



STUDENT HANDBOOK



**DOCENS
MODUM
VIVENDI**

TEACHING A WAY OF LIFE

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

faith service excellence tradition

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GENERAL OPERATIONS

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 devices are available on the "Calendar" page at the top of our website. An athletic events calendar is available on the "Athletics" page of our website.

School Website

Our Lansing Catholic website is lansingcatholic.org. We highly recommend that parents bookmark lansingcatholic.org/parents which includes all links relevant to current families including FACTS, athletic schedules, forms, and more!

Cougar Connection Email

Each Wednesday the Cougar Connection gets sent to parents, students and staff members with relevant information for the coming week. Please check your FACTS account to verify that we have the correct email address for your family. If we do not have the correct email address, please contact our main office to update your email address: 517-267-2100.

Daily Schedules

Regular Schedule	Classes Only	Late Start
(TUE., WED., & FRI.)	(MONDAY)	(THURSDAY)
8:00-8:52 1st Period	8:00-9:02 1 st Period	9:00-9:49 1 st Period
8:57-9:44 2nd Period	9:07-9:59 2 nd Period	9:54-10:38 2 nd Period
9:49-10:25 House/Mass	10:04-10:56 4 th Period	10:43-11:27 4 th Period
10:30-11:17 4th Period	5 th Period / Lunch	5 th Period / Lunch
5 th Period / Lunch	10:56-11:21 A Lunch	11:27-11:53 A Lunch
11:17-11:42 A Lunch	11:26-12:18 A Class	11:58-12:42 A Class
11:47-12:34 A Class	11:01-11:53 B Class	11:32-12:16 B Class
11:22-12:09 B Class	11:53-12:18 B Lunch	12:16-12:42 B Lunch
12:09-12:34 B Lunch	12:23-1:15 6 th Period	12:47-1:31 6 th Period
12:39-1:26 6th Period	1:20-2:12 7 th Period	1:36-2:20 7 th Period
1:31-2:18 7th Period	2:17-3:10 8 th Period	2:25-3:10 8 th Period
2:23-3:10 8th Period		

Building Hours

Parents may drop off their students at 7:00am and students may work in the cafeteria or get help with a teacher in a classroom. The library opens at 7:30am. Students may remain at school as long as the building is open until 6:00pm or later because of athletics and other activities. However, the library closes at 4:00pm, and our after school study hall program ends at 4:00pm.

There is no charge for students arriving early or staying late, however they are not supervised.

School Closure

Your family will be contacted with the cell phone number listed in FACTS for any inclement weather delays or cancellations of school. If you need to update this number, please contact our main office: 517-267-2100. We will also post notification of any delays or cancellations on our school Facebook and Instagram.

Medication Administration

When necessary, our office staff can administer medications (both prescription and over the counter) to students during the school day provided that a medical authorization form is on file. All medications, both prescription and over the counter, must be stored in the main office. Rescue inhalers and EpiPens may be kept in your student's locker, with a backup in the main office. Please contact our main office with any questions about medication administration: 517-267-2100.

Contacting Students During the School Day

Please call our Main Office: 517-267-2100. Please do not call, text, or leave messages for students during school hours on their cell phones. Carrying cell phones and the use of cell phones by students during school hours is not permitted. Student cell phones must be kept in their lockers and turned off during the school day. 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 the main office and not via text or email. Students are allowed to make calls from the main office and the office delivers messages and items to students in a timely manner during the school day.

Dropping Off Items

All items should be labeled with your student's name and taken to the main office. It will be delivered in a timely manner.

Lunch

Lansing Catholic has a closed campus, which means students cannot leave the building during their lunch period. (Food and beverages are not allowed in classrooms. However, students are allowed to keep a snack in their lockers to have between classes. Students can have water in a clear non-spillable water bottle in classrooms.) Some students choose to bring lunch while others prefer to purchase hot lunch from our cafeteria. A regular lunch cost \$3.60 and consists of a main entrée, two sides and milk. Items may also be purchased a la carte. Students can buy lunch with cash or through a deposit made to their Meal Magic lunch account.

Meal Magic

Parents can add money to their student's "Meal Magic" account by completing the Meal Magic

lunch form available in the Parent Hub (lansingcatholic.org/parents) or submitting cash or check to the lunch cashier or main office along with your student's name and grade level. Meal Magic acts as a debit system as students pay using their student ID number. Students may also add money to their Meal Magic account with the cafeteria cashier or pay for their lunch using cash.

Textbooks

Lansing Catholic families purchase their own textbooks. Students may use either online or printed textbooks. Beginning in June, our complete book list with ISBN numbers will be available on our school website. Families may purchase books from any source including online or from other families. Families interested in swapping or purchasing used books from current LCHS families should join our [LCHS Parents Facebook Group](#).

Visiting LCHS

LCHS 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.

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.

Parking

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.

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.

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.

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. Lansing School District no longer provides bussing for high school students. Students may also obtain a CATA bus card from our main office to ride at a reduced rate.

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.

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.

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.

ENROLLMENT AND FEES

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.

FACTS Family Portal

FACTS is the student information system that LCHS uses for family contact information, attendance, grading, report cards, class schedules, locker information, as well as applications, enrollment, and tuition payments. Each parent and student will 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.

Parent Access Instructions

- 1) Visit: <https://lchs-mi.client.renweb.com/pwr/>
- 2) Login using district code LCHS-MI along with your username and password that you set during online enrollment and select Parent.
- 3) Choose your student from the drop down (if you have more than one student enrolled).

Student Access

Each student will also receive a username and password for the FACTS Family Portal to be able to view their schedules and grades, but will not have access to any information linked to payments and tuition.

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.

ACADEMICS

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.

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.

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](#).

Diploma Honors

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

Summa Cum Laude	3.91 and up
Magna Cum Laude	3.75 to 3.90
Cum Laude	3.50 to 3.74

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

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.

ATTENDANCE

Our mission encompasses instructional practices geared towards formation of the whole person, which necessarily extends beyond simple delivery of content and invites students to participate fully in the educational experience. For this reason, attendance is a vital part of education at Lansing Catholic, in addition to being a mandatory requirement of the state of Michigan. Thus, the purpose of our attendance policy is:

- To engage the students in an active faith life through participation in Holy Mass, Adoration, retreats, and a daily routine that promotes prayer and an active life in faith, i.e., an integration of prayer into the daily life of each student;
- To foster an environment which provides each student with the greatest opportunity to master the curriculum, to develop critical thinking skills through interpersonal interactions and group discussion, and to ensure the opportunity for consistent and supportive feedback in each step of the learning process; and
- To emphasize each student's role and responsibility as a member of the school community in order to develop a student's inherent need to build genuine and meaningful relationships and to learn how to live in service to others.

Accountability Measures

To support each student's participation in his or her own education through consistent attendance, Lansing Catholic High School will execute the following consequences for accrued absences per semester, on a per period basis:

- 5th absence: Student and parent will receive written communication from the student's academic counselor.
- 8th absence: The academic counselor will call home.
 - Student is also removed from all extracurricular activities for the semester, including but not limited to athletics, theater productions, clubs, ambassadors, etc.
 - Student is placed on Social Probation*
- 12th absence: The academic counselor will facilitate a meeting between the student, parent(s), counselor and the Dean of Intellectual Formation

**Social Probation - Student is not allowed to attend any school related functions, including field trips, school dance, games/matches. In addition, student is not to partake in any off-site school related activities (i.e. band visits, team tours, partner school visits, etc.)*

Once a student accrues 12 absences for a class within one semester, he or she may be in danger of losing credit for that class. The student may also face specific work requirements in order to sit for that class' semester exam.

Semester exams provide teachers with the opportunity to assess each student's mastery of the course objectives. For this reason, exams are an integral part of the instructional process.

With this in mind, in order to be eligible to take the Semester Exam, one of the following conditions must be met:

- Fewer than 12 absences in a marking period
- OR
- Completion of more than 80% of assignments for the semester, prior to the date of the exam.

Loss of eligibility to take the Semester Exam will result in a 0 grade for the exam without the opportunity to make it up, which may result in course failure.

Student Responsibilities

Each student must actively participate in his or her own education. In the event that a student is absent, he or she is responsible for all work that may have been missed in order to ensure a continuation of learning through assignments, notes, and missed classroom instruction. Therefore, upon the student's return to school, he or she is responsible for initiating contact with his or her teachers and/or reviewing work posted to Google Classroom during his or her

absence. In the case of extended absences, students should seek the support of their school counselor in order to create a plan for managing make-up course work across all classes.

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.

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 students must obtain a permission [form location on the Parent Hub](#) and have a parent or guardian complete the form. All school excused college 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.

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 administration will reply to the request within 48 hours. The student is responsible for advising the attendance office and teachers of the absence and the 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. 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.

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

Absences/Sick Days

Please call the attendance office or fill in our Attendance Form located in the Parent Hub at lansingcatholic.org/parents as soon as you know your student will be absent from school. You may leave a voicemail message at any time day or night with our attendance office at: 517-267-2103 or email attendance@lansingcatholic.org. Please include your student's name, grade level, and reason for the absence. In order to make up missed assignments/tests, a student's absence must be parent excused. Assignments or tests missed for an unexcused absence will not be able to be made up. More information about attendance can be found in our student handbook, which is available on our website.

Early Departures/Appointments

If your student will need to leave during the school day, please call the attendance office or fill in our Attendance Form to request an appointment pass be sent to your student. The appointment pass will be delivered to your student in a timely fashion during the school day. You may leave a voicemail message about appointments or early departures at any time day or night with our attendance office: 517-267-2103 or email attendance@lansingcatholic.org. Please include your student's name, grade level, and date and time your student should be dismissed from class in

your message. Students will sign out at the main office when they leave school and sign in when they return. Teachers will allow students to leave the classroom at the time listed on their appointment pass.

Please contact the attendance office at 517-267-2103 or attendance@lansingcatholic.org if you have any questions.

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.

STUDENT SERVICES

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, during passing periods, before school, or after school whenever possible. 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.

Learning Support Services

The Learning Support Services staff assists all students at Lansing Catholic along with those students who may have 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 Intermediate School District.

Cougar Support Program

Any student who is in need of extra help or tutoring may attend the Cougar Support Program, after school in the library 3:15-4:30 pm. NHS tutors will be available, as well as teacher support, when possible. Students need to sign in and sign out at the front desk each day.

Work Permits

Work permit applications are available in the main office or in the [Student Hub](#). These are to be completed by employers first and then returned to the school office.

CAMPUS MINISTRY

Dean of Spiritual Formation

The Dean of Spiritual Formation heads the Campus Ministry team and 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 Dean of Spiritual Formation 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. 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 mobileserve.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 multi-day 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.

TECHNOLOGY

Cell Phones, Smart Watches and Headphones

Cell phones, smart watches (any device capable of two way communication), and headphones must be kept in a student's locker and turned off during the school day hours. If a parent needs to contact their student during the school day, they should contact the main office and a message will be delivered 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, cell, or email during the school day may receive a detention.

The confiscation of any of the above devices may require the parent or guardian to pick up the device in person at LCHS.

Student Email

All students will be assigned a lansingcatholic.org school email account, which is accessible through Gmail. Account information will be mailed to families in June. We encourage all students to have their email account forwarded to parents for full transparency. Students will use this account for all school communication and therefore should be checked daily as the administration and teachers use email to communicate changes in the daily schedule, reminders about homework and tests, meetings for student groups, upcoming events, and snow day assignments.

Chromebooks

Lansing Catholic purchases a Chromebook for each freshman to be used for educational purposes. Families are responsible for paying an annual technology fee of \$50 to LCHS to cover the management of devices, insurance, and a protective case. Please see Appendix B for the Lansing Catholic High School Chromebook User Agreement.

During the school day, all electronic devices are to be used for educational purposes only. Use of devices can help students stay organized, access Google docs, class websites, and digital textbooks, and extend learning beyond the classroom. Consequences for inappropriate use of the Chromebook are outlined in the Student Handbook. Students are expected to charge their Chromebook each night at home. A malfunctioning Chromebook should be immediately reported to the tech office and the student will be issued a loaner. For malfunctions and damages other than vandalism, the insurance on the device covers repairs. Students do not need to bring a replacement device from home.

All student Chromebooks will be enrolled in Chrome device management that allows us to regulate student Chrome devices from a single place. We can configure features for students, set up Chrome device access to WiFi networks, pre-install Chrome apps and extensions, and more. Families can also monitor their child's on-line usage through Securly. Each Chromebook will be

provided a required protective case that is designed so that it never has to leave the case.

Technology Acceptable Use Policy

Student use of technology must be in accord with the educational and spiritual mission of Lansing Catholic High School. Any use other than that related to, or designated by, the school is prohibited and enforced by the guidelines of the student handbook. School employees will take reasonable steps to ensure that student use of technology and information access through technology (such as the internet) is consistent with this mission. However, ultimate responsibility rests solely with the student, keeping focused on the use of technology as a tool to further educational goals. Violation of *Technology Acceptable Use Guidelines* will result in the loss of privileges and possible disciplinary action under the school discipline code. All Chromebook usage between 8:00am-3:10pm 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 rodzinka and 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 which includes playing games, and streaming music or videos unless directed to do so by a 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 reimburse the school for any damage to computers, chromebooks 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.

- Student use of email during the school day is restricted to faculty/staff consent and should only be used for educational purposes. 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 also use other mediums 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 or accessing blogs, forums, social media and texting is prohibited **at all times during the school day.**
- Cell phones are to be kept in lockers during the school day from 8am-3pm.
- The technology support coordinator and/or the Dean of Social Formation 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.

Chromebook Disciplinary Consequences

- 1st Offense: Device is confiscated with loss of technology privileges* the remainder of the **class period** (student notifies parents by email)
- 2nd 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
- 3rd 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.

CO-CURRICULAR & EXTRA CURRICULAR ACTIVITIES

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 optional retreats or mission trips will be determined on a case by case basis by the school administration.

In order to be eligible to participate in that day's practice, competition, event, club activity, or school sponsored function, the student must be present by 11:30am on a full day of school, or late start, unless authorized by administration; a student must be present the entire day on a half day in order to participate, 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.

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 15 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.

ATHLETICS

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, unless they sign the Duel Sport Contract and follow the outlined protocols.

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, coaches and directors of all extracurriculars 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

This section pertains to all extracurricular, including but not limited to athletics, theater productions, and clubs.

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 weekly during the academic year (Starting September 15, 2022 for 1st semester, and February 2, 2023 for 2nd Semester. At the time of the check, failure of two or more classes shall render the student ineligible for the week following the check. For the purposes of eligibility, an incomplete grade will be considered a failing grade.

- First occurrence on the ineligible list, student will not be allowed to play in games.
 - Student must attend mandatory Cougar Support Program prior to going to practice
- Second consecutive occurrence on the ineligible list, student will not be allowed to practice or play in games
 - Student must attend mandatory Cougar Support Program
- Third consecutive occurrence on the ineligible list, student may be removed from the team in order to focus on their studies.

Ineligibility period runs from Monday to Sunday of the week following the eligibility check.

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.

Weekend Events: No bussing on weekend events unless the head coach requests.

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, 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 and uniforms from a previous sport have been returned. Student's with equipment (including jerseys) must be returned or LCHS will withhold diplomas until all equipment is returned.

Athletic Playing Level Criteria

The physical, emotional and social well being of the athlete will be the main criteria used when discussing moving an athlete from a lower level of competition to a higher level of competition. The following steps will be followed whenever an athlete is being considered for such a move:

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.

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 and uniforms that were 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.

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, they 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.

CODE OF CONDUCT—STUDENT BEHAVIOR AND DISCIPLINE

A Lansing Catholic student is honorable in conduct, honest in word and deed, dutiful in study and service, and respectful of the rights of others. Through education the student rises to self-governance and continues on their pathway to discipleship.

Code of Christian Conduct

"I urge you therefore...by the mercies of God, to offer your bodies as a living sacrifice, holy and pleasing to God, your spiritual worship. Do not conform yourselves to this age but be transformed by the renewal of your mind, that you may discern what is the will of God, what is good and pleasing and perfect." Romans 12:1-2

A student at Lansing Catholic High School:

- Gives honor to God above all things.
- Honors the dignity of all other persons in thought, speech, and action.
- Works hard, arrives on time, is prepared, and has a positive attitude.
- Does not lie, cheat, or steal, and does not condone or tolerate this behavior in others.
- Strives to develop a personal relationship with God through Jesus Christ, as a top priority.
- Conducts themselves with integrity at school, on the bus, at school events, and in the classroom.
- Is committed to the welfare of their fellow students and the school community.

The Dean of Social Formation oversees student behavior and administers accountability and disciplinary measures. Tardy policy and uniform dress code fall under the student code of conduct.

Tardy Policy and Procedure

Students are considered tardy if they are not in the classroom when the bell rings. This applies to students who arrive in the main office within five minutes after the 1st 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, at their discretion, may excuse a tardy for first hour only *up to three times per semester*. After which, the fourth and for each subsequent tardy, students will receive a detention. 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)

Tardy	Consequence
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 suspension. No make-up work will be allowed for out of school suspensions.

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.

Uniforms

Students are required to wear uniforms purchased from My APlus Uniforms. My Aplus Uniforms is located at 3320 W. Saginaw, Lansing, MI 48917. The store phone number is 517-886-4800 and their website is <https://lansing.myaplusuniforms.com/>.

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). Skirts must always be worn in such a manner that they extend beyond fingertip length when standing at rest.
- 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
- ¼ zips in Cougar blue, navy blue, grey, black, or white. No logos other than “Lansing Catholic” may be worn on clothing. Long sleeve black or white performance shirts can be worn under uniform shirts. Only the approved Lansing Catholic sweater that is sold in our spirit shop or from My APlus Uniforms is allowable.
- 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. Long sleeve black or white performance shirts can be worn under uniform shirts.
- 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.
- ¼ zips 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. Only the approved Lansing Catholic sweater that is sold in our spirit shop or from My APlus Uniforms is allowable.
- 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.

Spirit Wear Fridays

On Fridays, students may wear spirit wear tops that feature the LCHS logo and/or name. Uniform bottoms must still be worn and hats are not allowed. Spirit wear shirts must be worn under all spirit wear ¼ zips, sweatshirts or sweaters.

Uniform Policy Disciplinary Matrix (uniform violations per semester)

Violation	Consequence
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.

General

- Clothing is to be neat, clean, and modest in appearance.
- No undergarments may showing
- 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.
- 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. 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.
- 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.

RESTORATIVE DISCIPLINARY PHILOSOPHY

Our approach is first and foremost relational, based on responding to the individual needs of each student in a Christ-like manner. Essential to our approach is a prayerful, compassionate and consistent response. We are committed to instilling within our students a strong sense of individual worth and dignity as children of God, and encouraging their growth in becoming the young men and women God has called them to be.

The underlying rationale for our disciplinary philosophy is not one of legalism or discipline for discipline's sake. Rather, it is founded on a sincere desire to aid our students' growth as confident, respectful, and charitable disciples of Jesus.

When parents enroll their child at Lansing Catholic High School, it is expected that they are committed to and supportive of this philosophy. Only with the support and cooperation of both the student and their parents will a student fully benefit from their experience at our school. With collaboration and successful communication, parents, administrators, and teachers can work together to prevent most discipline problems and promote student success.

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 Social Formation. 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:

- 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.
- Detention
- Counseling: Students will be referred to a school counselor when apparent problems necessitate such an approach.
- 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.
- 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.

Detention

Detention occurs on Tuesday, Wednesday and Friday at 7:00 am. Students must be on time and in dress code. 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 Social Formation 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 Social Formation 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 Disciplinary Matrix (Appendix B) 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 Social Formation 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

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.

DIOCESAN AND BOARD POLICIES

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

POLICY ON THE HUMAN BODY

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.

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](#) (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.

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

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.

Applicability

This policy applies to any student, staff member or parent whereas they 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.

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), 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.

DRUG AND ALCOHOL POLICY

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:

- Alcohol
- 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
- Illegal Drugs, including marijuana and CBD
- Prescription drugs for which the student lacks a prescription
- Steroids, Human Growth Hormone or any performance-enhancing drugs
- 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)
- Drug paraphernalia including marijuana and CBD products
- Beverages that are sold as non-alcoholic versions of alcoholic beverages.
- 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 Social Formation 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 Social

Formation. 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: For 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 Social Formation 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 Social Formation 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 Social Formation 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.

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.

PARENT/STUDENT GRIEVANCE PROCEDURE

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.

APPENDIX A: Quick Reference

Important Contacts by Email (as of August 2022)

School Leadership

President – Mr. Dominic Iocco, dominic.iocco@lansingcatholic.org

Spiritual Formation

Chaplain – Fr. Joseph Campbell, frjoseph.campbell@lansingcatholic.org

Dean of Spiritual Formation – Mr. Ben Pohl, ben.pohl@lansingcatholic.org

Service Coordinator - Ms. Liz Webster, liz.webster@lansingcatholic.org

Service Event Coordinator – Ms. Stacia DeVries, stacia.devries@lansingcatholic.org

Intellectual Formation

Dean of Intellectual Formation - Mr. Chris Stolpa, chris.stolpa@lansingcatholic.org

Student Services Support Plans – Mr. Jeremy Norris, jeremy.norris@lansingcatholic.org

Academic Counselor – Mrs. Dawn Anderson, dawn.anderson@lansingcatholic.org

Post-Secondary Advisor & Testing Coordinator – Mrs. Ann Hoffman, ann.hoffman@lansingcatholic.org

Registrar – Mrs. Karen Gavin, karen.gavin@lansingcatholic.org

Social Worker - Mrs. Lynne Brennan, lynne.brennan@lansingcatholic.org

Social Formation

Dean of Social Formation - Mr. Christopher Luea, christopher.luea@lansingcatholic.org

Athletic Director –Mr. Ken Hintze, ken.hintze@lansingcatholic.org

Assistant Athletic Director - Ms. Taylor Parker, taylor.parker@lansingcatholic.org

Director of Houses – Ms. Ashley Groves, ashley.groves@lansingcatholic.org

Director of Student Life - Mrs. Lynn Collom, lynn.collom@lansingcatholic.org

Advancement and Other Administration

Mission Advancement - Mrs. Paula Wilcox, paula.wilcox@lansingcatholic.org

Admissions Coordinator - Mrs. Claire Boomer, claire.boomer@lansingcatholic.org

Tuition Advisor – Mrs. Renee Fischman, renee.fischman@lansingcatholic.org

IT Specialist – Mr. Doug Moore, doug.moore@lansingcatholic.org

Appendix B: 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, 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. I understand that insurance will only cover repairs for my Chromebook if it is damaged while in the case. I understand that my family will be responsible for the cost of the repair if my Chromebook is damaged while not in its case. I understand only two claims will be covered by insurance per school year.
7. I understand I will not use my Chromebook during the school year until directed to use them by a teacher or a technology support person.
8. I will not remove any identification stickers including serial number, school asset tag, and student identification placed on the device by the school.
9. 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.
10. I will never leave my Chromebook unattended in an unsecured or unsupervised location.
11. 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.
12. I, the parent, understand that I am responsible for my child’s use of this device outside of the school day.
13. 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.
14. 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.

APPENDIX C: Discipline Matrix

<i>INCIDENT</i>	<i>CONSEQUENCE</i>
1-Cheating	
1.1 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, including use of a translator, is also cheating.	1, 2, 8
1.2 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.	
1.3 Falsifying signatures, forgery, misrepresentation 1.4 Failure to correctly identify oneself to authorities	5,6,7
2-Controlled Substances	
2.1 The sale, distribution, purchase of drugs, controlled substances or look-a-like substances, including e-cigarettes.	6, 7
2.2 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
3-Disorderly Conduct	
3.1 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
3.2 Carrying or use of electronic communication or entertainment devices during school hours (including phones, smartwatches, ipads, 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
3.3 Gambling: participation in games of chance with the intention or appearance of exchanging money or other items of value.	4, 5, 6
3.4 Destruction, defacement, or misuse of school property. The student will be expected to make restitution.	2 plus 3, 5, 6, 7
3.5 Fund-raising or selling, not related to school activity, without administrative approval.	5, 6, 7
3.6 Tardiness (per class/per semester)	1, 3, 5, 6, 7

3.7 Unexcused absence	5, 6, 7
3.8 Missed detention (per semester)	1, 4, 6, 7,8,10
3.9 Gum chewing on school premises, or, food or drink in classrooms during the school day.	1, 3
4 Inappropriate Behavior Towards Other Persons	
4.1-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
4.2-Challenges to school authority (insubordination, defiance, disrespect of school personnel)	1, 5, 6, 7
4.3-Physical or verbal threats or aggressive behavior with school personnel	6,7
4.4-Inappropriate demonstration of affection. Verbal or written vulgarity, profanity or obscene behavior or materials	1, 2, 5, 6, 7
4.5-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
5-Technology and AUP Violations	
5.1 Violations of the acceptable use guidelines	8
5.2 Use of a personal computer, laptop, or other device during the school day.	1, 3, 4, 5, 6
6-Threats to Safety and Welfare	
6.1 Reckless endangerment, including throwing of objects (including snow)	3, 5, 6, 7
6.2 Possession of dangerous, noxious, harmful or disruptive items including but not limited to laser lights.	5, 6, 7
6.3 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
6.4 Destruction of another person's property. The student will be expected to make restitution.	5, 6, 7
6.5 Horseplay.	1, 3, 5
6.6 Provocation of fighting or destructive actions.	6, 7
6.7 Fighting: The engagement in physical contact with the purpose of inflicting bodily harm or injury.	6, 7

6.8 Assault: Initiation of a fight without provocation.	6, 7
6.9 Unsafe driving and parking violations.	1, 3, 5, 6, 7
6.10 Sexual assault	7
6.11 Leaving campus at any time during school hours without administrative approval.	3, 5, 6
6.12 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
7-Uniform Policy	
7.1 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
8- Unusual Disruptions	
8.1 False fire alarms	6, 7
8.2 Bomb threats	6, 7
8.3 Arson	6, 7
8.4 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
8.5 Possession of, or threat of weapons.	6, 7
8.6 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.	