

# St. Frederick High School

Serving students in grades 7-12

## Parent/Student Handbook 2024-2025



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**“Warriors for Christ”**

St. Frederick High School (hereinafter referred to as SFHS)  
is a co-educational, college preparatory junior high and high school  
under the direction of the Diocese of Shreveport  
and approved by the Louisiana State Department of Education.

Celebrating 30 years of continuous accreditation by the  
Southern Association of Colleges and Schools (SACS),  
a division of AdvancED



Member of  
National Catholic Educational Association  
Louisiana High School Athletic Association

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## **LETTER FROM THE PRINCIPAL**

Dear Parents and Students,

It is my distinct privilege to welcome you to St. Frederick High School. I am honored to represent St. Frederick as the principal and to continue to promote our school's rich history and pride in all areas of the educational experience.

I am thankful for this opportunity to lead our students to be their very best. I am pleased to work with such wonderful faculty, staff, and students who care not only for one another but also for our school. I look forward to many years with our Warrior family.

Warriors for Christ, Warriors for Life!

God Bless each of you,

Dr. Carynn Wiggins, Principal

## **WARRIOR MISSION**

The mission of St. Frederick High School is to strengthen young minds for a brighter future by promoting high levels of academic achievement, servant leadership, and cultural awareness in a Catholic environment centered around Jesus Christ.

## **WARRIOR PHILOSOPHY**

The aim of education at St. Frederick High School centers on building community. We are striving to create a vibrant Catholic community of individuals who are working to attain their fullest potential--spiritual, social, intellectual, emotional, and physical.

### **In creating a Faith Community, SFHS strives to**

- Aid students in becoming well-balanced men and women who will permeate the world with the Word of God,
- Aid students in becoming Christian adults with sound moral values, and
- Support parents in their role as primary Christian educators.

### **In building a School Community, SFHS strives to**

- Emphasize developmental qualities of character, scholarship, leadership, and responsibility;
- Maintain a strong academic curriculum including current trends/needs in education;
- Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play through comprehensive athletic programs; and
- Provide multi-faceted extracurricular programs.

### **In building a Community of Service, SFHS strives to**

- Offer various extracurricular and co-curricular activities to broaden the social awareness and abilities of our students and
- Create a sense of responsibility to the school community, the church community, and the civic community.

# HISTORY

Rae Frederick Rinehart, Jr., the only child of Rae Frederick, Sr., and Laura Bres Breard Rinehart, attended St. Matthew's School in Monroe. He contracted typhoid fever while attending Ouachita Junior College and died on his seventeenth birthday, March 29, 1935. His death initiated the long process of the building of a new Catholic high school in Monroe.

**1864** St. Hyacinth Academy was founded.

**1927** St. Matthew School was built.

**1960** The grade school moved to Jesus the Good Shepherd School. The location of St. Matthew's was unsuitable for any growth and modernization, making the prospect of a new Catholic high school appealing to the students of St. Matthew's and area Catholics.

**1960** Mrs. Rinehart donated a ten-acre tract of land on Louisville Avenue to the Diocese of Alexandria for the purpose of establishing a new Catholic high school in her son's memory. This site was sold by the Diocese, and the proceeds were used to purchase the present site on which the school was built.

**1964** St. Frederick High School was built. Mrs. Rinehart's only request was that the new high school be named in memory of her son. Later, in her will, she left the provisions for a convent, Laurel Hall: library, St.

Raphael's; and a chapel.

The Daughters of the Cross, a religious community from Shreveport, moved from St. Matthew's and operated St. Frederick for a few years. After Vatican II their numbers dropped, and the new school was in danger of being closed.

**1960s** At the height of the Civil Rights movement, a decision was made to close the High School division of Little Flower Academy, the African-American Catholic School in Monroe, and encourage its students to attend St. Frederick. Considering the time in which this consolidation occurred, the Franciscan sisters chose to do what was morally right in the face of some opposition.

The Franciscan Sisters of Our Lady of Perpetual Help, which staffed Little Flower, agreed to serve as staff at St. Frederick High School. The transition was difficult for those students, but the result was an integrated Catholic education true to the Church's teachings.

**1965-Present** St. Frederick Catholic High School dedication occurred. SFHS has served young people, both Catholic and non-Catholic, in Northeast Louisiana.

**1974** The convent was built.

**1975** Money was raised by St. Matthew's, and the Monsignor Marsh Gymnasium was constructed.

**1984** On December 7, the band room was dedicated.

**1990** The field house opened. In May, classrooms were added to the gym.

**1995** Classrooms were added to the field house. **1997** Built in honor of Mrs. Rinehart's parents, the Chapel of Saints Mary and Daniel was completed in the spring.

**2002** Added grades 7 & 8. Major renovations to the campus included the remodeling of the band room into the school library and refurbishing of the chemistry lab.

**2006** The Bud Highfill Memorial Softball Field was dedicated.

**2011** Addition of Middle School Center, Warrior Canteen, and various other projects, including athletic upgrades, all through the efforts of our Warrior Community.

**2012** Former convent converted into the Breard Alumni Center.

**2013** The Grove added to the Commons Area and the Chapel renovated.

## **PRINCIPALS**

Monsignor Warren T. Larroque served as principal from 1965-1972 and was succeeded by Sister Janette Daigle, 1972-1974 co-principal, 1974-1975, Sister Laurice Cassa, co-principal, 1974-1975, principal, 1975-1977; Sister Clarice Faltus, 1977-1987; Sister Therese Marie Wiczorek, 1987-1990; Sister Marlene Geppert, 1990- 1996; Mr. David DeRousse, president, and Mr. James Grady Jones, principal, 1996-1999; Mr. William Simon, 1999-2001; Reverend Timothy Hurd, chancellor, and Mr. William Ragan, principal, 2001-2002; Mr. Alan Powers, 2002-2004; Mr. Anthony Guirlando, 2004-2005; Mr. Paul Kielwasser (Interim Principal), 2005; and Mrs. Jennifer Malone, 2005-2010; Lisa Patrick 2010-2012, president 2012-2014; Guy Farber 2012-2015; Dr. Robert Webber, 2015-2017; Blair David, 2017-2018; Dr. Carynn Wiggins, 2018-present

## **SUPPORT**

Franciscan Sisters of Our Lady of Perpetual Help who served the school from 1967-2004 included Sr. Cheryl Kemner, OSF; Sr. Janice Alfody, OSF; Sr. Kathleen Lander, OSF; Sr. Marilyn Smolinski, OSF; Sr. Renita Brummer, OSF; Sr. Rose Marie Przybylowicz, OSF; Sr. Stephanie Marie Kondik, OSF; Sr. Therese Flerlage, OSF; and Sr. Angelita Laws, OSF. Sr. Catherine Marie Luu, FMSR, also served the school as a Daughter of Our Lady of the Holy Rosary.

**At the end of this document are three forms that MUST be signed and returned to the school: The Acknowledgement and Concurrence Form, The Integrated Pest Management Student Verification Form and the Honor Pledge.**

## **BUILDING HOURS**

The school building opens at **7:30 a.m.**, and the front office opens at **7:45 a.m.** All students must leave the building at **3:30 p.m.** unless supervised by a teacher or coach. An early duty teacher is available for students arriving on campus between **7:30 a.m. and 8:00 a.m.** There will be a teacher on afternoon duty and students must be picked up by **3:30 p.m.** A student who remains on campus after 3:30 p.m. and does not report to the front office or leaves the front office without permission is subject to disciplinary action.

## **ATTENDANCE REQUIREMENTS**

No student shall accumulate more than a total of **TEN** absences during a **semester EXCUSED AND/OR UNEXCUSED\***, **as required by state law** (Louisiana Bulletin 741 for Nonpublic schools) to be eligible to receive any grade earned that semester.

Credit is awarded for each course when the student has met standards established by the school for academic achievement and regular attendance. Any student who misses any one class more than **TEN** times will not receive credit for that class.

On **ANY ABSENCE**, after reaching a total of **TEN**, the student and the parent will have to meet with the principal and provide a justifiable excuse for that absence. Students and parents can check in the student handbook to know what types of absences are considered justifiable. Attendance requirements shall be enforced on a class-by-class basis.

**LHSAA requires that all student athletes attend classes on game days.**

*\*Exceptions to the attendance policy can be made only in the event of extended personal illness, verified by a physician, or at the discretion of the principal (Louisiana Bulletin 741 for Nonpublic schools).*

## **ABSENCES**

**Excused Absences** An excused absence is one in which the student is absent for a legitimate reason as determined by the following list or by the Principal. All excused absences are counted as part of the student's attendance record, except when approved by the administration. The student is allowed to make up any and all work missed during his/her absence, IF EXCUSED. If unexcused, the student may not make-up for full credit.

Students shall be considered **excused** from school for the following reasons:

1. Personal illness (with physician's verification). (Note: Personal illness: despite the 10 days of absence, a student will be allowed to make up any work missed or tests missed if the student brings a note signed by the parent or guardian explaining the absence. A phone number where parents or guardians can be reached will be necessary.) Physician's excuses must be submitted **within 48 hours.**
2. Death in the family.
3. Serious illness in the family (with documented verification).
4. Recognized religious holidays of the student's own faith.
5. Legal appointments.



6. DMV and passport office appointments.
7. **College Visits** In order to prevent student absences from school, students and their parents should begin early in making college plans and campus visitation. Students should try to plan college visits for times when SFHS is not in session. Junior and Senior students will be allowed two days only for college visitation. It is recommended that these visits take place before the fourth nine-week grading period. SFHS must receive advance notice of the visit, and the student must return with written verification from the college visited in order to not count the absence against him/her. Students are responsible for any missed work.
8. **Educational Absences** 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.
9. **Field Trips** Participation in field trips is a privilege, not a right. A signed parent permission form is required for a student to attend an off-campus field trip taken by student groups. Students are expected to follow the directions of the adults who have been designated as sponsor(s) and chaperone(s) for the activity and to adhere to all school rules while on field trips. **A student who has been suspended or who has received multiple disciplinary violations may lose field trip privileges.** If a student has prepaid any fees for a field trip and is then suspended, no money will be refunded. The permission form must be submitted or faxed by the deadline set or the student will not be allowed to attend.

When a student is absent for non-disciplinary reasons, he/she is responsible for obtaining and completing all assignments and making up all tests on the date specified by the teacher. If this is not done, the student receives a grade of zero for the assignments. When absent, the student or parent should email his/her teachers to request assignments. **All excuses must be submitted upon the student's return within 48 hours of absence.**

#### **Unexcused Absences**

1. Students may be unexcused for any absence other than those listed above.
2. Students may be unexcused from school to work on any job including agriculture and domestic service, even in their own homes or for their own parents or tutors.
3. Any unexplained, unexcused, or illegal absence or habitual tardiness shall be reported to the Truancy Office when necessary.
4. **Suspensions** – Students missing school as a result of any suspension (including In-School Suspension) shall be counted as absent but will be allowed to earn up to 75% credit for student work and/or tests missed due to an out of school suspension. Work and tests must be completed the first day back from suspension.

#### **Extenuating Circumstances**

The only exception to the attendance regulation shall be delineated extenuating circumstances that are verified by the principal including the following:

1. Extended personal, physical, or emotional illness as verified by a physician.
2. Extended hospital stay as verified by a physician.
3. Extended recuperation from an accident as verified by a physician.
4. Extended contagious disease within a family as verified by a physician.
5. Prior school system approved travel for education.
6. Death in the family.
7. Natural catastrophe and/or disaster.
8. **Extended Absence**— A student absent for an extended period must present a doctor's certificate before the student will be readmitted to class. Before being readmitted to school, a student who has been absent 6 days or more in a semester will be required to meet with the Administration.

### **Checking Out During the School Day**

- ❖ Any off-campus appointments for students (with doctors, dentists, etc.) should be scheduled for times outside of school hours, if possible.
- ❖ Any student who becomes ill during the school day must **REPORT TO THE SCHOOL OFFICE TO SIGN OUT.**
- ❖ Attendance at Mass is a requirement for spiritual formation, which is a critical part of St. Frederick education. Parents are strongly urged to support this mission by not scheduling appointments during Mass or otherwise allowing students to miss Mass.
- ❖ Parents or guardians must check out children personally. Email is not acceptable.
- ❖ St. Frederick is a closed campus. No students may check out for lunch.
- ❖ ANY checkouts will count towards accumulated absences (not more than TEN per semester, according to state guidelines).

**NOTE: A FORGED OR ALTERED DOCTOR'S EXCUSE WILL RESULT IN DISCIPLINARY ACTION.**

## **CAFETERIA**

ID cards are required to purchase lunch during the week. DO NOT LOSE YOUR ID. If the ID card is lost, a replacement must be purchased for \$10.00. Lunch is served by Aramark. If you order a meal, you are responsible for paying for that meal, regardless of whether or not you eat.

- All outside lunches must be in a lunch box/bag or brown paper
- If a student wants something other than what is being served, then he/she may bring lunch to school. The monthly menu is available on our app.
- Fun Food Friday meals are ordered through [www.sfwarriors.revtrak.net](http://www.sfwarriors.revtrak.net).

## **CLASS SIZE POLICY**

Limited class size – ideally 18-22 *not to exceed* 25 students per class section. If the student number exceeds the recommended number of students, then a new section may be added.

## **ACADEMIC LEVELS**

SFHS places its students into leveled academic courses based upon each student's overall academic achievement as reflected by current standardized test scores, previous year's grades earned, and/or teacher recommendation (see course descriptions for prerequisites). A student's academic level in any course can be changed in the first few weeks of school if the teacher, counselor, and principal determine that he/she has been placed incorrectly and the change can be accomplished according to the master schedule. SFHS offers standard high school diploma level courses as well as three levels of college preparatory academic courses, Honors, Advanced Placement or collegiate (Dual Enrollment). High school credit courses in the Core Four courses are eligible for Honors credit.

### **Honors (H)**

Honors course work is college preparatory in nature. Honors students are expected to pursue studies in great depth and/or at an accelerated pace. They are required to complete more outside work and projects than other students, and they are exposed to a large amount of tasks which involve using higher order thinking skills. Honors credits will each receive an additional 1.0 quality point which will affect students' Weighted Grade Point Average (WGPA).

### Criteria for enrollment in an Honors Class

The student must meet three of the four following criteria:

- 85% in subject area on approved Standardized test.
- Overall GPA (preceding year) 3.0
- Subject area grade (preceding year) 80% in honors class.
- Teacher recommendation Requirements to remain in Honors

Each student will be evaluated at the end of the school year and must meet criteria stated above.

### Advanced Placement (AP)

All Advanced Placement courses offered at SFHS follow strict guidelines and are taught by qualified AP instructors. Advanced Placement classes **add 1 quality point** to the final Weighted Grade Point Average.

### Collegiate (Dual Enrollment)

Dual Enrollment (DE) classes are taken on SFHS campus but receive dual credit through SFHS and the participating university. Please note the following requirements, according to the [Louisiana Board of Regents](#):

- At least a 2.5 overall GPA
- 19 ACT Composite
- 18 ACT English
- 19 ACT Math

According to the Louisiana Board of Regents, “College courses offered for dual enrollment credit should be differentiated from regular high school courses in content and performance expectations.”

As such, each course credit **adds 1 quality point** to the final Weighted Grade Point Average.

- Each online semester-length course is counted as ½ credit and is weighted accordingly.
- Students are allowed to take only **one on-line class per semester** with prior approval by administration.
- Any dual enrollment course offered on campus cannot be taken on-line or as a collegiate course.
- Students are responsible for ordering transcripts from the participating universities following graduation.

Only classes registered for through SFHS, listed and approved by the school administration (your "*Academic Plan*") will be used to calculate a student's weighted GPA for purposes of Senior Class Honors. No classes taken outside of the regular eight-hour school day will count toward a student's weighted GPA for Senior Class Honors.

### Scheduling Courses for Middle School Students

The curriculum for Middle School students is prescribed. Students are placed into the appropriate academic courses, and electives are assigned by the administration. Eighth graders take Physical Science, Spanish I, and Algebra I for high school credit.

## **AWARDS**

The following awards are presented at the end of each school year by grade level to 9-12 high school classes. Pope John Paul II Award for Excellence in Religion, St. Vincent de Paul Service Award, St. Cecelia Award for Excellence in Music, St. Genesius of Rome Award for Excellence in Drama, St. Francis of Assisi Award for Excellence in Science, St. Thomas More Award for Excellence in Social Studies, St. Thomas Aquinas Award for Excellence in Math, St. Paul Award for Excellence in Language Arts, St. Sebastian Award for Excellence in Physical Education, St. Joseph Award for Excellence in Art, St. Clare Award for Excellence in Technology, and Our Lady of Guadalupe Award for Excellence in Spanish.

# SENIOR CLASS HONORS & CALCULATION

SFHS celebrates the academic achievements of our seniors within the premise that ALL students, regardless of their social or economic status, deserve an unbiased opportunity for success and recognition of their accomplishments. The requirements for Senior Class Honors of Valedictorian(s) and Salutatorian(s), Top Ten Honors, and Honor Diplomas are based upon performance measures offered to all SFHS students. Only classes registered for through SFHS, listed and approved by the school administration (your "Academic Plan") will be used to calculate a student's weighted GPA for purposes of Senior Class Honors. Students are encouraged to take classes outside of regular school hours, however; no classes taken outside of the regular eight- hour school day will count toward a student's weighted GPA for Senior Class Honors.

**A student's UNWEIGHTED grade point average (GPA) will be calculated based upon the letter grade received in all classes taken during their high school career. Quality points are assigned to letter grades as follows:**

## Unweighted

A	90-100	4 quality pts
B	80-89	3 quality pts
C	70-79	2 quality pts
D	65-69	1 quality pts
F	0-64	0 quality pts

A student's WEIGHTED cumulative (GPA) will be influenced by both the number of Honors, DE, and/or AP courses recorded on his/her transcript and the grades he/she earns in those courses. The total number of high school credits (Honors, DE/AP and non-leveled) earned by a student could also have an effect on a student's cumulative weighted grade point average. Honors, Dual Enrollment and AP classes each add 1 quality point per credit to the final GPA.

## Honors Diploma

To earn an Honors Diploma students must take at least 14 honors courses and earn at least a 3.5 unweighted GPA on their high school transcript.

## Valedictorian and Salutatorian

To qualify as the **Valedictorian**, a student must have attended SFHS for their last 8 semesters, must have earned at least 14 Honors (and/or DE/AP) credits, following the Honor Diploma Curriculum, as well as having an UNWEIGHTED 4.0 cumulative GPA. Once it is established which of these student(s) meet these criteria, the Valedictorian is determined by the highest weighted GPA *to the fourth point behind the decimal*. In the event of a tie, more than one student may be determined to be Valedictorian.

To qualify as the **Salutatorian**, a student must have attended SFHS for three years, must have earned at least 14 Honors (and/or DE/AP) credits, following the Honor Diploma Curriculum, as well as having an UNWEIGHTED 4.0 cumulative GPA. Once it is established which student(s) meet these criteria, the Salutatorian is determined by the highest weighted GPA *to the fourth point behind the decimal point*. In the event of a tie, more than one student may be determined to be Salutatorian.

## Top Ten Honors

The top ten graduating seniors are determined by the students' final WEIGHTED cumulative grade point average *to the fourth place behind the decimal point*.

**SFHS does not report CLASS RANK on student transcripts or to postsecondary institutions; as such, ALL students graduating SFHS with a cumulative UNWEIGHTED 4.0 GPA, may request that "Valedictorian" status be reported to postsecondary institutions or scholarship entities for admissions or financial aid purposes.**

## COLLEGE CREDIT IN HIGH SCHOOL

Academically qualified students may take university courses for college and/or high school credit. Participation in the college credit program is arranged through the counseling office. **Students must obtain permission from the principal for a course to count for high school credit. College courses taken off campus during the school year may not be substituted for courses taught at St. Frederick High School.** These courses chosen must not conflict with times for courses at St. Frederick High School.

### Advanced Placement (AP) Courses

Advanced Placement courses are accelerated courses specifically designed for the highly motivated, academically gifted student. College credit may be earned through an Advanced Placement examination taken at the end of the course. Universities determine credit for AP courses.

### Dual Enrollment

Dual Enrollment courses are offered at St. Frederick High School and are taught by teachers who gain approval from universities such as ULM and Louisiana Tech. These courses vary from year to year. These courses offer both college and high school credit at the same time and are taken on our campus. Students enrolled in a dual enrollment course who choose not to enroll with the university will still receive the extra quality point added to their grade.

### ULM Early Start and Collegiate Programs

This program provides outstanding high school students the opportunity to earn university credit before high school graduation by attending ULM during the summer, fall, or spring semesters after the completion of their freshman year. Students must meet ULM's entrance requirements, available at <https://www.ulm.edu/collegiateprogram/> and have the approval of the principal.

## COLLEGE INFORMATION

### Test Scores & College Admissions

The counseling staff recommends that students begin taking college admissions tests--the ACT and/or SAT--no later than the spring of their *sophomore* year. Results of these tests NOT ONLY determine admission to colleges, placement into certain courses, and eligibility for scholarships, but they also provide valuable information about a student's academic strengths and weaknesses, interest areas, and career choices.

### Scholarships and Financial Aid

Information on scholarships and other financial aid sources is available from the counseling office.

## TOPS Program

Louisiana's Tuition Opportunity Program for Students (TOPS) is a scholarship program in which four awards are given: TOPS Opportunity Award, TOPS Performance Award, TOPS Honors Award, and TOPS Tech Award.

All of the TOPS awards have minimum academic requirements which must be met in order to qualify initially, including core GPA, ACT composite scores, and fulfillment of a specified college preparatory core curriculum while in high school. The application process for these awards begins with filing the Free Application for Federal Student Aid (FAFSA) and by indicating plans to attend a Louisiana postsecondary education institution. Complete information is available in the Counseling Office, or at [www.osfa.state.la.us](http://www.osfa.state.la.us).

### **University Admissions Requirements**

Students applying to all four-year Louisiana public universities are required to meet stringent minimum admissions standards. All students must complete the Regents high school curriculum (currently the TOPS core curriculum) and meet certain GPA, ACT, or rank requirements while being limited in the number of remedial courses they are allowed to take. Students and parents should access more complete information on these standards by visiting the Regents website at [www.regents.state.la.us](http://www.regents.state.la.us) or by visiting the individual schools' websites. Please make an appointment with the school counselor to decide on the best plan of action for your individual situation.

## **COUNSELING**

The purpose of the St. Frederick counselor is to help each student in his/her social, educational, vocational, and personal development. Conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary. A counselor will notify a student's parent if the counselor feels that the child is in danger. If a counselor feels that the student needs regular mental health counseling, the counselor will make a referral to the parent for outside counseling.

## **EXAMS—Midterms & Finals**

- All students take a midterm and a final exam.
- The semester exam counts as 20% of the semester average.
- **Seniors** are exempt from the final exam in each course in which he/she has maintained a minimum "A" average.
- All exams will be taken according to the schedule provided.
- All missed exams will be taken during make-up exam times, unless approved by the instructor.
- Dual Enrollment courses may require a Midterm and Final.

## **GRADES**

### **Semester Grades**

The semester grade is calculated as follows: The two nine-weeks grades account for 80% of the semester grade; the semester exam accounts for 20% of the semester grade. Grades can be checked on Plus Portals.

### **Final Grades**

The final grade in each full-year course is determined by averaging the first and second semester grades. If the course is a one semester course, the semester grade will become the final grade.

### **Incomplete Grades**

Any grade reported on a nine-week, semester, or final grade report or transcripts as an Incomplete, or "I", will be converted to an "F" two weeks after the grade report is published, unless an exception is made by the administration.

**Grades will not be released if tuition and fees are owed.**

## **GRADUATION REQUIREMENTS**

To graduate from SFHS, students must earn the state required Carnegie units of high school credit AND must meet St. Frederick High School Graduation Requirements. Students must complete four

years of high school studies in order to graduate. All seniors must be enrolled in and successfully complete English, Religion, Math, Science and Social Studies classes, unless an exception is made due to extenuating circumstances. Seniors who intend to receive credit for correspondence courses taken during their senior year must complete the course(s) by the date established with the student's counselor and the principal, or by April.

Exceptions are made only under extreme circumstances as approved by the principal. All students, including seniors, must schedule the equivalent of eight courses per year. Course progressions for high school credit are as follows:

**7<sup>th</sup> grade** –English, Pre-Algebra, Life Science, American History, Religion, Spanish 7, Design/Art (semester each), PE

**8<sup>th</sup> graders** –English, Algebra I, Physical Science, Louisiana History, Religion, Spanish I, Design/Art (semester each), PE

**9<sup>th</sup> graders** — English I, Biology I, Geometry, World Geography, Religion I, Spanish II, PE, 1 elective

**10<sup>th</sup> graders** —English II, Chemistry I, Algebra II, Civics, Religion II, PE II, 2 electives

**11<sup>th</sup> graders** — English III, Science, Math, American History, Religion III, 3 Electives

**12<sup>th</sup> graders** — English IV, Science, Math, Social Studies, Religion IV, 3 Electives

## RETENTION

### Failure of Courses

If a student fails up to two units of credit at the end of the regular school session, he/she is required to make up the needed unit(s) in summer school. That student is placed on probation for the first nine weeks of the following year.

- A high school student who does not remedy failures is not allowed to continue at St. Frederick High School. Exceptions are considered only in the case of non-availability of courses in summer school or at the discretion of the principal.
- A student who fails **MORE THAN** two units of credit in a school year is not allowed to return to St. Frederick the following school year, regardless of whether or not those courses are made up in summer school.
- If a student has failed any semester of religion, it must be made up as decided upon by the administration and the religion department.

### Overcoming Semester Failures

If a student fails one semester of a full-year course, he/she may earn full credit for the course if the other semester average is high enough to bring the final grade for the course to at least 65%. If a student receives below 65% for the final average in any full-year course, the student must make up the semester(s) failed in summer school, or in another manner as decided upon by the administration, to earn credit for the course.

### Seniors

A senior who has not earned the credits necessary to graduate will not participate in Commencement. Attendance at Senior Awards Ceremony, Baccalaureate Mass and at Commencement is expected of all graduates as part of completion of graduation requirements. All obligations to the school must be cleared in order for a diploma to be conferred. This could include finances, athletic uniforms, textbooks, service hours, academic requirements, etc.

**Seniors must pass all required courses before graduation.**

# REPORT CARDS

## Report Cards

Report cards are issued four times a year. Each division of the school year is referred to as a quarter. The first two quarters comprise the first semester; the third and fourth quarters make up the second semester.

Report cards will be accessible electronically every grading period to students and parents. This will be sent electronically to the email address on file with TADS. Additionally, the final report card will be printed and mailed to the residence. Report cards notify parents of their child's progress.

**GRADES WILL NOT BE RELEASED AND REPORT CARDS AND/OR TRANSCRIPTS WILL NOT BE ISSUED TO STUDENTS WHO OWE FINES AND/OR FEES.**

# SCHEDULE CHANGES

Prior to class schedules being completed, students will or should have had ample time to consider which classes will meet their interests and needs. Therefore, class schedule changes will not be necessary except in extreme circumstances. For example, the failure of a student to pass a prerequisite subject or the passing of a scheduled subject in summer school would be considered valid reasons to change a student's schedule. Simply wanting to be in a different teacher's class, on a different lunch shift, or in a class with a friend are examples of what would not be considered valid reasons for a schedule change.

All schedule changes must go through the counselor. When a student receives his/her completed schedule change, he/she should follow that schedule immediately and get signatures from teachers on the schedule change form. The last teacher to sign is to submit that form to the counselor. In compliance with Louisiana state attendance laws, any necessary course changes must be completed within the first 10 days of each new semester. There are no course changes after the tenth day except in extreme cases as determined by the principal.

**NOTE: CLASSES YOU DROP MUST BE SIGNED BY THE TEACHER BEFORE YOU CAN ATTEND THE ADDED CLASS.**

# SPECIAL NEEDS (ISN—Individual Student Needs)

If a student has diagnosed learning difficulties, it is the responsibility of the parent to provide the school Counselor with appropriate medical documentation. The school Counselor will work with the parents, student, and teachers to develop appropriate accommodations according to federal guidelines. SFHS seeks to comply with 504 accommodations but does not provide special education services outside of the scope of a college preparatory educational institution. Please refer to our [MYP Inclusion Policy](#) for further details.



# TESTING

## 7th and 8th GRADE TESTS

### TERRA NOVA

Terra Nova assesses student readiness in English, math, reading, science, and writing.

## 10th and 11th GRADE TESTS

### PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test)

This is a reasoning and general aptitude test which allows students to practice for the SAT and to prepare to enter the National Merit Scholarship competition as juniors.

## 9th - 12th GRADE TEST

### Pre-ACT (9th) and ACT

This is the principal college entrance exam for most in-state and many out-of-state colleges. SFHS offers the district ACT test, on campus, during school hours, two times annually. This test is offered to all Seniors and Juniors in the fall, and Sophomores are admitted in the spring. April testing is strongly recommended for all juniors. The student is responsible for registering by mail, e-mail, or phone.

### Advanced Placement Examinations

Students enrolled in Advanced Placement courses at SFHS and through the Louisiana Virtual School are eligible to take an AP exam. Many students earn college credit through qualifying AP Exam scores. College credit is determined by the university the student is planning to attend.

# TRAVEL

Students signing up for school-sponsored trips, whether domestic or international, must have a minimum 2.5 unweighted GPA and be in good standing with the school. Contact Joni Dollar for more information: [jdollar@stfrederickhigh.org](mailto:jdollar@stfrederickhigh.org).

**Participation in school trips is a privilege, not a right.** A signed parent permission form is required for a student to attend an off-campus trip taken by student groups. Students are expected to follow the directions of the adults who have been designated as sponsor(s) and chaperone(s) for the activity and to adhere to all school rules while on field trips. **A student who has been suspended or who has received multiple disciplinary violations may lose field trip privileges.** If a student has prepaid any fees for a field trip and is then suspended, no money will be refunded. The permission form must be submitted or faxed by the deadline set or the student will not be allowed to attend.

**Students wishing to participate in spring class trips must be registered for the following school year.**

# ACCEPTABLE USE POLICY

Because computers and Internet access are provided at St. Frederick High School as an educational resource, the following procedures and guidelines are used to help ensure appropriate, considerate, ethical, and responsible use of all technology at St. Frederick High School. All users should be aware that the inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to prosecution. We *require* that all students abide by the following rules for acceptable user behavior.

1. **Acceptable Use** The use of an assigned account must be in support of educational goals and objectives of St. Frederick High School. Students are not allowed to access email accounts other than those assigned by the teacher.
2. **Network Etiquette** The teacher or the System Administrator may scrutinize communication on the Internet. Each Internet user is expected to abide by school policies when communicating online.
3. **The Following Behaviors are NOT Permitted:**
  - a. Sending or displaying ANY offensive messages or pictures;
  - b. Encrypting of any files;
  - c. Using obscene language;
  - d. Harassing, insulting, or attacking others;
  - e. Damaging computers, computer systems, or computer networks;
  - f. Trespassing in another person's folders, work or files;
  - g. Wasting limited resources, including the use of "chain letters" and messages broadcasted to mailing lists or individuals;
  - h. Employing the computer for commercial purposes;
  - i. Revealing the personal address or phone number of any other person;
  - j. Changing the default settings (desktop settings, screen saver, etc.) on the computer;
  - k. Installing ANY unauthorized or unlicensed software on school/school board computers;
  - l. Installing ANY unauthorized or unlicensed school/school board software on personal/home computers;
  - m. Using ANY unauthorized media;
  - n. Engaging in any illegal activities, "hacking", or attempts to otherwise compromise system security.
  - o. Posting anything that could be considered derogatory (via any means, including social media) to St. Frederick Catholic High School, its administration, its teachers or its staff.

#### 4. **Inappropriate Use**

Inappropriate use of the computer and Internet access may result in the temporary or permanent cancellation of that privilege. As with any other serious violation of school or district rules and regulations, consequences of violations include the possibility of suspension or expulsion from school. Should a student violate this policy, he/she may lose computer and Internet access privileges. Users agree to report any misuse of electronic information.

## **CELL PHONE POLICY**

State law prohibits student cell phone use at school. Phones are available in the office for student use during school hours, and parents may call to leave messages for their children.

**Cell phones must be put away during the day.** Phones should not be in pockets or purses; phones should be placed in backpacks or lockers during the school day. If a student needs to communicate with a parent or guardian, he/she can receive permission from their teacher to go to the office.

Inappropriate usage including, but not limited to, inappropriate pictures or texting with sexual references, will result in disciplinary action. For disciplinary actions associated with violations of this policy, refer to “DISCIPLINE.”

## **ADMISSIONS**

St. Frederick High School is a co-educational, diocesan Catholic high school serving students in grades 7-12. Admission is open to students who wish to pursue their high school studies in a safe, caring learning environment and who meet admissions standards. St. Frederick High School admits qualified students to its programs. It does not discriminate on the basis of sex, race, color, national or ethnic origin, or disability, if with reasonable accommodation; the applicant can meet the program requirements.

Based upon God-given individual worth, every applicant to St. Frederick High School deserves serious consideration as a potential recipient of the school's best efforts toward a holistic Christian education. However, the school's physical plant, faculty, program of studies, and counseling resources are essentially limited to a prescribed number of students. Thus, St. Frederick staff strives to select students who have the ability to complete our program successfully.

Admissions information is evaluated to determine if the student is prepared to meet the school's academic and disciplinary standards. A student who has been expelled from another school, has not met the academic requirements of the former school, or is deemed by the St. Frederick administration to have a history of serious academic or behavior problems, will not be admitted.

### **Parent Cooperation**

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

### **Records Required for Admission**

Copies of the following vital records are required at the time of registration: birth certificate; social security card; up-to-date immunization record; and, if the student is Catholic, a copy of the Baptismal certificate (or other sacramental certificate which shows entry into the Catholic faith). Students entering from non-feeder schools also must have copies of their elementary or high school record, recent standardized test results, and current grades. Incoming freshmen are required to present proof of completion of eighth grade.

For a student to participate in extracurricular activities, sports, and/or run for any club office for the coming school year, he/she must submit the required registration forms with required accompanying records and fees at the time of spring registration before tryouts, practice, summer workouts or training, or other activities begin.

### **Transfer Student Admission**

Students wishing to transfer from any state-approved school or home school must complete an admissions application, attach the indicated educational records, and schedule an admissions interview. The following information is evaluated to make an admissions decision: placement/admissions test (when indicated), the admissions interview, school transcript, record of current grades, recent standardized test scores, and recommendations from the previous school (when necessary).

### **Transfer Student Probationary Status**

All transfer students are considered probationary students up to the end of the first 9 weeks of attendance. During this time, grades, attendance, and discipline are monitored, and at the end the student's status as a St. Frederick High School student is reevaluated.

At any time during the probationary period, the student may be asked to withdraw if a determination is made that the student's needs cannot be met in the school program. The probationary period may be extended past one nine-week period at the discretion of the principal.

### **Readmission of Students**

If a student is asked to leave St. Frederick High School for academic or disciplinary reasons, he/she will not be readmitted for the next school year. Readmission after that point is contingent upon one or more of the following, as determined by the principal: the completion of an admissions interview, examination of academic and disciplinary records, referral from the sending school, and determination of space available, as defined by the principal. If the student leaves for other reasons, readmission is contingent upon available space, as defined by the principal, at the time the student wishes to be readmitted to St. Frederick. If space is available, then the admissions criteria and procedures apply.

## **WITHDRAWALS**

The parent of a student who leaves SFHS to attend another school must notify SFHS & sign a withdrawal form before the student can register at another school. The parent must also pay any balance on the student's tuition and/or lunch accounts, & the student must return all textbooks and library books. **The withdrawn student's records are not forwarded to his/her new school until all financial obligations to SFHS have been settled.**

## **RECORDS**

### **Access to Records**

St. Frederick High School abides by the provisions of the 1975 Buckley Amendment, or Family Educational Rights and Privacy Act (FERPA), which gives parents rights to view school records. The following records are kept in a student's official file: Academic records/transcripts, academic testing, health records, discipline records, and database and emergency information. Parents who wish to view their student's records should make a request in writing with 24 hours' notice.

### **Transfer of Records**

In the event of a student transfer to another school, St. Frederick High School will comply with the request by sending only copies of the contents of the official file. Other records, including disciplinary records and Individual Student Needs (ISN) Program records, will be sent upon request by the parent. **Records will not be forwarded until all financial obligations to SFHS has been settled.**

### **Custody and Student Records**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school provides the non-custodial parent access to the academic records and to other school-related information regarding the student. If there is a court order specifying that no information is to be given, **it is the responsibility of the custodial parent to provide the school with a copy of the court order. Divorced parents and never-married parents must provide the school with a court-certified copy of the custody section of the divorce decree or other custody documents to assist school staff in determining the circumstances of release of information to a non-custodial parent.**

### **Release of Records to Former Students and Graduates**

Once a student reaches the age of majority (18 years of age), the student alone has access to his records and is the only person who may give permission for them to be released. St. Frederick graduates may request release of their records by contacting the school in writing. They may be asked to provide identification before records are released. If an unpaid balance is due on the student's account, records are withheld until the financial obligation is settled. A minimum turnaround time of two working days is required on all records requests from former students and graduates.

Transcript request forms may be found on the [school's website](#).

## **FINANCIAL OBLIGATIONS**

### **Tuition and Other Fees**

Tuition is charged for each student who attends St. Frederick High School. Tuition amounts and other fee information are included in the student registration packet. All registration and tuition is paid through TADS, unless prior arrangements were approved by the principal.

### **Tuition Assistance**

For information on Tuition Assistance and application deadlines, go to <http://stfrederickhigh.org/tuition-assistance/>.

### **Registration**

Only students whose financial obligations to the school are current may register for the upcoming school year. Students who have not been completed for registration for the upcoming school year **MAY NOT PARTICIPATE** in any school-sponsored summer extracurricular activities, including cheerleading and athletics. Complete registration includes payment of all fees and completion of all required forms.

### **Registration Fee Prior March 31**

Due to budgetary considerations, contractual obligations and scheduling restrictions, enrollment figures must be confirmed as soon as possible. Consequently, students are advised to register on designated dates; we cannot guarantee enrollment at a later date if one fails to do so. As an incentive, an **"Early Bird Discount"** of \$150.00 per student will be given to all students registering prior to March 31. After March 31, the regular registration fee will apply.

### **Textbooks**

The cost of most textbooks is included in the tuition and registration fee. Some courses may require a workbook or other ancillary texts, and a fee may be assessed to the student. Teachers are responsible for distribution, collection, and assessment of the condition of textbooks. Students are responsible for all books assigned to them. If a book is lost or stolen, the student is required to pay for it, regardless of the circumstances of its disappearance. A student who turns in a book that is deemed by the teacher to be damaged is required to make full payment to replace the text.

### **Non-Payment of Tuition and/or Fees**

If a student's fees and/or tuition are not paid up to date, he/she may not be allowed to take nine-week or semester exams until financial obligations are settled. Additionally, the school does not issue student records, transcripts, report cards, or letters of recommendation for such students until the balance due on the account is paid. Students may also be prevented from participating in athletics, extracurricular activities, graduation or other ceremonies if the principal determines that they have outstanding financial obligations. The student may also be prevented from registering for the following school year. If a student's tuition account becomes 61 days or more in arrears, the student may be asked to leave St. Frederick High School until payment arrangements have been made. If the Administration determines that a family has a history of delinquent tuition payments, they may be required to comply with one or more of the following: submit tuition payments in a 10-month or fewer payment plan, with the final payment due in April; and/or submit tuition payment via ACH draft from a checking or savings account, and/or pay all tuition in full before the school year begins.

## **REFUND POLICIES**

In the event of withdrawal of a student after the registration fees have been paid and before the end of the school year, the following regulations apply:

- **Athletic/Club fees** Non-refundable.
- **Book/workbook fees** Non-refundable if the book/workbook has been ordered and cannot be resold to another student.
- **Registration Fee, PTO fee** Non-refundable, except in cases when the family's reason for withdrawal is moving out of the attendance area as determined by the principal and the student withdraws before the school year begins.
- **Tuition** Non-refundable.

## **CAMPUS BOUNDARIES**

St. Frederick High School maintains a closed campus. The school campus includes all athletic fields, practice fields, school buildings, adjacent grounds, and the Saul Adler lots. Students are strictly prohibited from leaving campus once they have arrived at school. During school hours, no student is permitted to be in the area in front of the school, in the parking areas (including Saul Adler parking lot), or at the east end of the building.

A student who must enter one of these areas during the school day must do so with a staff member. A student who is in an unauthorized area of the school, either during school hours or before or after school, is subject to disciplinary action.

Students are permitted in the administration area when called for, when ill, or when keeping an appointment with an administrator. Students being picked up by a parent may wait in the main lobby.

## **EXTRA CURRICULAR ACTIVITIES**

All clubs and organizations on the school campus must be approved by the administration and must have a faculty sponsor. Extra-curricular activities are viewed as an extension of the school day. All rules governing regular school day activities apply to all extra-curricular activities on and off campus.

# ATHLETICS

## LHSAA Eligibility Requirements

The State Board of Elementary and Secondary Education has mandated that any student participating in high school athletics *must maintain a 2.0 grade point average* per semester and pass at least five subjects that count toward that student's graduation. Failure to meet this standard results in academic ineligibility for the following semester.

## Sport Letter Requirements

- **Baseball (boys)** Average of two innings per game
- **Basketball (boys/girls)** Average of 2 quarters per game
- **Cross Country (boys/girls) State Meet** Participation & other meets
- **Football (boys)** Competing in 16 quarters
- **Golf (boys/girls)** Participation in regional tournament
- **Tennis (boys/girls)** Participation in regional tournament
- **Track and Field (boys/girls)** Average of 4 pts per meet
- **Soccer (boys/girls)** According to LHSAA guidelines
- **Softball (girls)** Average of two innings per game
- **Equestrian Club (boys/girls)** 100 riding hours and participation in 3 sanctioned events per school year.

# OTHER EXTRACURRICULAR PROGRAMS

Extracurricular programs are offered in the following:

- Cheerleading (middle school and high school)
  - Drum Line (middle school and high school)
  - Showstoppers Dance Line (middle school and high school)
- The constitutions of these programs dictate eligibility requirements.

# ORGANIZATIONS AND CLUBS

Warrior Ambassadors  
Art Club  
Blue Crew  
Book Club  
Chess Club  
Culinary Club  
eSports  
Future Business Leaders of America (FBLA)  
Fellowship of Christian Students (FCS)  
Horticulture  
National Honor Society – Junior High and High School  
National Spanish Honor Society – Junior High and High School  
PAWS Club  
Photography Club  
Quizbowl  
Robotics  
Saint Vincent de Paul  
Spanish Club – Junior High and High School  
Student Council

**NOTE: CLUBS, SPORTS, OR OTHER ACTIVITIES CAN BE AMENDED AS DEEMED NECESSARY AT THE DISCRETION OF THE SFHS ADMINISTRATION**

## **COMMUNICATION**

### **Communication with Teachers, Staff and Administration**

If a parent wishes to contact a teacher or other staff member, the parent should first email that employee. If the email is not returned within two school days, notify the main office. Parents are encouraged to schedule an appointment with the staff member at a time convenient to both parties. Teachers or other staff members who wish to contact parents will use database contact information to contact parents at their home, work or cell numbers, or e-mail addresses. Parents who wish to contact the administration should first email them or call the front office to schedule an appointment.

### **Personal Contact Information for Staff Members**

Personal contact information for staff members is not published by the school. However, staff members have the option of releasing their personal information at their discretion. If a teacher or staff member is able to accept calls at home or on his/her cell phone from parents, the teacher will provide that contact information.

### **Voice mail**

The SFHS phone system is equipped with voice mail for the main office and other offices; however, teachers do not have access to voicemail.

### **E-mail Accounts**

Teachers can be contacted via their school email accounts. Visit [www.stfrederickhigh.org](http://www.stfrederickhigh.org) for a listing of teacher e-mail addresses. The school has a webmail filter, so parents should be prepared to respond to a bounce-back email verification message allowing the parent's email to be transmitted to the staff member.

## **COMMUNICATION TO PARENTS AND STUDENTS**

### **Google Classroom**

Each student is given a classroom code for each of their academic courses. This is the primary means of communicating assignments and test schedules. Parents may access their students' accounts, but all work must be completed by the students, as noted in our [Academic Integrity Policy](#).

### **Parent Portal and Teacher Gradebook Plus**

All parents and students have an established account. Setup information is communicated to all parents within the first week of school. To receive setup information, contact the school office. Parents and students should check weekly for updates. This is the primary means of communicating grade progress.

### **School App**

All parents and students should download and regularly check the school's app. All announcements and schedules are posted and updated frequently.

### **Warrior World**

Warrior World, a listing of events for the coming week, is posted on the school app every weekend.



### **Website**

The school website, [www.stfrederickhigh.org](http://www.stfrederickhigh.org), is the most comprehensive source of information regarding school events.

### **Complaints and the Principle of Subsidiarity**

In keeping with the Catholic Church's principle of subsidiarity, persons with concerns should seek resolution of the problem at the level of the issue whenever possible. Persons with concerns about a teacher should first attempt to address the concern with the teacher. If the attempt to resolve the concern fails, the parent should contact the office to schedule an appointment with the principal.

### **Confidentiality**

Teachers and staff will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher or staff concerns regarding their student.

### **Messages**

Only parents may phone the school to leave emergency messages for students. Except for extremely urgent cases, no student is called from class.

## **UNIFORMS AND DRESS CODE**

Students are expected to be well-groomed and neatly dressed. The uniform should be worn properly at all times during the school day. Uniform infractions will result in a disciplinary action.

### **Vendors:**

- Lands' End (school code #900183062) at [www.landsend.com](http://www.landsend.com)
- Tommy Hilfiger (school code STFR11) at [www.globalschoolwear.com](http://www.globalschoolwear.com)
- Mid-South Medical, 3209 Breard St. in Monroe (behind the main Post Office on Hwy 165).
- All monogramming must be done by Lands' End® or Mid South Medical.

### **Mass Attire:**

- ALL students must wear a navy blazer on Mass days.
- Hoodies are not allowed on Mass Days.

### **PE Uniforms:**

- School-issued P.E. uniforms must be worn for all P.E. classes, including weights.
- P.E. uniforms can be purchased through the school.

### **Girls Uniform Policy and Guidelines**

Every day female students should abide by the following as well as the uniform dress policy outlined in the charts below:

- Girls Hair is to be kept neat, clean, and combed. No extreme hairstyles or colors or dyes.
- Piercings are limited to the EAR LOBE only.
- No hats or caps are to be worn by students on campus during school hours, including hoods.
- Simple, school appropriate jewelry may be worn, provided any medallions are representative of Catholic Christian values and beliefs.

Tops	<ul style="list-style-type: none"> <li>• Shirts Must be tucked In at all times</li> <li>• Black Polo Shirt with SF Logo, long or short sleeved any day except Mass Days or when Mass attire is requested.</li> <li>• White Oxford Button Down with SF Logo–long or short sleeve for Mass Day but can be worn everyday</li> <li>• Navy Blazer to be worn on Mass Days or when Mass attire is requested.</li> <li>• Undergarments must be free of writing and solid white in color. No Hats may be worn at any time during the school day.</li> </ul>
Bottoms	<ul style="list-style-type: none"> <li>• Clear Plaid Box Pleat Skirt (Style #473437) -- hem length should be 2 inches below fingertips.</li> <li>• Clear Plaid Box Skort (Style #458605) – Khaki shorts ARE NOT ALLOWED</li> <li>• Plaid Skirt or Skort are only options for girls.</li> </ul>
Outerwear	<ul style="list-style-type: none"> <li>• School issued outerwear (SFHS Letterman Jacket, team sweatshirts/jackets)</li> <li>• Outerwear purchased through official spirit store</li> </ul>
Shoes	<p>Mass Day Shoe Guidelines</p> <ul style="list-style-type: none"> <li>• Black, brown, or cordovan leather or canvas loafers.</li> <li>• Topsiders must be brown or tan only.</li> <li>• NO TENNIS SHOES of any type</li> </ul> <p>Regular Day Shoe Guidelines</p> <ul style="list-style-type: none"> <li>• In addition to Mass Day shoes, tennis shoes may be worn on regular days but must be in good repair.</li> <li>• Tennis shoes are to be subtle in color.</li> <li>• Sandals, slippers, and flip flops are NOT allowed at any time.</li> </ul> <p>Socks and Tights</p> <ul style="list-style-type: none"> <li>• Socks or tights must be worn at all times.</li> <li>• Socks must be solid black or white.</li> <li>• Tights must be navy, black, or gray. Patterns and stripes are NOT allowed.</li> <li>• No yoga type pants are allowed.</li> </ul>

### Boys Uniform Policy and Guidelines

Every day male students should abide by the following as well as the uniform dress policy outlined in the charts below:

- Hair is to be kept neat, clean, and combed. The length must not extend beyond the top of the collar, nor fall below the eyebrows. Exaggerated styles, color, dyes, or excessive use of gels or sprays, are not permitted.
- All male students must be clean shaven. Hair and sideburns shall not extend beyond the mid-ear level.
- Male students are not to wear earrings to school or school functions.
- No hats or caps are to be worn by students on campus during school hours, including hoods.
- All boys must purchase their school approved Mass tie from the school office.
- Collars must be buttoned with ties pulled tight.
- NO JEANS of any type are allowed except on spirit shirt & jeans days

Tops	<ul style="list-style-type: none"> <li>● Shirts Must be tucked in at all times</li> <li>● Black Polo Shirt with SF Logo, long or short sleeved any day except Mass Days or when Mass attire is requested.</li> <li>● White Oxford Button Down with SF Logo—long or short sleeve for Mass Day but can be worn everyday</li> <li>● Navy Blazer to be worn on Mass Days or when Mass attire is requested.</li> <li>● Tie with SF Logo worn every Mass Day or when Mass attire is requested for all grades.</li> <li>● Undergarments must be free of writing and solid white in color. No Hats may be worn at any time during the school day.</li> </ul>
Bottoms	<ul style="list-style-type: none"> <li>● Plain front Chino Shorts in Khaki can be worn everyday except Mass Day. No cargo shorts, fishing shorts or equivalent are allowed.</li> <li>● Plain front Chino Pants in Khaki must be worn on Mass Day or when Mass attire is requested. NO JEANS.</li> <li>● Solid black or brown Belt or SF Logo Belt must be worn at all times.</li> </ul>
Outerwear	<ul style="list-style-type: none"> <li>● School issued outerwear (SFHS Letterman Jacket, team sweatshirts/jackets)</li> <li>● Outerwear purchased through official spirit store</li> </ul>
Shoes	<p>Mass Day Shoe Guidelines</p> <ul style="list-style-type: none"> <li>● Black, brown, or cordovan leather or canvas loafers.</li> <li>● Topsiders must be brown or tan only.</li> <li>● Boots may be worn but must be clean and in good repair.</li> <li>● NO TENNIS SHOES of any type</li> </ul> <p>Regular Day Shoe Guidelines</p> <ul style="list-style-type: none"> <li>● In addition to Mass Day shoes, tennis shoes may be worn on regular days but must be in good repair.</li> <li>● Tennis shoes are to be subtle in color.</li> <li>● Sandals, slippers, and flip flops are NOT allowed at any time.</li> <li>● Socks must be worn at all times and must be solid black or white.</li> </ul>

**Spirit Shirt & Jeans Day**

On days designated as Spirit Shirt Days (typically every Friday), students must observe the following:

- Full-length or capri length jeans, free of tears, rips, or holes.
- Long- or short-sleeved T-shirt, polo shirt, or other shirt embroidered or printed with school logo or purchased for a SFHS event (prom, Junior High Olympics, etc.) may be worn.
- SFHS clothing with school logo and colors, (e.g., hoodies, jackets, t-shirts, etc.) sold by SFHS organizations, may be worn.
- Uniform dress, casual, or athletic shoes are acceptable. Sandals, slippers or house-shoes are NOT acceptable.
- Regular or Mass uniform is also acceptable.

# HONOR CODE

The pursuit of knowledge is the goal of the SFHS and responsibility of each individual student. The faculty endeavors to guide the academic growth, while the parents and greater community provide support. To maintain this focus on learning and the tradition of academic excellence at SFHS, the students, faculty, parents and community must stand in unison demonstrating high regard for learning and the personal academic integrity required for intellectual growth. See our [MYP Academic Integrity Policy](#) for more specifics.

This culture of learning can only flourish when built upon a solid foundation of personal and academic integrity, made up of honesty, trust, fairness, respect, and responsibility. Parents and students will be asked to sign the pledge at the end of the handbook and turn it in to the school.

## **Examples of Honor Code Violations**

The following examples are provided to clarify for students, teachers, and the school community, actions that are considered violations of the honor code. This is not meant to be an exhaustive list. These are simply some examples of common infractions.

- Copying homework from a classmate
- Seeking an unfair advantage by asking fellow students, “What is on the test?”
- Chronic absenteeism on day of the quiz/test
- Cheating on tests through various forms such as looking at someone else’s paper or using unauthorized sources
- Plagiarism

## **Proactive Measures to Ensure Academic Integrity at SFHS**

SFHS will be proactive in sustaining a culture of learning and promoting academic integrity. The following are actions which are intended to educate the school community about the Honor Code.

Also listed are actions to be taken by specific groups to demonstrate their responsibility in supporting the Honor Code.

- SFHS will include a review of the SFHS Academic Honor Code during the 7<sup>th</sup> grade and 9<sup>th</sup> grade year and new student orientation at the start of each school year.
- The Academic Honor Code will be posted on the school’s website, included in the Student Handbook, and in other official school documents.
- The Honor Code will be reviewed at the beginning of each new marking period during the school year.
- Students and parents will sign the Pledge at the start of each school year.
- Teachers will consider the demands on student time and only assign the homework necessary to meet the lessons’ objectives.
- Students, with parental guidance, will make careful course selections so as to not have an exceedingly heavy course load and/or excessive co-curricular commitments.
- Parents will support their child’s learning by emphasizing the value of academic integrity.

## **Consequence of Honor Code Infractions**

Students who engage in any form of academic dishonesty will be subject to sanctions. Each incident will be reviewed by the teacher and an administrator (assistant principal and/or department supervisor). A score of “0” may be the result on any test, project, paper, or assignment in which a student violates the honor code.

## DISCIPLINE

<ul style="list-style-type: none"> <li>• A total of 3 suspensions in one year for any reason can result in expulsion</li> <li>• If a student is out of uniform, unshaved or is otherwise out of uniform, they may be asked to shave or change at school and be removed from class or sent home until they do so.</li> </ul>						
	Description	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Minor Offenses (per semester)	Disobedience, Disrespect, Disturbing class, Hair too long, Profanity, Restricted Area, Damaging School property, Misbehavior during Mass, Uniform violation, Parking violation, No classroom materials/non-participation/sleeping, Failure to complete punishment work, any other “minor” offense, food/drink in the hallway/classroom	1 hour detention	2 hours detention	3 hours detention	4 hours detention	Suspension / Expulsion
Major Offenses (per year)	Possessing Alcohol & Tobacco on campus, Fighting, Vandalism, Bullying, Forgery, Skipping class, Threatening, Major damage to school property, Unsafe operation of vehicle, Major disrespect to staff or faculty member (throwing things at the teacher, swearing at teacher, refusal to follow commands of teacher, taking things from teacher’s desk), any other “serious” offense	3 hours Detention/ Suspension/ Expulsion	Suspension/ Expulsion			
	Weapon Use or Possession	Expulsion				
Cell Phone Electronic Device  (per semester)	<b>CELL PHONES ARE NOT ALLOWED.</b> Improper use of phones, laptops, tablets, recording devices of any kind, etc.	Loss of device until end of following school day	1 hour detention & loss of device until end of second school day	1 day suspension & loss of device until end of third school day	Same as 3rd	Same as 3rd
Cheating/ Plagiarism*  (per incident)	Cheating on a test, plagiarizing a paper or project, Allowing someone to cheat off of you, getting answers from the internet, etc.  *See our <a href="#">MYP Academic Integrity Policy</a> for definitions and examples.	Zero on work	Zero on work & 1 day suspension	Zero on work & Suspension/ Expulsion	Expulsion	

Tardies (per 9 weeks)	Being late for school or class- Students will be punished for every tardy after their 3rd tardy.	- Every tardy after #3 will result in one hour of detention
ID'S	You are required to have your ID on your person at all times. Phone may not be used in place of ID.	- One hour of detention for the first offense, 2 hours detentions for the second offense, and ISS for the third offense.

**Helpful Rule Reminders- It is against the rules to...**

- To be unshaved, for boys to have hair in their eyes or on their collar, to take off your mass uniform or open collars on mass day
- To eat/drink anything but water in the hallway or classroom
- To use a phone, tablet, laptop or any other electronic device during class unless it is for a school assignment
- To wear a hat (including hood) on school campus at any time unless you are currently participating in a sport.

**HARASSMENT, INTIMIDATION, CYBER BULLYING, AND BULLYING**

St. Frederick High School directs students, school board employees and school volunteers to report any incidents of harassment, intimidation, or bullying of a student by another student. For purposes of this policy, the terms **“harassment”**, **“intimidation”** or **“bullying”** shall mean any intentional gesture or written, verbal or physical act that:

1. Under these circumstances, a reasonable person should know the effects of harming a student, threatening his/her life, placing a student in reasonable fear of harm to his/her person or damaging his/her property; and
2. Is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

SFHS will not tolerate any harassment, intimidation or bullying of students on school property, while riding on a school bus, or while going to or returning from school. A school administrator shall investigate any reported incident of harassment, intimidation or bullying. Should the investigation determine that an incident has occurred; the students involved shall be disciplined in accordance with this policy. The disciplinary action may include a conference with the student(s) involved; a conference with parents/guardians; a warning; or in more serious cases, the student(s) may be suspended/expelled from school. In serious cases, it will be the administration’s discretion to involve law enforcement. Legal Reference: Louisiana R.S. 17:416.13

Harassment, intimidation or bullying may include, but is not limited to: verbal jokes, innuendo, propositions, threats, non-verbal gestures, touching, assault, or the display of pictures or other visual material. This includes cyber bullying. Cyber bullying encompasses any of the already prohibited actions such as bullying, discrimination, harassment, intimidation-accomplished through electronic means.

**Detention**

For more serious classroom offenses and for infractions outside the classroom, detention will be assigned. The school reserves the right to detain students after school hours as a result of inappropriate behavior or other violations of the behavior policy. Five days served in detention is considered to be a problem. Parents will be notified. A student may be suspended after five days served in detention and will be placed on probation. After the sixth detention, in a 9 week period, the student may serve suspension. The teachers will provide work for the student to complete during that time period.

The Dean of Discipline will set the punishment, dates, and times of these detentions. The student may face probable dismissal if his/her behavior does not improve.

### **Suspension**

A student may be suspended for serious misconduct or repeated occurrences of less serious behavior. Suspension places the student in jeopardy of being dismissed from St. Frederick High School. A suspended student is not allowed to attend classes or any school related activities. The student must make up the assignments missed during the suspension time. If all work is not completed, the student shall receive a “0” for all work missed. The Administration will inform the parents of any action taken regarding their child.

### **Expulsion/Dismissal**

Dismissal requires that the student withdraw immediately from SFHS. The following procedure may be used in the case of a student subject to possible dismissal:

- The parents will be called in for a conference.
- The Administration will review the information and recommendations concerning the case. The Administration may establish a committee of faculty members to serve as a Discipline Board to make recommendations in disciplinary cases. The decision of the Principal is final.
- The Administration will meet with the student and parents and recommend or not recommend expulsion/dismissal

The school, as a courtesy, will attempt to contact the parent listed as “Parent 1” in the school records when a student accumulates detentions and nears suspension. However, if the school is unable to make contact with a parent before six detention slips are earned, the student may serve the earned suspension as a consequence of those behaviors.

### **Code of Conduct**

All students need to live by the SFHS code both on and off campus.

**Living out the virtue of honor means treating all persons with great value and respect.  
Honor helps to build a healthy, strong community.**

A student's disciplinary record may be reported upon request to colleges and institutions seeking the information.

## **ASSEMBLIES & SCHOOL FUNCTIONS**

At all times students must conduct themselves appropriately and in a manner befitting a student of a Christian school: being sensitive to the needs of others, being cooperative with those in authority, and furthering the mission of SFHS.

Students are expected to attend all assemblies. If, for some very good reason, a student wishes not to attend such gatherings, he/she should report to the principal prior to the assembly. Parents are welcome to attend any Mass or pep rally.

## **OFF CAMPUS CONDUCT**

The student is a St. Frederick High School student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be subject to discipline by school officials.

## **PREGNANCY**

A primary purpose of Catholic education in the Diocese of Shreveport is to guide our students' growth in Christian values and moral conduct. The school's teaching stresses that the body is the temple of the Holy

Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving, permanent commitment. Premarital sexual activity is contrary to these values.

SFHS is concerned with respect for life as well as for the individual. Should a female student become pregnant, every possible measure will be taken to encourage counseling, health care, and direction to help the student make mature decisions in accordance with the directives of the Roman Catholic Church.

Any student who becomes pregnant, or any student father-to-be who affirms paternity, will be counseled in a sensitive and Christian manner on an individual basis:

- If the student is a second-semester senior, he/she will be allowed to complete the senior year in a home study setting. He/she will not be allowed to participate in any extracurricular school functions or graduation activities.
- If the student is a junior high student, an underclassman, or a first-semester senior, a conference will be held with the student, his/her parents, and the principal to determine the best alternate arrangements to insure completion of the student's education in another venue.

## **MARRIED STUDENTS**

In accordance with Diocesan policy, married students are not allowed to be enrolled at SFHS, due to the inherently mature nature of a marital relationship. This also includes unmarried students who have children. Students who become married while enrolled at St. Frederick will be asked to withdraw immediately.

## **SPIRITUAL LIFE**

### **Campus Ministry**

SFHS is proud of our holistic approach to assisting our students in reaching their fullest potential as leaders for tomorrow. Along with an excellent academic program, we provide opportunities for our students to develop their spirituality through an active campus ministry. Our campus ministry, respecting all faith communities, facilitates this individual growth and development with various activities including weekly all school mass, grade specific retreats, community service experiences, presentations by acclaimed international Christian speakers and authors. The ultimate goal of our campus ministry is to nurture our students to be living examples of the teachings of Jesus Christ today and every day!

### **Community Service**

The community service component of the religion program is a real-life religion lab. The love Christ has shown each of us can be best returned to Him when we love and care for our fellow human beings.

Seventh and eighth graders participate in a service project involving the entire class. The project varies from year to year as needs arise. High school students (grades 9-12) are required to earn five service hours per quarter. They are required to complete community service projects; various community agencies welcome our student involvement, including Habitat for Humanity, St. Joseph Nursing Home, The Society of St. Vincent de Paul, Lions Club, Med Camps, the WCA, Northeast Louisiana Food Bank, Northeast Louisiana Veterans Home, Ronald McDonald House, Our House, and the Dixie Diehards, among many others.

In addition to these opportunities, our students are encouraged to develop projects as a class or individually. The living out of the Corporal and Spiritual Works of Mercy will assist the student to truly internalize the spirit of the Jesus Christ in Matthew's gospel, when He stated, "when did you see me hungry and feed me, or naked and clothe me."

**All service hours must be approved by the religion department.**

### **Liturgies**

The community of St. Frederick celebrates the Eucharistic Liturgy (Mass) weekly. Periodically all-school liturgies are held to celebrate Holy Days of the Catholic Church and special occasions such as Homecoming or the end of school. Celebrating Mass together is one way that our school builds community. All students and faculty, whether Catholic or not, attend. All students are welcome to participate by joining in the prayers, singing, listening, and responding reverently; and serving as lectors, music ministers, gift bearers, and cross bearers or assisting in planning the celebration. Catholic students age 16 or above, who have been confirmed,



may be selected to be commissioned as Eucharistic Ministers.

### **Other Prayer Experiences**

Because the school believes in its mission to assist students in developing a relationship with Jesus Christ, students have many opportunities for prayer, reflection, and reconciliation. The Chapel of Saints Mary and Daniel is open at all times of the school day. Area priests visit campus periodically for penance services, allowing all students the opportunity to receive the sacrament of reconciliation. The student body also participates in prayer services. Parents, grandparents and other SFHS supporters are also provided opportunities to pray for our students, faculty, staff, and administration. Examples of these prayer times include, the *Prayer Warrior Rosary Group* which meets weekly to pray the rosary, in the Adoration Chapel located with the Chapel of Saints Mary and Daniel, as well as the monthly *Eucharistic Adoration* that takes place during the school year on the first Friday of each month. Eucharistic Adoration takes place in the Adoration Chapel located within the Chapel of Saints Mary and Daniel.

### **Religion Curriculum**

The religion department curriculum includes traditional Biblical studies, surveys of modern ethical problems, and Catholic philosophy for daily living. For complete descriptions of these courses, refer to the Curriculum Guide. In addition, the environment of St. Frederick provides a religious atmosphere as a basis for all its curricular and co-curricular activities.

## **DRUGS and ALCOHOL**

St. Frederick High School maintains a "zero tolerance, no use" policy as to the consumption, possession, and distribution of alcohol, narcotics, hallucinogenic drugs and other intoxicants. The goal of this policy is to assure with certainty that all members of the school community are free from the harmful effects of the above substances. As well, this policy contemplates that the Louisiana Criminal Code expressly prohibits the consumption and possession of alcohol by any individual who is under 21 years of age and the consumption, possession, and distribution of any controlled substance by any individual who is physically subject to the jurisdiction of the State.

### **The school reserves the right to require random drug screens of its student body.**

During the course of the school year, students may be selected randomly to be tested for the presence of a variety of illegal substances which include cocaine, marijuana, opiates, methamphetamines, PCP, and ecstasy. The administration may also choose students to be tested if they believe the student shows reasonable suspicion that he/she might be under the influence of a controlled substance. The drug screen reveals drug use within the preceding 90 days. Results of the drug screen, whether positive or negative, are confidential. To test for illegal substances, a facilitator collects hair from several locations on the student's head. Arm, leg, and male chest hair are also appropriate for testing. A student who has removed all hair appropriate for testing purposes is subject to urine testing. Samples are submitted to Psyche medics, who reports negative results to the principal within 24 hours. The principal notifies parents of students who receive negative results by letter. Students who test negative are subject to an additional random test at a later date during the school year. All initial positive results are confirmed, and the results are reported to the principal within three days. Upon receiving a confirmed positive test result, the principal notifies the student's parent/guardian by phone, and then meets with the student and parent/guardian, along with the student's counselor, if requested, to discuss the student's options. The parent/guardian may choose to have the student retested or acquire the services of a Medical Review Officer at their own expense. The principal provides the student and parent/guardian with a list of available substance abuse treatment and/or counseling services available in the community. The responsibility to utilize these services rests with the student and the parent/guardian. The student is retested 100 calendar days from the meeting at the parent's expense.

A student is dismissed from St. Frederick High School if he/she refuses to be tested/retested, tampers with test results, falsifies records, and attempts to make financial profit from the test, tests positive on the retest, or tests positive for two consecutive school years.

### **A second positive test will result in an expulsion.**

## **DRUG AND WEAPON FREE ZONE**

The St. Frederick High School campus and the adjacent area, including student parking, are a drug and weapon-free zone. Specific federal and state laws as well as school policies apply to violations in this zone. The use of the word "drug" also includes alcohol.

## **GAMBLING**

With the exception of school-authorized raffles, no forms of gambling or games of chance are allowed on campus.

## **INAPPROPRIATE OBJECTS OR MATERIALS**

### **Medication**

The use of or possession of any medication while a student is on campus is not permitted. The school is not permitted to give a student even simple medication without the express written permission of one of the student's parent or physician(s). Once all provisions have been met, the student may obtain the prescribed dosage at the office. All medications are to be turned in to the front office in clearly labeled packaging prior to the start of the school day.

### **Other Prohibited Objects**

Fireworks, water balloons, water guns, stink bombs and similar objects that serve no purpose at school must not be brought onto campus (including parking lots) or at the Athletic Complex. Bringing such objects onto the campus could result in corrective action including suspension or dismissal.

### **Tobacco**

Smoking or the use of smokeless tobacco by a student is strictly prohibited at all times on school property and areas immediately adjacent to the school. Use of any tobacco product is prohibited at all school related functions. Anyone violating this regulation is subject to suspension or dismissal. This includes the use of e-cigarettes.

### **Weapons**

A weapon is defined as any instrument that is used or may be used to cause bodily harm. No student is permitted to possess any type of weapon while on the school grounds or at any school related function. Anyone violating this regulation is subject to suspension or dismissal. Law enforcement may be called if a weapon is found.

## **SEARCHES**

Certain substances and objects are considered harmful, dangerous or otherwise inappropriate for students to possess on campus. Such materials, which are subject to confiscation, include but are not limited to the following: Tobacco, weapons, and medication. If the school has reason to believe that a student is carrying illegal substances, the school reserves the right to search both persons and belongings, including but not limited to vehicles, electronic devices, email accounts, lockers, book bags, purses, wallets, or other enclosures in order to confirm or deny possession of any questionable materials. These searches can occur at all school functions, both on and off-campus. The school administration reserves the right to obtain a drug screen from an independent testing source in cases of probable cause. Probable cause is defined as, but not limited to the following:

- Repeated absences, or
- Inappropriate conduct or radically impaired academic performance, or smell of illegal substance or alcohol on student, or
- Other evidence deemed sufficient by the Administration.

## **SCHOOL DANCES**

### **Behavior**

Faculty and chaperones reserve the right to remove students from the dance floor if the dancing is deemed inappropriate.

### **Guidelines**

Fundraising for the prom is required of each junior and his/her parents. Prom is expensive and cannot be held unless all juniors participate, and funds are complete prior to prom. During school sponsored dances St. Frederick students are subject to disciplinary action for violating the regulations. Such action could result in suspension or dismissal from school. Prom will be held at a selected location on a date to be determined by the prom committee and approved by the administration.

All students and guests attending dances sponsored by SFHS must abide by the following stipulations:

- Dances will be between the hours of 8:00 p.m. and 11:00 p.m. (unless otherwise stated). Students attending must arrive no later than 9:00 p.m. to be admitted and must remain until 10:30 p.m., unless prior arrangements have been made with the administration. The school assumes no responsibility for any student or guest once he/she leaves the premises.
- Students may bring one guest (males to bring female date/females to bring male dates) to the dance. Each student and each student's guest must sign in and out when arriving and leaving. Only SFHS students and their dates will be admitted. Non-SFHS dates must be registered and approved by the administration. All students and guests must adhere to school policies. SFHS students are responsible for the actions of their dates. Non-student forms are in the office.
- No freshmen or sophomore from any school will be admitted to prom unless he/she has a date with a SFHS Junior or Senior. No Junior High students are allowed.
- The SFHS facility may not be used to plan pre- and post-dance, non-school-related activities.
- All students and guests are expected to conduct themselves in a manner becoming young ladies and gentlemen. Inappropriate dancing is prohibited.
- Food and drink may not be allowed into the building. No smoking is allowed.
- No alcoholic beverages of any type are allowed. All students and guests are required to submit to an alcohol test. Any student or guest who refuses to submit will not be allowed to remain on the premises, and the parents may be called. Students and their dates that arrive at the prom under the apparent influence of alcohol or drugs, in possession of, or smelling of alcohol, will not be admitted. Further disciplinary action will be applied to those students as well as to any student whose alcohol test indicates the presence of alcohol or 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.
- The use of hotel/motel rooms prior to or following dances is not permitted for SFHS students.
- We strongly urge and encourage parents to work cooperatively with other SFHS parents to provide appropriate entertainment for the students prior to and following dances. We also strongly urge parents to prohibit the use of alcoholic beverages at such pre- and post-dance activities.
- Chaperones will be on duty during dances and will include members of the SFHS faculty.

## **PUBLIC DISPLAY OF AFFECTION**

Public display of affection on campus will not be allowed. AS THE OLD SAYING GOES "THERE'S A TIME AND PLACE FOR EVERYTHING," AND THE HIGH SCHOOL CAMPUS IS NOT THE PLACE FOR DISPLAY OF AFFECTION. The policy you will follow at St. Frederick High School will strictly be a "Keep your hands to yourself" policy. If this policy is not followed, disciplinary action will be taken.

## **EMERGENCY DRILLS**

Fire, tornado, and other evacuation drills are held throughout the school year. Remember the following basic rules:

1. Check the posted instructions in each classroom indicating how to leave the building in

- case of a drill or actual emergency.
2. Walk. No talking. Move quickly and quietly to designated areas.

## **FACULTY BREAK ROOM & RESTROOMS**

The faculty break room and restrooms provided for teachers are to be used only by faculty members. These areas are off limits to students at all times (during the school day or after school hours when students are participating in extracurricular events and/or practicing). Faculty members are not to provide soft drinks or food articles from the vending machines to students.

## **FUNDRAISING**

All fundraising projects must be approved by the principal.

## **LOCKERS**

- Each student will be assigned a locker and a lock.
- Periodic inspections will be made by the faculty and administrators to see that the lockers are kept neat and orderly.
- You are to use the locker assigned to you. Please keep locker visits to a minimum.
- There should be no sharing of lockers.
- Students will be issued a school provided lock which will need to remain on their school locker. Students are expected to turn in their lock before taking final exams. Replacement cost is \$10.00.

## **LOST & FOUND**

Students who have lost or misplaced personal items or school materials should check with the office. You must provide verification that the item belongs to you. All unclaimed items will be given to charity at the end of each 9 week period.

## **LIBRARY/MEDIA CENTER**

- The library will be open from 7:45 a.m. – 3:15pm.
- The library is a place for quiet study, research, or recreational reading.
- All books except reference books and those on reserve may be checked out for two weeks and renewed for two additional weeks.
- Reference books, magazines, and vertical file materials may not be checked out.
- Any library material taken from the library must be checked out at the desk. Failure in this regard is a serious offense.
- Each student is responsible for any books he/she withdraws from the library. Any book lost or damaged beyond reasonable wear and tear must be paid for by the student.
- Only school-related materials may be photocopied/printed on the library copier/printer for a fee.
- Use of the library is not a right; it is a privilege, and it must be used in the proper manner.
- Any class needing to use the library must coordinate with Mrs. Colvin.

Library policies regarding behavior are the same as the school policies for behavior outlined in

this handbook. Appropriate behavior and respect for the rights of others to use the library media center for quiet study, research, and reading is expected at all times, including during the posted before and/or after school hours. Examples of inappropriate behavior which may lead to removal from the library and/or disciplinary action include but are not limited to: room disruption due to excessive noise level, destructive behavior, profanity and/or vulgarity, eating and drinking, and general disregard for library rules and/or responsibilities.

**Any person who cannot conform to these rules may be barred from the library.**

All materials checked out by students are due 14 school days from the day they are checked out. The fine for overdue books is \$.10 per day per item. Removal of bar codes will result in a \$1.00 fine. All lost books must be paid for in full. Students are notified through their homeroom teachers of overdue books and fines. Books must be returned and fines paid before a report card is issued to the student.

## **PARKING**

A student who drives to school must comply strictly with provisions of the Parking Regulations.

**LOITERING IN CARS OR IN THE PARKING AREAS IS STRICTLY PROHIBITED.**

Violations of parking regulations or the careless operation of a vehicle may result in the temporary or permanent suspension of a student's driving privileges to school and parking privileges at school.

**PARKING AT SFHS IS A PRIVILEGE GRANTED TO THE SCHOOL BY THE SURROUNDING BUSINESSES IN THE COMMUNITY.** It is imperative that the students obey all parking regulations and that they enter and exit all parking lots in a safe and courteous manner.

### **Student Drivers, Parking and Parking Safety**

All students who drive to school are to use the parking lots provided. Student drivers must register their vehicles with the school, receive a parking permit, and display their permit appropriately on their vehicle.

Seniors are allowed to park in the football parking lot in a designated area. Seniors may park in their slots acquired from Parking Lottery. Underclassmen park in the lot behind the football stadium.

To retain the privilege of parking in any of these lots, student drivers must observe the following guidelines: Park within the lines. Refrain from double-parking, parking in designated handicapped spaces, blocking other students in their spaces, or blocking any entrance or exit to the lots. Do not park vehicles on the street, in the cafeteria lot (unless a permit has been purchased at a school event), on the grass, or in front of the main school building.

- Move into the building and do not remain in or near cars upon arriving on campus.
- Loitering & reckless operation of vehicles are not allowed.
- SFHS is not responsible for items left in vehicles on the property.
- All state and local laws will be followed.
- Safety measures in school and in the parking lot should be exercised at all times.
- Students should observe the 15 MPH speed limit, which is the speed regulation for all school zones.

## **POLICY COMPLIANCE**

### **Addressing Individual Student Needs**

St. Frederick High School provides for the identification, evaluation and accommodation of individual student needs as necessary. Following the Louisiana Catholic Schools guidelines, St. Frederick has established procedures for screening identified students for disabilities and determining minor adjustments in the learning environment. Inquiries should be made to the Individual Student Needs Coordinator.

### **Cancellation of School Day**

In case of general emergency in which school may be called off due to dangerous weather or other circumstances, SFHS will follow the directive of the Superintendent of the Diocese of Shreveport. Students and parents should refer to the school's app and social media pages, and use the radio or TV news reports concerning whether or not schools are open.

## **CRISIS PLAN**

The school has a Crisis Plan which is available for viewing in the front office. In the event of an emergency, parents will be notified via the school app and should tune to local television and radio stations for important announcements. In the event that a school evacuation is necessary, students will be moved to Saul Adler Recreation Center.

## **DIOCESE OF SHREVEPORT NON-DISCRIMINATORY POLICY**

The Diocese of Shreveport School System reaffirms its nondiscriminatory policy on the basis of race, sex, color, national and ethnic origin in its educational policies in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments and Sections 4.03 (a) and 4.03 @ Revenue Procedure 75-50.

All students, faculty members, and staff, without exception, are admitted to all the rights, privileges, and activities generally accorded to or made available at St. Frederick High School. The school does not discriminate on the basis of race, sex, color, national and ethnic origin in the administration of its scholarship and loan programs, athletic and other school-administered programs.

## **DIOCESAN POLICY COMPLIANCE**

St. Frederick High School is in compliance with the regulations and policies of the Office of Catholic Schools of the Diocese of Shreveport. These regulations and policies are published in Diocesan Handbook of Policies and include those which are subsequently determined by the Superintendent of Schools.

## **DISTRIBUTION OF PRINTED MATTER**

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

## **PARENT INVOLVEMENT**

Parents are encouraged to become involved in the school through membership in one or more parent support organizations, including the Parents' Association (PA), the Warrior Foundation, and the Alumni Family & Friends. Parents interested in volunteering for any other extra-curricular support are encouraged to contact the school office.

## **SCHOOL LOGO**

Any use of the St. Frederick High School name, logo, letterhead, or other insignia is reserved for official school business. Reproduction or use of any of the school's marks in any medium requires the approval of the administration of St. Frederick High School. Approval for use can be granted to recognized parent groups or organizations.

Under no circumstances shall any unauthorized individual or group represent itself to be St. Frederick High School in dealing with vendors or services provided. School administration has sole authority to encumber St. Frederick High School in financial matters.

Please refer to the [St. Frederick High School Branding Guidelines](#) for more information.

## **SECURITY CAMERAS**

The school is equipped with a number of security cameras to protect students, parents, staff, and property of the school. Although the cameras' primary purpose is safety, the school reserves the right to use the cameras to validate violations of school policies and procedures only when necessary.

## **STUDENT ACCIDENT INSURANCE**

SFHS carries student accident insurance on all SFHS students. It provides secondary coverage, but will cover what your primary carrier does not. If your child is hurt for any reason, football, softball, PE, etc., please contact the applicable coach as soon as possible after the injury has occurred, and let them know you need a claim form. Claim forms can also be obtained from the Business Office.

## **TITLE IX POLICY COMPLIANCE**

Title IX of the Education Amendments of 1972 prohibits sex discrimination in federally assisted education programs. Since Catholic Schools receive indirect federal assistance through the various titles of the Elementary and Secondary Act, and/or the National School Lunch Program, St. Frederick must comply with the provisions of this law. Specifically, Title IX states: "No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity..."

## **VISITORS**

Visitors are welcome on campus but should sign in on the Visitor's Log in the school office. All visitors will receive a Visitor's Tag.

## **ASBESTOS POLICY**

According to asbestos regulations, we are required to notify you yearly of all pertinent operations regarding our asbestos program. We have a current asbestos management plan located in the school office. This plan is available for your review during normal school office hours. We will be happy to answer any questions you may have about the asbestos program. Our main interest is the protection of our building occupants from this hazardous substance. Our plan meets or exceeds federal and state asbestos regulations.

We do have asbestos in some of our school floor tile. The school administrator has been trained in the maintenance of the tile and we are in compliance with regulations. We make periodic six-month inspections and have been inspected by a certified asbestos inspector.

## **INTEGRATED PEST MANAGEMENT PLAN (IPMP)**

Any and all pesticides used on campus are recorded on an Integrated Pest Management Plan (IPMP) which is available for public review at the front office.

## **POSTERS & ADVERTISEMENTS**

All posters, announcements, or advertisements to be displayed anywhere in the building or on the school campus grounds must be approved by the administration. Bulletin boards are the proper place to hang these items, not on walls or doors.

SFHS reserves the right to amend the Student Handbook at any time as needed at the discretion of the Administration. The Principal and/or the Assistant Principal have the right to make decisions beyond this handbook.

## **SCHOOL SPIRIT**

School Spirit is the feeling of loyalty and pride toward one's school and all that it stands for. It is the most important factor in a successful and eventful school year. We should at all times boost and hold high the name of our school, for we have a fine past to live up to.

All students with the true St. Frederick High School Spirit are courteous to their teachers and to their fellow students and conduct themselves, in school and everywhere, as young ladies and gentlemen.

Your success in school and later in life depends upon thoughtfulness. You can make your school life a pleasant and satisfying experience by participating in all that St. Frederick has to offer.

**NOTE: This Handbook may be amended at any time at the discretion of the Administration. Also, the Principal and/or the Assistant Principal have the right to make decisions beyond this handbook.**



## **WARRIOR FIGHT SONG**

Oh, when those mighty Warriors fall in line,  
We're gonna win that game another time.  
For dear St. Frederick High we love so well.  
And for the football team, we'll yell, and yell, and yell.

We're gonna fight, fight, fight for every score.  
We're gonna win, and then we'll win some more.  
We're gonna lay those \_\_\_ on the ground.  
Round and round.  
Rah, Rah, Rah, Yeah!

## **ALMA MATER**

To thee we raise our voices high  
Our alma mater true,  
We thank thee for the lessons learned  
And bonds of friendship, too.

With faith in God eternally  
And knowledge we shall ply,  
Strong warriors may we always be  
For dear Saint Frederick High.

Fond memories of school days gone  
With those we hold so dear,  
Enlighten us as we go on  
And to our hearts bring cheer.

Her wisdom guide us on life's way  
As nobly we shall strive,  
Foreer we shall warriors be  
For dear Saint Frederick High!

*by Clarence Jefferson Manning, III  
Class of 2015*

# ACKNOWLEDGMENT AND CONCURRENCE FORM 2023-2024

Parent/guardian(s) and student(s) should first read the *St. Frederick High School Parent/Student Handbook*, then read, sign, and have your child return this Acknowledgment and Concurrence Form to his/her 1<sup>st</sup> Period, A-Day teacher. **OR use the app to digitally sign.**

The undersigned, both student(s) and parent(s), state that they have read and have familiarized themselves with the *St. Frederick High School Parent/Student Handbook* and do acknowledge, concur, and agree that the undersigned student(s) shall be subject to all of the terms and conditions stated therein as they relate to rules of conduct, academic requirements, graduation, academic awards, honor diplomas, or other entitlement due upon graduation. No part of the tuition owed will be refunded or forgiven if a student is dismissed from school for violation of the rules of good conduct or failure to meet academic requirements.

Upon returning the completed enrollment packet and any necessary records, the undersigned warrants payment and shall be bound to pay the tuition for the entire school year, or prorated if withdrawal is necessary. If the tuition is not paid in accordance with the terms and provisions described in the handbook, and it becomes necessary to refer the matter to an attorney for collection, an additional amount of twenty- five percent (25%) of the total amount shall be charged as attorney's fees.

Thus done and signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
Grade \_\_\_\_\_

*Student Signature*

\_\_\_\_\_  
Grade \_\_\_\_\_

*Student Signature*

\_\_\_\_\_  
Grade \_\_\_\_\_

*Student Signature*

# INTEGRATED PEST MANAGEMENT STUDENT VERIFICATION FORM 2023-2024

Re: \_\_\_\_\_  
\_\_\_\_\_

Student Name(s)

Dear Parents,

The Louisiana Department of Agriculture & Forestry requires each school in Louisiana to maintain a student registry listing the names of students who are hypersensitive to pesticides that may be used in and around St. Frederick High School as part of an integrated pest management program. The Louisiana revised statute RS 3:3389 is quoted below:

“Each school shall maintain a hypersensitive student registry listing the names of students whose parents have submitted a written statement to the school which shall include but not be limited to the student’s name and address, parent’s or guardian’s signature, name and address, and a written medical verification by a licensed physician which includes the physician’s signature, name and address.” Acts 1995, No.237, {1}.

If your child is one who is hypersensitive to pesticides, please provide our office with the information required by this statute before he/she begins classes at St. Frederick High School. We will notify you in advance of any scheduled pesticide application so that you can consult your physician as to any precautions your child may need to take. Pesticide applications usually are made about once every three months after the close of the school day, and at least 8 hours before the next scheduled school day begins.

Please check one of the two statements below, whichever one applies to your child(ren), and have him/her return this to the 1<sup>st</sup> period teacher.

\_\_\_\_\_ Yes, my child is hypersensitive to pesticides, and I will provide you with the required information. Please list name of child(ren)

\_\_\_\_\_ No, my child(ren) has not been diagnosed as hypersensitive to pesticides.

Parent(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

**OR use the app to digitally sign.**

# Honor Code\*

## Pledge

Simply stated, SFHS students pledge to uphold the values of academic integrity with each submission of student work.

***“I pledge that the work I submit is my own work. I have neither given nor received any unauthorized aid or unfair advantage.”***

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Examples of Honor Code Violations**

The following examples are provided to clarify for student, teachers, and the school community, actions that are considered violations of the honor code. This is not meant to be an exhaustive list, but examples of common infractions.

- Copying homework from a classmate
- Seeking an unfair advantage by asking fellow students, “What is on the test?”
- Chronic absenteeism on day of the quiz/test
- Cheating on tests through various forms such as looking at someone else’s paper or using unauthorized sources
- Plagiarism

### **Proactive Measures to Ensure Academic Integrity at SFHS**

SFHS will be proactive in sustaining a culture of learning and promoting academic integrity. The following are actions to educate the school community about the Honor Code.

In addition, listed are actions by individual groups to demonstrate their responsibility in supporting the Honor Code.

- SFHS will include a review of the SFHS Academic Honor Code during the 7<sup>th</sup> grade and 9<sup>th</sup> grade year and new student orientation at the start of each school year.
- The Academic Honor Code will be posted on the school’s website, included in the Student Handbook, PTO newsletter, and other official school documents.
- The Honor Code will be reviewed at the beginning of each new marking period during the school year.
- Students and parents will sign the Pledge at the start of each school year.
- Teachers will consider the demands on student time and only assign the homework necessary to meet the lessons’ objectives.
- Students, with parental guidance, will make careful course selections so as to not have an exceedingly heavy course load and/or excessive co-curricular commitments.
- Parents will support their child’s learning by emphasizing the value of academic integrity.

### **Consequence of Honor Code Infractions**

Students who engage in any form of academic dishonesty will be subject to sanctions. Each incident will be reviewed by the teacher and an administrator (assistant principal and/or department supervisor). A score of “0” may be the result on any test, project, paper, or assignment in which a student violates the honor code.

*\*may sign this form digitally via the school app*

# Contact Information Release Form

In order for our school to contact parents and for our support organizations to be able to contact parents, we need parents to sign the contact release form.

Please indicate below what contact information can be shared with our support organizations or used by the school to contact SFHS families. Please return this form with the other forms included. Only parent contact information will be shared, not student contact information.

Please place a checkmark next to your selection. Please be specific if you would not like certain information shared.

Yes, please share all my contact information including home address, phone number, and email.

No, please only share the contact information I have specified below.

List contact Information that you would like shared.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

“Warriors for Christ – Warriors for Life”