



HOLY SAVIOR MENARD

E A G L E S

**Parent-Student
Handbook of Policies
2023-2024**

Holy Savior Menard Central High School

**Under the Auspices
Of
THE DIOCESE OF ALEXANDRIA**

**Approved by
Louisiana State Department of Education**

**Accredited by
Cognia
Southern Association of Colleges and Schools**

**Member of
National Catholic Educational Association
Louisiana High School Athletic Association**

**Mr. Chris Gatlin, Principal
Mrs. Laura Davis, Assistant Principal
Mrs. Lynn Roy, Director of Institutional Advancement
Mr. David Perkins, Athletic Director
Mrs. Stephanie Richardson, Campus Minister
Mrs. Tiphonie Sumrall, Lead Teacher/Admissions
Fr. Luke LaFleur, Chaplain**

Equal Opportunity Policy

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

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FOREWORD

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

It provides a handy source of the basic information the student needs for planning and carrying out his/her course of study.

It is designed to serve as an official source of school policies and requirements for participation in academic, extracurricular, and informal activities at Holy Savior Menard Central High School.

It provides information to enable parents to assist and support the efforts and activities of their child. It is especially important that parents read and become familiar with the handbook's sections on admissions and behavior policies, and

It contains brief statements of the history and philosophy of Holy Savior Menard.

PLEASE NOTE CAREFULLY

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.

HISTORY

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

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

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

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

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

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

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

MISSION, VISION, AND BELIEFS

Mission

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

Vision

- Holy Savior Menard, a Catholic school, is committed to fulfilling the mission of the people of God and fostering the dialogue between the Church and mankind through intellectual, spiritual, human, and vocational formation:
- An intellectual vision that develops a rigorous academic curriculum taught through dedicated, professional, and Christ-centered faculty.
- Developing spiritually to become more aware of the gift of faith and to grow in Christian discipleship.
- Human formation of students to practice right judgment in personal health, in family life, and in community involvement; and
- Vocational formation by serving the Lord and by proclaiming goodness in accomplishing His will.

Beliefs

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

FACULTY AND STAFF

ADMINISTRATIVE TEAM

Mr. Chris Gatlin	Principal	cgatlin@holysaviormenard.com
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HSM ADVISORY COUNCIL

The Holy Savior Menard Advisory Council conducts open meetings at 5:30 PM on the second Thursday of each month in the HSM Library. Individuals wishing to place items on the agenda must submit their information to the Advisory Council Chair ten (10) days prior to the meeting.

ADMISSION POLICY

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

Students registering at Holy Savior Menard for the first time are subject to an interview with parents and school administration.

Student must be in good standing with previous school.

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

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

HSM reserves the right to deny admission for several reasons:

if we are at capacity for grade levels and or/subjects, or

if the individual does not meet the behavioral standards of HSM (based on prior school records)

Readmission of Students

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

TUITION AND FEES

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

Registration Fee/Financial Agreement

The registration fee is due at the time of registration in the spring of each school year. The registration fee is NOT REFUNDABLE for any reason.

The financial agreement between the parent/guardian of the student and Holy Savior Menard is binding for the 2023-2024 school year. The parent/guardian agrees to pay the school and/or FACTS all registration, student fees, and tuition due for the 2023-2024 school year. Holy Savior Menard may withhold the student's transcripts until the agreed upon tuition and fees are paid.

In the event of a natural disaster, disease outbreak or any other circumstances, which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

You may budget your tuition and fees in the following ways:

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

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

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

Tuition Insurance

For the 2023-2024 school year, we are including a Tuition Refund Program offered by the Dewar company. The program is highly recommended by several local schools and is put in place to protect both the school and families should unplanned changes occur in attendance during the school year. The Refund Plan is required for all families paying tuition either semi-annually or monthly and is not required for families paying annually. The program is made available to protect each family's yearly financial obligation against unforeseen reasons for your child's early departure from the school year (due to a move, sickness, disciplinary dismissal, scholastic difficulties, etc.). We encourage families to pay annually to avoid the additional cost of the tuition refund program.

The financial agreement between the parent/guardian of the student and Holy Savior Menard is binding for the 2023-2024 school year, and the plan helps alleviate financial obligations should a change in attendance occur. The plan does not cover any financial obligations between the time the enrollment form is signed and the 14th day of the child's attendance for the school year. Regardless of payment schedule option, no portion of payments will be refunded for withdrawal of a student. The cost for the Tuition Refund Program is 1.9% of annual tuition and fees per child, which will be spread throughout your monthly or semi-annual payments. Attached you will find a brochure on the Tuition Refund Plan for your reference. Feel free to contact the office with any questions you may have.

Financial Assistance

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

Monetary Honors and Awards

Monetary honors and awards are available to students attending Holy Savior Menard. Information on applications is made available through the admissions and guidance office during the school year.

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

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

Delinquent Account Policy

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

1st Failed FACTS Collection Attempt:

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

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

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

Until the account is fully paid, all students in the family may not participate in any extracurricular activities. However, students in the family may participate in co-curricular activities such as class trips that are part of class work for a grade.

School records (including but not limited to diplomas, schedules, transcripts, report cards, test information) will not be released until the outstanding balance is paid in full.

FACTS-SIS account will be deactivated.

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

The family will be contacted by the school and a meeting will be set up within one week between the family and the school's Financial Hardship Committee.

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

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

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

Release of Academic Transcripts and Records

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

INSTITUTIONAL ADVANCEMENT

As a private, Catholic, secondary school, Holy Savior Menard receives no funds from the Diocese of Alexandria but operates on tuition, donated services, and contributions from benefactors. Although tuition is the primary source of funding for the daily operation of HSM, it is the financial support of alumni, present and former parents and grandparents, and other friends that strengthen HSM for today's students and those yet to come.

Publication and Communication Policy

- Prior to publication, all press releases, internet postings, and news articles must be reviewed by the Director of Advancement.
- Prior to publications and/or distribution of documents produced in the name of Holy Savior Menard, a copy must be reviewed by the Director of Advancement. These include but are not limited to:
 - Communications on HSM Letterhead
 - Mass e-mails from any HSM address
 - Yearbook
 - Newspaper
 - Sports programs
 - Special event programs, ads, banners
 - HSM Facebook and Website
 - Other correspondence to the HSM family
 - School Newsletter, E-mails, Internet postings, and other school associated communications
 - The Development Office must review all letters and emails of mass distribution. Once a copy of the letter has been approved and filed in the Advancement Office, it may be sent.
 - The parent newsletter is e-mailed to HSM families on Monday of each week.

Solicitation Policy

Rationale: A policy for solicitation is necessary so that efficient records are maintained, and donors are properly acknowledged. It is the responsibility of the Advancement Office to coordinate all donor solicitations and fundraising efforts. Prior to any fundraising transactions, all persons and organizations that solicit in the name of Holy Savior Menard must complete a fundraising project proposal and receive approval from the Advancement Office. The Advancement Office and Principal reserve the right to limit or refuse a proposed solicitation.

The Holy Savior Menard Solicitation Policy is as follows:

- No individual or business is to be solicited without prior concurrence with the Advancement Office. Submit names of potential donors to the Development Office for approval.
- Solicited funds must be targeted to a specific project or event that has received the prior approval of the Advancement Office.
- Restricted donations must be applied to the area or project specified by the donor unless the donor is contacted by the Advancement Office and such permission is granted.
- Under no circumstances may the solicitor promise or guarantee any specific returns or favors for the donor's contribution.
- All donors should receive a written acknowledgment for their contribution from the solicitor within fifteen (15) days of receipt. A copy of the letter/note must be filed in the Advancement Office on the day that it is mailed.

- To maintain a permanent record of donor history, the following information must be provided to the Advancement Office:
 - Name and address of donor
 - Amount/Value of donation (if applicable, indicate type of in-kind service or item.)
 - Project or campaign in which the donation was made
 - Date of the donation
 - Solicitor's name
 - In-kind donations, or gifts of property, which might incur additional expenses, must receive approval and permission from the Advancement Director and Principal.

SAFE ENVIRONMENT PROGRAM

Diocesan policy mandates that any employee or volunteer having contact with minors must complete training required by the “Safe Environment for the Protection of Children and Young People.” This includes teachers, coaches, substitutes, volunteers, chaperones, or anyone else having contact or working with the students. Once you have attended the Initial Education class, you must visit www.virtus.org to take the Continuing Ed class monthly. This program creates awareness regarding child and sexual abuse facing our society today. For the safety of our students, please help us to enforce this policy.

ACADEMIC PROGRAM

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

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

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

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

HSM offers an advanced placement honors program, dual enrollment honors program, an honors program, and college prep curriculum aligned with the ACT benchmarks.

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

HSM DIPLOMA REQUIREMENTS

(Following the TOPS University Curriculum with the addition of Religion)

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).

Religion	Religious Studies I History of Religion Religious Studies III Religious Studies IV	4
English	English I English II English III English IV	4
Mathematics	Algebra I Algebra II Geometry The remaining unit shall come from the following: Advanced Mathematics, Algebra 3, Calculus, Probability and Statistics, or a locally initiated elective approved by BESE as a math substitute.	4
Science	Biology I Chemistry I 2 units from the following: Physical Science, Physics I, Biology II, Earth Science, Environmental Science, Physics II, or a locally initiated elective approved by BESE as a science substitute.	4
Social Studies	U.S. History Civics or Government 2 units from the following: World Geography, World History, Western Civilization, Economics, or a locally initiated elective approved by BESE as a social studies substitute.	4
	Health and Physical Education	2
Foreign Language	2 units from the same language	2
Arts	Fine Arts Survey or one unit of Art, Dance, Music, or Theatre	1
	Electives	3
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 an HSM Diploma will be issued an alternative Diploma meeting the criteria for a high school diploma as set forth by the Louisiana Department of Education.

GRADUATION REQUIREMENTS

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

Credit **D**etermination

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

Earn at least five quality points for the year. (Quality points are earned from the four nine-week grades, and final exam.

In addition to earning the minimum of 5 quality points, 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. GPAs 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	90-100	90-100	Excellent	4
B	80-89	80-89	Above Average	3
C	70-79	70-79	Average	2
D	60-69	60-69	Below Average, Passing	1
F	Below 60	Below 60	Failing Work	0
INC			Incomplete Work	0

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
- AP Spanish
- AP Psychology

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

Correspondence Courses

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

Dual Enrollment (DE) Courses

Holy Savior Menard has partnered with La Tech and LSUA to provide dual enrollment classes in many subject areas that will transfer to all public state universities in Louisiana, most private universities in Louisiana, and some colleges outside the state. The college credit counts towards the student's eventual college grade point average and, after the student's first semester of college, will be considered by LOSFA for determining a qualifying TOPS GPA.

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

At present, the following DE courses are being offered at HSM for the 2023-2024 school year. Universities awarding DE credit are subject to change due to availability of the university professors.

Department	Carnegie Unit	College Credit	University
Math	Advanced Math H	MATH 1021 & 1022 (6 hours)	LSUA
	Probability and Statistics H	STAT 200 (3 hours)	LA Tech
	Senior Topics in Math*	MATH 1029 (3 hours)	LSUA
English	English IV H	ENGL 1001 & 1002 (6 hours)	LA Tech
Social Studies	World History H	HIST 101 & 102 (6 hours)	LA Tech
	U. S. History H	HIST 201 & 202 (6 hours)	LA Tech
	Psychology H	PSYC 102 (3 hours)	LA Tech
	Sociology H	SOCL 2001 (3 hours)	LSUA
Other	Fine Arts Survey	ART 290 (3 hours)	LA Tech
	Spanish III	SPAN 101 & 102 (6 hours)	LA Tech
	Spanish IV	SPAN 201 & 202 (6 hours)	LA Tech
	Speech H	CMST 2060 & 1061 (6 hours)	LSUA
	Medical Terminology	HESC 1400 (3 hours)	LSUA
	13 Carnegie Units	60 College Credit Hours	

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

Honors Courses

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

Honors Course Offerings

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

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:
- A score of advanced or mastery on LEAP 2025 for that subject
- No report card final average grade lower than a B in the previous subject area honors course.
- Teacher recommendation

Appeals

Students who meet the requirements are encouraged to register for honors courses during the course selection process. Students who do not meet these initial requirements can appeal to the Academic Review Committee, which is composed of content leads 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 the classes concerned.

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

Probation and Removal

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

Honor Roll

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

Honor Graduates

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

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

English Honors	Math Honors	Science Honors	Social Studies Honors	At least two of the following courses:
English I H English II H English III H English IV H	Algebra I H Geometry H Algebra II H Advanced Math H Calculus AP or Statistics DE	Physical Science H Biology I H Chemistry I H 1 Additional honors science	U.S. History H World History H If all 4 history classes have been taken, students may take another HSM DE class in place of World History (H)	Anatomy & Physiology H Fine Arts (DE) Psychology (DE) Spanish III (DE) Spanish IV (DE) Speech (DE) Biology II (H) Sociology (DE) Medical Terminology (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.

Class Rankings

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

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 8 units each year.

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

High School Status and Promotions:

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

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

Any student who fails a required English, math, or science 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.

Junior High Program

Junior high students are required to carry eight units each year. 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

7th Grade	8th Grade
Religion 7	Religion 8
Math 7 or Pre-Algebra (H)	Math 8 or Math 8 (H) 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
American Studies	Louisiana History
PE/Arts	

Electives: Tech for Today, Art, Choir,
Theater

Electives: Tech for Today, Art, Choir,
Theater

Electives: Spanish I**, French I**, IBCA*

* High school credit given

**High school credit given AND available to
students qualified for and enrolled in English
8 (H)

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

Placement in 7th grade honors courses is based on standardized test scores, teacher recommendations, and report card grades.

ACADEMIC ACCOUNTABILITY

Having academic integrity means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (i.e., intellectual property)

You are acting with academic integrity to the extent that you demonstrate these values, and in particular:

- Take full credit for your own work and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized.
- Report breeches of academic integrity to a teacher, counselor, or administrator.

What is cheating?

- Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores using any unauthorized or deceptive means.
- Some examples of what cheating looks like:
- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own.
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass the steps of an assignment.
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your teachers regarding the work you have done, such as saying you have turned in an assignment when you did not, or that you have worked hours longer than you did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Doing another group member's share of a project without permission from your teacher.

Students' Responsibilities

- Read and know the school's Academic Integrity Policy.
- In addition to observing the HSM's Academic Integrity Policy, observe all course-specific rules and consequences established by your teachers.
- Report to the teacher if cheating is taking place and how it is being done.
- Do not copy homework or let someone else copy your homework.
- Do not use study aids as an alternative to completing an assignment.
- Only work with others when the teacher has specifically given permission.

- Seek only appropriate help from parents, tutors, or other students; check with the teacher prior to receiving the help to know what help and assistance is appropriate.
- If collaboration has not been specified as permissible, the assignment must be your individual honest effort.
- Take responsibility for doing your fair share on a collaborative assignment.
- On papers, do not summarize, paraphrase, or quote without proper documentation.
- During tests and quizzes, keep your paper covered and your eyes on your own paper.
- When in doubt, clarify with the teacher what aids may be used on the test (calculator, notes, etc.).
- Do not talk during the test except to the teacher.
- Do not discuss any aspect of the test until the teacher has returned it or given permission to discuss it.

Teacher Responsibilities

- Be precise about expectations for students by clearly stating the Academic Integrity Policy, orally and in writing.
- Communicate the range of consequences for Academic Integrity violations to the students.
- Address the use of study aids in course work.
- Clearly specify when collaboration with other students is permitted on an assignment.
- Review student work regularly for violations of the Academic Integrity Policy.
- Report violations of the Academic Integrity Policy regarding your own class assignments to an administrator.
- Report violations of the Academic Integrity Policy regarding another teacher's class assignments to that teacher (i.e., when an English teacher observes students copying Math homework in English class, the English teacher should report that to the Math teacher).
- Tell students when they can discuss a test after it has been given.

Parent Responsibilities

- Read and know the school's Academic Integrity Policy.
- Help the student understand you value academic integrity and expect the student to comply with the school's Academic Integrity Policy.
- Support the imposition of consequences if the Academic Integrity Policy is violated.
- Require students to do their own work.
- When helping students with assignments, ensure that their work remains their own.

Administrator Responsibilities

- Make available to all students, teachers, and parents a copy of the school's Academic Integrity Policy.
- Facilitate ongoing conversations and reflection about the Academic Integrity Policy.
- Administer fair and consistent consequences for offenses of the Academic Integrity Policy.
- Maintain records of Academic Integrity Policy offenses.

Procedures

- All parties concerned—students, parents, and administrators—are to understand that the teacher's professional judgment will determine whether a violation of the Academic Integrity Policy has occurred.

- Whenever a student is found to have violated the Academic Integrity Policy and/or course-specific rules, these procedures will be followed:
- The teacher will document the violation and report it to the Assistant Principal via email.
- The Assistant Principal will record the violation in Ren-Web as part of the student's permanent disciplinary record.
- The Assistant Principal will review the student's disciplinary record and determine whether the violation in question is the student's first (or subsequent) offense.
- The teacher will confer with the student and may contact the student's parents. The purpose of the teacher-student conference is to review the Academic Integrity Policy, clarify why the work or behavior in question constitutes a violation of it, and help prevent future violations.
- According to the stated expectations of individual teachers, an appropriate penalty for the offense will be imposed. Consequences for first-time and subsequent offenses are outlined below.

Consequences

- Students at HSM are expected to uphold the highest ethical standards in accomplishing their work. Students who are caught cheating or plagiarizing in any class are dealt with in the following manner:
- First Offense: "0" for said assignment and a morning detention.
- Second Offense: "0" for said assignment, one-day out of school suspension, and a conference with the parent(s).
- Third Offense: Same as second offense. The student will be recommended for dismissal.
- If a student is caught cheating or plagiarizing in an honors course, the student is subject to removal from the honors course, pending a decision from the Academic Review Committee.

Academic Probation

Students participating in Interscholastic Athletics must understand that academic achievement is more important than athletic achievement. The administration has set forth guidelines to aid in ensuring each student athlete's academic stability during his/ her sports season.

If a student is in danger of failing a course (D or below), he/she will be placed on academic probation. When a student is placed on academic probation, he/she may still participate in practices and games while adhering to the guidelines below.

- A minimum of 350 points must be recorded in the class. Any student with a D or F recorded will be placed on probation. This means that the student cannot miss the class with the D or F recorded to leave school early for an event. Once the class is over, the student is free to travel to the game/event.
- Without 350 points recorded in a class, HSM will revert to the LHSAA policy on students leaving early for events. The LHSAA policy states that a student cannot miss a class if they have an F recorded on their report card.
- Students are not allowed to drive themselves to the game/event. A parent must check the student out and arrange for transportation. If a parent/guardian cannot travel to the game/event, students can travel with other parents.

Students and parents are encouraged to check RenWeb1 regularly for assignment and grade information and communicate with teachers as needed. Coaches and club moderators may request academic information to further support students who are on probation.

A student who is placed on probation for an Incomplete will be removed from probation once a grade is entered, provided the grade is higher than a D.

For playoff games and special events, the school administration reserves the right to adjust this policy.

Make-Up Exams

- All major exams must be done in Mrs. Campbell's Room in accordance with the following procedure.
- Make-up exams can be sent to Mrs. Campbell at the end of the day of the exam, never in advance of the exam.
- A student's name and date must be placed on the exam.
- Upon the student's return to school, the teacher must notify them of the missed exam and the following procedure for making up the exam.
- The students are to report to Mrs. Campbell's Room at 6:30 am following their return to school. Admission to Mrs. Campbell's room will close at 7:15 am.
- The student will then complete the exam under direct supervision and the completed exam will be placed in the teacher's mailbox.
- All exams that have not been made-up within the allotted time will be returned to the teacher through the guidance office.
- Failure to complete a make-up exam within the allotted time will result in a student score of "0".

- Students will be provided with ample time to make-up all missed exams due to excused absences and the number of exams to be completed.
- Make-up exams will not be given prior to the initial test date.
- Make-up exams will be administered on Monday – Friday.
- A teacher may choose to administer his/her make-up exam at an agreed upon time other than students' classroom time. This prevents the student from missing yet another day of instruction.

Make-up Work

- Teachers are responsible for administering all other make-up graded work. Teachers should not give make-up work in the halls or in the classrooms during regular class periods so that students do not miss additional instructional time.
- Graded work missed during absences should be completed as soon as possible after the student returns to school; however, teachers should be flexible and exercise compassion in scheduling the make-up work with the student, realizing that the child has six other teachers to coordinate make-up work with as well.
- Make-up work is allowed for excused absences for full credit. Make-up work is to be completed outside of regular class time. It is the student's responsibility to determine what class work and assignments were missed and to complete the work.
- For a one-day absence, a student has a maximum of three days to complete the work missed. Otherwise, the permanent grade for the work may become a zero.
- The school can obtain assignments for students who have missed or will miss three or more days of school. Requests should be made through the guidance department. For students missing one or two days, they are to contact other students or check Parent-Web for assignments; however, they must verify make-up information with the teacher.
- The student, immediately upon return from his or her absence, must make arrangements to complete and turn in make-up work, including rescheduling any tests that were missed. Exceptions may be made for extended absences by special arrangement with the teachers through the guidance office.
- Teachers must provide easy access to missed assignments and materials (ex: make-up work folder, file box, etc.). Students must know how and where to get missed assignments easily and quickly.

STUDENT SERVICES

Guidance Services

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

The guidance office provides individual and small group counseling support to students, handles career and college planning, and assists students with personal growth and development. Other department services include student testing, student scheduling, academic counseling, FACTS-SIS support, and parent conferences.

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

FACTS-SIS

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

Change of Address and Family Data

Parents must update changes of Address/Telephone/Employment/Grandparent Information/etc. in FACTS/RenWeb1.

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, the rights of custodial and noncustodial parents. In the latter case, without a court order to the contrary, the school will provide the noncustodial parent with access to the academic records and other school-related information about the students. If a court order specifies that no information is to be given, it is the responsibility of the custodial parent to provide the school with a copy of the court order. HSM also abides by FERPA regarding the privacy of student records.

Dropping and/or Adding a Course

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

Schedule changes are allowed ONLY during the first 2 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 to balance student enrollment in certain classes.

Report Cards

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

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 can reach 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.

Review of Grades

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

Progress Reports

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

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 Executive Assistant Principal's office. It is the responsibility of the students, as well as the parents, to have a serious attitude toward 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 sophomores and juniors at HSM during the spring semester.

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

Testing Accommodations and Advanced Placement Test

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

Only students with a service plan written by an LEA will be given accommodations on the Pre-Act. Students with Holy Savior Menard INP will not qualify for accommodations on these tests. All accommodation for ACT testing will be granted by ACT.

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

Fair: Requirements and procedures for test accommodations must ensure fairness for all examinees, both those seeking accommodations and those testing under standard conditions.

- **Consistent:** Accommodations must be consistent with ADA requirements and appropriate and reasonable for a documented disability.
- **Valid:** Accommodations must not result in an undue burden, as that term is used under the ADA, or fundamentally alter that which the test is designed to measure.
- **Professional:** Documentation of the diagnosis must meet guidelines considered appropriate by qualified professionals and provide evidence that the person's impairment limits one or more major life activities.

Accommodations Documentation Requirements

To qualify for approved accommodations documentation must show:

- The diagnosed condition limits one or more major life activities.
- Requests for accommodations are appropriate and reasonable for the documented disability.
- Qualified Diagnosticians
- The administration of diagnostic assessment, determination of specific diagnoses, and recommendation of appropriate accommodations must be made by a qualified professional whose credentials are appropriate to the disability. The name, title, and professional credentials must be clearly stated in the documentation.

Criteria for Diagnostic Documentation

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

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

Transcripts

Transcripts needed for transfer, military use, scholarship consideration, college applications, or prospective employer information may be requested from the guidance office. Transcript requests require two days' 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 at least 28 credits for a Holy Savior Menard diploma or 24 for a state diploma.

Note: Any transfer student will be under 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 the 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 is completed, the student reports back to the office for the principal, counselor, and bookkeeper signatures. 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. Before the withdrawal will be finalized, all textbooks must be returned, and all fees and tuition owed must be paid.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 is a federal law, which states that a written institutional policy must be established and that a statement of adopted procedures covering the privacy rights of students is made available. The law provides that the school will maintain the confidentiality of student education records. Holy Savior Menard High School accords all the rights under the law to students and their parents. No one outside the school will have access to nor will the school disclose any information from students' educational records, including records to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, or to accrediting agencies carrying out accrediting functions without the written consent of the student and his or her parent. Exceptions to this written consent include qualified personnel in the school, persons in compliance with a judicial order, and persons in an emergency to protect the health and safety of students or other persons, and to parents who present sufficient evidence that the student is dependent upon them for financial support. All these exceptions are permitted under this act. Within the Holy Savior Menard High School community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Guidance Office, Administration Office, Office Admissions, Business Office, academic content leads, other academic personnel within the limitations of their need to know, the Holy Savior Menard High School attorney, designated law enforcement officials.

At its discretion, Holy Savior Menard High School may provide directory information in accordance with the Act's provisions.

- student name
- primary parent name
- address(es), telephone number(s)
- date of birth.

Requests for non-disclosure will be honored by Holy Savior Menard High School for only one year; therefore, authorization to withhold directory information must be filed each year in the guidance office. The law provides students with the right to inspect and review the information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the appeals committee to be unacceptable. Students may not inspect and review the following as outlined by the Act:

- financial information submitted by their parents.
- confidential letters and recommendations
- employment of job placement

- education records containing information about more than one student, in which case Holy Savior Menard High School will permit access only to that part of the record which pertains to the inquiring student.
- Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial “hold” exists, or a transcript of an original source document that exists elsewhere).
- Any student who believes that his or her education records contain information that is inaccurate or misleading or is otherwise in violation of his or her privacy or other rights may discuss his or her problems informally with the Holy Savior Menard High School guidance department or the respective guidance counselor.
- If the decisions agree with the student’s request, the appropriate records will be amended. Otherwise, the student will be notified within a reasonable period that the records will not be amended and why. The student will then be informed of his or her right to appeal to the next higher authority (e.g., department coordinator or administration).
- Revisions and clarifications will be published as experience with the law and Holy Savior Menard High School’s policy warrants. Students enrolled in Dual Enrollment classes are also considered students at the applicable university.
- The guidelines adopted by the individual university pertain to those classes. In general, students in those classes are considered adults by the university, regardless of age, and grades, transcripts, and other records are not accessible by parents unless a FERPA release has been signed by the student and is on file at the university.
- Dual enrollment grades, as recorded by Holy Savior Menard High School, are accessible by parents through FACTS/RenWeb1.

EXAMS and GRADING PROCEDURES

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.
- Seniors who have no grade lower than an “A” on any nine weeks grading period are exempt from taking a final in that subject.
- Sophomores and Juniors taking an AP course who have no lower than an A on any nine weeks grading period and sit for the AP exam are exempt from taking the final in that subject.
- Dual enrollment finals are administered by the awarding college. Students will not be exempt from these finals. HSM does not control when these finals are given.

CAMPUS MINISTRY

Identity

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

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

Campus Ministry Living the Vision

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

The Motto of HSM is “To Know, To Love, and To Serve.” This motto provides the perfect guidance for the school to develop in faith and Catholic identity more fully on campus. Each year, Campus Ministry will provide a programming plan based on a yearly theme to nurture our students’ and faculty’s understanding of and commitment to our motto and mission here at HSM.

Each year, the Campus Ministry will host a back-to-school Eagle Ignite Rally 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: “Made for More.”

**“The world offers you comfort,
but you were not made for comfort.
You were made for greatness.”
Pope Benedict XVI**

“He chose us in Him, from the foundation of the world to be holy and blameless in His sight.”
Ephesians 1:4

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

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 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 directed by our music ministers and greeters. Parents are welcome and encouraged to share in this special time with us.

Toward the end of Mass, the priest and extraordinary ministers of Holy Communion distribute the Holy Eucharist. Only Catholics in the state of grace can receive Communion. The school asks, for 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 8:40 a.m.). Students follow the Mass Schedule bell schedule, and adhere to the Mass Attire uniform policy, on all 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 and a prayerful spirit should permeate all school activities. Each school day begins with the Morning Offering Prayer, the Pledge of Allegiance, and the HSM mission statement.

Morning Offering Prayer

The HSM school community starts 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.

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 after mass each week (typically Wednesdays). All day Penance services are offered 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.

Catholic Identity Projects

The Church's teaching mission includes inviting young people to a relationship with Jesus Christ or deepening an existing relationship with Jesus, inserting young people into the life of the Church, and assisting young people to see and understand the role of faith in one's daily life and in the larger society. Through monthly planned activities, all students participate in school-wide, hands-on activities to strengthen their faith within the Holy Savior Menard Community.

Retreats

Every year, students in each grade level are given the opportunity to experience a one-day class retreat. Traditionally, these retreats are conducted by the senior ministry team, the Menard Apostles for Christ (MAC 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.

An optional overnight retreat is offered to juniors and seniors. The retreat, entitled Kairos, means "in God's time" in Greek. It is offered in the fall and is held at the MaryHill Renewal Center in Pineville, LA. This opportune time is for students wishing to grow deeper in faith and in relationships.

CLASS RETREATS:

- HSM Class Retreats are held at the MaryHill Renewal Center
- Spring Senior Retreat (March) is held at Tall Timbers Retreat Center
- August 7th: Teacher Retreat at MaryHill, 12:00-3:00pm
- August 10th: Coaches Retreat at HSM, 1:00-3:00pm
- August 19th: MAC Team Retreat at St. Rita Church
- September 19th: Senior Retreat 8:15a.m. – 2:30p.m.
- October 10th: 8th Grade Retreat 8:15a.m. – 2:30p.m.
- November 7th: 7th Grade Retreat 8:15a.m. – 2:30p.m.
- December 5th: Freshmen Retreat 8:15a.m. – 2:30p.m.
- January 17th: Diocesan 8th Grade Retreat 8:15a.m. – 2:30p.m.
- February 6th: Sophomore Retreat 8:15a.m. – 2:30p.m.
- February 27th: Junior Retreat 8:15a.m. – 2:30p.m.
- March 5th: Senior Retreat at Tall Timbers 7:45 a.m. - 2:30 p.m.

Outreach Retreats

- September 28th: OLPS 6th Grade Mini Retreat at OLPS, 8:00am-Noon
- March 7th: OLPS 5th Grade Mini Retreat at OLPS, 8:00am – Noon
- March 19th: OLPS 6th Grade Retreat

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

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

IMPORTANT CAMPUS MINISTRY DATES

EVERY Friday: Morning Prayer in the Chapel at 7:20 a.m.

EVERY Friday: Dad’s Divine Mercy Chaplet during both lunches in the Chapel

FIRST Friday of the month: Mass in the Chapel at 7:15 a.m.

FIRST Friday of the month: Eucharistic Adoration 8 a.m. - 2:30 p.m.; Benediction at 2:30 p.m.

- August 13th: Eagle Ignite Rally 6:00p.m. HSM - (includes The Holy Sacrifice of the Mass)
- September 9th: Prayer at the Pole 7:15 a.m. in remembrance of all victims of 9/11
- November 13-20: Discover Catholic Schools Week
- January 18th - 22nd: Pilgrimage to Washington, D.C. Pro-Life March
- January 29th-February 5th: Catholic Schools Week
- February 14th: MAC Applications Given to Juniors

SCHOOL-WIDE CATHOLIC IDENTITY PROJECTS

- August 26th
- September 30th
- October 28th
- November 18th
- December 13th
- January 30th
- February 24th

- March 30th
- April 6th

Lenten WAY OF THE CROSS

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

February: 24th

March: 3rd, 10th, 17th, 24th

The Holy Sacrifice of the Mass

- School Mass Every Wednesday @ 8:40am in the gym.
- Tuesday, November 1st - All Saints Day (no Wednesday mass this week)
- Thursday, December 8th – Feast of the Immaculate Conception (no Wednesday mass this week)
- Wednesday, February 22nd: Ash Wednesday
- April 26th: May Crowning
- April 30th: Baccalaureate Mass @ St. Francis Xavier Cathedral 7:00 p.m.
- May 4th: Senior Mass @ 9:30 a.m. (No Wednesday mass this week)
- May 9th: Graduation at 7:00 p.m. at Pentecostals of Alexandria
- May 12th: 8th Grade Mass @ 8:40 a.m. (no Wednesday mass this week)

STUDENT CONDUCT

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

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

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

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

CONDUCT ON CAMPUS

Disruptive Students

If a student's disruptive behavior in a class results in the student 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.

Chapel/Courtyard and Mall

The courtyard area and mall area will be designated as our "food court area" for students who bring their lunch to school. Students are expected to keep this area clean, picking up after themselves.

Cafeteria

Students are expected to behave orderly when entering the cafeteria. All students are expected to return their trays and clean up their space when they are finished eating. All food and drink including water should be consumed in the cafeteria. Students will not be allowed to leave the cafeteria with food from the cafeteria.

Honesty

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

Respect

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

Harassment

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

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

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

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

Written or Electronic Communication Harassment - This includes communication of any threat of, or act of sexual, verbal, or physical harassment.

Hazing

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

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

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

Fighting

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

Use of Inappropriate Language

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

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

Athletic Events

Holy Savior Menard High School has a fine athletic tradition and prides itself on the conduct of its students at such events. Therefore, students should behave in a way that brings credit to the school and the team involved. Misconduct in the form of booing, fighting, obscene gestures, or off colored cheers will not be tolerated. Students must follow the school dress code's mandates at all athletic events.

Automobiles/Parking

Driving privileges for the regular school day to/from school are extended to qualified students. All student vehicles must park in the area provided. Students parking a vehicle on campus must purchase an HSM parking tag (\$10.00 per year). Students are not allowed to remain in their cars or in the parking area upon their arrival at school. Students may not go to their vehicles at any time during the

school day without permission from an HSM faculty or staff member. Doing so will result in disciplinary action. Reckless/unsafe driving will result in the loss of driving privileges. Courtesy to our surrounding community is expected. Please keep the boom noise and music volume at a low level and abide by posted speed limits on and near the campus.

Calls/Deliveries

During regular school hours, students may not make or receive telephone calls except for emergency situations. Students can only use the front office phone for personal emergencies, before or after school, or during lunch. All deliveries, such as balloons or flowers must be made to the office. Students may pick them up after school. Students are NOT allowed to have lunches delivered to them at school.

Gambling

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

Married Student

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

Visitors

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

Sale of Items

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

Communication of Wrongdoing

Typically, Holy Savior Menard will not respond to nor act upon an anonymous communication regarding wrongdoing or a violation of HSM rules or state or local law. However, in the interest of student safety, HSM has provided students with access to a tip-line, an anonymous reporting program by which students can communicate with the administration about any issue which could affect student health and safety. Regardless of the form of communication, a report in and of itself does not guarantee that the school will act. A final decision of action is up to the discretion of the school administration.

Inappropriate Objects on Campus

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

Tobacco/Vaping

Smoking, vaping, or the use of smokeless tobacco by a student is always strictly prohibited on school property and in the area immediately adjacent to the school. Also, use of and/or possession of any

tobacco or vaping product is prohibited for students at all school-related functions. Possession and/or use of tobacco or vape products will result in a 3 day out of school suspension.

Drugs

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

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

Electronic Equipment

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

Weapons

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

Other Prohibited Objects

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

Medication

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

On-Line Behavior

Social Media

Students must maintain proper decorum while using social media and any electronic device. All social media posts and/or digital communication (including text messages) must uphold the ideals of Holy Savior Menard. Any production, distribution or viewing of inappropriate, sexually suggestive,

or pornographic images is prohibited. The school may be obligated to contact law enforcement in situations involving inappropriate images of individuals who may be under the legal age of consent.

UNIFORMS AND GROOMING

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

Female Students

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

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

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

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

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

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

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

Sweatshirts: Forest green or navy-blue sweatshirts with the Holy Savior Menard crest purchased from Polos and Plaids or Caplans are permitted. Forest green or navy blue $\frac{3}{4}$ zip sweatshirts with the school logo purchased at Holy Savior Menard are permitted. Athletic sweatshirts from Impact must be forest green and approved by the administration. No hoodies.

Jackets: Holy Savior Menard letter jackets or Navy full zip jackets with the Menard logo are allowed in the building between arrival and dismissal. Sports jackets must be forest green and approved by the administration. No other color will be approved. No emblem or brand name can be visible.

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

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

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

Male Students

Mass Day Attire: (High School)

White, oxford cloth, button-down collar, short or long sleeve (no emblem or monogram), purchased from Polos and Plaids or Caplans. Shirts must be tucked in and all buttons always buttoned.

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

Undershirts must be solid white with no writing or graphics.

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

Shoes: Shoes must be brown leather dress shoes. No suede can be worn. Shoes should be graffiti-free. No boots or moccasins allowed. Socks are required. Shoes must be worn properly, with brown shoelaces required and tied.

Socks: Solid dark brown, khaki, black or white socks. Socks must be crew length or higher. The only ankle sock allowed is the “Menard” ankle sock, available at Polos and Plaids or Caplans. All socks must be clearly visible above the shoe.

Mass Day Attire: (Junior High)

Shirt (Junior High): Hunter green golf shirt with white school crest purchased from Polos and Plaids or Caplans. Shirts must be tucked in with all buttons, except the top button, always buttoned. Shirts must be tucked in.

Undershirts must be solid white with no writing or graphics.

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

Shoes: Shoes must be brown leather dress shoes. No suede can be worn. Shoes should be graffiti-free. No boots or moccasins allowed. Socks are required. Shoes must be worn properly, with brown shoelaces required and tied.

Socks: Solid dark brown, khaki, black or white socks. Socks must be crew length or higher. The only ankle sock allowed is the “Menard” ankle sock, available at Polos and Plaids or Caplans. All socks must be clearly visible above the shoe.

Non-Mass Day Attire

Walking Shorts: Only the classic fit, uniform khaki shorts from Polos and Plaids or Caplans are allowed. Shorts must be worn properly on the waist and of an appropriate length with a solid brown belt. Shorts must be undefiled. Shorts must have the correct insignia from Polos and Plaids or Caplans. Shorts cannot be rolled, pulled up, and must cover undergarments. Shorts may not be shorter than 3 inches from the back of the knee.

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

Shirt (High School): Yellow golf shirt with green school crest purchased from Polos and Plaids or Caplans. Shirts must be tucked in with all buttons, except the top button, always buttoned. The undershirt must be solid white with no writing or graphics.

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

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

Sweatshirts: Forest green or navy-blue sweatshirts with the Holy Savior Menard crest purchased from Polos and Plaids or Caplans are permitted. Forest green or navy blue $\frac{3}{4}$ zip sweatshirts with the school logo purchased at Holy Savior Menard are permitted. Athletic sweatshirts from Impact must be forest green and approved by the administration. No hoodies.

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



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

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

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

Male and Female Students

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

Guidelines for Modified Uniform Days

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

The administration provides specific guidelines prior to each modified uniform day. In general, these days students are allowed 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.

Each Friday HSM will allow students to wear a spirit shirt or sweatshirt. Students must abide by the guidelines listed below:

Boys:

Shirt: Menard T-shirt, sport team uniform, or sport team pullover. The shirt must be a Holy Savior Menard shirt.

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

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

OR

Walking Shorts: Only the classic fit, uniform khaki shorts from Polos and Plaids or Caplans are allowed. Shorts must be worn properly on the waist and of an appropriate length with a solid brown belt. Shorts must be undefiled. Shorts must have the correct insignia from Polos and Plaids or Caplans. Shorts cannot be rolled, pulled up, and must cover undergarments. Shorts may not be shorter than 3 inches from the back of the knee.

Belts: Belts must be dark brown without ornamentation and must be worn. No large buckles allowed. **TENNIS SHOES OR** Regular school shoes: Shoes must be dark-brown leather dress shoe. No suede can be worn. Shoes should be graffiti-free. No boots, crocs, or moccasins allowed. Socks are required. Shoes must be worn properly, with brown shoelaces required and tied.

NO BOOTS, SLIPPERS, CROCS, OR SHOES WITHOUT LACES CAN BE WORN

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, sweatpants, shirts that expose cleavage or the midriff during routine movement, halters, shirts with spaghetti straps, or any type of open toe or open heel shoe. Crocs are not allowed.
- Students who violate the modified uniform privilege lose this privilege for the remainder of the school year as determined by the administration.

No out of uniform days are allowed on Mass days.

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

CARE AND USE OF FACILITIES

Respect for Property

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

Campus Cleanliness

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

Books & Personal Items

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

Lockers

1ST hour 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.

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. The school is not liable for any losses that the student incurs.

Food, Gum, and Drink

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

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

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).

Definition of Bullying:

- A pattern of one or more of the following:
- Gestures, including obscene gestures and making faces.
- Written, electronic, or verbal communications, including calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors.
- Electronic communication includes but not limited to communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, computer, or other electronic device.
- Physical acts, including hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
- Repeatedly and purposefully shunning or excluding from activities.

The pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Prohibition Against Bullying

Holy Savior Menard believes that all students have a right to a safe and healthy school environment. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. The school policy prohibiting bullying includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- School staff and/or administrators will promptly investigate each bullying complaint thoroughly and confidentially.
- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity.

Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom
- Reassignment of classes if possible
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion

The procedures for intervening in bullying behavior include but are not limited to the following: All staff, students, and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.

The school will keep a report of bullying and the results of an investigation confidential. Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.

Anyone who witnesses or experience bullying is encouraged to report the incident to a school official.

The following actions will be taken when bullying is reported:

Investigation

Upon receipt of any bullying report, schools will immediately investigate the incident. The investigation will begin no later than the next business day in which the school is in session after the report is received by the school official. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.

Notification

Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent/guardian should be notified immediately.

Discipline

Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive appropriate consequences which shall include, at minimum, disciplinary action, or counseling.

Follow Up

Complainants will be promptly notified of the findings of the investigation and the remedial action taken.

Documentation

Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.

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 hair sample analysis; urine samples; use of canine units; search of person, personal effects, and/or vehicles used by students.

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

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

Test Results

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

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.

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 is to be in line with what is expected during a regular school day. Good sportsmanship should be highly fostered by both students, parents, and others attending events. Actions by student-athletes that reflect poorly on the school will be dealt with by administration and subjected to disciplinary actions.

Music at School Events

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

Distribution of Printed Material

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

School Dances

- School dances are school functions, and as such, students are expected to dress and behave in ways that respect the dignity and integrity of all in attendance. School dances are designed to provide a healthy, safe environment for students to socialize and enjoy being together. The student behavioral/discipline code is in effect and enforced at all school dances. The following procedures have been established to allow the continuation of dances and ensure enjoyment and safety of all students at school dances:
- Dancing must be appropriate and in good taste. “Face to face and leave some space.” Students acting or dancing inappropriately will be taken to a sponsor/administrator and may be removed from the dance floor or asked to leave. If students are asked to leave, a reasonable attempt to notify their parents/guardians will be made, regardless of the time.
- 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.

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

Illness

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

Insurance

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

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 priority in the pick-up line. After buses leave, cars must continuously move forward in the line. If a student is not available for immediate pick-up, the parent must pull into a parking space to wait. (Please see After School Transportation, page 37.)

Yearbooks

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

BEHAVIOR SANCTIONS

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

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

Morning Detentions

- Level 1: School procedures:
 - Tardy for Class without an admit.
 - Uniform Violations
 - Wearing unapproved outerwear.
 - In a hallway without a pass.
 - First offense cellphone/technology violation
- Level 2: Nonviolent school disruptions:
 - Failure to attend level 1 detention.
 - 3 level 1 detentions in the same ¼.
 - Given after the teacher has conferenced with the student about inappropriate behavior and contacted a parent.
- Level 3: Violent school disruptions or failure to attend Level 2 detentions:
 - Level 3 detentions are served after the student and parent have met with a school administrator.

All other discipline issues will be dealt with in the following manner.

- Conference with the student to see if inappropriate behavior can be adjusted.
- Following a conference, the administration will decide on the appropriate consequences.
- Conference with student and parent.
- Following a conference, the administration will decide on the appropriate consequences.

Detentions are served before school in Mrs. Campbell's classroom. Students are required to be on time. Students who are late for their assigned detention time will not be allowed to attend. During this period, students are not allowed to study, sleep, or do homework. The detention instructor will assign work that must be completed during the allotted time. Students who choose not to work on the assigned work will not be given credit for the detention. If a student does not attend detention within two days of receiving the detention, he/she will be assigned the next level of detention for the next day.

- Two-Day Detention:
- Extended Detention:

- Out-of-School Suspension (OSS):

When it is deemed necessary, the principal may assign an out-of-school suspension. 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 for 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 8:00 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.

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.

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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 2023-2024 calendar, this means students can only be absent 8 days per semester or 16 days per school year. (Louisiana State Bulletin 741-901.C) Any student exceeding the maximum number of missed days whose parents do not submit a request in writing will receive a failing grade in each course for which the total number of absences has been exceeded.

Types of Absences

- Non-exempted, excused absences (E): absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note), which are not considered for purposes of truancy, but which are considered when determining whether 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.
- Medical, excused absences (M): absences incurred due to personal illness. These absences are not considered for purposes of truancy, but which are considered when determining whether a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed. These absences must be documented in the front office by a doctor's note.
- Exempted, excused absences (SR): School related absences which are not considered for purposes of truancy, and which are not considered when determining whether a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed. Only exempted, excused absences are those which will not be counted against students when determining whether a student meets attendance requirements. (Not counted against the allowed 16 absences.)
- Unexcused absence (A): any absence not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including but not limited to, absences due to any job (including agriculture and domestic services, even in their own homes or for their

own parents or tutors) unless it is part of an approved instructional program. Students shall be given failing grades in those days missed and shall not be given an opportunity to make up work.

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

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:
- extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
- extended hospital stays in which a student is absent as verified by a physician or dentist.
- extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.
- extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.
- observance of special and recognized holidays of the student's own faith.
- 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.
- absences verified and approved by the school principal or designee as stated below:
- prior school system-approved travel for education.
- death in the immediate family (not to exceed one week); or
- 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 verified as meeting extenuating circumstances and eligible for 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 at 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 tardy to any class during the school day will be assigned a lunch detention.

Cancellation of the School Day

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

Permission to Leave School

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

Truancy

Truancy is absence from class or school for any portion of a period or day without proper permission from home and school. It is always considered an unexcused absence and makes a student subject to corrective action. The student is given 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 scheduled to deliver some students to other schools to catch buses.)

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

After-Care Program

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

SCHOOL RESOURCES

Library

HSM encourages active study and exploration of all the resources in the library. The library's goal is to support the curriculum of the school by providing access to current, adequate, and appropriate information resources. The library's mission 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 relevant curriculum sites and remote access to research databases, the library catalog, and the 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 in the library are for academic use only and are governed by the same rules and regulations as computers 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. 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 before and after school, REFERENCE BOOKS MAY NOT BE CHECKED OUT.
- Overdue fines of \$.05 per day for two-week loan items will be charged.
- Patrons with overdue materials cannot check out any other library materials.
- School records will be held if a student has outstanding library fines or checkouts.
- Patrons may check out a total of three items at the same time.
- Patrons are responsible for the replacement cost of all lost/damaged library materials.

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

Lunch Program

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

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

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

Reduced Price Lunch Plan and Free Lunches

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

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

Computer Labs

Computers are in three 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 10
- Programs: Office 365
- SmartBoard with LCD projector

PC Classroom Lab Room 309 *** NO LONGER COMPUTER LAB. MRS. CAMPBELL'S CLASSROOM. -OMIT

- 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 10
- 1 network copy machine
- 1 Windows NT server -OMIT
- Internet available on all computers
- Programs: Office 365 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 -OMIT
- Operating System: Windows 10
- Programs: Office 365
- Internet available on all computers
- Promethean Board

Classrooms

All teachers have a laptop with Internet and Windows operating system running 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.

STUDENT ORGANIZATIONS and ACTIVITIES

Extracurricular Activities

HSM allows 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 add to the enjoyment of school life and permit the student to develop broader insights and experiences in cultural, political, social, and athletic areas. 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 must attend the organization's scheduled events.

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

No student organization or individual may sponsor gambling activity in the school's name. 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 defined and determined the school's newspaper and yearbook as instruments to develop communication skills. Content of the publications must be in keeping with the philosophy and mission of HSM.

Office-Holding Policy

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

A student may hold 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.

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.

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.

First LEGO League (Junior High Robotics Club)

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

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.

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 11-12 are eligible for membership in the NHS. Students will participate in monthly service projects.

National Junior Beta Club

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

National Junior Honor Society

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

National Senior Beta Club

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

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 positively promoting the school. They work as liaisons between the Menard community and prospective families. They attend monthly meetings 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 an especially important student group in the school. The school's success 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 as a determining capacity in clearing the students' extracurricular activities with administration approval.

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).

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

Chess Club

Academic Contests

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

Diocesan Quiz Bowl: Eligible: Students in grades 7-8

Literary Rally: Eligible: Students in grades 8-12

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.

BYOD Policy/Agreement

Introduction

As modern technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, we have decided to implement Bring Your Own Device (BYOD) at Holy Savior Menard. In this initiative, students are encouraged to bring their own technology devices to school to assist their learning experiences. This document is a contract which we will adhere to as we establish this program within our school. Please note that students who cannot bring in outside technology will be able to access and utilize the school's equipment. No student will be left out of instructional activities.

Definition of "Device"

For purposes of BYOD, "Device" means a privately owned wireless and/or portable electronic handheld device that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, laptops, and tablets that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. **CELLPHONES ARE NOT ALLOWED!!!**

Internet

Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices, such as, but not limited to, cell phones/cell network adapters (Hotspots) are not permitted to be used to access outside Internet sources at any time.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. HSM is not liable for any device stolen or damaged to it on campus. If a device is stolen or damaged, it will be handled through the administrative office like other personal artifacts that are impacted in similar situations. It is recommended that skins(decals) and other custom school appropriate touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Protocols for Using Personal Technology

Students will be given specific information for log-on and access procedures using school accounts. No user may deviate from these log-on procedures. Students are advised that the school's network administrators have the capability to identify users and to monitor all BYOD devices while they are logged on to the network. Users should not have any expectation of personal privacy in the use of personal technology to access HSM technology resources. This provision applies to all uses of HSM's technology resources and personal electronic devices that access the network.

Guidelines for use

- Use of personal devices during the school day is at the discretion of teachers and staff.
- Students must use devices as directed by their teacher.
- The primary purpose, and only purpose, of the use of personal devices at school is educational.
- Students will refrain from using personal devices at school outside of their classroom unless otherwise directed by their teacher.
- Students using computers outside of class must report to the library to use the device.
- Students shall make no attempt to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.

- Students shall not distribute pictures or video of students or staff without their permission. “Smart watches” or similar devices are not allowed to be worn on campus during the school day. If a student is caught in violation of this provision, his smart watch and the connecting device will be confiscated and subject to search.

Cellphones may not be used in school for any reason. If a student chooses to bring a cellphone to campus, the cellphone must be turned off and stored in the student’s book bag.

Cellphones cannot be carried on the student for any reason.

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

- 1st Offense – Cellphone is taken and turned into the office. Students receive a 1 Day Level 1 morning detention.
- 2nd Offense – Cellphone is taken and turned into the office. Students receive 2 Days of Level 3 (6:30 am) morning detention.
- 3rd Offense – Cellphone is taken and turned into the office. Parent meeting with school admin. Student receives 2 days of Level 3 (6:30 am) morning detentions.
- 4th Offense – Cellphone is taken and turned into the office. The student serves a 1 day out of school suspension. The student is not allowed to bring their phone to campus for the remainder of the semester.

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

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 provides 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 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. However, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, radio, movies, and other possible offensive media.

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

Internet Terms and Conditions

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

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

Network Etiquette: Students are expected to abide by the 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, to yourself or any other person. Report to your teacher any person who asks for personal information.
- Electronic mail (e-mail) is not guaranteed to be private. The teacher can check e-mail to make sure that it is appropriate. Keep passwords private, and do not read another person's email. No personal e-mail is allowed.

- All communications and information accessible via the Internet should be assumed to be private property and students should always observe copyright laws. Use of any information obtained via the Internet is at your own risk. HSM makes no guarantees of any kind about the accuracy or quality of information found on-line.

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

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

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

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

BYOD Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cellphone, or other electronic device while at school without the approval of school personnel. When abused, privileges will be taken away. When respected, they will benefit the learning environment.

Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all school policies, particularly Internet Acceptable Use and Internet Safety policies.

Furthermore, the student must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
- The technology must be in silent mode while on school campus.
- The technology may not be used for non-instructional purposes.
- The student accesses only files on the computer or Internet sites which are relevant to the classroom curriculum.
- The student complies with a teacher's request to shut down the computer or close the screen.
- The student acknowledges that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them.
- The student understands that bringing on the school premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The school has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.

As a student of Holy Savior Menard, I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or laptop privileges as well as other disciplinary action.

Student signature: _____ Date: _____
Parent signature: _____ Date: _____

2023-2024 HSM PARENT ACKNOWLEDGEMENT PAGE
PARENT-STUDENT HANDBOOK

I have read and understand the contents of the 2023-2024 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

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 2023-2024.

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 _____