

Lansing Catholic High School

Freshman Family Survival Guide

2017-18



Excellence

Faith

Service

Tradition

www.lansingcatholic.org

*The Lansing Catholic High School community forms
students spiritually, intellectually, and socially
into faithful disciples of Jesus Christ.*

Before School Starts

Office Information & Summer Office Hours

Main office number: 517-267-2100 & Fax number: 517-267-2135

LCHS Address: 501 Marshall Street, Lansing, MI 48912

The LCHS main office summer hours are: 8:30am to 12:30pm Monday through Friday.

The office will be closed the week of July 4 (Mon., July 3 through Fri., July 7, 2017). Normal school year office hours begin on Mon., Aug. 7, 2017 and are 7:30am-3:30pm Monday through Friday.

Summer Reading Assignment

Each English class at Lansing Catholic has a summer reading assignment. All freshmen are to read: *Jim the Boy* by Tony Earley. Students are to read the book over the summer and bring it to English class on the first day of school. *Reading the book before school starts is very important, as the class will begin with a quiz and a writing assignment based on the book.*

School Supplies & Graphing Calculator Requirement

A supply list for freshman students is included with this mailing. If you have any questions regarding the freshman supply list, please contact freshman class moderator, Ms. Stacia DeVries by email at stacia.devries@lansingcatholic.org. (More information about textbooks is on a following page.)

Each student is required to have his or her own graphing calculator for all math and science classes at LCHS. If your student does not already have a graphing calculator, please purchase any version of the TI-84 (examples: TI-84 CE, TI-84 Plus, etc.). If you purchase a new graphing calculator, please label it with your student's name and turn in the UPC proof of purchase to your student's LCHS math teacher (the math department can redeem these for free teaching materials).

Freshman & New Family Orientation – Wednesday, August 16, 6pm-8pm

All freshman students, transfer students, and their parents are asked to attend new family orientation. Please arrive a few minutes early to have a photo taken with your student and drop off paperwork. During this new family orientation, administrators and faculty will go over procedures and policies with parents, while students will meet their homeroom classmates learn about the school and participate in activities with their homeroom.

Freshman Orientation – Monday, August 21, 8am-3pm

During this mandatory freshman orientation, students will walk through their class schedules, meet their teachers, practice their locker combinations, learn how to buy lunch, attend sessions on discipline and chapel/Mass etiquette, and have their school photo taken. Students will be in small groups led by upperclassmen mentors and their homeroom teachers. Students do *not* need to wear their uniforms, but must follow LCHS's casual dress code of being neat, clean, and modest (no shorts, tank tops, flip flops, or athletic sandals).

School Pictures – Monday, August 21 (during freshman orientation)

School pictures will be taken during freshman orientation by LifeTouch. All students will have their photos taken for school IDs, purchasing a photo package is optional. Photo package information and prices will be mailed to families, posted on our website and available in our main office to pick up the week prior. Students should keep in mind the school policy of being neat, clean, and modest for their picture, no tank tops or low cut shirts.

Curriculum Night (formerly known as Parent Open House) – Wed., Sept. 6, 7pm-9pm

During Curriculum Night, parents will rotate through their student's classes to learn each teacher's expectations and plans for the school year, including grading policies and class content. Curriculum Night will begin promptly at 7 pm in your student's 1st period class. Please bring your child's schedule with you as you will be following it for the evening. (This night is vastly different from the Freshman and New Family Orientation on Wed., Aug. 16.)

Before School Starts continued

School Uniforms

Educational Outfitters is our ONLY approved uniform supplier. Students are expected to be in uniform on the first day of school. Students have several choices for uniforms from Educational Outfitters: polo-style shirts (blue, navy or white) or oxford shirts (white or blue), khaki or black pants, and for girls, khaki, black or plaid skirts. All shirts have the LCHS cross logo. Young men must also wear a belt everyday. Solid colored sweaters (cardigan, v-neck, or crew neck) of any brand may also be worn with the uniform. Approved LCHS fleece jackets and quarter zip pullovers may be worn over uniform shirts only if purchased from Lansing Catholic's Spirit Shop or Educational Outfitters with the Lansing Catholic High School logo. All shoes must have a back (athletic sandals and flip-flops or flip-flop style shoes are not acceptable). Please refer to the student handbook and our website www.lansingcatholic.org for details regarding our uniform.

Educational Outfitters store is located at 3320 W. Saginaw, Lansing, MI 48917 and the store phone number is 517-886-4800. Educational Outfitters has their own website <http://lansing.educationaloutfitters.com/>.

Service Requirement

As a requirement for graduation, students must complete and log at least 80 hours of service. Service must be completed with an approved non-profit agency. A list of approved agencies can be found on our website and in your family binder. Students log hours through x2VOL: www.x2vol.com. Instructions for setting up an x2VOL account will be sent to incoming freshmen this summer. Because agencies will verify service through x2VOL, students will not turn in any paper forms. The required 80 hours of service can be completed any time between 8th grade graduation day and the last school day of their senior year. Questions about service should be directed to our service coordinator, Ms. DeVries at 517-267-2158 or stacia.devries@lansingcatholic.org.

Skyward Family Access / Schedules / Lockers

Skyward is an internet-based program that allows students and parents to view grades, assignments, report cards, class schedules, and locker information. To access your student's schedule, or grades once school starts, go to our school website: www.lansingcatholic.org and click on "Skyward" at the top of the main page, enter your username and password. Your student's schedule is available under the Schedule tab. Schedules will show both 1st and 2nd semester classes. Your student's locker number and combination is available under the Student Information tab. We encourage you to print a schedule just before school starts since students will follow their schedule during their Freshman Orientation, and parents will need their student's schedule to follow for the Curriculum Night. *Schedules may be slightly adjusted throughout the summer, please recheck your student's schedule and locker just prior to the start of the school year.*

Counselors

Students with last names A-K are assigned to Counselor Mrs. Joanne Westfall and students with last names L-Z are assigned to Counselor Ms. Renee Nichols. Please note that our counselors are not available during the month of July.

Mrs. Joanne Westfall (A-K): 517-267-2151 or joanne.westfall@lansingcatholic.org
Ms. Renee Nichols (L-Z): 517-267-2117 or renee.nichols@lansingcatholic.org

Forms

All of our forms can be downloaded from our website. Go to www.lansingcatholic.org and then click on "Parents" to access the entire list of forms. This includes forms for field trip permissions, Meal Magic (lunch money), sports physicals, student handbook agreement forms, etc.

Textbook Information

The textbook list for the 2017-2018 school year is available on our school website throughout June, July, and August. This list includes the textbook titles and the ISBN numbers, which families should cross reference with their student's schedule on Skyward.

On Monday, July 17 from 6pm to 7pm a used book and uniform swap will take place in Lansing Catholic's cafeteria. Families can use this opportunity to sell or swap used textbooks and uniforms.

Families may purchase books from any source including other families or online at websites such as www.half.com or www.amazon.com. If you have any questions about textbooks you can contact our Office Manager, Mrs. Draminski at cecilia.draminski@lansingcatholic.org or 517-267-2105.

On the textbook list there are some texts that say "digital edition" and an ISBN number. Families may wish to purchase or rent a digital edition instead of a print edition. These options are only allowed where the content does not significantly differ between print and digital formats in light of our course outcomes. Not all of our textbooks are digital. There are specific directions for purchasing some of the digital texts on the textbook list.

All Spanish courses exclusively use a digital text. The school is required to make this purchase in order for the teacher to have access to the resource materials. Each student must pay the \$25 electronic Spanish book fee to the main office prior to the start of school. Each student will be issued a user name and password to access the electronic Spanish book, which will be valid for the entire school year. User names and passwords will not be issued until the textbook fee is paid. This can result in a student missing assignments and falling behind in the material that will be covered at the beginning of the school year.

Technology

Chromebooks & Devices

Each freshman is issued a Chromebook to be used in their classes. Parents and students will receive the Chromebook when they attend one of our Chromebook Orientations over the summer:

June 19, 22, 27, 28, July 20 & 24. Chromebook Orientation sign up link:
<http://www.signupgenius.com/tabs/23676D601A4CDEDC17-chromebook>

All Chromebook Orientations are from 6:30-7:30pm in LCHS's library.

Between the hours of 8:00am-3:00pm all electronic devices are to be used *for educational purposes only*. If a student is using an electronic device inappropriately a teacher has the right to confiscate the device. Use of devices can help students stay organized, access Google docs, class websites, and digital texts, and extend learning beyond the classroom.

Please note that during lunch, devices are not allowed. We want students engaging with people rather than focused on screens.

Cell Phones

Cell phones are off limits between the hours of 8:00am and 3:00pm. Cell phones should be turned off and kept in a student's locker during the entire school day. If a parent needs to contact their student during the school day, they should contact the main office and the message will be delivered in a timely manner.

Student Email

All students have a lansingcatholic.org email address, which is accessible through Gmail. Students should check their email on a daily basis during the school year. Administration and teachers frequently use email to communicate with students outside of the classroom, including reminders about homework and tests, meetings for student groups, and upcoming events.

Grades

GPA

A student's grade point average (GPA) is determined by semester grades only, not quarter grades. Semester grades are calculated: first quarter of the semester 40%, second quarter of the semester 40%, final exam/project 20%.

Deficiencies

Deficiencies are posted at mid-quarter to the Skyward accounts of parents whose students have a C- or lower in a class. Deficiency notices may also be sent by a teacher at another time if a student is in danger of failing a course

Report Cards

Report cards are not mailed home. They are posted electronically to Skyward Family Access accounts. Families are able to download and print a report card. Report cards will be posted on Skyward one week after the end of each quarter. Second semester final report cards will be available on Skyward by July 1 at the latest. Report cards access on Skyward may be disabled if a student has overdue fees or discipline issues.

Exams

First semester exams will take place December 18-22, 2017. Second semester exams will take place June 4-8, 2018. Typically, there are 1 or 2 exams on each exam day. Exams are 70 minutes each followed by a 20 minute break. The exam schedule is different from the regular school day or half day schedule. The first exam of the day is 9:00am-10:12am followed by a 20 minute break and the second exam of the day 10:32am-11:45am. Although school begins later on those days, the building is still open at 7:00am for students who arrive early.

Exam Waiver for 2nd Semester

Students have the privilege of waiving one of their second semester final exams if the student: does not have nine or more absences in the second semester, has served all of his/her detentions, has not been suspended, has no outstanding disciplinary issues, does not have any outstanding library books/fees, school tuition/fees or athletic fees/uniforms. Exam waivers cannot be used to waive a Theology course, semester course, or any final project or paper. If students waive an exam, they do not need to be present at school during that exam time. Waivers will be distributed at the end of May and must be signed by the student and parent and then turned in to the teacher at least 24 hours in advance of the exam.

Activities

Activities & Club Fair

At the beginning of each school year, there is an activities and club fair during the school day. Students will have the opportunity to learn about and to sign up for these activities and clubs during the club fair. Our Broadcasting class will also promote and publicize dates and times of club meetings on our daily announcements throughout the school year.

Retreats

All freshmen are required to attend a day retreat. These retreats are held at Bethany House at the St. Francis Retreat Center in DeWitt, MI and focus on what it takes to become the person who God calls them to be. Mass and reconciliation is part of the retreat. Students bring their own lunch and receive a permission slip several days prior to the retreat from their Theology or Homeroom teacher.

Library Services

At Freshman Orientation, students will get an overview of the library and its services including how to check out books and ebooks. The library is open most school days from 7:30am-4:00pm. The Student Handbook Agreement must be signed for a student to maintain a computer account at the school, which includes usage in the library as well as in their classes.

Activities continued

Homecoming Week – Sunday, October 1 to Saturday, October 7, 2017

One of the first major social events and celebrations of high school is Homecoming Week. This is a great week for freshmen and their parents to get to know other students and parents. Students work together to decorate their hallway based on their assigned homecoming theme.

On Sunday, October 1, 2017, there is a potluck for families with students in all grade levels before the girls powder puff football game. Throughout the week, there will be competitions during lunches and special dress days for students.

The Homecoming football game will be played at Lansing Catholic High School on Fri., Oct. 6 at 7pm.

The Homecoming Dance is on Saturday, October 7, 2017 from 8pm to 11pm in LCHS's cafeteria. The Homecoming Dance is a casual dance with attire ranging from jeans and t-shirts to dresses and dress pants with a button down shirt. Our students come from a range of schools and this is the first major social event of the year. We want everyone to attend and feel comfortable doing so.

Dances

The school sponsors four dances throughout the year: Homecoming Dance, Winter Snowcoming Dance, 7th-8th-9th Grade Dance, and Prom. (Freshmen are not allowed to attend the Prom.) Admission for dances is covered by the Student Activities Fee that is paid prior to the beginning of the school year. Students are allowed to bring another high school guest to a dance provided they complete and turn in a guest permission form to the main office a week before the dance. The exception to this is the 7th-8th-9th Grade Dance where no outside guests are allowed. Please check the student handbook on our website for all of the regulations regarding dances.

Work-a-thon – Friday, April 27, 2018

Putting our faith into action is an integral part of what we do at Lansing Catholic. Work-a-thon is a day of service where there are no classes so that the entire school can complete service projects in the greater Lansing community. Approximately thirty local agencies benefit from this day. Parent volunteers are needed to help with this event that begins with an opening pep rally, three hours of service with an agency, and then closes with small group prayer back at school. If you would like to volunteer for or be a sponsor for Work-a-thon, contact Ms. Stacia DeVries at 517-267-2158 or stacia.devries@lansingcatholic.org.

Communication

Family Binder

You received a Family Binder at your registration appointment in the spring. This includes helpful information about our school as well as contact information for many of our staff. As you receive other paperwork at various meetings throughout your four years, please add those to your binder.

LCHS Family Directory

A link to our electronic family directory will be emailed to all families once it is updated in the fall.

School Website – www.lansingcatholic.org

Our website includes special announcements, upcoming events, calendar updates, Skyward Family Access for student grades and attendance, athletic schedules and maps, downloadable forms, teacher websites, and more.

Email Blasts to Parents

Lansing Catholic High School sends out weekly email blasts to parents. Please check your Skyward account to verify that we have the correct email address for your family. If we do not have the correct information, please contact our main office to update your email address: 517-267-2100.

Communication continued

School Google Calendar

The most up-to-date calendar for all non-athletic school events is our school Google calendar. Directions on how to access the calendar and add the calendar to your phone or other electronic calendars are available on the "Calendar" page at the top of our website: www.lansingcatholic.org.

Social Media – Facebook & Twitter

Lansing Catholic High School has Facebook and Twitter pages where we post important reminders, school events, athletic competition results, and more! On Facebook, please "like" the Lansing Catholic High School page and "follow" @LansingCatholic on Twitter to receive updates.

Parent Volunteer Opportunities

A parent volunteer sign-up will be available for grade level and other school events before school begins. If you have questions about volunteering for grade level events hosted by the Class of 2021, please contact Stacia DeVries, freshman class moderator, at stacia.devries@lansingcatholic.org.

Athletics

Sports Physicals

Any student participating in any sport must have a signed MHSAA physical form on file with the Athletic Director prior to their first practice; the physical must have been completed after April 15, 2017. Physicals were already held at LCHS in June and will not be held again in August.

Fall Practice Dates

All fall sports begin practice/tryouts on August 9, 2017 with the exception of football. (Football will leave August 7 for an out of town camp.) If you have any questions or would like more information regarding practice dates and times, please contact the coach directly.

Sports Schedules & Information

Our athletics website: lansingcatholicathletics.com has the most up-to-date sports schedules. Score updates and results are often posted on our athletic Facebook and Twitter accounts. Please like the Lansing Catholic HS Sports Facebook page and follow us on Twitter @lchscougarsport.

Sports Passes

There is an admission fee for all athletic events. Student athletic passes are included as part of the Student Activities Fee paid at the beginning of the school year. Family athletic passes are available for purchase from the Athletic Director's office before and after New Family Orientation in August and during Curriculum Night in September. A Family pass covers two adults and all K-8th grade students who are immediate family members. Family passes cost \$125 and single adult passes are \$50. Passes are valid for home contests, and cannot be used at away events, tournaments, or post-season MHSAA sanctioned events. If you are purchasing a sports pass, please make checks out to Lansing Catholic High School.



Athletics continued

Coaches Contact Information as of June 1, 2017

Brian Wolcott, LCHS Athletic Director, brian.wolcott@lansingcatholic.org			
<u>Season</u>	<u>Sport</u>	<u>Name</u>	<u>Email</u>
Fall	Varsity Football Head Coach	Jim Ahern	jahern1212@gmail.com
Fall	Varsity Football Assistant	Mike Doran	mdoran_71@hotmail.com
Fall	Varsity Football Assistant	Mike Ahern	ahern12@charter.net
Fall	Varsity Football Assistant	Kelly Carrier	kelly.carrier@okemosschools.org
Fall	Varsity Football Assistant	Mike Terranova	miket056@yahoo.com
Fall	Varsity Football Assistant	Todd Back	jback@wnj.com
Fall	JV Football	Jim Baker	jbaker@corpinteriors.net
Fall	JV Football Assistant	Pat Barner	patrickb42@gmail.com
Fall	Freshmen Football	Hub Waite	marilynwaite@aol.com
Fall	Freshmen Football Assistant	Adam Zarotney	zarotney96@gmail.com
Fall	Varsity Volleyball	Dale Wethy	dwethy@dentco.com
Fall	JV Volleyball	Dale Wethy	dwethy@dentco.com
Fall	Freshmen Volleyball	Brittany Doggett	brittany.doggett@lansingcatholic.org
Fall	Varsity Boys Soccer	Gus Flores	pangaeagaf@comcast.net
Fall	JV Boys Soccer	Rod Murphy	rod.murphy@lansingcatholic.org
Fall	Varsity & JV Cross Country	Tim Simpson	lccxc@aol.com
Fall	Varsity & JV Girls Golf	Kim Johnson	kpj224@comcast.net
Fall	Varsity & JV Boys Tennis	Ron Landfair	rlandfair@dioceseoflansing.org
Fall	Varsity & JV Girls Swimming	Dave Hill	dkehill@comcast.net
Fall	Sideline Cheerleading	Brian Wolcott	brian.wolcott@lansingcatholic.org
Winter	Competitive Cheerleading	Brian Wolcott	brian.wolcott@lansingcatholic.org
Winter	Varsity Boys Basketball	Eric Trojanowicz	etrojanowicz@outlook.com
Winter	JV Boys Basketball	Lauren Martin	lauren@thegillespiecompany.com
Winter	Freshmen Boys Basketball	Andrew Robeson	akrobeso@umich.edu
Winter	Varsity Girls Basketball	Kacee Reid	englis21@hotmail.com
Winter	JV Girls Basketball	Brian English	Brian@200nw.com
Winter	Freshmen Girls Basketball	Tom Cleary	tcleary@inghamisd.org
Winter	Varsity Hockey Head Coach	Joe Ford	fordjos@gmail.com
Winter	Hockey Assistant	Ben Surato	bsurato@gmail.com
Winter	Hockey Assistant	Paul James	jamespau2011@gmail.com
Winter	Varsity & JV Boys Swimming	Dave Hill	dkehill@comcast.net
Winter	Varsity & JV Wrestling	Chuck Root	cbrootclan@tds.net
Spring	Varsity Baseball	Randy Farlin	randyfarlin@comcast.net
Spring	JV Baseball	Chad Wenzlick	chad.wenzlick@lansingcatholic.org
Spring	Varsity Softball	Hub Waite	marilynwaite@aol.com
Spring	Softball Assistant	Amy Poljan	amy.poljan@lansingcatholic.org
Spring	Varsity Boys Golf	Kim Johnson	kpj224@comcast.net
Spring	JV Boys Golf	Matt Golzynski	matt.golzynski@lansingcatholic.org
Spring	Varsity & JV Girls Tennis	Sam Reedy	sam.reedy@comcast.net
Spring	Varsity & JV Track & Field	Tim Simpson	lccxc@aol.com
Spring	Varsity Boys Lacrosse	Rich Kimball	rich.kimball@lansingcatholic.org
Spring	Varsity Girls Lacrosse	Loryn Bryson	lbryson32@gmail.com
Spring	Varsity & JV Girls Soccer	Bill Pettit	william.f.pettit@gmail.com

Frequently Asked Questions

What is acceptable on “casual dress” days?

Neat, clean and modest is our motto for casual dress days. This means that jeans, running pants, joggers and sweatpants are acceptable, provided that they are not skin-tight, are free from holes and tears, do not sag around the waist or are low-riding. Tops should also be free of holes and tears, cover the shoulders and stomach, and be free from controversial or inappropriate sayings. Shorts are never acceptable. Students may be in casual dress for orientation.

How do I call my student in sick or for an appointment?

If your student is sick or has an appointment, call or email our attendance office and leave a detailed message with your student’s name at 517-267-2103 or attendance@lansingcatholic.org.

If your student needs to contact you (illness, forgot something) or you need to contact him/her during the school day, those call should route through our main office 517-267-2100, not via text or email. Students are allowed to make calls from the office and the office delivers messages to students in a timely manner.

Is there homework on snow days?

The first snow day is a gift, but students should check their email daily, including on a snow day. Teachers may send emails or notices through Google Classroom in regard to assignments, tests, and projects to communicate if any due dates have been pushed back because of the snow day. If there are a several snow days in a row, students should expect to receive assignments from teachers by email or through their Google Classrooms. This is especially true in honors and AP classes.

Who owns the Chromebooks? Do we have to give them back? Is there insurance?

The Chromebook your student receives at Chromebook Orientation in the summer is owned by Lansing Catholic High School. Students keep their Chromebooks for all four years at LCHS and return them when they graduate.

LCHS has insurance on the Chromebooks. Worth Ave. Group's Google Chromebook insurance policies provide full replacement cost. Each policy covers the Chromebook for accidental damage like drops and spills and includes theft, fire, flood, natural disasters and lightning strikes.

To prevent Chromebook damage and accidents, LCHS also provides a protective case that is designed so that the Chromebook never has to leave the case. A rubberized, non-slip bottom surface keeps the case in place helping prevent accidental falls and shields your lap from excessive heat. It is required that all students keep their Chromebook in this protective case.

How does my student buy lunch? Can I put money on a lunch account for my student? Can I check to see what my student bought and how much money is on their account?

Students can buy lunch with cash or through a deposit that was made into their Meal Magic lunch account. To deposit money onto your student’s account you must have their student ID number, which can be found in Skyward. Students use their student ID number when they go through the line to buy their lunch, which tracks their purchases and can debit money from their lunch account.

You can add money to your student’s Meal Magic lunch account online or at our main office using cash or a check. (If paying at our main office, please make sure you include “Meal Magic” with your student’s name and student ID in the memo line.) You can also deposit money online and check your student’s lunch account balance and see what your student has purchased through the www.sendmoneytoschool.com website.

Some students choose to bring a lunch and other prefer to buy hot lunch. An official student school lunch was \$2.80 during the 2016-17 school year and was made up of 1 milk, 1 entrée, 1 cup of vegetable, and 1 cup of fruit (if served in ½ cup containers, then students take two). Students may also purchase items a la carte. If you have any additional questions about hot lunch or your student’s Meal Magic lunch account, please contact Ms. Bridget Norris in LCHS’s cafeteria at 517-267-2119 or bridget.norris@lansingcatholic.org.