



ST. THOMAS MORE

CATHOLIC HIGH SCHOOL

Educating students to be seekers of truth, individuals of character, and "God's servant first."

HANDBOOK FOR STUDENTS AND PARENTS
2024 - 2025

Approved by
Louisiana State Department of Education
and
Diocese of Lafayette

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Accredited by
Southern Association of Colleges and Schools/Council on Accreditation and School
Improvement

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450 East Farrel Road
Lafayette, Louisiana 70508

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Member of
National Catholic Educational Association
Association for Supervision and Curriculum Development
Louisiana High School Athletic Association
Citizens for Educational Freedom
Lafayette Chamber of Commerce

*

Reverend Michael Russo, Chancellor
Mr. Martin Cannon '93, Principal
Dr. Claire Masterson, Assistant Principal of Academics
Mr. Nicholas Cortese '09, Dean of Students
Mrs. Anne Pitre, Director of Advancement
Mr. Kim Broussard, Athletic Director
Mr. Jeff Cormier, Religious Administrator

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St. Thomas More Catholic High School admits male and female students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin or disability in violation of state or federal law or regulation in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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St. Thomas More Catholic High School
is an Equal Opportunity Employer.

FOREWORD

The regulations and other provisions outlined in this Student/Parent Handbook are a material condition of the contractual agreement between St. Thomas More Catholic High School and each student and parent in the school. In developing the rules and policies for STM, the administration has tried to anticipate as many situations as possible. But as new and unusual situations may arise, the principal will have the authority to use his discretion in whatever circumstances the handbook rules do not precisely apply.

This handbook is designed to serve several important purposes:

It provides basic information the student needs for carrying out his or her course of study and co-curricular activities.

It serves as an official source of school policies and requirements for participation in academic, co-curricular, and social activities at STM.

The handbook provides information for parents to enable them to assist and support their child's efforts and activities.

The handbook lists the school's administration and staff with their respective functions. Thus, both students and parents may determine more readily which administrative, faculty, or staff members they may need to contact for specific purposes.

PLEASE NOTE CAREFULLY

The principal of St. Thomas More, with the approval of the STM Advisory Council, reserves the right to amend this handbook for a cause that, in his judgment, is just. If changes are made, all parents will be sent prompt notification. In this handbook, wherever the term "parent(s)" is used, "parent(s) or guardian(s)" is implied.

PHONE CALLS

Phones will generally be answered between 7 a.m. - 3 p.m. on school days. A message machine will be activated after 3 p.m. on school days, weekends and during holidays. Please be aware that the phones are especially busy between 7 - 8 a.m., 11 a.m. - noon, and 2 - 3 p.m. Please use the appropriate phone number listed below to address your specific question or concern.

School Office	Mrs. Tiffany Zerangue	988-3700 Fax 988-2911
Administrative Office	Mrs. Mary Kellner	988-3700 ext. 128
Admissions Office	Mrs. Robyn Alfonso	988-7779
Counselors	Ms. Karla Hoffpauir	981-3246
Registrar	Mrs. Mamie Romero	988-3700 ext. 156
Athletic Department	Mr. Kim Broussard	988-0984
Advancement Office	Mrs. Brittany Eskridge '03	988-2550
Cafeteria	Ms. Debra Guidroz	988-1539

PARENT COOPERATION STATEMENT

An integral part of the educational philosophy of STM 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 STM encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, STM is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals.

STM 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 to abide by the rules, regulations and policies as set forth orally and/or in the student handbook, or as may be adopted or otherwise promulgated by school administration during the applicable year could result in removal.

It is understood and agreed that STM reserves the right to remove a student at any time if, in the judgment of the administration, any parent and/or guardian violates the Student/Parent Handbook and/or the student fails to meet the academic standards or requirements of the school as set forth in the Student/Parent Handbook or if the student's conduct or influence, on or off the campus, is not in keeping with the standards/expectations of STM as reflected by its teachings, policies and rules. There will be no refund or cancellation of tuition and fees incurred and owed at the time of removal.

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HISTORY

The Diocese of Lafayette had long been aware of the need for a consolidated Catholic high school. In the early 1980s, after four years of planning, the need became a reality.

A 25-acre tract in southwest Lafayette, located on Farrel Road off Kaliste Saloom Road, was donated by Mary Frances and Louis Doucet in loving memory of Clayus and Lucille LeBlanc. The projected cost for the 136,000-square-foot building to be named the St. Thomas More Catholic High School and Bishop Jules C. Jeanmard Center for Religious Formation was \$5.8 million, financed by private donations. The school would be built for a student body of 800 but could accommodate as many as 1,000. Students would come primarily from Cathedral-Carmel and Our Lady of Fatima high schools. With more than \$3 million in donations, the project went forward.

Ground was broken on Thursday, January 8, 1981. Bishop Gerard L. Frey headed the list of dignitaries which included Dr. F. H. Davis, Jr., Hubert Dumesnil, Braxton Moody IV, Celeste Richard, Albert Comeaux, Lafayette Mayor Dud Lastrapes, Ed Landry, Father A.J. Boumans, Louis Michot, Mrs. Louis Doucet, Louis Doucet, Roy Billeaud and Fr. Don Theriot.

Consolidation of the philosophies and traditions of CCS and OLOF began in the spring of 1981, when students and faculty of Cathedral-Carmel School and Our Lady of Fatima School began meetings to merge the two schools. The two main goals were to build unity among students and to promote student involvement in the preparations for opening the school.

In the fall of 1981, a convention, New Horizons, was held for the future students of St. Thomas More. The students voted on a mascot and school colors chosen from selections symbolic of St. Thomas More and relevance to the time in which he lived. Students selected Cougars from the mascot options and chose burgundy, navy, and grey for the school colors. Alumni and faculty of both schools helped facilitate the convention which ended with a dance where Hampton Davis (now Father Davis) served as DJ. The convention also involved the parents of future students. Their sessions provided information regarding the administration, the School Board, the curriculum, funding, facilities, and opportunities for parent involvement.

Students also met to recommend organizations for the new school and worked with the school's leadership in constructing constitutions for these organizations. In the spring of 1982, student leaders from both CCS and OLOF helped plan the school year, orientation, Open House, and other activities. On May 1, 1982, the "STM Olympic" games worked as icebreakers to help future Cougars get to know one another. That summer, the first Student Council met at Pecan Island and elected interim officers for the start of the school year: Jay Paul Bernard, President; Jeannette Greene, Vice President; Melissa Hightower, Treasurer; Sylvia Logan and Ann Bernard, Secretaries. Celeste Richard was elected interim Senior Class President.

On August 15, 1982, STM was dedicated and opened its doors. Noted as the premiere high school in southwest Louisiana, it quickly gained praise as one of the finest and most modern schools in the South. STM was especially blessed to have the religious orders of the Christian Brothers, the Sisters of the Most Holy Sacrament, the Mount Carmel Sisters, and the Sisters of the Divine Providence serving the students in these early years. The school was also fortunate to have Monsignor Sigur as a guiding force and spiritual leader who worked tirelessly to ensure STM's success.

BOARD OF PASTORS

STM is owned and operated by 12 church parishes: Holy Cross, Our Lady of Fatima, Our Lady of Wisdom, Sacred Heart (Broussard), St. Anne (Youngsville), St. Edmond, St. John's Cathedral, St. Joseph (Milton), St. Mary, St. Jules, St. Joseph (Broussard), and St. Pius X.

The Pastors of these parishes form a board which advises one of their members, designated and appointed by the Bishop of Lafayette as Chancellor, in the ecclesiastical administration of the school. The Chancellor, counseled by the Board of Pastors and ever responsive to the Board in business which involves parish funds, is Pastor of STM. The Chancellor is present to the St. Thomas More Advisory Council, but not as a member. The Advisory Council is advisory to the

Chancellor. Policies formulated by and emanating from the St. Thomas More Advisory Council become effective by ratification of the Chancellor.

ST. THOMAS MORE BOARD OF PASTORS

Reverend Monsignor Jeff DeBlanc Our Lady of Fatima
Reverend Chester Arceneaux Cathedral of St. John the Evangelist
Reverend Mario Romero Holy Cross
Reverend Patrick Broussard Our Lady of Wisdom
Reverend Michael Delcambre Sacred Heart
Reverend Michael Russo, Chancellor St. Anne
Reverend Joseph Campion St. Edmond
Reverend Ryszard Zawadzki St. Joseph (Broussard)
Reverend William Schambough St. Joseph (Milton)
Reverend Daniel Edwards St. Jules
Reverend Cedric Sonnier St. Mary, Mother of the Church
Reverend James Brady St. Pius X

PRINCIPAL'S MESSAGE

Dear Parents and Students,

Welcome to the 2024-2025 school year at St. Thomas More Catholic High School. As we embark on another exciting school year, I would like to take a moment to emphasize the importance of our STM Student/Parent Handbook. This comprehensive handbook is a vital resource for understanding the values, policies and procedures that guide our school community and provide for a safe and stable learning environment. It is a guidebook for success.

Familiarize yourself with his handbook. Read it and discuss as a family the content within. Your understanding and cooperation if vital. When everyone is in line with it, the environment is consistent and stable.

Thank you for your continued support of St. Thomas More Catholic High School. I'm looking forward to a great year with each one of you.

Sincerely,

Martin L. Cannon, '93
Principal

MISSION STATEMENT

STM educates students to be seekers of truth, individuals of character, and “God’s servant first.”

VISION STATEMENT

STM is an exemplary Catholic High School that is mission-focused and serves primarily the registered parishioners of the 12 owner parishes. STM seeks to help students reach their individual potential and is committed to the development of the whole person.

STM is grounded in Catholicism and integrates Christian values in all aspects of the student’s education.

STM offers a rigorous academic program. The school prepares students to be global leaders and 21st century thinkers. STM supports its students with a dedicated faculty, technology, facilities, and resources that create the very best opportunities for success in life beyond high school.

STM engages with its stakeholders, including owner parishes, parents, families, schools within the owner parishes, alumni and the community. The school is a good steward of its resources.

STM graduates are community-minded servant leaders who make decisions based on Catholic values and teachings.

BELIEFS

STM is grounded in Catholicism and dedicated to our faith in the Lord Jesus Christ. We provide a quality education to our students with high academic standards and a focus on intellectual and strategic thinking. We are dedicated to creating well-rounded adults who possess a high level of integrity, character and a strong moral fortitude. We take great pride in producing community, state, national and world leaders of tomorrow and empowering our students to reach their goals through Catholic formation, academic knowledge and strong character.

SCHOOL CREST



The crest or coat-of-arms of STM was developed in 1981. The center of the crest is the Tudor Rose, which represents the union of the two royal houses of England and was worn by the Chancellor of England. Each petal of the rose suggests a heart shape, symbolizing charity, goodness, love of God and country. The STM monogram surrounds the rose.

Within the STM monogram, is the cross, symbolizing More’s Catholicity, his devotion as a man of God, and his deep religious convictions, the source of More’s strength.

Directly below the STM monogram, the crest is embellished by More’s actual signature.

THE LIFE OF OUR PATRON ST. THOMAS MORE

St. Thomas More lived in 16th century England, and was, as the playwright Robert Bolt typed him, a man for all seasons. Scholar, tutor to the future king, lawyer, family man, celebrated wit, and finally Lord Chancellor of the realm, Thomas More had everything - and sacrificed everything on a matter of religious principle. He refused to take an oath, provided in the Act of Succession, repudiating the Pope, recognizing the offspring of King Henry VIII and his second wife, Anne Boleyn, as heir to the throne, and declaring Henry's first marriage to Catherine of Aragon to be no true marriage. The action cost him his life. He was truly "God's servant first." Thomas More went to the scaffold in 1535, wit to the end, commenting to the guard, "I pray thee see me safe up, and for my coming down let me shift for myself." On the scaffold he reportedly told his executioner, axe at the ready, to take care not to cut his beard since it, at least, was innocent of treason.

St. Thomas More was a martyr for his faith. He was a person who loved life but loved his God more. Thomas More was a fervent man of faith, a loyal countryman, an edifying professional, and a committed Catholic.

St. Thomas More wrote Utopia, a political romance published in 1516. Utopia is the name of an imaginary island. In Utopia everything was perfect – the laws, politics, morals, etc. The word has thus come into the language as a synonym for a place or state of political or social perfection. Thomas More's literary accomplishments demonstrated his commitment to scholarship and his appreciation of the arts. He was truly a man for all seasons.

As the patron of our school, the intention is to reflect St. Thomas More's qualities in our school philosophy and programs. Hopefully, all of the students who attend STM will, like Thomas More himself, mirror the virtues of love, hard work, faith in God, loyalty to the Church, and educational scholarship.

Thomas More was born in 1478 and lived 57 years. He was canonized a Saint in 1935. His feast day is observed on June 22.

THE MORE WAY

The way of St. Thomas More is the alignment of intellectual values, personal excellence, and, above all, an attitude of humble acquiescence to the will of God. St. Thomas More was a man of great intellect, wise in matters of both state and faith. While worthy of honor because of his many worldly accomplishments, we choose to model ourselves after him because of his eagerness to set aside his own achievements, judgment, and will in deference to the will of the Father. Rather than preserve his own life and reputation, St. Thomas More clung to the truth of God's law, maintained a devotion to his personal sense of character, and died as a final act of service to our Lord. Because of this, we model ourselves with the following goals in mind:

To be a seeker of Truth

To pursue Truth in all aspects of my life and to equip myself with intellectual fortitude, academic curiosity, and humility in the face of God's magnificent creation.

To be an individual of character

To develop in myself a sense of personal excellence that calls me to a life of service, integrity, and moral strength, especially in times of persecution or conflict.

To be God's servant first

To hold as the preeminent good my relationship to Christ and His Church, pursuing at every opportunity the chance to serve God faithfully as His disciple so that others may see my life and say, "If this is the servant, how great must the Master be?"

ST. THOMAS MORE FACULTY AND STAFF

ADMINISTRATIVE TEAM

Mr. Martin Cannon '93	Principal	M.Ed.	University of Louisiana
Dr. Claire Masterson	Assistant Principal of Academics	Ph.D.	University of Louisiana
Mr. Nicholas Cortese '09	Dean of Students	MSE	Arkansas State University
Mrs. Anne Pitre	Director of Advancement	B.S.	Louisiana State University
Mr. Kim P. Broussard	Athletic Director	B.S.	University of Louisiana
Mr. Jeff Cormier	Religious Administrator	M.A.	Felician College

ADVANCEMENT OFFICE

Mrs. Robyn Alfonso	Asst. Director of Admissions	B.A.	Southeastern La. University
Mr. Danny Broussard	Asst. Director of Alumni	B.S.	University of Louisiana
Mrs. Michelle Curtis	Asst. Director of Media and Communications	B.A.	Louisiana State University

TECHNOLOGY TEAM

Mrs. Sandra LaGrange	Technology Integration Specialist	B.A.	University of Louisiana
Mr. Chris Landreneau	Network Specialist	M.A.	University of Louisiana
Mrs. Robin Nagdeman	Help Desk Director	B.S.	Louisiana Tech University

CAMPUS MINISTRY

Mr. Lance Strother '96	Campus Ministry Director	M.A.	Felician College
Mr. Jeffery Cormier	Liturgy & Worship Coordinator	M.A.	Felician College
Mrs. Shannon Phillips	Retreat Coordinator	M.A.	Our Lady of the Holy Cross College
Mr. Dane Adams	Assistant Director	B.A.	University of Louisiana

COUNSELING DEPARTMENT

Ms. Laura Trahan	9 th	M.Ed.	University of Louisiana
Mrs. Christy Romero	10 th	M.Ed.	University of Louisiana
Mrs. Nicole Strother '92	Dept. Chair /11 th	M.Ed.	University of Mississippi
Mrs. Kristen Brown '95	12 th	M.Ed.	Louisiana State University
Ms. Elizabeth Sandridge '08	Director of College Counseling	M.Ed.	Louisiana State University
Mr. Ben Mouton '15	Academic Advisor	M.S.	University of Louisiana

ACADEMIC SUPPORT PROGRAM

Mr. Brian Watkins	MORE Program	M.A.	University of Texas Permian Basin
Ms. Steffanie Steckler	Academic Support Aide	B.S.	University of Louisiana

LIBRARY

Ms. Cinde Sulik	Librarian	M.L.I.S.	Louisiana State University
Mrs. Jill Johnstone '94	Librarian	M.L.I.S.	Louisiana State University

ACADEMIC DEPARTMENT CHAIRPERSONS

Mrs. Kathleen Breaux	Business	B.S.	Elon University
Mrs. Tricia Duhon	English	M.Ed.	University of Louisiana
Mrs. Linda Rozas	English	M.Ed.	University of Louisiana
Mrs. Megan Broussard '05	Fine Arts	B.S.	University of Louisiana
Mrs. Ashley Noto '98	Math	B.S.	Louisiana State University
Mr. David Thompson	Math	B.S.	University of Louisiana - Monroe
Mrs. Whitney Kent	Options	B.S.	Louisiana State University
Mr. Jeffery Cormier	Religion Administrator	M.A.	Felician College
Mrs. Felicia Kerne	Science	B.A.	University of Louisiana
Dr. Gerard Richard	Science	Ph.D.	Louisiana State University
Mrs. Jill Ardoin	Social Studies	M.A.	University of Louisiana
Mr. Doug Taylor	Social Studies	M.A.	University of Louisiana
Mrs. Emily Stoehr	World Languages	M.Ed	Centenary College of Louisiana

FACULTY

Mrs. Jill Ardoin	M.A.	University of Louisiana
Mr. Joshua Ardoin '17	M.A.	Louisiana State University
Mrs. Cristina Barry	M.S.	Louisiana State University
Mrs. Sarah Berard	B.S.	University of Louisiana
Mr. Jacob Breaux '18	B.A.	Tulane University
Mrs. Kathleen Breaux	B.S.	Elon University
Mr. Danny Broussard	B.S.	University of Louisiana
Mrs. Megan Broussard '05	B.S.	University of Louisiana
Mrs. Kristen Brown '95	M.Ed.	Louisiana State University
Ms. Jennifer Bullock '95	B.A.	Louisiana State University
Mrs. Jessica Burke	M.S.	Troy University
Mr. Dusty Collette	B.G.S.	University of Louisiana
Ms. Lindsey Collins '13	B.S.	Louisiana State University
Mr. Jeffery Cormier	M.A.	Felician College
Mrs. Jennifer Cortese '01	B.S.	Louisiana State University
Mr. Wesley Cortese '07	B.A.	University of Louisiana
Mr. David Crochet	M.A.	University of Louisiana
Mrs. Cherie Daigle	B.A.; B.S.	University of New Orleans
Ms. Tricia Duhon	M.Ed.	University of Louisiana
Ms. Tiffany Dumatrait	M.Ed.	Northcentral University
Mr. John Dupuis '85	M.Ed.	McNeese State University
Ms. Francine Evans	M.A.	Louisiana Tech University
Mrs. Hillary Faber	B.S.	University of Louisiana
Mr. Timothy Farnsworth	B.M.	University of Louisiana
Mr. Ryan Frederick	B.S.	University of Louisiana
Mrs. Stephanie Goodrich	B.A.	University of Louisiana
Mrs. Sharon Guillory	B.A.	University of Louisiana
Mr. Chance Harst '06	B.A.	Southeastern La. University
Ms. Cosima Hasenstein	B.A.	University of Louisiana
Ms. Sydni Haydell '16	B.G.S.	University of Louisiana
Ms. Rani Hebert	M.A.	Franciscan University
Mrs. Ramona Hebert	B.S.	Louisiana State University
Mrs. Melanie Heintz	M.Ed.	American College of Education
Mr. Jim Hightower	M.Ed.	Louisiana State University
Mr. Charles Jaubert	M.A.	University of Louisiana
Mrs. Jill Johnstone '94	M.L.I.S.	Louisiana State University
Mr. Mike Keefe	M.A.	University of Northern Arizona
Ms. Jeanne Kenney	B.S.	Louisiana State University
Mrs. Whitney Kent	B.S.	Louisiana State University
Mrs. Felicia Kerne	B.A.	University of Louisiana
Mr. Chris Klock	B.A.	University of Louisiana
Mrs. Sandra LaGrange	B.S.	University of Louisiana
Ms. Amy Landry	M.Ed.	American College of Education
Mrs. Debbie Landry	B.S.	University of Louisiana
Ms. Emily Landry '19	B.S.	University of Louisiana
Ms. Victoria Landry '16	MAT	University of Louisiana
Mrs. Michelle Langlinais '86	B.A.	University of Louisiana
Mrs. Melanie Lauer '96	B.S.	University of Louisiana
Mr. David LeBlanc	B.S.	University of Louisiana
Mrs. Jacquie Lerille '83	B.S.	University of Louisiana
Mrs. Kim Manuel	M.Ed.	Nicholls State University
Mr. Ray Martin	B.G.S.	Northwestern State University
Mrs. Laura Menard	M.A.	Adams State University
Mrs. Stephanie Menard	B.F.A.	University of Louisiana
Mrs. Michelle Miholic	M.A.	Southeastern La. University
Ms. Karen Minor	B.M.E.	Nicholls State University

Ms. Ben Mouton '15	M.S.	University of Louisiana
Mrs. Brenna Murphree	M.A.	Augustine Institute
Mrs. Robin Nagdeman	B.A.	Louisiana Tech University
Mrs. Ashley Noto '98	B.S.	Louisiana State University
Mrs. Elizabeth Oge '94	B.S.	Louisiana State University
Mrs. Shannon Phillips	M.A.	Our Lady of the Holy Cross College
Dr. Gerard Richard	Ph.D.	Louisiana State University
Ms. Lisette Rignault	B.G.S.	University of Louisiana
Mr. Justin Robichaux	B.G.S.	University of Louisiana
Mr. Jacob Rodrigue	B.I.S.	Nicholls State University
Mrs. Christy Romero	M.Ed.	University of Louisiana
Mrs. Linda Rozas	M.Ed.	University of Louisiana
Ms. Terrie St. Martin	M.Ed.	University of Louisiana
Ms. Lindsie Sanders	B.S.	University of Mobile
Ms. Elizabeth Sandridge '08	M.Ed.	Louisiana State University
Mr. Shane Savoie '95	B.S.	Arkansas Tech University
Ms. Jennifer Sibille '01	J.D.	Louisiana State University
Mrs. Samantha Stelly '13	B.G.S.	University of Louisiana
Mrs. Stephanie Stevenson '83	B.S.	Louisiana State University
Mr. Stephen Strojny '93	B.A.	University of Louisiana
Mr. Lance Strother '96	M.A.	Felician College
Mrs. Nicole Strother '92	M.Ed.	University of Mississippi
Ms. Cinde Sulik	M.L.S.	Louisiana State University
Mrs. Lori Talbot	B.A.	University of Louisiana
Mr. Doug Taylor	M.A.	University of Louisiana
Mr. David Thompson	B.S.	Northeast La. University
Mr. Terry Tidwell	B.S.	University of Louisiana
Ms. Laura Trahan	M.Ed.	University of Louisiana
Mrs. Holli Vied	M.S.	University of Louisiana
Mrs. Andria Waguespack	B.A.	Tusculum College
Mrs. Cathy Walz	B.S.	Nicholls State University
Mr. Michael Walz	B.S.	University of Louisiana
Mr. Brian Watkins	M.A.	University of Texas Permian Basin
Mr. Ryan Welty	B.G.S.	University of Louisiana

STAFF

Ms. Renee AbshireAdministrative Receptionist
Mr. Corey Arceneaux.....Facilities Director
Mrs. Cherie Bailey Facilities/Athletic Office Assistant
Mr. Kerry Boumans Assistant Facilities Director
Mrs. Brittney Eskridge '03..... Administrative Services Manager
Mr. Brett Frederick Technology Assistant
Mrs. Maxie Durel-Crain..... Nurse
Mrs. Gladys Granger..... Custodian
Ms. Debra Guidroz..... Cougar Café Manager
Ms. Karla Hoffpauir Guidance Receptionist
Mrs. Mary Kellner..... Administrative Assistant
Mr. Wayne Landry Outside Maintenance
Ms. Lorraine Mouton Custodian
Mrs. Wendy Primeaux '89..... Options Assistant
Mrs. Mamie Romero Registrar
Mrs. Paige Soileau '91 Options
Mrs. Celeste Vidrine Business Office Assistant
Mrs. Mary Werther Business Manager
Mrs. Tiffany ZerangueAdministrative Receptionist

ADVISORY COUNCIL

EXECUTIVE COMMITTEE	
Missy Polozola '96	President
Troy Cloutier '92	Vice President
Charlie Melancon	Secretary

Ashley Blanc	Member
Ebbie Breaux	Member
Blake David '94	Member
Danny Jones '97	Member
Stephan Kramer	Member
Bill Lukasko	Member
Jacie Moncla '96	Member
Josh Adams '99	Alumni Association President
Todd Lambert	Foundation President
Stephanie Blanchard	PTC President

PARENT-TEACHER CLUB (PTC)

EXECUTIVE COMMITTEE	
Stephanie Blanchard	President
Jill Jenkins	Vice President
Lorraine Guidry	Secretary
Jeanne Cloutier	Treasurer
Anna Claire Inzerella	Past President
Anne Pitre	Advancement Director

MEMBERS	
Tommi Angelle	Carrie Foard
Erin Baer	Elaine Geoffroy
Ashley Bell	Ashley Guidry
Lydia Bellard	Danielle Hines
Mary Katherine Bertrand	Carrie Hollier
Carolyn Broussard	Lindsay Hoyt
Elizabeth Burnell	Angela Hutchison
Tia Castille	Elizabeth Johnson
Roxanne Clark	Bridget Lemoine
Elisabeth Cortez	Ana Meaux
Kylee Courville	Lori Parker
Amber David	Carol Ann Piccione
Jill Deats	Caroline Potier
Cassie Deshotels	Ashley Schugg
Michelle Doherty	Kally Sere
Kendra Domingue	

STUDENT COUNCIL

EXECUTIVE BOARD AND APPOINTEES		
Keldrick Fauntleroy	President	Senior
Brian Broussard	Vice President	Senior
Juliette Duthu	Recording Secretary	Senior
Kate Hotard	Program Director	Senior
Kate-Camille Tatman	Sargent at Arms	Senior

CLASS OFFICERS			
	SENIORS	JUNIORS	SOPHOMORES
President	Amber Broussard	Gabrielle Laborde	Benjamin Simon
Vice President	Brian Broussard	Eleanor Guidry	Michael LaCour
Secretary	Catherine Dronet	Olivia Dore	Adriana Cline
Representatives	Abigail Dore Sophie Guidry Everette Hillman Kate Lauer Dylan Long Ruthie Pippin Soleil Roma O'Neal Weber IV	Aiken Bond Andrew Broussard Emily Broussard Ella Costello Amielle Courville Sofia Elliot Sydney Landes Payton Noto	Cole Courville Bryce David Amelie Elliott Nina Foss Nola Hays Emelise Lalonde Addison Richard

ADMISSIONS

St. Thomas More Catholic High School admits students of any race, color and national or ethnic origin. Because of limited space, the school has set admission priorities for students. In addition, certain conditions related to a student's academic and behavioral background will also affect the student's admission status.

I. Admission Process

1. Applications must be completed and submitted online to STM for review by the announced deadline.
2. Students accepted to STM must register during the announced registration dates.

Admission Priority

1. Priority Status One

- A. A child of a registered parishioner of one of the twelve (12) owner parishes receiving his or her pastor's approval or
- B. A student enrolled in a parochial school in the territory of an owner parish or
- C. The child of faculty and staff members of STM or
- D. A sibling of a student currently enrolled or who has graduated from St. Thomas More High School or
- E. A child of a graduate of St. Thomas More

To be eligible for Priority Status One admissions:

1. applications must be submitted to STM for review by the announced deadline, and
2. students accepted must register at the first in-house registration session

2. Priority Status Two

- A. A Catholic child attending a Catholic School
- B. Other Catholic students
- C. Other non-Catholic students

To be eligible for Priority Status Two admissions:

1. applications must be submitted to STM for review by the announced deadline, and
2. students accepted must register at the first in-house registration

II. Admission After Registration Deadline

Students applying after the registration deadline (or those that have incomplete applications) will be placed in a waiting pool. Applicants will be evaluated by an admissions committee that will employ the priority system listed below.

Students applying after the start of the school year will be evaluated by an admissions committee providing there is space available. Candidates will be evaluated and will employ the priority system as well as the transferability of credits from another accredited institution. Applications will not be accepted for the current school year during the last nine weeks of that school year.

III. Academic and Behavior Contracts

Contracts developed with students will have specific requirements and consequences. Assistant Principal and/or Counselor will recommend terms of the contract to administration. A contract signed by the administration is as strong as policy and is binding. The Assistant Principal is responsible for enforcing academic contracts with students and the Dean of Students is responsible for enforcing behavioral contracts.

IV. Withdrawal/Expulsion

If a student has been asked to withdraw from St. Thomas More for academic or behavioral reasons, he/she will not be allowed to reapply for one calendar year from the time of withdrawal.

The initiation of the withdrawal procedure would not terminate the disciplinary process that could result in expulsion.

If a student has been expelled from St. Thomas More, he/she will not be allowed to reapply.

TUITION AND FEES POLICY

Tuition and School Fees

Tuition must either be paid in full or by an installment tuition plan through the FACTS system.

The registration fees are due in April and are nonrefundable.

Other school fees are included in the installment tuition plan. Other school fees, which are mandatory, include PTC dues, laptop fee, student activity fee, Math fee, English fee, and senior fee, if applicable. Optional fee for yearbook is also included.

Athletic Participation fees are billed through the FACTS system and are paid in two payments.

Advanced placement course fees must be paid in full during the first quarter and is billed through FACTS.

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

Work-Study Program

Families may apply for tuition assistance through the Work Study Program. An application must be completed and submitted to FACTS between April 1st – 15th of each year to apply for grants for the following year. Notification of acceptance to the program will be made in May of each year. Assistance through this program will be based on need, will be awarded on a one-year basis, and will not be automatically renewable. **THE WORK STUDY PROGRAM IS NOT A SCHOLARSHIP.**

The St. Thomas More Advisory Council appoints an ad hoc committee to serve in the selection of students for the work/study program. The committee will include at least one owner pastor. This committee will report the selection of participants to the principal, who will then inform parents of the students selected. The decisions of the committee will be final.

Policies for the Work-Study Program

Students who receive assistance are required to complete work hours on campus between June 1 and July 31.

- Approved family members may contribute to the reduction of a student's hours by volunteering to work at school.
- It is the responsibility of each student, and his or her parents, to ensure that all requirements of the work/study program are met. If required service hours are not completed, the award value will be due to the school, and the student will not be eligible for the Work Study Program the following year.

Work-Study Program Requirements

Academics: The student must meet academic requirements of the school to be eligible for a grant.

Conduct: The student must be in good standing with the Dean of Students Office, with no major violations.

Scholarships

An academic scholarship, the Yvonne B. Jumonville Scholarship, and a band scholarship, the Harry and Jesse Greig Memorial Music Scholarship, are available for entering freshmen to attend STM. Information about these scholarships is available at registration and through the advancement office.

Cafeteria Lunch Program

This program is sponsored by the Diocese of Lafayette. Questions should be directed to the Cafeteria Manager at 988-1539.

It is important for students and parents to understand that students are not allowed to “borrow” another student’s cafeteria ID number. It does not matter if the student has permission from the other student. In addition to the ID numbers being used to debit an account, the numbers are also used to generate a monthly federal meal claim for reimbursement; i.e., some students are approved for free or reduced-price meals based on family income. With computerization, no student can tell if another is receiving a federally subsidized meal. This is another reason for prohibiting the “borrowing” of ID numbers.

Delinquent Tuition and Fees Policy

Tuition and fees are past due if not received within ten (10) days of the due date.

If a student’s tuition and/or fees are past due at the beginning of the semester exam testing period (December and May), the student and parent portals will be locked. All grade reports and academic transcripts are the property of STM. **Academic transcripts and grade reports will not be released until all tuition and fees, including but not limited to fees associated with books, supplies, extracurricular activities (including athletics), field trips, lunches (and any extra sales), are paid in full.**

In the event any payment due STM is in arrears by thirty (30) days, the school shall have the following options.

1. Immediately require full payment of all tuition and fees due the school.
2. Disallow the student from taking semester and final exams.
3. Remove the student(s) from participation in co-curricular activities.

In the case of any account that is more than 90 days delinquent, the school has the right and authority to immediately cancel the student’s enrollment.

If a student’s tuition and/or fees are past due at the time of registration, the student will not be allowed to re-register until the tuition and/or fees are paid in full.

STM reserves the right to pursue collection of any unpaid tuition/fees and in the event that said debt is turned over to legal counsel for collection, parents/guardians are liable to St. Thomas More for any and all costs and expenses associated with collection, including reasonable attorney fees and expenses incurred, court costs and legal interest.

Refund Policy Tuition and Fees

If a student wishes to withdraw from St. Thomas More prior to the first day of school, a withdrawal notice must be received in writing and full tuition for the academic year will be refunded less a processing fee.

After the first day of school, full tuition for the first semester is due and owed as set forth in the enrollment agreement despite any subsequent absence, withdrawal or dismissal from the school of the student, and any change in the hours, program, faculty, curriculum or auxiliary services of the school.

In case of work-study grant applicants who do not receive sufficient financial aid to attend STM, if the student notifies the school by the first day of school, they may receive a refund of their registration fee, less a processing fee.

Other school fees charged at the time of Orientation will not be refunded after September 1.

Athletic participation fees are not refundable.

The registration, building and growth fees are non-refundable for students accepted by STM.

Financial Hardship Policy

Financial Hardship Status allows for an alternate registration and tuition payment plan if there has been a significant change in the family's financial status.

The principal can grant Financial Hardship Status.

Applicants for Financial Hardship Status must submit a written explanation of the hardship, with appropriate financial documentation, along with a specific tuition request.

Tuition may be deferred but not waived as part of this program.

Regular tuition payment must be made when the family's financial status returns to "normal" as determined by STM's Finance Committee.

SOLICITATION AND DONATION POLICY _____

Rationale: It is the responsibility of the STM advancement department to coordinate all fundraising efforts. In order to maintain efficient donor records, a policy for solicitation and donations is necessary. This policy should assist in possible problems of “cross-solicitation” and avoid donor attrition. It is necessary that all persons who solicit on STM’s behalf meet with the principal for project approval. Following this approval, the project must be scheduled with the advancement director. The advancement department should have prior knowledge of all funding transactions. Properly informed, it should serve as the STM resource center for donations of all types.

Solicitations and Fundraisers

All inquiries regarding commercial solicitation at St. Thomas More should be directed to the advancement department. No individual or business is to be solicited without the concurrence of the advancement department.

The advancement department will inform retailers/solicitors that STM has a no solicitation policy of students.

All solicitations and fundraisers on behalf of St. Thomas More must be targeted to a specific project or event that has been authorized by the principal and processed through the advancement director.

Under no circumstances may the solicitor promise or guarantee any specific returns or favors for the donor’s contribution.

All donors must receive a written acknowledgement for their contribution within 15 days of receipt. A copy of the letter/note must be filed with the advancement department.

Donations

Donation offers which might incur additional expenses or initiate new programs must receive principal and advisory council approval and permission, then a recommendation will be given to the Chancellor for his approval. STM reserves the right to refuse donations.

All donations accepted on behalf of St. Thomas More should be processed through the advancement department. All cash or in-kind donations in excess of \$1,000 must be approved by the advancement department and the principal before accepted.

For a restricted donation of \$1,000 or more that is not directed to the current year budget, it must be approved by the advisory council and principal. Restricted donations should be supportive of the strategic plan and consistent with the priorities of the strategic plan. If the proposed restricted donation is not consistent with the strategic plan and current priorities, the principal shall meet with the donor to inform and discuss the strategic plan and in particular the current priorities, the principal and Chancellor shall make a decision to accept or reject the proposed restricted gift. The recommendation should come to the advisory council through the finance committee, all non-budgeted items must be approved. If approved, it should be added to the current year budget or restricted fund for future expenditure. All normal financial policies and procedures shall be followed.

Under no circumstances may the solicitor promise or guarantee any specific returns or favors for the donor’s contribution. All building projects must be approved by the principal, advisory council and Chancellor if over \$20,000. Any project over \$50,000 must have Diocesan approval.

All donors must receive a written acknowledgement of their contribution within 15 days of receipt. A copy of the letter/note must be filed with the advancement department.

Restricted donations may not be applied to any other project unless the donor is contacted, and the action is pre- approved by the principal. The advancement office must be notified of the alteration as soon as it has been approved.

Gifts to Teachers

Faculty and staff may not accept any personal gifts of cash. All gifts to faculty and staff with a value of \$250 or more must be reported to the Principal by the recipients. Faculty/staff may not use their position in school to return favors.

COMMUNICATIONS POLICY

Media Releases

All press releases and news articles must be approved by the Advancement Director prior to their release.

Publications

Prior to publication, all letters, yearbooks, newspapers, literary books, sports programs, or any other document produced in the name of St. Thomas More must be approved by the Advancement Director.

Web Site

The STM website will only host pages for official school business and approved student clubs and organizations. Moderators and directors must get the approval of the advancement director **before** assigning a representative of the club or organization to a digital media site project. The project must then be submitted for approval to the advancement director before posting.

Our official form of communication is through the STM website. No individual, department, club, etc. may create a web site that is affiliated with STM outside the official school website without permission from the advancement director and the principal.

Social Media

Students are taught to use social media sites responsibly for classroom instruction. If a post deems inappropriate or represents St. Thomas More in a negative light, then administration reserves the right to ask the student to remove the post. Inappropriate posting may result in disciplinary action.

Students may not open up any social media account under a St. Thomas More club, sport or spirit squad name without prior permission from the coach or moderator and with final approval from the Advancement Department.

Public Announcements

No one may act or speak as an official representative of St. Thomas More without prior consent of the Principal or Advancement Director.

All media inquiries regarding STM must be directed to the Principal or Advancement Director. The exception to this is an inquiry directed to a faculty member or appointed representative (i.e. a coach, or designated appointee) responsible for an official school event; that faculty member may respond to the media about that event only.

Distribution of Printed Materials

As the school is neither a public forum nor a public property, no person is allowed to distribute or post any type of printed materials on campus without the permission of the Advancement Director or Principal.

Technology Responsible Use Policy_____

Students are expected to use all school technology legally, appropriately, responsibly, and with Christian kindness. When using school-issued devices or accounts, the following actions are not acceptable:

- creating, accessing, displaying, or transmitting on the school network, internet, or school-issued laptops or via the school email system any materials considered profane, defamatory, obscene, abusive, racially charged, threatening, harassing, sexually explicit, violent, obscene, or offensive to others;
- using any materials that are in violation of copyright law;
- participating in cyberbullying (the use of technology to embarrass, harass, humiliate, threaten, or intimidate to gain power or control);
- using AI without teacher permission;
- using a personal hotspot or any on campus network other than STM-Student;
- using course or subject-specific software deemed inappropriate by the classroom teacher;
- using technology that is distracting and/or does not support an educational purpose including but not limited to messaging, chatting, watching YouTube, playing games, surfing the internet and other tasks that may be considered inappropriate during class time without teacher permission;
- using technology to cheat (give or receive information) for a test, quiz, or assignment;
- sharing user login or confidential information with another user; attempting to obtain the login or confidential information of another user;
- accessing (or attempting to access) the accounts, files, or folders of another user;
- illegally copying, installing, or downloading software, music, documents, or games to any school-owned computer;
- unauthorized copying/installing of software programs belonging to the school to a personal computer;
- uninstalling, attempting to uninstall or tamper with programs installed by the school;
- attempting to tamper with, impair, or bypass network security;
- attempting to bypass restrictions set by the classroom teacher or school (including but not limited to Aristotle);
- accessing, editing, or attempting to edit the computer registry settings or group policies;
- installing additional operating systems or virtualization software;
- installing additional web browsers or using incognito mode;
- using file-sharing or peer-to-peer software on the school network and on school-owned laptops or desktops;
- accessing virtual machines or any wireless networks other than STM-Student while on campus;
- attempting to access blocked sites without permission;
- defacing the school-issued tablet: drawing or writing, removing/rearranging keys, adding or removing stickers, etc.;
- photographing and/or recording a school employee or other students without permission; posting and/or sharing photographs or recordings without permission;
- playing games rated Mature or higher by ESRD or equivalent rating on school-owned computers;
- failure to:
 - report damage to the school-issued computer within 24 hours;
 - transport the computer in the secure school-issued sleeve;
 - restart and run updates when required;
 - come to school every day with a fully charged computer in good working condition.

L.A.R.K.

L.A.R.K. is merely a summary of the school's technology policies designed to make them easier to remember. Students must adhere to the policies and procedures in the entire Responsible Use Policy.

L = LEGAL

*Ignorance of the law does not constitute immunity.

- All software, music, videos, and games used on school computers must be legally obtained and age appropriate.
- All resources (whether copied, downloaded, or shared) must be free of copyright violations.
- Cyberbullying is illegal; depending on the severity, penalties may include jailtime and/or fines.
- Using AI in a sexually explicit way or to harass, bully or impersonate another person.

A = APPROPRIATE

- Creating, accessing, displaying, or transmitting profane, defamatory, obscene, abusive, racially charged, threatening, harassing, sexually explicit, violent, obscene, or offensive materials is in violation of the More Way.
- Students should remain on task and use only programs and websites approved by the classroom teacher.
- Any attempt to bypass the school network, access blocked sites or tamper with installed software or settings is prohibited.
- School employees or other students should not be photographed or recorded without permission.
- Online activities should be ethical and legal.
- Games, music, and videos used on STM computers should be age appropriate and in keeping with the school's mission statement.

R = RESPONSIBLE

- Diligent care is taken with all hardware and software to prevent damage or misuse whether intentional or not.
- Computers, files, and passwords should be safeguarded 24/7.
- Restarting and running updates should be conducted promptly.
- All damages must be reported immediately to the Help Desk ticketing system.
- Students must come to school every day with a fully charged computer and stylus carried in a school assigned sleeve.

K = KIND

- Computer use does not impact others' rights or feelings.
- Any form of cyberbullying (whether illegal or not) is prohibited.
- Students model the values found in the STM mission statement in all technology usage.

SOCIAL MEDIA GUIDELINES

St. Thomas More understands that social media is an effective communications tool and strives, with parental approval, to use its platforms to promote our students and school community responsibly. However, use of social media also presents certain risks and carries with it certain responsibilities. In accordance with the Diocese of Lafayette Social Media Policy and CIPA, we have established the following Social Media Guidelines which include best practices for publishing, sharing, liking and commenting on social media. Our goal is to help our students and community to understand the importance of developing a positive digital footprint. Students can be held accountable by the school for the inappropriate use of social media while off campus if this behavior becomes disruptive to the learning environment or the overall health of the school. Consequences can be administered if the use of social media conflicts with the school's Responsible Use Policy or the Code of Conduct expected by all STM students. Any policy violations will be reviewed by the St. Thomas More administration and appropriate disciplinary action will be administered including but not limited to the loss of privileges, leadership positions, school awards and honors; and the possible receipt of a detention, suspension, or expulsion.

Posts deemed threatening, dangerous, or violating any laws will be reported to the authorities.

Student Social Media Guidelines

Any use of social media (school or personal accounts) is a reflection of St. Thomas More's mission and values. As a Catholic school, we encourage the school community to use social media in a virtuous manner.

We ask the following of our students:

- Develop a Positive Digital Footprint
 - Use a professional handle/user name and profile picture.
 - Before posting, consider the possible effect on your future.
 - Use social media sites to positively showcase yourself.
 - Post only appropriate personal videos and photos.
 - Don't overshare.
- All posts related to STM activities must follow the school code of conduct.
- Use social media sites to positively showcase STM.

The following **will not be tolerated** by any student on any social media sites:

- Morally offensive language, including but not limited to ethnic, religious and racial slurs; profanity; sexually explicit language; use of acronyms of offensive expressions.
- Use of inflammatory or inappropriate language, or personal attacks of any kind.
- Cyberbullying of any kind, including but not limited to:
 - Insulting, targeting, embarrassing or excluding any individuals.
 - Posting pictures, negative comments or jokes about any STM faculty, staff or administrator
 - Intimidating or threatening persons
 - Threats against the school or person's property
 - Using another person's log-in or password to send inappropriate messages and images
 - Creating fake profiles of other persons
 - Creating websites to embarrass, threaten, or socially isolate another person
 - Circulating immoral photos or videos
 - Texting immoral messages
 - Impersonating and/or accessing another person's private information.
 - Creating rumors and posting false information about people

St. Thomas More does not seek to censor posts or limit freedom of speech on its social media platforms or yours. However, we ask that you carefully consider what you are posting as it may affect the livelihood of the employees and students at the school.

Parent and Volunteer Responsibility When Using Social Media

Social media is a great way to promote and celebrate our school. All content which is published by St. Thomas More can be shared on your own social media accounts. This provides STM with a tremendous amount of exposure and good will.

We encourage parents and volunteers to engage in the following:

- Encourage participation and promote STM events, service opportunities, fundraisers, activities, and programs
- Inform STM families, friends, alumni, and supporters about news, events or programs
- Recognize special achievements or accomplishments of STM students, families and staff members

Please do not engage in the following on social media:

- Negative discussions about STM
- Air grievances with fellow volunteers, school administrators, teachers, parents, students or other individuals.
- Use inflammatory or inappropriate language, or personal attacks of any kind with respect to St. Thomas More.

ONLINE GRADES

Online services provide a secure location for teachers to post student grades as well as class information, assignments, and calendars. Each parent and student will receive a username and password at the beginning of school that will allow them to access this information through any internet connection.

ACADEMIC PROGRAM

Program of Studies

Rooted in the mission of the school, the program of studies of STM is guided by the Southern Association of Colleges and Schools/Commission on Accreditation and School Improvement, the requirements of the Louisiana Department of Education, the Louisiana Board of Regents college admissions requirements, and the general entrance requirements of colleges, universities, and career training programs.

School, State, and College Requirements

Students entering STM will be required to complete the TOPS University Diploma. All STM students are required to take Theology each year. Other courses are outlined in the [STM Course Offerings Guide](#). Please note some courses require prerequisites.

Students will be advised annually of state requirements for graduation and of changes in college entrance requirements prescribed by the Louisiana Board of Regents.

Louisiana's Taylor Opportunity Program for Students (TOPS)

Louisiana's Taylor Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. TOPS has four components, all of which will be available to undergraduate students. Students must apply for all TOPS awards by submitting the Free Application for Federal Student Aid (FAFSA) which corresponds to the year they plan to enroll in a post-secondary school.

The FAFSA may be filed after December 1 and must be received by the state prior to the **deadline published on the form**. The FAFSA form can be found by visiting www.studentaid.gov.

For the full compilation of TOPS rules with all changes incorporated to date, check the TOPS web site at www.mylosfa.la.gov

Honors Courses

Honors courses are state-approved high school courses taught at a more rigorous and complex level than the College Preparatory courses. St. Thomas More offers honors courses in English, Social Studies, Math, Science, World Languages, and Fine Arts. A listing of courses can be found in the [Course Offerings Guide](#). Placement into Honors, Dual Enrollment and Advanced Placement courses is based on student academic performance and a demonstration of ability that ensures success at this level of course work. Honors and Dual Enrollment courses, in conjunction with Advanced Placement (AP) courses, may allow students to be recognized at graduation with different levels of honor distinction. (See Honor Graduate Requirements on page 31.)

Advanced Placement Courses

Advanced Placement Courses are college-level courses taught in high school. Students may receive college credit based on their score on the College Board Exam administered in May. All students enrolled in an AP course are **required** to take the examination. Any student who misses the examination and/or the makeup examination without administrative approval will receive an automatic zero on his/her final exam grade for the course in which the exam was to be taken. Courses and other details are found in the Course Offerings Guide.

Dual Enrollment

Students in Dual Enrollment courses receive grades from STM for the appropriate high school work as well as from the university granting college credit. Grades for those courses are determined by the university criteria. Students are reminded that all Dual Enrollment grades will be included on all future college transcripts and may affect a student's TOPS status for the first semester of college. Students who fail a Dual Enrollment course or who wish to improve a Dual Enrollment grade may do so at their expense by attending a subsequent semester at the university. Dual Enrollment students must follow all guidelines, including those for plagiarism, student dishonesty, and prerequisites, as set by the individual university, as well as all St. Thomas More guidelines. Parents and students are responsible for all fees associated with the university credit. **Dual Enrollment tuition and fees are set by each university prior to the start of the school year. Tuition and fees for Dual Enrollment classes are paid directly to the appropriate university and not to St. Thomas More.**

Academic Support Program

The purpose of the Academic Support Program is to help students with specific learning difficulties achieve success in their academic courses. Although the STM curriculum will not be modified, the Academic Support Program (ASP) offers several accommodations for students who qualify for the program.

Eligibility Criteria*

1. Recent (with in the last three years) formal evaluation and/or doctor's statement with diagnosis and recommended accommodations (previous year) on file at STM
2. History of academic difficulty
3. Ability of STM to accommodate the student's needs with present resources
4. History of student's utilization of accommodations offered

*** Student eligibility must be approved annually by the Academic Support Program Scheduling Committee.**

MORE Program

The purpose of the MORE Program is to provide extensive support to students with diagnosed learning disabilities in a differentiated classroom setting. The MORE Program provides an added level of support under the umbrella of the Academic Support Program.

Eligibility for admission:

1. Completed application
2. Current evaluation (within 3 years) with an identified learning disability
3. Physician's statement for medical applicants
4. Current school records (report-card, standardized test scores)
5. Participation in an elementary/middle school academic support program
6. List of current classroom interventions and accommodations.

******Eligibility will be approved by the Academic Support Program Committee***

More Program Courses Available:

- Algebra I, Geometry, Algebra II, Advanced Math
- English I, II, III, & IV
- Physical Science, Biology, Chemistry
- Civics, American History & World History
- Study Skills
- American Sign Language

Possible Accommodations (determined through an Individual Accommodation Plan)

- ASP accommodations are provided plus the following:
 - Small group instruction
 - Differentiated instruction methods
 - Multi-sensory modes of instruction
 - Extended time for assignments and projects
 - Tasks broken down into sequential steps
- Additional accommodations to be determined by the MORE Program Committee

******Note: The St. Thomas More curriculum is not modified in the MORE program. Students may qualify for accommodations at STM and not meet the criteria for special testing on national standardized tests. (SAT / PSAT / ACT)***

College Entrance Exams

The Academic Support Program Committee will provide assistance in applying for accommodations on standardized college entrance exams. Accommodations on the ACT and SAT exams are offered to students with disabilities. **The application process must be followed, and approval is decided by ACT and SAT officials.** All deadlines must be met as part of the application process.

Grading System

The scholastic year is divided into four quarters. The grade for each quarter is based on daily assignments, class participation, quizzes, projects, and tests. In the computation of the student's quarter, semester, and final grade, only the one-digit decimal of .5 or greater is automatically rounded to the next higher number. Semester grades are determined by averaging the two quarter numerical grades (80%) and the semester exam grade (20%). Semester grade = .40 (Q1) + .40 (Q2) + .20(Exam Grade)

LETTER GRADES	NUMERICAL AVERAGE	DESCRIPTION	QUALITY POINTS
A	94-100	Excellent	4
B	87-93	Above Average	3
C	78-86	Average	2
D	70-77	Below Average, Passing	1
F	Below 70	Failing Work	0
I		Incomplete Work	0

Grade Point Average

In determining a student's GPA, the total number of quality points is divided by the number of courses attempted (excluding those courses for which a grade of "P" is given). All grades (report cards and transcripts) will be reported on a 4.0 scale. A modified grading scale will be used for honor and AP courses: Four percentage points are added to each final quarter average and semester exam in honors courses, and six points are added to each final quarter average and semester exam in AP courses. **The addition of the four or six points occurs only if the quarter average and semester exam grade is 70 or above.** No additional percentage points will be added after calculating semester and final averages. **GPA's are not rounded. TOPS and many college admissions offices use core grade point averages for their requirements. St. Thomas More does not provide core GPA.**

Incomplete Grades

A student who has not completed course requirements due to illness, late transfer, or other authorized absence will receive a grade of **incomplete**. Students who receive an incomplete grade will have one week to finish requirements for the course. **The incomplete assignment(s) will automatically become a zero if the work is not completed within one week after the close of the grading period. An exception to the one-week limit may be made only with administrative approval.** Incomplete grades will not be given at the end of the second semester. Any exceptions to this rule must have the approval of the Principal or Assistant Principal. This policy applies to traditional face-to-face instruction on campus and virtual distance learning.

Academic Alert

Students are placed on Academic Alert if they receive a "D" or an "F" on a **mid-quarter report or any quarter grade report**. (Note: mid-term exam grades and first semester grades do not apply). Students on Academic Alert are not allowed to miss the class(es) for which they have a "D" or an "F" to participate in co-curricular or extra-curricular activities. **This policy does not apply to athletic playoffs, national competitions, or Kairos participation.** The student is encouraged to meet with the grade-level counselor. At mid-quarter report, grades are posted on-line only. Therefore, it is the responsibility of the student and the parents to be aware of any Academic Alerts. **It is the responsibility of parents to contact the teachers.** Academic alert may expire at the subsequent grading period, mid-quarter report or report card, if the student no longer has a grade of D or F. **Registration status for students who fail one or more courses will be determined by an Academic Review Committee.**

Academic Probation

Students failing two or more courses at mid-term are placed on Academic Probation and are put on an academic contract. This contract is prepared by the Academic Review Committee and enforced by STM's administration. Registration for the subsequent school year will be placed on hold for these students until final grades are reviewed at the end of the second semester.

Academic Honesty

Students are expected to maintain the highest standards of academic integrity. This includes work on research papers, homework, assignments, projects, quizzes, and tests. **If work has been copied, there will be assumed guilt on the part of all students involved.** Student work or behavior that in the opinion of the teacher is a violation of the

Academic Integrity Code will be subject to the consequences described in the Academic Integrity Code. Students should strive to do their best rather than take credit for the efforts of another student. Work turned in that is not entirely the student's work is considered a violation of the Academic Integrity Code.

Academic Integrity Code

As a student of STM, I understand that I should strive to be a “seeker of truth, individual of character, and God’s servant first.” I recognize that the proper formation of my character is dependent on my virtuous activities every day. By my signature on this Academic Integrity Code, I agree to maintain academic integrity in every aspect of my work. Violations of this academic integrity code include, but are not limited to, the following:

- Checking out of/into school to avoid taking a test or turning in an assignment.
- Relaying, by any means, (giving or receiving) questions or answers from a test or quiz.
- Copying, faxing, duplicating, or transmitting by any means, any assignments that will be turned in as original work, including homework, unless it was given as a collaborative assignment.
- Using programmed materials in watches, calculators, cellphones, other electronic devices, or computers when prohibited.
- Unauthorized possession or attempted possession of materials designated for teacher use.
- Writing formulas, codes, or keywords on one’s person or on objects/in cellphones for use on a test.
- Not following additional specific guidelines on cheating as established by a department, class or teacher.
- Plagiarism which includes, but is not limited to, submitting material without citing the author/artist and/or source.
- Use of Artificial Intelligence (AI) or submission of AI generated work without permission.

I understand that violation of the STM Academic Integrity Code will result in disciplinary action including, but not limited to, academic penalties, suspension, removal from the honors program, removal from co-curricular and athletic activities, and possible withdrawal or expulsion. This code covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class.

Students found to be in violation of the St. Thomas More Academic Integrity Code will be subject to the consequences listed below. Each instance of academic dishonesty will receive:

- A written referral by the Dean of Students
- A zero on the assignment
- Saturday detention
- Ineligibility for Honor Roll for the grading period concerned and ineligibility for end-of-year Honor Roll
- Parent notification by the teacher by phone call and/or in writing

In addition to the above penalties, the second offense will result in a review and/or hearing by the administration and one or more of the following:

- Out-of-school suspension
- Dismissal from student offices, athletics, honor societies, and extra-curricular activities

Honor Graduates

Honor graduates will be recognized as follows:

Utopian Honors	4.0 GPA and 2 AP courses and 10 honors/dual enrollment courses (combination of 12 AP/Honors/Dual Enrollment courses with at least 2 AP courses)
Chancellor Honors	3.7 - 4.0 GPA - 8 Honors/Dual Enrollment or AP courses (any combination of Honors, Dual Enrollment, or AP) OR 3.5 - 3.6 GPA - 12 Honors/Dual Enrollment or AP courses (any combination of Honors, Dual Enrollment, or AP)

Scholar Honors

3.5 - 3.6 GPA – 6 Honors/Dual Enrollment or AP courses (any combination of Honors, Dual Enrollment, or AP)

3.7 - 4.0 GPA - no Honors, Dual Enrollment or AP courses required

****Please note that grade point averages are not rounded.**

Transfer Students

Grades and Credits – for transfer students, all final grades are recorded on the transcript as letter grades. Grades reported in progress as percentage grades will be recorded as percentage grades. Grades reported in progress as letter grades will be recorded as percentage grades based on the midpoint of each letter category of the STM grading scale.

The formula for determination of grades is as follows: (Transfer grade x the number of days in the program in a quarter) + (STM grade x number of days in a quarter at STM).

Example: $87(16/45) + 70(29/45) = 76$.

High School Credit for Elementary Students

High school credit earned in an elementary school will be recorded on the high school transcript only as pass or fail (P/F). A passing score on the minimum proficiency exam does not necessarily prepare the student for the next level course at STM. Students must provide proof of course credit to the registrar prior to June 1.

Distance Learning Courses

While enrolled at STM, a student may be allowed to take correspondence courses through approved course providers. These courses cannot serve as replacement courses for courses that are taught at STM. Approval from the grade level counselor and the Assistant Principal is required. Grades earned from a distance-learning course will be listed on the transcript as a separate grade. **STM sets the deadline for completion of all distance-learning courses. While enrolled in a course, a student may not take a correspondence class for that same credit.**

College Credit

Qualified students taking courses at the college level on a college campus (excluding remedial courses) in the areas of English, Math, Science, Social Studies, and Foreign Language will receive credit on the high school transcript as pass/fail (P/F). One half credit will be granted for each three hour college course. (This policy does not apply to dual enrollment courses taken at St. Thomas More.) No credit will be granted for remedial courses. College credit obtained during high school must meet requirements of the Louisiana State Department of Education Nonpublic Bulletin 741.

Schedule Changes

Schedule changes will be considered for extenuating circumstances only.

In order to balance student enrollment in classes, the school reserves the right to change a student's schedule. Both student and parent will be notified if a change is made.

Online Progress/Mid-Quarter Reports

At the mid-point of each quarter, a student's Plus Portal grade represents their mid-quarter report. The mid-quarter report will only be posted online. It is the responsibility of parents and students to monitor the student's progress and mid-quarter report via Plus Portals with their assigned code. Printed copies are available upon request. **Students who receive a "D" or "F" on a mid-quarter report or report card will be placed on academic alert. Academic alert carries the consequence that a student may not miss that class for co-curricular and extracurricular activities.**

It is the responsibility of parents to contact teachers if they have concerns.

2024 – 2025 Dates for Mid-Quarter and End-of-Quarter Report Cards

* **Online** - Grades posted on computer and accessible with assigned code

QUARTER	PROGRESS REPORT*	REPORT CARDS
August 7 – October 4	September 6	October 14
October 7 – January 6	November 8	January 10
January 7 – March 14	February 7	March 21
March 17 – April 29 (seniors) March 17 - May 22 (underclassmen)	April 4 (seniors) April 11 (underclassmen)	May 12 (seniors) May 23 (underclassmen)

Report Cards

All report cards are posted on Plus Portals. Dates are included above. Students who receive a “D” or an “F” will be placed on Academic Alert (see page 30). Each student is encouraged to schedule an appointment with their grade-level counselor. **Academic Alert carries the consequence that a student may not miss that class for co-curricular and athletic activities. Parents of students placed on academic alert are advised to contact the teacher.**

Monitoring Student Grades

School	Student Responsibility	Parent Responsibility
Online/mid-quarter report. Academic Alert status for reports with a D or an F.	Student tracks grades. Student with Academic Alert is advised to initiate a meeting with teacher and grade level counselor.	Parent urged to contact teacher in event of an Academic Alert.
Report cards. Letters will be sent at mid-term to parents of students who are on Academic Alert.	Student on Academic Alert must meet with teacher and grade level counselor.	Parents will receive a letter for students on Academic Alert at mid-term. Parents are urged to meet with the teacher.

Failure/Earning Credits/Summer School

The instructional program at St. Thomas More is designed to ensure that each student has the opportunity to achieve success. A variety of resources are available to students who need additional assistance during the academic year. The school strives to help students attain good study habits, value continuous learning, and accept their responsibility in the learning process.

The final grade in a **full year course** is the average of the two semester grades. **Registration status for students who fail one or more courses will be determined by an Academic Review Committee.**

Activities

A student with a “D” or an “F” on the last official report (mid-quarter report or any quarter grade report card) will not be excused from that class to participate in co-curricular or extracurricular activities. A student must be in attendance for at least **four consecutive** class periods in order to participate in a co-curricular or extracurricular activity.

Final Exam Exemption Privilege

With teacher approval, students **participating** (any grade level) in State Literary Rally and taking a comprehensive subject test may be exempt from the final examination in the subject of their participation. In order for a senior to be exempt from the final exam, he/she **must** meet **all** of the following requirements:

1. **An A average for 1st, 2nd, 3rd, and 4th quarters.**
2. **An A average for 1st semester.**
3. **A mid-term exam grade of 87 percent or better.**

4. **Absences (excused or unexcused) exceeding 16 days for the course in the school year will void exempt status. This includes the total of both excused and unexcused absences. Ten or more tardies in the course will void exempt status.**
5. **Have no suspensions.**

Exemptions are **not** permitted for **semester courses**, including Religion IV.

Homebound Student Grade Policy

Students who are out of school for more than two weeks may enter a Homebound Program. All state guidelines for a Homebound Program must be followed. Grade level counselors will work with families to facilitate the process. Grades for the homebound period will be averaged into the regular period grade.

Grade Review

During the school year, grades must be reviewed within 10 days of receipt of report cards. After that point, grades are final for that grading period. Final grades are mailed to parents following the last day of the school year. Parents and students have until June 12, 2025 to review 4th quarter grades. After that deadline, the grade recorded on the transcript is the final grade.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 is a federal law which states that a written institutional policy must be established and that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the school will maintain the confidentiality of student education records.

STM accords all the rights under the law to students and their parents. No one outside the school shall have access to nor will the school disclose any information from students' educational records, including records to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, or to accrediting agencies carrying out accrediting functions without the **written** consent of the student and his/her parent. Exceptions to this written consent include qualified personnel in the school, persons in compliance with a judicial order, and persons in an emergency in order to protect the health and safety of students or other persons, and to parents who present sufficient evidence that the student is dependent upon them for financial support. All of these exceptions are permitted under this Act.

Within the STM community, only those members, individually or collectively, acting in the students' educational interest is allowed access to student education records. These members include personnel in the counseling office, administration office, office of the registrar, business office, the office of admissions, academic department coordinators, other academic personnel within the limitations of their need to know, the STM attorney, designated law enforcement officials, corporate owner pastors, and any other person deemed by the school as official.

STM reserves the right to provide directory information in accordance with the provisions of the Act. Directory information at STM includes student name, primary parent name, address(es), telephone number(s), and date of birth. Requests for non-disclosure will be honored by STM for only one year; therefore, authorization to withhold directory information must be filed each year in the counseling office.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the appeals committee to be unacceptable.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations; employment or job placement; or education records containing information about more than one student, in which case STM will permit access only to that part of the record which pertains to the inquiring student. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). **Student records and transcripts are maintained by the registrar.**

Any student who believes that his/her education records contain information that is inaccurate or misleading or are otherwise in violation of his/her privacy or other rights may discuss his/her problems informally with the STM guidance department or the respective guidance counselor. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and why. The student will then be informed of his/her right to appeal to the next higher authority (e.g., department coordinator or administration).

Revisions and clarifications will be published as experience with the law and STM's policy warrants.

TECHNOLOGY ACCESS

St. Thomas More Catholic High School provides computer devices and network resources for students, employees, and others affiliated with STM to enrich and expand the curriculum and support communication. All technology components provided through STM are the school's property and should be used in compliance with school policies. Any data on a school device or associated with an official school account is considered the property of the school and should be legal and ethical. Use of outside electronic devices (cellphones, e-readers, personal computers, wearable technology, etc.) are subject to administrative approval and must conform to all STM technology policies.

STM uses a variety of digital and online educational tools which are vetted by the school and serve to enhance lessons and improve learning outcomes. STM provides hardware and software management, monitoring, and content filtering for the school's network and student devices. The school also provides classroom management software to aid teachers in regulating students' internet/application usage in the classroom. STM reserves the right to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, to check internet access history, and to disclose messages, data, or files to law enforcement authorities. The school is not responsible for any damages or claims resulting from violations to the school's Technology Responsible Use Policy.

Help Desk

STM Help Desk assists teachers and students with hardware, software, and account issues. As a self-maintainer school, STM employs 10-12 students as computer technicians to service student and teacher devices in-house. Unless the computer issue is emergent, students should avoid missing class time by coming to the help desk before school, at lunch, or after school. The STM Help Desk can be accessed from the STM mall (commons area) or the school library.

Help Desk Hours
7 a.m.-3 p.m. Monday through Friday

Students must ***notify the Help Desk within 24 hours*** of incurring damage to their computer through our ticketing system or by coming by the Help Desk in person. Any damage necessitating repair or replacement of equipment is the responsibility of the student and his/her parent(s). Any damage to another user's computer (either intentional or accidental), is the responsibility of the person causing the damage. *Charges for damages will be processed through the family's FACTS account.*

Students are responsible for monitoring, managing, and safeguarding their school-issued device 24/7 by:

- transporting the computer in the school issued sleeve;
- restarting the computer every day;
- running all available updates within 48 hours;
- appropriately storing and backing up data;
- maintaining and safeguarding password-protected access to files and accounts;
- assuring the antivirus program is running properly on the computer;
- coming to school with a fully charged laptop in good working condition.

Computer Insurance

The school does not require parents to purchase supplemental computer insurance. However, if interested, parents can purchase insurance directly from a third-party company, Worth Group. Worth Insurance covers the computer if it is damaged, lost or stolen. Lost or damaged pens and power cords are not covered. If insurance is purchased through Worth Group, the parent will pay for all repairs or replacement parts directly to the school through the family's FACTS account and then will be reimbursed from Worth Group.

School Email System

STM is a Google Workspace school that provides email accounts to every student, teacher, and staff member. All communication between teachers, coaches, students, and parents should be conducted through the STM email system. School email accounts should not be used for personal transactions such as college communications, scholarship applications, and personal account creation (i.e. Spotify, Netflix, etc.). The school reserves the right to access the emails of any user as part of an internal or external investigation, as well as sharing the findings with authorities as necessary.

When corresponding with others using the STM email system, STM students are required to use proper *Email Etiquette*:

- Email between students and faculty/staff/coaches should occur through the STM email system only.
- Avoid using the school email system for personal or confidential communications.
- Check email daily and respond in a timely manner.
- Pay attention to your audience; use the same respect and formality in an email that you would use in person.
- Always include a brief subject line that includes the topic to be discussed.
- Keep messages brief and to the point.
- Use proper salutation (greeting) and complimentary closing.
- Using ALL CAPS should be avoided because it suggests you are shouting.
- Pay attention to grammar and spelling.
- Do not overuse "Reply to All".
- Never send or forward chain letters or junk mail.
- Never open email attachments from an unknown sender; if you receive a suspicious email, delete it and report it to Help Desk.

COUNSELING SERVICES

The counseling department promotes the personal/social, career and academic growth and development of all students. The goal of our counseling program is to engage parents, teachers, administrators, students and community partners in order to meet the holistic needs of all students. In addition, school counselors advocate for students and foster the potential for each individual to be a positive contributing member of the community and a lifelong learner. Part of the counseling process is building trust between the counselor and the student. Therefore, information shared will be treated with respect and will remain confidential. However, in keeping with the ethical codes of our profession, information will be disclosed to parents of minors when information given by students is deemed harmful to self or others.

When a student is identified by a staff person as potentially suicidal, the student will be seen by a school counselor within the same school day to assess risk and facilitate referral. Parent contact will be made to assist with urgent referral.

The grade level counselors remain with students throughout their high school career, focusing on personal advisement and academic counseling. Services include individual, personal counseling, classroom lessons, as well as academic advisement. Each year, individual academic planning meetings are held with every student to review their four-year plan and to complete course requests for the upcoming year. The college counselor is available to students for career and college exploration.

By signing the Student Handbook Form, you have indicated that you have read the information posted by the Counseling Department as outlined and consent to provided services.

LIBRARY INFORMATION

The librarians offer class and individual teaching of information literacy skills; they also assist students in locating reading and research materials for classroom and personal use. Because the librarians collaborate with teachers to create research projects, students can easily get help with the research process or tools needed. Students have access to an extensive collection, both in print and online, which supports the curriculum. Online resources can be accessed by students on the library's Moodle course page (<https://moodle.stmcougars.net/course/view.php?id=192>).

Library Hours
7 a.m. – 4 p.m. Monday through Thursday 7 a.m. – 3 p.m. Friday

Schedules impacting the school day may affect our library's hours of operation. A calendar of library events can be accessed online: <https://bit.ly/STM-Library-Google-Calendar>.

General Policies

1. Students are required to scan in when using the library unless accompanied by a teacher.
2. Checkout policy: Books are checked out for three weeks and may be renewed twice if not needed by other students. There is no limit to the number of items that can be checked out. Fines: Ten cents per school day past due. When a book is lost or damaged beyond repair, students pay the replacement value of the book plus any fines that are due. If the book is no longer available in its current format from our vendors at the displayed replacement cost, students will owe the amount of the most similar copy plus \$5.00 to cover shipping and supplies needed for maintenance.
3. A student chewing gum, eating food, or drinking any beverage with the exception of water will be assessed a \$1.00 fee (per incident and in addition to normal school/classroom penalty) to cover the costs of cleaning and maintenance of the facility.

CAMPUS MINISTRY

The St. Thomas More Campus Ministry program exists to strengthen the relationships of students, faculty, and staff with Jesus Christ our Lord, and with one another as members of His Body, the Church. In collaboration with the STM Theology Department, Campus Ministry sponsors activities such as retreats, Liturgical celebrations, and Christian service opportunities to provide comprehensive religious formation for students and staff.

Students are central to all facets of Campus Ministry. They help plan, organize, and staff all school retreats, Liturgies, and a variety of other activities as members of the Campus Ministry leadership. Campus Ministry is not a club in the traditional sense of the word – it is not competition-based and there are no officers. Participation is open to all who are interested. Students choose their own levels of commitment based on their extra-curricular schedules.

All students, even if they are not official members of STM Campus Ministry leadership, are invited to participate in the variety of activities coordinated by Campus Ministry. These include prayer and retreat experiences, as well as service opportunities like nursing home ministry, hospital ministry, Pro-Life ministry, tutoring, and many other school-wide service projects that are sponsored throughout the year. Learning through serving others is central to the mission of STM whose patron, St. Thomas More, was “God’s servant first.”

Theology Department

On May 24, 2000, Bishop Edward O'Donnell issued a statement about the purpose of Catholic education in the Diocese of Lafayette. It summarizes the mission and purpose of St. Thomas More High School:

“Catholic schools in the Diocese of Lafayette exist to provide solid education in secular subjects but mainly to instill Gospel values in our young people.”

The Theology Department, in conjunction with Campus Ministry, plays a central role in the school's mission of forming students to become “God's servant first.” The Theology curriculum offers students comprehensive, systematic, and formational catechesis in our Catholic faith and morals. All students are required to take a Theology course during each semester of their four years of high school. Though courses are taught from the perspective of Catholic Tradition, students of other faiths are welcomed and are expected to learn the same material as Catholic students. A failed Theology course must be repeated.

Sacraments

The Eucharistic Liturgy (the Mass) is “the source and summit of the Christian life...the sum and summary of our faith” (*Catechism of the Catholic Church*, #1324; 1327). All students are expected to attend the weekly school Mass attentively and reverently. Catholic students are invited to receive Holy Communion (the Eucharist) with proper spiritual preparation. Non-Catholics, however, are not allowed by church law to receive Communion (CIC 844 §1) because they do not share this full membership and unity of belief and practice.

The Sacrament of Reconciliation (confession) is offered weekly at school. 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 through STM, though students receive indirect preparation for its reception through their Theology courses. Catholic students are urged to speak with their parents and pastors about receiving this sacrament. Students are strongly encouraged to participate in the sacraments of Reconciliation and Eucharist both at school and in their respective parishes. Active involvement at the parish level is an STM ministry goal.

Other Prayer Experiences

Because of the essential role of prayer in the formation of a personal relationship with God, students participate in varied and regular experiences of prayer. All St. Thomas More classes begin with prayer. Seniors and Juniors are offered four, three-day Kairos retreats each school year. Sophomores and Freshmen are likewise offered two, overnight retreats each school year: Quest and Crossroads. Students are encouraged to attend at least one of these retreats during each of their years at St. Thomas More, as well as the retreats offered through their respective Church parishes.

REGULATIONS

The STM administration has developed the following rules for general student behavior because we believe that no student is allowed to interfere with a teacher's right to teach, and that no student is allowed to interfere with another student's right to learn. Furthermore, no student is allowed to cause harm to themselves or others.

The guidelines for student behavior at STM can be summarized as follows: Students act in a manner that is Christian and that enables them to acquire the fullest education possible in four years of high school. **They should avoid any behavior that is harmful to the good order of the school, to themselves, or to fellow students.**

SPECIAL NOTE: It is neither the province nor the desire of STM to prescribe what limits of freedoms parents may specify for their child's' behavior. Notwithstanding, there are times

and places in which the behavior of students reflects on STM. In all such cases, student behavior is definitely the province of STM and the school's policy will be administered judiciously, firmly, and fairly by the school administration.

SEXUAL IDENTITY POLICY

STM 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 singlesex 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)

CODE OF CONDUCT POLICY

Students should act in a manner that exemplifies Christ-like behavior and should avoid any behavior that is harmful to the good order of the school, to themselves or to fellow students.

There are times and places in which the behavior of students reflects on St. Thomas More. In all such cases, student behavior is definitely the province of St. Thomas More and the school's policy will be administered judiciously, firmly and fairly by the school administration.

DRUG TESTING

Purpose

The drug testing program at STM is a powerful tool facilitating the partnership of school and parent to stand in the breach between drugs and the young people we care about so deeply. STM hopes that one of the outcomes of the drug testing policy is to foster a positive, ongoing discussion between parents and their children concerning drugs, alcohol, and the other temptations young people face.

The drug-testing program at STM is a service not only to the individual families, but it also serves the entire STM family. For the family, the test serves the parents by informing them of illegal drug use by their child. It also serves to facilitate intervention where substance abuse is detected. Though STM cannot offer substance abuse counseling on site, resources are made available to the parents to assist the family in dealing with substance abuse and its effects on the family. If a child tests positive, substance abuse rehabilitation/counseling is strongly recommended by STM.

After a child tests positive, the retest becomes a service to the STM community. The retest allows STM to take appropriate and definitive action in creating a safer environment with the goal of being a drug-free school. Through the drug testing program, STM can offer concrete evidence to our parents, the Church, and the civic community that a proactive program is in place, fighting against illegal drug use. We are in essence stating to our parents that we are doing everything in our power to offer a safe social, educational, and spiritual environment for our students.

The test screen will determine the presence of amphetamines, barbiturates benzoylcegonine-cocaine metab, benzodiazepines, ethanol, methadone, opiates, phencyclidine (PCP), propoxyphene, and marijuana (THC). These drugs were identified as “illegal drugs” in The President’s Executive Order 12564 and are the drugs mandated for testing by the Federal Government in both urine and/or hair tests.

Testing Procedure

Testing will be conducted by the drug testing company. Students will participate in a urine analysis and/or hair analysis to ascertain the presence of controlled substances.

The drug testing company has established and will follow testing protocols in each collection process in accordance with DATIA. (Drug Alcohol Testing Institute of America).

Notification of Results

1. The testing coordinator will receive, through an e-mail, student drug testing results from the drug testing company.
2. The testing coordinator will communicate to the Dean of Students when a positive drug test is received. The Dean of Students will then contact the parent and/or guardian of the student. The Dean of Students will request a meeting to discuss the situation. This meeting will include the parent and/or guardian, the student, and a grade level counselor if the parents would like a counselor’s presence. An explanation of the student’s drug test results will be given.
3. A school retest date will be established at least one hundred (100) calendar days from the first test date.

To help parents help their children:

- Every student at St. Thomas More will be required to submit to at least one random drug test during a school year at no additional cost.
- The student who tests positive shall be considered not in good standing with the student code of conduct, and placed on disciplinary probation for the remainder of their tenure at St. Thomas More.
- On a positive drug test, the student shall:
 - 1) receive an out of school suspension for three days;
 - 2) be required to perform 20 hours of community service dedicated to St. Thomas More or their church parish;
 - 3) not be allowed to participate in his/her extra-curricular school activity for a period of one week (including all extra- curricular activities; practices, meetings, dances, pep rallies, Academic rallies, school plays and/or dance performances, speech debates, festivals, i.e. Hope Fest, Morestock, for athletes this includes athletic games, and Special Olympics);
 - 4) the student will be required to take a nine-panel witnessed collection and screen (urinalysis) every two weeks for 100 days. The cost of each screen will be paid for by the parent or guardian of the student. A parent or guardian must be present for each witnessed collection and drug screen.
 - a) If the child fails to report to the designated lab approved by St. Thomas More, within 24 hours of the assigned testing days, the Dean of Students will notify the parents and the student will be suspended until the witnessed collection and drug screen has been taken. The St. Thomas More Drug-Testing Coordinator will set the dates for these collections and drug screens.
 - b) St. Thomas More will be provided with a copy of the results sent to the Dean of Students.
 - c) During the 100 day testing window, if the student’s confirmation levels of illegal substances fail to decrease, the student will be suspended pending a disciplinary hearing.
 - 5) the student shall be evaluated within ten working days by a LA State Board Certified substance abuse counselor and/or licensed addiction counselor and follow the recommendations of the counselor. Parents must submit a copy of the recommendation to the school and any progress report confirming that the student is adhering to the recommendations.
 - a) Failure to follow recommendation may result in removal from STM.

- 6) the student who test positive and his/her parents/guardian must participate in two one-hour sessions of drug education. Confirmation of drug education must be submitted to the Dean of Students during the 100 day testing window.
- A student who tests positive may be randomly tested more frequently throughout their tenure at St. Thomas More.
- The cost of any further drug testing of a student who tests positive will be the responsibility of the parents/guardian of the student.
- A student that tests positive a second time after completion of the above program will be in violation of his/her disciplinary probation and will appear before a disciplinary committee and face removal from St. Thomas More.

CONDUCT ON CAMPUS

Threats of Violence

When informed of possible violence or even threats of violence, STM will take this information seriously and follow the procedures outlined by the Diocese of Lafayette when addressing the issue. STM will have a no-tolerance policy for dealing with and addressing not only real threats of violence but also those which may be considered frivolous. Even frivolous threats can disrupt the operation of the school. The appropriate penalties for violation of this policy are as follows:

1. The school administrator will contact the appropriate civil authorities immediately and follow their directives.
2. If the threat or danger involves a student or students, parents/guardians will be contacted immediately.
3. If the student is on campus, he or she will be detained according to the directives of the local law enforcement agency.
4. The Superintendent of Catholic Schools will be informed of the threat and the action being taken.
5. If the threat or danger comes from a non-student, appropriate action will be left in the hands of the civil authorities.

Harassment

Each student of St. Thomas More has a right to his/her dignity and individuality. Thus, any person harassing or demeaning another student verbally, physically, or sexually will be subject to appropriate corrective action. Incidents of harassment must be reported immediately to the administration. Violations may result in suspension, withdrawal, or expulsion. The scope of this policy includes cyber-bullying.

Announcements

Students are expected to give full attention to any announcement(s), verbal or visual. All announcement requests must be signed by a faculty member and presented to the administrative office for approval.

Assemblies and School Functions

At all times, students must conduct themselves appropriately and, in a manner, befitting Christian students. The following is exemplary but not exclusive of such behavior: being sensitive to the needs of others, being cooperative with those in authority, and furthering the mission of St. Thomas More.

Books

Students are responsible for any of their books that are lost, damaged, or stolen. Report cards will be held and online grade access suspended until responsibilities have been met.

Cafeteria

Students are expected to conduct themselves as Christian ladies and gentlemen and to help make the cafeteria a

pleasant place by observing the following rules:

1. Students may not cut in the service line.
2. Students are not to run or shout in the cafeteria.
3. When students are finished eating, they are to dispose of all litter and return their trays.
4. **Fast food may not be brought into school after the start of the school day.**

Cellphones and Wearable Technology (smart watches, earbuds, etc...)

Cellphones and wearable technology are not permitted on the student's person during the school day, this includes bags. The school day is defined from 7:30 a.m. – 2:34 p.m. unless identified as a special schedule by the school administration. In the case of a special schedule a school day will be identified when the first bell sounds to begin the school day and will conclude when the dismissal bell sounds to end the instruction day. If an emergency arises a student should ask an administrator for assistance.

Earbuds may only be used in classes approved by the teacher as an educational tool and under the supervision of said teacher.

Use of cellphones and/or wearable technology is subject to disciplinary action including a disciplinary referral and possible Saturday detention, suspension, withdrawal, or expulsion.

Change of Address

A student or parent must inform the school registrar if his/her permanent address, email address, and/or telephone number changes during the school year.

Damage to Property

A student is expected to use school buildings, furnishings and equipment only for the purpose intended. A student who by his/her action causes damage to school property, including tablet computers, is obliged to replace that property. Any act of vandalism against school property, the property of another school, or the property of any member of the faculty, staff or student body, either on or off campus may result in suspension, withdrawal or expulsion.

Dismissed from Class

If a student is dismissed from class, he/she must report to the office of the Dean of Students immediately.

Distribution of Printed Material

As the school is neither a public forum nor a public property, no person is allowed to distribute or post any type of printed materials on campus without the permission of the administration. Any type of communication (written, verbal, video, etc.) that implies harm or danger to STM, or those associated with STM, is a severe violation and will be dealt with as such.

Food or Drink

Food is **not permitted** anywhere in the building other than during lunch periods in the cafeteria or outside patio. Only paper trays or bag lunches may be brought outside of the cafeteria. **Fast food and drinks are not allowed to be brought to school during school hours.** Gum chewing is prohibited on campus during the school day. Water is allowed to be consumed in classrooms.

Academic Lockers

Locker space belongs to the school; it is not a private area for the student. **The administration reserves the right to inspect lockers at any time for any reason.** Only school related items are allowed in the school locker. Non-school related items are **subject to confiscation** at any time by the administration. Students may go to their lockers before school, between classes, at lunch, and after school. Students may not return to school at night after the building is closed to go to their lockers.

Students are responsible for the books and materials stored in their lockers. They are to keep their lockers clean and neat. Students are urged to keep their lockers **locked** at all times. Unfortunately, theft and vandalism sometime occur when lockers are left unlocked. The St. Thomas More facility is used regularly at night and on the weekends for many social, civic, religious, and athletic events. Be smart; lock your lockers!

Make-up Work

Make-up work is allowed for excused absences for full credit and for a maximum of 70 percent credit for unexcused absences and suspensions. Make-up work is generally done outside of regular class time. It is the responsibility of the student to find out what class work was missed, complete the work within three school days of returning, and schedule make-up sessions with teachers; otherwise, the permanent grade for the work becomes a zero. Arrangements for make-up work must be made by the student immediately upon return from absence and completed in three school days beginning with the first day the student returns from the absence. Exceptions may be made for extended absence by special arrangement with the teachers. Homework assignments are the responsibility of the students.

Married Students

Individuals who are married may not enroll in or attend Catholic schools in the Diocese of Lafayette. Students who have been covered under the provisions of unwed pregnancies, may, however, marry and continue as a student if they remain married and agree in writing to submit to and abide by all school rules and regulations.

Parking

Parking is by permit only. Permits are purchased for \$80.00. After the semester break, they can be purchased for \$40.00. **Students must have a Louisiana driver license and present it when purchasing a permit. Permits are to be displayed on the inside of the front windshield in the top corner of the passenger side. Abuse or misuse of the on-campus parking privilege will result in the loss of the privilege for a time determined by the Dean of Students,** or the vehicle may be towed away from the campus at the owner's expense. No student is allowed to be in the student parking lot during the school day without proper permission. There is no loitering in the student parking lot. **Students are to park their cars and enter the building directly.** A designated area is reserved for visitors, faculty, staff, handicapped, and fire lanes. Students are not to park in these sections. **Student vehicles will be towed or ticketed at the student's expense if they park in these designated areas.** Students may lose their parking privileges for repeated violations and/or dangerous driving. It is advised that students lock their vehicles daily.

Pregnancy

The following statement is the Diocesan policy approved by Bishop Flynn in 1989:

Catholic Church teachings do not condone unwed pregnancies; however, when an unwed pregnancy does occur among the faculty or student population, the principal is to counsel with those involved in a Christ-like manner. Jesus always showed love and concern for everyone, and never did He send anyone away from Him.

The young ladies who become involved in this situation, with the advice of their physicians, are to be allowed to make the decision of when to withdraw from on-campus instruction.

School-Sponsored Trips

On any school trip, students must go and return on the means of transportation provided by the school and must remain at the event unless explicit written permission to the contrary is obtained from the administration. If transportation is not provided by the school, the school's responsibility and liability begins and ends at the event. School dress is required on any trip unless otherwise specified, and all appropriate school regulations remain in effect.

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

Student Identification

A student must wear the official St. Thomas More ID card at all times while on campus. A student must surrender the ID on demand to any administrator, faculty, or staff member. ID cards are to ensure campus security, used to gain admittance to any school function, purchase lunch, print using the student copy machines and check out library books.

A student who does not have his/her ID card will be sent to the Dean of Students immediately. Temporary IDs must be obtained at the administrative office prior to the 7:30 a.m. bell. A \$1.00 fine is the cost of a temporary ID. A replacement ID is \$20.00. A student who does not have his/her ID card will have detention issued as a consequence. The student ID card and violation card are the only items allowed in the ID pouch (no stickers, pictures, etc.). An STM lanyard will be issued to students to attach ID pouch. The lanyard should not be used to attach any other objects. Replacement pouches are \$1.00 and replacement lanyards are \$2.00. Payments will be made with cash or billed to FACTS.

Violation Card

A student must have an official St. Thomas More violation card (VC) card on his/her person at all times while on campus. Upon request, a student must surrender the VC to any administrator, teacher, or staff member. The administrator, teacher or staff member will sign and date the student's VC every time a student commits a minor violation. (i.e. arrives to school tardy (unexcused), in the hall without a pass, is caught chewing gum, cafeteria violation, uniform, etc.)

If the student does not/cannot present their VC to the administrator, teacher or staff member upon request a detention will be issued. A new card will be issued at the beginning of each semester.

Violation Card Consequences:

First, Second, and Third Violations: Administrator, teacher, or staff member will sign and date the student's card and immediately return the card to the student.

Fourth, Fifth and Sixth Violations: Will result in an afternoon detention.

Seventh Violation: Will result in a Saturday detention and possibly a parent meeting.

Student Search

St. Thomas More recognizes its contractual relationships with students. Part of the contractual agreement contains the rights of the school to exercise reasonableness under all circumstances in the area of search and seizure.

Officials of St. Thomas More first make a determination of whether the search is justified at its inception. This means that officials of St. Thomas More have reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Random searches for "contraband" (drugs, or drug paraphernalia, alcohol, tobacco products, electronic cigarettes, nicotine products), or **ANY weapons** are considered reasonable and justified in order to maintain a safe and productive school environment. A search may take place at school or any school related function. The type of search conducted by school officials of St. Thomas More will be related to the objective of the search, and the search and seizure will not be excessively intrusive in light of the student's age, sex, and nature of the infraction.

Visitors

A student may not invite or bring visitors to the campus without prior administrative approval. Students who have a desire to shadow a STM student must be scheduled through the admissions office. All visitors must adhere to the dress code as described by the school. All school visitors must report to the front office. All visitors must have a "visitors pass."

CONDUCT OFF CAMPUS

Students must conduct themselves off campus in a manner consistent with their status as members of the St. Thomas More community and with the philosophy, policies, goals and commitments of St. Thomas More as set forth in the *STM Student Handbook*.

Violation of civil or criminal law involving moral turpitude, public intoxication, consumption and/or use of drugs/alcohol and/or paraphernalia, distribution or sale of illegal narcotics, threatening and/or harassing behavior towards faculty, students or parents or other conduct that in the professional opinion of the school administration would reflect or cause discredit to the reputation of St. Thomas More by being contrary to the moral, religious or orthodox ethical principles of the Roman Catholic Church or the philosophy, policies, goals and commitments of St. Thomas More as indicated in the *STM Student Handbook* make a student subject to corrective action, including suspension, withdrawal, or expulsion. Violations shall include but not limited to the above.

If St. Thomas More students are out of school on a day when other schools are in session, these students are expressly forbidden to go to other schools, unless sent there for some explicit purpose by a school administrator or as their designee.

Special Events

St. Thomas More's Code of Conduct applies at all school functions. No alcoholic beverages, drugs, or tobacco products of any type are allowed at any school function involving students. Students and their dates that arrive at any school function under the apparent influence of, in possession of, or smelling of alcohol or drugs, will not be admitted. Disciplinary action will be applied to those students and any other student who may become under the influence of, in possession of, or smelling of alcohol or drugs at any time during the function. Parents of such students will be telephoned immediately and so advised.

St. Thomas More students are responsible for the actions of their dates. Students may not bring guests 21 years of age or older as their date to school-sponsored dances. All guests must have STM administrative approval prior to event.

Campus

From the time students arrive until the end of the academic day, they must remain on campus. Members of the administrative team may give a student permission to leave campus.

HEALTH AND SAFETY

School Nurse

A licensed nurse will be at school daily to treat students who become ill or are injured. There is an office equipped with supplies and a bed to assess and treat them until they can either be picked up or return to class. A student must have a time-stamped hall pass from the teacher to visit the nurse unless an emergency presents itself.

Parents or guardians must provide STM with current contact information and an additional emergency contact in the event parents cannot be reached. The parents will be responsible for providing transportation home for students who are ill, please refer to our check-out policy. Students who are going home due to an illness or injury should be assessed by the nurse first.

It is the responsibility of the parents or guardians to make sure the nurse is well informed of any students with health issues or a major medical history. Please contact the school nurse at (337) 988-3700 ext. 184 or at nurse@stmcougars.net to discuss and disclose any health-related issues.

Students with severe allergies or asthma will be required to have an epi-pen and/or inhaler at school in the original packaging from the pharmacy with a valid expiration date. These should be brought to the nurse during orientation or on the first day of school. In order for a student to self-carry, a doctor's order must be on file with the nurse. Parents will need to complete the Allergy Questionnaire or Asthma Questionnaire as it pertains to their student located under Parent Resources on the STM website. Though we are not a peanut free campus, every effort will be made to prevent severe allergic reactions from occurring when possible.

St. Thomas More provides over the counter medication that can be administered to students by our school nurse. To allow your child to receive medication during school hours please complete the Over-the-Counter Medication

Release Form under Parent Resources on the STM website. Students who will need to take prescription medication during school hours must have the Medication Order Form completed by the prescribing physician and the medication must come in the original bottle or packaging from the pharmacy with a valid expiration date. All medication needed at school, prescription or non-prescription, must be delivered to school by a parent or guardian. Students may not have in their possession at any time any form of medication. Students found in violation of this will be subject to disciplinary action. Parents must pick up all medication on the last day of the school year, otherwise it will be discarded.

IMMUNIZATIONS

Louisiana Statute 17:170 makes it mandatory that all children be properly immunized in order to attend school. Every student is required to have an updated immunization record or statement of exemption from immunizations on file. An official statement of exemption can be obtained from the school nurse.

Please note Louisiana law now requires students who are currently in the 11th grade, or who are 16 years of age and in any grade, to provide satisfactory evidence of current immunizations against meningococcal disease. The new law now requires the **second dose** of MCV to be administered to any students entering or currently in the 11th grade, or within 30 days of turning 16.

Medication

Students bringing prescription or non-prescription medication to school must bring the medication to the school nurse. Medication must be taken and consumed by the student in the nurse's office as per the terms of the prescription. Medication must be in its original container and properly labeled with the student's name, doctor, and dosage requirements. Parent's permission will be required before the student is permitted to consume any medication during school hours on the St. Thomas More campus.

Illness

A student who becomes ill during the school day must report to the school nurse's office. No student will be allowed to leave school under such illness without a parent retrieving them from school. **Students must sign the check-out statement before leaving.**

Students with a temperature of 100.4 or more will be sent home. Students with a temperature of 100.4 or more need to stay home until they are fever free for 24 hours without the use of fever reducing medication.

Safety Drills

Fire drills are required by law and are an important safety factor. It is essential that everyone obeys promptly when the first signal is given. Drills are a time of **absolute silence**, even after the building has been cleared. Students are to be ready to follow orders given by their teachers or given over the public address system. Students should be familiar with prescribed routes for fire drills.

ABSENTEEISM AND TARDINESS

Attendance

Students are obliged to attend all classes every day school is in session (State attendance policy Bulletin 741) and arrive at school on time. **The school policy on attendance allows sixteen (16) days of absence from school per year. Absences beyond sixteen (16) for the year may result in the loss of academic credit for that course.** This policy applies to individual classes as well as whole school days. Students who exceed these allowances will no longer be eligible for any exam exemptions or academic awards and honors, including but not limited to Utopian and Honor Graduate commendations, Spring Awards, and individual course awards. Records of individual class absences are kept by the teacher and in the registrar's office. The school reserves the right to judge the acceptability of parental requests, which involve a student's absence during the school day.

Tardiness

A student must be on time for every class. A tardy to any class will result in the student's violation card being signed. If the student is tardy for at least half of the lesson time, the tardy becomes an unexcused absence for that class. Tardiness to any class will be handled by the teacher concerned. Three tardies in any one class will result in a detention.

A student tardy (excused or unexcused) for first period class must report directly to the administrative receptionist to receive an admit slip.

Excessive Absences and Tardiness

Students who are absent for five (5) full school days or who accrue five (5) absences in a single course, excused or unexcused, will receive a formal notification from the STM Administration notifying them of their absentee status and reminding them of the penalties listed above. Students who are absent twelve (12) full school days or who accrue twelve (12) absences in a single course, excused or unexcused, will meet with an attendance committee. The purpose of this meeting will be to determine the reason for the student's habitual absenteeism and reinforce the importance of attending classes every day. Students who are absent sixteen (16) or more full school days or who accrue sixteen (16) or more absences in a single course, excused or unexcused, will be required to attend an Absentee Hearing in which the students' enrollment status will be evaluated and the penalties listed above will be formally enforced.

Due to the rigor and unique academic formation offered by the St. Thomas More Theology Curriculum, there are no opportunities outside of St. Thomas More to remediate credit for any Theology course.

Excessive tardies may also result in a hearing or other disciplinary action, subject to the determination of the Dean of Students.

General Procedures

Requests and communication regarding attendance go through www.stmcougars.net/attendance. Through this link a parent/guardian can:

- Notify the school if their child will be absent. This should be done by 8:00 am.
- Request a check-out.
- Request an excused absence for a non STM extracurricular.

The student is responsible for securing and submitting documentation describing the reason for an absence. The student must submit this documentation to the Administrative Office before returning to class. An "admit slip" will be issued to the student and must be signed by all teachers. In order for an absence or tardy to be excused, documentation must be provided on the date the student returns to school. Documentation provided after the first date of return will not be accepted.

Except in the case of an educational absence, a student may not participate in an athletic event, practice, or co-curricular school activity on the day of the absence without the permission of a member of the administrative team.

Types of Absences

Excused and unexcused absences are counted as part of the student's total attendance record as required by state attendance policies (Bulletin 741). There are four types of absences:

1. Excused: An excused absence is one in which the student is absent for a legitimate reason as determined by the administration. This may include one-time, unavoidable medical or other appointments, family funerals, and other such emergencies. This does NOT include recurring medical appointments or routine visits to the doctor, counselor, dentist, physical therapist, etc. Routine absences such as those listed will be counted as an unexcused absence. In the case of an excused absence, the student is allowed to make up all work missed during the absence for full credit. Arrangements for make-up work must be made by the student immediately upon return to school and the student will have three (3) days from the date of return to make up missed work. For an absence to be excused, documentation must be provided when the student returns to class.

2. Unexcused: An unexcused absence is one in which the student is absent without an approved reason or simply as a matter of convenience (e.g., senior pictures, homework, work, getting a haircut, driver's license, family vacation, etc.). Recurring or routine appointments to the doctor, dentist, counselor, physical therapist, etc. will be counted as an unexcused absence. The student must make up the assignments missed during the absence, but he/she can receive no more than 70 percent of the points he/she would have earned. For example, if a 50-point assignment is given in class on the date of a student's unexcused absence, and the student earned a raw score of 45/50 (90%), the teacher will report a grade of 32/50 (64%), since 32 is 70% of 45.

3. Non STM Extracurricular Policy: Students must submit dates to administration at least one week prior to their intended date of absence. This is done through www.stmcougars.net/attendance.

Students must be in Academic good standing (no D or F in any class) and must maintain good standing throughout the period of absences. Standing will be determined by the official grade reporting deadlines of Progress Periods and Reporting Periods. Students must agree to submit work before the absence or make up all work within three days. No extensions will be granted.

If students do not abide by the above conditions, administration reserves the right to revoke approval at any time. Excused absences DO contribute to a student's yearly total. Please be mindful of this and refer to pages 46-47 of our handbook for more information about our absentee policy. Students who are in excess of 16 absences (both excused and unexcused) may not be granted an excused absence.

4. Educational: 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 a "D" or an "F" grade in a class will not be excused from that class for an educational absence. In order to be excused from classes for a college visit, students must first fill out the appropriate form from the Counselors' Office. Juniors will be granted one excused absence and seniors will be granted three. No excused absences will be given to freshmen or sophomores for college visits.

Important Note: St. Thomas More is first and foremost a Catholic institution; therefore, student attendance at Mass is expected. Utilizing Mass time as an opportunity to schedule appointments or to check in late "without penalty" is a fundamental misunderstanding of this most sacred aspect of the formation offered by St. Thomas More. Students who are consistently absent from Mass, regardless of the reason, will be referred to the administrative team for a meeting in which the student should be prepared to account for his/her absence.

In order to preserve the sanctity of the Mass, students will not be allowed to check in or out between 8:00 am and 9:30 am on any day on which a Mass schedule is run.

Exceptions to the STM Attendance Policy may only be granted in extenuating circumstances by the STM Administration.

Check-in/Check-out Procedure

All students checking in or checking out of school for any reason must check-in/check-out in the administrative office. If a student becomes ill during the school day, the student will be sent to the school nurse and the nurse will evaluate and then contact the parent prior to check-out.

Requests for student check outs must be made using www.stmcougars.net/attendance. Students will be allowed to check out only if a form is completed and submitted online. An email response from STM confirming the check out will be sent back.

Non-Driving Students: When checking out your student, please enter the school through the main entrance and proceed to the Welcome Desk, where you will be required to present identification and sign out your student. For security purposes, students will not be sent to meet drivers in the parking lot and must be met inside by a person listed on their approved check-out list.

To check in, a student should enter through the main entrance and report to the Welcome Desk. At the time of check in, a student will submit the reason/excuse for their absence.

Please note that students will not be allowed to check in or out between 8:00am and 9:30am on any day on which a Mass schedule is run.

A student must be present for at least four class periods in order to participate in any co-curricular or extra-curricular activity scheduled that day. No student will be granted permission to provide transportation to another student leaving school. An exception is made for brothers and sisters in emergencies at the request of parents.

Cancellation of the School Day

In case of general emergency in which school may be called off due to dangerous weather or other circumstances, STM will usually follow the action taken by the Lafayette Parish public schools. Information will be posted and communicated to the STM community.

Cutting Class

Cutting class (partial truancy) is missing class without the permission of the teacher or the administration and makes a student subject to corrective action including suspension.

AREAS OF SPECIAL CONCERN

Deepfake Policy

The following is strictly prohibited and constitutes a serious breach of the school's student code of conduct for which violators will face severe disciplinary action including likely suspension, withdrawal or expulsion:

- The nonconsensual creation, possession and/or distribution of any private, intimate, sexually-rooted or sexually explicit images or depictions of another, including but not limited to those created by hand, photography, videography, computer app or AI-generated software.
- The distribution or sharing of any sexually-rooted or sexually explicit images or depictions of one's self, including but not limited to those created by hand, photography, videography, computer app or AI-generated software.
- The creation of a fake on-line account or misleading/manipulated media or information that may present another in a false light or that may have the effect of causing another to suffer discredit, disparagement, discrimination, injury to reputation, defamation or bullying.
- Any violation of federal, state or foreign law as it pertains to pornography, identity theft/misappropriation and/or sexual offenses involving minors, including but not limited to La. R.S. 14:80 (Felony Carnal Knowledge of a Juvenile), 80.1 (Misdemeanor Carnal Knowledge of a Juvenile); La. R.S. 81 (Indecent Behavior with Juveniles), 81.1 (Pornography), 81.1 (Sexting), 81.2 (Molestation), 81.3 (Computer-aided Solicitation of a Minor), 81.4 (Prohibited Sexual Conduct Between Educator and Student), 81.5 (Unlawful Possession of Videotape of Protected Persons), La. R.S. 14:283 (Video Voyeurism), 283.1 (Voyeurism), 283.2 (Nonconsensual Disclosure of a Private Image), 283.3 (Abuse of Persons with Infirmities Through Electronic Means), 283.4 (Peeping Tom), 283.5 (Unlawful Communications), 283.6 (Sale of Minor Children).

A student who withdraws from St. Thomas More Catholic High School following violation of this policy shall not be eligible for re-enrollment.

The school administration reserves the right to involve the appropriate authorities as deemed warranted by the circumstances.

Dishonesty

Dishonesty including, but not limited to, **forging parents' signatures** and **willful lying**, makes a student subject to

corrective action, including suspension, withdrawal, or expulsion.

Disrespect for Authority

Disrespectful behavior towards any faculty, administration, or staff member at St. Thomas More will not be tolerated.

Any faculty, administrator, or staff member of St. Thomas More has the authority to correct student misconduct at any time. Deliberate insubordination or insolence towards authority calls for disciplinary action by the Dean of Students and may result in suspension, withdrawal, or expulsion.

Drugs /Alcohol / Tobacco

St. Thomas More is a “Drug Free Zone.” The sale, purchase, possession, or consumption of drugs (including anabolic steroids), drug paraphernalia, alcohol, synthetic products including e-cigarettes or tobacco/nicotine products before, during, or after a student’s academic day, on campus or at any school-related function is strictly prohibited. Students must not have any form of tobacco products on their persons, belongings, or in their lockers. Smoking or the use of smokeless tobacco/nicotine by a student is strictly prohibited at all times on the school property and the area immediately adjacent to the school. Anyone violating this regulation or choosing to remain in the presence of someone who is in violation is subject to suspension, withdrawal, or expulsion.

Fighting

Fighting at St. Thomas More may result in suspension, withdrawal, or expulsion and/or notification of the appropriate law enforcement officials.

Gambling

With the exception of school-authorized raffles, no form of gambling or games of chance are allowed on campus. Violations may result in suspension, withdrawal, or expulsion.

Stealing

A student caught stealing property from the school or from any person on campus will be subject to disciplinary action including suspension, withdrawal or expulsion, and/or notification of the appropriate law enforcement officials.

Trespassing

Students are not permitted on campus outside of school hours without supervision of faculty or staff. Violation of this policy may result in suspension, withdrawal, or expulsion.

Use of Inappropriate Language

Based on St. Thomas More’s principles and the judgment of the administration, certain language may be considered “strong and abusive” and inappropriate for use on the St. Thomas More campus or at St. Thomas More sponsored activities off campus. Students using such language will be subject to disciplinary action.

Weapons

A weapon is defined as any instrument that is used or may be used to cause grave bodily harm. No student is permitted to possess any type of weapon while on the school grounds or at any school-related function. Anyone violating this regulation is subject to confiscation of weapon and disciplinary action, including possible suspension, withdrawal, or expulsion.

Withdrawing from School

The parents must inform the school registrar of their intention to withdraw their child from STM. All tablets, books, fees, uniforms, and items belonging to STM must be accounted for before the transcript will be released.

The withdrawal procedure requires two days to gather the necessary grades, signatures, etc. The initiation of the

withdrawal process would not terminate any disciplinary process that could result in expulsion.

Behavioral Probation

A student may be placed on behavioral probation if, in the judgment of the STM administration, the student has experienced chronic behavioral problems and/or a serious behavioral problem. Behavioral probation places a student in jeopardy of being expelled from St. Thomas More. During probation time, no serious misconduct will be tolerated. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be subject to suspension, withdrawal, or expulsion.

Referral

A referral is a written report of a behavioral sanction provided to the Dean of Students by the teacher. That administrator determines disciplinary action for a referral.

Detention

Detention is the least severe disciplinary action at St. Thomas More. It is conducted and moderated by the administration under the supervision of the Dean of Students. Failure to attend an assigned detention may result in suspension.

- Detentions will be held during lunch periods, on Wednesday afternoons, and Saturdays.
- Excessive detentions may result in a parent meeting and student suspension.
- All detention notices must be returned with a parent signature.

Suspension

Suspension is the second most severe disciplinary action at St. Thomas More. A student may be suspended for serious misconduct or repeated occurrences of less serious misconduct. Suspension places a student in jeopardy of withdrawal or expulsion from St. Thomas More.

In-School Suspension: A student placed on in-school suspension will be placed in a designated detention area or may be assigned to a work detail for a specific class period or an entire school day. He/she will not be allowed to attend or participate in school activities during the suspension period. He/she will not be allowed to attend co-curricular events the day of in-school suspension. He/she will be allowed to make up all work not to exceed **70** percent of the total credit earned.

Out-of-School/Out of Class Suspension: A student placed on out-of-school/out-of-class suspension will not be allowed to attend school or individual class for the length of the suspension. He/she will not be allowed to attend or participate in co-curricular events the day of out-of-school whole day suspension. He/she will be allowed to make up all work not to exceed **70** percent of the total credit earned.

Major Behavior Sanctions

Major Behavior Sanctions will be defined as those that deal with possible withdrawal or expulsion. St. Thomas More will have a Disciplinary Committee Review procedure for handling major behavior sanctions.

The Dean of Students or the student subject to the disciplinary action may request this review. The Dean of Students will inform the student that this option exists. The student may choose to waive this option.

If such a review becomes necessary, the Dean of Students will call a disciplinary committee hearing. The disciplinary committee will consist of the Dean of Students, the student's guidance counselor, at least one of the student's teachers, and two teachers or staff members who do not already know specifics of the situation.

- All school and diocesan policies will apply.
- Only the student and his/her parents may be present at the hearing.
- The student will be allowed to explain his/her behavior or part in the incident.
- After the facts of the case have been established at the hearing, the committee will forward a recommendation for disciplinary action to the principal.
- The principal will recommend disciplinary action to the Chancellor.

The student may appeal the decision of the principal **as outlined** by the diocesan appeals process.

Withdrawal

Withdrawal requires that a student withdraw immediately from STM. If a student has been asked to withdraw from St. Thomas More because of academic or behavioral problems, he/she will not be allowed to reapply for one calendar year from the date of withdrawal. The initiation of the withdrawal process would not terminate any disciplinary process that could result in expulsion.

Expulsion

Expulsion is the official removal of a student from the rolls of St. Thomas More. A record of this act of expulsion remains a part of the student's official transcript. The expelled student is prohibited from **all** activities on the school campus. If a student has been expelled from St. Thomas More, he/she will not be allowed to reapply.

UNIFORM REQUIREMENTS

The administration reserves the right to determine if the student meets the standards of the school regarding dress and grooming during the school day and at school events. In general, clothing and personal grooming should be such as to suggest the serious-minded Christian student. Students should wear the school uniform properly at all times.

Students who are not in compliance with the dress code will correct the violation at once. If the uniform violation cannot be corrected on-site, parents will be called to pick up the student and resolve the violation before the student returns to school.

- A detention will be issued if the violation cannot be corrected on-site.
- A violation will result if the violation can be corrected without calling his or her parents.

St. Thomas More Catholic High School's school-wide logo must appear on shirts, vests, sweaters, fleece jackets and girls' long pants.



Uniforms may be purchased at:

- School Time - 1875 W. Pinhook Road
- Uniformity - 2800 W. Pinhook, Suite 12
- Young Fashions School Uniforms - 2722 Kaliste Saloom Road
- Fashion World School Uniforms – 4313 Johnston Street

Dress Uniform

Dress uniform is required on Mass days and other designated days.

Dress uniform requirements for female students are:

- Only the STM plaid uniform skirt may be worn on Mass Day
- White oxford button-down uniform shirt (short or long-sleeve); the 1.5" school-wide logo on the left chest is required.
- Uniform socks and shoes
- A uniform sweater or jacket may be worn
- **Note: No uniform shorts, pants or sweatshirts are allowed on Mass Day.**

Dress uniform requirements for male students are:

- Heather grey uniform long slacks
- White oxford button-down uniform shirt (short or long-sleeve); the 1.5” school-wide logo on the left chest is required.
- Uniform tie (to be purchased at STM on Orientation Day)
- Uniform socks and shoes
- Uniform sweaters or jacket may be worn.
- **Note: No uniform shorts or sweatshirts are allowed on Mass Day.**

FAILURE TO ADHERE TO MASS DRESS REGULATIONS WILL RESULT IN A DETENTION AND THE STUDENT MUST CONTACT THE PARENT AND COMPLY WITH THE POLICY.

Spirit Dress Day Policy – Every Friday

The following guidelines govern spirit dress days:

- STM team or club t-shirt with a uniform bottom
- STM team or club jackets, sweatshirts or hoodies may be worn only on Friday.
- All other uniform requirements apply.

Free Dress Day Policy

The following guidelines govern free dress days:

- No spaghetti strap shirts, tube tops, crop tops, halter top, or tank tops
- No leggings/jeggings or spandex of any kind
- No hats.
- No shorts unless they are STM uniform shorts. P.E. and athletic shorts are **not** permitted.
- Jeans must be full-length and no holes or tears in them
- Sweatpants/joggers are allowed; however, they cannot be tight-fitting.
- Skirts/dresses must be touching the top of the kneecap.
- Linen pants are acceptable
- No pajamas of any kind
- No pillow sandals, slippers, or slides are allowed as footwear

Boys’ and Girls’ Requirements

Jewelry - Multiple necklaces are not allowed. A student may wear one necklace with or without a religious medal or a student may wear an appropriate necklace and symbol that is representative of a Catholic/Christian retreat or camp experience sponsored by STM, a local Church/Parish, or the Diocese. The appropriateness of this symbol is to be approved by the Dean of Students and the Campus Minister. A student may also wear a scapular. Girls may wear one set of earrings. Boys may not wear earrings at any time to school or at school functions.

Outerwear - Sweaters and sweatshirts are optional within the school plant. However, if students wear sweaters, sweatshirts, or jackets inside the school building, the sweaters, sweatshirts, and jackets must meet the uniform regulations listed below. No hoodies or hats are to be worn inside the school building during school hours.

Sweaters – A navy blue pullover v-neck sweater, v-neck sweater vest, cardigan, or a navy full-zip fleece jacket must have the 2” school-wide logo on the left chest.

Sweatshirts - Only navy-blue crewneck, hoodless sweatshirts may be worn during school hours. These may only be purchased at the Cougar Closet. Clubs, team, and co-curricular organizations must purchase their individual sweatshirts through Cougar Closet.

STM Letter Jacket – STM academic or athletic letter outerwear may be worn: academic sweater or athletic jacket.

2024 – 2025 Uniform Requirements	
Boys	Girls
<p>Pants – Heather Grey Elderware</p> <ul style="list-style-type: none"> • Flat Front Pants Style #1358 • Pleated Pants Style #1258MN <p>School Apparel – A+</p> <ul style="list-style-type: none"> • Flat Front Pants Style #7863M • Pleated Pants Style #7088 	<p>Pants - Navy Classroom Pants</p> <ul style="list-style-type: none"> • Style #51072Z <p>School Apparel – A+ Pants</p> <ul style="list-style-type: none"> • Style #7896J • Style #7102J <p><i>STM logo must be patched 1” from the bottom of the waistband and located on the right rear of pants between the center and side seams. The patch will be supplied and installed by the vendor.</i></p>
<p>Shirts Navy or White Polo Short or long sleeve Jersey knit, pique or moisture-wicking</p>	<p>Shirts Navy or White Polo Short or long-sleeve Jersey knit, pique or moisture-wicking</p>
<p>Shorts - Heather grey walking shorts made of polyester. The STM logo is not required. Length - touching the top of the kneecap.</p>	<p>Shorts - St. Thomas More maroon, navy, and gray plaid cuffed uniform walking shorts. Length - touching the top of the kneecap.</p>
<p>Socks – Ankle, crew socks, or knee-high socks must be worn at all times. Socks may be white, navy, black, grey, or STM socks purchased in the Cougar Closet. Socks must be visible. Tube, footies, or no-show socks are not permitted.</p>	<p>Socks – Ankle, crew socks, or knee-high socks must be worn at all times. Socks may be white, navy, black, grey, or STM socks purchased in the Cougar Closet. Socks must be visible. Tube, footies, or no-show socks are not permitted.</p>
<p>Belts - A belt is required on all pants that have belt loops. The belt must be a 1-1/4” solid brown or solid black, oil-tanned belt, with a 1-1/4” buckle. This belt is unisex.</p>	<p>Skirt - St. Thomas More maroon, navy, and gray plaid, stitched-down box pleats. Length - touching the top of the kneecap</p>
<p>Shoes - Brown leather 2 or 3-eyelet lace-up Top-Siders. Students needing to wear classic, all-white lace-up shoes must receive approval from the Dean of Students. Permissions will be temporary unless otherwise noted in writing by the administrator. Shoelaces must be tied at all times.</p>	<p>Shoes - Navy and white classic leather saddle oxford shoe or Ked’s navy and white classic saddle oxford or brown leather 2 or 3 eyelet lace-up Top-Siders. Students needing to wear classic, all-white lace-up shoes must receive approval from the Dean of Students. Permissions will be temporary unless otherwise noted in writing by the administrator. Shoelaces must be tied at all times. Saddle Oxford spats are not allowed.</p>
<p>Undershirts - Only plain, white, short-sleeved undershirts may be worn.</p>	<p>Tights – Solid navy, white or grey tights may be worn in cold weather under shorts or skirts. <i>Pattern, sweater or lace tights may not be worn.</i></p>
<p>Grooming for Boys - Hairstyles may not be considered extreme by the administration and must be clean, neat, and well-groomed at all times. Students must be clean-shaven at all times. Extreme/excessive styles of sideburns are prohibited and must not exceed the earlobes. Hair styles must be of moderate length in front, back, top, and sides. Hair must not extend 3” from the scalp and may not extend below the eyebrows. Hair should be above the ear and should not touch the shirt collar in the back. Gel substances in moderation are allowed but may not be used to disguise the hair length. Dreadlocks and Mohawk hairstyles are considered extreme and are not allowed. Shaving or carving into the natural hairline, dyed, bleached or tinted hair is not acceptable. All male hair color must be natural. Natural is defined as hair that has not been altered by any chemical additives.</p>	<p>Grooming for Girls - Hair and styles may not be considered extreme by the administration and must be clean, neat, and well-groomed at all times. Layered hairstyles and highlights with appropriate colors are allowed. Weaves/extensions of appropriate length and color are allowed. Dreadlocks, feathers, shaving or carving into the natural hairline, and excessive dyed or bleached hair are considered extreme and not permitted. Makeup in moderation is allowed.</p>
<p>General Requirements for Boys - Shirts must be tucked into the pants or shorts at all times. Chain wallets, earrings, and posts are not allowed. Hats and headbands are not permitted in the building. Body piercing of any type is unacceptable. Tattoos that are visible at any time are not allowed.</p>	<p>General Requirements for Girls - The blouse must be tucked into the skirt or shorts at all times. Hair accessories (bows, ribbons, etc.) must be <i>navy, maroon, or white.</i> Students may wear one set of earrings. Body piercing of any type is unacceptable. Tattoos that are visible at any time are not allowed.</p>

HOMECOMING COURT

The following criteria will be used to nominate senior girls for Homecoming Court:

- Have been an STM student for the past 2 years
- Must be a female senior student
- Have a minimum GPA of 2.0 (final year GPA) as of the end of the student's Junior year
- No major infractions for previous school year and no major infractions and/or suspensions for current school year
- No excessive unexcused absences and tardiness up to this point in current school year
- Must be an active member in good standing in the nominating club for at least one year of one's high school tenure

COUGAR COURT

The following criteria will be used to nominate students for Cougar Court:

- Have a minimum GPA of 2.0 (final year GPA) as of the end of the student's previous school year. (excludes Freshmen)
- No major infractions for previous school year (excludes Freshmen) and no major infractions and/or suspensions for current school year
- No excessive unexcused absences and tardiness up to this point in current school year

DANCES

1. Students and parents should be aware that the drug and alcohol policy will be strictly enforced at dances, including the prom. Plan your activities carefully in order to avoid embarrassment at the door to the dances.
2. Dances are for STM students and their dates only.
3. STM students are responsible for their date's behavior and the observance of school rules while at the dance. Non-STM dates must be signed in before the dance in the school office with the school secretary and are expected to follow all STM policies. **Each guest must be at least a freshman in high school but under the age of 21** and agree to follow all guidelines pertaining to behavior and dances sponsored by STM.
4. Dances will begin at 8 p.m., and end by 10 p.m.
5. Students may not leave the dance and return unless they are accompanied by a school chaperone.
6. All school rules apply at school dances.

PROM POLICY

During the prom, St. Thomas More students are subject to disciplinary action for violating the regulations of the prom. Such action could result in suspension or dismissal from school.

1. All students and guests attending the prom sponsored by STM must abide by the following stipulations.
2. The STM prom will be between the hours of 8:00 p.m. and 10:00 p.m.
3. Only St. Thomas More students and their dates will be admitted. Non-STM dates must be registered and approved by the administration.
4. No freshmen or sophomore from any school will be admitted. **NO GUEST 21 YEARS OLD OR OVER WILL BE ADMITTED.**
5. Students and their dates must arrive no later than 8:30 p.m. to be admitted to prom, unless prior arrangements have been made with the Dean of Students. Exceptions will not be made for pre-prom social commitments.
6. The STM facility may not be used to plan pre- and post-prom, non-school related activities.
7. Students and/or their dates are not allowed to leave the prom under any circumstance during the hours

- established.
8. No alcoholic beverages of any type are allowed at the prom. Students and their dates who arrive at the prom under the apparent influence of alcohol or drugs, in possession of, or smelling of alcohol, will not be admitted to the prom. Further disciplinary action will be applied to those students as well as to any student who is apparently under the influence of, in possession of, or smelling of alcohol, during any time that the prom is in progress. Parents of such students will be telephoned immediately and so advised. St. Thomas More students are responsible for the actions of their dates.
 9. The use of hotel/motel rooms prior to or following the prom is not permitted to St. Thomas More students in keeping with the spirit of the prom policy.
 10. We strongly urge and encourage parents to work cooperatively with other St. Thomas More parents to provide appropriate entertainment for their students prior to and following the prom. We also strongly urge parents to prohibit the use of alcoholic beverages at such pre- and post-prom activities.
 11. Chaperones will be on duty during the prom and will include members of the St. Thomas More faculty, staff, and members of the Lafayette Parish Sheriff's Department.
 12. Violations of any of these policies could incur suspension, dismissal, or expulsion.

DRESS CODE FOR ALL DANCES (Including, but not limited to, Homecoming, Prom, Freshmen Dance, etc.) _

FEMALE DRESS CODE:

Dresses may not be cut below the bust-line in the front; this includes cut-outs below the bust line. No cleavage will be permitted. Front necklines of female students must not be lower than five inches from the base of the neck.

Back of dresses should not dip below the bra line; this includes cutouts below the bra line.

No sheer netting or transparent material is allowed in areas that need covering. A thick material **MUST** be used as an underlay of transparent fabric.

Skirt and dress length must be past the knee. Side, front, and back slits in a dress/skirt must be past the knee. Only tea-length dresses, floor-length dresses and pants will be allowed.

While we will be reasonable in our interpretation, you should know that you will not be allowed into the dance if you are not dressed appropriately. If you are uncertain whether or not your dress is acceptable, turn a picture in of yourself to an administrator at least one week prior to the dance for approval.

Modesty is a top priority at St. Thomas More. If an administrator deems the dress inappropriate, the student will not be allowed to enter the event. These guidelines also apply to non-STM dates.

MALE DRESS CODE:

Appropriate formal dresswear (Tuxedo/suit)

**** Appropriate dress code is required for all school-sponsored events, on and off campus. Appropriateness will be determined by the STM staff member on duty****

DRESS CODE FOR OTHER ON-CAMPUS EVENTS (Including, but not limited to, Spring Awards, School Concerts and Performances, Graduation Practice, Homecoming Mass, Cougar Court Mass, etc.) _____

- No spaghetti strap shirts, tube tops, crop tops, halter top, or tank tops
- Jeans must be full-length and no holes or tears in them
- Skirts/dresses must be touching the top of the kneecap.
- Dresses may not be cut below the bust-line in the front; this includes cut-outs below the bust line. No cleavage will be permitted. Front necklines of female students must not be lower than five inches from the base of the neck.
- Back of dresses should not dip below the bra line; this includes cutouts below the bra line.
- No sheer netting or transparent material is allowed in areas that need covering. A THICK material MUST be used as an underlay of transparent fabric.
- All outfits must touch the top of the knee or longer for any and all events.

STUDENT LIFE

Co-curricular activities are provided by STM to appeal to the interests and needs of the student body. Each student is encouraged to participate in these activities for his/her own enjoyment and development. These after-school activities are numerous and varied. Organizations and clubs include participation in academic activities and projects, fine arts areas, literary work, community service projects, and school spirit. The school encourages its students to participate in at least one co-curricular activity. To become a member of any organization, a student must contact the moderator of that group.

CO-CURRICULAR

Club and Organization Membership Policy

Each officer and member is required to abide by the guidelines and policies set by their respective club or organization.

4-H Club

Moderator: Gerald Richard

4-H is the largest youth organization in the United States. Members participate in monthly meetings which includes an educational program provided by the LSU Ag Center. These programs are designed to help members develop life skills that can enhance their lives. 4-H helps members develop interests and abilities in a wide variety of areas. Our members practice leadership, communication, teamwork and decision making that helps them become productive members of society. Members also participate in local activities and competitions throughout the year.

Ambassadors

Moderator: Brittany Eskridge

The purpose of the St. Thomas More Student Ambassadors is to provide outreach activities within the school and community. Ambassadors take pride in making new students feel welcome and comfortable while transitioning into the STM family. The student Ambassador Program is not only a tool for student recruitment and retainment, but it is also a vehicle for promoting individual leadership skills. All members have an obligation to abide by the Ambassador Code of Ethics and Principles of Confidentiality. The Ambassador program is open to qualified freshmen, sophomores, juniors, and seniors who possess leadership abilities, and exhibit enthusiasm for being a Cougar.

STM Ambassador responsibilities include conducting tours and shadow days, assisting with Open House, greeting visitors, making feeder school visits, becoming a cougar buddy, and supporting new and prospective families at St. Thomas More.

Art Club

Moderators: Hilary Faber and Lindsey Collins

Membership in the St. Thomas More Art Club is open to all students, regardless of grade level. Students are expected to maintain a 2.0 GPA. The club assists others in their artistic endeavors.

Band

Director: Tim Farnsworth

Assistant Director: David Crochet

The St. Thomas More Band performs a Christmas concert in December. The concert and jazz bands perform an annual spring concert. The marching, concert, and jazz bands attend festivals or contests in the fall and spring. The drumline and color guard compete throughout the winter.

Beta Club

Moderator: Michelle Miholic

The St. Thomas More Beta Club promotes and rewards academic achievement and servant leadership. Beta Club is open to students in all grades who have maintained a 3.2 for the previous school year. The motto of the organization, "Let us lead by serving others," is an indication of the spirit which guides our local chapter.

Board Game Club

Moderator: Lori Talbot

Board Game Club offers students an opportunity to disconnect from technology and gather with their peers to play board and card games. We play a variety of games throughout the year, some old favorites and some newer games. This is a casual club that does not require registration or any commitment -- just listen for announcements for game days and show up alone or with a group of friends and stay as long or as little as you like!

Cheerleaders

Moderators: Brittany Eskridge and Shannon Phillips

Cougar Competition Coach: Kelsey Collins

Cougar Spirit Coach: Lauren Malespin

The purpose of the St. Thomas More Cheerleading Squad is to promote and provide school spirit. The squad consists of all grade levels. The Cheerleaders plan and perform at all spirit/pep rallies, cheer at home varsity football games, home basketball games, and special student activities. The competitive squad is chosen at a separate tryout and competes in a national competition as well as any other competition chosen by the moderator and coaches. Tryouts are held in March and are judged by impartial members of the Universal Cheerleading Association. To be eligible, each participant must be in good standing with the school, be a registered student at STM, and maintain a minimum grade-point average of 2.0. Being a member of the STM Cheer Squad requires dedication, commitment, and responsibility.

Club Tennis

Moderator: Jacquie Lerille

Club Tennis is open to all STM students. There are no tryouts. The Club is designed to help its members improve their skills and game in a fun non-competitive environment. Practices are scheduled several times a month from October through May. Club Tennis promotes team spirit and camaraderie on and off the tennis court and participates in one service project during the school year.

Cougar Dance Team

Moderator: Samantha Stelly

Coach: Stephanie Manuel

The dance team consists of seniors, juniors, sophomores, and freshmen; all members must maintain a minimum 2.0 average. The dancers perform at football and basketball games, pep rallies, assemblies, and various school functions. Tryouts are held in conjunction with the Sparklers in the spring.

Cougars for Life
Moderators: Kim Manuel and Shannon Phillips

Cougars for Life believes in the education of students on beginning and end of life issues, as well as recognizing every form of human life as precious and valuable. We strive to acknowledge and uphold the dignity of human life by our outreach and service to the public for the greater cause. As a community we will embrace the life God has given us and share the light with the STM community and all who cross our path. Cougars for Life acknowledges life beyond the womb with the conviction that each soul is created in the image and like of God, our creator. "For you created my inmost being; you knit me together in my mother's womb." Psalm 139:13

Fellowship of Christian Athletes
Moderator: Stephen Strojny

Fellowship of Christian Athletes (FCA) is a community working to see the world transformed by Christ-centered decision-making through the influence of coaches and athletes.

Fishing Club
Moderator: Marty Cannon

STM Fishing is a club at STM that is open to any student interested in competing in high school bass fishing tournaments. All skill levels are welcome. Student-anglers compete in teams of two anglers plus an adult captain. There are three qualifying tournaments in the fall and six more in the spring. There is also a series of district tournaments available to members. BASS Nation also hosts national open tournaments across the country that are open to all registered members.

French Club
Moderator: Cosima Hasenstein

The STM French Club is a member of ALCFES, the State French Club, which hosts a yearly convention. This club motivates students to explore the diversity of the francophone cultures. Our goal is to celebrate French holidays and customs and to participate in French-related activities in the community. Membership is open to students enrolled in French II and above and to previous students of French.

Garage Band
Moderator: David Crochet

Garage band is a school rock band club that meets once weekly and is open to any STM student to attend. Students who sing and play electric guitar, electric bass, drums, keyboards, and other instruments are invited to attend. The group puts together a small collection of songs from old and new rock repertoire along with holding occasional jam sessions. The group performs at concerts and the annual Morestock event.

Literary Rally Team
Moderator: Fran Evans

The method of choosing a contestant to attend the District Literary Rally each year is left to the discretion of each department head. The contestant named can be subject to change before the District Rally if the teacher feels that he or she is not properly prepared or if there is a last minute substitution (e.g., due to illness). Students provide their own transportation to UL for District Rally. All students are required to be present for rally results.

Contestants who qualify at the UL Rally will be required to proceed to the State Rally at LSU. The number of students who qualify in a given event depends upon the number of schools competing in our division (Division II). Generally, anyone who places 1st, 2nd, or 3rd at the District Rally qualifies to go to the State Rally. Travel to the State Rally at LSU will be as a group on the STM bus. Results are mailed to the school and posted on the website within one week after the contest.

Musical Production
Moderator: Megan Broussard

The STM Drama Department in cooperation with the choral and art departments, produces a full-length musical each year. Auditions are generally a three-day process held after school and are open to all students in good standing. Special performances are held for the feeder schools in this diocese.

National Honor Society
Moderator: Sharon Guillory

National Honor Society membership is by invitation only. Requirements are those students:

- Maintain a 3.8 cumulative average, while earning a total of 10 credits in honors or AP courses while at STM or
- Maintain a 3.7 cumulative average, while earning a total of 12 credits in honors and AP courses, at least two of which must be AP courses.
- Enroll in at least 3 honors or AP courses both junior and senior year.
- Display qualities of character, leadership, and service. Must demonstrate active involvement in an extracurricular activity and service to others during junior year in order to be inducted.
- Have completed three quarters of the junior year.
- Have attended STM the current school year. *
- Perform 15 specified service hours during their senior year.

*Students transferring to STM who are already National Honor Society members are considered active members their senior year, but they must maintain GPA and honors course requirements during that year.

Options Mentors
Moderator: Whitney Kent

The Options Mentor Club is open to all students in all grade levels. Participation in the club is mandatory and it involves weekly visits with our Options students before school and/or during their lunch. This club not only gives our Options students a chance to get to know their peers on campus and an opportunity to work on their much-needed social skills, but it also gives our mentors an opportunity to see the innocence as well as the challenges of our Options students. This club allows you to truly learn and experience empathy while living out our school mission of being "God's servant first". To sign up for our Options Mentor Elective class as an upperclassman you must be a member of this club and show active participation.

Quiz Bowl Team
Moderator: Jennifer Bullock

Quiz Bowl is open to all STM students. Team members are selected through tryouts in which they are required to answer questions in a situation similar to actual competition. Requirements are a good mind and a fast hand on the buzzer.

Robotics Team
Moderator: Robin Nagdeman

The robotics team is open to students in all grade levels. The team participates in the First Tech Challenge robotics competition and various outreach activities including hosting a summer robotics camp for middle school students. With competition season and selected outreach activities, the robotics team is active throughout the school year, while offering flexible meeting times.

Science Club
Moderator: John Dupuis

The STM Science Club is open to all students. The Science Club meets at least monthly and has various activities after school for students wishing to engage in Science beyond the classroom. Some activities include, aquaculture, aquaponics, botany and gardening (vegetable, pollinator, and native plants), composting, and discussions on various topics in the sciences.

Shooting Sports Club
Moderator: TBD

The Saint Thomas More Shooting Sports Club is open to members of all classes. Requirements for membership include good standing in school and the approval of the coaches. The Saint Thomas More Shooting Sports Club is a member of the USA Clay Target League and coaches and participants must adhere to their safety rules and regulations. Students are also required to have a Louisiana Hunter Safety Certification. Membership requires courtesy, commitment and responsibility. Currently we are participating in skeet and trap competitions but hope to expand to other events soon. We compete weekly at the Louisiana Skeet Academy.

Spanish Club
Moderator: Cristina Barry

The Spanish club provides educational opportunities outside of the classroom for those interested in the Spanish language, culture of the Spanish speaking countries around the world, food, and traditions in a fun manner, as well as attending field trips, going to Spanish /Latin Restaurants, and celebrating traditions. It is another way for students to further learn and understand the Spanish language while having fun and interacting with other club members.

Sparklers
Moderator: Kristen Brown
Coaches: Jenny Matthews and Kelly Degrauw

The dance team consists of seniors, juniors, sophomores, and freshmen; all members must maintain a minimum 2.0 grade point average. The dancers perform at football games and home varsity basketball games. They perform at pep rallies, assemblies, and various school functions. The Sparklers are required to attend summer camp and competition. Being a Sparkler requires dedication, hard work, and responsibility. To be eligible, one must have a 2.0 grade point average, be in good standing with the school presently attending, and must attend a two day workshop prior to the tryouts. Conducted by impartial judges, tryouts are held in the spring.

Speech and Debate
Moderator: Megan Broussard

The Speech and Debate Team at St. Thomas More extends its membership to any student who is interested in competitive speaking. Members can participate in a variety of events including Dramatic Interpretation, Duet Acting, Extemporaneous Speaking and Debate. The members have the opportunity to attend approximately 15 speech tournaments throughout the year. This organization also hosts its own annual tournament each January. STM has an active and nationally recognized speech and debate program.

Student Council
Moderators: Jill Ardoin and Melanie Lauer

The purpose of the Student Council is to create unity among students, administration, faculty, clubs, and community by establishing communication channels. The Student Council shall coordinate, evaluate, and charter all school events.

T.V. Productions Club
Moderators: Robin Nagdeman

TV Productions Club, also known as "Cougar Cast," is open to all students. This club is specifically for students who are interested in creating content for our weekly show, but do not have room in their schedule to take the class. From anchoring, filming, creating graphics and producing, there is a job for everyone. We meet Wednesday after school in Room 403.

LITERARY

Literary Magazine **Moderator: Cinde Sulik**

The literary magazine promotes students' writing and publishing skills. The magazine recognizes creative expression in both writing and art. A student may submit work independently or through a teacher. A committee reviews the works to determine those selected. The art department coordinates the illustrations; the English department publishes the magazine annually.

Yearbook **Moderator: Stephanie Menard**

Yearbook can only be scheduled by sophomores, juniors and seniors based on the recommendation of their sophomore teachers and on an interview with the advisor and editor-in-chief. This class publishes the yearbook, including layouts, copy, and photographs. An additional requirement is that students are obligated to contract a specific amount of advertisements.

The purpose of the St. Thomas More Yearbook is to

1. Inform students of school activities.
2. Accurately report school events.
3. Perform public relations between the school and the community.
4. Provide a medium for creative literature.
5. Serve as a history book by permanently placing on paper the school events of the year, outlining who was involved and what was accomplished.
6. Serve as a reference book for counselors, teachers, and students.
7. Showcase the school, students, teachers, and talents of the people involved in the STM community.
8. Provide an educational experience for those students who produce the yearbook.
9. Provide a learning experience for those who receive the yearbook.
10. Provide a situation that teaches responsibility through the meeting of deadlines and the selling of advertising.
11. Provide information to the students in the area of art, organization, copy writing, and management.
12. Train students to become more critical as reporters, editors, and creative writers.

ATHLETICS

Academic Eligibility:

Working with each student's academic program, St. Thomas More's athletic department seeks to make the St. Thomas More student a well-rounded individual. To be eligible for participation in the school's athletic program, the student must adhere to the following:

1. To be eligible for the first semester, a student grades 10-12 must have passed six units **AND** have earned a 1.5 grade point average for the entire previous school year.
2. To be eligible for the second semester, a student must have passed six units during the first semester of the school year.

Athletic Eligibility:

*An incoming Freshman who lives in the STM/Comeaux school zone (Comeaux & STM share the same zone) is immediately eligible for Sub-Varsity & Varsity sports. An incoming freshman living outside the school zone is eligible for sub-varsity sports (Fr and/or JV) for one school year, then becomes eligible for Varsity sports the remaining three years at STM. An ineligible student/athlete is allowed to practice/train with the varsity team, just cannot dress out or participate in a Varsity contest.

*An incoming freshman who attended an eighth-grade Catholic school in the Diocese of Lafayette for the entire eight grade year is ELIGIBLE for competition at all levels – Freshmen, JV and Varsity.

*There is certain criteria established by the LHSAA for an athlete who transfers from another school. Contact the Athletic Director for questions regarding eligibility.

Athletic Code of Conduct

STM is a member of the Louisiana High School Athletic Association and is classified as a 4A school for athletic competition. The school follows the rules and regulations of the LHSAA. In addition, the school follows its own sportsmanship code that incorporates Catholic values into the athletic program. STM fans and students are urged to demonstrate Christian sportsmanship, patience, and fair play when officiating, coaching, participating, and scheduling may not appear to conform to an individual student, teacher, or parent preferences.

Lettering Policy

Students in good standing and who have met the individual sport requirements are eligible to receive a letter. The school does not purchase or issue letter jackets. Jackets are available for purchase locally. Students who lose their good standing may lose the letter awarded. The athletic department reserves the right to monitor what patches may be worn in addition to the school letter.

ATHLETIC COMPETITIONS

Baseball

Head Coach: Justin Robichaux

The baseball season begins in mid-February but practice starts in early January. The season consists of a 20+ game-schedule with 14 district games slated. Tryouts are held for the varsity, junior varsity, and freshmen teams. Team members have mandatory summer conditioning.

Basketball

Head Boys Coach: Danny Broussard

Head Girls Coach: Jeanne Kenney

The school's basketball program has separate teams for both boys and girls with tryouts for varsity, junior varsity, and freshmen teams. Each team has a head coach and plays a complete schedule of games. Teams use the gymnasium for practice, the weight room for strength training, and the track for conditioning. Team members have mandatory summer conditioning.

Bowling

Head Coach: John Dupuis

Callouts for students wishing to be on the Bowling team will be in October when once a week bowling practice will be available and in-season practices will be scheduled twice a week commencing in November. Competitive bowling season begins with the Jamboree in mid-January, followed by the first matches one week later. Playoffs begin in late March with the State Finals in early to mid-April.

Cross Country

Head Boys Coach: Chris Odinet

Head Girls Coach: Chris Odinet

The cross-country team begins official practice in early August, with some training done in the summer. The season concludes with the state championship in November. One reward of cross-country running is a solid conditioning base for the spring track and field season. Cross country is open to all students.

Football

Head Coach: Jim Hightower

The football program consists of varsity, junior varsity, and freshmen teams. Practice begins in August, and each team plays a full schedule of games. Team members participate in a rigorous off-season training program as well as mandatory summer training. Football is open to all students.

Golf

Head Boys Coach: Chad Massie
Head Girls Coach: Chad Massie

Tryouts for both boys and girls are scheduled early in the school year with matches in the fall and the spring. In April, regional qualifying is held to determine which teams or individuals are eligible to compete in the state tournament.

Lacrosse

Head Coach: TBD

The lacrosse program consists of junior varsity and varsity teams. Practice begins in January and each team plays a full schedule of games from February to April. Varsity playoffs begin in mid-April and go until mid-May. Junior varsity and varsity team members are required to participate in off-season training from September to December. Incoming freshmen players are required to participate in summer training with other freshmen athletes. Lacrosse is open to all students.

Softball

Head Coach: Andria Waguespack

The softball season begins in mid-February, but practice begins in early January. The season consists of non-district and district games. Tryouts are held each year for the upcoming season. Team members have mandatory summer conditioning.

Soccer

Head Boys Coach: John Plumber
Head Girls Coach: Katie Breaux

St. Thomas More fields a boys soccer team on the varsity, junior varsity, and freshmen level and a girls' team on the junior varsity and varsity level. Tryouts are held in October. Practice begins in November and competition starts the last week of November. The season concludes in February with the state championship.

Swimming

Head Coach: Chris Landreneau

Students who elect to join the swim team must practice after school each afternoon at a site to be determined. Competition is set for September through December. St. Thomas More swimmers vie for state honors as individuals and as a team. Swimming is open to all students.

Tennis

Head Boys Coach: Jennifer Sibille
Head Girls Coach: Jennifer Sibille

St. Thomas More has both girls and boys tennis teams. Tryouts for the squads are in early January. Playing positions are determined by performance and thus may change throughout the season. Teams vie for regional and state championships.

Track and Field

Head Boys Coach: Ryan Frederick
Head Girls Coach: Ryan Frederick

Students not involved in another sport may begin working out for the school's boys and girls track teams in early January. Students in other sports can start track at the conclusion of their other seasons. The track program fields varsity, junior varsity, and freshmen teams, but all squads practice together. The season begins the first week of January and ends with the state meet in mid-May. Track is open to all students.

Volleyball

Head Coach: Jessica Burke

The girls volleyball program consists of varsity, junior varsity, and freshmen squads. Practice begins in early August and concludes with the state tournament in November. Practice consists of gymnasium practice, weight training, and summertime conditioning. Tryouts take place in May.

Wrestling
Moderator: Kerry Boumans

Season begins in early October and ends in early February.

AWARDS PROGRAM

Honor Roll

Honor Roll status is calculated at the end of each quarter. Academic awards are presented in the fall for year-end Honor Roll only.

HONOR ROLL	GPA REQUIREMENTS
Excellence	All A's
Gold	3.80 or better
Silver	3.40 – 3.79
Bronze	3.00 – 3.39

[NOTE: A student with an **academic** grade of “C” or less in any subject is ineligible for Honor Roll status in the quarter in which the grade of “C” or less is obtained. *Students with an academic integrity violation in any quarter do not qualify for recognition during the fall academic awards ceremony.*]

BELL SCHEDULES

	Regular	Mass	Pep Rally	12:30 Dismissal	Power Monday
Warning Bell	7:30	7:30	7:30	7:30	8:30
Homeroom	7:34 - 7:44				
1st Period	7:44 - 8:34	7:34 - 8:15	7:34 - 8:24	7:34 - 8:08	8:34 – 9:17
Mass		8:15 - 9:27			
2nd Period	8:39 - 9:29	9:32 - 10:13	8:29 - 9:16	8:13 - 8:47	9:22 – 10:05
3rd Period	9:34 - 10:24	10:18 – 10:59	9:21 - 10:08	8:52 - 9:26	10:10 – 10:53
4th Period	10:29 - 11:19	11:04 - 11:45	10:13 - 11:00	9:31 - 10:05	10:58 – 11:41
1st Lunch	11:19 - 11:49	11:45 - 12:15	11:00 - 11:30	10:05 - 10:35	11:41 – 12:11
1st Fifth Period	11:24 - 12:14	11:50 - 12:31	11:05 - 11:52	10:10 - 10:44	11:46 – 12:29
2nd Fifth Period	11:54 - 12:44	12:20 - 1:01	11:35 - 12:22	10:40 - 11:14	12:16 – 12:59
2nd Lunch	12:14 - 12:44	12:31 - 1:01	11:52 - 12:22	10:44 - 11:14	12:29 – 12:59
6th Period	12:49 - 1:39	1:06 - 1:47	12:27 - 1:14	11:19 - 11:53	1:04 – 1:47
7th Period	1:44 - 2:34	1:52 - 2:34	1:19 - 2:06	11:58 - 12:34	1:52 – 2:34
Pep Rally			2:06 - 2:34		

IF YOU NEED

Advancement Information	Mrs. Anne Pitre	Advancement Director	ext. 126
Alumni Information	Mr. Danny Broussard	Asst. Director of Alumni	ext. 185
Admissions Information	Mrs. Robyn Alfonso	Asst. Director of Admissions	ext. 187
Athletic Information	Mr. Kim Broussard	Director of Athletics	ext. 137
Cafeteria Information	Ms. Debra Guidroz	Cafeteria Manager	988-1539
Campus Ministry Information	Mr. Lance Strother '96	Director of Campus Ministry	ext. 240
College Counseling	Ms. Elizabeth Sandridge '08	Director of College Counseling	ext. 145
Counseling Services	Mrs. Nicole Strother '92	Counseling Center Coordinator	ext. 132
Curricular Information	Dr. Claire Masterson	Assistant Principal of Academics	ext. 130
Discipline Information	Mr. Nicholas Cortese '09	Dean of Students	ext. 123
Facility Information	Mr. Corey Arceneaux	Director of Facility	ext. 141
Financial Information	Mrs. Mary Werther	Business Manager	ext. 125
General Information	Mrs. Tiffany Zerangue	Receptionist	ext. 120
Insurance Forms Signed	Mrs. Mamie Romero	Registrar	ext. 156
Library Information	Ms. Cinde Sulik	Librarian	ext. 136
Mail-Outs and Labels	Mrs. Brittany Eskridge '03	Account Services Manager	ext. 142
More on the Way, Website & Social Media	Mrs. Michelle Curtis	Asst. Director Media and Comm.	ext. 186
Parking Stickers	Mr. Nicholas Cortese '09	Dean of Students	ext. 123
Religious and Spiritual Information	Mr. Jeffery Cormier	Religion Administrator	ext. 158
Status Enrollment Forms Signed	Mrs. Mamie Romero	Registrar	ext. 156
Student Records/Transcripts	Mrs. Mamie Romero	Registrar	ext. 156
Tablet Information	Mrs. Robin Nagdeman	Help Desk Director	ext. 164
Technology (not tablets) Information	Mr. Chris Landreneau	Network Specialist	ext. 164