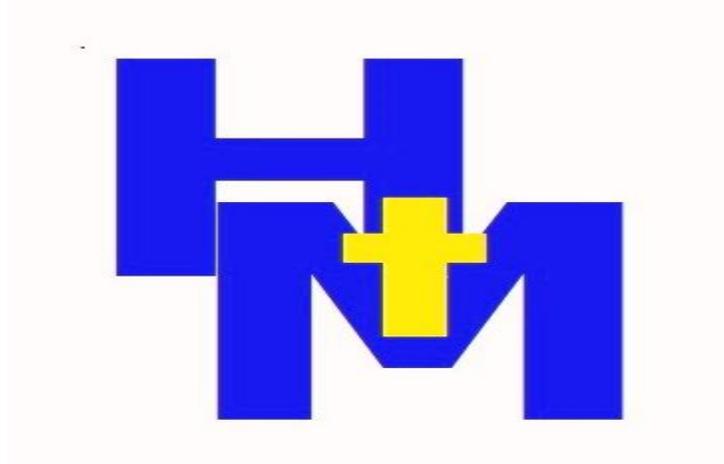


**Hanson Memorial High School
Home of the Fighting Tigers
2022-23**

PARENT/STUDENT HANDBOOK



“Let us open the doors to the Spirit, let ourselves be guided by him, and allow God's constant help to make us new men and women, inspired by the love of God which the Holy Spirit bestows on us! How beautiful it would be if each of you, every evening, could say: Today at school, at home, at work, guided by God, I showed a sign of love towards one of my friends, my parents, an older person! How beautiful!”

Pope Francis

903 Anderson Street
Franklin, Louisiana 70538
Phone: 337-828-3487
Fax: 337-828-0787
www.hansonmemorial.com

**HANSON MEMORIAL HIGH SCHOOL
UNDER THE AUSPICES OF
THE DIOCESE OF LAFAYETTE**

APPROVED BY:

THE LOUISIANA STATE DEPARTMENT OF EDUCATION

ACCREDITED BY:

COGNIA

MEMBER OF:

THE NATIONAL CATHOLIC EDUCATION ASSOCIATION
LOUISIANA ASSOCIATION OF SCHOOL EXECUTIVES
THE LOUISIANA HIGH SCHOOL ATHLETIC ASSOCIATION
THE LOUISIANA HIGH SCHOOL COACHES ASSOCIATION



The Fighting Tiger has long been a symbol of the excellence of Hanson Memorial High School. Hanson seeks to produce students with intelligence, strength and pride, like their tiger mascot. Add the qualities of Christian faith, charity, self-respect and love of neighbor, which

are reinforced at Hanson, and the result is young adults ready to make their way in a world full of challenges.

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All About Hanson

Mission Statement

Hanson Memorial High School is a Roman Catholic school dedicated to academic excellence in the formation of a Christ-centered individual, equipped to use the gifts of soul, mind, and body in positive contributions to Church, family, and society.

Vision Statement

The underlying, controlling reality of Hanson Memorial High School is Jesus Christ. Hanson is a Roman Catholic school and therefore seeks to fulfill the educational mission of the Church as set forth by the Catholic Bishops. With Jesus Christ as its center, and in partnership with the family, Hanson Memorial High School is, and traditionally has always been, committed to preparing individuals to fulfill their spiritual, intellectual, physical, and social potential in service to Church, family, and community.

Our Beliefs

In light of Hanson's mission to educate the whole person, and in the belief that each individual is a child of God, we adhere to the following values:

Spiritual Growth

- We value and encourage each student's faith life by teaching Christian values and doctrine. We take every opportunity to acknowledge God as the main support of life.
- Catholicism is made a living experience in our school by fostering an atmosphere in which faith, love and concern of others is evident.
- The dignity of each student is recognized. We encourage an awareness of that dignity to help each student maintain a healthy self-concept.
- All members of our school community are educated in the teachings of the Roman Catholic Church.

Intellectual Growth

- In our school community, each student is provided with the knowledge, skills and critical thinking abilities needed to meet the challenge of higher education and to become a productive member of society.
- Our school community encourages our students to strive for academic excellence.
- We strive to broaden and enrich the interest, perspectives, and life of our school community by exposing our students to the appreciation of arts and culture.

Emotional/Social Growth

- An atmosphere of trust, honesty, mutual respect, and reverence for others and for self is fostered in our school community.
- Students are taught to take responsibility for their choices and accept the resulting consequences.

Physical Growth

- Our school community encourages students to understand the physical body as God's gift and temple, and they are encouraged to respect the physical body, their own and others.
- Students are provided with an organized, on-going program of physical education, as well as extracurricular activities, to assist with healthy development of the body.

HISTORICAL PERSPECTIVE

Hanson Memorial High School first opened its doors to the youth of Franklin in 1925. This year marks its 97th year of operation. The people of Franklin are indebted to the late Minnie Hanson Conolly for the school presented to them in memory of her father, Albert Hanson, and her brother, Eddie Hanson. In 1931, Mrs. Conolly established an endowment fund dedicated to facility upkeep that would help keep tuition at a minimum. The addition of a library and cafeteria building in the early 1950's and the construction of a gym/science structure in 1962 completed the needed facilities for the school. The late Mrs. J. C. Blevins continued the work begun by her generous aunt, and today her Blevins-Kemper descendants carry on the family's dedication to Catholic education and Hanson Memorial High School.

In the spring of 1967, the Christian Brothers, after forty years of dedicated work in the education of boys in Franklin, withdrew from the faculty at Hanson because of a greater need in other areas of the province. In August 1967, St. John Academy and Hanson Memorial High School were consolidated and Hanson opened its doors as a junior and senior coeducational high school. The Marianites of Holy Cross, who had been at St. John since 1871, agreed to become a part of Hanson's staff. With this restructuring, a new era in Catholic education in Franklin was begun and has proved to be an important and valuable part of the community.

Currently, Hanson Memorial High School educates students in grades six through twelve. In 1999, a successful Capital Campaign raised nearly one million dollars. That money was used to build a modern eight room junior high wing to the school. The Father Oneil Landry Library was opened in 2012 followed by the restoration of the old facility into an art studio. In 2015, the auditorium was renovated and is appropriately named the Minnie Hanson Conolly Auditorium. Today, Hanson Memorial is run by dedicated laymen and women of Franklin and surrounding areas.

Alma Mater

Oh! Alma Mater, 'tis of thee, we sing,
Of all thy joys and glories dear and sweet;
Hanson School, our praises of thee ring,
Thy name and fame, joyously repeat.

Forgive our errors, pranks of youthful days
Because thy love today we call renew;
We would forever loiter in thy ways,
Where childhood's joys in class and field we strew.

Hanson School, our love, our hope, our life,
We give our hearts in undying pledge to thee;
Be guide and light in ev'ry storm or strife,
Loyal to thee, each Brothers' boy will be.

Oh! Alma Mater, let thy colors fly,
And wave upon the winds in colors bright;
Oh! Alma Mater, we loudly reply,
Unto thy voice, leading to Heaven's height.

Hanson Fight Song

Come on and fight them you Tigers
and show them your might
Don't ever doubt you can beat them
but fight all the way
When you're behind face them squarely
you'll come out on top!! On Top!!!!
For Hanson we'll fight them
come on Tigers FIGHT!!!!!!

HMS Administration

Father Joel Faulk	Headmaster
Mrs. Connie C. Daigle	Principal
Mr. D. Thomas Schexnayder	Assistant Principal
Mr. Ryan Stoute	Athletic Director

Mrs. Carey Martin	School Counselor
Mrs. Anna St. Blanc	Development Director

HMS Faculty & Staff

Mrs. Raquel Baker	Teacher
Mr. Guy Baxter	Teacher
Mrs. Brittany Cranche	Teacher
Mrs. Tammy Cunningham	Paraprofessional
Mr. Joshua Diaz	School Maintenance
Mr. Ronald Francis	Part-time Custodian
Mr. Jamarr Garrett	Teacher
Mr. George Graffeo	Head Custodian
Mr. John Higdon, Jr.	Teacher
Mrs. Cindy Hebert	Librarian
Mrs. Monique Lancon	Teacher
Mrs. Roxanne Lange	Secretary
Mrs. Paige Louviere	Teacher
Mrs. Michelle Martin	Teacher
Mr. Alvie Pharris	Teacher
Mrs. Genevieve Pharris	Bookkeeper
Mr. Jarrod Segura	Teacher
Ms. Skyler Simoneaux	Teacher
Mr. Ronnie Sinitiere	Teacher
Mrs. Cecily Steiner	Teacher
Mrs. Devan Trahan	Teacher
Mr. E. Nathan Wilkinson	Band Director

Advisory Council

St. John and Hanson Schools are under the guidance of the Hanson – St. John Advisory Council, which meets on the third Monday of each month. Council members each serve for a 3-year term. Parents are always welcome to attend the meetings. Members of the Council for 2022-23 are:

Chris Childers, President

Clint Judice, Vice-President

Dwayne Doucet

Summers Francoise

Chad Judice

Wilson Judice

John Kahl

Amy LeBlanc

Jackie St. Blanc

Ed “Tiger” Verdin

Ex-Officio Members:

Father Joel Faulk, Pastor, Church of the Assumption

Sheri Higdon, Principal of St. John Elementary and Advisory Council Secretary

Connie C. Daigle, Principal of Hanson Memorial High School

Christina Hidalgo, CPA

Anna St. Blanc, Development Director

Diocese of Lafayette Policies

Parent Cooperation Statement

An integral part of the educational philosophy of Hanson Memorial High School is the *conviction* that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community. While Hanson Memorial High School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, Hanson Memorial High School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school’s goals. Hanson Memorial High School reserves the right to

terminate the enrollment of any student(s) in the event that it is determined by the school's administration that

- (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged, or
- (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled.

Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in this school handbook may result in termination of the student's enrollment from the school.

Diocesan Admissions Policy

The Diocese of Lafayette, Diocesan Advisory Council and Diocesan Department of Education issue the following policy of nondiscrimination in admissions for the Catholic Schools:

There is no discrimination on the basis of race, creed, sex or national origin of accepting applications for student admission as well as in the administration of education policies, of scholarship and loan programs, and of athletic and extra-curricular programs.

Students are accorded, regardless of race, sex, creed, and national origin, programs and activities generally accorded or made available to such persons in each school.

This policy applies to all schools under Diocesan admission auspices. Those private schools, which have been traditionally segregated by sex, are not in violation of this Diocesan admission policy.

Sexual Identity Policy

Hanson Memorial High is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Roman Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Roman Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded and safe environments are fostered. When parents send their children to

Roman Catholic schools and when persons choose careers in Roman Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Roman Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents, and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

(For further reading, please see *Male and Female He created Them: Toward a Path of Dialogue on the Question of Gender Theory in Education*, Congregation for Catholic Education, published on June 10, 2019)

Safe Environment for the Protection of Children & Young People

Our society has grown acutely and painfully aware of the tragedy of child sexual abuse. The trauma and damage such abuse causes its victims, their families, and the community are compounded when the abuser is a priest, deacon, seminarian, or a lay employee or volunteer working for the Church. In these situations, not only the victims and their families, but also the parish, the Diocese and the universal Church are seriously compromised and jeopardized.

On June 14, 2002, the United States Conference of Catholic Bishops approved a "Charter for the Protection of Children and Young People" (hereinafter USCCB Charter). The charter addresses the Church's commitment to deal appropriately and effectively with cases of sexual abuse of minors by priests, deacons, and other personnel (i.e. employees and volunteers). The bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or occurred many years ago. They stated that they would be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved. They have committed themselves to the pastoral and spiritual care and emotional well-being of those who have been sexually abused and of their families.

In addition, the bishops will work with parents, civil authorities, educators, and various organizations in the community to make and maintain the safest environment for minors. In the same way, the bishops have pledged to evaluate the background of seminary applicants as well as all church personnel, who have responsibility for the care and supervision of children and young people.

These policies and programs, as set forth by the Diocese of Lafayette, recognize that sexual and other abusive misconduct with minors is a special problem with a profound impact on the lives

of those affected. They are in place to provide for a safe environment for all children and persons who come in contact with those who minister, are employed, or volunteer in service of the Church.

Procedures for Initial & Continuing Training

Education/Training is mandated for all employee/volunteers who have contact with minors. All employees and volunteers are required to go through a 2-hour Initial Training Program. This training is designed to make all participants aware and alert them as to what child abuse is, how to recognize child abuse, and what to do if you suspect or know that a child is being abused. Mandated employee applications and volunteer profiles are to be completed and filed in personnel records. In addition, a personal/former employer reference check will be required for all new employees and all new volunteers. All clergy, lay employees, and volunteers who have contact with minors will be required to have a criminal history check. Participants watch a video related to areas of child abuse. Notice of Initial Training will be placed in the Franklin Banner, the Church Bulletin, on the rear and entry tables as you enter the Church and letters to parents. Initial training occurs during one calendar school year.

Continuing training may be done online by visiting www.virtus.org.

Delinquent School Accounts

School financial accounts are to be made current prior to allowing a student to take mid-term or final exams/projects. An incomplete (I) will be noted on student records until delinquent accounts are cleared.

Un-wed Pregnancies

Hanson Memorial High School follows Diocesan Policy DP-1022 revised November 1988, which states:

The Catechism of the Catholic Church reaffirms the teaching of Christ regarding chastity in stating: “All the baptized are called to chastity. The Christian has ‘put on Christ’, the model for all chastity. All Christ’s faithful are called to lead a chaste life in keeping with their particular states of life.” As we continue to form young men and women in their baptismal commitments through Catholic education, each educator within our school system should take an active part in teaching the virtue of chastity. When a student or unmarried faculty member has not lived according to the virtue of chastity and the sexual act results in an un-wed pregnancy, the clergy and principal are to counsel and offer pastoral care to those involved. Counseling should include the added responsibilities of the new parents which will arise with the birth of the child(ren).

While pre-marital sex is wrong, the pregnancy is a gift from God and unless the sex act occurs on campus or at a school-sponsored event, students may not be penalized or punished by the school. Female students who become pregnant may continue their education on-campus unless

her own physical, spiritual or psychological state requires at least temporary withdrawal and the beginning of a course of home study. As one major concern is for the health and safety of the pregnant girl while attending school, the student shall furnish a Pregnancy Status Report (Appendix P of the Diocesan Policy Manual) to the principal as soon as the pregnancy is confirmed and then at least every six weeks thereafter. If this form is not completed or if it is not submitted within the time frame set forth, the principal may consult the appropriate people and then take whatever action is deemed suitable to ensure that the health and safety of the young lady involved is protected.

APPEALS PROCESS

General

When a school employee or the parent of a student at a school believes that a rule, regulation or policy has been violated, misapplied or misrepresented, and that person has not had the problem satisfactorily resolved at the school, an appeal may be made to the local advisory council. If, after review by the local advisory council, the complainant still believes the issue is not satisfactorily resolved, an appeal may be made to the Diocesan Schools Advisory Council.

Local Appeal

To file a local appeal, the aggrieved person(s) should contact the advisory council chairperson.

- 1) The chairperson will obtain whatever details necessary and discuss the matter with the principal. If the school's administration has not, in fact, been consulted or has not completed action, the individual(s) concerned will be referred to the school and the chairperson will take no further action at that time.
- 2) If the school has indeed completed its action, or if the complainant is not satisfied when action is complete, the chairperson will inform the aggrieved person(s) that an appeal may be submitted to the advisory council, in writing, within a five (5) working day period. The written appeal should briefly provide details and specifically cite the rule, regulation or policy that is involved in this situation.
- 3) Upon receipt of the written appeal, the chairperson will so advise the pastor/chancellor.
- 4) The pastor/chancellor will consult with the executive committee of the council. If it is decided that the appeal does NOT merit a formal review, the complainant will be informed of that fact and the case is closed at the local level. The aggrieved party may appeal that decision to the Diocesan Schools Advisory Council for review.
- 5) If the pastor/chancellor believes, after consultation with the executive committee of the council, that the appeal should be referred to a local grievance committee, he will appoint, or direct the chairperson to appoint such a committee. The committee may include council members, parents, faculty, or any others that can provide a fair and

impartial hearing. The committee should consist of 5-7 individuals, and the hearing should be conducted without undue delay.

- 6) At the hearing,
 - a) The committee will normally meet separately with each party, however, a meeting with both parties simultaneously may be held if the committee chooses.
 - b) No attorney may represent either party.
 - c) The committee must understand that its review is to focus only on whether or not a rule, regulation, or policy was violated, misapplied, or misrepresented.
 - d) The committee will confer privately after all concerned have been heard and relay its recommendations to the pastor/chancellor.
 - e) If, as a result of its review, the committee believes that changes to rules, regulations or policies might be appropriate it may make suitable recommendations to the advisory council and to the principal.
 - f) The pastor/chancellor will communicate the appeal decision directly to all concerned or he may ask the chairperson of the council to do so. Notification should be in writing and should be made within five (5) working days after receipt of the result of the local appeal.

Diocesan Appeal

1. Upon receipt of a proper request for diocesan review, the superintendent, after consultation with the president of the Diocesan Schools Advisory Council, will decide whether or not to conduct a formal hearing. The superintendent will inform all concerned as appropriate.
2. If a hearing is to be conducted, the superintendent will consult with the president of the Diocesan Schools Advisory Council then appoint an Ad Hoc Committee of the Diocesan Schools Advisory Council to hear the grievance.
3. The procedure to be followed by this committee is the same as on the local level. When the hearing is complete, the superintendent will make the appropriate notification.
4. All decisions at the diocesan level are final, and the case is closed at this point.

See the Diocesan policy on Anti-bullying and Hazing in the Student Behavior section of this handbook.

Hanson-St. John Advisory Council Policies

Admission Policy

The Church of the Assumption School System, in conformity with its philosophy and objectives, adheres to the following admission policies as adopted by the School Board/Advisory Council on

November 16, 1981 and revised on August 10, 1989, December 14, 1998, January 20, 2003 and June 21, 2004, and Spring 2010.

If applications out-number places available, priority shall be given to students whose families have consistently supported the Catholic Church/Educational System in the past through cooperative efforts and financial donations. Children of alumni of the Church of Assumption Schools will be given every reasonable consideration as applicants of any particular grades.

Once there is a waiting list and an opening occurs, the child who registered during the registration period will be accepted according to admission policy and time of application. A second waiting list will be established for late registrants, and they will be accepted according to admission policy and time of application.

The following priorities shall adhere to the re-registration of presently enrolled students and registration of all new students:

1. Presently enrolled (at the time of registration) students if they meet the established eligibility policies for re-admission.
2. Students who successfully complete the fifth grade of St. John Elementary in good standing are automatically accepted.
3. Brothers and sisters of presently enrolled students (at the time of registration).
4. Students of St. John/Hanson faculty if they meet the eligibility rules.
5. Children of Alumni.
6. Catholic students who have transferred from another Catholic school.
7. Catholic students from Assumption Church Parish and other neighboring area Catholic Church parishes.
8. Students entering from the public/private school system.
9. Re-admission of students who leave St. John/Hanson for any reason is left to the discretion of the Pastor and Administrator on an individual case basis.
10. Acceptable student behavior and parental cooperation are to be considered when admitting or registering students at St. John or Hanson High School.
11. Records of students who are interested in attending Hanson will be reviewed by the administrator.

Tuition Cost & Policies

The faculty and staff of the school are hired annually and student programs are planned for the year accordingly. The enrollment of a student indicates that his/her parents understand the school expenses and commitments were projected on the assumption that he/she will remain in the school for the entire year. The tuition rates for a given year are based on the best data and information available to the Advisory Council and Finance Committee for projecting that year's

school costs. The Advisory Council reserves the right to adjust the tuition rates if necessary to meet unforeseen emergencies. Parents will be given notice as early as possible should any such emergency arise.

Tuition is non-refundable for families that are transferred or make a bonafide move out of the area before the first day of classes. If a family prepays tuition for the whole school year and leaves the school, they will be reimbursed only the unused portion of the tuition.

1. All tuition and fees will be paid using FACTS Management
2. Tuition rates are set by the Hanson – St. John Advisory Council
3. All fees are non-refundable
4. There will be a \$25 late fee assessed to any account that is past due
5. In the event that fees/tuition are 2 months in arrears, the student will be removed from any and all extra-curricular activities (athletics/clubs/organizations) and will not be allowed to participate in field trips, parties, and programs (Christmas/end of year.)
6. In the event that any tuition and/or fees are outstanding at the end of the semester testing in December and May, the student will not be given semester exams. Hanson and St. John students will receive an "Incomplete" on all tests.
7. Families with delinquent accounts at the time of tryouts for activities for the next school year will not be allowed to participate. Students will not be allowed to participate in extra-curricular activities if fees are not paid when the season begins.
8. If tuition is delinquent, re-registration for the following year will not be accepted.
9. If a student drops from school with a delinquent account, all fees/tuition must be paid for records to be released to the next school. Students will show a "not cleared" on requested information.
10. If a student drops from school with a delinquent account and later desires to re-register, the regular registration fee and the delinquent amount must be paid for the student to be accepted. School records will be held until all fees are paid and school property is returned.
11. There is a \$30 NSF charge on all returned checks. If the school receives 2 NSF checks from a family, checks will no longer be accepted. Notification will be sent by mail should this occur.
12. In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it is 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 will be no suspension, reduction or refund of tuition or fees.

AN ENROLLMENT CONTRACT WILL BE SIGNED DURING REGISTRATION

If you have questions concerning tuition, please contact the bookkeeping office.

Family Participation Program

The Family Participation Program provides for needs and services which help the **schools** fulfill its missions. You may volunteer at either or both schools, as we promote unity between Hanson and St. John. Each family is required to provide **20 hours of service or pay \$600**. The service hours are logged between April 1 and March 31. If someone has an extended illness or has a hardship in doing their hours of service, another family may donate up to 5 hours of service with prior permission from an administrator. We call families who fully support our schools to an abundance of participation to continue the rich traditions of Hanson and St. John.

Registration

Registration for the academic year takes place early in the second semester. The fee for registration is set by the Advisory Council and is payable at the time of registration. Any returning student registering after the registration deadline will be charged double the registration fee. This fee is not refundable.

Change of Address and/or Phone Numbers

Changes of address or telephone number must be reported to the school office as soon as possible.

Withdrawals

Official withdrawal requires the parent/guardian to notify school authorities and have an exit conference with the principal.

Emergency Drills

Unannounced fire drills are held periodically so that students may learn to evacuate the building properly. Students are to exit through the designated exit (instructions are posted in all classrooms) in complete silence and remain in the safety zone until the all-clear signal is given.

Other emergency drills will be held periodically during the year to teach the students proper actions in the event of an emergency. These drills will involve emergency personnel.

Asbestos Management Plan

In accordance with the Asbestos Hazardous Emergency Relief Act (AHERA), a management plan is available in the Principal's office for review during regular school hours. The management plan is approved by the State Department of Environmental Quality (DEQ).

Publication Policy

In order to assure accuracy and quality in all information originating from the schools or school support groups, the Advisory Council sets the following policy regarding publication:

1. All articles, letters, press releases, etc. to be printed in newspapers, used on radio stations, or sent/mailed to parents or the public must be turned in to the Development Office at least two (2) days prior to the anticipated release date. The Development Office will confirm accuracy and forward to the appropriate Administrator for final approval.
2. The principal is authorized by this Advisory Council to make any changes to the material necessary to provide accuracy and/or quality, providing the changes do not alter content.
3. Upon approval, the material will be returned to the Development Office for mailing, distribution, or submission to media. The Development Office or Hanson Administrator may submit materials if arrangements are made with the source in advance or in the absence of the Development staff member.
4. Every source must follow these guidelines, including teachers and staff, Volunteers, Cheerleaders, Pep Squad, Student Council, 4-H Clubs, etc. Personal and professional correspondence from principals and teachers are excluded.

The school reserves the right to publish student photographs in newspapers, magazines, and on the website. Parents must specifically request non-use of photographs. Removal of published photographs upon request may require a 30-day period for removal. Requests must be made in the form of an email to: development@hansonmemorial.com with a Cc to the Principal.

Solicitation Policy

Donations and contributions are vital to the growth and quality of our school system. In order to foster generosity and assure that donations are directed in the most appropriate manner, the Advisory Council states the following:

1. The purpose of this policy is not to discourage donations, but rather to promote contributions that will most help our schools.
2. The council, after consultation with administrators and others with proven knowledge, will compile a priority list of school needs. Prospective donors will be urged to channel their contributions in those areas. The Development Office will be charged with the task of contacting the HMS family and community supporters in support of the school's needs and programs.
3. All donations, large or small, must be made through or with the knowledge of Development Office and Hanson Administration. Funds must be turned over to the

bookkeeper for deposit to the proper account. The administrator's office must maintain records of all donations which will include the following: Donor's name; amount of donation; date of donation; targeted project or area; and name of person who solicited the donation.

4. No specified donations, unless included on the Priority Wish List, may be accepted by any member of the council, principals, staff or support group without first consulting the council and administrator. If approached regarding unspecified contributions, potential donors should be directed to the administrator, who will explain the needs of the school and discuss the desires of the prospective donor. This session may include the person with whom the first contact was made. In the event that the Development staff member is not available, the principal will handle the information and conduct the meeting.
5. No individual or business is to be solicited without first notifying the Development Office. The Development Office must be informed of all donations and contributions for tracking purposes. Donors should not be contacted repeatedly for multiple reasons.
6. Donors must always receive written acknowledgement of contributions within 20 days. Acknowledgements should come from the Development Office, unless the person who is responsible for the targeted donation area chooses to respond personally. (Example: Athletic Director may wish to thank donors to Athletic Department)
7. **All Sponsorships and Fundraising efforts shall be coordinated through the Development Office.**

See the section on Student Behavior for three additional Advisory Council Policies: Code of Courtesy, Behavior Code, and Drug Policy

Academics

General

Parents should involve themselves in the academic decisions that their sons and daughters make each year. Our hope is that parents and children will discuss what classes the student will be taking. Where electives are permitted, parents and children should make wise decisions. The administrative or guidance offices can assist with any of these decisions. Our purpose is to guide students to develop their own gifts and talents so they may become productive citizens of our community. We ask students to pray and discern God's will for their lives and future.

The courses offered at Hanson Memorial High School exceed the fulfillment of the minimum requirements of the Louisiana State Department of Education for graduation. The courses also provide a challenge to students of varying ability. Hanson's College Preparatory curriculum provides an excellent challenge and prepares the student to enter college with a comprehensive academic background.

For students whose interests are directed more toward work in the business world on completion of high school, a solid foundation is offered in general academic areas as well as an introduction to the field of general business, Family and Consumer Science (FACS), and Construction Technology.

Junior High

Students in the sixth, seventh, and eighth grade of Hanson Memorial High follow a curriculum designed not only to meet, but to exceed, the minimum requirements set forth by the State Department of Education. In addition, all students at each level follow the requirements outlined by the Religion Department of Hanson Memorial High School. Eighth graders may take Algebra I if they scored in the 90th percentile on their standardized test and have an A or B in all previous math classes. A positive recommendation from the student's junior high math teacher(s) is also required. An Algebra I readiness standardized test may also be administered to the students to aid in assessing their readiness.

Grading Scale -- Grades 6-12

Students are graded in each subject by the percentage system. Corresponding to the percentage system, the letter grades are rated as follows:

A – 94% to 100%	(3.5-4.00)
B – 87% to 93 %	(2.5-3.49)
C – 77% to 86%	(1.5-2.49)
D – 70% to 76%	(1.0-1.49)
F – Below 70%	

Grading Policy

- Failure in the second semester will result in failure of that subject for the year and the student will receive no credit.
- Students will be prohibited from taking mid-term and final exams/projects until all financial obligations are met. Mid-term and final exams/projects will be left to the discretion of the teacher of each class. Only seniors in good standing shall be exempt from mid-term and final exams. This is reflected by “E” (excused) on their report card.
- Teachers use the following formula to calculate grades: Each nine weeks grade will count two-fifths of the semester grade and the exam will count one-fifth. Numeric averages are used to derive the semester average.

Example: 1st 9 weeks – 88 2nd 9 weeks – 90 Mid Term exam – 84

To arrive at the semester grade: $88 + 88 + 90 + 90 + 84 = 440$; $440/5 = 88$

- The same procedure is used to derive the 2nd semester grade, using the third and fourth nine weeks and final exam grade. To calculate the end of the year average, add the 1st semester grade and the 2nd semester grade and divide by 2. If a student has NG for an exam grade, use the same procedure and divide by 4.
- Test papers will be nullified if a student cheats during the time of an examination (see the section *Student Behavior* for the other sanctions concerning cheating). The grade of “0” will be given for that particular test. Students who violate test policy will serve a one-day in school suspension. Plagiarism is a form of cheating. Copying homework/ classwork is plagiarism. Cutting and pasting sections from other papers, books, magazines, journals, or internet web pages and sites without proper attribution is plagiarism.
- Report cards are posted on the FACTS SIS (Student Information System) within 3 school days after the end of the nine weeks grading period. Written report cards will be printed and sent home with the student. Mid-term or end-of-the-year reports will not be given out until all financial obligations to the school are met. Entry and tabulation errors do occur as an effect of human error; thus, parents are allowed one week to appeal a questionable grade. Administration will address any concerns expediently. The preferred appeal process should be first a phone call to the faculty member, followed by an email to the faculty member with a copy to the principal.
- Teachers will email the parents with students earning grades of **D** and **F**. These emails are an effort to communicate to parents the potential problem areas. However, parents have access to student progress at any time via FACTS SIS.

Report Cards

Report cards are an important means of communication between the school and the home. Report cards serve as a means of informing parents how their child is performing in school. What should parents look for when reading a report card? Six basic areas are considered:

- Look for drastic changes. If your child has been bringing home “A” papers in a subject but receives a low grade on his report card, there could be a mistake. On the other hand, if you feel that your child does not understand a subject and still earns a high grade, questions should be asked. Email the teacher or call the school and ask that the teacher return your call or set up an appointment for a personal meeting.
- Some students may earn an “A” in one or two subjects and lower grades in others. At an early age students focus on what interests them and pay less attention to everything else.

This may or may not be the case with your child. When wide differences in grades from one subject to another occur, an attempt should be made to determine the reason.

- Remember that students are alert and learn better at different times of the day. If your child seems to consistently do poorly in morning classes, it may be because of hunger or weariness. Encourage your child to eat a good breakfast and sleep more. If difficulty is found in afternoon classes, lack of proper lunch or drowsiness could be at fault. Many students either do not eat at all or fail to eat the type of lunch that is important to maintain energy and mental alertness. Eating too much or lack of sleep at night also lead to drowsiness in the afternoon hours. Only by discussing these matters with your child can answers be found.
- The comment section on your child's report card provides additional information about your child's attitude and participation in the classroom. Conduct and willingness to try are important factors in achieving high academic grades.
- Be conscious of the importance of the report card to your child. Be as interested in the good grades as you are in those that are poor. In high school especially final grades are most important. They represent an average of all grades given during the term and will be reported to colleges or potential employers.
- Check the attendance record. A definite relationship exists between days missed and weakness in academics. If your child has been ill and has missed more than a few days of school, grades tend to drop. To prevent this from occurring, proper arrangements must be made with the teacher at the time of the absence. Working with teachers and administrators will enable your child to keep up with daily work and be prepared to make up tests that were missed.

Remember, academic and behavior **grades are earned by your child, not given by the teacher.** Teachers should always be consulted first prior to seeking administrative intervention or feedback. The administration does not, for long, entertain complaints about teachers when, in fact, the teacher has proven to have applied due diligence. Foremost, the teacher should endeavor to keep parents informed via email when the pattern of grades indicates a student's compromised comprehension. Two examples: a student has failed more than one class, yet a single teacher is subject to complaint, when, in fact, the teacher has offered the student options to salvage a passing grade, but the student has not followed through. In this case, the student, not the teacher, has failed to perform up to expectations. Example two: several teachers are criticized as being biased against a child when, in fact, the child's behavior is consistent across each classroom. A parent blaming the entire teaching force, but not fully considering the child's behavior, is unfair and unwarranted. In both of these real examples, the student, not the teacher, has not performed to expectations. The administration responsibly investigates charges leveled against teachers, and corrective action is taken when the complaint is founded and action is necessary, but often, the child fails in his or her learner responsibilities. The teachers, Dean of

Students and Principal want to work with you; we want your child to be successful in the classroom. Contact the teachers and administrators through proper channels (email, school phone, and/or conference request); contact the teacher first, keep an open mind about the student's role, and keep an honest line of communication open.

Honor Roll

Honor Roll listing is ascertained by consideration of all academic areas of grading. There are two Honor Roll listings at Hanson Memorial:

- All A's – Principal's List
- All A's or B's – Honor Roll

Standardized Tests

Testing fees are not included in tuition and are separately collected. (Testing fees vary. Typically, fees are between \$20. - \$85.00 depending on the test.)

Grades 6 – 7 will be taking Terra Nova Next, which provides norm-referenced, criterion-referenced, and proficiency/ performance level data on each student. It also provides student information relative to the national College & Career Readiness Standards.

Grades 8-10 will be taking the Pre-ACT. This test is aligned with the ACT.

Grade 11 is given the ACT. The PSAT and ASVAB are optional but encouraged.

Grade 12 takes the ACT.

Summer School

Summer school for students would require students to enroll in St. Mary Parish Summer Institute (online learning). For courses not offered in summer school, students must pay for private tutoring to meet the requirements of the course.

Students who have earned an "F" in a subject must complete summer school with a passing grade to fulfill this requirement prior to admission the following academic year.

Request for Curriculum Review

Concerns regarding a specific aspect of curriculum are welcomed to be presented to the school for review. Parents should have the initial meeting with the teacher regarding their concerns--parents are asked to put the concern in writing:

1. Describe the facts

2. Cite how this concern is contrary to the Catholic faith
3. Indicate what change is being recommended

TOPS Course requirements (Core 4)

English	4 units
Math	4 units
Science	4 units
Social Studies	4 units
Foreign Language	2 units
Art	1 unit
Health/ P.E.	2 units
Electives	3 units
Total	24 units

Hanson Course Selections

Students need to earn 24 Carnegie units from the following course offerings:

Hanson Memorial Courses

English:	Math:
English I	Algebra I
English II	Geometry
English III	Algebra II
English IV	Math (PreCalc/ Calculus/ AdvMath)
Social Studies:	Science:
World Geography	Physical Science
Civics	Biology I
American History	Chemistry
World History	Science (Biology II/ Physics/Forensic Sc/ Env Sci)
Religion:	Physical Education/Health:

Religion I	P.E. I
Religion II	P.E. II
Religion III	
Religion IV	Art: Art History
Electives:	
Intro to Business	Foreign Language:
Band	
Construction Technology	Spanish I
Family & Consumer Sc	Spanish II
Dual Enrollment	<i>Other options available upon requests</i>
P.E. III	
P.E. IV	

Dual Enrollment Program

General Information

The Dual Enrollment Program, run in conjunction with Northwestern State University, allows students to earn college credit while taking high school courses at Hanson. DE courses are considered to be honors courses at Hanson Memorial High School and count as such in determining honor graduate status.

All DE courses offered at Hanson are taught online by university instructors following university guidelines. Our school counselor advises and helps students to create accounts, register and advise students for courses, and monitor grades by having students print progress reports from their university accounts. Faculty members serve as course facilitators and proctors for assessments (if needed). Students will be required to spend a minimum of 35 of the 50 minutes of assigned class time working on DE course assignments. Deadlines to follow, grading policies and procedures, and course information are the responsibility of the students enrolled in DE courses. Administration and faculty members at Hanson Memorial have no access to that information. The grading scale at Northwestern is based on the 10-point scale and used when calculating course grades for students' report cards and transcripts for all DE courses taken for high school credit.

Hanson Memorial High School is proud of the many opportunities we can provide to our students. We believe it is important for students to balance course loads, school, extra-curricular activities, and life. Dual Enrollment courses have the workload of a college course and are

designed for young adults. Enrolling in a college level course while in high school is a serious decision and should not be made lightly. A student's work habits, self-motivation, and plans for their future must be considered in determining a student's readiness for a dual enrollment course.

Student Requirements as set by Hanson with Guidance from Northwestern State University

The requirements for the 2022-2023 school year are listed below:

- High School Classification of Junior or Senior
- Minimum overall high school cumulative GPA of 3.0
- ACT Composite of 20 (or the minimum requirement for TOPS, whichever is higher)

All D.E. courses offered at Hanson are for the full college semester, which covers two nine-week periods. HMS does not enroll students in the short intercession (8 weeks or less) college courses.

Juniors will be allowed to take **one** D.E. course during the Fall semester. If they earn an A,B, or C, they will be allowed to take **one** more D.E. course in the Spring. If a student earns less than a C in either semester, he/she will not be allowed to register for any D.E. courses the following semester. No student will be allowed to take more than 2 D.E. courses during their junior year of high school.

Seniors who have proven their success in D.E. will be allowed to take **two** D.E. course each semester during their senior year of high school.

A Senior who wants to take three D.E. courses a semester during their senior year must get written approval from the principal before enrolling. The following records would be scrutinized before approval is granted:

- GPA, ACT of 25 composite or higher, attendance, and discipline records will be used to determine the approval for more than 4 DE courses per year.

Application Process

The application process is a requirement for all online DE courses. Students must complete the following documents in order to be considered enrolled:

1. Hanson Memorial High School's "Student and Parent Consent Form" presented with scheduling forms.
2. The partnering college application (NSU DE packet handed out with the directions for the scheduling meetings)
3. Submission of Transcript and ACT Scores (this is usually submitted by school counselor in bulk upload to the DE staff at the partnering university)

Attendance

Students must meet not only the university's attendance policy but also the Diocese of Lafayette and HMS attendance policy. Failure to do so may result in failure of the DE college course and/or the high school course.

- High school extracurricular activities or functions during regular school hours are not automatically excusable absences from college DE courses. Prior approval from college professors must be granted on an individual basis, and it is the responsibility of the student to make these arrangements as needed.
- Contacting college DE professors in advance of semester conflicting dates is highly recommended and encouraged.

Dual Enrollment Fees

- Online DE courses for the 2022-2023 school year cost \$150.00 per course. This is paid by students with the help of their parents/guardians through their university account.
- Students are responsible for purchasing required textbooks and course materials through the university's bookstore (may find cheaper on Amazon, etc. – must be exact title and edition). Textbook information is usually found in the course syllabus.
- Select courses are part of the IncludedED Textbook Program which include digital materials and are billed directly to the student's account.
- All payments are made through the STUDENT's university account, bookstore, or other venues used
 - Note: All online course assessments will be proctored by your HMS facilitator.
 - Note: All online course accommodations (504) are the responsibility of the student through the post-secondary institution, as per the institution's policies.

Grading and Withdrawal

At the beginning of each semester, a list with important dates will be sent to DE teachers and schools. Students may drop a college course before the institution's fourteenth day of class with no penalty. If a schedule change can be made during this two-week time frame, then students will be rescheduled. If a schedule change is not available, the student remains in the DE course for both college and high school credit. Due to our small school campus, the possible scheduling conflicts and/or no high school course match for the DE course, **students will NOT be allowed to drop/withdraw from the college course after this 14th day.**

Students who do not earn a C or better in any Dual Enrollment course are **ineligible** to register for any DE courses the following semester. Grading in Dual Enrollment courses is conducted according to the university guidelines and all Dual Enrollment grades will appear on all subsequent college transcripts. **Dual Enrollment grades may affect the individual student's TOPS status during the first semester of college.**

Credit is issued for the college course by the appropriate institution, based on the college grading scale. Students, on successful completion of the course, receive credit for the high school course from Hanson Memorial High School and for the college course from the university or college.

- Some courses require a minimum number of students in order to take place. If the minimum number is not met, the course may not be offered.
- Some courses have a limited number of spaces available due to Hanson Memorial High School scheduling restrictions or university caps. Seats in these courses will be filled on a first come, first served basis with students who have the minimum ACT/GPA requirements at the time of scheduling.

Hanson Memorial Dual Enrollment Course Offerings

The list of course offerings are provided to the school counselor by Northwestern State University in a Dual Enrollment information packet. This packet is provided at scheduling meetings.

High School for 2023 Graduates

The Hanson curriculum is tailored to assure success in college. The grades from the Intensive Track grouping will be used to determine the valedictorian and salutatorian. Should a tie occur, it will remain. Students should follow either the “Intensive” or “College Bound” tract.

Classes such as Driver’s Education and summer school classes will be shown on the transcript and reflected in the final GPA.

Subjects are offered according to the number of requests. Not all subjects listed are offered each year. While schedules are arranged according to requests of students and parents, Hanson administration reserves the right to place students in courses that best facilitate school-wide student scheduling and faculty hiring decisions.

There are two curriculums to choose from:

Intensive—follows the CORE 4 curriculum and will also include 2 of the following: 5 maths, 5 sciences (includes Forensic Science but excludes Environmental Science), 5 English, or 5 Social Studies. This will also include any Dual Enrollment classes that

students complete. This tract will be used to determine Valedictorian/Salutatorian and Distinguished Honor Graduates.

College Bound—follows the CORE 4 curriculum. This tract will be used to determine Honor Graduates.

Graduation Requirements

- All students are required to successfully complete a minimum of 24 credit hours (Carnegie Units)
- Additional Requirements for Graduation:
 - To receive a Hanson diploma and participate in the Hanson Graduation Ceremony, students are required to pass every class taken their senior year. Final exams for seniors are to cover the 2nd semester.
 - In order for students to receive a Hanson Memorial Diploma and participate in the Hanson Graduation Ceremony, they must complete a minimum of forty hours of community service by graduation, 10 hours per year, turned in yearly.
If students do not adhere to this policy they will not participate in the Hanson graduation ceremony.

Valedictorian and Salutatorian Honors

Valedictorian and Salutatorian will be selected from students pursuing the Intensive Track and maintaining at least a 3.5. The 4.0 grading scale will be used. Should a tie occur, it will remain.

1. Students must have been in attendance four complete years at Hanson Memorial High School (grades 9-12).
2. Students must have completed the requirements for graduation in no more than four years.
3. Students must have completed 1 credit in Religion per year at Hanson.
4. Students having the highest and second highest average (on a 4.0 scale) shall be Valedictorian and Salutatorian respectively.
5. Should there be an impediment to either or both of these students speaking at Commencement Exercises, the administration shall designate the speakers to represent the graduation class for that year.

Distinguished Graduates

To encourage students to participate in the “Intensive Tract” and to excel in their academic endeavors, there are two categories of Distinguished Graduates:

- **Honor Graduate***
Must have a 3.5000 or higher GPA and must have successfully completed all of the requirements of the College Bound tract excluding environmental science.

- **Distinguished Honor Graduate***

Must have a 3.5000 or higher GPA and must have successfully completed all of the requirements of the Intensive tract.

*Students in both categories must enroll in 7 class periods each semester per year of high school.

High School for 2024+ Graduates

The Hanson curriculum is tailored to assure success in college. Students may follow either the “Intensive” or “College Bound” tract. All student grades for report cards and transcripts will be reported on the 4.0 scale. School awards and honor graduate distinctions will also use the 4.0 scale. The grades from the Intensive Track grouping will be used to determine the valedictorian and salutatorian. There are additional stipulations for valedictorian and salutatorian as noted in that section below. Should a tie occur, it will remain.

Classes such as Driver’s Education and summer school classes will be shown on the transcript and reflected in the final GPA.

Subjects are offered according to the number of requests. Not all subjects listed are offered each year. While schedules are arranged according to requests of students and parents, Hanson administration reserves the right to place students in courses that best facilitate school-wide student scheduling and faculty hiring decisions.

There are two curriculums to choose from:

Intensive—follows the CORE 4 curriculum and will also include 2 of the following: 5 courses in mathematics, 5 sciences (includes Forensic Science but excludes Environmental Science), 5 English, or 5 Social Studies. This will also include any Dual Enrollment classes that students complete. This tract will be used to determine Valedictorian/ Salutatorian and Distinguished Honor Graduates.

College Bound—follows the CORE 4 curriculum. This tract will be used to determine Honor Graduates.

Graduation Requirements

- All students are required to successfully complete a minimum of 24 credit hours (Carnegie Units)
- Additional Requirements for Graduation:
 - To receive a Hanson diploma and participate in the Hanson Graduation Ceremony, students are required to pass every class taken their senior year. Final exams for seniors are to cover the 2nd semester.

- In order for students to receive a Hanson Memorial Diploma and participate in the Hanson Graduation Ceremony, they must complete a minimum of forty hours of community service by graduation, 10 hours per year, turned in yearly. ***If students do not adhere to this policy they will not participate in the Hanson graduation ceremony.***

Valedictorian and Salutatorian Honors

Valedictorian and Salutatorian will be selected from students pursuing the Intensive Track. The Valedictorian will be the student who has earned the highest cumulative grade point average, which is calculated using all high school courses and dual enrollment. For the sole purpose of determining Valedictorian and Salutatorian, students will earn an extra 0.25 quality point percentage for Honors courses and Dual Enrollment courses taken and passed with a grade of A, B, or C. (Hanson does not presently offer Honors courses.) The additional 0.25% added for Dual Enrollment courses will be an in-house calculation for the sole purpose of determining our top graduates at HMS. The GPA reported on transcripts will not reflect the in-house calculations used at HMS to determine the Valedictorian and Salutatorian. Should a tie occur, it will remain.

1. Students must have been in attendance four complete years at Hanson Memorial High School (grades 9-12).
2. Students must have completed the requirements for graduation in no more than four years.
3. Students must have completed 1 credit in Religion per year at Hanson.
4. Students having the highest and second highest average shall be Valedictorian and Salutatorian respectively.
5. Should there be an impediment to either or both of these students speaking at Commencement Exercises; the administration shall designate the speakers to represent the graduation class for that year.

Distinguished Graduates

Graduation Honors are earned by the students through their cumulative grade point average. The following categories will be used at Graduation:

- Summa Cum Laude-defined as having Highest Honor (4.0+ GPA)
- Magna Cum Laude-defined as having Great Honor (3.8-3.9 GPA)
- Cum Laude-defined as graduating with Honor (3.5-3.7 GPA)

Hanson students are encouraged to participate in the “Intensive Tract” and to excel in their academic endeavors. To be a Distinguished Graduate, students must enroll in 7 class periods each semester per year of high school.

Diplomas and Transcripts

Final and midterm exams will be withheld from being completed and diplomas will not be issued until all financial obligations to the school are fulfilled.

SCHOLASTIC AWARDS

All cords, stoles, and medals are to be issued by Hanson Memorial. All school clubs and/or organizations must get prior approval for graduation honors to be displayed or acknowledged. No other graduation adornment is allowed.

1. TORCH OF KNOWLEDGE AWARD - Given to outstanding high school students who have shown evidence of their scholarship, loyalty to school, and participation in school activities. Basis for the award is the total number of activity points accumulated during the school year. A minimum of 250 points is necessary to receive this award. Points are recorded according to the scale placed in the “Points” column on the activity sheet. (Grades 9-12)

2. HANSON MEMORIAL HIGH OUTSTANDING STUDENT AWARD:

Selected by a faculty vote from among the 5 seniors who accumulate the highest total Torch Points during grades 9-12, according to the Torch of Knowledge Award criteria. This student has shown evidence of his/her scholarship, loyalty to the school and participation in school activities. This award is presented at graduation.

3. ALUMNI AWARD – Each year at Commencement Exercises, awards are presented to the parents, grandparents and great grandparents of graduating seniors who are themselves graduates of either Hanson Memorial High School or St. John Academy.

4. MICHAEL MCNULTY, SR. MATH AWARD- This award is presented in honor of a man who truly loved Mathematics and was known as a Math Whiz. Presented to a senior student who has outstanding achievement in the study of Mathematics as identified by the Math teachers. This award is presented at graduation.

5. JACK NAQUIN SCIENCE AWARD – Presented to a senior student who has shown outstanding achievement in the area of Science. The recipient is selected by teachers of the Science Department. This award is presented at graduation.

6. FATHER DON A. PIRARO LITERARY AWARD - This award is given in honor of a former Hanson Principal and priest from the Church of the Assumption. Father Piraro had a passion for literature and the written word. The recipient of this award must be enrolled in English IV and must have distinguished themselves in the area of writing.

7. POPE JOHN PAUL II CATHOLIC STUDENT AWARD – This is the highest and most prestigious award of the Religion Department. It is given to the graduating senior who has achieved the goals of our mission statement living as a Christ-centered individual, particularly in the areas of Christian morality, prayer, attendance at mass and devotion to the Holy Eucharist, as well as service to church and community. The award is presented at graduation.

7. POPE FRANCIS AWARD – This award is presented to the graduating senior who has the highest academic achievement in religion for all high school religion courses. This award is presented at graduation.

8. ST. TERESA OF CALCUTTA AWARD – This award was created on behalf of the Hanson Class of 1984 in loving memory of their classmate, Mitzi Markerson Aucoin. The award is given to a graduating senior who gives of his/her time and talents in many areas and has answered Jesus’s call to be a light to others.

9. DAUGHTERS OF THE AMERICAN REVOLUTION (NEW IBERIA CHAPTER) AWARD—is a special award given to an outstanding young person in the senior class who demonstrates exemplary qualities of leadership, dependability, service and patriotism. (This award is not always given – student must write an essay and submit to the DAR in New Iberia for consideration of this award.)

Technology

Acceptable Use Policy – The Internet

The Internet is available to students and to faculty, administration and their immediate families through Hanson Memorial High School. Exploration of the Internet is encouraged, but personal responsibility for acceptable use must be assumed by the user. Any use of the network which adversely affects its operation in pursuit of teaching and learning, or jeopardizes its use or performance for other community members, is prohibited and will result in possible loss of network privileges. Violations of these policies will result in disciplinary action.

1. Any unwanted communication or harassing messages should be brought to the attention of the Assistant Principal and the teacher or media specialist immediately, who will seek to remedy the situation.
2. Any effort to disrupt Internet services or computer systems by spreading computer viruses, vandalism, unauthorized entry, or destruction of computer files will be referred for disciplinary reasons to proper authorities for investigation and possible prosecution.
3. Users are responsibilities of the Hanson Memorial High School community and must conduct themselves in a manner that does not impact negatively on either the school or the community.
4. Inappropriate language, either stated, or implied, that may be offensive or inflammatory to others, is strictly forbidden.
5. Because there are materials on the World Wide Web unsuitable for a school environment consisting of both sexual and violent contents, users are cautioned that access to this type of material for any reason is unacceptable.
6. Strict adherence to copyright rules and licensing agreements when accessing materials will be enforced.
7. To reduce the risk of spreading computer viruses, extreme caution should be exercised when importing files and should be attempted only through reputable sources.
8. Impersonation and/or anonymity are prohibited.

9. Any use of the Internet for personal profit or any illegal activities is prohibited.
10. Users shall have equal access to the Internet and should be considerate of others (including time and computer supplies).
11. Hanson Memorial High School may not be identified in any Internet based activity. This includes, but not limited to blogging, diaries, discussion boards, Twitter, Facebook or TikTok. You may not post photos of yourself, or any person affiliated with the school.
- 12. Hanson Memorial High School reserves the right to monitor, copy, inspect, or review computer activity. All information shall be, and will remain, property of the school. Privacy is not guaranteed.**

Hanson Memorial Technology Devices

School-owned technological devices are checked out to students individually. Each student is held responsible to care for and use the device according to this agreement and all associated school guidelines and policies. Personal devices are not allowed for use in the classroom.

All online activity is closely monitored by Go Guardian, which is a web filtering program for K-12 schools.

Use

- **School-owned devices are to be used for educational purposes only.** Software, websites, apps, and programs must be approved or assigned by a teacher before use. (Unapproved games are never allowed.)
- Login credentials (username and password) are assigned to each student at HMS and are the only credentials to be used on the device (inside and outside of school hours.) Never attempt to change or use other credentials on the device.
- Never loan the device or cord to another student unless requested to do so by an authorized adult.
- Use only the device assigned and keep hands off a device assigned to another student.
- Use email appropriately. Emails and the use of the device are monitored. There is no expectation of privacy while using a school-owned device.
- Understand the device can be taken away and inspected at any time.
- Failure to comply with this agreement may result in the suspension of use.
- I agree to return the device in good-working condition if I withdraw from HMS.

Care

- **Parents, guardians, and the student are responsible for all costs associated with damage, loss, or theft of the device. This also includes damage my child may cause to another student's device. Notify administration within 24 hours of incurring damage to a device.**
- Never leave device unattended on the floor or near the edge of the desk.
- Never stack books or other objects on top of the device and don't close the device with items on the keyboard (pens, pencils, papers, etc.)
- Keep food and drink far away and always use the device with clean hands.
- Never tamper with or destroy the serial number or other identifying information such as barcodes, stickers, or markings on the device. Do not add stickers or marking either.
- The device should be charged overnight and brought fully charged to school daily.
- A padded sleeve (purchased by the parent) is highly recommended to protect the device when not in use.

Student Life

Religious Formation Program

Hanson Memorial High has a twofold Religious Formation Program: a responsibility to teach the ongoing revelation of the Message of Jesus as entrusted to His Church and a responsibility to assist the internalization of that teaching into the everyday lifestyle of both students and faculty. Scripture teaches us that faith without works is useless, and work without faith is blind. With these two facts in mind, Hanson Memorial High approaches the religious formation of its students and faculty.

The maturity brought on by Vatican II has challenged the teaching of religion. Society has also changed, and our approaches to our presentation must change also. Being mindful of the progress made, the Religious Formation Department wishes to utilize as many methods of teaching, including discussion, lecture, films, projects, prayer services, guest speakers, etc. All of these methods will be centered on a prepared daily lesson plan.

Guidelines

In order to facilitate a more profitable and rewarding year, and in order to avoid any misunderstanding about our purpose in the serious task of religious formation, we would like to

outline the mutual responsibilities of both the student and the teacher at Hanson Memorial High School.

Christian formation at Hanson is of central importance; without it, Hanson Memorial cannot really exist. Any student wishing to attend Hanson, therefore, will accept the following:

1. Students of all denominations are required to take the specified religion courses offered by Hanson Memorial High School. Since the religion courses are of central importance and are required credits for graduation, any student who fails to pass any religion course for the entire year will not be allowed to graduate with a Hanson Memorial High School diploma, unless he/she successfully completes summer school or repeats that religion course the next school year. This requires repeating the religion class in addition to taking the required course. Junior High students will be required to receive approved summer school tutoring. If a student fails, a meeting will be held with the student and school administration.
2. Attendance at school Mass and other liturgical services is required of all students. **Non-excused absence from Mass will result in disciplinary action.**
3. All students are to attend the school retreats designed specifically for their class. The senior overnight retreat is optional. Any student not attending this retreat is required to attend school.
4. The faculty of Hanson Memorial High is called upon to take part in all school religious functions by their presence and their active participation.
5. Our Pastors support our school in many ways. Their presence and help will be sought for school Masses, Penance services, and other occasions.
6. Teachers should foster a Christian atmosphere of charity and understanding and uphold the teachings and customs of the Roman Catholic Church.
7. As no program is perfect, helpful criticism, comments and suggestions are welcomed in order to perform Our Lord's mandate to teach, sanctify and serve all people in the spirit of His Love.
8. Parents are invited to participate in liturgical services.

Curriculum

The goals of the Religion Department are:

1. To foster conversion by helping people follow the call of the Lord. (The call of the disciples. Matthew 4:18-22)

2. To enable young people to grow in their relationship with God, others, and self. (The great commandment. Matthew 22:34-40)
3. To facilitate the formation and training of young people to be servant leaders. (The washing of the feet. John 13:1-16)
4. To establish a growth model of peer discipleship, allowing students to pass on the torch of leadership from one class to another. (1 Timothy 4:12-16)
5. To offer students the opportunities to be active, responsible participants in the missionary call of the church. (The great commission. Mark 16:15-16)
6. **Religion IV** is now known as “FISHERS OF MEN” since it combines the two previously named programs – Campus Ministry and TOUCH.

Religion IV includes an assortment of activities, programs, and projects which are designed to help the school’s student body as well as its staff grow spiritually as individuals and as a community of faith. Activities such as grade-level retreats, school-wide prayer services, and club nights are incorporated. Club nights are periodically scheduled. These are informal gatherings for all students where they build community through songs, games, small groups, prayer, and short Bible-centered messages.

Religion IV students will visit community sectors to participate in various activities and aid local agencies, such as visiting the nursing home, working with younger students at school, participating in community service projects, and working with Special Olympics. Learning through serving others is an important aspect of the Religion IV program.

Retreats

Each grade level participates in a one-day retreat which is planned for by the priest, religion teacher and Religion IV class.

Sacraments

The Eucharistic Liturgy (the Mass) is the Catholic Church’s fullest expression of its unity of doctrine and discipline. All students must attend the weekly school Mass attentively and reverently.

Students are expected to adhere to the guidelines of receiving **Holy Communion** as stated by the National Conference of Catholic Bishops. With regards to non-Catholics, we quote from the National Conference of Catholic Bishops, “We welcome to this celebration of the Eucharist those Christians who are not fully united with us. The divisions in Christianity prohibit extending an invitation to receive Communion. Catholics believe that Eucharist is an action of the celebrating community signifying oneness in faith, life and worship of the community. Reception of the Eucharist by Christians not fully united with us would imply a oneness which does not yet exist, and for which we must all pray.”

Liturgies are held weekly for students and faculty. Involvement of many school groups in planning liturgies makes the celebrations more meaningful to students. Students are strongly encouraged to participate in the Sacraments of Reconciliation and of Eucharist both at school and in their respective parishes. Active involvement at the parish level is strongly encouraged as we seek to prepare our students for leadership in the Universal Church.

The Sacrament of Reconciliation is offered weekly before school masses and also during Advent and Lent. Catholic students are invited to celebrate this sacrament. Non-Catholic students are invited to take part in this opportunity to speak to the priest for spiritual advice.

The Sacrament of Confirmation is not offered at school, though students receive indirect preparation for it through their religion classes. Catholic students are urged to speak with their parents and pastor about receiving this sacrament.

School Dress Code

Boys and Girls:

Outerwear: Solid white, black, navy or gray sweater, windbreaker, crew neck sweatshirt, or fleece jackets are allowed AND Hanson letterman jackets are allowed for those students who have earned the jacket. **ABSOLUTELY NO hoodies at any time.** Heavier outerwear is acceptable outside the building on extremely cold days.

Shoes: There are two shoe styles to choose from for Hanson students. The **Eastland “Falmouth” Four Eye Camp Moc Oxford** with the color “Bomber Brown” or the **Eastland “Plainview” Oxford** in the dark brown color are the official school shoes. No other shoe will be allowed unless medically necessary. Shoes must be worn properly with the foot entirely in the shoe and they must be kept in a respectable condition.

P. E. Regulation P. E. uniforms (purchased from local vendors), white socks, and tennis shoes (NOT the Heelys brand tennis shoes) must be worn during all P. E. classes. Street shoes worn at P.E. will result in a dress code violation.

ID Card: ID card must be worn in a clearly visible location at all times during school hours. Students MAY wear a lanyard of their own choice provided they are in good taste. What is acceptable is solely at the discretion of the administration. The administration will sell lanyards and clips. The school will provide an ID and ID cover. **Lost IDs are \$8. Lost ID covers are \$3.**

Boys Uniform

Shirt: Regulation white pull-over shirt (no oversized styles) with Hanson emblem on regular school days; white button-front dress shirt must be worn on Mass days. No flap over pockets, monograms, or logos; neck, collar, and cuff

buttons must be buttoned; **Plain white t-shirts** may be worn under the uniform shirts; long john shirts may be worn with long sleeve shirts only.

Pants: Regulation navy blue pants from a uniform supplier. No over-sized, faded, or tight pants. Pants should be navy cotton/twill and not spandex or form-fitted.

Belts: Black, dark brown or navy dress belts.

Socks: White, navy, black, or grey crew socks; socks must cover the ankle.

Ties: Hanson ties (with logo) shall be worn on Mass days.

Jewelry: Students are advised not to wear expensive jewelry to school. Earrings are not allowed on campus at any school-sponsored activity. Only Catholic scapulars, religious medals, or crosses are allowed. The cross should be worn in a respectable manner (in the front). Boys may wear a watch and 1 bracelet. Rings are limited to one per hand. The Holy Rosary or any beaded necklace resembling the Holy Rosary is not to be worn in any manner.

Grooming: Young men must be clean shaven daily. No extreme or distracting hairstyles or colors will be allowed. Hair must be off the collar, off the ears, and out of the eyes. The following styles are not allowed: long bangs, spiked hair, mullets, undercuts, or hair dyed to an unnatural color. Sideburns also must be trimmed and shaved from the middle of the ear down. No visible tattoos are allowed. If a tattoo is present it must be covered at all times with a skin-colored patch during school activities. Boys are not allowed to wear nail polish.

Girls Uniform

Skirts: Regulation blue plaid skirt **shall be worn properly around the waist** and shall be no more than 4 inches from the floor (front and back) when kneeling. Skirts must be visually even all around and properly hemmed. (Girls whose skirts are found to be rolled at the waist and are shorter than the required 4 inches will be written up as a discipline referral.)

Blouses/Knit Shirts: Knit uniform shirts with the Hanson emblem or the white oxford uniform blouse, which is mandatory on Mass days, are acceptable. All buttons must be buttoned with the exception being the collar button. Plain white t-shirts may be worn under blouses and knit shirts. Long John and plain long sleeve t-shirts may only be worn under long sleeve shirts. Solid white or nude (flesh colored) undergarments (bras) must be worn every day.

Pants: Regulation navy blue pants from a uniform supplier may be worn on days when the temperature drops below 50 degrees. No over-sized, faded, or tight pants. Pants should be navy cotton/twill and not spandex or form-fitted.

Socks: Solid white, navy or gray socks that do **not** fall below the ankle. (*Clearly visible*) Navy or gray tights are allowed on cold days.

Jewelry: Students are advised not to wear expensive jewelry to school. Earrings should be of “button or stud type” – NO dangling or loops. No other visible body piercings are allowed. Only Catholic scapulars, religious medals or crosses are allowed. The cross should be worn in a respectable manner (in the front). The Holy Rosary or any beaded necklace resembling the Holy Rosary is not to be worn in any manner. Rings are limited to one per hand. Watches and/or one bracelet are allowed.

Grooming: Hair must be clean and neatly groomed. No extreme or distracting hairstyles or colors will be allowed. Unnatural color or hair that is shaven on the sides or underneath are also not allowed. Hair must be out of the eyes. No visible tattoos are allowed. If a tattoo is present it must be covered at all times with a skin-colored patch during school activities. Nails should be of a reasonable length and not distracting. Clear nail polish or pale, solid, pastel colors are allowed – no multi-colored nails. Girls may also wear light, natural looking make-up. (No glitter or extremely dark make-up will be allowed.)

**ALL DRESS CODES WILL BE STRICTLY ENFORCED.
VIOLATIONS WILL BE TREATED AS DISCIPLINARY
REFERRALS.**

Personal Electronic Devices

Students are not permitted to use personal electronic devices at school during regular school hours including iPads, Chromebooks, laptops, or cellular telephones. *Smart watches, such as Apple watches or Fitbits, are banned completely.* Cell phones must be checked into the

office, left in the student's locker, or stored in their bookbag in the OFF position. Students are not allowed to have cell phones in their pockets or on their body during regular school hours. Cell phones are strictly prohibited in the bathrooms or locker rooms. The school will not be held responsible for misplaced, lost, and/or broken phones that are brought on campus. It is highly recommended that students not bring a phone on campus, unless it is absolutely necessary for extracurricular travel after school.

During the school day, if a faculty/staff member or an administrator confiscates a student's cellular telephone/electronic device, the device will be turned in to the office immediately.

1st Offense –Student is issued a **one-day in-school suspension**. Phone will be turned into the office every day for 4 weeks of school.

2nd Offense –Student is issued a **one-day out of school suspension**. Phone will be turned into the office every day for 9 weeks of school.

3rd Offense –**Student is issued a three day out of school suspension until a parent conference is held and restrictions will be outlined. Phone will be turned into the office for a period of time as discussed in the conference, if the phone is allowed back on campus at all.**

4th Offense – **Immediate Expulsion**

Failure to turn phone in during the required time will result in the phone being kept until a parent comes to school and the student will receive the consequence of the next offense.

Attendance Regulations

Hanson Memorial High School follows Louisiana State Code for student attendance as stated in Non-Public Bulletin 741. Students are required to attend all classes every day school is in session and to arrive on time. Students are required to attend regular weekly school Mass and/or Holy Day school Masses as a part of the school day. Parents are encouraged to schedule appointments at times that do not interfere with the student's academic success. Students should not be removed from class for family trips, etc.

To be eligible to receive grades, high school students shall be in attendance a minimum of 52,800 minutes during a school year or 26,400 minutes per semester. Elementary students shall be in attendance a minimum of 52,800 minutes during the school year. For the 2022-23 school year, students may only miss 19 days of school that are not related to a school function. Doctor's appointments, illness, etc. are counted in the 19 days but it will be an excused absence. A doctor's excuse allows the student to make up their work, it does not excuse them from the work required for the course.

All absences are counted as part of the student's total attendance record as required by state attendance policies (NP Bulletin 741). Any time a student is not in class (not a school function) it counts as a day absent. The only exception will be educational days. (An educational absence is one in which the student is absent from regular classes to participate in a school-sponsored activity.) Such absences are not counted as days absent from school, but the student must make

up whatever assignments are missed. A student with an “F” in an academic or conduct grade in a class will not be excused from that class for an educational absence.)

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. A parent can email the secretary when a student is absent along with the reason for the student’s absence. Students must provide the doctor’s excuse to the school secretary within 3 days of returning to school after an illness.

Check-In/Check-Out

All students checking in or checking out of school for any reason must sign the check-in/check-out statement in the administrative office. The signed statement indicates the student’s responsibility to insure any and all required work has been turned in and completed (including tests). A student falsely indicating by his/her signature that required work has been completed **will not** receive credit for any and all work. All requests for a student to be dismissed from school for a part of the school day must be made in writing and signed by a parent.

Cutting Class

Cutting class is missing class without permission of the teacher or the administration and makes a student subject to very harsh and immediate disciplinary action including, and not limited to, a suspension.

Tardies

All students must enter through the main entrance of the school. The doors will be locked at **7:50 A.M.** A tardy is any late arrival to school and/or class. Only administration can excuse a student from 1st hour tardy. An admit slip will be given in the office. Students must be on time for every class. If a student arrives more than 20 minutes late, an absence is marked and should be reported to the office. **THIS INCLUDES BATHROOM “VISITS.”** Tardies are defined as not being in the classroom when the tardy bell rings.

- a) Students arriving at school after the first bell rings are tardy and must report immediately to the office. Classroom entry is not allowed.
- b) Teachers do not have the authority to give a student an excused tardy to another teacher’s class. Only the office or guidance may present a written excused tardy for a student to enter a class late.

Consequences for Tardies:

If a student is tardy to school, the student must report to the office for an admit slip. Teachers will record each tardy and notify the office when a student is tardy to that class the 3rd time. The office will then assign morning detention at 7:00 A.M. Any tardies beyond 3 in a nine weeks will result in a 7:00 A.M. morning detention for each tardy. On the 6th tardy an IN-SCHOOL SUSPENSION will be assigned.

ADMINISTRATIVE PROCEDURES CONCERNING ABSENCES AND TARDIES

Hanson Memorial High School has a closed campus. To enforce this policy and in keeping with the attendance standards outlined above, students should be aware of and comply with the following procedures:

1. If a student is absent, a parent/guardian must call the school office before 8:30 a.m. and provide the reason for the absence. **If a phone call is not received, the school will call the parent/guardian to check on the student.**
2. Notes with an explanation for an absence must be in the form of a written note signed by a physician/dentist indicating the date(s) of the illness or a signed note from a parent/guardian. Students must turn these into the office upon returning to school. They may be emailed or faxed as well.
3. **Students are responsible for contacting teachers in order to make up work and tests missed during any absence. If the student fails to turn in the work or take a test on an agreed date, a zero will be assigned for that assignment. If arrangements are not made with the respective teachers within 3 days of returning to school, zeros will be assigned to the work.**
4. To be able to participate in after school or evening activities, students must be in attendance at least 50% of the school day (minimum 4 periods) on which these activities are scheduled. Athletes and organization participants must be in attendance one hour prior to check out as part of the 50% minimum. Administrative discretion may circumvent this rule.
5. Students missing four or fewer periods will be considered absent ½ day. Students missing more than four periods will be considered absent a full day. Missing 20 minutes or more of a class is considered absent from that period.
6. Leaving School:
 - a. Special permission from the administration is required before a student will be allowed to leave school for any reason. To obtain permission, a student must come to the office before the 7:50 a.m. bell and present a note signed by a parent to the administration. At the time of departure, the student must report to the office to “sign-out”.
 - b. Students may leave school for an illness only if they are personally checked out by a parent/guardian or an authorized person on their emergency card. All assignments due on that date must be submitted before leaving campus.
7. Attendance at Mass:

All students are **required** to attend regular weekly school Mass and/or Holy Day school Masses. Routine dental and doctor appointments should be scheduled around school Mass. Students who miss mass will serve a 7:00 AM detention on the date assigned by the assistant principal. For legitimate reasons, such as illness or death in the family, the parent should email the assistant principal for the student to be excused from detention.

School Counseling Services

Student health, development, well-being and educational advancement are the focus of our School Counselor. The goal is to help individual students develop into their fullest potential as they grow in maturity. The counselor can help with vocational and college planning, scholarship applications, and future planning. Students who wish to speak to the counselor can ask their teacher or seek out the counselor at recess. Parent/teacher conferences are also scheduled through the school counselor.

Library Services

The library is opened from 7:00 A.M. – 3:00 P.M. daily. Students are encouraged to use the library during their recesses. The librarian will instruct the students on how to use the online databases for class projects and reports. Books are checked out for a two-week loan period and can be renewed if there is no Hold on the book. All school-owned Chromebooks are checked in and out through the library. Students are issued a school-owned Chromebook at the beginning of the school year. They must bring it to school fully-charged each day. Students are not allowed to use another student's device. If a student forgets to bring their device or if the device is dead, the student can check out a loaner device for the day, but it must be returned at the end of the same school day to the librarian. Students are responsible for any damages to the loaner device just as they are responsible for the device assigned to them for the year. Students will face the following consequences when borrowing a device:

- 1st offense – Friendly reminder
- 2nd offense – warning
- 3rd offense – recess detention (both morning and lunch recesses in the library)
- 4th offense – behavior report write-up and sent to the Assistant Principal

Accelerated Reader

The purpose of the Accelerated Reader (AR) Program is to increase reading comprehension and fluency, as well as to develop lifelong learners and the love of reading for pleasure and enlightenment. All junior high students are required to participate in the Accelerated Reader Program. All high school students are encouraged to participate but are not required to do so. Participation in AR by high school students will be advantageous, because they may be allowed to replace their lowest grade in any subject with an appropriate reading (subject specific) and successful AR testing. Replacing a lower grade with an AR grade is at the discretion of the subject teacher and our School Counselor.

AR Honor Code

No student will unfairly advance his or her own performance in the Accelerated Reader (AR) Program, nor will he/she in any way intentionally advance the performance of fellow students using Accelerated Reader. Each student is to be judged solely on his/her own merits.

Hanson Memorial High School firmly endorses the Accelerated Reader Honor Code for all its students. In order to be an active participant in the AR program each student must sign the Honor Code and adhere to all rules and regulations regarding this program. The scopes of actions that fall under this code are as follows:

1. Giving or receiving questions or answers for an Accelerated Reader test, or in any way cheating on an Accelerated Reader test.
2. Using Cliff Notes, Spark Notes, etc., classic comic books, movies, or shortened or abridged versions of the books of the Accelerated Reader book list to try to pass the test.
3. Students must read the full, unabridged version of the book to pass an AR test. Electronic reading on a Kindle, Nook, or other device is allowed at home as long as the student gets approval from their teacher and/or the school librarian before reading and testing.

Maintenance: As academic honor systems ensure for the student freedoms, conveniences, and privileges that would otherwise not be possible, all students must accept the responsibility of maintaining the standards of the school system. Therefore, each student must accept the responsibilities of the AR Honor Code.

Mechanics: Any student suspecting a violation of the AR Honor Code should report it to the school librarian or an English/Reading teacher.

Penalty: A violation of the AR Honor Code will result in the student receiving 0 points for the Accelerated Reader grade during that grading period, being given an alternate assignment, and being assigned library volunteer hours.

School Rules & Regulations

- **Visitors** - By law, all visitors to the school campus must report to the main office.
- Lunch and Recess Off-Limit Areas are as follows:
 - a. Breezeways and stairwells between science labs/library and main building; rear of the auditorium.
 - b. In front of the main building and cafeteria.
 - c. North of the cafeteria (tennis courts side)
 - d. South of gym (parking lot side)
 - e. Behind grotto.
 - f. Gym proper and lobby of gym (except in severe weather).

**STUDENTS SHOULD BE IN THE VISION PATH OF A
DUTY TEACHER AT ALL TIMES!**

- **Parking** – It is a privilege, not a right, for students to park in their assigned parking spot on campus. While Hanson's administration actively supervises the parking lot, there is still a great opportunity for theft and vandalism to occur. Please be very cautious of what you leave in your vehicle. School authorities reserve the right to search any vehicle parked on school property when situations arise which necessitate such action. Misuse of the HMS parking lot will result in student being fined and possibly losing parking privileges. Fines will start at \$5 and must be paid before parking privileges will be reinstated.

- **Care of Buildings and Grounds:**
 - a) The maintenance of buildings and furnishings of Hanson Memorial High is paid for by students' families. **TAKE CARE OF THEM.**
 - b) Students are **NOT** allowed to adjust blinds and/or air conditioners.
 - c) No food or drinks in the building, including the gym!

- **Hall Traffic:**
 - a) Students are expected to proceed through the hallways at a normal walking pace using normal speaking voice tones.
 - b) Students should remain in their classes during class times. Any student in the halls during class times shall have a written hall pass given by the teacher which has the student's name, teacher's signature, date, time of release from class and destination. No teacher is allowed to keep a student past their designated class time. When the class period ends, the teacher must allow the students to report promptly to their next class period.

- Lockers are assigned to students at the beginning of the school year during orientation. Junior high lockers are located in the junior high wing, freshmen lockers are in the lab wing (above the gym) and sophomore, junior and senior lockers are upstairs in the main building.
 - Textbooks, notebooks, and other materials are always to be kept in lockers.
 - School administrators have the right to search lockers at any time.
 - **Decorations in and on lockers must be removed and the lockers cleaned at the end of the school year.** The school will supply needed cleaning materials.

- **Cafeteria:**
 - Students must remain in line to wash their hands prior to receiving their food.
 - Students are expected to display courteous behavior in the cafeteria.

- Throwing objects or failing to clear tables are not acceptable behaviors.
- Students may not cut the line.
- Students are not to run or shout in the cafeteria.
- Students will not be served meals if they do not possess their student ID or if their lunch account is overdrawn.
- Upon finishing lunch, students are expected to deposit waste paper in barrels; trays, silverware and dishes should be placed at the return window.
- Food/straws are not to be taken outside of the cafeteria area.
- Sandwiches may be brought into the cafeteria and milk bought on a daily basis.
- Food brought into the cafeteria may not be wrapped in restaurant/fast food wrappers. This also includes drinks (i.e. carbonated drinks, PowerAde, etc.)
- Parents are invited to eat in the cafeteria. They must check with the office first.
- The cafeteria makes provisions for students on special diets. A doctor's statement must be on file in the cafeteria.
- No drinks or snacks, other than water, may be consumed until after 2nd lunch. Any non-cafeteria lunch must be brought by the student to school that morning.
- No food may be eaten outside the cafeteria.
- **STUDENTS MAY NOT HAVE LUNCHES DELIVERED TO SCHOOL.**

Deliveries and Lunches

All deliveries for students at school are to be made to the office. Students may pick up deliveries from the office after school. **STUDENTS MAY NOT HAVE LUNCHES DELIVERED TO SCHOOL.**

Messages/ Telephone usage

Only emergency messages of vital importance will be relayed to pupils during the school day. If through urgent necessity, a parent comes personally to the school to deliver a message, the parent must do so through the school office and never directly to the child or the teacher. Concerning telephone messages—we are aware that sometimes emergencies do occur and it is necessary to call the school. However, all logistical business (rides home, lunch money, homework, etc.) must be conveyed to students before they leave for school in the morning. Messages will not be delivered to students during school hours except in cases of emergency. Students may use the school telephone (no cell phones are to be used) to call a parent or other emergency card contact person when they become ill at school, to check out or to have medication brought to school to be administered. Once students arrive on campus, they must stay unless they become ill, have doctor appointments, or an emergency occurs.

Senior Class Ring Policy

The official Hanson Memorial High School graduation ring has a standardized design. To ensure consistency of design, students are required to purchase this traditional ring from the vendors designated by the school. Insignia that detract from mutual respect, love, and reverence for others are prohibited. Rings may not be worn until after the Ring Mass Ceremony. Only Hanson Senior Rings are to be worn on campus and only by the senior who has earned it. Orders for rings are placed in the fall of the junior year and rings are distributed in the senior year at a special Ring Mass. If a student does not purchase the official Hanson Memorial High School graduation ring, they will not participate in the Ring Mass Ceremony.

Student Insurance

Accident insurance is NOT available for students through the school. However, parents may purchase a student policy through our carrier (Bollinger Specialty Group). Information is available on the website, FACTS SIS documents, and a copy can be provided at school. Family insurance should be checked to be sure the policy covers students during school hours and extracurricular functions. All student athletes and members of athletic support groups (Pep Squad, Cheerleaders, etc.) must be covered by their personal family insurance in order to participate. Parents must sign a waiver showing their own personal insurance company and contact number.

Medication

Students will not be allowed to leave campus to take medication and then return to school. If a student is to receive medication at school the following rules must be followed:

- **Students are not allowed to have medications in their possession on campus.** When a student needs medication, parents should bring prescriptions to school. Exceptions will be made for life threatening diseases such as asthma, allergies, and diabetes with written notification from the student's health care provider. Current diagnosis should be on file in the office for accommodations to be given.
- All maintenance medications should be in the prescription container and placed in a clearly labeled zip-lock bag along with a medication form signed by the parent and physician.
- Students found in possession of medications are subject to disciplinary action.

TRANSPORTATION

- Bus – Students who ride public buses must comply with the regulations set forth by the St. Mary Parish School Board. Copies of the rules are distributed at the beginning of the school year, and parents must become acquainted with said rules.
- Parents who transport students to and from school are instructed to drop them off and pick them up in front of the main building (front door under portico.)
- Car – All automobiles driven on school property must be driven within the 10-mph speed limit. All students who use personal vehicles for transportation to and from campus must comply with all rules regarding campus parking (must purchase a parking tag), speed and general safety. Students must exit their car immediately after parking – no loitering. When entering or leaving campus, loud music from vehicles will not be tolerated. Failure to comply with written or oral regulations will result in denial of driving privileges.
- Students are absolutely not allowed to be transported in the bed of a pick-up truck. This responsibility rests on the driver of the vehicle as well as those being transported. The only exception shall be during a supervised Homecoming parade.
- The only students allowed to be dropped off at our school are Hanson Memorial students. There are only two exceptions to this policy.
 - Students who are children or grandchildren of Hanson Memorial faculty and staff.
 - Fifth grade students who participate in Hanson sports.

School Activities

- All rules and regulations concerning behavior apply to school functions and extra-curricular activities. Disciplinary rules will be enforced for students attending dances at other schools.
- Activities involving travel in supervised groups require the following of students:
 - Observance of school rules and regulations,
 - Behavior, which is courteous, befitting and expected of Hanson students representing their school and others,
 - Traveling to and from all school functions with the group--No exceptions.
 - In some instances, parents may be asked to sign a permission form for emergency medical treatment, including medical insurance information which would be necessary in case of illness or accident.

Extra-curricular Activities

Hanson Memorial High School provides activities in sufficient number and variety to appeal to all talents and interests. These activities are considered an integral part of the school program of education and are consistent with Hanson Memorial High's philosophy of developing the total person. Every student is therefore urged and encouraged to take part in these activities and thereby profit by the experience and enjoyment which participation in the activities can bring. If a student is interested in becoming a member of a given organization, that student should contact the sponsor of that group immediately upon becoming a Hanson Memorial High Student to obtain all the necessary information. Call the office for more information on the sponsor for each club/organization. Students have the privilege of joining the school organizations and thereby accept the responsibility of each organization of which they are a member.

Clubs/Organizations

Student Council	Pro-Life
4-H	Quiz Bowl
National Honor Society	Drama
Beta	Pep Squad/ Drum line
Cheerleaders	Athletics
Band	

Office Holding Policy

No student may hold more than one major office and one minor office, or two minor offices without administrative and sponsor approval. A minor office is any elected position in a class or club which is not listed below.

Student Council President	Pep Squad President
Student Council Vice-President	Senior Class President
Student Council Secretary	Junior Class President
National Honor Society President	4-H President
Beta Club President	

If a student exceeds the number of offices allowed, he/she will be removed from the last office elected to until he/she conforms to policy.

Class Responsibilities:

All high school students are required to participate in the activities described as Class Responsibilities. It teaches the students responsibility and commitment for a greater good, which in this case, is our school community. If a student is absent from the required activity, they will be assigned another activity to participate in at a later date. Disciplinary actions will ensue for those who don't participate in the required class responsibility. The class sponsor will supervise all class workdays and maintain attendance records.

- 9th Grade – clean-up after all dances
- 10th Grade – work BBQ
- 11th Grade – Decorating for all dances
- 12th Grade – Be a positive role model and enjoy your senior year as you prepare to enter adulthood!

Academic Letter Award/ Jackets

Jackets will be purchased by parents once the student has earned their Letter award in any of the school-sponsored sports, organizations or clubs. In order to earn an Academic Letter, High School students **MUST** adhere to the following criteria:

- Have a minimum grade point average of 3.500 based on a 4.0 scale, with only A's and B's (4 Quarters only) at the end of the year (final grade),
- Have earned a minimum of 7 credits for the year, following the intensive or college curriculum,
- Have fewer than 2 student behavior reports (which includes behavior and uniform non-compliance),
- **AND** have met **two** of the following requirements for the year:
 - Placed in a school sanctioned essay or poetry contest (contest cannot be limited to Hanson students and not required),
 - Been a participating member of the Quiz Bowl team and have participated in at least one match,
 - Placed 1st, 2nd, or 3rd in District Rally **and** participated in the State Literary Rally,
 - Placed at Hanson's Social Studies or Science Fair and placed 1st, 2nd, or 3rd at the Regional Social Studies or Science Fair.
 - Scored in the top 10 highest point earners in the AR Program for the year,
 - Scored a 25 or better on ACT/Pre-ACT
 - Scored in the 90th percentile or higher in **2 subject areas** on their standardized test (See Counselor for scores),
- **OR**
 - Have a 4.0 GPA.

Social Events

Statement of Policy

The social activities of young people are primarily the responsibility of parents and the parish organizations. The high schools supplement the work of these two agencies.

The responsibility parents have to lead their child toward heaven and a good life on earth requires that they exercise their authority in all matters, including social activities, according to an objective code of morals, a true Christian ideal of spirituality, and correct norms of social conduct.

The Catholic high school as supplementary agency to the home has the same responsibility as the parents and must exercise its authority in the same manner as parents, that is, always in accord with Christian principles.

Since the Catholic home and the Catholic school have the same responsibility, there must be understanding and cooperation between the two if they expect to accomplish their common purpose, leading children to God. Schools can control the conduct of students while they are on the premises, but it is the parents who must control the conduct of their children outside the school and must see that conformity be given not only to the letter, but also to the spirit of the regulations.

Objectives

Briefly, the objectives of social activities in the secondary schools are as follows:

1. To develop a sense of responsibility and maintain balance and moderation in Achieving Christian standards in social and recreational activities, according to the philosophy of Catholic education.
2. To provide situations in which Catholic boys and girls can develop their social natures in the light of Christian principle.
3. To further knowledge of good manners, social etiquette and proper conduct.
4. To develop a sense of values in choosing the right kind of companions.
5. To furnish opportunities for Catholic companionship which will ultimately lead to Catholic marriage.

General Rules

- 1) School dances should not be held on the eve of a school day. No dances are to be held on Sundays, Holy Days, or during the penitential seasons, Advent and Lent.
- 2) No school dance will close later than 11:00 p.m.
- 3) At all social functions, proms and dances, girls must wear gowns which conform to Christian modesty. Boys are expected to wear a dress shirt and tie for formal dances. The following dances of Hanson are considered to be formal and require formal attire:
 - Homecoming
 - Carnival

- 4) Every effort will be made to keep the costs of school dances at a reasonable level. Expensive decorations, extravagant corsages, etc., are to be discouraged.
- 5) No alcoholic beverage, of any kind whatsoever, is to be sold, consumed or served at any school functions. Anyone attempting to bring alcoholic beverages in from the outside must be refused admittance.
- 6) Dances away from the school are to be reserved to rare occasions. The administration and staff prefer dances to be on the premises.
- 7) A sufficient number of chaperones will be provided at all school dances. Each will be advised of their responsibilities and adhere to the Hanson faculty dress code.

Specific Rules for Social Events

Students who attend school-sponsored social activities are expected to obey all rules of Hanson Memorial High School. In addition, the following specific rules must be followed:

Admission to Dances

1. Hanson students:

- a. Students who owe tuition, fees, or any other school debts such as those in the cafeteria, library, etc., will not be permitted to attend the 3 major school dances.
- b. Homecoming and Carnival dances are for students in Senior High, grades 9-12.
- c. Prom is a junior/senior dance, unless otherwise noted.
- d. There will be no admittance after the announced times.
- e. Students will be required to sign in at designated dances.

2. Guest/dates who are not Hanson students:

- a. Each Hanson student is allowed one guest of the opposite sex. The appropriate paperwork must be turned in by the due date for the guest to be admitted.
- b. The Hanson student is accountable for his/her guest's behavior.
- c. Any student/guest who comes to the door and gives chaperones cause to believe that he/she has consumed alcoholic beverages will be refused admission. Hanson reserves the right to conduct breathalyzer or other such substance test at any social event. Hanson students will be subject to disciplinary action and parents will be called immediately.

3. For all students attending dances:

- a. Students attending dances will be required to remain at the dance until closing time. There will be consequences for students leaving without the chaperones' knowledge.
- b. If a student becomes ill and must leave, parents will be called to make arrangements for the student's transportation prior to the student leaving. The ill student will not be permitted to drive a vehicle home.

- c. Parents may request the student to be allowed to leave at a specific time, but only for valid reasons. School officials must receive such requests in writing prior to the date of the function and a telephone call confirming request is being sent.

Dance Dress Code

All dances at Hanson Memorial High School are events that reflect the philosophy of our school and teachings of the Catholic Church. Among our most important considerations is adherence to Church teachings regarding modesty.

Admittance to the dance, with consideration of attire, will be left to the discretion of the faculty/administration who are present that evening. If a student is in doubt as to the expected modesty of his/her chosen attire, he/she should consult administration before the dance to avoid the embarrassment of being turned away. Students who violate the dress regulations during the event are subject to being removed from the event. In such a case, a student's parent/guardian will be notified prior to the student being excused from the event. Deliberate failure to comply will result in disciplinary action by administration.

According to the Catechism of the Catholic Church 2521-2522, "Purity requires modesty. Modesty protects the intimate center of the person. It means refusing to unveil what should remain hidden. It is ordered to chastity to whose sensitivity it bears witness... Modesty is decency. Teaching modesty to children and adolescents means awakening in them respect for the human person."

In accordance with these directives, Hanson sets forth the following dress guidelines for students and their dates:

Dance Attire Guidelines

Overall dance attire for all students and guests attending social gatherings (homecoming, carnival, or prom) should consist of the following. Administration will be stationed at the door of each gathering to check dress regulations. Students found in violation of dress code will have a choice to wear a blue graduation gown over their attire for the remainder of the event or leave without reentry. A student will not be allowed to change their dress at that point.

GIRLS

1. Top

- The neckline of a dress, top, or gown must be cut in a modest way. No cleavage is allowed to show. Spaghetti straps or strapless dresses are allowed, as long as they are not low cut. Necklines must fit flush to the chest.

- The cut of a dress, top, or gown in the back and sides must not be below the natural bra line. Backless dresses are not allowed.

2. Length

- A dress, skirt, or gown must be no shorter than five (5) inches from the floor when kneeling.
- Slits in a dress, skirt, or gown may be no higher than five (5) inches from the floor when kneeling.
- Carnival dresses for attendees must be tea-length or floor length.

3. Miscellaneous

- No section of the trunk of the body is allowed to show (midriff, navel, etc.).
- The bodice of the dress must not have any fabric cutouts, including openings covered with net-like fabric.
- Dresses should not be excessively tight. Undergarments outline must not be visible.

BOYS

1. Dress shirt, dress pants, tie or bow tie
2. Jacket/Coat optional
3. Dress shoes
4. Clean shaven with hair cut to school regulations.

Homecoming Court Dress Regulations

Girls Field Presentation Attire

1. Suit
 - Suit consists of a skirt, blouse, and jacket OR suit dress and jacket.
 - Blouse or suit dress must be cut in a modest way. No cleavage is allowed.
 - Skirt or suit dress must be no higher than five (5) inches from the floor when kneeling.
 - Slits must be no higher than five (5) inches from the floor when kneeling.
 - Suit skirt, blouse, or dress should not be excessively tight. Skirt or dress should not ‘ride up’ when walking; should not show undergarment outline.
 - Dress shoes must have a back.
 - Dress shoes, gloves, and hat must match suit.

Girls Gym Presentation

1. Gown

- All regulations stipulated above including:
 - Gown should be solid white (no embellishment color). Beading is allowed in clear, white, silver, and gold, however white must remain the dominant color of the gown.
 - Gown must be floor length.

Boys Gym Presentation

- Tuxedo rented from HMS supplied vendor to include: black bow tie, white gloves, black shoes
- Black socks
- Clean shaven with hair cut to school regulations.

Carnival Court Regulations

Girls

1. Gown

- All regulations stipulated above including:
 - Gown must be floor length
 - Mask and gloves must match gown.

Boys

1. Tuxedo rented from HMS supplied vendor, to include Mardi Gras vest and tie, white gloves, black shoes
 - Black socks
 - Clean shaven with hair cut to school regulations.

Chaperones

The organization sponsoring a school dance or social activity will be responsible for securing parent and/or faculty chaperones and concession workers. All chaperones must attend the Safe Environment Seminar. Administration will attend all dances.

Chaperone responsibilities

- Supervise Admission
- Enforcement of School Rules & Regulations
- Assure that proper behavior is maintained throughout the activity. All school rules and regulations governing behavior are in effect for all school-sponsored social activities.

- Areas to be closely monitored:
 - All possible entry & exit points (doors)
 - Restrooms (should be entered periodically)
 - General dance area

Student Behavior

Behavior Code for all HMS students

A student enrolled in Hanson Memorial High School is required and expected to behave within and outside our school in a *Christian* manner. Contributing positively to **our school** community and local community with exemplary behavior should be the goal every Hanson Memorial High Student.

Hanson Memorial holds that discipline, at every level, is paramount in a student's development: emotionally, socially, spiritually, and morally. The rules and policies at Hanson Memorial High School have been established to foster the growth of the student in these areas, thus creating a "chain reaction" in our school community and extending into our local community.

1. Any student who is found to have used alcohol or illegal/non prescribed drugs or smoking/vaping shall be suspended 3 days (out of school) and serve 30 hours of community service to the school. Students involved in all extracurricular activities (athletics, clubs, organizations, in school activities, etc.) will be suspended from performing/participating in the current activity(s) for a minimum of 30 days and lose special honors associated with that activity(s) for the school year.
2. Behavior that results in an arrest that brings discredit to our school could be subject to additional suspension days and/or community service in addition to the court appointed service or even expulsion after an administrative hearing.
3. The hope lies in the lessons taught through discipline produces character in the students at Hanson Memorial High School. A Hanson Memorial High Student must conform to all the regulations which are devised for the welfare of the whole school community.
4. ATTENDANCE AT HANSON IMPLIES A WILLINGNESS TO COMPLY WITH THESE RULES.

Code of Courtesy

Hanson Memorial High School students are expected to be polite and respectful toward others both on and off the campus. Courtesy should be the hallmark of the student's relationship with the adult staff and fellow students. The following are guidelines students should follow in dealing with members of the Hanson Memorial Community.

- Always address faculty and staff members with appropriate respect, using titles proper to their position/vocation (Father, Coach, Miss, Mr., or Mrs.).
- “Thank You” is the expected expression of gratitude when adults and fellow students give assistance.
- Answer a question with “Yes Ma’am” or “No Sir.” Do not say, “Yep” or “Nope.”
- Say, “Excuse me” when you don’t understand and desire something repeated to you. Do not say, “What?” or “Huh?”
- Excuse yourself when you want to interrupt an adult who is busy, or adults who are conversing.
- Classroom decorum ordinarily requires a student to raise his or her hand and wait to be recognized before speaking.
- Common respect for adults requires you to allow adults to pass before you when entering a building or room, and that you hold the door open for persons coming behind you into a building or room.
- When an adult corrects you for some fault:
 - Be quiet and listen until the adult is finished talking.
 - Answer all questions politely.
 - Do what you are told to do right away.
 - If you have something to say, wait until the adult is finished speaking and ask permission to speak.
 - Accept the adult’s decision. Don’t argue, make faces, or walk away while the adult is talking.
 - Courtesy demands respect for school property. Students are asked to help maintain the appearance of the campus by keeping the campus free of litter, and by treating the trees, plants, and grassy areas with respect.
- While in classrooms or buildings, students should properly dispose of any trash in the trash receptacles located in classrooms or hallways. No paper or other trash should be left on the floor of a classroom at the end of the class period.

Anti-bullying and Hazing (Diocesan policy)

Policy Statement

The intent of this policy is to support our Catholic schools’ commitment to provide a safe learning environment for all students. As we are all created in God’s image and likeness, the Roman Catholic Diocese of Lafayette affirms that all people have inherent dignity. We are called to reflect the values of Jesus in His regard and respect for all people as it is written “So always

treat others as you would like them to treat you; that is the Law and the Prophets” (Mt. 7, 12). In this way, we build up the Body of Christ within our Catholic schools. Bullying and hazing creates an environment in which dignity and respect are compromised. Therefore, we attest bullying and hazing have no place in our Catholic schools.

This policy shall apply to all students and shall be in effect while students are on school property, while on school-owned or school-operated/leased vehicles, while attending or engaged in school-sanctioned activities and while away from school grounds if the misconduct directly affects the good order, efficient management, and/or the reputation/welfare of the school.

Prevention/Education

To enhance the education, formation, and safety of our students, schools should endeavor to actively promote positive student behavior while prohibiting inappropriate behavior such as bullying and hazing. Therefore, schools operating in the Roman Catholic Diocese of Lafayette are strongly encouraged to:

- Prohibit all forms of student bullying and hazing;
- Provide adequate supervision to minimize the risk of bullying and hazing;
- Provide continuing education/professional development on bully prevention for faculty and staff members;
- Develop school-wide bullying and hazing prevention programs to educate students;
- Incorporate bullying and hazing prevention lessons into the school’s curriculum.

Definition of Bullying

Bullying is a deliberate and malicious pattern of behavior having the effect of physically, psychologically and/or emotionally harming another through abuse, coercion, intimidation and/or threats where the pattern of behavior is sufficiently severe, persistent and pervasive so as to create an intimidating or threatening educational environment, to substantially interfere with a student’s performance in school, or to substantially disrupt the orderly operation of the school.

Bullying may be physical or verbal and may be in the form of gestures, writings, electronic transmissions, social media posts, sharing of photographs/video or physical acts. Bullying may be in the following forms:

- Gestures (including but not limited to obscene gestures and making faces);
- Name-calling, threats of harm, taunting and malicious teasing;
- Spreading untrue, injurious rumors;
- Disseminating inappropriate or embarrassing photographs or video;
- Hitting, kicking, pushing, tripping, choking, and other physical acts;
- Damaging and/or unauthorized use of personal property;
- Repeated shunning and/or isolation of another from groups or activities.

Definition of Cyber-bullying

Cyber-bullying is a form of bullying and is defined as the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to emotionally harm, coerce, and/or intimidate. Electronic devices may include, but are not limited to:

- Computers
- Tablets
- Mobile phones
- Other interactive or digital technologies

Definition of Hazing

Hazing is the deliberate encouragement, direction and/or participation (active or passive) of any activity which subjects another student to actual or potential physical, psychological or emotional harm, or civil or criminal consequences for the purpose of initiation into, admission to, affiliation with, continued membership in or acceptance by existing members of any school organization, group, or extracurricular activity, whether occurring on or off campus. “Consent” of the victim shall not be recognized as a defense to the school’s prohibition of hazing. Hazing may involve harassment, degradation, humiliation, intimidation and/or ridicule to an individual or group, willful destruction of public or private property, or criminal or other offensive acts against third parties.

Reporting

The principal/designee is responsible for receiving complaints alleging violations of the anti-bullying and hazing policy. All school employees and volunteers supervising school-sponsored functions should report alleged violations of the policy to the principal/designee.

Investigation

Once an allegation is made, the principal/designee should promptly investigate the claim as soon as feasible under the circumstances. Any student accused of violating this policy shall be advised of the complaint and shall be given an opportunity to be heard. The extent of the investigation shall be at the discretion of the principal/designee as dictated by the facts and circumstances, and may include interviews and a review of any evidence presented and/or discovered.

Documentation

Documentation of the allegation, the results from the investigation, and the disposition is to be maintained in the school’s student records of both the perpetrator(s) and the victim(s).

Notification

Parents/guardians of the perpetrator(s) and victim(s) are to be notified by the principal/designee.

False Accusation

Any student who knowingly makes a false accusation of bullying or hazing is subject to disciplinary action as set forth in this policy.

Retaliation

Retaliation against any person who reports bullying or hazing in good faith is prohibited and is subject to disciplinary action as set forth in this policy.

Discipline

Disciplinary action arising out of a violation of this policy shall be at the discretion of the school administration. Disciplinary action may include, but is not limited to, warning, detention, suspension, and/or expulsion. Repeat violators are subject to additional disciplinary action.

Discipline

The goal of the HMS program is for students to develop character, self-discipline, self-control, orderliness, and respect for self and others. We expect students to come to school each day ready to learn and be responsible for their behavior and their belongings. Each teacher has the duty and authority to set forth their classroom discipline plan and assign a conduct grade each quarter. The teachers will share the details of their classroom discipline plan with students and parents at the beginning of the school year. All minor infractions are handled by the teacher and shared with the parent(s). If the minor infractions don't improve or if they are repeated frequently by the student, the teacher will write a behavior report on the student and refer him/her to the assistant principal for further disciplinary action. See a copy of the Hanson Memorial Behavior Report in the following section of Schedules and Forms. The assistant principal or other administrator will determine the consequence based on the severity of the student's actions. Possible actions include: Behavior essay, meeting with the school counselor, conference with the student and parents, behavior probation, extracurricular (including athletics) probation, detention, in-school suspension, out-of-school suspension, and expulsion.

Classroom Conduct Grade

Each teacher is responsible for setting up his/her own classroom rules and making sure students follow them as well as all school rules. All students deserve to have a calm and productive classroom environment conducive to learning. Conduct grades will be tracked constantly and consistently in each class and will be posted at each drop in letter grade. Parents can monitor student grades through the online system, FACTS SIS. Teachers will notify parents of their child's classroom behavior problems in the hopes of supportive reinforcement. If the behavior

continues to disrupt the class, the teacher will refer the student to the assistant principal with a behavior report.

Cheating and Plagiarism

Hanson Memorial High School (HMS) takes academic integrity very seriously. Cheating and plagiarism go against our core values as Catholic Christians and are inconsistent with our goals as stated in the HMS Mission Statement. Any instance of cheating and/or plagiarism will be dealt with according to that high standard.

Cheating

Cheating is “to take an examination or test in a dishonest way, as by improper access to answers” (dictionary.com). Cheating, however, is not confined to instances of test taking. Other examples include, but are not limited to:

- Sharing answers to homework/classwork with others
- Copying another student's work, whether computer generated or hand-written
- Using a computer to find answers and submitting it as the student's work, for example:
 - translating from another language (i.e. Spanish) to English
 - using a Math website to copy the steps and answer to a math problem.
- Using summary websites such as Sparknotes, Cliffnotes, etc. instead of reading the assigned work.
- Finding an assignment's answer key online.
- Doing another student's work.

In instances of cheating where one student knowingly shares his work with another, *both* students will be held responsible.

Plagiarism

Plagiarism is defined as: “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author” (dictionary.com).

There are two types of plagiarism:

Intentional - plagiarism committed with the intent of doing so.

Unintentional - plagiarism committed without clear understanding of the infraction.

Examples of intentional plagiarism include, but are not limited to:

- Turning in an essay purchased online.
- Turning in another's work as your own (including that of parent's, sibling's, friend's, etc.)

- Pasting/copying from the internet without giving due citation
- Paraphrasing (changing the words) of another without giving the original author credit.
- Supplying others with work that will be plagiarized.

Examples of unintentional plagiarism include, but are not limited to:

- Making mistakes in the citation of the source (i.e., incorrect or incomplete quotation marks)
- Thinking something to be “common knowledge” when it is not.
- Paraphrasing incorrectly

Given the complicated nature of and the misunderstandings associated with plagiarism, certain responsibilities lie with both teachers and students.

Teacher responsibilities:

- At the beginning of the year, English teachers will present a lesson on plagiarism demonstrating both what it is and how to avoid it.
- Be diligent with regards to plagiarism/cheating and follow through with consequences listed in the policy.
- Be accessible to students/parents when questions arise regarding plagiarism.

Student responsibilities:

- Be prepared. Developing and maintaining a schedule with respect to academics, extracurricular activities, and free time is a skill required in life. Begin learning this now by working on assignments in a timely manner. Waiting until the last minute will only lead to the temptation to cheat or plagiarize.
- Ask questions about citing sources. When you are unsure of what you should be doing, ask your instructor; he/she is here to help you succeed.
- Do not read another student’s work before you begin your own assignment.
- Keep records of the sources researched for an assignment as they are found. It is much easier to record the information when it is first accessed, rather than trying to recreate it after the fact.
- Make certain you understand the assignment and how it will be graded. Ask your instructor for help.

Consequences

Cheating and/or intentional plagiarism will result in a grade of zero (with no chance to make up the work) for the assignment and a day of In School Suspension (ISS). If the student is a member of National Honor Society, the violation will be reported to the Board of that organization who will then make its own decision on further action as it regards the member’s good standing.

A second offense of cheating/intentional plagiarism in the same school year will result in a grade of zero for the assignment (as above) as well as a day of Out of School Suspension (OSS). Any subsequent occurrences will be turned over to the administration for further action.

When it is determined that the occurrence of cheating/plagiarism is unintentional, the student will be given a grade of zero. Upon administrative approval, the student may be given the option to “redo” the assignment (or another assignment as deemed necessary by the instructor) for full credit.

***Please note that these guidelines/consequences apply to *every* class taken at Hanson Memorial High School. Cheating or using someone else’s words as your own is a serious violation in any class, be it History, English, Math, Religion, etc.

Threats of Violence – No Tolerance Policy

Hanson Memorial High School has a no-tolerance policy for dealing with and addressing not only real threats of violence but also those which may be considered frivolous. Plastic guns, gel guns, and other plastic weapons are never allowed on campus at any time. Diocesan policy on this matter is as follows:

The school administrator is to contact immediately the appropriate civil authorities, the sheriff’s office, or local law enforcement agencies and to follow their directives.

If the threat or danger involves a student or students, parents/guardians are to be contacted immediately. If the student is on campus, he or she is to be detained in a safe place according to directives received from the local law enforcement agency.

The Superintendent of Catholic Schools is to be informed of the threat and the action that is being taken. If the threat or danger comes from a non-student, appropriate action will be left in the hands of the civil authorities.

Student Behavior/ Search and Seizure

Hanson Memorial High School is a Catholic private school not operating under the 4th Amendment, “search and seizure,” to the U. S. Constitution. Students have a very limited right to privacy on campus, especially in the opinion of the administration where there is a health or safety issue. Therefore, reasonable searches and seizures shall be conducted on an as needed basis under the authority of the New Jersey vs. T.L.O.

Essential to all learning is an atmosphere of quiet and order to allow thought processes to take place. Being quiet in speaking, handling lockers, books, desks, and walking to and from classes will contribute to the learning of each individual and the student body as a whole.

While it is recognized that the conduct of students within the classroom is the responsibility of the teacher conducting the class, there are certain areas of personal behavior that affect the entire school community. In order to promote an atmosphere of cooperation and recognition of the rights of others, self-discipline with respect toward others is to be exhibited by all members of the Hanson High School Community.

To assure that all share equally in the acceptance of this responsibility, students are to refrain from:

1. Causing disturbances during class time, emergency drills, or assemblies.
2. No outside food or drinks/cups are allowed in the building.
3. Eating in the building or classroom.
4. Loitering outside the school, on sidewalks and cars/parking lot.
5. Chewing gum on school premises, prohibited during regular school hours.
6. Being in unauthorized areas.
7. Possession and/or using white out or super glue.
8. Writing slogans on backpacks which are inappropriate for students in a Catholic school environment.
9. Possession or involvement with obscene/pornographic materials

Student behavior in violation of the above will merit a severe consequence. Violations within class periods will be handled by the teacher. During recess, between classes, before and after school, and in the cafeteria, violations will be handled by the staff member who witnesses the offense and, if necessary, will be regulated by Hanson Administration. Progressive discipline for repeated offenses will be handled by the Administration.

The following offenses will result in disciplinary action including but not limited to detention/suspension:

1. Disrespect or Defiance – Students are expected to show respect for teachers, school staff members, other students and guests.
2. Smoking /vaping– The use and/or possession of tobacco in any form anywhere on campus or while in any school uniform (including athletics) is strictly forbidden. Refer to the Drug Policy.
3. Destruction of School/Student Property – Defacement or abuse of school/student property, vandalism or stealing will subject students to severe penalties and restoration of property. Parents of students who deface or destroy property are liable for and will be billed for such damages, including all costs for materials and wages incurred to repair such damage.
4. Use of Alcohol – Consumption or possession of alcoholic beverages on campus will not be tolerated. Refer to the Drug Policy.
5. Use of Drugs – Use or possession of non-prescription drugs on campus will not be tolerated. Refer to the Drug Policy.

6. Bullying/Harassment – Each student at Hanson High has a right to his own dignity and individuality. Therefore, harassing or demeaning other students/school personnel by word or action will not be tolerated.
7. Fighting - fighting may result in suspension, withdrawal, or expulsion of any and all parties involved.
9. Possession or exploding of fireworks- any man-made or commercial flame producer
10. False fire alarms/ False “bomb” alarms—including pulling school alarms or making any attempt to cause panic in the student body.
11. Carrying or using weapons or other dangerous objects
12. Theft – taking or being in possession of anything not yours or “hiding” someone’s belongings.

Drug Policy

The policy passed by the Church of Assumption School Advisory Council in November 18, 1987 and reviewed in 2001 is:

The Church of Assumption Hanson Advisory Council sets forth the following statement which applies to St. John and Hanson Schools, its Hanson Advisory Council members and employees:

The Plan Administrators are appointed by the Pastor of the Church of the Assumption.

The possession, transfer, concealment, promotion or sale of illegal drugs on Church of the Assumption property may result in expulsion after an investigation by the Plan Administrator.

Church of the Assumption reserves the right to have the Plan Administrator and security personnel to conduct security searches and inspection of students, employees and their effects (such as, but not limited to lockers, baggage, briefcases, lunch boxes, food/beverage containers, desks, tool boxes, clothing and vehicles) for the purpose of determining if such employees or students are in possession, use, transportation or concealment of any of the prohibited items and substances covered by the policy (see section above *Student Behavior/ Search and Seizure*).

The remaining statements will apply to Hanson Memorial grades six through twelve, Hanson Advisory Council members and employees of the Church of the Assumption.

The definition of a **Drug** will be defined herein as any chemical substance, including alcohol, that either produces physical, mental or emotional change in the user, or one that is capable of altering mood, perception, or judgment of the individual consuming it.

The definition of a **Legal Drug** will be defined herein as any prescribed drug or over-the-counter drug or medication, which has been legally obtained, and is being used for the purpose for which it was prescribed or manufactured (please refer to sections on Medicine and Student Behavior #9.6).

The definition of an **Illegal Drug** will be defined herein as any drug which is not legally obtainable, or which is legally obtainable, but has not been legally obtained. The term

includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes. The term “illegal drug” includes marijuana.

The definition of a **Prohibited Drug** will be defined herein as any of the substances specified in Louisiana Revised Statute Antedated Title 40:961 to 40:965. Prohibited substances will include, but are not limited to, the following: Alcohol, Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Methadone, Methaqualone, Opioids, Oxycodone, Phencyclidine, Propoxyphene.

The definition of **Reasonable Suspicion** will be defined herein as the Church of the Assumption staff’s belief based upon objective and articulable facts, based on specific, contemporaneous, physical, behavioral or performance indicators, sufficient to lead a prudent person to suspect that any person is using drugs or alcohol.

A student is subject to drug or alcohol testing based on reasonable suspicion or by random selection.

All students enrolled at Hanson in the Church of the Assumption School System will be subject to testing for illegal substances. This testing will include all members of the St. John and Hanson faculty, administration, auxiliary staff and Advisory Council.

Implementation

- Testing will be done by an Independent Agency.
- Steps will be taken to confirm any positive result.
- Results of testing will remain confidential.
- Parents and Plan Administrator will receive all positive results.
- Students testing positive will be subject to procedures set forth in Part 3.
- Refusal to test will result in a First Positive.
- If a student cannot or will not produce a specimen in a timely manner, even after being offered water, then it will result in a Positive.
- Tampering with drug testing may result in dismissal from Hanson and St. John Schools.

Procedure for Positive Tests

In an ongoing effort to work with students who have a positive test for illegal drugs or chemical substances, the following procedure will be followed:

First Positive

- A positive test will result in a three-day out of school suspension.

- Any student that fails a drug test will be suspended from any extra-curricular activity, such as but not limited to, athletics, membership in clubs, holding offices in various clubs, organizations or Student Council for thirty (30) days. If the suspension occurs at the end of the school term, the remainder of the time will carry over to the next year.
- After the thirty (30) days suspension as stated above, the student may continue to participate in his/her activities. However, the student will not be able to hold leadership positions for the duration of one year.
- Athletic and academic jackets will be taken away during the thirty (30) day suspension.
- A mandatory assessment/evaluation by student and parents will be administered within two (2) weeks of notification. This may be done through a board-certified substance abuse professional or a certified counselor. Parents must submit a copy of the recommendation to the school. Failure to do so will result in additional suspensions or expulsion. The Plan Administrator will monitor students who have positive test results to ensure that the assessment/evaluation takes place within the stated time. The Plan Administrator will be notified if the student does not fulfill this requirement.
- A student who has a first positive will be included in all random tests at the parent's expense.

Second Positive

- If a second positive occurs within two years of the first positive, the student will be expelled from Hanson.
- If a second positive occurs after the two years of the first positive, the rules for first positive will apply and the Plan Administrator will set up a hearing to determine if the student warrants expulsion.

Third Positive—EXPULSION

Enforcement Policies

Failure on the part of a student to maintain acceptable standards of conduct will result in disciplinary action by the school administration. Such action may take any of several forms including the following: detention before school, detention after school, detention on Saturday mornings, probational behavior contract, suspension, expulsion or other prescribed punishment (or combination of these) – depending upon the circumstances.

Administrative Detention

1. The administration assigns students to administrative detention and gives instructions as to date, time and type of service required. Progressive discipline will apply.
2. NO STUDENT IS EXEMPT FROM DETENTION ASSIGNMENTS.
3. **Any student failing to report on the day assigned without making arrangements with administration will receive an immediate Out of School Suspension.** The original detention time must still be served. It is not dismissed.
4. Students serving detention must not leave the service area until dismissed by the teacher or administrator in charge.
5. Before serving detention, students are given approximately twenty-four hours to make transportation, work, or family arrangements.
6. Students must provide their own transportation to and from detention service.
7. All school rules apply during detention.

Suspension:

Whenever a student is suspended, the following terms of suspension will apply:

1. The student will not be allowed to attend or participate in any extra- or co-curricular activities on the same day as an **out of school suspension**.
2. Any school work missed due to an out-of-school suspension will not be made up. The student will receive a "0" for those missed assignments. In the case of an in-school suspension, teachers will be requested to send in assignments for the students to complete during the day (including tests) for which the student will receive credit.
3. The administration has the option to render suspensions, in increments of 1, 2, or 3 days. A parent conference will be mandatory.
4. As soon as a decision of suspension is made, every effort will be made to orally notify a parent. A notice, in writing, will then be sent stating the reason for and terms of the suspension.
5. A third suspension within a school year may result in expulsion.

Expulsion

A student may be expelled for repeated misconduct or for any very serious act of misconduct. Only the principal may expel a student. Prior to actual expulsion a conference shall be held with the student, parent, Pastor, and administration. Written documentation of the expulsion shall be sent to the Superintendent.

ADMINISTRATION OF HANSON MEMORIAL HIGH SCHOOL IS EMPOWERED TO TAKE ANY AND ALL REASONABLE AND NECESSARY DISCIPLINARY ACTION.

Realizing that not everything can be covered in a handbook such as this, the Administration reserves the right to interpret any rule in the handbook or to make a judgment on any situation that might occur which is not covered in this handbook.