



# FRASSATI CATHOLIC HIGH SCHOOL

2017 – 2018

Parent and Student Handbook

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## STATEMENT OF AFFILIATION

Frassati Catholic High School is owned by a Board of Trustees under the auspices of the Archdiocese of Galveston-Houston. It is administered by the Dominican Sisters of St. Cecilia Congregation, Nashville, TN. The Dominican Sisters devote themselves to Christian education of youth in institutions of learning, exercising this apostolate under the authority of the local bishop.<sup>1</sup> As an independent Catholic school, Frassati Catholic High School is under the governance of the Board of Trustees. Frassati Catholic is responsible to assume the unique charism of the Dominican Order and the school's patron, Bl. Pier Giorgio Frassati, fostering the Gospel spirit of truth and charity while seeking to relate all human culture to the news of salvation.<sup>2</sup> Frassati Catholic High School is accredited by Texas Catholic Conference Education Department (TCCED).

It is the responsibility of the faculty, staff, students, and parents to respect the unique character and mission of the school and to work together in order that Frassati Catholic may deepen and reflect more perfectly its ideals. Any contract entered into in the school's name is based on this understanding.

## PHILOSOPHY

### Catholic Education

*"Go therefore, and make disciples of all nations. Baptize them in the name of the Father, and of the Son, and of the Holy Spirit. Teach them to carry out everything I have commanded you. And know that I am with you always, until the end of the world!" (MT 28: 19-20)*

With these words, Christ sent forth his apostles on a mission of evangelization. Catholic education promotes and fosters the teachings and values of the Catholic Church as professed by the magisterium (teaching office) of the Catholic Church. Catholic education is an expression of the Church's mission of salvation and an instrument of evangelization: to make disciples of Christ and to teach them to observe all that He has commanded.<sup>3</sup> Through Catholic education, students encounter God, who in Jesus Christ reveals His transforming love and truth.<sup>4</sup> Christ is the foundation of Catholic education;<sup>5</sup> He is the Master who journeys with students through school and life as genuine Teacher and perfect Man.<sup>6</sup> As a faith community in communion with the Church, all its members give witness to Christ's teachings as set forth by the Magisterium and especially as articulated in the Catechism of the Catholic Church. With a Christian vision, Catholic education fulfills its purpose of the critical transmission of culture in the light of faith<sup>7</sup> and integral formation of students in body, mind, and spirit.<sup>8</sup>

**Evangelization.** Our school assists in the salvific mission of the Catholic Church by preparing all students to seek and proclaim the Good News through education and formation in the Catholic faith.<sup>9</sup>

**Encounter with Christ.** Through daily interaction, prayer, liturgies, and participation in the sacraments,<sup>10</sup> all members of the school community encounter Christ and His transforming

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<sup>1</sup> Constitutions of the Dominican Sisters of St. Cecilia, #3, #134.

<sup>2</sup> Constitutions, #136

<sup>3</sup> Matthew 28: 19-20.

<sup>4</sup> Pope Benedict XVI, Meeting With Catholic Educators, Washington, DC, 2008; Pope Benedict XVI, *Spe Salvi*, 2007, #4.

<sup>5</sup> Sacred Congregation for Catholic Education, *The Catholic School*, 1977, #34.

<sup>6</sup> Congregation for Catholic Education, *The Religious Dimension of Education in a Catholic School*, 1988, #25.

<sup>7</sup> *The Catholic School*, #49.

<sup>8</sup> Congregation for Catholic Education, *Circular Letter to the Presidents of Bishops' Conferences on Religious Education in Schools*, 2009, #1.

<sup>9</sup> *The Catholic School*, 1977, #5.

<sup>10</sup> *The Catholic School*, 1977, #54, 55.

love and truth and in so doing are drawn to proclaim and fulfill His calling for them and for the Christian community.<sup>11</sup> Through this encounter, students are moved toward the fullness of their humanity, becoming more aware of the gift of Faith given them at Baptism,<sup>12</sup> to mature into adults who will bear witness to the Mystical Body of Christ, respect the dignity of the human person, provide service, lead apostolic lives, and build the Kingdom of God.<sup>13</sup>

**Community of faith.** As members of a Catholic educational community, we are all called to model confident and joyful public witness in both word and deed and to live by the moral demands of the Gospel<sup>14</sup> in order to model for students the integration of faith and life and to assist in the development of virtues characteristic of the Catholic Christian.<sup>15</sup> We do this by living in communion with the Church and its teachings. Believing in the mercy and forgiveness of Christ, we acknowledge our sinful and fallen nature and look to Christ and to the Sacraments He has given us as sources of grace and strength, particularly when striving to live according to the Ten Commandments given to us in the Old Testament and the Beatitudes given to us by Christ in the New.

**Authority for teaching.** We profess that all authority for our moral and spiritual teaching is based on the Gospels of Jesus Christ<sup>16</sup> and the traditions of the Catholic Church as taught by its ordinary and extraordinary Magisterium, and especially as contained within the Catechism of the Catholic Church.

**Transmission of culture.** Permeated by an evangelical spirit of authentic freedom and charity,<sup>17</sup> our school provides a unique setting where everyone is aware of the living presence of Jesus Christ as evidenced throughout the daily rituals of prayer and Sacraments, harmonious and friendly relationships,<sup>18</sup> and curricular selections where faith and culture are intertwined in all areas of school life.<sup>19</sup> Cultivating within students their intellectual, creative, and aesthetic faculties in order to develop the right use of reason, promote a sense of values, and encouraging just attitudes and prudent behavior,<sup>20</sup> our school environment strives to hand down the cultural patrimony of previous generations, in particular a Christian anthropology which teaches that man was made in the image and likeness of God.

## **Dominican Education**

St. Dominic embodies the Dominican philosophy of study, the spirit in which study should be done. “Study was always important to Dominic. At fourteen, he entered the prestigious school at Palencia where he studied liberal arts and theology” (Philip Smith, O.P. *A Dominican Philosophy of Education*, 6). Though his intellectual gifts set him apart, his studies did not render him unaware or insensitive to the suffering around him. In response to a terrible famine, Dominic sold all his books and gave the money to the poor. In this selfless act of Dominic, we see the effect that true study should have. In the person of St. Dominic, we see that Dominican study is not about selfish pursuit of excellence; rather, study should lead to a life of charity, of self-giving love.

This spirit of study is at the very heart of the Order of Preachers, which was founded for preaching

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<sup>11</sup> Pope St. John Paul II, *Catechesi Tradendae*, 1979, #23.

<sup>12</sup> *The Religious Dimension of Education in a Catholic School*, #98.

<sup>13</sup> *The Religious Dimension of Education in a Catholic School*, #95; *The Catholic School*, #7.

<sup>14</sup> Sacred Congregation for Catholic Education, *Lay Catholics in Schools: Witnesses to Faith*, 1982, #6.

<sup>15</sup> Congregation for Catholic Education, *Educating Together in Catholic Schools: A Shared Mission Between Consecrated Persons and the Lay Faithful*, 2007, #24.

<sup>16</sup> *The Catholic School*, #34.

<sup>17</sup> Pope Paul VI, *Gravissimum Educationis*, 1965, #8.

<sup>18</sup> *The Religious Dimension of Education in a Catholic School*, #26, 27.

<sup>19</sup> United States Conference of Catholic Bishops, *Renewing our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium*, 2005.

<sup>20</sup> *Gravissimum Educationis*, #5; *Lay Catholics in Schools: Witnesses to Faith*, #8.

and the salvation of souls. Dominic sent his friars to study so that they could then put their knowledge at the service of others, showing others the way to true happiness. In the words of St. Thomas Aquinas, the Dominican contemplates in order to give to others the fruit of contemplation. If the fruit of study is kept to oneself, it necessarily spoils; but if the fruit is shared with others, its delights multiply.

Through zealous study, students in our Dominican schools should acquire a certain excellence of mind which allows them to apply right reason to each academic discipline as well as to all aspects of the culture that surrounds them. Study, particularly of the liberal arts, should impart a deep sense of the inter-relatedness of things.

Dominican study is ordered not to the mere acquisition of information but to contemplation: that is, to gaze on the beauty, goodness, and truth of God's creation, so as to glimpse the reflection of God's own grandeur and to draw closer to our eternal destiny. Study should be life-giving, leading to the joy of being seized by the beauty of the truth, and ultimately, of an encounter with Truth Himself.

Blessed Pier Giorgio Frassati, a Third Order Dominican, is a modern day example for our students of Dominican study. He devoted himself to the study of mining engineering so that he could place his knowledge at the service of miners; he studied the Church's teaching, particularly Pope Leo XIII's encyclical *Rerum Novarum*, so as to intelligently engage in the public square; he allowed himself to be captured by the beauty of Dante's *Divine Comedy*, committing entire passages to memory; and most of all, he cultivated a love for the study of Sacred Scripture as well as the writings of St. Catherine of Siena and St. Paul, finding there the strength to go "to the heights" (*Verso l'alto*)!

## **VISION**

Through a robust college-preparatory curriculum rooted in the Catholic faith, Frassati Catholic High School will prepare students to walk on the path of true happiness. Inspired by our patron Blessed Pier Giorgio Frassati, *Man of the Beatitudes*, graduates of Frassati Catholic will be true moral, intellectual, and civic leaders who lead others on the path to beatitude. Frassati Catholic graduates will be agents of change in all sectors of society, building a culture that embodies the truth about the human person who is destined to share in God's own divine life.

## **SCHOOL OF THE BEATITUDES**

"The Beatitudes respond to the desire for happiness that God has placed in the human heart" (*Catechism of the Catholic Church 1725*). The word beatitude means happiness, and by giving us the beatitudes, Jesus was responding to the deepest desire of the human heart—the desire to attain everlasting happiness. Attaining the happiness that God intends for us can be very difficult in a fallen world, where many things can appear to be sources of happiness but actually are not. True happiness is found only when we act in accord with our God-given human nature; in other words, we are happy when we are doing what we were created to do. "The Beatitudes are the paradoxical promises that sustain hope," helping us to navigate through the sufferings of this life and to entrust our happiness to God rather than try to create it ourselves on our own terms (*Catechism of the Catholic Church 1717*). The goal of Frassati Catholic High School is for every person involved with the high school—faculty, staff, parents, students, benefactors, and friends—to know the happiness for which God has created them.

Beatified by Pope John Paul II in 1990, who gave him the unique title *Man of the Beatitudes*, Pier Giorgio illumines for us the way of beatitude, that is, the way of true happiness. His life shows that

happiness does not depend on the absence of trials, as he was able to be joyful even in the midst of tremendous suffering. His life eloquently teaches the wisdom of the beatitudes: that happiness does not depend upon wealth, fame, success, or even health but only in receiving God's love and then pouring out that divine love in concrete ways.

Pure of heart and ardent in charity, Blessed Pier Giorgio Frassati learned to see reality—to see the human person and the world as they truly are. That is to say, to see the world as God sees it. Such sight, such wisdom, is the ultimate purpose of Catholic education. It is attainable by prayer and study through the lens of the Beatitudes: both in the classroom through the intellectual pursuit of truth in all its dimensions as well as outside of the classroom through the service learning program, athletics, and other extracurricular activities.

### **SCHOOL/PARENT PARTNERSHIP**

Frassati Catholic High School extends to students of all faiths the principles of Christian life in the Roman Catholic faith and pledges to teach the fullness of the Catholic faith as articulated by the magisterium (teaching office) of the Roman Catholic Church. Frassati Catholic exists to provide an environment of academic excellence where students are invited into a lifelong friendship with Jesus Christ, to grow in holiness as stewards of God's creation, and to share the Good News of Christ's love with others.

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their child(ren). Registration and acceptance at Frassati Catholic High School constitutes an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the Frassati Catholic High School personnel and parent(s)/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent(s)/guardian.

If a parent(s)/guardian refuses to abide by the policies outlined in this handbook or by word or action is unsupportive of the school's goals or otherwise fails to meet his/her obligations under Frassati Catholic High School policies, the principal may require the parent/guardian to withdraw his/her daughter(s)/son(s) from Frassati Catholic High School. In all matters the members of the Frassati Catholic High School community will be held to a standard of respect in all communication and interaction.

### **HISTORICAL HIGHLIGHTS**

The inspiration for Frassati Catholic High School was conceived over a decade ago in the hearts of and minds of families in north Houston who desired a Catholic high school education for their children. With the nearest Catholic high school located on average more than 45 minutes away, the need for a Catholic high school to serve the growing Catholic population of the northern communities became increasingly evident.

August 2007

The North Houston Catholic High School (NHCHS) committee was revitalized with the mission to build a Catholic co-educational college preparatory school in north Houston. The Catholic segment of this population currently supports 12 parishes, six parish-based primary schools and one private Catholic primary school. Together these area Catholic primary schools enroll more than 2,000 students.



|                 |   |
|-----------------|---|
| October 2008    | Cardinal Daniel DiNardo formally approved of the NHCHS plan.  |
| June 2009       | The NHCHS Committee established the Land Rush Club in order to solicit contributions to purchase land.  |
| December 2009   | With contributions of more than \$2.2 million, the committee purchased a 63 acre site on Spring Stuebner Road.  |
| March 2010      | The NHCHS committee, committed to a curriculum of academic excellence, began discussions with the Dominican Sisters of Saint Cecilia Congregation in Nashville, TN. |
| October 2010    | The Dominican Sisters of the Saint Cecilia Congregation accepted the invitation of the Cardinal to administrate and teach in the high school.                       |
| July 6, 2011    | Cardinal Daniel DiNardo announced that the name of NHCHS is Frassati Catholic High School, named after Blessed Pier Giorgio Frassati.                               |
| October 1, 2011 | Cardinal Daniel DiNardo officiated at the land blessing of Frassati Catholic High School.   |
| August 25, 2012 | Bishop George Sheltz officiated at the Groundbreaking celebration.  |
| August 22, 2013 | Frassati Catholic High School opened its doors to the founding freshmen.  |

## SHIELD



The shield of Frassati Catholic High School is a symbolic representation of our mission, our patron Blessed Pier Giorgio Frassati, and our Dominican Heritage.

**School Colors:** Cobalt Blue symbolizes the heavenly goal of all Christians. Gray represents iron, which as the servant of metals, symbolizes the right use of this world's tools in a spirit of service.

**Mountain:** Symbol of Blessed Pier Giorgio Frassati, who led his friends in scaling both the Italian Alps as well as the inner heights of virtue and valor. His motto in all things was *Verso l'alto*: "To the heights."

**Compass:** Represents the eight Beatitudes which rightly inform the intellect and guide the conscience. When Pope John Paul II beatified Pier Giorgio, he bestowed upon him the unique title, "Man of the Beatitudes."

**Black and White Dominican Cross:** Represents both the Dominican heritage of Pier Giorgio Frassati, a member of the Third Order Dominicans, and the heritage of the Dominican Sisters of St. Cecilia.

## SCHOOL MOTTO

*Verso l'Alto* (To the Heights)

## **SCHOOL MASCOT**

Falcon

## **SCHOOL COLORS**

Cobalt Blue and Gray

## **PATRON SAINT**

Blessed Pier Giorgio Frassati

Feast Day: July 4

Blessed Pier Giorgio was known for his joy and jokes. A talented athlete, who dedicated himself to his studies and the care of the poor, Pier Giorgio inspired his friends to lives of virtue by the sheer strength of his own example. His life illustrates that happiness does not depend on the absence of trials and suffering, as this *Man of the Beatitudes* found happiness in the midst of tremendous suffering. His life illuminates the essence of holiness: that holiness is first about receiving God's love and then pouring out that divine love in concrete ways.

Born to a wealthy family, Frassati lived frugally and gave his money—and several times even the shoes or coat he was wearing—to the poor. His father was an agnostic, an Italian senator, and the founder of a liberal newspaper. Frassati's parents disapproved of his religious devotion, but this did not keep him from his daily Mass and rosary, and sometimes entire nights of Eucharistic adoration. He was often scolded for being late for meals, but he never revealed that his tardiness was due to feeding the poor, running errands to buy them medicine, or finding widows and their children a place to stay.

Always cheerful in spite of his difficult life at home, Frassati attracted a group of friends that jokingly called themselves "The Sinister Ones." They often played practical jokes or enjoyed fun trips, and wrote coded letters to anyone who had been missing. They especially enjoyed trips into the mountains. Pier Giorgio was a leader in the group and made sure that no matter where they went, attending Mass was included. In spite of having many friends, Frassati found school tedious and difficult but pushed himself to do well out of a sense of family honor. He found greater joy in sports such as hiking, horseback riding, snow skiing, and mountain climbing. He took as a personal motto the phrase *verso l'alto!*—in English, "to the heights!" which for him meant not only the summit of a mountain, but heaven.

At age 21 Frassati became a Lay Dominican and took the name "Fra Girolamo" after Savonarola, a famous fiery Dominican preacher of social reform during the Renaissance. Many of the poor only knew Frassati by this religious name. When he died suddenly at age 24, his family was shocked. They had not noticed that he was seriously ill; he had contracted polio most likely from those he served. During his short illness, his family had been upset with him for not showing greater concern for his grandmother who was also dying. His last act could have been one of self-pity, but instead he took care in his final moments to write a note about a sick man. Pier Giorgio knew that this man had no one else to care for him and wanted to make sure someone brought him his medicine. His family was doubly shocked when at the news of his death, thousands of poor people surrounded their mansion for his funeral. His parents had no idea that their son had cared for so many people.

Blessed John Paul II said of him: "Pier Giorgio shows us in real life what it really means for a young layman to give a concrete answer to the Lord's invitation, *Come follow me.*" At the beatification of Frassati, Pope John Paul II proclaimed this young man a model for young and old

alike: “He testifies that holiness is possible for everyone and that only the revolution of charity can enkindle the hope of a better future in the hearts of people.”

In his short life, Pier Giorgio Frassati accomplished much good by living a life rooted in the beatitudes. Frassati Catholic High School will be a place where students will be challenged to live this same kind of life – rooted in virtue and the beatitudes.

### **A brief chronology of Pier Giorgio’s life**

April 6, 1901 Born of Alfred and Adelaide Frassati in Turin, Italy

1902 Luciana, the sister of Pier Giorgio was born

1911 Made his First Holy Communion

1913 Received permission to receive Holy Communion daily

1918 Enrolled in the Faculty of Industrial Mechanical Engineering at the Royal Polytechnic of Turin declaring a specialization in mining engineering

1919 Enrolled in Italian Catholic Students Federation and in St. Vincent de Paul Society

1921 Attended the Young Catholic Workers Congress in Rome and is arrested during a demonstration; enrolls in the Popular Party (the newly founded Catholic Party).

1922 Became a Dominican Tertiary taking for his patron the Dominican priest Girolamo Savonarola

July 4, 1925 Birth into eternal life;  
he had contracted poliomyelitis while serving the sick and poor in Turin

May 20, 1990 Beatified by Saint John Paul II

### **St. Dominic, Founder of the Dominican Order**

Feast Day: August 8

St. Dominic de Guzman, founder of the Dominican Order, was born in 1170 to a noble family in Caleruega, Spain. During his adolescence, he studied in Palencia where he not only proved himself to be a talented student but also showed himself to be a man of deep compassion. On one occasion he sold his books, which were both rare and expensive in the 12<sup>th</sup> century, and gave the money to relieve the starving poor of the city. After completing his studies, Dominic became a priest at the cathedral of Osma. He would have quietly lived out his life there, but providence intervened in the person of the Bishop of Osma who asked Dominic to accompany him on a diplomatic trip. This trip took them through southern France where they were stunned by the spread of falsehood. People were adopting Albigensianism which considered all material things to be evil.

Dominic responded with compassion and a burning desire to teach them the true path to happiness. He took this desire and translated it into practical action by organizing a new religious order dedicated to preaching and the salvation of souls. Dominic understood the necessity of a deep and comprehensive education for his preachers, so he immediately sent his first followers to universities all over Europe.

The motto of the Dominican Order, *to contemplate and to give to others the fruits of contemplation*, reveals an essential aspect of Catholic education: teachers and students strive for academic excellence so as to put their knowledge and wisdom at the service of others. Dominic died on August 6, 1221, and he was canonized in 1234. He is the patron saint of astronomers.

## **Prayers**

### **Angelus**

*For centuries the church has recited the Angelus, especially at noon, in honor of the Incarnation.*

The angel of the Lord declared unto Mary;  
And she conceived of the Holy Spirit.  
Hail Mary...

Behold the handmaid of the Lord.  
Be it done unto me according to your word.  
Hail Mary...

And the Word was made flesh,  
And dwelt among us.  
Hail Mary...

Pray for us, O holy Mother of God,  
That we may be made worthy of the promises of Christ.

Let us pray.  
Pour forth, we beseech you, O Lord, your grace into our hearts, that we, to whom the incarnation of Christ, your Son, was made known by the message of an angel, may by His passion and cross be brought to the glory of his resurrection, through the same Christ our Lord. Amen.

### **Regina Caeli** (*prayed at noon from Easter until Pentecost*)

Queen of heaven, rejoice! Alleluia.  
For He whom you did merit to bear. Alleluia.

Has risen as He said. Alleluia.  
Pray for us to God. Alleluia.

Rejoice and be glad, O Virgin Mary. Alleluia.  
Because our Lord is truly risen. Alleluia.

Let us pray. O God, through the resurrection of your Son, our Lord Jesus Christ, you were pleased to give joy to the world; grant, we beseech you, that through His mother, the Virgin Mary, we may obtain the joys of everlasting life. Through the same Christ our Lord. Amen.

### **Our Father**

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

**Hail Mary**

Hail Mary, full of grace, the Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

**The Glory Be**

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

**Morning Offering**

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day for all the intentions of your Sacred Heart, in union with the holy sacrifice of the Mass throughout the world, in thanksgiving for your favors, in reparation for my sins, for the intention of all my relatives and friends, and in particular for the intentions of the Holy Father. Amen.

**Come, Holy Spirit**

Come Holy Spirit, fill the hearts of your faithful and enkindle in them the fire of your love. Send forth your Spirit, and they shall be created.

And you shall renew the face of the earth.

Let us pray. O God, who has taught the hearts of the faithful by the light of the Holy Spirit, grant that by the gift of the same Spirit we may be always truly wise and ever rejoice in his consolation. Through Christ our Lord. Amen.

**Admissions Policies**

As a Roman Catholic school, Frassati Catholic High School admits students who demonstrate academic and personal potential and a desire to be part of the faith-based mission of the school. With regard to admissions, Frassati Catholic prohibits discrimination on the basis of race, color, national origin, or sex. Priority may be given, all other things being equal, in the following order: siblings, children of alumni, and Catholics. Records from previous schools, family interviews, entrance tests and visitations by prospective students are used to evaluate applicants' probability for success in the Frassati Catholic High School program.

Frassati Catholic High School reserves all rights and protections granted to it in the area of admissions by applicable laws and constitutional provisions in furtherance of its religious objectives.

**Enrollment Renewal**

Renewal enrollment will take place online with an electronic financial agreement in March requiring a non-refundable deposit. The enrollment agreement becomes binding on May 1, at which time parents are financially committed for the entire tuition. Any questions regarding the financial agreement or Smart Tuition payment plans are to be directed to the Accounting Office.

**Transfer Students**

A student transferring to Frassati Catholic High School must be enrolled for at least one full year (two semesters) in order to receive a diploma from the school.

Transfers from local high schools are not admitted for the senior year. Only students transferring from Catholic schools outside the Archdiocese of Galveston-Houston are admitted as seniors.

## II. ACADEMICS

### Academic Policies

The curriculum of Frassati Catholic High School reflects the Catholic philosophy of the school. It is a program designed to cultivate the intellect and to develop the moral, social, and physical potential of all its students. The course offerings within each discipline are intended to contribute, according to the character of each, to the school's overall academic objective – the formation of critical, creative, and ethical thinkers.

### Graduation Requirements

28 credits are necessary for graduation from Frassati Catholic High School.

#### Required credits by department:

|                    |             |
|--------------------|-------------|
| Religion           | 4 credits   |
| Ethics and Culture | 2 credits   |
| English            | 4 credits   |
| Mathematics        | 4 credits   |
| Science            | 4 credits   |
| History            | 4 credits   |
| World Language     | 2 credits   |
| Fine Arts          | 1.5 credits |
| Physical Education | 1 credit    |
| Electives          | 1.5 credits |

### Class Schedules

All students are required to take at least seven academic credits each semester. Students may select a maximum of eight full-year classes each academic year. Each class may be worth 0.5, 1 or 2 credits toward the graduation requirements.

### Academic Course Levels

Students are placed in the level within each subject area according to demonstrated aptitude and performance. While each level of the course has similar goals and objectives, the application of instruction varies by methodology, degree of difficulty, and amount of information presented.

### Advanced Placement (AP) Course Policy

The Frassati Catholic High School AP Policy consists of the following conditions, on which the student must agree before registering for any AP course:

1. AP courses require considerably more homework and studying than an honors course. AP courses are college level courses. Work will be assigned and will be graded accordingly.
2. No student will be registered for an AP course unless he or she meets all prerequisites and has obtained both department faculty recommendation and AP teacher approval. AP course recommendations are final.
3. Each AP class has a limited number of students. Actual AP course offerings will depend on student interest and qualifications.
4. Once a student is enrolled in an AP course, he or she may not drop the class after the usual two week Course Change Policy.
5. Students requesting more than two AP classes in the same year must submit a "Request for Exception to AP Course Policy" form and must meet the stringent requirements outlined on the form.

6. Students enrolled in any AP class will take the AP exam in the spring. Students who need financial assistance when registering for the AP exam should speak with the administration.
7. Any student who would like to re-take an AP Test from the previous year must contact the Dean of Academics no later than September 30<sup>th</sup>. The student will have to work with the Dean of Academics on a plan of action to prepare sufficiently for the re-take.

### **Honors Course Policy**

Honors courses are designed to meet the needs of students who want an advanced college preparatory curriculum, have an innate interest in learning, and possess a high level of responsibility, aptitude and achievement. Course principles and concepts are explored in greater depth compared to regular college prep level courses, and more independent work is expected of the student. At Frassati Catholic High School, registration for honors courses involves several steps. The student must (1) meet the prerequisite requirements, (2) be recommended for the honors course by the department faculty, and (3) read and agree to the Honors Policy listed below.

It is important that students make careful decisions about course selection as it will impact the overall academic master schedule. Once a student is enrolled in an honors course, he or she may not drop the class after the usual two week Course Change Policy.

The Frassati Catholic High School Honors Policy consists of the following conditions, on which the student must agree before registering for any honors course:

1. Honors courses require considerably more homework and studying than a regular level course. Work will be assigned and will be graded accordingly.
2. No student will be registered for an honors course unless he or she meets all prerequisites and has obtained both department faculty recommendation and teacher approval. Honors course recommendations are final.
3. Each honors class has a limited number of students. Actual honors course offerings will depend on student interest and qualifications.
4. Once a student is enrolled in an honors course, he or she may not drop the class after the usual two weeks Course Change Policy.

### **Course Placement**

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

### **Registration for Courses**

The process for course registration is as follows:

- Student receives Course Scheduling Form and reviews with a faculty or staff member.
- Forms are sent home and students discuss the courses requested with their parents. Parents should feel free to call the school if there are any questions or if clarification is needed. The *Curriculum Guide* provides further information about the curriculum.
- The signed Course Scheduling Form is returned to the school by the date required.

### **Course Change Policy**

Each student is expected to remain in the courses selected. Students are not permitted to change courses in order to change teachers or to raise grades. For justifiable and serious reasons a semester course or full year course may be changed during the first two weeks of the course. Full year courses may not be changed mid-year. During the second semester, elective semester courses may be

changed during the first two weeks of the course, only if the schedule permits.

There is a \$60.00 fee for each course change. Changes in course level require an Add/Drop form and must be approved by the teacher, parents/guardians, department chair, and principal.

### **Block Schedule**

Frassati Catholic High School operates on an A/B block schedule that permits students to take up to eight classes with four classes meeting each day.

### **Textbook Policy**

Frassati Catholic will determine which books are to be purchased and which are to be rented. Books must be paid for in full prior to the opening of school or books will not be issued and the student may not attend class. Students are required to keep book covers on all rented textbooks and will be required to pay for replacing the book if it is damaged. The paperback books and workbooks are owned by the student.

### **Technology Acceptable Use Policy**

Frassati Catholic High School offers students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, each year all students must obtain parental permission as verified by the signatures on the Acceptable Use Agreement. Should a parent prefer that a student not have Internet access, use of the computer is still possible for other purposes such as word processing.

The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources.

### **Tests and Examinations**

It is standard practice for teachers to give tests when a unit of work is complete, and toward the end of the quarter. In general, it is left to the individual teacher to plan when to administer a regular test. To avoid several tests being given on the same day, teachers post their test dates on a shared test calendar. Students should have a maximum of two major tests on one day. Tests are not given on the five days before semester exams. Tests should take no longer than 45-50 minutes. Frassati Catholic requires semester examinations for all courses, and such will be given by all teachers on the day and at the time designated.

Before a student may take his/her semester examinations, the following obligations must be fulfilled:

- Athletic uniforms, library books, and borrowed school equipment must be returned.
- All tuition payments and outstanding fees must be current.
- All detentions must be served.

### **Homework**

A reasonable amount of daily homework will ordinarily be assigned in each subject. Homework will be given to accomplish one or more of the following goals:

- Reinforcement for mastery of a skill
- Encourage independent study of texts or other learning materials



- Stimulate creative intellectual activity by means of problem solving, creative writing, and related activities
- Prepare academic material for future classes

### **Make-up Work**

It is the student's responsibility to see teachers about missed assignments. When absent, students are responsible for checking assignment calendars. After an absence, students are responsible for talking to teachers in order to arrange the make-up of tests and quizzes, to get homework assignments, or to make other arrangements for missed classes.

Unless the administration advises otherwise, students with excused absences will have one day plus the number of days absent to complete missed work. For example, if a student misses two (2) days of school he/she has three (3) school days to make up the missed work. This includes absences due to membership on a school athletic team, field trip or other approved school business. Tests may not be made-up during class time.

If a student is absent on the day an assignment is due, the student may not fax or e-mail the assignment to the school.

Normally, if a student returns to school on the day of a scheduled test or quiz, he or she is expected to take the test or quiz.

Students who have had an extensive absence should be given special consideration in scheduling make-up work. An extension at the conclusion of a quarter must be approved by the administration.

In order to give adequate time and offer a quality testing environment, students will have the opportunity to make up tests and/or quizzes every day from 7:00 – 7:45 and 3:00 – 4:00 in the library.

- Students may choose any of the days or times listed above to make up his/her test or quiz.
  - Students have one day plus the number of days absent to make up work missed due to an excused absence.
  - If a test/quiz is not made up within the allotted time (one day plus the number of days absent), the student will receive a zero for that test or quiz.
  - Teachers will not seek out students to tell them to take the make-up test or quiz.
- Students are responsible for going to the library and asking the teacher on duty for his or her test or quiz.
- Tests and quizzes should be turned in to the teacher on duty when the test or quiz is complete.
- If a student wants to begin a test after the start time, they may do so, but the test still ends at the scheduled time. For example, if a student arrives at 7:15 to make up a test, he or she will have until 7:45 to work and will turn in the test at 7:45 with no additional time granted if he/she did not finish.

## Grading System

Numerical averages appear in PowerSchool and on transcripts.

| Mark         | Equivalency |
|--------------|-------------|
| 90-100       | A           |
| 80-89        | B           |
| 70-79        | C           |
| 65-69        | D           |
| 64 and below | F           |

## Quarter & Semester Grades

The academic year is divided into four quarters. The first semester ends at the close of the second quarter and the second semester ends at the close of the fourth quarter. Scholastic marks ideally should be objective ratings of achievement.

The 1<sup>st</sup> semester average is determined by the following formula:

- 1<sup>st</sup> quarter = 40%
- 2<sup>nd</sup> quarter = 40%
- Exam grade = 20%

Therefore, the 1<sup>st</sup> semester examination grade counts as one-fifth of the semester grade.

The 2<sup>nd</sup> semester average is determined by the following formula:

- 3<sup>rd</sup> quarter = 40%
- 4<sup>th</sup> quarter = 40%
- Exam grade = 20%

The formula for determining the yearly average is:

1<sup>st</sup> Semester average + 2<sup>nd</sup> semester average divided by 2.

## Academic Probation

1. Students are placed on academic probation for a failure in one or more class.
2. Academic probation is identified at the end of each marking period, based on the following grades: Q1, S1, Q3, S2.
3. Students are notified of academic probation status. Academic probation goes into effect three (3) school days after notification.
4. The requirements for students on academic probation are as follows:
  - i. A student who has failed ONE class:
    - i. Is required to attend five hours of tutorials in the class he/she is failing. Attendance at these sessions is documented by the teacher and submitted to the administration for review at the end of the four weeks.
    - ii. At the end of the four weeks the student meets with the administration to determine if he/she will be released from probation.
    - iii. If a student does not attend the required number of sessions for the four weeks, he/she will be held to the academic probation requirements for students who fail two or more classes (below).
  - ii. A student who has failed TWO OR MORE classes:

- i. Is required to attend at least five hours of tutorials for each class failed. The exact number of sessions required per class will be determined by the administration, with input from teachers, at the time that academic probation is determined. Attendance at these sessions is documented and submitted to the administration for review at the end of the quarter.
  - ii. Is not permitted to participate in school athletics, leadership roles in clubs or organizations, or theater productions until the end of the quarter.
- 5. Unless notified by the administration, students remain on academic probation for the entire quarter. Academic probation is re-evaluated at the end of the quarter.
- 6. If a student has a leadership role in a school club or organization and is placed on academic probation, he/she cannot perform the duties of his/her leadership role until he/she is released from probation. If the student is placed on academic probation for two consecutive quarters, he/she is removed from the leadership role. If a student is placed on academic probation at the end of the third quarter, he/she will be ineligible to run for or be elected to a student leadership role.
- 7. The school reserves the right to request that students with consistent academic probation not return to the school.

### **Senior Exemptions**

At the discretion of the teacher, seniors may be exempt from a second semester examination if the following criteria are met:

- The student must have at least a grade of 90 in that specific class in each of the following: quarter 1, semester 1, quarter 3, quarter 4.
- No more than two lunch detentions during second semester
- No after school or Saturday detentions during senior year
- Present at all five scheduled Senior Days
- Four or less absences second semester in that class (college visits and school-related trips do not count towards those four)
- Four or less excused tardies for second semester

### **Incomplete Grades**

In unusual circumstances, an incomplete grade is permitted when recording quarter grades at report time. The student is given a maximum of two weeks to complete requirements for removal of an incomplete grade. After two weeks, incomplete work becomes a zero in the calculation of the final grade.

### **Failures for Semester or Year**

Credit is awarded by semester. If a student fails one semester but passes the other semester of a full year course, credit may be awarded for the failed semester if the cumulative average of the two semesters is 65 or higher. If the cumulative average of the two semesters is not higher than 65 or if the student fails both semesters, the student must make-up the failed semester(s). The Dean of Academics will notify the parents of summer school options for making up the credit(s). Students may not repeat courses at Frassati Catholic. It is the responsibility of the family to make arrangements for making up the failed credit(s) and to supply the Dean of Academics with a summer school transcript at the completion of the course(s) in order for credit to be given. When a failed course is repeated in summer school and a passing grade is obtained, the previous failing grade remains; however, a note is added that credit was gained in summer school. Numerous or repeated failures may result in a student's dismissal from Frassati Catholic.

### **Academic Recognition**

At the conclusion of quarter 1, semester 1, quarter 3, and semester 2, students who have maintained all A's and received no Saturday detentions, will be included on the *Principal's List* and students who have maintained all A's and B's and received no Saturday detentions will be included on the *Honor Roll*.

### **Classroom Practices, Policies and Procedures**

Teachers provide specific classroom policies and procedures concerning homework, grading, and help sessions in a handout provided by each teacher to his or her students at the beginning of the course.

### **Handwritten Papers**

Ink: blue or black only, no fluorescent or metallic colors

Pencil: accepted by individual teachers

Paper: white, no jagged edges, multiple pages should be stapled

Heading in the upper left hand corner:

Name

Subject-Class

Assignment (page number and problems)

Date

### **Word-Processed Papers**

Font: 12 pt. Times New Roman, larger sizes and fonts are unacceptable

Ink: black

Paper: white

Margins: 1 inch, top, bottom and sides

Spacing: double

Heading in the upper left hand corner

Name

Subject-Class

Assignment (page number and problems)

Date

### **Pier Giorgio Service Program**

*Blessed are the pure of heart, for they shall see God.*

The Frassati Catholic High School *Pier Giorgio Service Program* seeks to provide our students with opportunities to grow in love of God and neighbor by putting their Catholic faith into action. Blessed Pier Giorgio Frassati's life illustrates that when young Catholics serve the poor, their faith blossoms and their hearts are purified.

Pure of heart and ardent in charity, Pier Giorgio Frassati lived the Beatitudes and so was able to see Christ in the Eucharist and in the poor. For Pier Giorgio, the Eucharist was the source of his devotion to the poor: "Jesus comes every day to visit me sacramentally in the Eucharist; I return the visit by going to find him among the poor." When his friend asked him how he could enter certain houses cheerfully where the first welcome was a nauseating smell, Pier Giorgio answered: "Don't ever forget that even though the house is sordid, you are approaching Christ. Remember what the Lord said: *the good you do to the poor is good done to Me*. Around the sick, the poor, the unfortunate,

I see a particular light, a light that we do not have.” Like Blessed Mother Teresa of Calcutta, Pier Giorgio’s purity of heart allowed him to recognize the Lord in His distressing disguise in the poor.

In imitation of our patron, the *Pier Giorgio Service Program* of Frassati Catholic High School seeks to help our students learn to serve God in the poor, the homeless, and the vulnerable members of society. As Frassati Catholic students mature in their faith and life of service, they not only will become God’s instruments of peace in the world but they also will know the personal joy that comes from a life of self-giving.

#### Ninth Grade Service

The freshmen of Frassati Catholic begin to develop the disposition of service by serving the local school community. Our freshmen are assigned a duty each week which they, as responsible members of our school community, will do daily or as needed for the common good.

#### Tenth Grade Service

Our sophomores take what they have learned by serving their school and put it into action in the local community. Sophomores participate in monthly *Pier Giorgio Days* which consist of a half day of classes and a half day of service. For the half day of service, the students board buses and travel together to work on a service project in our area.

#### Eleventh Grade Service

Juniors learn how to make an authentic gift of time by participating in weekend service projects. In their first semester, juniors will choose 3 out of 6 Saturdays offered by the school to complete a service project. In their second semester, juniors are required to complete 20 hours of service with local agencies or parishes that serve those who are underprivileged or underserved. The purpose is to put into practice a corporeal or spiritual work of mercy, so it must be for the underprivileged and/or underserved and must be done free of charge. This would include service to the elderly, the poor, the homeless, the sick/dying, the disabled, and children who are poor/at risk/special needs. Teaching religious education would also fulfill the requirement.

#### Twelfth Grade Service

In the first semester, seniors complete 20 hours of service with local agencies or parishes that serve those who are underprivileged or underserved. In their second semester, seniors complete a service learning project within the context of the Ethics and Culture Seminar course. Seniors will group themselves into small teams, identify a need or problem in the Houston community, analyze its root causes, select a solution, and then implement it. This capstone service project prepares students to be magnanimous leaders who contribute to a culture of life in which people truly flourish.

### **III. GENERAL SCHOOL POLICIES**

#### **Appeals Concerning Non-Disciplinary Issues**

When, in the course of any part of the educational process at Frassati Catholic High School, parents or students have questions or concerns that they feel have not been addressed satisfactorily, they should communicate these concerns in writing within one week to the appropriate teacher, counselor, coach or administrator. If the parents/students are still not satisfied, they have an additional three (3) days to take the matter to the appropriate administrator, who will review the concern and render a written decision within three (3) school days after hearing of the complaint.

### **Assembly Hall – Food and Drinks**

All food and drinks must be consumed in the assembly hall or in a place specified by the administration. In order to encourage face-to-face conversations, laptops, tablets or other electronics are not permitted in the assembly hall or senior eating areas during lunch. Any student with food allergies is encouraged to discuss his/her situation with the administration. Students may not carry water bottles to class. Seniors have the privilege of eating lunch at the picnic tables and on the south patio. Students must remain in the eating areas for their entire lunch period. All underclassmen must remain in the assembly hall during their lunch period. Ordinarily food is only allowed in the assembly hall or outside. Parents wishing to eat with students are welcome after signing in at the main office.

### **School Hours**

The Frassati Catholic High School campus is open 7:00 a.m. – 4:00 p.m. on school days. Regular school hours are 7:50 a.m. – 2:50 p.m.

The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is participating in a school sponsored activity (such as athletics or theater).

### **Attendance on Formation Days (FF/PGD/CD/SD)**

Five times during the school year students participate in a formation program customized to their grade level: Freshman Foundations, Pier Giorgio Day (sophomores), College Day (juniors), and Senior Day. The curriculum for each program is designed to assist the students in their formation as “human persons who are destined to share in God’s own divine life.” This curricula is part of the overall program at Frassati Catholic, therefore, attendance on these days is obligatory. A religion grade will be assessed on each of the five days for the sophomores and an English grade will be assessed for the freshmen, juniors and seniors. Students absent for reasons other than sickness will receive a zero for that particular day.

### **Attendance**

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is necessary. Absence, for any reason, removes the student from the primary learning environment and negatively impacts student achievement. Students are expected to be in school and on time for class and school events (retreats, spirit days, formation days, etc.) held during the day. To be considered present, a student must attend at least two academic classes. Students are considered absent for an individual class if they miss half of the class.

### **Attendance Procedures**

Parents should notify the school as early as possible on the day of a student’s absence. Please call the main office between the hours of 7:30 a.m. and 10:00 a.m. If parents do not call by 10:00 a.m., the office staff will attempt to contact the parent to verify attendance.

Upon returning to school the student presents a note to the main office excusing his/her absence which includes student’s name, date(s) of the absence, reason for absence, parent signature and the date, and a telephone number where a parent can be reached.

Students must turn in a written excuse note from their parent within three (3) school days. Failure to turn in an excuse note within three school days will result in the absence(s) being marked as unexcused.

The only absences that Frassati Catholic High School will not ordinarily approve are those that occur before or after a scheduled break or during semester exams. Students absent before or after a break or during semester exams are required to submit a doctor's note to excuse the absence.

In the event that a student is absent five (5) or more consecutive days, a doctor's note and/or a meeting with the student's parent may be required.

Except in the case of a school-related absence, a student may neither attend nor participate in an athletic event, practice, or attend an extra-curricular school activity on the day of his or her absence without the permission of the administration.

### **Pre-approved Absence**

Parents anticipating a pre-planned absence due to personal reasons must notify the administration in writing at least one week in advance of the anticipated absence. Once approved, the administration will issue to the student a *Pre-approved Absence Form* which the student must have signed by all of his or her teachers. After the student has all of his or her teacher's signatures, the form is returned to the office.

### **Unexcused Absence**

Students who are absent without pre-approval, exclusive of illness or family emergencies, are not permitted to make up work missed. All assignments, quizzes or tests due the day of the unexcused absence will be recorded as a grade of zero.

### **Excessive Absences**

Parents will be notified in writing when a student accumulates five (5) absences (excused or unexcused) for any academic class in one semester. If a student reaches ten (10) absences in one semester, he or she will be placed on Attendance Probation. At this point the student and parents will be required to meet with the administration to discuss the causes of the absences and the terms of the probation. Attendance Probation may include, but is not limited to the following: an attendance contract, no school related absence, no college visits, and no excused absence other than illness or death in the family.

Frassati Catholic High School determines a student who is absent from an individual class fifteen (15) days in one semester possibly ineligible to receive credit for that class.

Students absent from class for school related activities are not penalized for participation in school events that occur during the school day. Absences caused by an official school event, to be determined by the administration, will not be counted as accumulated absences.

### **Tardy**

The school day officially begins at 7:50 a.m. The first bell rings at 7:45 a.m. All students should be in their first period class by 7:50 a.m. Students who arrive at school after 7:50 a.m. are considered tardy. Students arriving late must sign in at the front office and receive an admit slip before they may attend class. All tardies from students arriving late without a note or a call from a parent will be considered unexcused.

Students may accumulate four excused tardies per semester. Each additional tardy, excused or unexcused, will result in a lunch detention (except health treatments).

All unexcused tardies (before 8:30 a.m. on regular school days) will result in a lunch detention. Students arriving after 8:30 a.m. without a written excuse or a call from a parent/guardian are subject to an automatic after-school detention for skipping class. Students must remain in the office until a parent/guardian is contacted. If parent/guardian cannot be reached, the student must sign in with the administration.

Students arriving after first period without a written excuse are considered absent without authorization.

Unexcused tardies to any class during the school day will result in a lunch detention.

### **Early Dismissal**

Parents are asked not to make appointments that would require the student to miss class time. If there are conditions in which no other alternative is available, a note, signed by the parent, giving the reason for the early dismissal, is presented to the main office BEFORE the school day begins at 7:50 a.m. The student is given an early dismissal slip, which will allow him/her to leave class at a specified time. At the specified time, the student presents the early dismissal slip at the main office and signs out.

### **PowerSchool Attendance Codes**

|                                      |                                      |
|--------------------------------------|--------------------------------------|
| A = Unresolved Absence               | EX = Excused Absence                 |
| CL = Clinic                          | ISS = In-school Suspension           |
| CV = College Visit                   | S = Suspension                       |
| CVV = College Visit Verified         | SED = Sports Related Early Dismissal |
| EC = Excused for Counseling          | SR = School Related Absence          |
| ED = Early Dismissal                 | SRS = School Related Absence Sports  |
| ET = Excused Tardy to Class          | UT = Unexcused tardy to Class        |
| ETS = Excused Tardy to School        | UTS = Unexcused tardy to School      |
| EHT = Excused Tardy Health Treatment | UN = Unexcused Absence               |

### **Student Custody and Guardianship / Buckley Amendment**

Frassati Catholic High School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

### **Student Records & Files**

Permanent records are located in the Registrar's Office and may never be removed from this office. The principal, with the assistance of the registrar, is responsible for the security and accuracy of these records.

### **Access to Records**

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. The school shall respond to reasonable



requests for explanations and interpretations of the records.

Student records shall be open to authorized school personnel only (principal, assistant principal and those to whom they extend access within a given year.)

### **Transfer of Records**

A "Release of Student Records Form" is required to release a student's transcript to another school.

Only copies of student records may be released.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

Frassati Catholic High School has the right not to certify a student's graduation or provide transcripts of a student's academic record to third parties such as other schools, colleges or employers, or to issue a Certificate of Diploma to a student if there has been a breach of a material condition of the contract (e.g., failure to meet financial obligations, infractions against the school's code of conduct).

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is grounds for terminating enrollment in the school.

### **Transferring to Another School**

The school must be notified in writing by the parents of a student regarding the decision to transfer a student to another school, including the last day the student will attend classes. All school-owned materials must be returned to the school and all fees paid before leaving. Transcripts will be sent to the new school upon receipt of a "Release of Student Records Form" from the new school. The registrar will fulfill this request for records within three days.

All unpaid tuition and fees must be paid before transcripts can be sent. Transcripts are not given directly to students or parents.

Students will be contacted for an exit interview after all financial obligations have been met.

### **School Communications**

All materials prepared by parents for release to the school community must be approved by the principal or her designee.

### **Parent Directory Information**

Parents sign a consent form for information that will be included in the school directory. Information included in the directory (including names, addresses, phone numbers, and e-mail addresses) is shared at the administration's discretion with appropriate parties. If a parent would like to limit access to this information, please send your written request to the main office.

### **Telephones**

A telephone is available in the main office for student use. This telephone should be reserved for parent/guardian contact and emergencies only. Students should limit use of this phone to lunch period.

### **Cell Phones and Other Communication Devices**

Cell phones and other communication devices are not needed by students during the school day. In addition, the improper use of cell phones and other communication devices disrupt the learning environment on campus. Students may not use cell phones on campus during the academic day except before 7:45 a.m. or after 2:50 p.m. in non-academic settings. Cell phones are not permitted in the library at any time. Cell phones are not permitted in any other locations specified for before and after school academic activities. These devices must be turned off and not visible or audible during school hours. Students are not permitted to carry cell phones on their person (e.g., shirt or skirt pocket) but they should secure them in their locker or vehicle. Cell phones and communication devices will be confiscated and an automatic after-school detention issued when they are seen or heard during school hours. Violating the policy a second time will result in an automatic Saturday detention and parents will be notified. A third violation of the policy will result in the student serving one day of in-school suspension. The school reserves the right to review the contents of these devices (including the call, photo, and texting history) when collected. Students are never permitted to take pictures or video of other students or faculty and staff on any device without explicit permission. A phone is available in the main office, every classroom and every office for emergency use.

### **iPods / Portable Music Players / Electronic Devices**

Students are prohibited from using iPods, portable music players or other electronic devices while they are at school. Violation of this policy will result in a lunch detention and these items being turned in to the administration.

### **Laptop Computers/Tablets**

Students should discuss the need to use a laptop computer with their individual teachers. Frassati Catholic does not provide Wi-Fi.

### **Library**

The Frassati Catholic High School library is a resource center for research and reference. The collection, which reflects the curriculum needs of the school in all subject areas, is both current and varied. Lost or damaged books must be paid for. There is a fine for overdue books. All library materials must be returned and fines paid by the end of each semester before a student's grades or an academic transcript will be released. There is to be no food or drink in the library at any time. Before school, during lunch and for a specified amount of time after school, the library is open for student use.

### **Facilities Use**

Chaste behavior and modesty in dress and deportment is expected at all times on school property and at school events. All students, faculty, staff, and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex at birth.

### **Field Trips**

Whenever a student participates in a field trip conducted by a faculty or staff member, a permission form is given to students. The parents or guardians of the students are required to fill in

the necessary information and sign their names on the permission form. Nothing can substitute for a permission form, e.g., a phone call, e-mail or note.

Students participating in a school-sponsored field trip will travel to and from the field trip on transportation provided by Frassati Catholic High School. Students may not be dropped off or picked up at the location of the field trip.

### **Fundraising**

All fundraisers at the school must have the approval of the administration. Fundraisers will typically be sponsored by the Family Association or Advancement Office. All fundraisers must have a fundraising form completed and submitted to the Advancement Office at least fourteen days prior to the requested start date of the fundraiser. Fundraising activities cannot commence without written approval of the administration through the Advancement Office. In living the mission of the school, all fundraisers should seek to build community and generate good net dollars, and not focus on buy/sell. Fundraising activities should be organized and executed so that the school program is not interrupted.

### **Media / Press**

From time to time, various athletic and other events held at Frassati Catholic High School attract the attention of the press. All students and parents must understand that, due to the very nature of these types of events, Frassati Catholic High School cannot insure the anonymity of its students or parents at any school sponsored function or event.

### **Student Publications**

It is the responsibility of the sponsor to ensure that all publications adhere to the moral and substantive teachings of the Catholic Church. All Frassati Catholic High School publications must be approved by the administration.

### **Vehicles: Parking and Driving**

Students must complete and sign the Campus Driving Agreement in order to park in the school parking lot. Students pay a fee of \$25.00 for a parking tag which must be hung from the rearview mirror of their car. Students will be fined for unsafe driving, parking illegally, or failing to display the parking permit. Failure to pay a fine will result in a student suspension.

### **Visitors**

As a general rule, students are not allowed to have visitors in the school building or on the school grounds during the school day. All visitors report directly to the main office to state their business and receive authorization from the receptionist to remain on campus. Parents are welcome at any time. Guests desiring to attend classes must seek prior approval from the administration. Persons lacking authorization are not permitted on campus and are considered to be trespassing.

### **Weather / Closing of School**

Frassati Catholic High School follows the policy of the Klein Independent School District in regard to inclement weather and resulting closing, early dismissal or delayed starting of school. In addition, parents will be notified via the *School Messenger Parent Notification System* of any emergency changes in the school schedule.

## **IV. FINANCES**

### **Tuition Policies**

It is the policy of the Board of Trustees that all financial obligations to the school must be kept current in order for the student to continue at Frassati Catholic High School, for documents to be released (grades, transcripts and online access to grades) and to participate in graduation. Students with a delinquent balance will not be allowed to take the December and May exams or participate in graduation unless all financial commitments are settled.

Enrollment at Frassati Catholic High School is understood to be for the full year.

### **Tuition and Fees**

The Frassati Catholic High School Board of Trustees has set the tuition and fees at \$14,250 for the 2017-2018 school year.

A non-refundable \$700 deposit is due to reserve a student's place in the class. The deadline for all students is April 5, 2017. The remaining balance of \$13,550 in tuition is payable

1. annually, due on July 1, 2017, (\$13,550) or
2. semi-annually, due on July 1, 2017 and December 1, 2017, (\$6,775) or
3. ten (10) monthly payments, due on the first of each month from July 1, 2017 to April 1, 2018 (\$1,355).

The application fee for new students is \$75 and is due at the time of application. An athletic fee of \$150 is also charged per student, per sport and is due before practice begins for each sport. The parking fee is \$25. A \$60 add/drop fee will be charged for a schedule change not initiated by the school. All fees are non-refundable.

### **Tuition Refund Policy**

If a student withdraws from Frassati Catholic High School, a prorated tuition balance refund will be granted only in the case of (a) an extended illness, (b) a move of the student's family from the Houston area, or (c) withdrawals requested by Frassati Catholic High School. The tuition is prorated by month, with 20% of the semester tuition balance charged for each month or partial month a student is enrolled at Frassati Catholic High School.

Tuition balance refunds for withdrawals other than the reasons listed above will be granted as follows:

- First semester withdrawals in August - 75% semester tuition balance refunded,
- First semester withdrawals in September - 50% semester tuition balance refunded,
- First semester tuition balance refunds for withdrawals after September 30, 2017 will not be granted.
- Second semester withdrawals in January - 75% semester tuition balance refunded,
- Second semester withdrawals in February - 50% semester tuition balance refunded,
- Second semester tuition balance refunds for withdrawals after February 28, 2018 will not be granted.

## **V. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES**

### **Student Activities**

At Frassati Catholic High School, we are committed to the integral formation of our students. Some of the best learning opportunities can happen outside the classroom through participation in extracurricular activities. Often it is through these activities that students solidify friendships, discover skills and interests they did not even know they had, and build confidence and a sense of responsibility.

Our founding students will have unique leadership opportunities to play a role in developing the student clubs and activities. New activities are suggested by members of the student body. All such requests are forwarded to the administration for discussion and approval.

### **Freshman Foundations**

Throughout the freshman year, students participate in a series of discussions and experiences to help them transition into high school. The curriculum includes academic topics such as study skills and exam preparation, as well as human development topics of time management, health and wellness issues, healthy friendships, and team building.

### **National Honor Society**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to serve the community, to promote individual leadership and to develop character in students of secondary schools. At Frassati Catholic High School, juniors and seniors who meet the requirements of attendance and GPA standard, as well as service, leadership, and character criteria will be invited to submit their resumes. Candidates who are selected will become members at an induction ceremony.

### **Dances and School Events**

Dances and other school events throughout the year provide excellent opportunities for Frassati Catholic students to grow in the virtues of true friendship. Learning how to spend leisure time in ways that are fun, creative, and life-affirming is an essential part of education. To maintain a Christian atmosphere, the following regulations guide behavior at school social functions:

- Admission to the dance/event requires a valid and current high school ID card
- All school policies must be observed by the student and his/her guests.
- Students and guests are expected to behave and dress modestly for all school events. The school reserves the right to determine if attire is appropriate for admittance.
- Students are to refrain from any sexually suggestive behavior both on and off the dance floor.
- Only Frassati Catholic students and their dates are permitted to attend dances unless announced otherwise prior to the event by the administration.
- Dances sponsored by Frassati Catholic officially begin at 7:00 p.m. and end at 11:00 p.m.
  - Students may not enter the dance/event after 8:00 p.m.
  - Students should make arrangements to be picked up no later than 11:00 p.m.
- Students and/or their dates will not be permitted to re-enter a dance once they have exited.
- Frassati Catholic High School accepts no responsibility for any student who leaves the dance/social.

For some school social functions, Frassati Catholic students may invite a guest from another high school. Frassati Catholic students will give the Guest Form to their guest in a timely manner so that the guest can ask his or her school administrator to complete the form. The guest then gives this form back to the Frassati Catholic student who hands it in to the school by the specified deadline. Guests at Frassati Catholic High School's dances and social functions must be high school students and must present a photo ID at the door. All guests must have a principal or assistant principal's signature from the school in which they are enrolled and a parent/guardian's signature in order to participate and enter the event; they must follow all Frassati Catholic policies while attending the event. Frassati Catholic High School reserves the right to exclude anyone from attending any school function based on information of a guest's past history or disruptive/illegal behavior.

### **Athletics**

The eligibility requirements for athletics at Frassati Catholic High School are in accord with the Texas Association of Private and Parochial Schools (TAPPS).

Frassati Catholic High School recognizes the importance of athletics in the development of the total person through interscholastic sports. This includes the promotion of physical wellness, moral strength, good sportsmanship, and Christian values in all of its students. Students are only eligible to participate on school sports teams consistent with their biological sex at birth. Prior to the start of each season there will be a meeting with coaches and parents to discuss expectations, guidelines, procedures, and schedules. Details and policies regarding the athletics program as a whole will be outlined in the Athletics Handbook, which will be distributed prior to the start of each school year. Students and parents will be required to sign an Athletics Handbook Acknowledgement Form before participating in athletics at Frassati Catholic High School. There will be a \$150 fee per sport, per student, to participate in athletics. The fee will be due at the beginning of each season. The athletics program is under the direction of the Director of Athletics and the school administration.

### **Transportation of Athletes**

Students participating in a school-sponsored sport who wish to drive to and from practice and games in a privately owned vehicle must have written permission from their parents/guardians. This approval does not permit a student to transport other passengers, under any circumstances, unless that passenger is a member of the car pool as permitted by the parents and administration.

Athletes will travel to and from athletic events on transportation provided by Frassati Catholic High School. Coaches **may** decide to allow athletes to return from events with their own parents, and only their own parents, but this is entirely at the discretion of the coach. Coaches who prefer to have teams travel together at all times are completely justified in doing so. Coaches will announce their travel policy at the start of their seasons. Athletes who are allowed to leave an event with their parent can only be signed out by their parent. If students need to go home directly from another venue with someone other than their parents (e.g., another team parent, neighbor, sibling, etc.) then a signed note from the parent (not an e-mail) must be given to the Director of Athletics in enough advance time so the Director of Athletics can approve the arrangements and give it to the coach.

### **Timeline for College Readiness**

#### Ninth Grade

Take PSAT in October; Evaluate PSAT results in December; Study and focus on academic work (grades go on the permanent transcript); Explore extracurricular interests and volunteer work; Pursue reading interests and keep a log of outside reading; Visit college campuses

### Tenth Grade

Take PSAT in October; Evaluate PSAT results in December; College counselor outlines the overview of college application process, criteria for college acceptance and standardized testing; Begin browsing the internet and books for college information; Make productive use of summer – volunteer and get involved in activities; Visit college campuses

### Eleventh Grade

*Fall:* Attend College Nights; Meet with college representatives at Frassati Catholic; Take the PSAT in October; *Spring:* Meet individually with college counselor to determine individual criteria for choosing a college and possible colleges; Schedule college campus visits on extended weekends and vacations; Parents may schedule individual meetings with college counselor; Students take standardized testing, March-June (SAT, Subject Tests, ACT, AP); Students begin personal writing in preparation for college essays; Students begin to formulate a resume; *Summer:* Work on college essays and resume; Subscribe to mailing lists of colleges; Visit colleges

### Twelfth Grade

Attend College Nights; Meet with college representatives at Frassati Catholic; Meet with college counselor to go over list of colleges and early action/early decision deliberations, application details, essays, activities, teacher recommendations, etc.; File all applications by Dec. 15<sup>th</sup>; File financial aid forms (FAFSA, PROFILE, etc.)

### **After School**

Frassati Catholic does not offer after school care. All students who are on campus after 3:00 p.m. need to be in a supervised activity (e.g., a club meeting), with a sports team, in the library, or in the Assembly Hall. Student Life Staff supervises the Assembly Hall until 4:00 p.m. In the event a parent needs to contact a student between 3:30 and 4:00, the assembly hall phone number is 832-616-3240.

Students are not permitted on school grounds after 4:00 p.m. unless they are involved in a supervised activity or sport. Students not picked up before 4:00 p.m. will be sent to wait in the main office of the academic building and will be charged a late pick up fee of \$5 per minute.

After school behavior expectations:

- Students are expected to follow the school code of conduct.
- Students will be in uniform.
- Students will be seated on chairs – not on tables, counters, or furniture. Students may not lie on the floor.
- Students may not wander the campus.
- Students will not be permitted to be spectators at team practices.
- Students may attend athletic competitions that are held in the gym or on athletic fields. These students are expected to be in the stands and to exhibit proper spectator behavior. Students who attend events must have rides at the end of the event. All students must be picked up within 30 minutes after a sporting event.
- Students will not be permitted to wait outside for their rides.

Frassati Catholic is not responsible for the safety of unsupervised students after 4:00 p.m.

## VI. STUDENT RESPONSIBILITIES AND BEHAVIOR

Students must remember that they represent Frassati Catholic High School at all times, including when off-campus outside of school hours. As students at a Catholic school, they are expected to be virtuous and morally responsible and at all time to uphold the values of Frassati Catholic High School in both word and action.

### Code of Conduct

Created in the image and likeness of God, the students of Frassati Catholic are called to imitate Christ in all things. Through daily formation in all areas of school life, students are encouraged to develop habits of honesty, hard work, respectfulness, and responsibility for one's action that are the marks of mature Christian integrity. They are expected to reflect modesty and self-respect in their language, appearance, and behavior. Although growth in virtue and self-discipline takes time and hard work, it is a joyful endeavor that results in great self-knowledge as well as a sense of humility and gratitude. The purpose of the discipline policy is to help each student grow in his/her ability to exercise a wise freedom in all areas of life.

A Frassati Catholic student is called to conduct him/herself according to the Catholic teachings and mission of Frassati Catholic at all times and places, including outside of school hours and when off-campus. Failing to do so may have consequences at school.

Parents, faculty and students work together to create a Catholic school environment. These basic components include:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- Students have a right to learn. No student will stop another student from learning.

The following criteria for the Code of Conduct is based upon the Catholic moral values and respect for others taught by Jesus. Students will:

- be honest and committed to integrity.
  - not give or receive unauthorized assistance on tests, quizzes or assignments.
- be respectful and courteous toward all teachers and adults.
- refrain from harassment of any kind.
- use appropriate language.
- speak respectfully to and about others.
- respect all school and personal property.
- refrain from any deliberate disruption in the school.
- adhere to the school's cell phone policy.
- comply with the Technology Acceptable Use Policy.
- demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
- be present for all required activities unless officially excused by the administration.
- adhere to the dress code.
- not leave school grounds during the school day for any reason without permission from the administration.
- not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result.
- maintain and support others who maintain a safe and drug-free environment at or near



school and at all school sponsored functions/activities. Students understand that possession or distribution of alcohol, drugs, tobacco, drug paraphernalia, or any other substance that may be harmful, dangerous, or forbidden will result in suspension or expulsion from school.

- not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
- at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

All of the conduct expectations include student use of the Internet.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

### **Discipline**

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will inform the administration of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction and the severity of the case. Repeated infractions can result in more serious consequences, but there is no requirement for progressive discipline.

### **Specific Disciplinary Policies**

Frassati Catholic High School's discipline system is based on a gradation of minor offenses, major offenses, suspension, dismissal, and expulsion which pertain to different levels of responsibility, as follows:

Minor infractions will result in a lunch detention. These include but are not limited to:

- Failure to obey directions
- Public display of affection
- Minor classroom behavior problems
- Excessive noise in the halls
- Misuse of passes
- Unexcused tardy
- Dress Code/Grooming code violation
- Writing or passing of notes
- Littering

- Gum chewing/candy/food

### **Lunch Detention**

Any noteworthy failure on the part of the student to observe the general rules and regulations will result in a lunch detention. Students will receive a detention slip. The student will be required to serve the detention the following school day. Lunch detention is held every school day. All students should report to lunch detention at the beginning of the lunch period and will then be dismissed to pick up their school lunches in the dining hall if necessary. Any student who is late or who fails to serve the detention on the assigned day will serve two successive lunch detentions. Any student who is absent and misses the detention will serve the day of his/her return.

Major infractions will result in an after-school detention. These include, but are not limited to:

- Violation of the cell phone/electronic device policy
- Use of profanity/obscenity
- Disruptive behavior at assemblies/Mass
- Being disrespectful to a teacher or staff member
- Lying to faculty or staff
- Misconduct on bus
- Gambling/card playing
- Unexcused absence from class
- Cheating
- Presence in an "off limits" area
- Uncooperative behavior or language
- Unauthorized accessing of computer programs, data, or message capabilities

### **After-School Detention**

Accumulation of three lunch detentions or a major infraction will result in an after-school detention. Students will receive a detention slip. Parents will be asked to acknowledge its receipt with their signature and return it to the school office the next day. After-school detention is held on Thursdays from 3:00 to 5:00 p.m. Transportation, jobs, activities, etc. are not acceptable excuses for missing detention. Any student who is late or fails to serve the detention on the assigned day will serve the next two successive after-school detentions. Students must report to after-school detention prepared to do academic work for two hours. Students may also be required to do clean-up work around the school building and grounds. Proper attire for after-school detention is the casual school uniform, unless indicated by the administration.

### **Saturday Detention**

If a student accumulates three after-school detentions or has one serious infraction, the student will receive a Saturday detention. Students will receive a detention slip. Parents will be asked to acknowledge its receipt with their signature and return it to the school office the next day. Saturday detention will be held on Saturdays from 9:30 a.m. to 12:30 p.m. Transportation, jobs, activities, etc. are not acceptable excuses for missing detention. Any student who is late or fails to serve the detention on the assigned day will serve the next two successive Saturday detentions. Students must report Saturday detention prepared to do academic work for three hours. Students may also be required to do clean-up work around the school building and grounds. Proper attire for Saturday detention is the casual school uniform, unless indicated by the administration.

## **Suspension**

Suspension may be imposed as determined by the administration. Once the administration suspends a student, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-school and out-of-school suspensions.

A student may arrive at a suspension in three different ways:

- Upon receiving a third Saturday detention
- When a student's behavior becomes detrimental to the physical, academic, or spiritual welfare and progress of other students
- Violation of the cell phone/electronic device policy

A student may serve a suspension either in-school or out-of-school based on the nature of the incident and the welfare of the school community. The administration will notify the parents by telephone. The administration may require a disciplinary conference with the student and parent/guardian.

Offenses that may lead to suspension include, but are not limited to:

- Plagiarism/Cheating
- Damaging another student's property (student is responsible for paying for the cost of repairs)
- Damaging/defacing school property (student is responsible for paying for the cost of repairs)
- Disrespect to a teacher or staff member
- Fighting (when reasonable doubt exists as to the aggressor, all of those involved may receive the same consequence)
- Forgery
- Hazing/Harassment
- Theft
- Truancy - leaving school or skipping school without authorization
- Unauthorized modification and/or deletion of computer programs or data
- Use/possession of tobacco products at school
- Inappropriate materials

Frassati Catholic High School reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

## **Dismissal**

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for the administration to dismiss a student at the close of the school year.

Students who are dismissed may apply for readmission after one full year.

Students who withdraw or are asked to leave Frassati Catholic High School are not permitted to be guests at dances or other social events that are sponsored by the school.

## **Expulsion**

Expulsion may be resorted to when one or all of the following are present:

1. a serious infraction of school rules occurs;
2. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
3. the student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
4. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or staff.

If the administration believes it necessary to expel a student, the administration will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school's disciplinary appeals process.

## **Disciplinary Appeals Process**

When parents or students have questions or concerns regarding the disciplinary process at Frassati Catholic High School, they should communicate these concerns in writing to the principal within one week of the particular incident.

## **Student Regulations and Procedures**

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

## **Searches**

The principal or her designee has the right to protect the health, welfare and safety of school patrons against drugs, weapons, unauthorized publications and other contraband materials. Search of a student's person and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the school principal or other designated officials. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

## **Interrogation of Students**

Unless provided with a court-issued warrant, the principal must first be consulted before law enforcement authorities are allowed to speak to any student for interrogation purposes of alleged illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

The questioning by police officers of students in school or on school grounds about alleged illegal activities shall meet the following conditions:

- The principal, the assistant principal or the principal's designee shall be alerted.
- The police officers shall report to the principal's office.
- Permission from the student's parent/guardian, either by phone or in person, prior to questioning must be acquired.
- The principal or a school representative shall be present.
- The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

The police officers, under unusual circumstances, may take legal actions that they deem necessary.

### **Lockers**

- Each student is assigned a locker for the storage of books and equipment.
- Locks for the lockers are assigned by the school.
- Students who have problems with their lockers should report them to the administration.
- All student lockers are to be neat and clean.
- Lockers are school property and are not to be written on, either inside or outside.
- Students are not permitted to use wallpaper, inside or out, or to make modifications which will damage or permanently alter the lockers.
- Following second semester exams all lockers are to be cleaned inside and out and all trash disposed of properly.
- Unauthorized entry into another student's locker is considered a major offense against respect for another person's property.
- Frassati Catholic High School reserves the right to search student lockers at any time.

### **Lost and Found**

All found items will be taken to the lost and found box. Unclaimed items will be disposed of at the end of each quarter. Personal items should not be left in the hallways or other common areas. Students are reminded to keep purses and valuables with them at all times or locked in their locker. In the case of missing or lost items students should report the incident to the main office immediately and complete an incident report to assist in locating the missing items.

### **Hall Passes**

A student must have a signed agenda book, which serves as a hall pass, if he/she wishes to go from one location in the school to another, such as from one classroom to another, to his/her locker, to the restroom, to the office, etc. A student may never be in the halls during class time without the agenda book signed by a teacher. If an agenda is lost, it must be replaced. The replacement cost is \$10.

### **False Documents**

Frassati Catholic High School's ability to serve the needs of each student depends upon the authenticity and reliability of the information available. Any effort to submit false documents or otherwise deceive parents or personnel of Frassati Catholic High School is detrimental to the school's need for accurate information and is a very serious matter. In the case where a student submits false documents concerning his or her attendance or grades, the penalty may be suspension or dismissal.

### **Uniform Philosophy**

The primary purpose of Frassati Catholic High School's uniform is 1) to help our students grow intellectually in habits of ordered, logical thinking and 2) to ensure a look of unity and equality within our school community as well as to promote the search for deeper qualities on which to build self-confidence and Christian identity.

The uniform of Frassati Catholic High School is traditional and classic. Students must present a neat, clean and modest appearance at all times. Anything that takes away from the overall classic appearance of our uniform (including, but not limited to, visible tattoos, body piercing, excessive or heavy jewelry and unnatural coloring or styling of hair) is not allowed and considered "out of

uniform." Students out of uniform without prior permission of the administration will be issued a lunch detention.

Frassati Catholic High School's philosophy that underlies our school dress code is based on the nature of the human person, a mysterious and wonderful union of body and soul. This union is such that our body influences our soul and vice versa. How we dress our bodies can influence the powers of our soul, particularly the intellectual power to a certain degree. When we dress more formally, for example, our manners tend also to follow suit and we use a heightened diction in our speech and are more refined in our actions. It is interesting to note that recent studies<sup>21</sup> show that students whose dress is orderly, neat, and sharp tend to be more orderly and sharp in their thinking, also.

Our school uniform reflects the spirit of Frassati Catholic and the seriousness with which we pursue intellectual excellence. Our approach to academic excellence is not sloppy or haphazard; neither is our dress code. Our students strive for order and precision in their thinking. Their clean, crisp, and sharp school uniform should reflect and support this goal.

### **Uniform Policy**

All students are required to wear the full uniform of Frassati Catholic High School to school at all times unless otherwise permitted. All uniforms must be in good repair, properly hemmed and appropriately sized.

#### **Gentlemen's Casual Uniform**

##### Must be purchased from Parker Uniform

White Polo Shirt with uniform logo - Shirt must be tucked in at all times.

Cobalt Blue Polo Shirt with uniform logo

Khaki pants (flat front or pleated) - Pants must be worn at the waist.

##### Must be purchased from Land's End (school number 900162496)

Black or Cobalt fleece with uniform logo (optional) UNF M T-100 HALF ZIP

##### May be purchased elsewhere

Black Leather Belt

Black Sperry Men's Authentic Original Boat Shoe - Shoelaces must be black and tied properly.

Black Crew socks

All undershirts must be plain white.

Gentlemen may choose to wear the oxford shirt with or without the tie and with or without the sweater on casual uniform days.

The blue or black fleece may only be worn with a polo shirt.

#### **Gentlemen's Dress Uniform**

##### Must be purchased from Parker Uniform

White Oxford Button-down Collar shirt with uniform logo (long or short sleeve)

Blue/White/Black Striped Tie

Khaki pants (flat front or pleated) - Pants must be worn at the waist.

##### Must be purchased from Land's End (school number 900162496)

Black quarter zip sweater with uniform logo MR CS PERF H-ZIP MCK SWTR

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<sup>21</sup> [http://www.utdallas.edu/research/tsp-erc/pdf/seminar\\_paper\\_imberman.pdf](http://www.utdallas.edu/research/tsp-erc/pdf/seminar_paper_imberman.pdf)

May be purchased elsewhere

Black Leather belt

Black Sperry Men's Authentic Original Boat Shoe - Shoelaces must be black and tied properly.

Black Crew socks

All undershirts must be plain white.

Gentlemen may choose to wear the oxford shirt with or without the tie and with or without the sweater on casual uniform days.

The quarter zip sweater may only be worn with the oxford shirt.

**Ladies' Casual Uniform**

Must be purchased from Parker Uniform

White Polo Shirt (girls cap sleeve) with uniform logo - Shirt must be tucked in at all times.

Optional: Cobalt Blue or Black Polo Shirt (girls cap sleeve style) with uniform logo

Cobalt Blue Plaid Skirt-Contour Style - Hem must be at the knee.

(When you're standing, the skirt should touch at the top of the knee; the hemline may not be above the top of the knee. Alternatively, the hemline may be at the middle of the knee or bottom of the knee, but should not be below the bottom of the knee.)

Must be purchased from Land's End (school number 900162496)

Black or Cobalt fleece with uniform logo (optional) UNF W T-100 HALF ZIP

May be purchased elsewhere

Black Orlon Knee-Hi / Black Opaque Nylon Knee-Hi / Black Opaque Tights

Black Sperry Women's Bluefish 2-Eye Boat Shoe - Shoelaces must be black and tied properly.

All undershirts must be plain white.

The blue or black fleece may only be worn with the polo shirt.

**Ladies' Dress Uniform**

Must be purchased from Parker Uniform

White Oxford Button-down Collar shirt with uniform logo (long or short sleeve) - Shirts must be tucked in at all times.

Cobalt Blue Plaid Skirt-Contour Style - Hem must be at the knee.

Must be purchased from Land's End (school number 900162496)

Black V-neck sweater with uniform logo UNF W DRFTR V-NECK SWTR

May be purchased elsewhere

Black Orlon Knee-Hi / Black Opaque Nylon Knee-Hi / Black Opaque Tights

Black Sperry Women's Bluefish 2-Eye Boat Shoe - Shoelaces must be black and tied properly.

All undershirts must be plain white.

The sweater may only be worn with the oxford shirt.

**Additional Uniform Policy Information**

- Sweaters or sweatshirts must be worn properly or carried and not tied around the waist
- There must not be any writing on any part of the uniform
- The uniform must not be altered in any way, including monogramming

- No colored T-shirts or white T-shirts with writing may be worn under the school uniform shirt
- No bright colored undergarments may be worn with the white shirt
- Non-uniform jackets, sweatshirts and sweaters, may not be worn during school hours. All such items must be placed in lockers before 7:50 a.m. and remain there throughout the day.
- No pajama pants, sweat pants or any type of non-uniform leggings may be worn during the school day.
- A uniform shirt must be worn under a uniform sweater.
- Students are prohibited from wearing hats/caps or head coverings (such as bandanas).

### **Gentlemen's Grooming Code**

- No facial hair is permitted. Gentlemen must be clean shaven every day. Sideburns must not extend past the end of the ear. Excessive sideburns are not allowed.
- Hairstyles must be neat and clean. Hair must be above the collar in back, above the ears so the ears are visible, and above the eyebrows. Frassati Catholic High School reserves the right to require a young man cut his hair because it is excessively long.
- No distracting hairstyles are permitted. Ponytails, spiked hair, or designs cut into the hair are not permitted.
- No unnatural color/bleaching. Hair may not have two distinctive natural colors.
- No body ornamentation is allowed. This includes, but is not limited to: earrings, tattoos, body piercing (nose or tongue piercing), or nail polish. Tattoos must be covered by clothing.
- Gentlemen may not wear make-up or earrings on school property or to school functions.

### **Ladies' Grooming Code**

- Light make-up is allowed. Dark colors are not permitted.
- Hairstyles should be neat and clean. No distracting hairstyles, colors, or designs are allowed. No unnatural colors, i.e. blue, red, or purple, are permitted. Hair may not have two distinctive natural colors. Hair should be out of the eyes at all times.
- Earrings are to be small, should match, and be unobtrusive. They are to be worn in the earlobes (up to two per lobe). Hoops are not allowed over 2" in diameter.
- No other body piercing is permitted. No tongue or nose piercings are permitted.
- Nail polish should be simple and not distracting.
- Tattoos must be covered by clothing.

### **Uniform Accessories**

Jewelry must complement the neat, clean, and modest appearance which the uniform conveys. Excessive and/or gaudy accessories are unacceptable.

### **Non-Uniform Days**

Non-uniform days are approved by the administration. The following are guidelines which must be observed on any out of uniform day unless otherwise stated by the administration:

- Skirts and shorts must be worn such that the hem is at the knee
- No see through type clothing is to be worn
- Clothes must properly fit the student; no clothes deemed too tight or too loose may be worn
- No sweat pants or spandex pants
- Leggings, stretch tights, and yoga pants are not pants and should not be worn as such. If leggings are worn, pants, or a skirt/dress of an appropriate length must be worn over them.



- Appropriate footwear must be worn at all times – no backless shoes are permitted
- Shoulders, backs, chests, and midriff must be covered
- “Cold shoulder cut out” tops are unacceptable
- Ripped and torn clothing is prohibited
- Clothing that advertises substances that are illegal for teens (drugs, alcohol, tobacco products) or language or writing that is otherwise inappropriate or offensive to Frassati Catholic High School may not be worn
- Body piercing, except on the ear, or tattoos must not be seen at anytime
- No hats, caps or head coverings may be worn

Frassati Catholic High School reserves the right to determine unacceptable attire. Students dressed inappropriately will be provided with appropriate clothing for the day. Students not wearing uniform shoes will be required to report to the office for a shoe pass. Students without a valid excuse for non-uniform shoes will receive a lunch detention. Students requiring a shoe pass for an extended period of time must have a note from a doctor. The only acceptable substitute shoe that can be worn due to injury or loss of shoes is a tennis shoe.

### **Dress Code for Dances**

#### *Ladies’ Formal Attire (Prom)*

- A formal dress is required.
- Formal dresses with sleeves, thick straps, spaghetti straps, as well as strapless dresses are acceptable.
- A bolero jacket, sweater, or wrap must be worn to the dance, and if needed, during the dance, over ladies’ dresses or gowns.
- Dresses must be to the mid-calf or longer.
- Slits may not extend above the top of the kneecap.
- Dresses need to be the same length all the way around (no “high-low” dresses).
- Necklines, including those of strapless dresses, must leave no more than 4-5 inches bare chest between the collarbones at the sternum and the top of the dress; no cleavage may show.
- Backs of dresses should fall no lower than 6-8 inches from the nape of the neck.
- Backless ensembles, plunging necklines, exposed midriffs, and revealing styles are not acceptable.
- Dress heels or dressy flat shoes are required.

#### *Gentlemen’s Formal Attire (Prom)*

- Gentlemen must wear a suit, collared shirt, and tie (tuxedo optional)
- Dress shoes, dark socks, and a belt must be worn.
- Jeans, athletic shoes/sneakers, white socks and baseball caps are not acceptable formal attire.

#### *Ladies’ Semi-Formal Attire (Spirit Week Dance, Mother-Son/Father-Daughter Dance, Baccalaureate Mass, Commencement)*

- All dresses, skirts, and gowns must be to the knee or longer.
- A gown may be worn, but is not required; other acceptable semi-formal options for girls are a dress or skirt with a fancy blouse.

- A semi-formal jacket, sweater, or wrap must be worn to the dance, and if needed, during the dance, over ladies' dresses or gowns.
- Dresses need to be the same length all the way around (no "high-low" dresses).
- Slits may not extend above the top of the kneecap.
- Necklines must leave no more than 4-5 inches bare chest between the collar bones at the sternum and the top of the dress; no cleavage may show.
- Backs of dresses should fall no lower than 6-8 inches from the nape of the neck.
- Backless ensembles, plunging necklines, one shoulder straps, cut-outs, spaghetti straps, exposed midriffs, and revealing styles are not acceptable.
- Dress heels or dressy flat shoes are required.

*Gentlemen's Semi-Formal Attire* (Spirit Week Dance, Mother-Son/Father-Daughter Dance, Baccalaureate Mass, Graduation)

- Oxford shirt / Tie or bow tie / Slacks with belt / Dress shoes / No coat

**Guidelines for Spirit Dress-up Days** (Spirit Week and other designated costume days)

- Clothing is to be neat, clean, and modest in appearance.
- Clothing may not be torn, cut, slit, ragged, or have holes.
- Ladies' tops must be opaque.
- Tight clothing, shirts which expose the midriff, and low cut tops are unacceptable.
- Clothing with any inappropriate symbols, pictures, or words is not acceptable.
- No yoga pants or leggings worn as pants
- No shorts (see additional guidelines below for exceptions)
- No pajamas
- No masks may be worn during class time
- Face paint may be worn to school, but may not be applied on school grounds.
- Skirts/dresses must be at the knee.

*Additional Guidelines for possible costume days like Superhero Day, Cartoon Character Day, Career Day, etc.*

- If tights, leggings, or yoga pants are worn, athletic shorts that are no more than 3 inches above the knee may be worn. (This ONLY applies for possible costume days like Superhero/Cartoon Character Day; shorts may not be worn any other day.)
- Girls may wear skirts or dresses with tights, leggings, or yoga pants as well, but all skirts and dresses must be at the knee.
- No weapons may be used as costume accessories.
- Ladies and gentlemen should not impersonate the other sex

*Ladies' Attire for Awards Ceremony*

- Pants or knee-length skirts
- Slacks, Khakis
- Collared shirt
- No Jeans, shorts, or tennis shoes

*Gentlemen's Attire for Awards Ceremony*

- Slacks, Khakis
- Collared shirt
- No Jeans, shorts, or tennis shoes

*Students that choose not to follow the dress code for any event will not be permitted to enter until they are dressed appropriately. Frassati Catholic students are responsible for ensuring any approved guests comply with the dress code.*

## **VII. HEALTH, SAFETY AND WELFARE**

### **Accidents and First Aid**

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

### **Alcohol, Tobacco and Drugs**

The use and/or possession of alcohol, drugs, or drug paraphernalia by a Frassati Catholic High School student on or off school property, at any function or event, whether or not it is school-sponsored, is forbidden. The presence of any student in any state of intoxication at any function or event, school activity, on or off campus, is forbidden. Failure to observe either of these regulations may result in dismissal. The administration of Frassati Catholic High School reserves the right to search the person, locker or vehicle as well as require a drug/alcohol assessment of any student suspected of the possession or use of either drugs or alcohol. Students are required to follow the recommendations of the assessment. The use or possession of cigarettes or tobacco products of any kind is not permitted at school or at any school related events.

### **Substance Abuse/Weapons**

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

- It is unlawful for any person to manufacture, sell, or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance or marijuana while upon the property of the school; on any school bus; upon any public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity.) If a student knows or suspects that any of the

foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the appropriate law enforcement agency may be contacted.

- If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana or (b) used, possessed or distributed alcohol or tobacco while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted.
- A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines and miniature scales on the property of the school, on any school bus and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property or on school property. Any student who violates this provision will be subject to disciplinary action up to and including expulsion.
- A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments (which may sometimes be known as nunchucks or fighting chains), sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency will be immediately contacted.

### **Inappropriate Materials**

Students are not permitted to possess the following items on school property or at school functions: Some materials are not in keeping with the school's mission and are not permitted on school property or at school functions. Possession of these items can result in expulsion of the student.

Items include but are not limited to:

- Pornographic or sexually explicit material
- Weapons, weapon facsimiles, including lasers or shock producing instruments
- Tobacco (including smokeless tobacco products)
- Illegal drugs
- Prescription medications not prescribed for the student and dispensed, or registered with the clinic
- Over-the-counter medication not registered with the clinic
- Alcoholic or intoxicating beverages or food items

- Valuable personal property, foodstuffs, or items not intended for support of academic endeavors to be stored in lockers, cabinets or other school spaces.
- Explosive materials/fireworks

### **Identification Cards**

All students are issued a student ID card. All students should carry their ID cards with them at all times. Students are required to have their student ID cards for social functions and for free admittance to all home athletic events.

### **Off-Limits Areas**

Areas of the school that are off-limits to the students during school hours (unless accompanied by a faculty or staff member) are the parking lot, athletic fields, faculty workrooms, kitchen, concession stand, stage, and backstage.

### **Illness During the School Day**

Students who are ill may report to the school office but may not remain in the office for more than 10 minutes per day. Students must report to the office with their agenda hall pass signed by the teacher whose class they are missing.

Students with fevers or communicable illnesses will be sent home to reduce the risk of infection to the student body.

### **In-school Illness**

While attendance is important, contagious illnesses need to be isolated. Students with contagious illnesses should remain at home. No student should be sent to school that has a fever of 100 degrees or higher in the previous 24 hours, has been vomiting, has had diarrhea in the previous 24 hours, or who has an undiagnosed skin rash. Students who come to the clinic with a temperature of 100 degrees or higher, who is vomiting, has diarrhea, or who has a skin rash will be sent home.

Before coming to the clinic, the student must have a signed agenda from his/her current teacher. No student is admitted to the clinic without a signed agenda unless it is an emergency situation. If it is deemed necessary for the student to go home, the parent will be contacted from the clinic, to come to the office and sign the student out (in cases where the student drives to school, verbal permission from the parent to allow the student to drive home may be obtained if it is agreed that the student can safely drive). No student is permitted to leave the school until the above procedure has been followed.

Calls to parents by students regarding in-school illnesses must be made at the front office. Students are not permitted to use cell phones or other school phones for this purpose

All students must obtain permission from a faculty or staff member prior to visiting the clinic.

### **Consent for Medication**

Over-the-counter or homeopathic medications must be accompanied by a consent form (which includes dosage permitted) signed by the parent/guardian and a physician. OTC medications must be in the original container with the student's name on the container.

Prescription medication must be prescribed by a Physician or Nurse Practitioner and authorized by the parent/guardian. All medication must be properly labeled and consistent with the medication

order. Pharmacy containers and labeling are required; *a second labeled container can be obtained by asking the pharmacist.* Physician samples must be appropriately labeled by the physician or parent/guardian. The following information must be on the Pharmacy label: *name of student, name of medication, dosage and strength of medication, date of medication order, route, time and frequency of medication, authorized health care provider name, special instructions.*

All medications, over-the-counter and prescription, must be kept in the office and not with the student except for inhalers or emergency medications authorized by the healthcare provider. All medications authorized for administration in school should be given at home at least once before being administered at school.

Medications must be delivered to the school by the parent/guardian or, under special circumstances, an adult designated by the parent. Students may not transport medication to or from school.

Expired medication cannot be given. The effective expiration date of a medication is the earlier of either the pharmacy labeled expiration date or the manufacturer expiration date.

Consent for over-the-counter or prescription medications must be updated each year. All medication kept in the school will be stored in a locked area accessible only to authorized personnel.

Within one week after the expiration of the medication order, the parent/guardian/adult designee must personally collect any unused portion of the medication. Medication not claimed within the period will be destroyed.

### **Immunizations**

In order for every student to be protected from communicable disease and to be able to participate in the school programs, The Texas Department of State Health Services has established minimum immunization requirements. All new students admitted to a Catholic School in the State of Texas are required to furnish a copy of their immunization record to the school office before they may enter school on the first day. All students are required to show documentation of immunization before admittance. **Students are not be permitted to attend class until this requirement is met.**

### **Health Required Documentation**

A health assessment update should be completed by the parent or guardian each year. All information is confidential.

A physical exam, to be completed by a Physician/Nurse Practitioner, should be done after March 1 and is required of all students entering grade 9 and any students new to Frassati Catholic. In subsequent years, a yearly physical exam is required to participate in athletics.

### **Harassment / Hazing / Bullying**

Harassment or hazing in any form is contrary to the Catholic philosophy of Frassati Catholic High School. Any personal harassment or hazing is considered extremely serious. The penalty may be suspension or dismissal.

The common good and Christian justice demand a school environment that is safe and affirming of the dignity of all persons. Harassment, bullying, or hazing in any form is contrary to the Christian environment of Frassati Catholic High School. Any personal harassment, bullying, or hazing, whether

of a physical, sexual, or emotional nature is considered extremely serious and should be reported immediately to the administration. The penalty, as determined by the administration, is in-school suspension, suspension, or dismissal.

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves real or perceived power imbalance between aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying does not include ordinary teasing, horseplay, argument or peer conflict. Examples include, but are not limited to:

- Physical intimidation or assault
- Extortion
- Oral or written threats, including text messaging
- Teasing
- Putdowns
- Name calling
- Threatening looks
- Gestures or acts of aggression (Overt and Covert)
- Cruel rumors & false accusations
- Social Isolation
- Cyber-bullying

### **Pregnancy**

Any student who becomes pregnant during the time she is enrolled in school will be given every opportunity to continue and/or complete her education in a Catholic school. If a pregnant student chooses to leave and/or the doctor recommends she leave, she will be considered as homebound for the duration of her pregnancy. The student, her parents and the school share jointly in the decision for her to attend classes or to pursue a specially formulated homebound program.

Upon learning of a student pregnancy, the school should demonstrate its support for the student(s):

- a. Inform the school chaplain or parish priest, so he can provide additional support to the student(s);
- b. Meet with the student(s) and parent(s) to discuss the need for counseling (i.e. services available through programs such as Gabriel Project).
- c. Inform the school nurse to insure adequate prenatal safety and guidance.

### **Abortion**

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. Formal cooperation in an abortion constitutes a grave offense.

1. If the school has reason to believe that a student underwent or helped to procure an abortion, the school will use reasonable means to determine whether there is any basis for such information.
2. If there is sufficient credible evidence to support the school's suspicion(s) that the student did have or procure an abortion, the school will schedule a conference with the student and the parent(s). If the individual remains a student, the family must agree to set up a counseling program which must include spiritual direction. Counseling is also required for the aborted child's father and/or any student who has helped procure the abortion, if a student at the school.

3. If this plan is rejected by the student(s) and parent(s), then this lack of cooperation by the student(s) would indicate that the presence of the student in the school would no longer be beneficial to either party.

## **VIII. AWARDS**

Awards are conferred at special events during the year including the Summit Awards Ceremony and the seasonal athletics recognition evenings.

The mission and vision of Frassati Catholic is embodied in our patron, Blessed Pier Giorgio Frassati. The characteristics of his life serve as a model for the entire school community. Therefore, these awards seek to recognize those students who have embraced these characteristics and made them their own.

### **ZEALOUS STUDENT**

Although he sometimes found school tedious and difficult, Blessed Pier Giorgio Frassati persevered in his studies out of a sense of family honor and a desire to place his education at the service of others. He was drawn to the beauty of truth as depicted in opera and literature, often reciting from memory large sections of Dante in his booming voice. Guided by the Catholic Church's teachings on social justice, he became a leader in political movements to seek just laws for the human person. In college he pursued a degree in mining engineering so that he could design safer working conditions for miners.

#### *Departmental Book Awards*

Each department recognizes a senior who attends closely to classroom activities; shows interest in subject by participating in class discussions; helps others with subject; appreciates the subject by initiating related activities, joining related organizations, reading related books, or inviting others to do so; conceptualizes field-specific values by synthesizing with values of our school community (i.e., recognizes and pursues the responsibility of the field to contribute to a culture of life.)

#### *Honor Roll*

These students have maintained all A's and B's with no Saturday detentions for the year.

#### *Principal's List*

These students have maintained all A's with no Saturday detentions for the school year.

#### *Salutatorian*

The Salutatorian goes to the senior with the second highest cumulative GPA and has attended Frassati Catholic for 3 consecutive years.

#### *Valedictorian*

The Valedictorian goes to the senior with the highest cumulative GPA and has attended Frassati Catholic for 3 consecutive years.

#### *Student Athlete Award*

These students participated in at least two athletic seasons during the school year and have maintained a 3.75 GPA or higher.



#### *Four Year Athlete*

These students have participated in the same sport for all four years of his/her attendance at Frassati Catholic.

#### *Virtuous Athlete Award*

1 male and 1 female from senior class; excels in athletics, encourages teammates, an outstanding work ethic, respectful in all situations, displays leadership.

#### TRUE FRIEND

Always cheerful in spite of his difficult life at home, Blessed Pier Giorgio Frassati attracted a group of friends that jokingly called themselves *Tipi Loschi* (Italian for “The Sinister Ones”). They often played innocent practical jokes or enjoyed fun trips, writing letters with code names to any missing group members. Pier Giorgio was a leader in the group and made sure that no matter where they went, attending Mass was included. With such a magnetic personality, it would have been easy for Pier Giorgio to draw others selfishly to himself, but he focused instead on what was best for others. He wanted to lead all his friends to the greatest good—friendship with Christ. Pier Giorgio was a true friend to others because this friendship with the Lord Jesus was the center of his life.

#### *Leadership Award*

Any student in any grade level can receive this award. This award is given to students who are committed to Frassati Catholic’s mission, positive in all ways, show initiative, coordinate activities, and support the initiatives of others in the school.

#### SERVANT OF THE POOR

Pier Giorgio became a member of the St. Vincent de Paul Society in high school, visiting poor families at least twice a week. Bringing food, medicine, and just his good cheer, Pier Giorgio saved all his money to do everything he could for them. At the age of 24, just months away from completing his college degree, Pier Giorgio contracted a fatal case of polio, most likely from serving the poor. On the day of his funeral, hundreds of the poor and needy he had served poured into the streets of Turin to join his funeral procession. His family was shocked to discover that he had quietly cared for so many people.

#### *St. Maria Goretti Service Award*

The St. Maria Goretti Service Award is given to 9<sup>th</sup> graders who have faithfully fulfilled their weekly service duty in the school community with a generous spirit like St. Maria Goretti.

#### *St. Teresa of Calcutta Service Award*

The St. Teresa of Calcutta Service Award is given to 10<sup>th</sup> graders who have demonstrated an exceptional attitude of service on the Pier Giorgio Days by being cheerful and truly going out of themselves to others, taking initiative to help in positive ways, and completing tasks enthusiastically and efficiently.

#### *St. Catherine of Siena Service Award*

The St. Catherine of Siena Service Award is given to 11<sup>th</sup> graders who have gone above and beyond the service requirement of 20 hours of corporal works of mercy. Students completed a total of 40 or more service hours.

### *St. Vincent de Paul Service Award*

The St. Vincent de Paul Service Award is given to 12<sup>th</sup> grades who have shown exemplary commitment to a life of service.

### *Pier Giorgio Service Award*

This award is given to one male and one female senior who have consistently demonstrated the following characteristics: cheerfully volunteers to assist in various duties around the school, completes tasks efficiently and industriously, fulfills and goes beyond service requirements and lives an attitude of service as a way of life.

## WITNESS TO HOLINESS

### *Man of the Beatitudes / Woman of the Beatitudes*

Man/Woman of the Beatitudes is the highest honor Frassati Catholic High School confers on a student. By vote of the juniors and seniors, with faculty approval, a senior girl and a boy are chosen who best exemplify the ideals of the five characteristics of Bl. Pier Giorgio Frassati. The students elected as Man/Woman of the Beatitudes must be in good disciplinary standing and must have attended Frassati Catholic High School for three consecutive years.

## **Other Awards**

In addition, students at Frassati Catholic High School participate in many competitive local, state, and national testing and audition programs during the year, including:

TPSMEA (Texas Private School Music Educators Association)

University of St. Thomas Essay Contest

Archdiocesan Youth Council

Model United Nations

National World Language Exams (French and Spanish)

National Merit Scholarship Program

National Scholastic Art Competition

Youth and Government Competitions

## **IX. STUDENT AND FAMILY EVENTS**

### **Advanced Placement - Parent Night**

Parents of students interested in taking Advanced Placement courses are encouraged to attend this evening event, which includes a general presentation about the AP program and opportunities to speak with AP faculty members about specific course requirements.

### **Baccalaureate Mass and Reception**

This Mass is celebrated in honor of the graduating seniors. After Mass, a reception is hosted by the junior class parents for the seniors and their parents to celebrate their years at Frassati Catholic High School. During the reception, the senior slide show is presented.

### **College Financial Aid Information Night**

During first semester, Frassati Catholic hosts an evening of speakers and information concerning college financial aid opportunities and processes.

**Commencement**

Commencement is held on campus. Underclassmen, friends, and families of the graduates are invited to attend this very special event.

**Father/Daughter and Mother/Son Dance**

Girls invite their father, grandfather, or family friend and boys invite their mother, grandmother, or family friend to attend this dance while a band or DJ plays “old favorites” to which dads and daughters/sons and mothers can dance.

**Golf Tournament**

Open to parents and friends of Frassati Catholic, the Golf Tournament is a yearly fundraiser to support school operating needs and tuition assistance.

**Junior Class Pin Mass**

The juniors are presented with their class pins during a special Mass. Following Mass, the senior class parents host a reception for the juniors and their parents.

**Junior / Junior Parents Night**

In the spring the college counselor meets with juniors and their parents to explain the college admissions process, application deadlines, and the financial aid process.

**May Crowning**

May Crowning is an annual devotion to honor Mary, the Mother of God, that takes place during school hours. Seniors are part of a procession carrying roses to present to Mary. A statue of the Blessed Virgin is crowned by the youngest members of the student body. Family members are welcome to attend.

**Verso L'Alto Summit Awards Ceremony**

This event recognizes the academic, athletic, and fine arts accomplishments of the Frassati Catholic students. All students and their families are encouraged to attend this special event. Those slated to receive an award and their parents are notified in advanced.

**Admissions Open House**

Each fall, Frassati Catholic High School opens its doors on a Sunday afternoon to prospective students and their families to give them the opportunity to tour the facility and to meet faculty members and current students.

**Back to School Night**

Each fall, the parents of all students have an opportunity to meet their child's teachers in their classrooms, along with the Frassati Catholic administration and other staff and receive information about curriculum and class requirements, Family Association activities, school operating procedures, and an overview of the academic year.

**Frassati Fan Night**

Each year, Frassati Fan Night is scheduled for a home athletic event. All are welcome to attend for food, fun and fellowship.

**Annual Gala**

The annual gala supports the Frassati Catholic Giving Program. Proceeds from the special event are applied to annual operating needs and tuition assistance.

**Facts and Folly Trivia Night**

The Facts & Folly Trivia Night and Parent Meet & Greet is a fun night-on-campus for the adults. This inaugural event is designed for parents to meet and get to know one another, to foster community involvement, to promote the upcoming annual golf tournament, and to raise money for student life and faculty programs.

**Frassati Family Association**

The Frassati Family Association is directed by the administration of Frassati Catholic. The Association exists for the purpose of supporting the mission and vision of Frassati Catholic High School through support of the Board of Trustees and Administration. This support is primarily accomplished in gatherings of parents, faculty, administration, and students through meetings, fund raisers and other activities, which provide positive interaction of the members of the Frassati Catholic community.

**Right to Amend**

Frassati Catholic High School reserves the right to amend this handbook. Notice of amendments will be communicated to parents and students.

## APPENDIX A

### Bell Schedules

#### Regular – 90 mins

|               |                         |
|---------------|-------------------------|
| 7:45          | First Bell              |
| 7:50          | Prayers & Announcements |
| 7:55 – 9:25   | Period 1                |
| 9:30 – 11:00  | Period 2                |
| 11:05 – 11:35 | Lunch                   |
| 11:45 – 1:15  | Period 3                |
| 1:20 – 2:50   | Period 4                |

#### Morning Assembly (40 min) – 80 mins

|               |                         |
|---------------|-------------------------|
| 7:45          | First Bell              |
| 7:50          | Prayers & Announcements |
| 7:55 – 9:15   | Period 1                |
| 9:20 – 10:00  | Assembly                |
| 10:05 – 11:25 | Period 2                |
| 11:30 – 11:55 | Lunch                   |
| 12:05 – 1:25  | Period 3                |
| 1:30 – 2:50   | Period 4                |

#### Afternoon Assembly (55 min) – 75 mins

|               |                         |
|---------------|-------------------------|
| 7:45          | First Bell              |
| 7:50          | Prayers & Announcements |
| 7:55 – 9:10   | Period 1                |
| 9:15 – 10:30  | Period 2                |
| 10:35 – 11:50 | Period 3                |
| 11:55 – 12:25 | Lunch                   |
| 12:35 – 1:50  | Period 4                |
| 1:55 – 2:50   | Assembly                |

#### 1 Hour Delay – 75 mins

|               |                         |
|---------------|-------------------------|
| 8:45          | First Bell              |
| 8:50          | Prayers & Announcements |
| 8:55 – 10:10  | Period 1                |
| 10:15 – 11:30 | Period 2                |
| 11:35 – 12:05 | Lunch                   |
| 12:15 – 1:30  | Period 3                |
| 1:35 – 2:50   | Period 4                |

#### Early Dismissal – 50 mins

|               |                         |
|---------------|-------------------------|
| 7:45          | First Bell              |
| 7:50          | Prayers & Announcements |
| 7:55 – 8:45   | Period 1                |
| 8:50 – 9:40   | Period 2                |
| 9:45 – 10:35  | Period 3                |
| 10:40 – 11:30 | Period 4                |

#### Exam Day

|               |                         |
|---------------|-------------------------|
| 7:45          | First Bell              |
| 7:50          | Prayers & Announcements |
| 8:00 – 10:00  | Exam                    |
| 10:00 – 10:20 | Break                   |
| 10:30 – 12:30 | Exam                    |

#### Mass Day & 1 Hour Delay – 60 mins

|               |                         |
|---------------|-------------------------|
| 8:45          | First Bell              |
| 8:50          | Prayers & Announcements |
| 8:55 – 9:55   | Period 1                |
| 10:00 – 11:00 | Mass                    |
| 11:05 – 12:05 | Period 2                |
| 12:10 – 12:35 | Lunch                   |
| 12:45 – 1:45  | Period 3                |
| 1:50 – 2:50   | Period 4                |

#### Afternoon Assembly (40 min) – 80 mins

|               |                         |
|---------------|-------------------------|
| 7:45          | First Bell              |
| 7:50          | Prayers & Announcements |
| 7:55 – 9:15   | Period 1                |
| 9:20 – 10:40  | Period 2                |
| 10:45 – 11:10 | Lunch                   |
| 11:20 – 12:40 | Period 3                |
| 12:45 – 2:05  | Period 4                |
| 2:10 – 2:50   | Assembly                |

#### Activity Period – 80 mins

|               |                         |
|---------------|-------------------------|
| 7:45          | First Bell              |
| 7:50          | Prayers & Announcements |
| 7:55 – 9:15   | Period 1                |
| 9:20 – 10:40  | Period 2                |
| 10:45 – 11:30 | Activity Period         |
| 11:35 – 11:55 | Lunch                   |
| 12:05 – 1:25  | Period 3                |
| 1:30 – 2:50   | Period 4                |

#### 2 Hour Delay Schedule – 60 mins

|               |                         |
|---------------|-------------------------|
| 9:45          | First Bell              |
| 9:50          | Prayers & Announcements |
| 9:55 – 10:55  | Period 1                |
| 11:00 – 12:00 | Period 2                |
| 12:05 – 12:35 | Lunch                   |
| 12:45 – 1:45  | Period 3                |
| 1:50 – 2:50   | Period 4                |

#### Mass Day – 75 mins

|               |                         |
|---------------|-------------------------|
| 7:45          | First Bell              |
| 7:50          | Prayers & Announcements |
| 7:55 – 9:10   | Period 1                |
| 9:15 – 10:15  | Mass                    |
| 10:20 – 11:35 | Period 2                |
| 11:40 – 12:05 | Lunch                   |
| 12:15 – 1:30  | Period 3                |
| 1:35 – 2:50   | Period 4                |

## **APPENDIX B ACCEPTABLE USE POLICY**

Frassati Catholic High School offers a college-preparatory education in a Christ-centered atmosphere where students have the opportunity to grow to their fullest potential through a well-rounded academic and moral formation. In support of that mission, Frassati Catholic is committed to the use of technology as a tool to expand opportunities and conduct academic research consistent with educational goals. The goal is to form students to be ethical digital citizens who can access information and utilize technology in a safe, legal way. *With these opportunities come responsibilities.* The Acceptable Use Policy is designed to give students and families clear, concise guidelines regarding the use of technology on the Frassati Catholic campus. The underlying premise of this policy is that all the members of the Frassati Catholic High School community must uphold the values of honesty and integrity, consistent with the mission of the high school while conforming to the laws of the United States and the State of Texas. While providing students with access to extensive resources, safeguards are also in place to protect students from pernicious or harmful materials on the Internet. However, on a global network, it is impossible to control all inappropriate materials. That is where building habits of virtue are necessary. Students are expected to use good judgment and to utilize technology with integrity. Signing this document indicates that the parties who signed have read the terms and conditions carefully and agree to abide by them. Failure to comply with the terms of this agreement can result in loss of privileges and disciplinary action.

***Note: This Acceptable Use Policy and all rules and regulations contained herein applies to all students using the Frassati Catholic Campus technology and network resources (wired and/or wireless), including email accounts, hard-drives, software and applications on any computer, laptop, electronic tablet, iPad (school-owned, school-issued, or personally owned) or mobile device on the Frassati Catholic campus. Agreement is implicit with the use of the device, even without a signature. By using this network, users have agreed to this policy.***

### **USAGE GUIDELINES**

Frassati Catholic provides students access to various digital resources, including a wide range of educational materials through computers and online services. Content-filtering technology is used on all school computers with Internet access to protect against unacceptable web content. However, no web-filtering technology is 100% effective. Frassati Catholic makes every effort to monitor online activity. **Listed below are guidelines and expected behaviors that each student is to follow while using technology at Frassati Catholic High School.**

#### **Safety and Privacy**

- Students are not to give any personal identifying information regarding themselves or other students through email or the Internet, including full name, phone number, address, passwords, etc., except regarding themselves in the college-application process.
- Students are not to provide email addresses or other personal identifying information regarding faculty or administration to anyone outside of the school without permission.
- Student pictures and/or work may not be included on a school/classroom webpage with identifying captions, unless the site is password protected, or with parental permission for use as approved by the administration in official Frassati Catholic communications.

#### **Password Protection**

Internet passwords are provided for each user's personal use only and are, therefore, confidential. Students are NOT to share any passwords and must secure and maintain private passwords for network, email use, the web portal, Naviance, and PowerSchool, as well as laptop/chromebook

access. If a student password has been discovered, the student will change it immediately and notify a teacher or administrator who in turn will notify the Technology Department.

### **Network Access**

- Students are not to knowingly degrade or disrupt the network, online services, or equipment. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, or attempting to gain access to restricted or unauthorized network services (i.e. guest Wi-Fi), including servers or network information that is not open to the public.
- The utilization of proxy-avoidance IP numbers, websites, or programs is prohibited.
- Any commercial use is prohibited. Students may not use the school network for commercial or private business reasons.
- Frassati Catholic High School is not responsible for damaged or lost personal data transferred through the campus network or stored on school-owned laptops, computers, or servers.

### **Accessing Inappropriate Material**

- The Internet is a valuable source of information for education. Network and Internet access is provided as a tool for educational purposes only. Inappropriate materials available on the Internet (i.e. and materials that would be filtered) are strictly prohibited. These materials include, but are not limited to, items of sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store these types of material. Frassati Catholic's network and systems, including any and all computers and devices connected to them, will be monitored using network monitoring systems and other tools available, including but not limited to content-filtering devices and firewalls. Information monitored and reported includes user name and sites/URLs accessed, applications accessed, and network resources accessed. Certain activities or sites may simply be blocked, where others may generate a notification to IT and Administrative staff. If a student accidentally accesses a website that contains obscene, derogatory, pornographic, or otherwise offensive material, the student is to notify a teacher, an administrator, or a member of the Information Technology Department immediately so that the sites can be blocked from further access.
- Frassati Catholic High School has the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access, including transmitted and received information.

### **Online Etiquette**

- Students are to use appropriate language and graphics in all digital communication. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening, demeaning or abusive language of any kind is not acceptable.
- Use of the school's online access to make, distribute, or redistribute jokes, stories, obscene material, material based on slurs, or to engage in cyber-bullying is strictly prohibited. Violations will be subject to disciplinary measures.
- No public blogs, forums, social media or other online posts damaging to the school, or its students, faculty, or staff are to be posted using school computers and/or networks.
- No use of the Frassati Catholic High School name, school logo, or crest is to be used without express permission of the principal.

### **E-Mail, Online Services and Social Media**

Frassati Catholic e-mail accounts enable students to access components of their Google accounts in order to manage school-related business.

- E-mail addresses provided by the school are to be used only to access Google accounts.
- E-mail (personal or otherwise) during class is prohibited unless authorized by faculty or administration.
- Instant messaging, blogging, participation in chat rooms, Skype, Twitter, and other social media (such as Facebook, Instagram, or Pinterest) are all prohibited (and subject to disciplinary action) on the Frassati Catholic Campus network during the academic day, except as part of an assigned class activity that is approved and supervised by faculty or administration.

Students must recognize limits to privacy in electronic communications through email. While Frassati Catholic High School will make every effort to keep electronic data secure, there are limits to privacy in electronic communications. Privacy is not guaranteed and users should have no expectation of privacy in messages sent through or files saved to the campus system. The administration of Frassati Catholic High School reserves the right to access electronic data to maintain the system, investigate security or abuse incidents or violations of this or other Frassati Catholic policies. Frassati Catholic owns all email accounts.

### **Cell Phones/Mobile Devices**

- Students are not permitted to use cell phones on campus during the academic day except before 7:45 a.m. or after 2:50 p.m. in *non-academic* settings. Cell phones are not permitted in the Library at any time. Cell phones are not permitted in any other locations specified for before and after school academic activities. When school is in session, cell phones are to be turned OFF and put away in a locker or vehicle. Silent is not OFF.
- If a violation occurs, cell phones and communication devices will be confiscated and an automatic after-school detention is issued. Violating the policy a second time will result in an automatic Saturday detention and parents will be notified by the administration. A third violation of the policy will result in the student serving one day of in-school suspension. The school reserves the right to check the contents of a student's cell phone or other electronic device.

### **Audio and Video**

- Listening to music, either aloud or with ear buds (as with a tablet or laptop), is not permitted during class or study hall without teacher permission.
- Listening to Internet music websites during the academic day is strictly prohibited, as it has a negative impact on the availability of school resources (bandwidth) for academic purposes.
- Audio on computers and mobile should be turned off unless required for the activity being conducted.
- The use of computers or mobile devices to watch movies/videos (i.e., on YouTube) is not permitted during the school day unless required for a class activity and approved and supervised by the teacher.
- Audio or video recording (including taking pictures) of others is not allowed unless prior written permission of all parties being recorded is received.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.



- Video streaming of any kind is only allowed with the permission and supervision of a faculty member in conjunction with a class project. Video streaming has a negative impact on the availability of school resources for academic purposes.
- Violation of any of these policies will result in a minor infraction or detention and these items being turned in to the administration.

### **Games**

Games are not permitted during school hours except as part of an assigned, in-class activity. Games that are “played” using the school network are not allowed.

### **School-owned computers**

- Students will not change any operating-system configuration or settings; these have been set by the Information Technology Department. Any change of the operating configuration or settings is subject to disciplinary measures by the administration.
- Students are not allowed to create any BIOS or Open Firmware passwords on any school computer/laptop/tablet/iPad. BIOS or Open Firmware passwords are set through the computer’s hardware and are not the same as regular passwords.
- Students are prohibited from accessing faculty, administration, and staff computers, as well as school servers, for any reason without explicit permission from the user or administrator of the computer/server.

### **Laptops/Tablets/iPads/Chromebooks**

- Each teacher creates parameters for student use of laptops/tablets/iPads/chromebooks in the classroom. Students are permitted to use these devices in study hall and before or after school so long as they abide by the terms of this agreement.
- Texting during school hours on any personal device is not permitted and will result in disciplinary action.
- Student laptops/tablets/iPads/chromebooks must not be left unattended at any time. They must be in a student’s possession or secured in a locked classroom or locker at all times. If a laptop/tablet/iPad/chromebook is found to be unattended, it will be turned in to the Information Technology Department and the student will receive a lunch detention.
- Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the school.
- Laptops/tablets/iPads/chromebooks may not be used in the assembly hall during lunch.
- In the case of theft of a device, a police report may be filed by the parent of the student and a copy of the police report (including the serial number) submitted to the administration.
- The school reserves the right to remove any software that has been installed that impedes the educational purpose of the laptop/tablet/iPad/chromebook program.
- The school will monitor all technology use on campus during the school day, including logging website access, newsgroup access, bandwidth, and network use. Students found in violation of the guidelines will have privileges revoked.

### **Copyright Law**

Copyright Law protects the ownership of another’s creative works. In an educational setting, students are permitted to use others’ works under the Fair Use Clause, if they meet the restrictions and cite the work.

## **Downloading and Installing Software**

- All installed software must be a legally licensed copy and approved by Frassati Catholic High School and the Information Technology Department.
- The downloading of music files, video files, games, etc., through the school's network is prohibited unless it is part of an assigned, in-class activity.
- Applications, software, movies, songs, and other materials protected by copyright law may not be transmitted or duplicated. This includes copyrighted movies, which may not be "ripped" from DVDs or from the Internet and copied on laptops/tablets/iPads/chromebooks. Only commercial videos legally purchased from the iTunes store or a similar entity may be downloaded.
- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.

## **File Sharing**

- File sharing with the intent to obtain copyrighted materials such as software, movies, music, games, etc., is prohibited.
- Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data (i.e. copyrighted music, videos, movies) is considered file sharing.
- No file-sharing software is to be installed on any device using the school network.

## **Plagiarism**

- Plagiarism includes the use of any created information that is not properly cited.
- Students should assume that all materials available on the Internet are protected by copyright law. Information obtained through the Internet must be properly cited, in compliance with copyright laws. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphic, movies, music, and text.

## **Shareware and Freeware**

Shareware and freeware may only be installed on school computers/laptops with prior approval from the Information Technology Department. Shareware and freeware programs such as animated cursors (i.e., Comet Cursor), screensavers, etc., automatically open connections from outside of our network. These spyware connections not only monitor the computer's activities, but they also slow down the operation of the computer and the network connection.

## **Consequences**

**The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy.** Such consequences could include detentions, suspensions, dismissal or the loss of technology privileges for a specific amount of time determined by the administration or even possible legal action. These consequences apply to all students using computers, laptops, iPads/tablets, chromebooks or cell phones/mobile devices on the school's campus, whether these devices are personally owned or school-issued.

- Any laptop/tablet/iPad/chromebook or mobile device used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy, including the right to search and remove content from the device, and the right to retain the device in the school's possession, in the event of an infraction.

- In the case of repeated abuse and/or damages to a device, the school has the right to revoke a student's privileges of using a device on campus.
- Any change of the operating configuration or settings is subject to disciplinary measures by school administrators.
- Any iPad/tablet/chromebook/computer/laptop damage that is the result of intentional damage or negligence is not covered by insurance. Consequences for these actions will include the student paying for the repair or replacement of the device, as well as other disciplinary actions as determined by the school administration.
- If a student uses a cell phone or other electronic device during the academic day without permission from a faculty or staff member, the device will be collected and sent to the appropriate administrator's office. The school reserves the right to check a student's calling/texting and photo/video history.
- A student who accumulates several of these violations may lose the privilege to carry the device on campus.
- The Code of Conduct applies also to the use of electronic devices, and students are to report any known violations of the Acceptable Use Policy to appropriate administrative staff members. Random checks of student laptops/tablets/iPads/chromebooks/other devices (both personally owned and school-issued) may be conducted throughout the year to ensure that these policies are followed.
- Frassati Catholic High School network administrators and their authorized employees monitor the use of information technology resources to help ensure user's security and conformity with policy. Frassati Catholic Technology network administrators reserve the right to examine, use and disclose any data found on the network to further the health, safety, discipline or security of any student or other person or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.
- Students must recognize limits to privacy in electronic communications through email, Cloud computing, or network or hard drive files (electronic data). While Frassati Catholic will make every effort to keep electronic data secure, there are limits to privacy. Electronic data privacy is not guaranteed and users should have no expectation of privacy in messages sent or files saved to the campus system. In certain circumstances, it may be necessary for the Information Technology staff to access electronic data to maintain the system, investigate security or abuse incidents or violations of this or other Frassati Catholic policies. Frassati Catholic High School owns all email accounts, network or hard drive files run or saved to its system.

Students are required to adhere to all provisions and conditions set forth in this Acceptable Use Policy. Frassati Catholic high School takes no responsibility for activities conducted or materials stored on computers, laptops/tablets/iPads/chromebooks, or other technological devices, whether personally owned or issued by the school for student use.