



# STUDENT HANDBOOK

# Lansing Catholic High School

## Student Handbook 2021-2022

Lansing Catholic High School  
Student Handbook 2021-2022

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# LANSING CATHOLIC HIGH SCHOOL

## STUDENT HANDBOOK 2021-2022

### GENERAL INFORMATION

#### *Mission Statement*

The Lansing Catholic high school community forms students spiritually, intellectually, and socially into faithful disciples of Jesus Christ.

#### *Catholic Identity*

Catholic schools in the Diocese of Lansing are open to all students; however, we are not a private or alternative school system. The purpose of Catholic education is the formation of boys and girls who will be good citizens of this world—loving God and neighbor and enriching society with the leaven of the Gospel—and who will also be citizens of the world to come, thus fulfilling their destiny to become saints. This is all done in an environment of academic excellence, where students learn how to become intentional, missionary disciples of Jesus Christ, grow in virtue and holiness, share the Good News of Christ's love with others, and join in the Catholic Christian community of the school.

As a diocesan school Lansing Catholic abides by all Diocese of Lansing policies as they relate to schools.

#### *School Hours*

Our building opens at 7:00am each morning and our main office is open from 7:30am to 3:30pm. Classes begin at 8:00 a.m. and end at 3:10 p.m., except for Thursday when school will start at 9:00 a.m. Students arriving before 7:50 a.m. or staying after 4:00 p.m. and are not supervised by a LCHS staff member, are required to be in the cafeteria or designated schoolroom. At 8:05 a.m. the main doors of the school will be locked, except for Thursdays, the main doors will lock at 9:05 a.m. All visitors and students must then use the buzzer system at the main entrance and report to the main office to sign in and obtain a guest pass.

#### *Office Hours*

The school office is open from 7:30 a.m. to 3:30 p.m. on school days. The office is not open on holidays.

#### *Contacting a Student During School Hours*

Please do not call students or leave messages for students during school hours on their cell phones. Use of or carrying cell phones by students during school hours is not permitted. If

students bring cellphones to school, they must be kept in their locker and turned off during school hours. If a student needs to contact a parent they should do so from the main office, not their own device.

Parents may contact a student via the main office for school and health related issues. Students must use the office phone during school hours for health or school related issues to contact parents rather than their cell phone so that school staff can assist them. Students who use their cell phones during school hours can expect to receive a detention.

### ***Closed Campus***

LCCHS is a closed campus and students may not leave school at any time during the school hours, unless parents have arranged to excuse the student. Visitors will not be permitted during lunch or any other time of the day without administrative approval. Students may not have lunch delivered to them or the main office.

### ***Students Visitor/Guest Policy***

Only prospective students will be allowed as guests during the school day. These guests may only shadow students approved and set up by the Admissions Office at least two days in advance of the visit. All other visitors to the building must sign in at the main office, obtain a guest pass, and will be escorted at all times when they are in the building.

### ***Transportation***

Lansing Public School and CATA bus passengers who are enrolled in our school are expected to represent our school, therefore, the administration supports all rules and regulations for safe conduct and will handle all problems that may arise from infractions thereof. Students living within the Lansing School District may ride the Lansing Public School bus without charge.

Families should contact Lansing School District bus garage for more information and to make arrangements for student transportation. Students may also obtain a CATA bus card from our main office to ride at a reduced rate.

### ***Parking for Students***

Student parking is in the main parking lot east of the gym. All students must register their vehicles and obtain a parking tag in order to park at the school. Students will be issued a personal parking space that is numbered and reserved between 7:00 am and 3:00 pm each day school is in session. Lansing Catholic High School reserves the right to inspect vehicles parked on school property. Vehicles may be searched for reasonable cause, at any time, without notice, without student consent, and without a search warrant. Parent/visitor parking is noted under "Visitor Parking" below.



Parking privileges may be suspended or other disciplinary actions taken for any of the following reasons:

- Failure to register vehicle
- Parking in another student's parking space
- Reckless or careless driving on school property
- Improper use of a vehicle on school property for such things as drinking, smoking, eating lunch, etc. Unauthorized parking in the areas reserved for visitors, school staff, and faculty members
- Failure to park in designated student parking areas (within the lines, etc.)
- Parking in fire lanes, drives, on sidewalks, or on school grounds
- Leaving school grounds without authorization.
- Failure to cooperate with school administrators.

These violations may, at the sole discretion of the school administration, result in additional disciplinary actions.

### ***Parking for Parents/Visitors***

Parent & visitor parking is available at the north end of the main parking lot. There is a lot dedicated to visitor/handicap parking near the main entrance of the school. This lot is accessible from the Saginaw entrance. Students may not park in this designated area.

### ***Cafeteria/Lunch***

The cafeteria is provided for the convenience of students and is fully equipped to provide hot lunches. Some students may prefer to bring their lunches and purchase beverages. À-la-carte items are also available. In order to preserve good order and courtesy in the cafeteria, it is necessary that each student be served quickly and move to a table. While eating, each student is expected to observe good table manners and speak in moderate tones. Students are responsible for cleaning their immediate eating area. All paper, milk cartons, drink containers and garbage must be placed in the receptacles provided and all trays placed at the designated location.

Students are required to be in the cafeteria during the entire period with the exception of using the designated restrooms. Cafeteria accounts are supplied through Meal Magic. Meal Magic accounts are not paid for by the activities fee. Students must have their ID cards or student numbers to access their Meal Magic accounts. Students are responsible for monitoring the dollar amount in their account. Money can be applied to the account at lunch time when a student is in the food line. No refunds will be issued for less than \$10.00.

Food and beverages are restricted to the cafeteria only. Students may not leave the cafeteria area early except to use the restroom. Students who leave the lunchroom without a pass before the bell shall receive a detention.

### ***Hall Passes***

Students in the halls while classes are in session are required to have a pass from a school administrator or faculty member. Students should use the hall passes provided in the teacher's classroom.

### ***Lockers***

Lockers are the property of Lansing Catholic High School, and students are expected to maintain the locker in good working order; neat, clean, and free of marks. School authorities may conduct periodic general inspections of lockers at any time, without notice, student consent, or a search warrant. LCHS is not responsible for any items missing from student lockers. If a student believes his or her locker combination has been compromised, he or she should notify an administrator immediately for a new locker assignment. Students are expected to keep their lockers secured at all times. Time will be set aside at the end of the school year for students to clean and empty lockers of all personal belongings before summer vacation. Additional fees may be assessed to students for damage to lockers.

### ***Lost and Found/Stolen Property***

Students are responsible for any personal property brought to school. All items should be labeled with the student's name. Although the school is not responsible for lost or stolen articles, the administration will reasonably assist a student in locating lost or stolen items. Books and other found items are to be brought to the main office. All inquiries about missing items should be directed there. Students in physical education classes, athletic programs or extracurricular school sponsored programs should secure their property in school-provided lockers. Students must provide their own locks for lockers in athletic rooms.

### ***Distribution of Material***

All materials (print, video, music, etc.) will follow international law regarding copyright and intellectual property rights. Any material, displays, posters, or announcements distributed or displayed in or on school property, must receive prior approval from the school administration. The approved material may only be available or displayed in authorized locations and must be removed when its purpose is served.

### ***Textbooks***

Families are responsible for procuring their own textbooks. This can be done via the internet or through the annual school used textbook sale in July. In some instances when used textbooks are not available through booksellers, you may need to order directly from the publisher. Titles of texts for each course with ISBN numbers can be found on the school webpage during the summer.

### ***Emergency School Closing Procedure***

Lansing Catholic school closings are independent decisions and are not linked to any other school district. For information on Lansing Catholic school closings, please listen to the local TV station broadcasts and check student email accounts. We also use an alert system to notify students and parents. Lansing Catholic High School respects the right of parents in outlying school districts, whose home districts may cancel school, to determine whether to allow their child to travel during these questionable conditions, and there will be no consequences imposed on the student who was unable to attend. As a general rule, when severe weather causes school to be cancelled, all school activities will be cancelled as well. However, if weather and road conditions improve, some school activities may be allowed. In the case of athletic practices, only scheduled varsity teams will be allowed to practice. This decision will be based on road conditions and readiness of the school and must be authorized by the athletic director. If school is closed due to severe weather during exam week, students should check the school calendar, website, Google Classroom, and/or student email accounts for an updated schedule.

### ***Evacuation/Shelter Drills***

Drills are held periodically throughout the year. Six evacuation drills, two shelter drills and two lock-down drills are required by the state. Specific directions regarding emergency procedures will be carefully followed and are outlined in the school's crisis plan and are strategically located throughout the building. Students are expected to follow all drill procedures.

### ***School-Sponsored Travel***

Lansing Catholic High School recognizes the intellectual, social, and academic benefits of school-approved and organized trips for students and faculty and will authorize participation in such trips during the school year subject to the following conditions:

- All trips must be sponsored by a faculty/staff member at LCHS and approved by the school administration. The trip must be relevant to the curriculum of the teacher's class.
- School conducted extended trips must be approved by the school administration at least a semester in advance.
- School sponsored/organized travel proposals must include specific details, schedules, costs and eligibility requirements and must be approved in advance by the school administration. Students must be in good standing in order to participate in school sponsored/organized trips. Students who are on disciplinary, academic, or attendance probation or have outstanding financial obligations will not be eligible to participate without administrator approval. All school work must be current. Students wishing to participate on such trips must sign a written acknowledgment of these requirements stating that failure to comply with school requirements may result in forfeiture of any deposits and school retraction of permission to participate.

- The participating student is wholly responsible for all class work missed during the trip. Work must be made up within the time limits as set forth in the “Make-Up Work Requirements for Absences” section of this handbook.
- The school administration reserves the right, at its sole discretion, to withhold or withdraw permission to students who are in violation of school policies and regulations; or to waive or amend participation requirements as warranted.

## ***Student Health & Safety***

### **Concussion Law (PA 342, 343)**

All parents of, and students who participate in any physical education classes, intramural, interscholastic sports, and out-of-season camps or clinics must read materials on concussion injury awareness provided by the school and sign an acknowledgement form. Students will not be able to participate in these activities, including practices, without a form on file.

### **Mandatory Drug Testing**

Each year students will provide a hair sample during the school day that will be screened for the following: alcohol, cocaine, opiates, PCP, amphetamines, and marijuana. Hair samples are collected by trained staff in a secure location. Students may also be randomly selected to undergo a cheek swabbing to test for vaping use. Testing is done by an off-site company. Test results are emailed confidentially to the Principal. A positive drug test will put the drug policy into effect. Please see the Drug & Alcohol Policy near the end of this handbook for more specific details. Throughout the school year there will also be random sampling of students.

### **Student Insurance**

Families can purchase a limited-benefit student accident insurance plan at [Student Assurance Services](http://www.sas-mn.com/k12.html) (<http://www.sas-mn.com/k12.html>). This plan is for families who do not have insurance or for those who wish to procure supplemental coverage and is available to purchase from a third-party source through Michigan Catholic Conference. If a student is injured during the school day or at a school-sponsored activity, they will be additionally covered under a diocesan insurance plan. This is a secondary insurance. It is the injured party's responsibility to follow through on these reports to the proper medical professionals in settling the claims.

To file a claim for an injury after a medical referral has been made, the following procedures should be followed:

1. The family must first submit all claims to their primary health insurance carrier.
2. If the family insurance carrier does not cover the claim fully, the student should download a claim form from [Student Assurance Services](http://www.sas-mn.com/k12.html) (or obtained from the

athletic trainer if injured during an athletic activity). However, all claims involving a school related injury will need to have Part A completed by a school official before the family submits it according to the directions on the claim forms.

### ***Work Permits***

Work permit applications are available in the main office. These are to be completed by employers first and then returned to the school office.

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## **ENROLLMENT AND FEES** [\[back to the top\]](#)

Upon acceptance, families must enroll or re-enroll students each school year through the online enrollment packet found on the FACTS portal. Parents will verify information, select a tuition payment plan, and pay a non-refundable enrollment fee in the online portal. Students will not be eligible to submit course requests for the following school year until the online enrollment is complete, including payment of the enrollment fee. Families must also be current with tuition balances in order for students to be scheduled into classes for the following year. For information on course requests and course offerings, please view the [LCHS Course Guide](#).

### ***Permanent Records***

A permanent record is maintained for every student who attends or has attended Lansing Catholic High School. This record indicates all courses taken, grades, and credits earned at Lansing Catholic High School. This permanent record does not include attendance or disciplinary records.

### ***Retention and Promotion***

Student retention is an administrative decision made in consultation with counselors, teachers and parents or guardians. Failed courses appear on transcripts with the grade of E and zero credit is awarded. If the student repeats the course, the transcript will reflect both grades.

### ***Withdrawal from School***

Students who withdraw from school during the school year do so through the counseling office. **Tuition reverts to a daily rate for the student and a \$600.00 withdrawal fee is applied. Activity and Technological fees are non refundable.** Before transcripts of records can be mailed to a new school, the student must not have any outstanding obligations in classes or the library, **their Chromebook and any other school owned technology must be returned, and all tuition and fees must be paid in full.**

## Activities Passes & Fees

Lansing Catholic requires a non-refundable activities fee of each student. This fee includes:

- Student ID card
- Yearbook
- Student athletic pass
- Parking pass
- Graduation fee
- Day Retreats (overnight retreats have an additional cost to families)
- Cross-curricular grade level field trips
- Admittance to extracurricular (drama performances, dances—except prom, etc.) activities.

Failure to produce the identification card may result in non-admittance to closed events.

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## ACADEMICS [\[back to the top\]](#)

### Curriculum & Graduation Requirements

In partnership with parents, Lansing Catholic High School faculty and staff strive to form students intellectually through a rigorous, four-year curriculum designed to empower students in their pursuit of true wisdom. By cultivating an authentic sense of wonder and curiosity within our students, we encourage students to take ownership of their intellectual formation, so that they may gain knowledge, wisdom and a comprehensive understanding of the integrated Christian life.

For a detailed explanation of the graduation requirements and course offerings, please review the [Lansing Catholic High School Course Guide](#). The Course Guide also includes detailed information about the process of course requests and other academic procedures.

Graduation Requirements	
Theology	4.0 credits
English	4.0 credits
Mathematics	4.0 credits
Science	3.0 credits
Social Studies	3.0 credits
World Languages	2.0 credits
Fine Arts	1.0 credit
Physical Education	0.5 credit
Health	0.5 credit
Speech	0.5 credit
Electives	1.5 credits

### **Grading Scale & GPA**

Lansing Catholic High School follows a quarterly calendar for the school year. Students and parents may view grades through the FACTS Family Portal, starting in fall 2021.

Grade checks are run on a weekly basis. Students who have 2 or more classes below 70% at any time will be signed up for the mandatory after-school Learning Assistance Program (LAP), for which additional procedures are listed below. Students must continue to attend until they have brought these grades up to passing.

Report cards are issued at the end of each quarter. Transcripts feature semester grades, which are calculated by weighting each quarter as 40% of the total grade and the semester exam as 20% of the total grade.

Grade	Percentage	GPA
A	91.5%-100%	4.00000
A-	89.5%-91.4%	3.67000
B+	87.5%-89.4%	3.33000
B	81.5%-87.4%	3.00000
B-	79.5%-81.4%	2.67000
C+	77.5%-79.4%	2.33000
C	71.5%-77.4%	2.00000
C-	69.5%-71.4%	1.67000
D+	67.5%-69.4%	1.33000
D	61.5%-67.4%	1.00000
D-	59.5%-61.4%	0.67000
E	0%-59.4%	0.00000

Student grade point averages (GPA) are calculated using semester grades. Please note that students enrolled in Honors and/or AP courses will have their GPAs from those individual classes weighted as follows: Honors course GPAs are multiplied by 1.08 and AP course GPAs are multiplied by 1.11.

For additional information on grading, exam waivers and academic policies, please review the [LCHS Course Guide](#).

### **Learning Assistance Program**

The Learning Assistance Program (LAP) is a program that is run at Lansing Catholic for those students that are currently receiving <70% in 2 or more classes. LAP is mandatory and takes place after school from 3:05pm to 4pm in the Library and is supervised by a faculty member. Students in LAP work on missing work, retake tests, or get help from teachers or NHS tutors to help raise their grades to >70% in the classes for which they were assigned LAP. Students remain in LAP until all of their classes are >70%.

## ***Diploma Honors***

Honors for seniors will be determined by the 7<sup>th</sup> semester cumulative grade point average (GPAs will not be rounded up) according to the following scale:

Summa Cum Laude	3.9 to 4.0
Magna Cum Laude	3.75 to 3.89
Cum Laude	3.5 to 3.74

Cum Laude status will be printed on the high school transcript as well as the diploma that is issued to the student. Honor cords for Summa Cum Laude students will be presented at the Baccalaureate Awards ceremony in May.

## ***Commencement***

Participation in commencement is a privilege. In order for a student to participate in commencement ceremonies, the student must be in good standing and be able to meet all requirements for graduation no later than the August following those commencement ceremonies. Students who have not met all credit requirements before graduation must sign an agreement with a school administrator, or counselor, indicating the means by which credit requirements will be completed. The diploma is withheld until the credits/course(s) are completed.

Any senior student may apply to give the student speech at the graduation ceremony. Information will be presented to the student body in January with the specific requirements regarding the content of the speech. Each student will present their speech to a panel of faculty and administrators for selection.

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## **ATTENDANCE** [\[back to the top\]](#)

### ***General Policies***

It is important for students to be present, in all classes, on time each and every day. Interaction between students and teachers and involvement in the total school environment are critical components of the learning process. However, the administration recognizes the inevitable and does allow eight absences per semester without consequences. The ninth absence in a semester places a student on Attendance Probation. Exam waiver privileges are forfeited for that year, regardless of make-up work.

A student who accumulates 12 absences (even parent-excused absences) in a class in a semester, may be required to withdraw from that class and assigned a study hall for the rest of the semester. Students withdrawing with a passing grade will receive no credit in the class. Students withdrawing with a failing grade will receive a grade of "E" for the class. Accordingly, the



transcript will reflect either scenario that has occurred. Several classes are cumulative and continue through the second semester. A student who is withdrawn from a class will require that teacher's written approval in order to continue with the second semester of that class. Students withdrawn from two or more classes in a semester place their status as full-time students at risk. An individual contract and parent conference will be required.

Students who miss any part of the school day may not participate in that day's practice, competition, event, club activity, or school sponsored function unless authorized by administration. If a doctor's appointment is scheduled during the day, a note from the doctor's office confirming that appointment must be submitted to the main office upon the student's return to school in order for the student to participate in extracurricular activities on that day.

The school administration reserves the right to consider special circumstances which warrant granting an exception to this provision.

### ***Attendance Appeals***

If a student's absence record has resulted in disciplinary action or involuntary withdrawal from a class, he or she may review their attendance status with their counselor. If the student does not agree with the counselor's decision, the student may submit an appeal to the Dean of Students. If this situation is not resolved at this point, the student may submit a written appeal to the principal requesting that the student be allowed to qualify for credit in the affected class and have the student's attendance status rectified.

### ***Attendance/Absences***

Lansing Catholic High School classifies absences as either school excused, medical-excused, parent excused, or unexcused. Students are considered absent if they fail to report to a class within 5 minutes of the start of class without a pass.

#### **School-Approved Absences**

School-approved absences will not be counted as absences for classroom attendance. These include administrative/counseling appointments, school-sponsored activities, funerals, college visits (juniors and seniors only) or long-term family medical absences. Family emergencies and chronic/acute medical conditions that have been diagnosed, prescribed or verified by a physician in writing will be evaluated on a case by case basis and may be considered a school approved absence. Acute or long-term medical conditions that may require extended absences should be communicated to the administration so the Attendance Office can keep track of absences accordingly.

## **College Visits/Career Explorations**

Seniors and juniors have the privilege of two school-approved days per year to visit prospective college campuses. Due to the foundational nature of the learning process for younger students we do not count college visits for freshmen and sophomores as school-excused. The following steps must be taken:

1. The students must obtain a permission form from the LCHS Webpage and have a parent or guardian complete the form.
2. Each subject teacher and an administrator must initial the form at least two days in advance of the intended visit.
3. Before the first class period upon return to school, the student shall present to the attendance office the complete form signed by the college official or business interviewer. A standardized visit verification form from the college/university is also acceptable.
4. All school excused visits must be scheduled before May 1.

## **Parent-excused Absences**

A parent-excused absence is any absence initiated by the parent/guardian that has been reported to the school in accordance with absence-reporting procedures found below. Parent excused absences will be considered as absences for classroom attendance and as such will count toward the absence total for a student during the semester. LCHS recognizes the right of the parent/guardian to take, or keep a student out of school but reserves the right to approve that absence. Because LCHS believes strongly that classroom attendance is essential for learning, we strongly encourage that medical/dental appointments are scheduled at times which do not conflict with class hours.

For extended planned absences of two or more days, a written request by a parent or guardian must be submitted and approved by the administration. If the planned absence is not going to be approved, the Dean of Students will reply to the request within 24 hours. The student is responsible for advising the attendance office and teachers of the absence and student is responsible for all course work.

## **Medical Excused Absences**

A medical-excused absence is any absence where a student is seeing a doctor for an appointment or treatment and has documentation from the doctor's office verifying the visit during the missed class time. This documentation should be turned in to the main office when signing back in that day or the following school day. Appointments without documentation will be considered a "parent-excused" absence regarding attendance counting.

## **Unexcused Absences**

Unexcused absences are absences that have not been reported as required or approved by the school administration. Any unexcused absence, truancy or skipping of class will result in suspension, disciplinary probation, social probation, attendance probation, and/or loss of exam waiver.

## **Absence Reporting / Early Departure**

- A parent/guardian must contact the school attendance office via note, using the [Attendance Form on the school webpage](#), email at [attendance@lansingcatholic.org](mailto:attendance@lansingcatholic.org), or phone call no later than 8:00 a.m. on the day of absence or early departure to state the reason the student is not in school, or to notify the school of intent to remove the student from school (in case of illness, notes may be turned in the next day). Early departure notes and phone calls must state the reason, time of departure and the anticipated time of return to school. Attendance office telephone number is 267-2103 (voice mail). As we have limited staff, we may not get to students immediately for calls at the last minute to release students for appointments.
- Students who are leaving school early must obtain a pass from the Attendance office prior to the start of school. This pass will not be issued without the parent/guardian notice mentioned above. When leaving school, the student presents the pass to the classroom teacher and reports, (with the pass ) to the office to sign out. No student should leave school without checking out in the office. Students must sign in at the office immediately upon their return and receive a pass to return to class. If the student was seen by a medical professional, written confirmation by the medical staff of that visit is required to participate in extracurricular activities on that day.
- Extended absences (two or more days) must be requested in advance, in writing, by the parent/guardian, and approved by the school administration. The student is responsible for advising the attendance office and teachers of the absence and is responsible for all course work.
- Students will be considered unexcused for not following the preceding rules.

## **Illness or Injury During the School Day**

A student who becomes too ill to remain at school or who is injured during school hours may be permitted to leave only after observing the following steps:

1. A phone call must be made to a parent/guardian through the attendance office or the main office and transportation arranged. A school official must talk with the parent/guardian to validate these arrangements. Any student leaving school grounds without following this procedure is unexcused.

2. Students who leave school because of illness or injury may not return after 3:00 p.m. to participate in any school-sponsored function.
3. All school related injuries requiring treatment must be documented and presented to the school, as soon as possible, following such injury. These forms are available in the school office.

### **Make-up Work Requirements for Absences**

Students are permitted to make up work for excused absences and may avoid reductions in grade attributed to the absence. The student is responsible for contacting the teacher, finding out about missed work and handing the work in to the teacher. Teachers are not required to re-teach class material, presentations or labs. The student has as many days as they were absent to hand work in, or make arrangements for tests. Teachers will set a reasonable time frame for a student to make up a missed test or assignment. Students who fail to show up for a scheduled make-up test/assignment will receive a zero grade on that test/assignment.

Students who are absent on a day when a long-term assignment is due are required to make arrangements to get the assignment to school that day.

Tests, assignments or class work missed due to unexcused absences or suspension, may not be made up.

### ***Tardy Policy and Procedure***

Students are considered tardy if they are not in the classroom when the bell rings. Parents at their discretion may excuse a tardy for first hour only *up to three times per semester*. Beginning with the fourth and for each subsequent tardy, students will receive a detention. This applies to students who arrive in the main office within five minutes after the 1st hour hour bell. If a student enters the classroom within five minutes of the bell ringing, without a valid pass, that student will be considered tardy. Parents may not excuse a tardy for hours two through eight.

Students who arrive at school after five minutes will be considered absent. That absence will count towards a student's overall attendance. Students whose parent does not call the school regarding an absence or tardy will receive an unexcused absence or tardy respectively.

Tardies due to inclement weather will be handled on a case-by-case basis.

Students will need to sign in at the Attendance Office to receive their admit slip to class for 1st period if they are tardy.

### *Tardy Policy Discipline Matrix for ALL Class Periods (tardies per class/per hour/per semester)*

<b>Tardy</b>	<b>Consequence</b>
1st tardy	1 detention scheduled for next morning @7am
2nd tardy	1 detention scheduled for next morning @7am
3rd tardy	1 detention scheduled for next morning @7am Disciplinary probation Email to parents / guardians
4th tardy	10 hours Custodial Service Disciplinary & social probation (3 weeks) Phone call to parents / guardians
5th tardy	1 day in school suspension Disciplinary & social probation (parent meeting)
6th tardy	1 day out of school suspension Disciplinary & social probation
7th tardy	3 days out of school suspension Disciplinary & social probation

Students will be allowed to make up work missed due to an in-school detention and in-school suspension. No make-up work will be allowed for out of school suspensions.

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### **UNIFORM POLICY AND CASUAL DRESS CODE GUIDELINES**[\[back to the top\]](#)

Lansing Catholic High School believes that clothes do not define a person. Uniforms allow everyone to be seen for who they are, not for what they have. Uniforms are required at Lansing Catholic and the complete, official uniform must be worn every day unless otherwise prescribed by the administration. All clothing worn to school-sponsored functions must be neat, clean and modest. Lansing Catholic's uniform must be purchased from Educational Outfitters (Lansing, MI). Any clothing, accessories, tattoos, piercing, etc, that draw undue attention to a student or become a distraction will be prohibited.

#### ***Normal School Day Attire***

Young women must wear a combination of the following:

- Skirt - plaid, black, or khaki (hemmed so skirt is not shorter than 2 inches from the top of the knee when standing)
- Khaki or black pants (no floods, skinny or jeans-style pants, or elastic ankle cuffs)
- Polo shirts – Cougar blue (light), navy blue, or white embroidered with school logo (all girls' tops may be untucked)
- Oxford shirts – Cougar blue or white embroidered with school logo
- Solid colored ¼ zips or sweaters in Cougar blue, navy blue, grey, black, or white. No logos other than “Lansing Catholic” may be worn on clothing.
- Uniform shirts MUST be worn under all school-approved ¼ zips and sweaters. Short-sleeve t-shirts may be worn underneath uniform shirts provided they are solid Cougar blue, navy blue, grey, black, or white.
- Tights or leggings may be worn under uniform skirts. They must be solid Cougar blue, navy blue, grey, black or white and without logos, writing, designs, tone-on-tone patterns, or cutouts.

Young men must wear a combination of the following:

- Khaki or black pants with belt (no floods, skinny or jeans-style pants, or elastic ankle cuffs)
- Polo shirts – Cougar blue (light), navy blue, or white embroidered with school logo, tucked into pants
- Oxford shirts – Cougar blue or white embroidered with school logo, tucked in pants.
- Solid colored ¼ zips or sweaters in Cougar blue, navy blue, grey, black, or white. No brand logos other than “Lansing Catholic” may be worn on clothing. Long sleeve black or white performance shirts can be worn under uniform shirts.
- Uniform shirts must be worn under all school-approved ¼ zips and sweaters. Short-sleeve t-shirts may be worn underneath uniform shirts provided they are Cougar blue, navy blue, grey, black, or white. Long sleeve black or white performance shirts can be worn under uniform shirts.
- If a coach requires a shirt and tie, athletes must wear the school button-down oxford with an appropriate tie of their choice.

### ***Accessories & Footwear***

Students may wear accessories and jewelry of their choice with the following exceptions:

- Gang paraphernalia
- Wallet chains
- Overly large or otherwise distracting
- Large purses or backpacks should be stowed in lockers, not brought to classes

All footwear must be closed-toe with a heel strap for safety reasons. The following types of footwear are never allowed:

- Flip-flop style shoes or sandals

- Athletic sandals or slides
- Bedroom slippers
- Outdoor boots (Ugg-style and Timberland-style are allowed)
- Crocs or Birkenstocks

In order to protect the floor in the gymnasium, shoes used for athletic or extracurricular activities in the gym must not be worn for any other purpose.

Socks and hosiery are not required.

***Uniform Policy Disciplinary Matrix (uniform violations per semester)***

<b>Violation</b>	<b>Consequence</b>
1st violation	1 detention scheduled for next morning @7am
2nd violation	1 detention scheduled for next morning @7am
3rd violation	1 detention scheduled for next morning @7am Email to parents / guardians
4th violation	10 hours service Phone call to parents / guardians
5th violation	1 day in school suspension Disciplinary probation (parent meeting)
6th violation	1 day out of school suspension Disciplinary & social probation
7th violation	3 days out of school suspension Disciplinary & social probation

***Dress-Up Attire***

Dress-up days are at the discretion of the school administration. Dress-up days are to demonstrate respect for a specific occasion, therefore the modesty rule will be strictly enforced. Specifically, on a dress-up day, young men must wear a shirt and tie or be in uniform. Young women may wear sweaters or blouses, blazers, knee length or longer skirts, dress slacks, or be in uniform.

***Student Activity Dress code Guidelines***

The Student Activity Dress Code was created as part of a collaboration between staff, students, and parents. The purpose of these guidelines is to establish and uphold clean, modest standards

for our students attending after-school extracurricular events (football games, basketball games, dances, etc.). These guidelines do not apply to events such as Casual Dress Days or special Masses at the school; specific expectations for those events will be communicated as needed.

Our students reflect our community, and part of our role as an educational institution is to help students understand how their presence at such events represents our LCHS community at all times in an involuntary ambassador role. As these standards were created, it was imperative that they encourage and help our students to reflect all of our values as a Catholic community in a positive, non-sexist, body-positive way. This is also why it was important for various stakeholders to have a voice in the creation of these standards. Below are the standards, which are further supported by these [photos](http://bit.ly/2E5mn1A) (<http://bit.ly/2E5mn1A>).

### General

- Clothing is to be neat, clean, and modest in appearance.
- No undergarments may show
- Clothing that features offensive words, designs, or images are not allowed.
- Be mindful of the setting and expectations of representation.

### Upper body

- Students can wear unmodified basketball jerseys. Any cuts, tears, or alterations will render said garment unacceptable.
- Men must wear a shirt at all times. Shirts must not have any cuts, tears, or alterations, nor be of a design that exposes the midriff, torso, or chest excessively.
- The entire midriff area must be completely covered in both formal and non-formal wear.
- No cleavage ~~should be visible. will be allowed regardless of chest size.~~
- Tank tops are allowed, but they must not have spaghetti straps. Tube tops and other strapless tops are not allowed.
- Spaghetti-strap and strapless dresses may be worn at formal events, but these must be straight across the chest and adhere to the standard of no cleavage.
- Dresses featuring an excessively low-cut back are not permitted.

### Lower body

- The length of dresses and skirts must be at least to fingertip length when standing at rest. The entire hem of the dress must reach this length (i.e. no slits or cutouts that rise higher than that length).
- If a person is wearing leggings/yoga pants and it is not during a competition (e.g. track, cross country, tennis, volleyball, etc.) their clothing on the upper torso must have a bottom hem ~~that reaches wrist length when standing at rest. entirely covers~~



~~the buttocks.~~ Sweatshirts, coats, etc. tied around the waist do not meet this standard.

- Shorts must have a finished hem ~~that reaches wrist length when standing at rest long enough such that the buttocks are entirely covered and not hanging out in any way.~~
- Jeans may be worn but again must meet the standard of clean and modest. Jeans with tears, cuts, or rips above the knees may be worn when additional clothing is worn underneath (e.g. long underwear).

Students who do not meet student activities dress standards throughout the event will be asked to leave. In some cases, staff may be able to provide additional clothing that renders an outfit acceptable. Students or parents who disagree with the judgment of staff should follow the Parent/Student Grievance Procedure found in the Student Handbook.

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## **POLICY ON THE HUMAN BODY** [[back to the top](#)]

In accord with the Dioceses of Lansing Policy on the Human Body as a Constitutive Aspect of the Human Person, Lansing Catholic adheres to the following diocesan policies:

- 1) It is the policy of the Diocese of Lansing that all Catholic parishes, schools, institutions, departments, entities, charities agencies, juridic persons, or other affiliated entities, and any subdivision thereof, shall respect the biological sex of the human person as given by God and shall apply all policies and procedures in relation to that person according to that person's God-given biological sex.
  - 2) All clergy, employees, and volunteers shall conduct themselves in accord with their God-given biological sex.
  - 3) Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church, and so families are expected to live in accord with Gospel values, particularly regarding actions and behaviors that are public. Students and parents (or legal guardians) shall conduct themselves in accord with their God-given biological sex.
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## **TECHNOLOGY** [[back to the top](#)]

### ***Technology Acceptable Use Policy***

Student use of technology must be in accord with the educational and spiritual mission of Lansing Catholic High School. School employees will take reasonable steps to ensure that student use of technology and information access through technology (such as the internet) is

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consistent with this mission. However, ultimate responsibility for their actions rests solely with the student, keeping focused on the use of technology as a tool to further educational goals. Students will be issued a school email account. Violation of *Technology Acceptable Use Guidelines* will result in the loss of privileges and possible disciplinary action under the school discipline code. All electronic devices used between 8am-3pm are for **educational use only**.

### **Acceptable Use Guidelines**

This Acceptable Use of Technology Policy is in compliance with Diocesan Policy #6142.1 Students will respect the laws of the United States of America, concerning copyrighted material; threatening, violent or harassing material; obscene material and material protected by trade secrets. Correct citation of all copyrighted materials is required.

- Students will not submit, publish or display any defamatory, **knowingly** inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material; nor will they encourage the use of an illegal controlled substance, alcohol or tobacco. This includes, but is not limited to, social media and texting.
- Students will respect the privacy of others. Using another's computer, laptop, personal mobile device or files without permission of the technology support coordinator or supervising teacher, is prohibited. Deletion or tampering with files not created or owned by the student is prohibited, unless the supervising teacher directs such deletion.
- Students will not use another student's computer/email account or password under any circumstances. Students will not allow another student to use his/her account or password under any circumstances. Students will not impersonate another's identity.
- Student use of electronic devices of any kind are prohibited during lunch in the cafeteria so that students interact with others face-to-face.
- Students will not use the network in a way that hampers its use by others. Students will not use the school computers or laptops or personal mobile devices to play any electronic games unless the game playing has an educational purpose and is specifically directed by the supervising teacher. Computer and networked games, including role playing and fantasy games are prohibited.
- Students will not take partake in video/audio-streaming of any kind without specific permission from the technology support coordinator or supervising teacher.
- Students will be safety-conscious while online. Students will not reveal their address or telephone number, nor will they knowingly allow anyone else to do so. Students will not reveal another's name, address or telephone number. Students will not transmit or use pictures of others without their consent.
- Students will not change desktop settings, (such as changing wallpaper or screensaver) download programs from the Internet or install programs on any school computer or laptop or other device without the written consent of the technology support coordinator.
- Students will not take apart or remove any computer, laptop, or any other equipment without specific permission from the technology support coordinator or the supervising teacher. This includes peripheral devices such as mice.

- Students will reimburse the school for any damage to computers, laptops or any other equipment that occurs as a result of malicious or negligent actions. The school or its designee will carry out repair or replacement of equipment.
- Students who bring in computer media from outside the school will make every effort to ensure that it does not contain a computer virus. If a student receives a virus warning from any school computer or laptop, he or she must immediately stop whatever he or she is doing and inform the supervising teacher. (Up-to-date virus protection on home computers is recommended.)
- Students may not send emails intended for a mass audience (class emails, student-generated surveys, class-related or otherwise, or emails intended for a select group of students, an entire grade level or student body or any other audience within or outside of the school) without the approval of the administration. Student use of email during the school day is restricted to faculty/staff consent and should only be used for educational purposes. Any unauthorized use of personal email, through our network, may result in disciplinary action. All staff and students are issued a Google Schools for Education account which includes email. This is the official way staff and students will communicate outside of class. Teachers may use other mediums as well for classroom/clubs purposes and will specify those in their syllabus.
- Avatars on accounts should not be a picture of yourself for security reasons and out of respect for others it is not to be of other LCHS students or staff.
- Updating social media and texting is prohibited **at all times during the school day.**
- Access to any web log (blog), forum, or “social media network” web site of any kind is prohibited without the consent of a supervising teacher and curricular need.
- Students shall not reboot or shut down computers unless specifically directed by faculty or staff to do so.
- Cell phones are to be kept in lockers during the school day from 8am-3pm.
- The technology support coordinator and/or the Dean of Students has/have the authority to override a supervising teacher if network integrity could be impaired or compromised by any action.
- Student use of the computers is limited to any and all school related activities. Any use other than that related to, or designated by, the school is prohibited and enforced by the guidelines of the student handbook.
- The Code of Conduct applies to a student’s online presence and activity inside and outside of school as well.
- Due to continuous advancements in technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Technology Acceptable Use Policy, parents and students will be notified by amendments. Any amendment instituted will also be visibly posted in the Media Center and on the school website.

## **Lansing Catholic High School Chromebook User Agreement**

1. I agree that everything I do with technology will be consistent with the mission statement of LCHS and done “all for the glory of God” (1 Cor 10:31).
2. I agree that the use of computers at LCHS is a privilege and not a right. That privilege can be lost with any misuse. If inappropriate conduct does occur, the use of my Chromebook will be forfeited as outlined in the Chromebook Handbook, my parents will be notified, and appropriate disciplinary measures will be administered.
3. I understand that the Chromebook is to be used as an educational tool during class time and agree that settings, internet browsing, apps and games are not to be used or changed during class without a teacher’s permission.
4. I agree that my Google and networking account and their respective passwords are for my use only. These are not to be shared with anyone other than my parents nor am I to use accounts that belong to others.
5. I understand that it is my responsibility to bring my Chromebook to school every day, fully charged.
6. I will keep the chromebook in its case at all times.
7. Students shall remain off of their devices until directed to use them by a teacher or a technology support person.
8. I will not place decorations (stickers, markers, writing, etc.) on my Chromebook.
9. I will not remove any identification stickers including serial number, school asset tag, and student identification placed on the device by the school.
10. I will report problems with my Chromebook to LCHS technology staff in a timely manner and understand that my family is responsible to file appropriate claims for repairs/loss or replacement costs for situations outside the parameters of the insurance coverage.
11. I will never leave my Chromebook unattended in an unsecured or unsupervised location.
12. I agree that any staff member may view anything on my Chromebook at any time. If by accident I encounter inappropriate material, I must tell a teacher immediately.
13. I, the parent, understand that I am responsible for my child’s use of this device outside the high school, and that when they leave LCHS, the Chromebook and its use becomes the sole responsibility of the parents.
14. I agree to pay the full replacement cost of my Chromebook, power cord/charger, or case in the event that any of these items are lost or intentionally damaged.
15. I agree to return the Chromebook, power cord/charger in good working condition to Lansing Catholic should I transfer to another school or I will pay replacement costs.

## Chromebook Disciplinary Consequences

### Off Task / Not Following Procedure / Chromebook Abuse

- 1<sup>st</sup> Offense: Device is confiscated with loss of technology privileges\* the remainder of the **class period** (student notifies parents by email)
- 2<sup>nd</sup> Offense: Device is confiscated with loss of technology privileges\* the remainder of the **school day**; student conference with administrator; email sent to parents by teacher
- 3<sup>rd</sup> Offense: Loss of in-school technology privileges\* for **24 hours**; conference with parents scheduled by administrator (consequences will be established for 4+ offenses)

*\*Repeat offenders may forfeit all in-school privileges.*

*\*Loss of technology privileges is not limited to the Chromebook but includes use of all electronic devices at school for the duration listed above. Students may be able to use a print text in class but will need to complete any digital assignments at home.*

## Student Personal Devices

- Unless allowed for in an LCHS student support plan, students are not allowed to use other personal devices during the day as they are not configured for our web filters and management software.

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## STUDENT SERVICES [\[back to the top\]](#)

### College Counseling

The counselors at Lansing Catholic help to prepare our students for the best college choice by working with our students over the four years in groups and individually. Students are encouraged to discover their interests and abilities. With this information, the student will be guided in the best choice of post high school education. The counselors can direct families to services to seek scholarship assistance.

### Counseling Appointments

Students are encouraged to seek personal guidance from any member of the staff whom they feel can help them. To arrange an appointment for school guidance counseling of any nature, the student needs to request a pass from the counseling office. Appointments during school hours should be coordinated so those students do not miss tests, too many classes, or important assignments. A counselor may schedule an appointment with a student at the counselor's discretion.

## *Counselor*

The school counselor has two primary concerns: academic advising (i.e., building four-year academic plans in partnership with students and families to develop each student's talents and prepare each student for success in life) and assisting students in responding to obstacles to spiritual, academic and social development. The counselor will meet with students each year to develop, review progress and adjust the student's four-year plan as needed. The counselor may help to resolve student-student or student-teacher issues. The school counselor will also monitor absences and meet with students on a case by case basis.

## *Library/Media Center*

The Library/Media Center will post and publish its hours of operation but will usually be open immediately before and after school hours, and during lunch periods. Students may also use the library/media center during school hours with a pass from their supervising teacher. Material must be checked out to be removed from the center; failure to do so may be treated as theft. Students with past-due material will be assessed a fine or if necessary will pay the cost of processing and replacing the material. Report cards and exam waivers will be held from students who are delinquent with overdue materials or fines. Registration or graduation processing may also be delayed until such time as the library fines are paid. Students are required to sign a technology acceptable use policy and adhere to the commitment made by signing the document.

## *Student Support Services*

The Student Support Services staff assists students with learning disabilities, physical impairments, behavioral/emotional impairments, or other diagnoses specific to academic need. Students who qualify for a Student Support Plan, will receive testing/support services, academic accommodations, and may enroll in Mastery Skills. Students who qualify for a Nonpublic Service Plan may receive ancillary services (Social Work, Speech & Language Pathology, Physical Therapy, and Occupational Therapy) from Lansing School District.

## *Human Resources for Students*

### **PRESIDENT**

The president is responsible for the longevity and financial stability of the school and ensures that the Catholic vision for the school is cultivated and fostered. The president supervises the fiscal operations of the school including advancement and development endeavors. The president, in concert with the administrative team and school board, develops an ongoing strategic plan with short and long term goals. The president monitors the selection of personnel so that those employed reflect the Catholic culture of the school and carry out the strategic plan of the school.

## **PRINCIPAL**

The principal is responsible for managing the day-to-day operations of the school, and, along with the Dean of Students, of setting the tone, climate, and culture of the school. The principal administers the faculty and staff handbook. Although student issues are not the primary responsibility of the principal, any major decisions concerning a student will be brought to the attention of the principal and any action taken will be under the advice and direction of the principal.

## **DEAN OF STUDENTS**

The major concern of the Dean of Students is student welfare and administration of the student handbook. Although classroom management is the direct responsibility of the faculty, matters which interfere with the educational process may be brought to the attention of the Dean of Students. Behavior at student activities, in the halls, cafeteria or parking lot also falls under this jurisdiction. Student-to-student issues also fall under the administration of the Dean of Students. In certain cases the Dean of Students will act as a student advocate.

## **ATHLETIC DIRECTOR**

The Athletic Director is responsible for scheduling all athletic events, and referees and umpires for home events. The Athletic Director, or their designee, also supervises all athletic events, coaches, and their staff. Eligibility status for athletes to play a sport, attend daily practices, and participate in games is determined by this office. The Athletic Director is responsible for administering the Michigan High School Athletic Association rules and procedures.

## **CHAPLAIN**

The chaplain's major concern is the spiritual development of students, faculty and staff. The chaplain provides sacramental opportunities and is integral to the student retreat program. The chaplain may meet with individuals concerning spiritual matters. He is the religious authority in the school and oversees, with the Director of Campus Ministry, the various elements of campus ministry in the school. The Chaplain works with the Director of Campus Ministry and the campus ministry team to promote the spiritual growth of students and staff.

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## **CO-CURRICULAR & EXTRA CURRICULAR ACTIVITIES** [\[back to the top\]](#)

### ***Guidelines for Participation***

Participation in co-curricular activities is a privilege and is subject to all school rules and regulations included in this handbook. In addition, the following rules and regulations apply to all students who participate in any co-curricular activities. **The ability for students on social probation to attend retreats or mission trips will be determined on a case by case basis by the school administration.**

Students who are absent from school any part of the school day may not participate in that day's practice, competition, event, club activity, or school sponsored function unless authorized by administration. If a medical appointment is scheduled during the day, a note from the provider's office must be submitted to the attendance office.

A student who leaves school because of illness may not return on the same day to participate or attend any school-sponsored function.

The school administration reserves the right to consider special circumstances which warrant granting an exception to this provision.

### ***Campus Ministry***

#### **Director of Campus Ministry**

The Director of Campus Ministry works with the chaplain, the service coordinator, and the campus ministry team to promote the spiritual growth of all members of our school community through prayer, liturgy, retreats, evangelization, and christian service. The role of the Director of Campus Ministry is to promote the spiritual mission of the school in helping all of us to be faithful disciples of Jesus Christ.

#### **Chapel**

Due to the special presence of the Eucharist, the chapel must be treated with the utmost reverence at all times. All students are required to attend **Mass with their House once per week** and chapel activities which are a part of the theology curriculum. Students are welcome to use the chapel with a pass from an administrator or counselor.

#### **Christian Service**

**We aim to help our students and our wider community understand service as an integral part of the Christian life. We accomplish this in two different ways. First, we help students understand what it means to provide service to our school. This happens mostly through our Ambassadors program and National Honors Society and is fairly limited in scope. The second way is much more universal, service to our wider community. This second way is the primary focus of our service requirement.**



Lansing Catholic students must complete and log at least 80 hours of service prior to graduation. Service must be logged in our online portal at x2vol.com. Weeklong commitments (e.g. mission trips, camps) count for a maximum of 20 hours of service. Transfer students must complete 10 hours for every semester they will be attending Lansing Catholic. For example, if a student enrolls in January of her sophomore year, she would be required to complete 50 hours of service prior to graduation.

Annual progress towards the service requirement is one of the criteria for earning a final exam waiver. Please see the section titled, "Exam Waivers" for more details.

Service must be completed with an approved organization or with a church or school. Service that will not be approved includes the following:

- Service for any organization whose activities are in opposition to our Catholic faith.
- Service for a political campaign.
- Service that directly benefits a for-profit organization.
- Service that directly benefits an organization to which you already belong (with the exception of your parish).
- Service for your immediate family.
- Service already counted towards NHS, Ambassadors, or another school club or organization.

### **Retreat Programs**

Students are required to attend one school-sponsored retreat each of their four years. Freshmen attend a day long retreat as a class. Sophomores and Juniors attend a day long retreat with their House. Seniors attend a two day conference-style retreat as a class.

Juniors and Seniors have the opportunity to attend our overnight Kairos Retreat. Juniors who attend are eligible to become Kairos leaders during their Senior year.

All students have the opportunity to attend our overnight Flint Immersion Retreat.

Other optional retreat and spiritual growth opportunities are offered on a per-year basis by the office of Campus Ministry.

### **Social Activities**

#### **Dance Rules & Regulations**

**All school rules apply and will be enforced. Students are expected to dance appropriately (face to face, leaving some space). If students exhibit inappropriate**

**behavior, they may be warned and/or asked to leave the dance floor. This could result in students being sent home.**

**Students should dress in accord with our student activities dress code, or other published dance guidelines.**

1. Once students or guests enter the dance, they must remain in the building. If a student/guest leaves, he/she cannot return. Students will not be able to leave prior to 60 minutes from the dance's ending time.
2. Students will not be admitted to dances after doors close (30 minutes after doors open) unless there is special permission from an administrator.
3. No loitering is permitted in the parking lot before, during or after dances.
4. Students may bring one guest per dance provided that:
  - a. The guest is at least of high school age but not yet 20 years of age.
  - b. The student must have completed a guest application form and turned it in three days prior to the dance.

### ***Clubs/Organizations***

All clubs and organizations must be aligned with our school's mission, supervised by an adult moderator (typically a staff member). Proposals for new clubs and organizations are subject to approval by the administration. For a list of various opportunities, please visit our school website.

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## **ATHLETICS** [\[back to the top\]](#)

Lansing Catholic High School is committed to academic excellence and the moral formation of its students. The athletic programs are intended to reinforce the aims and goals of the academic program and, as such, are an integral part of the educational system working together to promote the physical, moral, spiritual, emotional, and social development of the individual student.

It is a privilege for a student to participate in the athletic program at Lansing Catholic High School. To earn this privilege, a student must accept the responsibilities as determined and defined by the school administration and the athletic department in cooperation with the Michigan High School Athletic Association. Students may only participate in one sport each season.

## ***Athletic Code of Conduct***

Students are expected to maintain a courteous manner whether at practice or an event, in sight of Lansing Catholic High School, or another school or event location. Respect for school and event officials, coaches, participants, opponents, spectators and the general public must be evident at all times. Students are responsible for good conduct while being transported to and from events.

If a student participates in any activity in the school or community that might cause discredit to Lansing Catholic High School, he/she is subject to suspensions or dismissal from extra-curricular activities. Students shall dress appropriately for all extra-curricular events. If a student is a member of a team/activity that is an indoor event, all participants must be in school dress code or approved team wear both before and after their event.

Students who participate in co-curricular activities are expected to make a commitment to fulfill all necessary obligations including attendance at scheduled activities. A student who is absent from practice/rehearsal without permission of the coach/moderator may be suspended from the activity. All students should be on time for scheduled activities including practice or rehearsal. Vacation is not an excused absence from practice/rehearsal unless prior approval has been obtained from the coach/moderator.

## ***Academic Standards***

Parents, teachers and coaches are urged to consistently provide guidance and encouragement to student athletes to improve their academic standing. Eligibility requirements represent a minimum standard; it must be remembered that these are established to include a wide range of both potential and achievement and are not intended as goals.

## ***Academic Eligibility***

The general eligibility requirements of the Michigan High School Athletic Association shall be followed in addition to certain specific requirements unique to Lansing Catholic High School. Academic eligibility will be checked four times during each semester; at the halfway point of the marking period and at the end of the marking period. At the time of the check, failure of two or more classes shall render the student ineligible for 14 calendar days from the time of notification. For the purposes of eligibility, an incomplete grade will be considered a failing grade. Progress reports will be emailed to families 1 week prior to the Eligibility Check.

At the end of the 14-day suspension, there will be a re-evaluation of ineligibility status conducted by the Athletic Director. Students will obtain progress reports from the teachers of all classes in which the student is enrolled.

- If the student's grades have risen above the failing level in all classes (the only exception being the one-class allowable failure), the athletic director shall determine that the involved student is eligible at the end of the 14th day.
- If the student is failing more than one class at that time, he/she will be ineligible for another period of 14 days. At the end of this period, the student must be passing or he/she will be ineligible for the remainder of the marking period.
- If the student is eligible at the end of the 14th day, he/she will become eligible the next day to participate that day. However, the student's grades will be checked every two weeks until the end of the marking period. If a student has more than one failure at one of these checks, they will be ineligible for the remainder of the marking period.
- After a second academic suspension in one marking period, a student will be ineligible for the remainder of that marking period.

### **Transportation**

Athletes must travel to and from any event with their team when transportation is provided by the school unless advance authorization is granted by the athletic director or coach. Athletes not returning with the team must have written parent/guardian permission given directly to the coach.

### **League Affiliations**

Lansing Catholic High School participates in the Capital Area Activities Conference. For the majority of our sports, we will participate in the White Division of the Capital Area Activities Conference.

### **Sports Offered**

#### **Fall**

- Boys: Football, Tennis, Cross-Country, Soccer
- Girls: Volleyball, Golf, Sideline Cheer, Cross-Country, Swimming

#### **Winter**

- Boys: Basketball, Hockey, Swimming, Wrestling, **Bowling**
- Girls: Basketball, Competitive Cheer, **Bowling**

#### **Spring**

- Boys: Baseball, Golf, Track, Lacrosse
- Girls: Softball, Track, Tennis, Soccer, Lacrosse

### **Criteria for Varsity Letter**

1. To receive a letter award, the athlete must complete the varsity season in good standing as a member of the squad and meet the criteria of that sport to earn a varsity letter.
2. All equipment issued in an athlete's name must be accounted for prior to the awarding of a varsity letter or certificate of participation.
3. In the event of injury to an athlete before he/she had the opportunity to earn a varsity letter, the letter may be awarded.
4. The Lansing Catholic Athletic Department will distribute varsity letters, patches, and numbers after the season at the sports awards banquet. After the varsity coach determines that an athlete is going to receive a varsity letter, the athletic department will distribute the following: the graduation year patch, the cougar head patch, sports specific patch (i.e. a soccer ball), and the varsity letter patch in the **first** year of the athlete earning a varsity letter. Additional years on varsity will earn sports specific patches (i.e. another soccer ball patch).
5. Note, the varsity coach sets the criteria for earning a varsity letter in their respective sport and this criteria is reviewed by the athletic department.

### **Equipment**

No student will be able to participate in a sport until all equipment from a previous sport has been returned.

### **Athletic Playing Level Criteria**

1. The Head Coach recommends a decision to the Athletic Director after consultations with assistant coaches.
2. The Head Coach and Athletic Director discuss the best case scenario for the athlete.
3. The Head Coach will discuss the move with the athlete's parents prior to discussing this with the athlete.
4. If all parties agree that the move is in the overall best interest of the athlete, team and program, the move will be allowed.

The physical, emotional and social well being of the athlete will be the main criteria used in this decision. These steps will be followed whenever an athlete is moved up a level.

### **Drops**

When dropping from a team, an athlete must discuss the situation with the Coach or Athletic Director and, upon quitting the team, must return all equipment that was issued.

## **Insurance**

If an athlete is injured during an athletic event, they will be additionally covered under a diocesan insurance plan. This is a secondary insurance. It is the injured party's responsibility to follow through on these reports to the proper medical professionals in settling the claims.

To file a claim for an injury after a medical referral has been made, the following procedures should be followed:

1. The family must first submit all claims to their primary health insurance carrier.
2. If the family insurance carrier does not cover the claim fully, the student should download a form from Student Assurance Services at <http://www.sas-mn.com/k12claimform.html> (or obtained from the athletic trainer if injured during an athletic activity). However, all claims involving a school related injury will need to have Part A completed by a school official before the family submits it according to the directions on the claim forms.

## **Physical Examinations**

1. Athletes must have a physical examination form on file with the athletic department and have signed a concussion awareness form before they attend any practice or competition. All coaches must enforce this regulation.
2. Physicals for the current school year must be dated after April 15 of the previous school year. A new physical must be obtained every year.
3. When possible, arrangements will be made for doctors to give examinations at the school. The athletic director will announce the date, time, and location.
4. Students who do not receive an examination through the school must obtain one from a family physician or medical facility that offers athletic physicals and submit the completed card to the athletic department. Physical examination cards may be obtained from the athletic department, doctor's office/medical facility, or [MHSAA.com](http://MHSAA.com).

## **Athletic Injuries**

Any student who incurs an injury during their season of play and seeks medical treatment must have a note from a doctor to be able to return to practice or competition. Students who suffer a concussion must have a Return to Play form completed by his/her physician and submitted to the athletic department prior to returning to practice or play. **Lansing Catholic has a full-time Athletic Trainer that oversees athletic injuries and will coordinate all injuries with the school team doctor. In addition will communicate to the Athletic Director, Principal, Student Services, and the front office if a student will miss class time and class work due to an injury.**

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## **CODE OF CONDUCT—STUDENT BEHAVIOR AND DISCIPLINE** [\[back to the top\]](#)

### *Expectations for Student Behavior and LCHS Response to Policy Violations*

Above all academic and athletic endeavors, the measure of an individual rests with one's moral character. Our Catholic "faith requires we love one another as Christ has loved us." (John 13:34). Every human person possesses a God-given dignity. Our Catholic faith embraces that each individual is a gift from God. This belief becomes visible through our words and actions and should influence what we say and do at all times and in all places. That means speaking and acting only in ways that "encourage one another and build each other up" (1 Thessalonians 5:11) because "if we live by the truth and in love we shall grow completely into Christ" (Ephesians 4:15). We believe that diversity is a blessing that enriches our community. Each member of our community has unique, God-given gifts that are to be respected, valued, and celebrated. As such, we are to treat ourselves and others with great respect, kindness, and reverence. These virtues are not an exhaustive list but are examples to help us conform our lives to Christ. Below are examples to demonstrate what embodies these and what is considered contrary to these virtues.

- **Respect for Others:** using kind speech in our words and media posts rather than racial slurs and other derogatory comments, participating in class and student groups in ways that allows others to learn and grow rather than drawing attention to one's self, taking the time to listen to others and engage in discussion without attacking others who have ideas different from your own, honoring your word and commitments by following through on your responsibilities and calling out others in a charitable way to be more when they are making unvirtuous choices. Respect for the dignity of each person is essential to Catholic tradition.
- **Respect for God & Country:** Reverently and actively participating in prayer and Mass; taking time to grow in your faith through the sacraments, prayerful discernment, and serving others; contributing to and being a good steward within each community that you belong; standing for prayers, the national anthem, and the Pledge of Allegiance.
- **Respect for Self:** Taking care of yourself by eating, resting, and exercising properly rather than using drugs and alcohol; making time for real relationships with family, friends, and God by unplugging from devices regularly; asking questions when you do not understand things and following through on commitments.

The following policies apply from the day of orientation until the student's last school-affiliated event is completed. The policies apply at all times and in all places throughout the student's enrollment at LCHS including after-school hours, on weekends, and school vacations. There are no times, no days, no places, and no circumstances in which the policies do not apply.

A student's behavior away from school and in the school can affect the safety of the student or others. It can also be a sign of a significant issue in the student's life and can affect the overall well-being of the school community. For this reason, the parents agree that LCHS has full and complete discretion to impose discipline, or take other action as it deems appropriate for behavior occurring at the school and away from school based on the guidelines that follow in this document.

Any student who believes that he or she has been subjected to any form of harassment, discrimination, bullying or hazing whether by a student, a school employee or any other person who comes on school property with permission, should report the incident promptly to the principal or any other school personnel with whom the student feels comfortable. A student that has witnessed the harassment, discrimination, bullying or hazing of another should report the incident promptly to the principal or any other school personnel with whom the student feels comfortable.

Lansing Catholic High School will conduct a prompt, thorough, and complete investigation of each complaint of a violation of the following policies in order to verify the validity and seriousness of the report and will discipline or take appropriate action against any student, parent, teacher, administrator or other employee or volunteer who is found to have violated a policy. Civil authorities will be contacted depending on the nature of the incident. (References to "parents" includes a single parent, guardian, foster parent, stepparent, custodial relative, or other person having responsibility for the welfare of the student, as the context and the student's situation requires.) All reports will be taken seriously. The victim, suspected perpetrator, and any witnesses will be interviewed separately. Parents of all students involved will be informed. Retaliation against a target/subject, good-faith reporter, or a witness is prohibited. A conflict-resolution protocol may be used in situations where it is deemed prudent for the safety and well being of all parties. Although reports may be made anonymously, formal disciplinary action may not be based solely on the basis of any anonymous report.

### ***Policy Prohibiting Harassment, Sexual Harassment, and Discrimination***

Lansing Catholic High School is committed to providing a place where people can thrive. Harassment and discrimination violate our mandate not only to love one another, but in all circumstances to accept one another despite our differences. The Gospel of Jesus Christ, taught in all times and places by the Holy Catholic Church, includes a profound respect for, and charity toward, each individual person. We know by faith that from the beginning God made us in His image and likeness, male and female (Gen. 1:27). Given that every human life is a priceless and irreplaceable gift, we are called to respect our own dignity as well as the dignity of others as Jesus taught us. We are called by Jesus to love our neighbor as ourselves and to treat each other with compassion and respect. Lansing Catholic High School seeks to be a place where students,



parents, teachers, administrators and staff live ever more fully in the presence of Jesus, whom they encounter in the Sacraments, in the Word, and in each other.

All forms of harassment, exploitation, intimidation, discrimination and retaliation will not be tolerated. This includes conduct or behavior that has the effect of impairing morale, interfering with an employee's or student's work performance, or creating an intimidating, hostile or offensive working or educational environment. This would include harassment or discrimination based on age, sex, race, color, national or ethnic origin, religion, height, weight, sexual orientation, marital status, socioeconomic or family status, physical or mental ability or disability, or personal animosity. This policy, however, is not limited to these items and includes any conduct or behavior that would negatively impact students. This would also include such activities as stalking, name-calling, taunting, and other disruptive behaviors. These behaviors are demeaning to all persons involved; they are unacceptable conduct, and will not be tolerated. All students, employees and members of the school community are to conduct themselves in an appropriate and professional manner, with respect for the personal dignity of fellow students, employees and visitors. Respect for and understanding the differences among people is an important dimension of Catholic education that continues throughout a lifetime.

With respect to sexual harassment:

1. Sexual harassment is absolutely forbidden in any parish or school or other agency of the Diocese of Lansing. Sexual harassment is utterly at odds with the Gospel, and will not be tolerated.
2. Sexual harassment is exactly what the name implies – harassment of a sexual nature. It includes:
  - a. Unwelcome sexual advances,
  - b. Requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions,
3. Other verbal or physical conduct of a sexual nature when,
  - a. Submission to such conduct is made either explicitly or implicitly a condition of a person's employment or education,
  - b. Submission to or rejection of such conduct is used as the basis for educational decisions,
  - c. Such conduct has the purpose or effect of substantially interfering with a person's school performance, or
  - d. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.
4. Sexual harassment can include, but is not limited to, improper physical contact, lewd or sexually suggestive comments, off-color language, leering, jokes of a sexual nature, slurs, displays or known possession of sexually explicit material including sending such

materials via an electronic device, spreading sexual rumors/innuendoes, and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. It can involve words or actions by any member of our community, directed against any other member of our community or, in some circumstances, our guests and visitors. It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to “condone” sexual harassment means to participate in such harassment by inciting, encouraging, fostering, being a bystander witness or otherwise giving support or approval to that harassment by not taking a stand against the harassing behavior.

## ***Policy Prohibiting Bullying***

### **Introduction**

Bullying is thus fundamentally and wholly incompatible with the Gospel values that are the foundations of this school. Therefore, the LCHS community will not tolerate bullying of any form.

### **Applicability**

A student, staff member or parent shall not engage in bullying, as defined below.

### **Definition**

Bullying denies the dignity of the human person that God has bestowed on every human being. Bullying occurs when an individual, alone or with others, deliberately chooses to act or communicate in a way that deliberately harms, humiliates, harasses, or isolates another by exploiting an imbalance of power between them. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, sex, race, color, national or ethnic origin, religion, height, weight, sexual orientation, socioeconomic or family status, physical or mental ability or disability. Although bullying is typically characterized by repeated conduct over time, a single incident of inappropriate behavior may, as determined by the administration, meet the definition of bullying and be subject to disciplinary action as such.

Bullying takes many forms, including (but not limited to) the following:

- Physical bullying: Physical acts of aggression, such as hitting, kicking, tripping, pushing, or destruction of property. It includes stealing or extorting money.
- Communicative bullying: Threats of physical bullying, name calling or other insults, making faces or obscene gestures, graffiti on bathroom walls, false accusations.
- Relational bullying: Spreading rumors, intentional exclusion of others, passing of harmful notes about another person.
- Internet or cyber bullying: The spreading of harmful or inappropriate information

or lies about others through email, chats, text messages, online blogs, cell phone or cameras, or other social media.

- Sexual bullying: Unwanted touching or comments made about a person's body, or physical features.
- Ethnic bullying: Racial slurs, derogatory references to ethnic heritage or family of origin.
- Gender bullying: Derogatory comments about gender, or sexual orientation
- Hazing: Physical or mental intimidation as a method of initiation into a student organization, activity, or sport.

### **Prohibition Against Bullying**

Bullying behavior is strictly prohibited, and such conduct will result in disciplinary action. The school reserves the right to access information on electronic devices such as smartphones and computers as well as Internet accounts (email, and social media, etc.) in relationship to the investigation of bullying. Disciplinary action will balance the need for accountability with the need to teach appropriate behavior. Since bystander support of harassment or bullying can support negative bullying behaviors, LCHS prohibits both active and passive support for bullying.

Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

### **Reporting Obligations**

Any student who believes that he or she has been subjected to any form of bullying whether by a student, a school employee or any other person who comes on school property with permission, should report the incident promptly to the principal or any other school personnel with whom the student feels comfortable.

A student that has witnessed the bullying of another should report the incident promptly to the principal or any other school personnel with whom the student feels comfortable. Students are also encouraged to constructively stop acts of bullying, and to reach out in friendship to the target of these acts. (See procedure for reporting in sections below)

All school employees are required to report alleged violations of this policy to the principal, the Dean of Student,s and/or Counselor. Staff members are expected to intervene immediately when they witness bullying behavior.

All other adult members of the LCHS community are strongly urged to report any act that may be a violation of this policy. Ok2Say ([www.michigan.gov/ok2say](http://www.michigan.gov/ok2say)), an online portal that allows students to confidentially report tips, can also be used for anonymous reporting.

## **Consequences for Bullying**

Lansing Catholic High School will consider the specific bullying behavior when choosing the appropriate disciplinary and/or remedial action. The discipline for the student who has bullied will allow for the following factors to be considered when determining appropriate consequences: degree of harm, surrounding circumstances, nature and severity of the behavior, incidences of past or continuing patterns of behavior, relationship between involved parties, and the context in which the alleged incident has occurred.

Just as bullying cannot be comprehensively defined, it is not possible to catalogue in advance all the appropriate responses the school might choose to take. However, by enrolling a child at Lansing Catholic High School, parents and guardians give consent to the school's discretion to take any action it deems appropriate including, without limitation:

- Oral caution
- Written warnings
- Mandated professional counseling
- Suspension from school activities
- Appropriate community service
- Probation
- Conditional Suspensions
- Expulsion and referral to civil authorities.

Remedial action and consequences for school employees will be determined on a case by case basis and in accordance with the employee personnel policy book.

Lansing Catholic High School recognizes that bullying can leave emotional wounds on the subject or target of bullying. Restorative efforts (notifying teachers of the issue when appropriate, changing seat assignments, separating during group work, and other strategies) will be made to assist the student. The principal will also follow-up with the subject's family in a timely manner until a student contract and/or other disciplinary action is imposed.

## ***Policy Prohibiting Hazing***

No student, teacher, administrator, or other school employee, or volunteer shall plan, direct, encourage, aid, engage in, permit, condone or tolerate hazing. Hazing is defined as any act that is humiliating, intimidating or demeaning, or endangers the health and safety of any person, and which is committed against someone joining or becoming a member or maintaining membership in any organization. Hazing includes active or passive participation in such acts and

occurs regardless of the willingness to participate in the activities. Hazing creates an environment and school climate in which dignity and respect are absent and therefore is contrary to the teachings of the Catholic Church. No student, parent, teacher, administration or volunteer shall permit, condone or tolerate hazing.

### ***Procedure For Complaint And Investigation Of Claims Of Harassment, Discrimination, Bullying Or Hazing***

Any student who believes that he or she has been subjected to any form of harassment, discrimination, bullying or hazing whether by a student, a school employee or any other person who comes on school property with permission, should report the incident promptly to the principal or any other school personnel with whom the student feels comfortable. A complaint of harassment, discrimination, bullying or hazing made by a student or by a parent on the student's behalf may also be made to any counselor or teacher. A counselor or teacher who receives such complaint will promptly notify the appropriate administrator to initiate an investigation. It is the policy of the school to have all complaints of harassment, discrimination, bullying or hazing promptly and fully investigated and to take any steps necessary to remedy the situation.

Normally, the investigation of a complaint of harassment, discrimination, bullying or hazing will be conducted by the Principal or his/her designee and will include separate interviews with the complainant, each person accused of harassment, discrimination, bullying or hazing and each witness, if any. The administrator(s) conducting the investigation will ordinarily document the interview, but those interviewed may also be asked to provide a written statement. All students are expected to cooperate fully with any investigation of harassment, discrimination, bullying or hazing.

Information provided during the investigation of harassment, discrimination, bullying or hazing will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only. The parent or guardian of the complainant and those accused will be notified. In appropriate circumstances, as determined by the school, the accused may be informed of the identity of the complainant or witnesses, but, in those circumstances, the accused will be cautioned against reprisals or recrimination or any attempted intimidation or coercion of the complainant or witnesses. Witnesses and the complainant will also be held to this standard.

At the conclusion of the investigation, the administration will prepare a report, which will be shared with both the complainant and person or persons accused of harassment, discrimination, bullying or hazing. Civil authorities may also be contacted dependent on the nature of the incident.

Students found to have filed false charges will also be subject to disciplinary action, up to and including dismissal.

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## **DRUG AND ALCOHOL POLICY** [\[back to the top\]](#)

### ***Introduction***

The Lansing Catholic High School (LCHS) community (including our parents, students, faculty, staff and administration) mutually pledges to engage in the development of our students to grow toward a healthy, safe, moral and Catholic lifestyle. The LCHS community recognizes the challenges that adolescents face in today's society, with regard to alcohol, drugs, and other substances. As the Catechism of the Catholic Church observes, abuse of drug inflicts "grave damage on human health and life." The LCHS Drug and Alcohol Policy has a focus on student-parent participation, restorative support, and recognition of the moral significance of drug and alcohol abuse.

Attendance at a Catholic high school is not a right, but it is a privilege. With the privilege, come certain responsibilities. We hold students and their parents, or guardians, to a high code of behavior in areas that affect the well-being and safety of all students. All students and parents are required to consent to participation in all of the aspects of this policy and its accompanying administrative regulation as a condition of the student's continued enrollment at Lansing Catholic High School. Members of the LCHS Community pledge not to ignore an offense. A member of the community who is aware of an offense must inform a school administrator of the infraction.

### ***Prohibited Substances And Materials***

The following, in any form or quantity, are prohibited substances:

1. Alcohol
2. Tobacco, nicotine products including but not limited to juuls/vapes/electronic cigarettes (whether or not the student is of legal age to purchase or use it) or related paraphernalia
3. Illegal Drugs, including marijuana and CBD
4. Prescription drugs for which the student lacks a prescription
5. Steroids, Human Growth Hormone or any performance-enhancing drugs
6. Containers for the above items (e.g. beer cans) or look-a-like items (e.g. pills, powders, or chopped up leaves presented as being illegal drugs, though they are not)
7. Drug paraphernalia including marijuana and CBD products
8. Beverages that are sold as non-alcoholic versions of alcoholic beverages.

9. Glues, solvents, fuels, or other common materials used for inhalant abuse, if clearly intended for that purpose.

### **Conduct**

The following conduct is an offense under the Policy:

1. Possession of a prohibited substance or material
2. Use of a prohibited substance or material
3. Sale, purchase, or transfer of a prohibited substance
4. Being intoxicated, “high”, or under the influence of a prohibited substance
5. Failure to complete the terms of a consequence

### **Process—screening For Drug Usage**

Students will be screened for drug usage utilizing a diocesan approved drug testing company.

1. Annual Screening: All students will be screened for drugs at least once per year.
2. Random Screening: Any student enrolled in Lansing Catholic High School is subject to screening for drug usage on a randomly selected basis in addition to the annual screening. Consequently, some students may be tested more than once a year.
3. Screening Based Upon Behavior: Any student who displays behavior that may be related to the use of prohibited substances, or is otherwise demonstrating conduct that may be in violation of this policy will be required to submit to screening. A student may be directed to submit to screening based upon their behavior before, during or after the school day or a school-sponsored activity.
4. Follow-Up Screening: Any student found to be in violation of this drug and alcohol policy will be subject to follow-up screening.
5. Transfer Students: All transfer students shall submit to screening for drug usage on a date as soon as possible after applying for admission. Admission is not complete until the screening has taken place and results showing the absence of drug usage are obtained.

### **Process—screening For Alcohol Usage**

Students will be screened for alcohol usage utilizing a diocesan approved drug testing company.

1. Screening Based Upon Behavior: Any student who displays behavior that may be related to the use of prohibited substances, or is otherwise demonstrating conduct that may be in violation of this policy will be required to submit to screening. A student may be directed to submit to screening based upon their behavior before, during or after the school day or a school-sponsored activity.
2. Follow-Up Screening: Any student found to be in violation of this drug and alcohol policy will be subject to follow-up screening.
3. Transfer Students: All transfer students shall submit to screening for drugs and or alcohol usage on a date as soon as possible after applying for admission. Admission is

not complete until the screening has taken place and results showing the absence of alcohol usage are obtained.

### ***Drug/Alcohol Screening Method***

Lansing Catholic High School uses hair-sampling procedures, and to a lesser degree, oral swab sampling procedures, for the purposes of policy implementation. Normally, small sample of head hair will be collected from the students by trained personnel. However, if a sample of head hair cannot be obtained, body hair collected from the arm or leg will be used for the drug screening method. Therefore, it is expected (except in certain situations) that students will wear a hairstyle that allows for a sample of head hair to be collected. Oral samples will be taken by the students themselves under the direction of a trained staff member.

### ***Notification Of Test Results***

Notification of test results will be given to the Principal by the drug testing company. If a student has tested positive for a banned substance the administrator will notify the student's parents. A letter will be used if the parents cannot be reached by telephone. The parents will be asked to come to the school at the first mutually convenient time to discuss the report (the discussion normally will not occur over the telephone).

It is left to the discretion of the Principal as to whether or not they will notify parents and guardians in regard to a negative test result.

### ***Reported Offense***

The administration of the school will investigate a reported violation of the policy and determine the facts. If the facts indicate that a violation has occurred, the student will be informed in person by an administrator. The administrator will notify the student's parents. A letter will be used if the parents cannot be reached by telephone. The parents will be asked to come to the school at the first mutually convenient time to discuss the report (the discussion normally will not occur over the telephone).

Neither the manner of the investigation nor the determination of the facts is subject to procedural challenge. The factual determination by the administration is final, though parents may seek review of the consequences (see appeals).

### ***Consequences—all Offenses***

1. Parent Meeting (mandatory) - The student and a parent or guardian will meet with the Principal or Dean of Students to discuss the offense and the consequences under the Policy.
2. School Counseling/Assessment and Treatment (mandatory) - The student will meet



with their LCHS counselor. The Counselor will make a referral to an LCHS-approved and licensed assessment agency (Assessment). The student will provide a copy of the Assessment and the plan resulting from the Assessment (Plan) to the LCHS counselor and the Dean of Students. The student is required to complete the Plan successfully and will provide any verification requested by LCHS. Any expenses incurred for the Assessment and/or any treatment program required by the Plan will be the responsibility of the student and not LCHS.

3. Spiritual Counseling (strongly recommended) - The occasion of an offense is an opportunity to encounter Christ, whose positive message is one of Truth and Redemption. Catholic students will make an appointment with the School Chaplain, the student's parish pastor, or other priest, for spiritual guidance and conscience formation, and have the opportunity, if desired, for the Sacrament of Reconciliation. Non-Catholic students will make an appointment with the School Chaplain or a minister within the student's religious tradition for similar purposes.

Note: Students who violate The Policy more than one time it is recommended they will use the same Counselor, same assessment agency, and same Spiritual Counselor following each offense unless clear reason is given and approved.

#### 4. Intervention Matrix

##### a. First offense

- i. Must complete parent meeting
- ii. Must complete assessment and start treatment plan
- iii. Suspended for 25% of season, performances, activities\*
- iv. Three weeks on social probation
- v. Athlete/actor/participant must practice\*\*\*
- vi. Finish the season/performance/activity in good standing

##### b. Second offense

- i. Must complete parent meeting
- ii. Must complete assessment and start treatment plan
- iii. Suspended for 50% of the season, performance, activities\*\*
- iv. Six weeks on social probation
- v. Athlete/actor/participant must practice\*\*\*
- vi. Finish the season, performance, activity in good standing

##### c. Third Offense

- i. Must complete parent meeting
- ii. Must complete assessment and start treatment plan
- iii. Suspended for one calendar year from all seasons, performances, activities

- iv. Twelve weeks on social probation
- v. Athlete/actor/participant may not practice or be involved in activities
- d. Fourth Offense
  - i. Must complete parent meeting
  - ii. Must complete assessment and start treatment plan
  - iii. End of competition, performance, activities for the remainder of their career at LCHS
  - iv. Remainder of career at LCHS on social probation
- e. Fifth Offense
  - i. Recommendation for expulsion

\*Season as related to athletics. Performances as related to band, choir, drama, etc. Activities as related to clubs, etc. Because of the diverse nature of activities offered at LCHS, the Principal or Dean of Students will make decisions in this area on a case by case basis.

\*\*In items 1c. and 2c. The percentage will be figured on the number of regular season games or performances on the schedule. If there are not enough games/ performances left in the current season to serve the full suspension, the remainder of the suspension will carry over to the next season/performance in which the student competes. All percentages will be rounded up to the next whole number.

\*\*\*In items 1e. and 2e. Athletes may compete in scrimmages during their suspensions but scrimmages will not count toward the percentage of the contests for which the athlete is suspended. Actors may perform in dress rehearsals, but dress rehearsals will not count toward the percentage of the contests for which the performer is suspended.

5. Failure to complete – Students who fail to complete any of the consequences outlined above will remain ineligible for competition, and will remain on Social Probation until all consequences are completed. At that time the Dean of Students in conjunction with the Counselors, will determine when and if the student may return to competition and be released from Social Probation.

### **Self Disclosure**

1. Self disclosure exists for students willing to admit their violation of the Policy and move forward on the path toward restoration of full privileges in the Lansing Catholic Community and toward becoming the person God is calling them to become.
2. A student who by him/herself or together with his/her parent or legal guardian voluntarily discloses their violation of the Policy to the Dean of Students or Coach

within 48 hours of their violation will be subject to the following consequences:

- a. Must complete parent meeting
- b. Must complete assessment and start treatment plan
- c. Suspended for 10% of season, performance, activity\*
- d. Two weeks social probation
- e. Subsequent self-disclosures will also lessen stated consequences
- f. Athlete/actor/participant must practice \*\*
- g. Finish season, performance, activity in good standing

*Note: A student who self-discloses subsequently will receive correspondingly lesser consequences for the second offense. A student who commits a third offense after self disclosing on their first and/or second offense will receive the normal consequences.*

### **Law Enforcement**

It is the policy of LCHS to cooperate fully with law enforcement agencies. The school will report any conduct that it is required by law to report. Where appropriate, the school will seek information from law enforcement agencies regarding student conduct.

### **Exceptional Circumstances**

Notwithstanding any other provisions of this Policy, LCHS retains full and complete discretion to impose any discipline or take any other action, or decline to take action, as it deems appropriate for any student behavior occurring anywhere at any time.

### **Appeals**

All appeals of decisions made under the Policy are governed by the Lansing Catholic Parent Student Grievance Procedure.

### **Student Threats**

All student threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. If a student has a concern that another student might harm him or herself, or may be inclined to harm others, or is talking or writing about harming others, it is vital that this information be reported immediately to a teacher, counselor, or administrator. All LCHS faculty and staff are mandatory reporters who must report such threats to the appropriate authorities. The principal should notify the police immediately. Alternatively, students are encouraged to contact OK2SAY (a student safety program that allows students to confidentially report tips on potential harm or criminal activities directed at students, school employees, or schools), or any other similar program.

The student who has made the threat should be kept in the school office under supervision until the police arrive, unless directed otherwise by the police. The parents or guardians of the student who has made the threat should be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately, unless directed otherwise by the police.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

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## **DISCIPLINARY PHILOSOPHY** [[back to the top](#)]

The following guidelines of disciplinary procedures are designed to provide the good order necessary for the serious pursuit of academic excellence, virtue, and good citizenship expected at Lansing Catholic High School. These hold true while in the school and individual classrooms, on or within sight of school grounds, at school events and traveling to and from school and school events. Students are expected to conduct themselves in an appropriate manner at all times. Any action that is persistent or might cause discredit or harm to Lansing Catholic High School and its students and staff will be cause for disciplinary action. Disciplinary actions (including, but not limited to: detention, suspension, expulsion or assessment) shall be taken against a student in accordance with the following guidelines; and, unless otherwise specified, shall be considered cumulative for the current year.

The Student Code of Conduct will be administered equitably and in the best interest of the student body and each individual student. The major goals of this Code are to maintain a safe and positive educational environment where our students may grow in Catholic character and virtue. Administration of the Code should follow Catholic ideals of respect, honesty, compassion, restitution, rehabilitation and reconciliation.

Students who attend this school should recognize the Code as guidelines, which in conjunction with their academic classes and theological training, will help them to mature in the development of Catholic character traits and Christian virtue.

### ***Disciplinary Procedures***

Lansing Catholic High School promotes an academic environment based on a philosophy that good discipline is based on a positive relationship between the teacher and student. In addition to the school's rules, individual teachers may have additional rules for their classrooms. *The initial and most corrective action(s) will occur in the classroom setting between teacher and student.* Situations that repeatedly interfere with classroom management and the learning environment

will be referred to the Dean of Students. Persistent or extreme disruptions or disregard for teacher or school authority will result in the student's removal from class.

Most disciplinary concerns will be handled in one or more of the following ways:

1. Teacher-Student Conference: steps or actions to remedy the classroom concern will be emphasized. If the problem persists, a referral will be submitted to the administration for further action.
2. Counseling: students will be referred to a school counselor when apparent problems necessitate such an approach.
3. Parent Conference: this may include the teacher(s), an administrator, and/or other school personnel. Emphasis will be on a cooperative home-school effort as a remedy for the disciplinary problem.
4. At any point in the disciplinary process, the administration may require the student to execute a behavioral contract to govern specific behavioral requirements and expectations.
5. Detention

### **Classroom Detention**

Issued, scheduled, and supervised by the teacher for any behavior problems or rule violations within the classroom. Students serve the time with the teacher in the classroom. Detention rules are:

1. Upon appropriate student notification, time before or after school commensurate with the offense will be required.
2. A student must be on time and come prepared to work.
3. It is the student's responsibility to inform parents and make arrangements for transportation.
4. Failure to comply or any misbehavior while on detention will result in additional detention time or a referral to the administration.

### **Administrative Detention**

Assigned by the Dean of Students.

1. Students must be on time and in dress code.
2. Students are required to report for their detention on the assigned day at the assigned time. Students, who are unable to attend detention at this time as documented in writing by the parent/guardian may, at the sole discretion of the administration, serve their detention at another day and time. This will be permitted only in cases of severe hardship or extraordinary circumstances.

## **Disciplinary Probation**

Students may be placed on disciplinary probation if they have violated school policy, violated school rules, or demonstrated any inappropriate behavior for which the administration warrants probation. The probation will result in the loss of exam waiver, will continue for a specified period of time, and apply to any subsequent disciplinary offenses. Students and parents will meet with the Dean of Students to develop a plan of action for improved behavior. The student must concentrate on a definite improvement in attitude and behavior. Students who do not show a noticeable improvement in attitude and behavior during the assigned probation time will be subject to suspension, loss of credit or expulsion.

## **Social Probation**

The school administration may place a student on social probation for a period of time or indefinitely for any conduct detrimental to Lansing Catholic High School; or for behavior inappropriate for a representative of Lansing Catholic High School at school or school activities (e.g. behavior which evidences lack of self-control, irresponsibility or lewdness.) Social probation prohibits a student from attending any co-curricular activity. Students placed on social probation will also result in loss of exam waiver.

## **Suspension**

In cases of severe or repeated disciplinary violations or as specified as a consequence of the Disciplinary Code, students may be suspended. The Dean of Students or Principal may suspend students from one to ten school days. Suspensions longer than ten school days and expulsions may only be issued by the school Principal. Any student issued an out of school suspension will automatically be placed on academic and social probation.

## **Expulsion**

If a student's misconduct is judged to be serious over a period of time, and he/she has failed to cooperate with the school authorities or if a single incident is extremely grave, the principal may effect an expulsion.

## **Denial of Re-enrollment**

Under appropriate circumstances, within the discretion of the Administration, a student may be denied re-enrollment for a subsequent school term or year.

## ***Consequences For Discipline Matrix***

The following Disciplinary Matrix will be used as a guide to help students to understand what is meant by appropriate behavior at Lansing Catholic High School. The consequences listed are a guide for the student and the administration. These consequences are meant to be a reminder

for students to change their behavior. Each time an offense is repeated the consequences may increase. With all discipline issues that involve the Dean of Students an administrative conference will be held with the student.

1. Detention
2. Letter of apology
3. Ten hours of custodial service, probation
4. Class suspension
5. In-school suspension, probation: The student will spend the day in the office and must be prepared to work on assignments for classes and homework.
6. Out-of-school suspension, probation: The student will not attend school. This may be anywhere from a 1 to 10 day suspension, and will be cumulative.
7. Recommended expulsion: If a student reaches a 5 or 10 day suspension, this becomes automatic.
8. Loss of technology privileges (length determined by severity and number of infractions)
9. One day suspension or 10 hours service, probation, & the teacher contacts parents.
10. Three-day suspension
11. Ten-day suspension

### ***Discipline Matrix***

INCIDENT	CONSEQUENCE
Challenges to school authority (insubordination, defiance, disrespect of school personnel)	1, 5, 6, 7
Falsifying signatures, forgery, misrepresentation Failure to correctly identify oneself to authorities	5, 6, 7
Physical or verbal threats or aggressive behavior with school personnel	6, 7
Tardiness (per class/per semester)	1, 3, 5, 6, 7
Unexcused absence	5, 6, 7
Missed detention (per semester)	1, 4, 6, 7, 8, 10
Any public statement (in any medium including electronic & internet web sites) made toward or about any member of our community or about our school which can be considered injurious to the dignity or the reputation of the person(s) or the school.	1, 2, 3, 4, 5, 6, 7
Leaving campus at any time during school hours without administrative approval.	3, 5, 6

<b>Cheating</b>	
All students are expected to observe and comply with the highest standards of personal academic integrity and honesty. Students should neither give nor receive assistance on any tests or assignments unless given the explicit permission of the teacher to do so. Plagiarism of published material, and the presentation of the work of others as original work, is also cheating.	9, 10, 11
Persistent cheating will result in more serious consequences, including suspension and expulsion. National Honor Society guidelines stipulate that consideration for membership be deferred for a year if a student is guilty of cheating. NHS members found cheating will be dismissed.	
<b>Controlled Substances</b>	
The sale, distribution, purchase of drugs, controlled substances or look-a-like substances, including e-cigarettes.	6, 7
The use, possession of, or being under the influence of, tobacco in any form, alcohol, controlled substances, and any related paraphernalia is absolutely prohibited. The same prohibitions also apply to look-a-like substances, including e-cigarettes.	5, 6, 7
<b>Uniform Policy</b>	
Violation of the uniform policy (per semester) Students out of uniform will be given a Uniform Violation Slip (one maximum per day) and asked to correct their violation immediately if possible. Use of a backpack or any other book-carrying item (book bags, suitcases, duffle bags, oversized purses, etc.) during school hours is a violation.	1, 3, 5, 6
<b>Disorderly Conduct</b>	
Behavior which is disruptive to the educational environment as well as disruptive behavior within sight of school premises, and at events.	1, 3, 4, 5, 6
Carrying or use of electronic communication or entertainment devices during school hours (including phones, ipods, texting devices, handheld games, etc). This excludes chromebooks, laptops, or tablets used for educational purposes as outlined in chromebook or BYOD policy.	1, 3, 4, 5, 6
Gambling: participation in games of chance with the intention or appearance of exchanging money or other items of value.	4, 5, 6
Destruction, defacement, or misuse of school property. The student will be expected to make restitution.	2 plus 3, 5, 6, 7
Fund-raising or selling, not related to school activity, without administrative approval.	5, 6, 7



Gum chewing on school premises, or, food or drink in classrooms during the school day.	1, 3
<b>Inappropriate Behavior Towards Other Persons</b>	
Any behavior, physical, verbal, written, or electronic that is directed against any individual or groups of individuals and causes shame, abuse, insult, humiliation, intimidation or disgrace. Also refer to Policy Against Bullying under separate heading in handbook.	2 plus 5, 6, 7
Inappropriate demonstration of affection. Verbal or written vulgarity, profanity or obscene behavior or materials	1, 2, 5, 6, 7
Sexual or racial harassment: Any attention that focuses on a student's sex or race rather than their status as a person. This includes "Quid pro Quo " harassment, which conditions benefits on the offering of favors; and hostile environmental harassment, which creates, promotes, or maintains an atmosphere which is offensive or demeaning.	2 plus 5, 6 and/or 7
<b>Technology and AUP Violations</b>	
Violations of the acceptable use guidelines	8
<b>Threats to Safety and Welfare</b>	
Reckless endangerment, including throwing of objects (including snow)	3, 5, 6, 7
Possession of dangerous, noxious, harmful or disruptive items including but not limited to laser lights.	5, 6, 7
Theft: the assistance in taking or possession of another person's property or school property. The student will be expected to make restitution	5, 6, 7
Destruction of another person's property. The student will be expected to make restitution.	5, 6, 7
Horseplay.	1, 3, 5
Provocation of fighting or destructive actions.	6, 7
Fighting: The engagement in physical contact with the purpose of inflicting bodily harm or injury.	6, 7
Assault: Initiation of a fight without provocation.	6, 7
Unsafe driving and parking violations.	1, 3, 5, 6, 7
Sexual assault	7
<b>Unusual Disruptions</b>	
False fire alarms	6, 7
Bomb threats	6, 7
Arson	6, 7

Possession of disruptive items, including fireworks, smoke bombs, or items which resemble weapons or which disrupt the school environment or cause a dangerous situation.	6, 7
Possession of, or threat of weapons.	6, 7
P.A.#328 and LCHS Policy 3011 strictly prohibit the use or possession of weapons, look-a-like weapons, bombs or incendiary devices, & also committal of rape or arson.	

### ***Persistent Disciplinary Problems***

Repeated or severe disregard for school rules and regulations, as evidenced by persistent disruption, disrespect or extreme or excessive incidents shall result in long-term suspension and recommendation for expulsion.

### ***Criminal Acts***

Students who confess to or are convicted of a criminal act at any time or place are subject to disciplinary action, including expulsion, at the sole discretion of the school administration. If necessary, the school may require drug testing. The local police department may be contacted.

### ***Elastic Clause***

The school administration retains the right to issue consequences for acts not specifically stated herein and to alter any penalties as deemed necessary. Furthermore, the school administration retains the right to add/amend policies or procedures when appropriate and will provide notice of such changes to appropriate parties.

## **PARENT/STUDENT GRIEVANCE PROCEDURE** [[back to the top](#)]

Lansing Catholic High School is a school dedicated to the education, safety and welfare of its students, faculty, staff and administrators. This handbook has been developed to address policies and procedures involved in obtaining these goals. Additionally, each teacher publishes policies and procedures for the various classrooms that are also requirements for our students.

If a student or parent/guardian, alone or involved in a school sanctioned activity (e.g. parent group) has a complaint concerning the manner in which the policies or procedures of the school are being administered, they should seek redress following the steps outlined below. In situations involving the Code of Conduct, these persons include complainants and the accused.

### ***Stage I, Part 1***

Informal process. The party(ies) issuing a complaint will meet with the person(s) involved in the complaint within 5 school days of the report. If any party wishes, a third party may be present at this time. If the issue is resolved, no further action is warranted. If the person issuing the complaint feels it necessary, they may at this time go directly to an administrator to aid with the process.

### ***Stage I, Part 2***

If no resolution is forthcoming, the complaining party(ies) may fill out a Formal Complaint Form (FCF) and submit it to the Principal. (If the Principal is the subject of the complaint, this form should be submitted directly to the President.) This form should be in the hands of the Principal/President no later than 10 school days following the Stage I Part 1 meeting.

### ***Stage II, Part 1***

Formal Process. The Principal, upon receipt of the FCF, shall send the document to the appropriate administrator and the party against whom the complaint is made within 5 school days.

### ***Stage II, Part 2***

The person against whom the complaint is made will have an opportunity to send a written response to the appropriate administrator at this time. The administrator will accept this document up to 5 school days after receiving the FCF.

### ***Stage II, Part 3***

The administrator will arrange a meeting within 5 school days of receiving all materials and/or documents including the FCF and the response of all parties concerned. At this time any student involved must be accompanied by a parent/guardian, and any other party may also be represented. (If both the complaint and the person against whom the complaint is made are students, both sets of parents/guardians should be in attendance.)

### ***Stage II, Part 4***

The administrator will document the meeting. If a resolution is the result of this meeting, the administrator will send copies of all documentation and a signed release to all parties within 5 school days. Original documents will be submitted to the Principal. If no resolution, all parties will receive a copy of the Diocesan Grievance Policy with the above documents.

### ***Stage III***

Pre-grievance. Within 10 school days of receiving the documents in Part 4 of Stage II, the complainant may appeal to the Board of Trustees. The grieving party must write a formal

complaint to the Board of Trustees and the Principal will submit copies of all documentation received. The Diocesan Grievance Policy is now in effect.