



ST. THOMAS MORE

CATHOLIC HIGH SCHOOL

“NURTURING CATHOLIC LEADERS OF CHARACTER”

HANDBOOK FOR STUDENTS AND PARENTS
2021 - 2022

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
Mrs. Kelley Leger, Principal
Mr. Martin Cannon '93, Assistant Principal
Dr. Claire Masterson, Assistant Principal
Mrs. Denise Nero, Assistant Principal
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 St. Thomas More Catholic High School, 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 St. Thomas More Catholic High School.

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

St. Thomas More Catholic High School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled. Furthermore, failure on the part of any student 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 St. Thomas More Catholic High School reserves the right to remove a student at any time if, in the judgment of the administration, any parent and/or guardian violates the Parent/Student Handbook and/or the student fails to meet the academic standards or requirements of the school as set forth in the Parent/Student Handbook or if the student's conduct or influence, on or off the campus, is not in keeping with the standards/expectations of St. Thomas More Catholic High School 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

St. Thomas More Catholic High School became a reality after four years of hard work and planning by many who remained dedicated to fulfilling the promise of quality Catholic education in Southwest Lafayette. What began as a consolidation of two Catholic high schools quickly expanded into a multi-purpose facility located on a 25-acre tract with 3.5 of these acres under one roof.

During the spring of 1980, the STM Advisory Council established a program which provided future students of St. Thomas More Catholic High School the opportunity to have input into the development of school programs. A student committee organized a process that would allow future STM students the opportunity to nominate school colors and a mascot. Class meetings were held during the summer months which allowed students to meet and work together.

In the fall of 1980, a student convention was held whose major purpose was to conduct a brainstorming session of what this new high school could be. The convention included group activities, information sessions, and a pop concert performed by graduates of both Cathedral-Carmel and Our Lady of Fatima high schools. Students also voted on school colors and mascot. The evening ended with a dance. The following day included nationally recognized speakers for parents and students and a closing liturgy.

The program continued as the student participants worked in the areas of student life, organizations, and clubs. Student leadership workshops were held in the spring of 1981. Future STM seniors, students, and teachers of Our Lady of Fatima and Cathedral-Carmel high schools were involved in the planning and sponsoring of a STM Olympics which was held at a local public high school. Tours of the STM facility (still under construction) were conducted. The program concluded during the summer months prior to the opening of the school with the formation of an interim student council. A dedication ceremony and Mass was held on Sunday, August 15, 1982, marking the official opening of St. Thomas More Catholic High School. More than 6,000 young men and women currently share the unique designation of STM alumni.

The STM archives hold the slide collection and scrapbooks of this program which involved the work of many people. The success of STM is a tribute to the visionary people who began the journey.

The past 30 years have brought numerous honors and awards to the campus of STM. The school has been recognized three times by the U.S. Department of Education as a Blue Ribbon School of Excellence. The STM Sparkler dance team, varsity cheerleaders, and debate squad have earned several national championships. STM has also earned state championships in athletics and speech and debate, as well as individual and team awards for academic, athletic and co-curricular activities.

BOARD OF PASTORS

St. Thomas More Catholic High School 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 St. Thomas More Catholic High School. 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 St. Thomas More Catholic High School!

As a Catholic community, we seek to be a family which is built on love for God and love for others. We are proud of the many St. Thomas More students involved in Catholic leadership and service projects. We challenge each of our students to live the life that Christ has shown us, to serve rather than be served, and to be “God’s servant first” in all that we do.

St. Thomas More has a rich tradition of excellence in all areas of school life. Our students have achieved great success in their academic, co-curricular, and spiritual lives. I look forward to working with each of you as we continue to strive for excellence.

Please review and familiarize yourselves with the school policies in this handbook. Let us keep the lines of communication open when problems occur. We will be a much more effective force if we work together.

I pray for God’s blessing on all members of our school community. I ask for your prayers and continued support of our administrators, teachers and staff members as we embark upon a new school year.

Let us make this the best year ever at STM!

Sincerely in Christ,

Kelley Leger

Kelley Leger
Principal

MISSION STATEMENT

St. Thomas More Catholic High School educates students to be seekers of truth, individuals of character, and “God’s servant first.”

VISION STATEMENT

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

St. Thomas More Catholic High School is grounded in Catholicism and integrates Christian values in all aspects of the student’s education.

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

St. Thomas More Catholic High School 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.

St. Thomas More Catholic High School graduates are community-minded servant leaders who make decisions based on Catholic values and teachings.

BELIEFS

St. Thomas More Catholic High School 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 St. Thomas More Catholic High School 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 St. Thomas More Catholic High School 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.

ST. THOMAS MORE FACULTY AND STAFF

ADMINISTRATIVE TEAM

Mrs. Kelley Leger	Principal	M.S.E.	Arkansas State University
Mr. Martin Cannon '93	Assistant Principal	M.Ed.	University of Louisiana
Dr. Claire Masterson	Assistant Principal	Ph.D.	University of Louisiana
Mrs. Denise Nero	Assistant Principal	M.Ed.	University of Louisiana
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
Ms. Robin Herrington	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

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

ACADEMIC SUPPORT PROGRAM

Mrs. Julie Spedale	MORE Program	M.Ed.	University of Louisiana
Mr. Ben Mouton '15	Academic Support	B.A.	University of Louisiana

LIBRARY

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

ACADEMIC DEPARTMENT CHAIRPERSONS

Mrs. Kathleen Breaux	Business	B.S.	Elon University
Mrs. Linda Rozas	English	M.Ed.	University of Louisiana
Mrs. Megan Broussard '05	Fine Arts	B.S.	University of Louisiana
Mr. David Thompson	Math	B.S.	University of Louisiana - Monroe
Mrs. Stephanie Stevenson '83	Math	B.S.	Louisiana State University
Mrs. Jennifer Landry '94	Options	B.A.	University of Louisiana
Mr. David LeBlanc	Physical Education	B.S.	University of Louisiana
Mr. Jeffery Cormier	Religion Administrator	M.A.	Felician College
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
Mrs. Sarah Berard.....	B.S.	University of Louisiana
Ms. Shawnessy Bloom	B.S.	Louisiana State University
Mr. Aaron Breaux '05	M.A.	Notre Dame Seminary
Mrs. Kathleen Breaux	B.S.	Elon University
Mrs. Megan Broussard '05	B.S.	University of Louisiana
Mrs. Kristen Brown '95	M.Ed.	Louisiana State University
Mrs. Jessica Burke.....	M.S.	Troy University
Mr. Dusty Collette	B.G.S.	University of Louisiana
Mr. Jeffery Cormier.....	M.A.	Felician College
Mr. Nicholas Cortese '09.....	B.A.	Millsaps College
Mr. Wesley Cortese '07.....	B.A.	University of Louisiana
Mrs. Cherie Daigle	B.A.; B.S.	University of New Orleans
Ms. Alison Deville.....	B.A.	University of Louisiana
Mr. Dan Duhon.....	M.S.	University of Louisiana
Mr. John Dupuis '85	M.Ed.	McNeese State University
Mrs. Hillary Faber	B.S.	University of Louisiana
Mr. Ryan Frederick.....	B.S.	University of Louisiana
Mrs. Stephanie Goodrich	B.A.	University of Louisiana
Mr. Avery Guidry	B.A.	University of Louisiana
Mrs. Sharon Guillory	B.A.	University of Louisiana
Mr. Cass Hargis	B.A.	Southeastern La. University
Ms. Cosima Hasenstein	B.A.	University of Louisiana
Ms. Sydni Haydell '16.....	B.G.S.	University of Louisiana
Mrs. Ramona Hebert.....	B.S.	Louisiana State University
Ms. Robin Herrington.....	B.A.	Louisiana Tech
Mr. Jim Hightower	M.Ed.	Louisiana State University
Mr. Charles Jaubert.....	M.A.	University of Louisiana
Mr. Mark Jennings '04	B.A.	University of Louisiana
Mrs. Jill Johnstone '94.....	M.A.	Texas Christian University
Mr. Mike Keefe	M.A.	University of Northern Arizona
Mrs. Felicia Kerne	B.A.	University of Louisiana
Mrs. Sandra LaGrange.....	B.A.	University of Louisiana
Mrs. Debbie Landry.....	B.S.	University of Louisiana
Mrs. Jennifer Landry '94	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
Mr. Bernard Littell.....	B.S.	University of Louisiana
Mrs. Kim Manuel	M.Ed.	Nicholls State University
Mr. Ray Martin.....	B.G.S.	Northwestern State University
Dr. Claire Masterson.....	Ph.D.	University of Louisiana
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. Oakley Montgomery '15	B.A.	Louisiana State University
Mrs. Brenna Murphree	M.A.	Augustine Institute
Ms. Aubrey Norman '12.....	B.S.	Louisiana State University
Mrs. Ashley Noto '98	B.S.	Louisiana State University
Mrs. Elizabeth Oge '94.....	B.S.	Louisiana State University
Mr. Gary Perkins	B.S.	McNeese State University
Mrs. Shannon Phillips.....	M.A.	Our Lady of the Holy Cross College
Ms. Brooke Richard.....	M.S.	University of East London
Dr. Gerard Richard	Ph.D.	Louisiana State University
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. 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
Mr. Damian Smith.....	B.S.....	University of Louisiana
Mrs. May Soria	B.S.....	University of Louisiana
Mrs. Julie Spedale	M.Ed	University of Louisiana
Mrs. Samantha Stelly '13	B.G.S.....	University of Louisiana
Mrs. Stephanie Stevenson '83	B.S.....	Louisiana State University
Mrs. Emily Stoehr.....	M.Ed	Centenary College of Louisiana
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. Brian Watkins	B.A	University of Louisiana

STAFF

Mr. Corey Arceneaux	Facilities Director
Mrs. Cherie Bailey	Business/Athletic Office Assistant
Mr. Joe Comeaux	Custodian
Mr. Willie Cooper	Custodian
Mrs. Brittney Eskridge '03	Administrative Services Manager
Ms. Amanda Faucheux	Nurse
Mrs. Gladys Granger	Custodian
Ms. Debra Guidroz	Cougar Café Manager
Ms. Karla Hoffpauir	Guidance Receptionist
Mrs. Mary Kellner	Administrative Assistant
Ms. Leah LaGrange	Substitute
Mr. Wayne Landry	Outside Maintenance
Mr. Willie Lewis	Custodian
Mr. Ben Mouton '15	Academic Support
Mrs. Wendy Primeaux	Options Assistant
Ms. Heidi Reed	Administrative Receptionist
Mr. Michael Rgnonti	Custodian
Mrs. Mamie Romero	Registrar
Ms. Deborah Savoy	Custodian
Mrs. Paige Soileau	Options
Ms. Margaret Waits	Copy Clerk
Mrs. Mary Werther	Business Manager
Mrs. Tiffany Zerangue	Administrative Receptionist

ST. THOMAS MORE ADVISORY COUNCIL

Brett Broussard '92	President
Scott Domingue '92	Vice-President
John Deats	Secretary
Scott Clark	Member
Cassie Deshotels	Member
Gerald Gossen	Member
Paula Hornback '92.....	Member
Charlie Melancon.....	Member
Claudette Simoneaux	Member
Brandon Trahan	Member
Troy Cloutier '92.....	Alumni Association President
Mike Moncla '85.....	Foundation President
Elaine Geoffroy.....	PTC President

PARENT-TEACHER CLUB (PTC)

Board Members

Elaine Geoffroy	President
Allyson Hebert	Vice President/Cougar Closet
Lorraine Guidry	Secretary
Jeanne Cloutier.....	Treasurer
Andrea Guarino.....	Past President
Anne Pitre	Advancement Director
Cassie Deshotels, Carrie Hollier, Erin Ardoin	STM's Got Talent
Anna Claire Inzerella	Faculty Hospitality
Kendra Domingue.....	Event Hospitality
Kerie Stone.....	Grandparents' Day/Open House
Bridget Lemoine	Spring Auction
Bethany Broussard, Elaine Quebedeaux	Cougar Closet Inventory
Jill Deats, Tommi Angelle	Campus Ministry Liaison
Jennifer Angelle	Board Member
Darla Boudreaux	Board Member
Elizabeth Brunell.....	Board Member
Tanya Campbell	Board Member
Tia Castille	Board Member
Lori Parker	Board Member
Nikie Patin	Board Member

STUDENT COUNCIL

EXECUTIVE BOARD AND APPOINTEES		
Isabelle Tatman	President	Senior
Andrew Stringer	Vice President	Senior
Sarah Kate Kramer	Recording Secretary	Senior
Natalie MacDougall	Program Director	Senior
Sophie Perkins	Sargent at Arms	Senior
Elizabeth Crouch	Historian	Senior

CLASS OFFICERS			
	SENIORS	JUNIORS	SOPHOMORES
President	Amanda Vincent	Aaron Evans	Ellie Bond
Vice President	Catherine McHugh	Laura Carney	Andi Duay
Secretary	Annaclaire Zerangue	Sophia Deshotels	Brinnslee Picard
Representatives	Blair Cestia Tommy Mikhael Macie Romero Alexa Kiefner (Chaplain)	Isabelle Couvillion Natalie LeBlanc Noah Melancon Nykell Smith Jack Sonnier	Ella Alexander Bella Cortez Mathile D'albor

ADMISSIONS

St. Thomas More Catholic High School does not discriminate on the basis of race, sex, or national 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 Assistant Principal for Discipline 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.

Student Visit Program

If a student is interested in attending St. Thomas More and would like to shadow a STM ambassador for a visit (usually ½ day), a parent must complete the online Cougar for a Day form at least one week prior to the requested date. The visiting student must be dressed in his/her school uniform.

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 fee is due at time of registration.

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 must be paid in full before the student is issued any equipment or uniform and is billed through FACTS system.

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 Assistant Principal for Discipline's 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 St. Thomas More Catholic High School. 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 St. Thomas More Catholic High School. **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 St. Thomas More Catholic High School 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.

St. Thomas More Catholic High School 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 St. Thomas More Catholic High School.

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 St. Thomas More Catholic High School 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 ACCESS

RESPONSIBLE USE POLICY

Technology Program Overview

- St. Thomas More Catholic High School (STM) provides computing and network resources for students, employees, and others affiliated with STM for school communication and scholastic endeavors to enrich and expand the curriculum.
- As a 1:1 school, 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 a Content Filtering Service (CFS) and Layer 7 application filtering for any device connected to the network. The school also provides classroom management software to aid teachers in regulating students' internet/application usage in the classroom.
- All equipment, software, and network capacities provided through STM are the property of the school and should be used in compliance with school policies.
- Any damage necessitating repair or replacement of equipment is the responsibility of the student and his/her parent(s). Tablet insurance is not required by the school but is strongly recommended.
- All information contained on any STM computer drive, network, internet domain, or computer disk is considered the property of the school and should be legal and ethical.
- Any use of outside electronic devices (cell phones, e-readers, personal computers, etc.) are subject to administrative approval and must conform to all STM technology policies.
- School email accounts are provided to all users to facilitate communication and distance-learning opportunities.
- All communication between teachers, coaches, students and parents should be conducted through the STM email system.
- The school reserves the right to access emails, to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, to check Internet access history, or to disclose messages, data or files to law enforcement authorities.
- The school is not responsible for any damages, injuries, or claims resulting from violations of responsible use of technology as outlined herein.

The following actions are in COMPLIANCE with the school's technology policy:

- conducting online activities in an ethical and legal fashion;
- transporting the computer in the school issued sleeve;
- come to school with a fully charged laptop in good working condition;
- restarting the computer every day on campus;
- staying connected to the STM Student network (secondary Wi-Fi devices are prohibited);
- appropriately storing and backing up data;
- notifying the Help Desk within 24 hours of incurring damage to the computer;
- monitoring all activity that occurs on the school-assigned computer/device;
- maintaining and safeguarding password-protected access to files and accounts;
- following STM's etiquette policies listed below:

Email Etiquette Policies

- 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 or 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.

Synchronous Virtual Learning Etiquette Policies

- Synchronous learning must be approved by the Administration.
- Synchronous sessions are simply a virtual face-to-face classroom. Appropriate classroom behavior is expected.
- Synchronous sessions (and chats during the sessions) are recorded and archived; always use judgment and discretion.
- Make sure you are appropriately dressed before joining.
- Log into your meeting from a distraction free, quiet environment.
- Make sure you have a clean, school-appropriate background.
- Please keep your audio on mute until you want to speak to help limit background noise.
- If you would like to speak or answer a question, use the "Raise Hand" feature. Then unmute yourself after you are called on.
- Look at the camera when talking instead of looking at yourself.
- Have paper and a pen or pencil handy to take notes.
- Make sure your video is on so we can see your face.

The following actions are in VIOLATION of the school's technology policy:

- 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);
- acting in a manner disruptive to the educational environment including but not limited to messaging, chatting, sending emails, playing games, surfing the Internet and other tasks that may be considered inappropriate during class time without the teacher's permission;
- using technology to cheat (give or receive information) for a test, quiz or assignment;
- accessing (or attempting to access) the accounts of another user (email, Moodle, MathXL, etc.);
- unauthorized copying/installing of software programs belonging to the school to a personal computer;
- defacing the school-issued tablet: drawing or writing, removing/rearranging keys, adding or removing stickers, etc.
- illegally copying, installing or downloading software, music, documents, or games to any school-owned computer;
- sharing user login or confidential information with another user; attempting to obtain the login or confidential information of another user;
- trespassing (or attempting to trespass) in the folders or files of others;
- actions that hamper the integrity or security of the school network;
- attempting to impair or bypass network security and/or bypass restrictions set by the classroom teacher or school;
- photographing and/or recording a school employee or other students without permission; posting and/or sharing photographs or recordings without permission;
- using file-sharing or peer-to-peer software on the school network and on school-owned laptops or desktops
- playing games rated Mature or higher by ESRD or equivalent rating on school-owned computers;
- using course or subject-specific software deemed inappropriate by the classroom teacher;
- installing additional operating systems or virtualization software;

Remedies and/or Consequences

The use of technology resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as possible disciplinary, legal, and/or monetary consequences. Anyone in violation of the St. Thomas More Catholic High School Responsible Usage Policies may face one or more of the following remedies and/or consequences:

- restriction or termination of hardware, software, admin rights, and/or network access;
- monitoring of the users' network/account activity;
- revocation of the user's privileges;
- disciplinary action (severity of the school action is directly dependent on the severity of the offense);
- monetary compensation for damage necessitating repair or replacement of equipment (the student responsible for damaging any electronic device *is* liable for the cost of repairs);
- reimbursement by the student and/or parent of the current value of the tablet if lost, stolen or damaged beyond repair;
- legal action may be taken for activity in violation of law.

L.A.R.K. SUMMARY

Legal | Appropriate | Responsible | Kind

The L.A.R.K. section is merely a summary and clarification of the school's technology policies. Students need to know and adhere to the policies and procedures in the entire Responsible Use Policy.

LEGAL

- All software, music, videos, and games used on STM computers must be legally obtained.
- All resources used in assignments and projects must be free of copyright violations.
- Ignorance of the law does not constitute immunity.

APPROPRIATE

- Only non-offensive words and images should be used and viewed.
- Games, music, and videos used on STM computers should be age appropriate.
- School employees should not be photographed or recorded without permission.
- Teacher-made videos and assignments are the property of that teacher and as such, cannot be shared and or reposted on any platform without teacher consent.
- During class time, students should remain on task and use only the digital tools allowed by the teacher.

RESPONSIBLE

- Diligent care is taken with all hardware and software to prevent damage, or misuse whether intentional or not.
- 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 in working condition carried in a school assigned sleeve.

KIND

- Computer use does not in any way tread on the rights or feelings of others.
- Cyberbullying is always prohibited.
- Students model the values found in the STM mission statement in all technology usage.

TABLET INSURANCE

Tablet insurance is not required by the school but is strongly recommended. Insurance can be purchased directly from a third-party company (Worth Group) or can potentially be added to the parents' homeowner's policy. All invoices for damages will be emailed to both parent and student and must be paid through the school website (Tablet Insurance, Orders and Repairs) upon receipt. If the parent chooses to file an insurance claim, reimbursements from the insurance carrier will be paid directly to the parent. Worth Insurance will cover the computer if it is damaged, lost or stolen. Keep in mind that lost or damaged pens, power cords and batteries are not covered by tablet insurance. Please refer to <http://www.studentinsurancepartners.com/> for more information concerning supplemental tablet insurance through Worth Group.

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 St. Thomas More Catholic High School 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 religion 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 January 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.FAFSA.ed.gov.

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

Students wishing to improve Grade Point Averages for TOPS requirements are allowed to take correspondence courses through Louisiana High School Correspondence Courses. More information can be obtained at www.lhcc.org or by meeting with your grade level counselor.

1. The STM transcript will indicate both grades; only one credit will be awarded.
2. To determine GPA in this situation, TOPS averages are based on highest grade earned in courses.
3. **Please keep in mind that TOPS INFORMATION IS SUBJECT TO CHANGE.** For additional details on the most up to date information, call the Louisiana Office of Student Financial Assistance at 1-800-259-5626 ext. 1012 or visit their website at www.osfa.state.la.us.

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 courses, 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 courses 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. **Students who fail to take the AP Exam in their designated course will receive a zero for their final exam in that course. This zero counts as 20% of their second semester grade. Along with receiving a zero on their final exam, the course will not be counted as a completed AP course for graduation honors due to course requirements not being met.** Any exceptions to this policy must be approved by administration. Courses and other details are found in the [Course Offerings Guide](#).

Dual Enrollment

Students in Dual Enrollment courses receive grades from St. Thomas More Catholic High School 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 the first semester of college. Students who fail a Dual Enrollment course or who wish to improve a DE 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 just prior to the start of the school year. Tuition and fees for DE 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 (last three years) formal evaluation and/or doctor's statement with diagnosis and recommended accommodations (last 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. 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, Environmental Science
- World Geography, Civics, American & World History
- Study Skills
- American Sign Language (online only)

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 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 colleges use core grade point averages for their requirements. St. Thomas More does not provide core GPA.**

Incomplete Grades

The following statement pertains to "Incompletes" given at the end of a grading period: "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 grade will automatically become an F 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 athletic 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 honesty. 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 academic honesty will be subject to the consequences of the cheating rule 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 academic honesty.

Academic Integrity Code

As a student of St. Thomas More Catholic High School, 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, cell phones, 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 cell phones 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.

I understand that violation of the STM Academic Integrity Code will result in disciplinary action including, but not limited to, academic penalties, suspension, and 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 Integrity Code will be subject to the consequences listed below. Each instance of academic dishonesty will receive:

- A written referral by the Assistant Principal for Discipline.
- 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 written form

In addition to the above penalties, the second offense will result in a review 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)
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Chancellor Honors	3.7 - 4.0 GPA - 8 honors/dual enrollment or AP courses (any combination of honors, DE, or AP)
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OR

3.5 - 3.6 GPA - 12 honors/dual enrollment or AP courses (any combination of honors, DE, or AP)

Scholar Honors	3.5 - 3.6 GPA – 6 honors/dual enrollment or AP courses (any combination of honors, DE, or AP)
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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 athletic activities.**

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

2021 – 2022 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 11 – October 8	September 10	October 18
October 11 – January 3	November 5	January 7
January 4 – March 11	February 4	March 18
March 14 – April 29 (seniors) March 14 - May 26 (underclassmen)	April 1 (seniors) April 8 (underclassmen)	May 16 (seniors) May 27 (underclassmen) (Mailed)

Report Cards

Report cards are distributed to students for the 1st and 3rd quarters and are mailed home for the 2nd and 4th quarters. 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 (mailed 2 nd and 4 th quarters). 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.**

Co-Curricular 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 activities. Following any absence, a student must be in attendance for **at least four class periods** in order to participate in a co-curricular 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 can enter the Homebound Program through the public school system. All state guidelines for a Homebound Program must be followed. Grade level guidance 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, 2022 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.

St. Thomas More Catholic High School 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 St. Thomas More Catholic High School 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 St. Thomas More Catholic High School attorney, designated law enforcement officials, corporate owner pastors, and any other person deemed by the school as official.

St. Thomas More Catholic High School 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 St. Thomas More Catholic High School 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 St. Thomas More Catholic High School’s policy warrants.

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.

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. - 2:45 p.m. Friday

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 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, students pay the replacement value of the book plus the fine.
3. Color printing is available at a cost of fifty cents per page.
4. A student chewing gum or eating in the library will be assessed a \$1.00 fine (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 St. Thomas More Catholic High School 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 St. Thomas More Catholic High School 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 St. Thomas More Catholic High School 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 St. Thomas More Catholic High School 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 St. Thomas More Catholic High School. In all such cases, student behavior is definitely the province of St. Thomas More Catholic High School and the school's policy will be administered judiciously, firmly, and fairly by the school administration.

DRUG TESTING

Purpose

The drug testing program at St. Thomas More Catholic High School 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. St. Thomas More Catholic High School 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 St. Thomas More Catholic High School 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 St. Thomas More Catholic High School.

After a child tests positive, the retest becomes a service to the St. Thomas More Catholic High School 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, benzoyllecgonine-cocaine metabolites, 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 DISA drug screening company. Students will participate in a urine analysis and/or hair analysis to ascertain the presence of controlled substances.

DISA 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 DISA.
2. The testing coordinator will communicate to the Assistant Principal for Discipline when a positive drug test is received. The Assistant Principal for Discipline will then contact the parent and/or guardian of the student. Assistant Principal for Discipline 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 Assistant Principal 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 Assistant Principal.
 - 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 Assistant Principal 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.

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. If 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.

CONDUCT ON CAMPUS

Threats of Violence

Because safety in school is of utmost importance and one of the top priorities, the Bishop's office has mandated the following policy effective immediately.

When informed of possible violence or even threats of violence, St. Thomas More Catholic High School will take this information seriously and follow the procedures outlined by the Diocese of Lafayette when addressing the issue. St. Thomas More Catholic High School 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.

Cougar Closet

Cougar Closet, the student bookstore, is operated by the Parent Teacher Club. Located in the Mall area, it is open on Tuesday, Thursday and Friday. Balloons and small personal gifts are available.

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.**

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 Assistant Principal for Discipline 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.

Wearable Technology (cell phones, smart watches, Earbuds, etc..)

Wearable technology is the responsibility of the student. All wearable technology must be turned off during the school day. 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 situation arises a student should ask an administrator for assistance.

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

Wearable technology use is prohibited on campus during the school days, outside of a supervising faculty member.

Misuse of cell phones and/or wearable technology is subject to disciplinary action as defined in the technology responsible use policy in the student handbook.

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.

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 sometimes 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 out-of-school 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 five 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 five 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 and can be accessed via their Moodle account.

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 \$70.00. **Students must have a Louisiana driver license and present it when purchasing a permit.** Permits are to be displayed on the rear-view mirror of the front windshield. **Abuse or misuse of the on-campus parking privilege will result in the loss of the privilege for a time determined by the Assistant Principal for Discipline,** 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, teachers, and the Assistant Principal for Discipline.

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 be used to gain admittance to any school function. A student who does not have his/her ID card will be sent to the Assistant Principal for Discipline immediately. 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.

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), 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 amanda.faucheux@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. 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 expulsion. 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 administrative 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 written 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.**

Fire 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 and a maximum of eight (8) per semester. Absences beyond sixteen (16) for the year or eight (8) per semester may result in the loss of academic credit for that course.** This policy applies to individual classes as well as whole school days. 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 exceed normal absences and/or tardiness in any given quarter will be required to attend Saturday school at STM. The dates will be determined by the Assistant Principal for Discipline and will include in-school work on all assignments and work missed in the class(es) with the excessive absences and/or tardiness.

General Procedures

A student's parent is to notify the school by 8 a.m. if their child will be absent that day. The student is responsible for securing a signed note from a parent **describing the reason for the absence** and must present this note to the Administrative Office before returning to class. An "admit slip" will be issued to the student and must be signed by all teachers. **** All excuses for absences and tardies must be submitted to the administrative assistant during the quarter in which the absence occurred.**

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 three 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. The student is allowed to make up any and all work missed during the absence. Arrangements for make-up work must be made by the student immediately upon return from absence.
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, non-STM extracurriculars, etc.). The student must make up the assignments missed during the absence, but he/she can receive no more than 70 percent of the credit. Repeated unexcused absences may result in further corrective action. Extenuating circumstances concerning absences will be approved by the principal.
3. **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.

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/contact the parent prior to check-out. **All requests for a student to be dismissed from school for a part of the school day must be made in writing and signed by a parent.** An email from a parent will be accepted to check out a student **ONLY after** a phone call has been made by the parent to the front office to confirm. **A student must be present for at least half the day in order to participate in any co-curricular or athletic 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, St. Thomas More Catholic High School will usually follow the action taken by the Lafayette Parish public schools. However, a separate announcement will be made on television Channel 3, KATC, and television Channel 10, KLFY. When possible, an announcement will be posted on the school's website and an alert call will be provided.

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

Cheating

See Academic Integrity Code (p. 31)

Students found to be cheating on examinations, quizzes, or other assignments will be referred to both the assistant principal of academics and the Assistant Principal for Discipline. They will receive an automatic "0" on the material concerned and Saturday detention. In addition, the student will not be eligible for the honor roll for the grading period concerned. Parents will be notified by the student's teacher. Academic dishonesty may result in loss of Honor student classification.

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 Assistant Principal for Discipline 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 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 or pyrotechnics 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.

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 St. Thomas More Catholic High School 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 Assistant Principal for Discipline 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 Assistant Principal for Discipline. Failure to attend an assigned detention may result in suspension.

- Detentions will be held on Wednesdays 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 Assistant Principal for Discipline or the student subject to the disciplinary action may request this review. The Assistant Principal for Discipline will inform the student that this option exists. The student may choose to waive this option.

If such a review becomes necessary, the Assistant Principal for Discipline will call a disciplinary committee hearing. The disciplinary committee will consist of the Assistant Principal for Discipline, 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 St. Thomas More Catholic High School. 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 school-wide logo must appear on shirts, vests, sweaters, fleece jackets and girls' long pants.



St. Thomas More Catholic High School School-wide Logo

St. Thomas More Catholic High School 2021 – 2022 Uniform Requirements	
Boys	Girls
Boys Pants – Heather Grey Elderware <ul style="list-style-type: none"> Flat Front Pants Style #1358 Pleated Pants Style #1258MN School Apparel – A+ <ul style="list-style-type: none"> Flat Front Pants Style #7863M Pleated Pants Style #7088 	Girls Pants - Navy <i>STM logo must be patched 1" from bottom of waistband and located on right rear of pants between the center and side seams. The patch will be supplied and installed by the vendor.</i> Classroom Pants <ul style="list-style-type: none"> Style #51072Z School Apparel – A+ Pants <ul style="list-style-type: none"> Style #7896J Style #7102J
Boys Shirts – Navy or White Polo <ul style="list-style-type: none"> Short or long sleeve Jersey knit, pique or moisture-wicking 	Girls Shirts – Navy or White Polo <ul style="list-style-type: none"> Short or long sleeve Jersey knit, pique or moisture-wicking
	Girls Skirt - St. Thomas More maroon, navy, and gray plaid, stitched down box pleats. <i>Length - touching the top of the kneecap with tapering longer towards the back, if needed, to keep the hemline level while worn</i>
For questions please contact Anne Pitre, Director of Advancement or Denise Nero, Assistant Principal	

Girls' Additional Requirements

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.

Tights – Solid navy, white or grey tights may be worn in cold weather under shorts or skirts. ***Patterned, sweater, or lace tights may not be worn.***

Walking Shorts - St. Thomas More maroon, navy, and gray plaid cuffed uniform walking shorts, no shorter than six inches (6") above the floor in both the back and the front when kneeling.

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 Sider" is the required girls' casual shoe. The only athletic tennis shoe allowed is the white "Classic" Reebok. Shoelaces must be tied at all times. Saddle oxford spats are not allowed.

General Requirements for Girls - Blouse must be tucked into the skirt or shorts at all times. Hair accessories

(bows, ribbons, etc.) must be **navy, maroon or white**. Students may wear one set of earrings. Body piercing of any type is totally unacceptable. Tattoos that are visible at any time are not allowed.

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, excessive dyed or bleached hair are considered extreme and not permitted. Make up in moderation is allowed.

Boys' Additional Requirements

Undershirts - Only plain, white, short-sleeve undershirts may be worn.

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.

Shorts – Heather grey walking shorts of polyester fabric no shorter than six inches (6”) above the floor in both the back and the front when kneeling are permitted. The STM logo is not required.

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.

Shoes - The boys may wear brown leather 2 or 3 eyelet lace-up “Top Siders.” The only athletic tennis shoe allowed is the white “classic” Reebok. Shoelaces must be tied at all times.

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.

Grooming for Boys - Hair styles 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. Earlobes must be visible, and hair 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.

Boys' and Girls' Requirements

Jewelry - Multiple necklaces are not allowed. A student may wear one gold or one silver 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 Assistant Principal for Discipline 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 Athletic Jacket – The STM athletic letter jacket may be worn.

Failing to meet any uniform standard will result in the correction of the violation and one hour of after school detention.

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
- 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 sweater 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.

Free Dress Day Policy

The following guidelines govern free dress days:

- No spaghetti strap shirts, tube tops, crop tops or tank tops
- No leggings/jeggings or spandex of any kind
- No hats or hoodies.
- 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

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 may be worn only on Friday
- All other uniform requirements apply.
- Shirts must be tucked in at all times.

Uniforms may be purchased at:

- School Time - 1875 W. Pinhook Road
- Uniformity - 601D Kaliste Saloom Road
- Young Fashions School Uniforms - 2722 Kaliste Saloom Road
- Fashion World School Uniforms - 3607D Ambassador Caffery

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 suspensions for previous calendar year and 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

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 St. Thomas More Catholic High School students and their dates only.
3. St. Thomas More Catholic High School 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 St. Thomas More Catholic High School 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 sophomores 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 Assistant Principal for Discipline. 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 FORMAL / SEMI-FORMAL EVENTS (Including, but not limited to, Homecoming, Prom, Graduation Mass, Commissioning Mass, Spring Awards, Graduation Practice, 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.

Backless dresses are acceptable as long as it does 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 not be shorter than four inches above the knee. Side, front, and back slits in a dress/skirt may not be shorter than four inches above the knee.

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 be given a graduation gown to wear over their dress for the event.

MALE DRESS CODE:

Appropriate formal dresswear (Homecoming: suit with tie, Prom: Tuxedo or suit with tie)

**** 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****

STUDENT LIFE

Co-curricular activities are provided by St. Thomas More Catholic High School 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: Mr. 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: Mrs. Anne Pitre

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: Mrs. Hilary Faber

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

Moderator: Mr. Avery Guidry

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: Mrs. 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: Mrs. 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: Mrs. Kim Manuel (competition) and Ms. Sydni Haydell '16
Cougar Competition Coach: Kelsey Collins '09
Cougar Spirit Coach: Maranda Scopes '16

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: Mrs. 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
Moderators: Mrs. Laura Trahan
Coach: TBD

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: Mrs. Kim Manuel and Mrs. 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: Mr. 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: Mr. Marty Cannon '93

STM Fishing is a club at St. Thomas More Catholic High School 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: Mrs. 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: Mr. Avery Guidry

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.

History Club
Moderators: Mr. Doug Taylor, Mrs. Jill Ardoin and Mrs. Stephanie Goodrich

The History Club's main goal is to bring together students and teachers with a real passion for history, helping them learn from each other's ideas, experiences, and stories. Students will live history through guest speakers, historical activities, and field trips.

Home Ec
Moderator: Mrs. Hillary Faber

Membership in the St. Thomas More Home Ec Club is open to all students. Students are expected to maintain a 2.0 GPA. Students will learn a variety of Life Skills through projects and presentations.

Literary Rally Team
Moderator: Mrs. Ashley Noto '98

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: Mrs. 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: Mrs. 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: Mrs. Jennifer Landry '94

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: Mr. Aaron Breaux '05

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
Moderators: Mrs. Shawnessy Bloom and Ms. Robin Herrington

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: Mr. 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: Mr. Dan Duhon
Coaches and Mr. Damian Smith and Mr. Dan Duhon

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: Mrs. Vicky Smith

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: Mrs. Jennifer Landry '94
Coaches: Jenny Matthews '95 and Kelly Degraauw '09

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: Mrs. 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: Mrs. Jill Ardoin and Mrs. Melanie Lauer '96

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.

Table Tennis Club
Moderator: Matthew Thibodeaux

This club provides the opportunity for interested students to play table tennis in a competitive, yet stress-free environment. All are welcome regardless of your grade level, skill level or prior experience or lack thereof.

T.V. Productions Club
Moderators: Ms. Robin Herrington

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
Moderators: Ms. 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: Mrs. 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 same zone) is immediately eligible for Sub-Varsity & Varsity sports. An incoming freshman living outside the school zone is eligible **ONLY** 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 or participate in a Varsity contest.

*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

St. Thomas More Catholic High School 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 at The Grad Shoppe or Bell's Sporting Goods. 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: Mr. Gary Perkins

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: Mr. Danny Broussard
Head Girls Coach: Mr. Stephen Strojny '93

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: Mr. John Dupuis '85

Callouts for students wishing to be on the Bowling team will be in October when once a week bowling practices 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: Mr. Mark Miller

Head Girls Coach: Mr. Mark Miller

With varsity, junior varsity, and freshmen squads, the cross country team begins practice in early August. The season concludes with the state championship in November. The varsity boy and girl runners train for three-mile races, and junior varsity runners train for a two-mile race. 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: Mr. 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: Mr. Chad Massie

Consisting of 10-12 varsity players, the golf team participates in a split season. Matches are scheduled 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. Tryouts are scheduled early in the school year.

Lacrosse

Head Coach: Mr. Byrnes Tatford

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: Ms. 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: Mr. John Plumber

Head Girls Coach: Mr. Daniel Underwood

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: Mr. 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: Ms. Jennifer Sibille '01

Head Girls Coach: Ms. Jennifer Sibille '01

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: Mr. Ryan Frederick

Head Girls Coach: Mr. 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: Ms. 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: Mr. Marty Cannon

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	9:30
Homeroom	7:34 - 7:44				
1st Period	7:44 - 8:34	7:34 - 8:15	7:34 - 8:24	7:34 - 8:08	9:34 – 10:05
Mass		8:15 - 9:27			
2nd Period	8:39 - 9:29	9:32 - 10:13	8:29 - 9:16	8:13 - 8:47	10:10 – 10:45
3rd Period	9:34 - 10:24	10:18 – 10:59	9:21 - 10:08	8:52 - 9:26	10:50 – 11:25
4th Period	10:29 - 11:19	11:04 - 11:45	10:13 - 11:00	9:31 - 10:05	11:30 – 12:05
1st Lunch	11:19 - 11:49	11:45 - 12:15	11:00 - 11:30	10:05 - 10:35	12:05 – 12:35
1st Fifth Period	11:24 - 12:14	11:50 - 12:31	11:05 - 11:52	10:10 - 10:44	12:10 – 12:45
2nd Fifth Period	11:54 - 12:44	12:20 - 1:01	11:35 - 12:22	10:40 - 11:14	12:40 – 1:15
2nd Lunch	12:14 - 12:44	12:31 - 1:01	11:52 - 12:22	10:44 - 11:14	12:45 – 1:15
6th Period	12:49 - 1:39	1:06 - 1:47	12:27 - 1:14	11:19 - 11:53	1:20 – 1:55
7th Period	1:44 - 2:34	1:52 - 2:34	1:19 - 2:06	11:58 - 12:34	2:00 – 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
Counseling Services	Mrs. Nicole Strother '92	Counseling Center Coordinator	ext. 132
Curricular Information	Dr. Claire Masterson	Assistant Principal	ext. 130
Discipline Information	Mr. Marty Cannon '93	Assistant Principal	ext. 123
Facility Information	Mr. Corey Arceneaux	Director of Facility	ext. 141
Financial Information	Mrs. Mary Werther	Business Manager	ext. 125
General Information	Ms. Heidi Reed	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
Newsletter, Website & Social Media	Mrs. Michelle Curtis	Asst. Director Media and Communications	ext. 186
Parking Stickers	Mr. Marty Cannon '93	Assistant Principal	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	Ms. Robin Herrington	Help Desk Director	ext. 164
Technology (not tablets) Information	Mr. Chris Landreneau	Network Specialist	ext. 164