Savior Menard Central High School 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 would be liable. HSMCHS 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**

1. **Acceptable Use:** The purpose of using the Internet at HSMCHS 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 HSMCHS.
2. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.
3. **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 Holy Savior Menard Central High School when you are on-line. In your messages, always use language that is appropriate and respectful.
  - 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 for 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 other people's mail. No personal e-mail is allowed.
  - All communications and information accessible via the Internet should be assumed to be private property and students should observe copyright laws at all times. Use of any information obtained via the Internet is at your own risk. HSMCHS makes no guarantees of any kind about the accuracy or quality of information found on-line.
4. **Vandalism:** Do not damage any school computer system. Never move, delete, or trash any applications or files that are not yours.
5. **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.
6. **Other:** The administration at HSMCHS will deem what is inappropriate use, and the decision is final.

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

## SPECIAL EVENTS and HOLIDAYS

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

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

**College Night** (Fall): All state colleges, technical colleges, Armed Forces, and a number of out-of-state colleges visit Holy Savior Menard's campus to establish contact with prospective students and their parents.

**Thanksgiving Holidays** (November): No classes during the whole week of Thanksgiving.

**Christmas Holidays** (December): No classes for two weeks surrounding Christmas.

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

**Catholic Schools Week** (January): During the last week of January, the nation celebrates Catholic Schools Week. This also coincides with recruitment of new students to the school. Holy Savior Menard hosts an Open House for potential students to view the school.

**Career Day** (Spring): Professionals from the community visit Holy Savior Menard to share different career choices with students in grades 7-12.

**Easter Break** (March-April): Easter holidays are coordinated with the public school calendar.

**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): Weeklong activities are planned to unify the student body and promote leadership among the students.

**Junior Senior Prom** (April-May): Junior class hosts a dance for the senior class. Open to juniors and seniors only. Students with dates from other schools must submit the name of the student to the office for administrative approval. Beginning 2011, the prom will be held on a Saturday evening.

**Award Ceremonies** (May): 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

**Graduation** (May): Eighth grade and senior graduations are held in separate formal ceremonies.

# STUDENT ACTIVITIES

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Holy Savior Menard 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.

## Extracurricular Activities

Holy Savior Menard 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.

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.

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.

The Holy Savior Menard 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 Holy Savior Menard.

## Office-Holding Policy

The following policy applies to holding club offices at Holy Savior Menard:

- 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.

## Student Organizations

**Art Club:** The Art Club is composed of students interested in art and those who can either draw or design. Eligible: Students in grades 8-12.

**Helping Hands:** Students are paired with children with intellectual disabilities in one-to-one friendships. Eligible: Students in grades 7-12. Members are selected based on qualifications, interviews, and teacher recommendation.

**Cheerleaders:** Cheerleaders lead the cheers for pep rallies and games. Cheerleaders are selected by a group of impartial professional judges. 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 2.0 is required to try out. All cheerleaders must maintain the 2.0 GPA throughout the school year.

**Danceline:** Danceline members perform at pep rallies and games and are selected every spring by a group of impartial professional judges. Eligible: 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 2.0 is required to try out. All danceline members must maintain the 2.0 GPA throughout the school year.

**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.

**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.

**GPA (Governor's Program on Abstinence):** The state of Louisiana, under Governor Mike Foster, was the first of all fifty states to have sexual education programs introduced solely on the idea of abstinence. The GPA club meets once a month to discuss issues that teens confront frequently and helps them to make good decisions not just regarding sex but disease awareness, goals, peer pressure, relationships, life decisions, and simply being a better person. Eligible: Students in grades 9-12.

**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.

**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 meet the scholastic requirements (unweighted GPA of 3.7 or above). The faculty committee considers the candidates' service, leadership, and character. Final decisions on membership are at the discretion of the faculty committee. Eligible: Students in grades 10-12.

**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 Holy Savior Menard is an academic and service organization. Membership is open to students in grades 7-9 who have completed a full semester at Holy Savior Menard and meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. The NJHS and the NHS are separate societies. Membership in the NJHS does not make a student automatically eligible for membership in NHS.

**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 secondary education programs. Quiz Bowl is an activity that encourages learning, expands horizons, and rewards teamwork. The Menard Quiz Bowl team is currently open to 9-12 graders on a try-out basis. 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 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 Holy Savior Menard. 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 10-12)

## Academic Contests

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

- Geography Bee: Eligible: Students in grades 7-8
- Math Counts: Eligible: Students in grades 7-8
- Quiz Bowl: Eligible: Students in grades 9-12
- Literary Rally: Eligible: Junior High: Students in grades 7-8; High School: Students in grades 8-12

## ATHLETICS

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

	JH Boys	JH Girls	HS Boys	HS Girls
Baseball	x		x	
Basketball	x	x	x	x
Cross Country	x	x	x	x
Football	x		x	
Golf	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

### Athletic Lettering and Letter Jackets

Holy Savior Menard awards a letter jacket to athletes in each sport based on criteria particular to that sport. The school issues only one letter jacket during the athlete's time at Holy Savior Menard. 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.

Holy Savior Menard is a member of the Louisiana High School Athletic Association (LHSAA). Lettering in athletics is subject to the regulations outlined in the LHSAA Handbook. 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 without strict fulfillment of the participation requirements of the sport. Participation requirements for lettering (not letter jackets) in each sport are as follows:

- Baseball: Play in at least 1/2 or more of the innings during the season.
- Basketball: Play in at least 2/3 of the scheduled games.

- Cross Country: Place in the district or state meet or participate in at least 3 varsity competitions.
- Football: Play in at least 16 quarters during the regular season.
- Golf: Play in at least 1/2 of the scheduled matches or participate in the regional tournament.
- Soccer: Play in at least 1/2 of the regular season soccer games.
- Softball: Play in at least 1/2 or more of the innings during the season.
- Swimming: Score at least 1 point at the state swim meet.
- Tennis: Play in at least 1/2 of the matches during the season.
- Track: Score at least 1 point in the district meet or score at least 25 points during the season.

HOLY SAVIOR MENARD CENTRAL HIGH SCHOOL  
4603 Coliseum Blvd.  
Alexandria, La 71303

Phone: (318) 445-8233

FAX: (318) 448-8170

**CONTRABAND CONTROL AND DRUG POLICY**

I understand that Holy Savior Menard Central High School has a policy against the possession, use, sale, or transfer of illegal drugs and tobacco. I further understand that Holy Savior Menard Central High School has a policy against use and/or possession of contraband, including firearms, knives, weapons and other related items.

I further understand that Holy Savior Menard Central High School has adopted a drug policy which includes the potential of a student being searched on the person, personal affects, lockers, desks, vehicles, personal baggage and/or any other item or property on school premises, including searches by trained K-9 units.

I further understand that Holy Savior Menard Central High School has adopted a school-wide drug testing program as one method of implementing this policy. As a parent and/or guardian, I consent to my child, \_\_\_\_\_ (Grade Entering\_\_\_\_), participating in the drug testing program, to the testing of my child, and release of results by the drug testing laboratory to the school administrator designated by the school.

I agree to indemnify and hold harmless Holy Savior Menard Central High School, representatives thereof, the laboratory, their employees, agents, and representatives from any and all liabilities arising from the authorized release or use of the information derived from or contained in my child's test results.

Should my child be found with any illegal drugs, tobacco and/or contraband, I understand the penalties will be invoked in accordance with school policy. I further understand that should my child test positive for illegal drugs and such results are validated as positive by a confirmation test, I acknowledge that my child will be retested in one hundred (100) days at my expense. I understand that if the retest is positive, my child will be dismissed from Holy Savior Menard Central High School. I also understand that if my child tests positive during two consecutive years, my child will be dismissed from Holy Savior Menard Central High School.

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NAME OF PARENT/GUARDIAN  
(Please Print)

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NAME OF PARENT/GUARDIAN  
(Signature)

DATE: \_\_\_\_\_

**2008-2009 HSM PARENT ACKNOWLEDGEMENT PAGE  
PARENT-STUDENT HANDBOOK**

I have read and understand the contents of the 2008-2009 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 Central High School 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 Central High School to release statistical and educational information about my child, \_\_\_\_\_, for the school year 2008-2009.

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 or guardian's name (please print): \_\_\_\_\_

Parent or guardian's signature \_\_\_\_\_ Date \_\_\_\_\_