



FRESHMAN FAMILY SUMMER SURVIVAL GUIDE

BEFORE SCHOOL STARTS

LCHS Office Information & Summer Office Hours

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

LCHS Address: 501 Marshall Street, Lansing, MI 48912

The entire LCHS school campus, including athletic fields, will be closed July 5-9, 2021. There are reduced hours for the LCHS main office in the summer, please check family blasts emails for updates. Normal school year office hours resume August 9 from 7:30am to 3:30pm Monday through Friday, with the exception of August 16, 17 & 18 where the office is closed during staff in-services.

Summer Reading Assignment

Each English class at Lansing Catholic has a summer reading assignment. **All freshmen are to read an excerpt from Saint John Paul the Great His Five Loves over the summer, [complete the writing assignment](#), and bring it to English class on the first day of school.** *The summer reading excerpt is included with the freshmen summer packet.* It was reprinted with permission and the first copy is provided by the school.

School Supplies & Graphing Calculator Requirement

The [freshman supply list](#) and [LCHS textbook list](#) can be found on our website. Each student is required to have his or her own graphing calculator for all math and science classes at LCHS. If your student does not already have a graphing calculator, please purchase any version of the TI-84. *Please label the graphing calculator with your student's first and last name.*

Freshman PARENT Orientation – Wednesday, August 18, 2021, 6:30pm-8:00pm

All parents of freshmen and parents of new transfer students are asked to attend Freshman Parent Orientation. Parents will rotate through three sessions: School Mission & Houses, Student & Parent Engagement, and Student Formation & Expectations.

Freshman STUDENT Orientation – Thursday, August 19, 2021, 8:00am-3:00pm

During this mandatory Freshman Student Orientation, students will walk through their class schedules, meet their teachers, practice their locker combinations, learn how to buy lunch, and learn about their House. Students should wear their school uniform and lunch will be provided at no cost at this orientation.

First Day of School – Monday, August 23, 2021, 8:00am-3:10pm

Students should wear their school uniforms and be ready to learn!

Curriculum Night for PARENTS – Wed., Sept. 1, 2021, 6:30pm-8:30pm

During Curriculum Night, parents will rotate through their student's classes to learn each teacher's expectations and plans for the school year, including grading policies and class content. Please bring your student's schedule with you to follow on this evening. Curriculum Night will begin in your student's 1st period class. (Curriculum Night is vastly different from the Freshman Parent Orientation in August.)

School Pictures – Thursday, September 2, 2021 (during the school day)

School pictures will be taken during the school day by [Canfield Jenkeins House of Photography](#) for school IDs. Information about purchasing photo packages will be available closer to this date. Students may be in casual dress for school pictures.

BEFORE SCHOOL STARTS continued

School Uniforms

Students are required to be in uniform for student orientation and on the first day of school.

Students are required to wear uniforms purchased from [RBG Uniforms](#). (RBG Uniforms is our ONLY approved uniform supplier.) Uniform choices include (all with the Lansing Catholic cross logo): polo-style shirts (blue, navy or white) or oxford shirts (white or blue), khaki or black pants, and for girls, khaki, black or plaid skirts (hemmed so the skirt is within 2 inches or less of the crease of the knee when standing). Young men must also wear a belt every day. Shorts are never acceptable for boys nor girls. Solid color sweaters or quarter zips that are cougar blue, navy blue, black, gray, or white may also be worn over the top of a uniform shirt (no logos other than "Lansing Catholic" may be worn on clothing). All footwear must be closed toe and at a minimum a heel strap on the back (athletic sandals or slides, crocs, birkenstocks, slippers, flip-flops or flip-flop style shoes are not acceptable). Please refer to our [student handbook](#) for more details regarding our school uniform and casual dress days.

[RBG Uniforms](#) is located at 3320 W. Saginaw, Lansing, MI 48917.

Phone: 517-886-4800 & Website: <https://rbguniforms.com/collections/lansing-catholic-high-school>

Service Requirement

Students must complete and log at least 80 hours of service as a graduation requirement. Service must be completed with an approved non-profit agency. A list of approved agencies can be found on our website and in your Family Binder. Students log all service hours through x2VOL: www.x2vol.com. Instructions for setting up an x2VOL account are emailed to incoming freshmen in June. Since agencies will verify service through x2VOL, students will not turn in any paper forms. The required 80 hours of service can be completed any time between 8th grade graduation day and the last school day of their senior year. All questions about [service](#) should be directed to our service coordinator, Ms. Stacia DeVries at stacia.devries@lansingcatholic.org.

FACTS Family Portal / Schedules / Lockers

As of July 1, 2021, FACTS is the student information system Lansing Catholic HS will be using for family contact information, attendance, grading, report cards, class schedules, locker information, as well as applications, enrollment and tuition payments. (LCHS's current Skyward system will be disabled as of June 30, 2021.) Each parent and student have a login and password for their Family Portal account that allows students and parents to view grades, assignments, report cards, class schedules, and locker information. A link to the FACTS Family Portal will be added to the top of Lansing Catholic's website this summer.

Your student's schedule with locker information will be available in August under the student's tab on the left side of the page. We encourage you to print a schedule just before school starts since students will follow their schedule during their Freshman Student Orientation, and parents will need their student's schedule to follow on Curriculum Night. ***The lockers and the period of the school day that your student has a particular course may be slightly adjusted in August, please recheck your student's schedule and locker just prior to the start of the school year.***

Counselors

LCHS's two full time counselors work with students on academic counseling, personal growth, scheduling classes, and college and career readiness. Our counselors are assigned based on student last names.

- Ms. Nelson: melissa.nelson@lansingcatholic.org - Students with last names A-K
- Ms. Schleenbaker: jenna.schleenbaker@lansingcatholic.org - Students with last names L-Z

TEXTBOOK INFORMATION

The [textbook list for the 2021-2022 school year](#) is available on our school website. This list includes the textbook titles and the ISBN numbers, which families should cross reference with their student's course requests made at their registration meeting. Families may purchase books from any source including other families or online (at websites like [amazon.com](#), [campusbooks.com](#), [chegg.com](#) etc). If you are interested in swapping our purchasing used books from current LCHS families, please join our [LCHS Parents Facebook Group](#).

TECHNOLOGY

Chromebooks & Devices

Each freshman is issued a Chromebook by LCHS at a summer Chromebook Orientation that will take place in August. Look for an email from Mr. Doug Moore, LCHS IT Specialist, later this summer about signing up for a Chromebook Orientation date and time. Chromebook Orientation is for parents and students to attend.

During the school day hours of 8:00am to 3:10pm all electronic devices are to be used *for educational purposes only*. If a student is using a Chromebook inappropriately or a device other than a Chromebook, a teacher has the right to confiscate the device. Please note that during lunch, devices are not allowed.

Cell Phones

Cell phones must be kept in a student's locker and turned off during school hours of 8:00am to 3:10pm. If a parent needs to contact their student during the school day, they should contact the main office and we will deliver a message to the student in a timely fashion. If a student needs to contact their parent during the school day, they may only use the main office phone. Students contacting a parent via text, call, or email during the school day may receive a detention.

Student Email

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

COMMUNICATION

School Google Calendar

The most up-to-date calendar for all non-athletic school events is our school Google calendar. Access to the calendar and directions on how to add the calendar to your phone or other electronic devices are available on the "Calendar" page at the top of our website: [www.lansingcatholic.org](#).

Social Media - Facebook & Twitter & Instagram

Lansing Catholic High School has Facebook, Twitter, and Instagram accounts where important reminders, school events, athletic competition results, photos, and more get posted. Please "like" the Lansing Catholic High School page and "follow" @LansingCatholic on Twitter to receive updates.

LCHS Family Directory

Our family directory is available within the FACTS Family Portal.

School Website - [www.lansingcatholic.org](#)

Our website includes special announcements, upcoming events, calendar updates, FACTS Family Portal access for student grades, athletic schedules and maps, contact information and more.

COMMUNICATION continued

Email Blasts to Parents

Lansing Catholic High School's principal sends out email blasts to parents throughout the school year. Please check your FACTS Family Portal account to verify that we have the correct email address for your family. If we do not have the correct information in FACTS, please contact our registrar Mrs. Karen Gavin at karen.gavin@lansingcatholic.org.

Family Binder

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

Parent Volunteer Opportunities

A parent volunteer sign-up will be available for various grade levels and other school events at the start of the school year and will be sent to parents in our principal's email blasts and posted on our school website.

GRADES

GPA

A student's grade point average (GPA) is determined by semester grades only, not quarter grades. Semester grades are calculated: first quarter of the semester 40%, second quarter of the semester 40%, final exam/project 20%. Details on GPAs can be found in our [student handbook online](#).

Regular Grade Checks

Parents are able to access student grades through the FACTS Family Portal. The school will send one progress report by email approximately halfway through the quarterly marking period. In addition, the Dean of Students conducts weekly grade checks in order to identify those students in need of additional support. The Dean will then assign any student with a grade below 70% in 2 or more classes to attend the mandatory after-school Learning Assistance Program (LAP). Students must continue to attend until they have brought these grades up to passing.

Report Cards

Report cards for each quarter are available in the online FACTS Family Portal one week after the end of each quarter, which families can download to save or print. Report cards are not mailed home. Each report card is available to access until the next quarter's report card is posted in the Family Portal. Report card access may be disabled if there are outstanding fees (including tuition).

Exams

First semester exams will take place December 13-17, 2021. Second semester exams will take place June 7-10, 2022. Typically, there are 1 or 2 exams on each exam day. Exams are worth 20% of a student's semester grade. The exam schedule is different from the regular school day or half day schedule. The first exam of the day is 9:00am-10:15am, followed by a 20 minute break, and the second exam of the day is 10:35am-11:45am. Although school begins later on those days, the building is still open at 7:00am for students who arrive early.

Exam Waiver for 2nd Semester

Students have the privilege to earn one exam waiver that can be used for a year-long course in which the student has earned at least a B for Semester 1, Quarter 3 & Quarter 4. This waiver enables the student to opt out of the second semester exam in one course, resulting in a semester grade that is an average of the two quarter grades. Exam waivers do not apply to Theology courses, AP Courses, semester courses or any course in which a project or paper replaces the exam grade. Exam waivers are distributed the week prior to exams and must be signed by the student, parent and teacher before returning the form to their counselor for record keeping prior to the start of exam week. A student earned a second semester exam waiver by not having any in-school or out-of-school suspensions, all detentions serviced, all fees are paid and all accounts are current including library books, tuition, and school-issued uniforms and equipment, and at least 10 service hours for freshmen that are logged and approved in the x2vol system. If students choose to waive an exam, they do not need to be present at school during that exam time.

ACTIVITIES

Activities & Club Fair

At the beginning of each school year, there is an activities and club fair during the school day, where students have the opportunity to learn about and sign up for activities and clubs. Dates and times of club meetings are broadcast on our daily announcements throughout the school year. A list of our clubs is also listed on our [website under "Student Life."](#)

Retreats

Freshmen will attend a day retreat during school hours with their class in the fall. The theme will be *Encountering Christ* and will feature talks and testimonies from LCHS students and staff as well as small groups led by student leaders. The retreat will include adoration, confession, and Mass. Students will be bussed to and from the retreat, which will be held at St. Therese Parish. Further details will be provided early in the school year. For more information on our retreat program, please visit the [retreats](#) page on our website.

Library Services

At Freshman Orientation, students get an overview of the library and its services including how to check out books and ebooks. The library is open most school days from 7:30am-4:00pm.

Homecoming Week – Sunday, September 19 to Saturday, September 25, 2021

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

On Sunday, September 19, 2021, there is a potluck for families with students in all grade levels before the girls powder puff football game. Throughout the week, there will be competitions during lunches and special dress days for students.

The Homecoming football game will be played at 7pm on Fri., Sept. 24, 2021 at Lansing Catholic HS.

The Homecoming Dance is on Saturday, September 25, 2021 from 8:30pm to 11:00pm in the cafeteria. This is a casual dance with attire ranging from jeans and t-shirts to dresses and dress pants with a button down shirt all while following our Student Activities Dress Code outlined in our handbook.

Dances

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

Work-a-thon – Friday, May 6, 2022

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

ATHLETICS

Sports Physicals

Any student participating in any sport must have a signed MHSAA physical form on file with the Athletic Director prior to their first practice. The physical must have been completed after April 15, 2021.

Fall Practice Dates

All fall sports begin practice/tryouts on August 9, 2021 with the exception of football. (Football will leave August 8, 2021 for an out of town camp.) If you have any questions or would like more information regarding practice dates and times, [please contact the coach directly](#).

Sports Schedules & Information

Our athletic website, <https://lansing-catholic.bigteams.com/> has the most up-to-date sports schedules. Score updates and results are often posted on our athletic Facebook and Twitter accounts. Please "like" the Lansing Catholic HS Sports Facebook page and "follow" us on Twitter @lchscougarsport.

Sports Passes

The admission fee for all home athletic events is \$5 for each adult or non-LCHS high school student and \$3 for each K-8 student. LCHS student athletic passes are included as part of the Student Activities Fee. Family athletic passes are available for purchase from the Athletic Director's office at the end of August. A Family pass costs \$200 and covers two adults and all K-8th grade students who are immediate family members. Passes are valid for home contests, and cannot be used at away events, tournaments, or post-season MHSAA sanctioned events. If you are purchasing a family sports pass, please make checks out to Lansing Catholic High School.

Coaches

Our list of coaches and their email addresses can be found on [our website linked here](#).

FREQUENTLY ASKED QUESTIONS

What is acceptable on “casual dress” days?

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

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

If your student is sick or has an appointment, call or email our attendance office and leave a detailed message with your student’s name at 517-267-2103 or attendance@lansingcatholic.org or you can use the [attendance tab](#) on the Lansing Catholic Website to fill out the attendance form.

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

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

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

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

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

Can my student ride a CATA bus or Lansing public school bus to LCHS?

Families interested in CATA or public school busing to and from LCHS should contact them directly for their busing schedules and request to be added to the busing list if their timing coordinates with the LCHS school day (8am to 3pm). For CATA student rider information, call 517-394-1000.

For Ingham ISD Transportation, call 517-244-1293 for rider eligibility and bus route information.

LCHS does not have set drop off and pick up times. Students can be dropped off as early as 7am.

Students who plan to drive must register their car at the main office to be assigned a parking spot.

How does my student buy lunch? Can I put money on a lunch account for my student?

Can I check to see what my student bought and how much money is on their account?

The free school lunch program has been extended for the 2021-2022 school year. Any student may receive an official school lunch at no cost, which consists of 1 milk, 1 entrée, 1 cup of vegetable, and 1 cup of fruit (if served in ½ cup containers, then students take two). Additional ala cart items are available for purchase. Students may also bring their own lunch if they prefer.

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

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

If you have any additional questions about hot lunch, free/reduced lunch, or your student's Meal Magic lunch account, please contact Ms. Bridget Norris in LCHS's cafeteria at 517-267-2119 or bridget.norris@lansingcatholic.org.