



**Parent-Student
Handbook of Policies
2018-2019**

My Dear Parents,

The Church has proclaimed for two millennia that Family Life is the building blocks of society. We first experience friendship through our siblings; justice and mercy through our parents, and love in the embrace of our mothers. As the family goes, so too does society. Simply, it is in the family unit where we learn how to share, how to be compassionate, how to forgive, and ultimately how to love.

I am honored that you have allowed Holy Savior Menard to cooperate in the formation of your child(ren). There is no higher privilege in Christianity than a parent for two unique reasons: (1) You are the Coauthor of your child with God! Thus you share with God an authentic authority over your child(ren). As I have learned recently, authority is a burdensome gift. And Holy Savior Menard is grateful to offer ourselves in support of your authority. (2) Motherhood and Fatherhood are the greatest exercises in self-denial (the quasi-matter of love). To be a Mother or Father costs you nearly everything, but at the same time it also redefines you. Your child doesn't call you by your first name, they call you 'Momma/Daddy' because you have become something much different; something that more closely imitates God's Divine Nature. If the above is a bit too Theological, I apologize; but I want each of you to know that you are uniquely special, qualified, and worthy of taking on such a great task.

In the previous year as President of HSM, I focused on three objectives: Creating a Disciplined Environment; Reducing Entitlement; and Increasing the Student's ability to make Distinctions. I will continue to make these my priorities this year. Nevertheless, I will be exploring the four dynamics of the Human Person in an effort to increase the efficiency of our Formation Program. Your Child has a Spirit (Soul), a Body, an Intellect (Mind), and a Purpose/Vocation; all of which needs to be formed so that the entire person may grow into the distinctive creature God created with your cooperation. I hope that you understand that this is what makes HSM unique in our area. Other schools can form the child intellectually and physically, but we also attempt to form our students spiritually and vocationally.

*In Conclusion, none of the above is possible without each of us cooperating in this most important endeavor. I applaud the sacrifices you make to send your child to HSM, and I pray that throughout this year we may become more and more united in our common mission: **Holy Savior Menard exists to form students, in collaboration with their parents, to make disciples and build the Kingdom of God.***

In Service to God and His People,

Fr. Charlie Ray

President, Holy Savior Menard

FOREWORD

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. Throughout this handbook Holy Savior Menard Central High School will be referred to as Holy Savior Menard.

It is designed to provide parents and guardians with information that enables them to assist and support the efforts and activities of their sons and daughters. It is 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 and each student enrolled in the school. The principal has the authority to use his discretion in whatever circumstances the handbook rules do not precisely apply. The school, with the principal's approval, reserves the right to amend this handbook without notice. Parents also have the right to have a policy reviewed for revisions. If changes are made, all parents will be sent notification. In this handbook, wherever the term "parent(s)" is used, "parent(s)" or "guardian(s)" is implied.

Holy Savior Menard Is a Diocesan Catholic School

As a Diocesan Catholic school, Holy Savior Menard has a direct link to Most Rev. David P. Talley, Bishop of the Diocese of Alexandria, through President, Fr. Charles Ray.

Holy Savior Menard Equal Opportunity Policy

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

Holy Savior Menard Asbestos Warning

Holy Savior Menard 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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INTRODUCTION

MISSION

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

VISION STATEMENT

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

An **intellectual** vision that develops a rigorous academic curriculum taught through dedicated, professional, and Christ-centered faculty.

Developing **spiritually** to become more aware of the gift of faith and to grow in Christian discipleship.

Human formation of students to practice right judgment in personal health, in family life, and in community involvement.

Vocational formation by serving the Lord and by proclaiming the goodness in accomplishing His will.

BELIEFS

As a Catholic School, we believe that:

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

MOTTO

“To Know, Love, and Serve”

PHILOSOPHY

Holy Savior Menard, located in Alexandria, Louisiana, is a Catholic co-educational high school, grades seven through twelve. The school's philosophy is founded in the teachings and example of Jesus, particularly as depicted in the parable of the Good Shepherd (John 10: 1-21). Inspired by our Lord's love and concern for 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 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.

HISTORY

Holy Savior Menard's roots date back to 1884, when Father L. Menard became the eleventh pastor of St. Francis Xavier Commercial College and Catholic Church. On October 10, 1892, the works and prayers of Father Menard became a reality with the construction of the first school for boys in Alexandria. It was located on Second and Ogden Streets and was named the St. Francis Xavier Commercial College. In 1903, the school was rebuilt on the corner of Fourth and Beauregard Streets, next to the present St. Francis Xavier Cathedral. 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 19th and 20th Streets was acquired, and after thirty-one years, the St. Francis Xavier Commercial College ceased to exist, being renamed Menard Memorial, after Father Menard. Menard Memorial operated at the Elliot Street location as a school for boys until 1966.

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

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

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

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

Holy Savior Menard is accredited by AdvancED 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 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 HSM.

In the fall of 2009, an Alumni Center was opened on the school grounds to offer hospitality to alumni, as well as to provide faculty and staff a place to gather.

FINANCIAL OBLIGATIONS and ASSISTANCE

Registration Fee

The registration fee is due at the time of registration in the spring of each school year. The registration fee is non-refundable for any reason. Student registration is complete when the registration fee and registration forms are submitted and all other enrollment requirements are met.

Tuition and Fees

Tuition and registration fees are set on a yearly basis with consultation of the School Advisory Council. Holy Savior Menard has partnered with FACTS Management Company for our monthly tuition payment process and for assessment of financial assistance. FACTS is not a loan program, nor is debt incurred; no interest or finance charges are assessed, and no credit check is conducted. The cost to budget your interest-free monthly payment plan is a nominal, annual, nonrefundable FACTS Enrollment Fee. ***Every family must be registered on FACTS unless they have paid in full by July 1.*** You may budget your tuition and fees in the following ways:

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

Credit Card – If you elect to use this option through FACTS for your monthly payment, there is a convenience fee of (2.5%). This will be automatically charged each month to your credit card (AMEX, MasterCard or Discover are accepted). The convenience fee is in addition to the nonrefundable FACTS Enrollment Fee. Paying with your credit card gives you the option of taking advantage of various bonus programs offered by your credit card company.

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

Tuition Refund Policy

HSM maintains the following guidelines for refunding tuition:

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

Financial Assistance

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

PTC Annual Raffle

Holy Savior Menard's PTC organization conducts an annual raffle whose funds are used to directly support the school's most needed projects. HSM families are required to sell 8 tickets at \$25 each, for a total family contribution of \$200. All families are required to participate in this annual campaign.

Institutional Advancement Office

The Director of Institutional Advancement, under the direction of the President, provides leadership in all school advancement functions and oversees development. As a member of HSM's leadership team, the director will develop and implement a comprehensive strategy to increase the visibility and financial strength of HSM.

Scholarships

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

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

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

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

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

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

HSM reserves the right to deny admission for several reasons:

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

ACADEMICS

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

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

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

In the areas of English, foreign language, mathematics, science, and social studies, courses are available to meet a broad scope of student needs. 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.

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

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

ACADEMIC GUIDELINES

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, in the absence of a court order to the contrary, the school will provide the noncustodial parent access to the academic records and to other school-related information regarding the students. If a court order specifies that no information is to be given, it is the responsibility of the custodial parent to provide the school with a copy of the court order. HSM also abides by FERPA in regards to the privacy of student records.

Advanced Placement (AP) Courses

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

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

Correspondence Courses

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

Dual Enrollment (DE) Courses

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

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

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

Department	Carnegie Unit	College Credit	University
Math	Advanced Math H Probability and Statistics H	Math 1021 & 1022 (6 hours) Stat 200 (3 hours)	LSUA LaTech
English	English IV H	English 1001 & 1002 (6 hours)	LaTech
Social Studies	World History H U. S. History H Psychology	History 101 & 102 (6 hours) History 201 & 202 (6 hours) Psychology 102 (3 hours)	LaTech LaTech LaTech

	Speech	CMST 2060 & 1061 (6 hours)	LSUA
Other	Fine Arts Survey Spanish III Spanish IV Computer Literacy	Art 290 (3 hours) Spanish 101 & 102 (6 hours) Spanish 201 & 202 (6 hours)	La Tech La Tech La Tech LSUA
	12 Carnegie Units	60 College Credit Hours	

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

Honors Courses

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

Placement:

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

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

Appeals:

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

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

An honors course is offered only if 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 when the course is later removed from the Honors Program.

Probation and Removal:

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

Honors Course Offerings

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

HSM continues to expand the number of dual enrollment courses offered. Thus, additional honors courses may be approved.

Courses that are DE may also considered Honors for the purpose of receiving Honors Graduate distinctions.

Honor Roll

At the end of each quarter, an honor roll of “A” and “A/B” students are posted in RenWeb. The Scholar’s List includes all straight “A” students, and the Academic List includes students who have no grade lower than a “B” on any 9 weeks grade. These students are to be honored at the end of the year for maintaining this honor roll status.

Honor Graduates

Candidates for Honor Graduate recognition must have earned a minimum of 27 credits. Courses pursued must be part of the Holy Savior Menard Central High School curriculum. Cumulative grade point average using final averages on the 4.0 grading scale, as well as the number of honors classes taken, will determine the honor received. **Students with a failing grade on their high school transcript are not considered an honors graduates.** Grade point averages are not rounded.

Honor graduates are recognized as follows:

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

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

Biology II H

Spanish IV (DE)
Speech (DE)
AP Calculus
Statistics DE

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

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

Dropping and/or Adding a Course

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

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

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

Graduation Activities

All graduating seniors participate in all activities--including senior retreat, 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 all courses required for graduation are not completed with a passing grade.

Students who wish to graduate early from HSM must have permission from the administration. Permission will only be granted due to extreme circumstances. Any student who does wish to graduate early will not be able to participate in any baccalaureate or graduation exercises.

Guidance Services

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

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

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

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 to develop and implement a modified curriculum.

Readmission of Students

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

RenWeb

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

Report Cards

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

Review of Grades

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

Standardized Testing

Each year, HSM administers several standardized tests to students to obtain data on their skill performance levels, which in turn, directs classroom planning and instruction. All standardized testing

is coordinated through the guidance department. **It is the responsibility of the students, as well as the parents, to have a serious attitude towards ALL testing opportunities at HSM.**

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

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

Transcripts

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

Transfer Policy

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

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

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

Withdrawal from School

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

EXAMS and GRADING PROCEDURES

Progress Reports

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

Parents of students who have earned grades of D or F on progress reports are advised to contact the teacher(s) concerned either via email or by sending back a signed copy of each report with a D or F. The consequence for forging a parent's signature is suspension for a minimum of one day.

Dates for Progress Reports: The guidance department will email progress reports on the following days: September 12, November 14, February 6, and April 12.

Midterm Exams

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

Final Exams

Final exams are given in all classes. Students taking finals must be present at the scheduled time of their final, or they may receive a zero. Final exams are required for all students, except for seniors who have no grade lower than a "B" on any nine weeks grading period and the midterm exam in that course. Final exam exemptions are also allowed for any student, regardless of their grade level, who has made all A's, including the mid-term exam, in a course.

Class Rankings

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

Credit Determination

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

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

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

College Credit

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

Credit Earned

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

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

Grading System

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

JUNIOR HIGH PROGRAM

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

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

Jr. High Course Requirements

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

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

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

HIGH SCHOOL PROGRAM

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

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

High School Status and Promotions

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

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

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

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

Holy Savior Menard Curriculum Requirements

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

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

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

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

SCHOOL POLICIES

BEHAVIOR POLICY

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

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

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

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

CONDUCT and DISCIPLINE

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 HSM.

CONDUCT ON CAMPUS

Academic Integrity

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

- First Offense: "0" for said assignment and a detention
- Second Offense: "0" for said assignment, one-day suspension, and a conference with the parent(s)/guardian(s)
- Third Offense: same as second offense. The student will be recommended for dismissal.

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

Announcements

Daily announcements are an important part of the school's communication effort. Each day, announcements are broadcast 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, suspensions, and/or expulsions, depending on severity, are 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. Students who do not return the text on or before the day of the final exam will not be issued a grade in the class until the book is returned or reimbursement has been received.

Boundaries and Decorum

Students are 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, 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. Students must secure administrative consent to return to their vehicle during the day.

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

Cafeteria

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

- enter the lunch line at its end; students may not cut in the service line;
- 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; and
- no labeled products are permitted in 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.**

Personal Technology Device Policy (PTD)

A *personal technology device* (PTD) is any privately-owned technology device that includes, but is not limited to: laptops, **cell phones, smart phones, smart watches**, eReaders, iPads, iPods, tablets devices, PDAs, or other current or emerging devices that can be used for word processing, wireless or wired Internet access, recording of images/sound, email, etc.

Student use of a PTD is prohibited on campus upon arrival at school until dismissal at 2:52 pm. The only exception is a teacher-approved use within the classroom for academic instruction or administrative approval for special events and circumstances. PTDs ***should be in backpack and turned off.***

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

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

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

Change of Address

A student or parent must inform the school of permanent address, email 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. Following is a partial list of club meeting days:

- **Quiz Bowl** meets on Tuesday mornings.
- **Spanish Club** meets on Tuesday mornings.
- **Key Club** meets on Wednesday mornings.
- **Student Council** meets on Thursday mornings.
- **Chess Club** meets on Friday mornings.

Communication with Teachers

It is encouraged that parents/guardians and teachers are in communication with one another to better facilitate the best learning experience for the student. E-mail and phone contact are the best methods of communication. At any time, a parent may contact the office or guidance to schedule a parent-teacher conference.

Copy Machines

Students are not allowed access to the copy machines in the school office. Copies are made for students in the library.

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

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.

Electronic Devices

All electronic devices, including laptops, eReaders, and iPads, must adhere to the PTD policy listed above. Earbuds are only allowed to be used for classroom purposes with teacher supervision. **Earbuds are NOT allowed outside the classroom setting.**

Emergency Drills

Emergency 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. **Expect food and drink being consumed upstairs to be confiscated and discarded.**

Harassment

Harassment covers a wide range of behaviors of an offensive nature. It is commonly understood as behavior that disturbs others and is repetitive in nature. Each person at HSM has a right to his or her own dignity. Thus, anyone who harasses or demeans another person is 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, the following:

- 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; and
- Technological: (sexting) the act of sending sexually explicit materials through mobile phones/devices and/or e-mail.

Whatever form it takes, sexual harassment is insulting and demeaning to the recipient and is not tolerated. When harassment allegation is made the school shall immediately conduct a thorough investigation into the allegation. Anyone found guilty of violating this policy will have appropriate disciplinary action taken against them, which may include dismissal from HSM.

Homework

Homework is a necessary part of the educational process. Consequently, students must satisfactorily complete all homework assignments, whether it be reading or studying, or a written assignment. Copying another student's written work not only defeats the educational process, but also constitutes cheating. Failure to do homework results in academic consequences. Students succeed in proportion to

their daily efforts in preparing for classes and written assignments. Parents should monitor students' study time and grades. Contact teachers or the guidance counselor if there are any questions.

Illness

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

Insurance

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

Lockers

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

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

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

Make-up Work

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

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

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

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

Married Students

Individuals who are married may not enroll in or attend HSM without prior and special approval.

Mass

All faculty and students are required to participate at weekly Mass. Attendance at Mass is a curriculum requirement for all students. Worship of God, regardless of one's personal belief, should be respected and treated in a dignified manner; therefore, student behavior must be beyond reproach. Blessed Paul VI said, "*The Mass is the most perfect form of prayer!*" Parents are cordially invited to attend Mass with the HSM school community.

Medication

The Catholic Schools Office of the Diocese of Alexandria has directed that, ordinarily, school personnel do 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.** Administering medication is the exception, rather than the rule, and should be a rare occurrence.

Parent Alert

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

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 6**. 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. Designated areas are provided for each class: seniors and juniors in the gym parking lot, and sophomores and freshmen in the parking lot behind the Alumni Center. Students are required to park in their class designated areas. An area is also reserved for handicapped parking. Students may lose their parking privileges for repeated violations and/or dangerous driving.

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

Pregnancy/Sexual Activity

In accord with Catholic moral teaching, sexual activity of any kind is reserved to a man and woman in the Sacrament of Marriage. Any student or students engaging in sexual congress of any kind on campus or during school-sponsored events are subject to disciplinary action, including suspension and/or dismissal.

In reference to a student becoming pregnant, 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.

Roll Night

HSM does not authorize or promote any roll night activities.

Sponsored Trips

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

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

Security / Lost and Found

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

Skip Days

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

Smoking and Drug Policy

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

Transportation

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

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).

Yearbooks

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

AREAS OF SPECIAL CONCERN

Bullying

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

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

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

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

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

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

Care for School Grounds

HSM is a student's home away from home. Thus, students should care of the grounds by not littering inside or outside any school buildings, not driving automobiles on anything other than the school roads, and not spitting items such as sunflower seeds on the school premises. Taking care of the school is very important.

Disrespect

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

Drug Testing

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

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

The sale, purchase, possession, consumption, or use of drugs, including alcohol, is 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 under Admissions.)

TEST RESULTS

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

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

Extra-Curricular Events

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

Fighting

For HSM students, fighting is a serious offense (on or off campus) that results in suspension, and if serious enough, dismissal. Fighting is defined as an act of physical aggression resorted to when alternatives are available for avoiding such an act (as determined by administration).

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 and buses). 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.

Music at School Events

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

PDA

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

School Dances

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

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

Please note the following about School Dances:

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

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

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 and/or dismissal.

Use of Inappropriate Language

It is very important for students and parents to understand that certain behavior, perhaps condoned elsewhere, is not permitted at HSM. Based on the principles and judgment of the Catholic Church and the school administration, the policy of HSM 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.

Vape Products (e-cigarettes)

The possession and use of vaping products has significantly increased in schools across the United States. Vaping products contain a significant amount of nicotine and can lead to addiction and disrupt attention and learning. As a result, these products are strictly prohibited from our campus and the consequences will be the same as for smoking or possession of cigarettes.

BEHAVIOR SANCTIONS

Procedural Violations – Any student found to be in violation of a Holy Savior Menard procedure will receive a detention. UNIFORM VIOLATIONS THAT CANNOT BE CORRECTED ON THE SPOT, STUDENT WILL BE SENT HOME UNTIL THE VIOLATION CAN BE CORRECTED.

Level 1 Offenses:

Level 1 offenses are non-aggressive student misbehaviors such as, but not limited to the following:

- Tardy for Class without an admit
- Uniform Violations (Fixable on the spot: Shirt untucked, tie askew, etc.)
- Wearing of unapproved outerwear
- In a hallway without a pass
- In a non-permitted area of the school
- Disrupting mass
- Chewing gum or eating in class

Sanction for Level 1 Offenses include:

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

Level 2 Offenses:

Level 2 offenses are for habitual and mildly aggressive student misbehaviors such as, but not limited to the following:

- habitual violation of school rules
- disrespect for a school official
- use of profanity
- willful disobedience
- horseplay (pushing, shoving)
- PDA
- cutting class
- truancy
- possession or use of vaping products
- verbal confrontation

Sanction for Level 2 Offenses include:

- Before School Detention
- Parent Conferences
- Behavior Contracts
- In-School Suspension

Level 3 Offenses:

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

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

Sanction for Level 3 Offenses include:

- Out of School Suspensions

- Dismissal from Holy Savior Menard

Types of Detentions:

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

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

Before-school detentions assigned AFTER having received an ISS for detentions default to as follows:

- 1st – two-day detention
- 2nd – Extended detention
- 3rd – ISS (one day)
- 4th – ISS (two days)

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

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

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

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

In-School Suspension (ISS): In-school suspensions are given for the following offenses:

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

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

- grave disrespect shown to students, teachers, and/or staff;
- bullying and/or fighting;
- a fourth assigned before-school detention;
- a third assigned two-day detention; or

- a second assigned Extended detention.

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

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

Dismissal/Expulsion

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

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

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

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

ABSENTEEISM and TARDINESS

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

Attendance Requirement

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

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

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

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

Bulletin 741-901-E, page 8

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

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

In following with HSM's 2018-2019 calendar, this means students can only be absent 8 days per semester or 16 days per school year. *(Louisiana State Bulletin 741-901.C)* 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

1. **Non-exempted, excused absences (NE):** absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note), which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed. **Students will be allowed to make-up work but this day is counted against the allowed 16 absences.**
2. **Exempted, excused absences (EE):** absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

Only exempted, excused absences are those which will not be counted against students when determining whether a student meets attendance requirements. (Not counted against the allowed 16 absences.)

3. **Unexcused absence (UA):** any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not limited to, absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program. Students shall be given failing grades in those days missed and shall not be given an opportunity to make up work.
4. **Suspension:** a non-exempted absence in which a student is allowed to make up his or her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The exception being any tests missed during a suspension. **Students will receive a zero on tests missed due to a suspension.** The absence is considered when determining whether or not a student may or may not be promoted, but is not considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

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

Extenuating Circumstances

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

1. extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state;
2. extended hospital stay in which a student is absent as verified by a physician or dentist;
3. extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state;
4. extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state;
5. observance of special and recognized holidays of the student's own faith;
6. visitation with a parent who is a member of the United States Armed Forces or the National Guard and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five school days per school year;
7. absences verified and approved by the school principal or designee as stated below:
 - a. prior school system-approved travel for education;
 - b. death in the immediate family (not to exceed one week); or
 - c. natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by HSM. Students who are verified as

meeting extenuating circumstances, and therefore eligible to receive grades, shall not receive those grades if they are unable to complete makeup work or pass the course.

Tardiness

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

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

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

If the student is tardy for at least half the lesson time, the tardy becomes an unexcused absence for that class. Three tardies during first period will result in an unexcused absence and affect the student's attendance record.

Cancellation of the School Day

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

Permission to Leave School

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

Truancy

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

AFTER-SCHOOL TRANSPORTATION

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

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

Pick Up by the Side of the Gym

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

Pick Up in Front of the School

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

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

After-Care Program

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

UNIFORMS and GROOMING

The administration reserves the right to determine if the student meets the standards of the school regarding dress and grooming during the school day and at school events. 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, jackets, cardigans) are to be purchased through *Caplans*. *Caplans* does carry shoes and cardigan sweaters that are approved for wear at school.

Female Students

Shoes: Shoes must be the correct style, brand, and **dark-brown** color (no suede). No moccasins or ballet-type shoes allowed. Shoes must be graffiti-free. Socks are required at all times. Shoes require brown shoelaces and must 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**. The hose or tights must be unfiled. Socks must be crew length or higher. The only ankle sock allowed is the “Menard” ankle sock, available at *Caplans*. All socks must be clearly visible above the shoe at all times.

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

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

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

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

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

Sweatshirts: Only forest green sweatshirts with the Holy Savior Menard crest purchased from *Caplans* are allowed. Athletic sweatshirts from *Impact* must be forest green and approved by administration. No hoodies.

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

Hair: Hair is to be kept neat, clean, and combed. **No extreme hairstyles or hair color is allowed.** Hair must be of only moderate height and thickness in front, back, top, and sides. Carving into natural hairline is not acceptable.

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

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

Male Students

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

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

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 undefiled. Pants must have the correct insignia from *Caplans*.

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

Belts: Belts must 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: The 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.

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

Sweatshirts: Only forest green sweatshirts with the Holy Savior Menard crest purchased from *Caplans* are allowed. Athletic sweatshirts from *Impact* must be forest green and approved by administration. No hoodies.

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

Hair: Hair is to be kept neat, clean, and cut above the eyebrows when pulled forward, above ears, and off the collar. **No extreme hairstyles or hair color is allowed.** Shaven heads, shaving or carving into the natural hairline or eyebrows are not acceptable. Dyed, bleached, or tinted hair is not allowed. A student's hair may not be twisted or worn in a fashion of a twist or dreadlock. Sideburns must be trimmed and may not extend below the bottom of the ear lobe. *If hair is deemed in violation, students will be sent home immediately and may not return to school until hair is the proper style and length; this will be an unexcused absence for the period(s) the student misses.* **Any missed work during that time may result in a zero.** Faces must be clean-shaven. No beards or mustaches are allowed. *Unshaven gentlemen will be sent home to shave and be assigned a detention.*

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. Tennis shoes (no specific type) are necessary. Holy Savior Menard gym bags are available for purchase at Cenla Sports.

Male and Female Students

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

Name Badges: In early September each student is issued a name badge that is to be kept in their possession while at HSM. During the year students may be asked to display their ID Badge for identification purposes.

Guidelines for Modified Uniform Days

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

Hoodies are NOT allowed.

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

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

- **Obscene**, profane language or provocative pictures on clothing or jewelry are prohibited.
- **Satanic**, cult, or gang-related symbolism in any form is prohibited on the school campus and all school functions.

- **Drug-related** symbols in any form, including advertisements or promotions of alcohol or tobacco, are prohibited on the school campus.

All clothing must be undefiled.

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

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

No out of uniform days are allowed on Mass days.

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

Dress-up days are not allowed.

SCHOOL RESOURCES

CAMPUS MINISTRY

Campus Ministry Identity

- Mission:** Committed to serving all in their spiritual journey to further the Kingdom of God.
Motto: “*Be The ONE*” - St. Mother Teresa
Values: Theological virtues, Cardinal virtues, Gifts of the Holy Spirit, and the Fruits of the Holy Spirit (Gal. 5:22).
Vision: To make disciples of all nations (Matthew 28:19).

Campus Ministry Purpose and Plan

- Purpose:** To develop our Catholic faith and integrate it more fully into the identity of HSM academics, athletics, extracurricular activities, students, their families, faculty, staff, and alumni. The six aspects of Campus Ministry provided by the USCCB is forming community, appropriating faith, forming conscience, educating for peace and justice, personal development, and developing leaders for the future.
- Plan:** To provide yearly, monthly, and weekly plans that communicate liturgies, rallies, programming, travel, prayer, retreats, updates, bulletins, communications, and tools to achieve the purpose of campus ministry.

Campus Ministry Living the Vision

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

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

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

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

Letter from the Department Head

Greetings in Christ Jesus!

The Religion Department of Holy Savior Menard Central High School teaches doctrine according to the Magisterium of the Church as articulated by the US Conference of Catholic Bishops. Our mission is to create an atmosphere where students are able to recognize and communicate their experiences of God and the things of God within the framework of Catholic Tradition.

Our religious educators encourage students to pursue continual growth in their knowledge and experience of faith. We strive to prepare students to live a rich sacramental life through a real and loving relationship with the Lord.

Throughout each year of study, students discover their own identity as Children of God and experience the joy of serving others as Christ serves us, selflessly. To build our faith community, students are encouraged to worship God and to minister to the needs of others through the M.O.R.E. project as defined in the curriculum and in conjunction with our Religion Department.

Religion as an academic subject promotes an understanding of truth and virtue. Our courses and our staff strive to build the Kingdom of God in this world and to prepare students to live with Him in the next. Nurturing spirituality in the Menard community seeks to establish a personal and prayerful relationship with the entire Trinity.

We look forward to ministering to each child on this journey. In the words of St. John Paul II, *“Life with Christ is a wonderful adventure.”*

In Christ,
Jessica Sanders

Ms. Sanders has a B.A. in Religions Education from Louisiana College with a minor in Religious Studies from Louisiana State University. She is a Member of the Angelic Warfare Confraternity, which is an official Apostolate of the Dominican Order. She is currently pursuing a Masters Degree from Franciscan University of Steubenville in Theology and Christian Ministry.

HSM Religion Department

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

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

Junior High Curriculum

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

High School Curriculum

For grades 9-12, we follow the sequence recommended by the USCCB in the General Directory for Catechesis. We use *The Didache Series* in addition to the following topics by grade. See the next section for Additional Curriculum Topics necessary to fulfill the Six Tasks of Catechesis.

- Grade 9: *Understanding the Scriptures*--Authored by Dr. Scott Hahn, this book presents a thorough examination of the history of salvation as presented in Sacred Scripture, which finds its fulfillment in Jesus Christ. It studies Divine Revelation through its sources in Sacred Scripture, Sacred Tradition, and the Magisterium of the Catholic Church. An excellent resource for biblical studies.
- Grade 10: *The History of the Church*--This book presents the story of God's intervention into human history from the Incarnation until the present day. It emphasizes God as the Lord of history and his actions that demonstrate his love for his People. An excellent resource for anyone seeking to know more about the history of the Catholic Church.

- Grade 11: *Our Moral Life in Christ/Social Justice: Citizens of the Heavenly City* by Author Hipplur--A detailed study of the moral life in Christ-based on his teachings in the Gospels, the Ten Commandments, and the Beatitudes-which enable Christians, with God's grace, to imitate the life of Christ in their lives, to make correct moral decisions, and to spread the Kingdom of God on earth in their journey toward eternal salvation. This book presents the life of Christ and his teachings as the basis of moral theology.
- Grade 12: *The Mystery of Redemption and Christian Discipleship*--This study examines God's plan of and the need for redemption after the Fall of Adam and Eve, shows the various ways God promised redemption throughout the Scriptures, and finally looks at the redeeming act of Christ's Passion, Death, and Resurrection as the realization of those promises.

Additional Curriculum Topics for Grades 7-12

1. Liturgical Education:

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

2. Teaching to Pray:

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

3. Missionary Initiative:

HOLY SAVIOR Menard. Out. Reach. Experience.

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

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

CRITERIA FOR THE M.O.R.E. PROJECT

The given parameters are designed to help students plan their service for the school year. The service requirements for all students follow:

- A minimum of 16 hours for grades 7, 8, and 9 within the acceptable categories is required each year; 8 hours per semester.
- 7. A minimum of 24 hours for grades 10, 11, and 12 within the acceptable categories is required each year; 12 hours per semester.

Blurb

Each student will prepare and submit one blurb (250 words minimum; 500 max) and one reflection (500 words minimum; 1000 max) addressing questions that will be posted under “invite.” Each student is responsible for two blurbs and two reflections throughout the year. The blurbs will be based on a minimum of half of the hours served at an organization. The reflections will be completed once the required service hours are met on or before the following dates:

Fall Semester

- First 9 weeks: Half of the required hours along with the blurb must be completed by October 1. For grades 7, 8, & 9 a minimum of 4 hours; For grades 10, 11, & 12 a minimum of 12 hours.
 - Second 9 weeks: Total service hours and reflection must be completed by December 4.

Spring Semester

- Third 9 weeks: Half of the required hours along with the blurb must be completed by March 1. For grades 7, 8, & 9 a minimum of 4 hours; For grades 10, 11, & 12 a minimum of 12 hours.
 - Fourth 9 weeks: Total service hours and reflection must be completed by May 1.

MobileServe

Holy Savior Menard will be using the MobileServe app to track all student service hours. This app logs, tracks, and verifies service. A startup guide of how to use the app is available on the Religion Department page of the school website.

MobileServe can be accessed from any internet device. Students will be invited to download the free app on their phones (preferred) or iPad and then create an account at the beginning of the year. Students will receive instructions on how to use the app in their religion class. However, students may begin using the app immediately.

Following is a direct link to a product overview video recap:

<https://mobileserve.wistia.com/medias/oay1idz6n4>

The following criteria must be met for students to receive FULL credit:

Recording Service Hours through MobileServe:

- The app provides 4 ways to verify hours: Geo Location, Signature of supervisor at the worksite, email of supervisor, and Photo of the Project. Students must have 2 forms of verification for each project: email + one other (Photo, Signature, Geo-location).
- Students must write a description of each project on MobileServe, knowing that the contact person will be able to read the description and reflection. Students must also write one blurb along with one reflection per project as mentioned above.
 - If it is determined that students submitted to the wrong goal, the Religion Department will change the submission to the other goal and student will receive a notification from MobileServe. Students must check MobileServe periodically to see if their hours have been approved.
 - A history of approved hours will be recorded on MobileServe. Students can access this history when filling out college resumes and when you begin to fill out college applications.

*** Religion teachers will be responsible for confirming the requirements of each student in their classes.*

DEADLINES AND GRADING

Deadlines:

Semester 1

- First 9 weeks: Half of the required hours along with the blurb must be completed by October 1.
 - Second 9 weeks: Total service hours and reflection must be completed by December 4.

Semester 2

- Third 9 weeks: Half of the required hours along with the blurb must be completed by March 1.
- Fourth 9 weeks: Total service hours and reflection must be completed by May 1.

Grading Rubric:

1st & 3rd Nine weeks Quiz Grade:

- Blurb - 25 points; minimum 250 words; maximum 500 (1st & 3rd Nine weeks quiz grade)
- Hours logged - 25 points (half of service hours must be completed)

2nd & 4th Nine Weeks Test Grade:

- Reflection - 50 points; minimum 500 words; maximum 1000 (2nd & 4th Nine weeks test grade)
- Hours logged - 50 points
- Form of verification: email + one other - 50 points (two minimum; four maximum)

200 points total

** The questions to respond to in the blurb will be different for each semester. They will be posted in the “invite” where students will receive those questions pertaining to service.

ACCEPTABLE CATEGORIES OF SERVICE

Service Hours can be something done ordinarily for money, such as working in the family business, babysitting, or cutting grass, as long as you do not get paid in any way for your service.

Service Hours cannot be done specifically for family members. We serve our families and honor our father and mother daily. This is to be expected. Accept the challenge to serve those outside of your family.

The following are recommended settings to perform community service, but they do provide limitations:

- Animal shelters
- Camps that are service-based (student served as worker, counselor, CHWC)
- Emergency services (e.g. Red Cross, police, firefighters)
 - o Vacation Bible School
- Buddy Camp
- Environmental organizations
- Manna House
- Homeless shelters
- Hospitals
- Housing programs
- Meal programs
- Pro-life pregnancy centers

- Retirement homes
- School-sponsored community service projects
- Parish volunteer (Church parish - altar serve, lector, usher)
- Tutoring program

NOTE:

- ❖ Failure to complete service hours will result in an overall “0” of the project. A student must finish hours in order to complete the other requirements of the MORE project.
- ❖ Any student who posts inappropriate pictures to the MobileServe app will receive a “0” for the entirety of the project and will be held accountable to the school policy for punishment.

Deadlines:

Semester 1

- o First 9 weeks: Half of the required hours along with the blurb must be completed by October 1st.
- o Second 9 weeks: Total service hours and reflection must be completed by December 4th.

Semester 2

- Third 9 weeks: Half of the required hours along with the blurb must be completed by March 1st.
- Fourth 9 weeks: Total service hours and reflection must be completed by May 1st.

The Holy Sacrifice of the Mass

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

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

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

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

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

Daily Prayer

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

Morning/Afternoon Offering Prayer

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

Classroom Prayer

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

Reconciliation

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

Retreats

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

Retreat attendance is MANDATORY. The 8th grade class not only participates in a one-day retreat but also a Diocesan retreat in January. Participation in both senior retreats (Sept./March) is a requirement for graduation.

Please visit our website at www.holysaviormenard.com for the 2018-2019 class retreat dates.

Menard Apostles for Christ (MAC Team)

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

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

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

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



HOLY SAVIOR MENARD

2018-2019 RETREAT DATES & IMPORTANT CAMPUS MINISTRY DATES

Be The ONE - St. Mother Teresa

**EVERY Monday at lunch there will be Eucharistic Adoration in the Chapel- “Thank God It’s Monday”

** EVERY day the Chapel is open for personal prayer time.

**EVERY Thursday Student led Rosary in the Chapel

**First & Third Fridays of the month Mass in the Chapel at 7:15 a.m.

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

**EVERY Friday there is FRIDAY MORING PRAYER in the Chapel at 7:15 a.m.

- August 17: Back to School Prayer Meeting @ Smith’s 7:00 p.m.
- August 18: HSM 2018 Kick Starter: IGNITE RALLY & “Meet the Eagles!” 6:00 p.m. HSM Gym
- **Tuesday**, September 11: Prayer at the Pole 7:15 a.m. in remembrance of all victims of 9/11
- September 26: See You At The Pole (SYATP) 7:15 a.m. in front of the School
- January 16- 21: Pilgrimage to Washington, D.C. - Pro-Life March
- January 28-February 1: CATHOLIC SCHOOLS WEEK Theme: “Learn. Serve. Lead. Succeed”
- February 14: M.A.C. Applications given to Juniors
- March: Junior High Lock-In (TBA)
- April: High School Lock-In (TBA)

Class Retreats: ALL Class Retreats except the March Senior Retreat will be @ MaryHill Renewal Center across the lake. Retreats will be on Tuesdays.

Date	Class	Theme	Time
September 18	12 th grade	Leaving a Living Legacy	8:30 a.m. – 2:30 p.m.
October 16	8 th grade	Do not conform but be TRANSFORMED (Romans 12:2)	8:30 a.m. – 2:30 p.m.
November 13	7 th grade	Plug into the P.O.W.E.R. (Prayer, Others, Word, Equip, Respond)	8:30 a.m. – 2:30 p.m.
December 11	9 th grade	There Is A Treasure at the End (Matthew 6:21)	8:15 a.m. – 3:00 p.m.
January 8	Diocesan 8th grade	Be Courageous - St. John Paul II	

February 5	10 th grade	Put on the FULL Armor of God (Ephesians 6)	8:30 a.m. – 2:30 p.m.
February 26	11 th grade	There IS Something GREATER On the Line	8:30 a.m. – 2:30 p.m.
March 14	12 th grade	Leaving a Living Legacy @ Tall Timbers	

Sacrament of Reconciliation

- December 12: School wide confessions (Advent)
- **March 20:** School wide confessions (Lent)
- EVERY Wednesday morning at 7:15 a.m. in the chapel

The Living Rosary: Outside around Chapel if weather permits (Mass Schedule)

- October (TBA)
- May (TBA)

Lenten Way of the Cross: Friday Mornings during Lent in the gym (Mass Schedule)

- March 8
- March 15
- March 22
- March 29
- April 5
- April 12
- April 18

The Holy Sacrifice of the Mass (dates other than the normal Wednesday-morning Masses)

- Wednesday, August 15: ASSUMPTION OF THE BLESSED VIRGIN MARY; First School-wide Mass; Consecration of school to Mary
- September 26: Commissioning of Extraordinary Ministers of Holy Communion (Confirmed Seniors, Faculty & Staff)
- November 1: All Saints Day- Holy Day of Obligation
- December 8: Holy Sacrifice of the Mass (Holy Day of Obligation - Feast of Immaculate Conception)
- February 2: Feast of St. Blaise - Blessings of the throats after Mass in Chapel 7:10 a.m.
- **March 6:** Ash Wednesday
- **April 15:** Monday of HOLY WEEK
- May 1: May Crowning
- May 9: Senior Mass @ 9:30 a.m.
- May 12: Baccalaureate Mass @ St. Francis Xavier Cathedral 7:30 p.m.
- May 14: Graduation
- May: 8th Grade Mass @ 9:30 a.m.

LIBRARY INFORMATION

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

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

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

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

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

LUNCH PROGRAM

HSM serves nutritious meals every day that school is in session. Students who wish to eat in the cafeteria on a regular basis may purchase a \$27.50 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. Charging is not allowed without administrative approval.

Lunch prices for the cafeteria are as follows:

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

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

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

Students 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 at any time of the day. Meals brought or delivered to school will be confiscated and discarded. If a student forgets his/her lunch, he/she is to eat in the cafeteria.

Reduced Price Lunch Plan and Free Lunches

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

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

COMPUTER LABS

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

PC Classroom Lab Room 503

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

PC Classroom Lab Room 309

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

PC Library Lab Library

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

PC Student Lab Room 401

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

Classrooms

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

Student Wireless Network

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

INTERNET USE AGREEMENT

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

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

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

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

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

Internet Terms and Conditions

- 1. Acceptable Use:** The purpose of using the Internet at HSM is to support education and to provide access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research and consistent with the educational objectives of HSM.
- 2. Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

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

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

- Electronic mail (e-mail) is not guaranteed to be private. The teacher can check e-mail to make sure that it is appropriate. Keep passwords private, and do not read 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. HSM 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 HSM will deem what is inappropriate use, and the decision is final.

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

SPECIAL EVENTS and HOLIDAYS

Parent-Teacher Night (August 21): Parents follow a shortened schedule of their child(ren) to meet the teachers and to learn what is expected from each class (tests, homework, quizzes, projects, etc.)

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

Homecoming Week (September 10-15): Activities involving students and faculty are planned to increase spirit for the annual Homecoming Game (September 14). Homecoming activities include events throughout the week culminated by a parade and dance.

See You at the Pole (September 27 @ 7:15 a.m.): This is an annual gathering of Christian students of all ages at a flagpole in front of their local school for prayer, scripture-reading and hymn-singing, during the early morning before school starts.

Parent-Teacher Conferences (October 18 from 3:30 to 8:00 PM): Faculty and staff will be available for parents to meet with to discuss the academic progress of their child(ren).

Thanksgiving Holidays (November 19 - 23): No classes during the week of Thanksgiving.

Christmas @ the Nest (November 27): This is an annual community event hosted by the library. This event is held from 5:30pm to 7pm, is for children in grades PK3 through sixth grade, and is free to the public. The event starts with Storytime in the Holy Savior Menard library, followed by crafts, games, and light refreshments in the mall area. Several school organizations sponsor and participate in this event.

Christmas Holidays (December 24 -January 4): No classes for two weeks surrounding Christmas.

Martin Luther King, Jr. Holiday (January 21): No classes on MLK Day.

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

Parent-Teacher Conferences (February 14 from 3:30 to 8:00 PM): Faculty and staff will be available for parents to meet with to discuss the academic progress of their child(ren).

Mardi Gras Holidays (March 4-5): No classes. Students return to school on Ash Wednesday.

Easter Break (April 19 - 26): Easter holidays.

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

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

Junior-Senior Prom (April 5): Junior class hosts a dance for the senior class. Students with dates from other schools must submit the name of the student to the office for administrative approval.

Award Ceremonies (April 30): Students are recognized and given awards for accomplishments in different areas.

Seasonal Banquets recognize achievements in both girls' and boys' sports.

Academic Awards Assembly recognizes students' academic achievements.

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

Senior Mass (May 9): This is the last school Mass for seniors. The entire school community gathers in worship to pray for our seniors as they prepare to leave HSM and move forward into the next chapter of their lives.

Baccalaureate Mass (May 12) This is a beautiful liturgical ceremony that is offered in thanksgiving for the blessings God has bestowed upon our graduates and their families. The Mass is held at St. Francis Xavier Cathedral.

Graduation (May 15): Senior graduation is held in a formal ceremony at the Rapides Coliseum.

8th Grade Mass (May 17): The last school Mass will honor the 8th graders as they move on into high school.

STUDENT ACTIVITIES

EXTRACURRICULAR ACTIVITIES

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

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

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

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

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

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

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

Office-Holding Policy

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

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

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 7-12.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

National Senior Beta Club: The National Senior Beta Club is a student-centered organization that promotes character, develops leadership skills, encourages service involvement, recognizes achievement, and provides technological advantages. Students in 10th through 12th grade are eligible to receive an invitation if they have a current GPA of 3.30.

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

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

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

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

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

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

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

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

Academic Contests

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

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

ATHLETICS

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

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

Should a student choose to quit a sport during the school year, the athletic director, along with the coaches and administration, will determine whether or not that student may return.

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

Athletic Lettering and Letter Jackets

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

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

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

**2018-2019 HSM PARENT ACKNOWLEDGEMENT PAGE
PARENT-STUDENT HANDBOOK**

I have read and understand the contents of the 2018-2019 Student-Parent Handbook and agree to abide by the requirements.

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

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

Student's Signature: _____ Date: _____

PERMISSION TO PUBLISH INFORMATION

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

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

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

I give my permission for Holy Savior Menard School to release statistical and educational information about my child, _____, for the school year 2018-2019.

Parent's Signature: _____ Date: _____

INTERNET USE AGREEMENT

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

Student's name (please print): _____

Student's signature _____ Date _____

Parent/guardian name (please print): _____

Parent/guardian signature _____ Date _____

Holy Savior Menard Anti-Bullying Contract Student and Parent/Guardian Agreement

Everyone has the right to feel physically and emotionally safe at school. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment. In my school, Holy Savior Menard, bullying is not tolerated.

Bullying refers to verbal acts, physical acts, or other acts of harassment by using electronic devices.

Some examples of specific behaviors that constitute bullying include but are not limited to:

- Spreading rumors or posting degrading, harmful, or explicit pictures, messages, or information using social media or other forms of electronic communication (also known as cyberbullying).
- Name-calling, joking, or making offensive remarks about another person.
- Physical acts of bullying, such as punching, slapping, or tripping someone.

We understand that bullying, whether it is cyberbullying, physical, or verbal acts that disrupt the learning environment, will result in disciplinary action or expulsion from Holy Savior Menard.

Student's responsibility:

I commit that I will not bully my peers. When I witness bullying, I will report it to an adult. I understand the anti-bullying policy and procedures.

Student's Name

Grade

Student's Signature

Date

Parent/Guardian's responsibility:

I commit to encouraging my child to always respect others. I have instructed my child not to bully. I have advised my child to report any bullying to the authorities. I understand the anti-bullying policy and procedures.

Parent/Guardian Signature

Date