

Lansing Catholic High School

Freshman Family Survival Guide

2016-17



Excellence

Faith

Service

Tradition

www.lansingcatholic.org

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

Before School Starts

Office Information & Summer Office Hours

The main office phone number is: 517-267-2100 and fax number is 517-267-2135. The school address is 501 Marshall Street, Lansing, MI 48912. The LCHS office has summer office hours of Monday to Friday 8:30am to 12:30pm. The office will be closed Monday, July 4, 2016 through Friday, July 8, 2016. Our regular office hours during the school year are 7:30am-3:30pm and will begin on Monday, August 8, 2016.

Summer Reading Assignment

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

School Supplies

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

Graphing Calculator Requirement

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

Freshman & New Parent Family Orientation – Thursday, August 18 at 6pm

All freshman students, transfer students, and their parents are asked to attend new family orientation on Thursday, August 18 at 6pm. Please arrive a few minutes early to have a photo taken with your student, drop off any paperwork and pick up an agenda. During this new family orientation, administrators and faculty will go over procedures and policies with parents, while students will meet their classmates in their homerooms.

Freshman Orientation – Friday, August 19, 8am - 3pm

A mandatory freshman student orientation will take place 8am-3pm on Friday, August 19. During this time, students will walk through their class schedules, meet their teachers, practice their locker combinations, learn how to buy lunch, attend sessions on discipline and chapel/Mass etiquette, and have their school photo taken. Students will be in small groups led by upperclassmen mentors and their homeroom teachers. Students do *not* need to wear their uniforms and may follow LCHS's casual dress code, but need to keep in mind the school policy of being neat, clean, and modest (no shorts, tank tops, or flip flops).

School Pictures – Friday, August 19 (during freshman orientation)

School pictures will be taken of all freshmen during freshman orientation on Friday, August 19 by LifeTouch. Photo package information and prices will be posted on our website and available in our main office to pick up the week prior. These school photos will be used for school IDs. Students should keep in mind the school policy of being neat, clean, and modest for their picture, please no tank tops or low cut shirts.

Parent Open House – Tuesday, August 23 at 7pm

At the Parent Open House, parents will rotate through their student's classes to learn each teacher's expectations and plans for the school year, including grading policies and content taught. The Parent Open House is Tuesday, August 23 and will begin promptly at 7 pm in your child's 1st period class. Please bring your child's schedule with you as you will be following it for the evening. (This night is vastly different from the Freshman and New Family Orientation on Thur., Aug. 18.)

Before School Starts continued

School Uniforms

Educational Outfitters is our ONLY approved uniform supplier. Students are expected to be in uniform on the first day of school. Students have several choices for uniforms from Educational Outfitters: polo-style shirts (blue, navy or white) or oxford shirts (white or blue), khaki or black pants, and for girls, khaki, black or plaid skirts. All shirts have the LCHS cross logo. Young men must also wear a belt everyday. Educational Outfitters store is located at 3320 W. Saginaw, Lansing, MI 48917 and the store phone number is 517-886-4800. Educational Outfitters has their own website <http://lansing.educationaloutfitters.com/>. Solid colored sweaters (cardigan, v-neck, or crew neck) of any brand may also be worn with the uniform. Approved LCHS fleece jackets and quarter zip pullovers may be worn over uniform shirts only if purchased from Lansing Catholic's Spirit Shop or Educational Outfitters with the school logo. All shoes must have a back (athletic sandals and flip-flops or flip-flop style shoes are not acceptable footwear at LCHS). Please refer to the student handbook and our website www.lansingcatholic.org for details regarding our "uniform attire" and our "dress down/casual attire" under our "Students" tab.

Service Requirement

Students must complete and log at least 80 hours of service prior to graduation. Service must be completed with a local non-profit agency. Up to 25% of a student's service may come from athletic related assistance. A list of approved agencies can be found on our website and in your family binder. The service requirement is a graduation requirement, not a grade in Theology class. Students log hours and can learn about new service opportunities through x2VOL (www.x2vol.com). Instructions for setting up an x2VOL account will be sent to incoming freshmen this summer. Because agencies will verify service through x2VOL, students will no longer turn in any paper forms (i.e. no more paper covenants nor paper evaluation forms). The required 80 hours of service can be completed any time between 8th grade graduation day and the last school day of their senior year. Questions about service should be directed to our service coordinator, Ms. DeVries at 517-267-2158 or stacia.devries@lansingcatholic.org.

Skyward Family Access / Schedules / Lockers

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

Counselors

Students with last names A-K are assigned to Counselor Mrs. Joanne Westfall, 517-267-2151 or joanne.westfall@lansingcatholic.org. Students with last names L-Z are assigned to Counselor Ms. Renee Nichols, 517-267-2117 or renee.nichols@lansingcatholic.org. Our counselors are not available during the month of July.

Forms

Any forms you may need to complete throughout the school year are available to download from our website www.lansingcatholic.org, click on "Parents" to access the list of forms. This includes forms for field trip permissions, Meal Magic (lunch money), sports physicals, student handbook agreement forms, etc.

Textbook Information

The textbook list for the 2016-2017 school year is available on our school website throughout June, July, and August. This list includes the textbook titles and the ISBN numbers, which families should cross reference with their student's schedule on Skyward.

On Tuesday, July 12 from 6pm to 7pm a used book and uniform swap will take place in Lansing Catholic's cafeteria. Families can use this opportunity to sell or swap used textbooks and uniforms.

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

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

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

Technology – Student Devices - Chromebooks

Each freshman is issued a Chromebook to be used in their classes. Parents and students will receive the Chromebook when they attend one of our Chromebook Orientations over the summer. Chromebook Orientation sign up: <http://www.signupgenius.com/go/20f0d44abad2da3fa7-chromebook>

Students will be able to bring in other personal electronic devices to use in a class only if the teacher approves of its use. Mobile devices must have a screen size of at least seven inches to be used at school and can include tablets, e-readers, netbooks, and laptops. Students need to follow the directions of each teacher as to when the Chromebooks or other devices may be used.

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

Please note that during lunch, devices are not allowed. We want students engaging with people and not focus on a screen.

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

Grades

GPA

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

Deficiencies

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

Exams

First semester exams will take place December 12-16, 2016. Second semester exams will take place June 5-9, 2017. Typically, there are 1 or 2 exams on each exam day. Exams are 70 minutes each followed by a 20 minute break. The exam schedule is different from the regular school day or half day schedule.

Exam Waiver for 2nd Semester

Students are given one exam waiver at the end of second semester to waive an exam. Refer to our student handbook for more details on how a student may lose their exam waiver. Exam waivers cannot be used to waive a semester course or any project. If students waive an exam, they do not need to be present at school during that exam time. Waivers will be distributed prior to the second semester exam and must be signed by the student and parent and then turned in to the teacher at least 24 hours in advance of the exam.

Report Cards

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

Activities

Homecoming Week – Sunday, October 2 to Saturday, October 8, 2016

One of the first major social events and celebrations of high school is Homecoming Week. This is a great week for freshmen and their parents to get to know other students and parents. Students work for three days to build spirit archways to decorate their hallway based on their homecoming theme. On Sunday, October 2, 2016, we will hold a potluck for families with students in all grade levels before the girls powder puff football game. Throughout the week, there will be competitions during lunches and special dress days for students. The homecoming football game will be played at Lansing Catholic High School on Friday, October 7 at 7pm. The Homecoming Dance is on Saturday, October 8, from 8pm to 11pm in the cafeteria.

Dances

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

Activities continued

Work-a-thon – Friday, April 28, 2017

Putting our faith into action is an integral part of what we do at Lansing Catholic. Work-a-thon is a day of service where the entire school closes so that we can do service in the greater Lansing community. Approximately thirty local agencies benefit from this day. This school year's Work-a-thon will be held on Friday, April 28, 2017. Parent volunteers are needed to help with this event that begins with an opening pep rally, three hours of service with an agency, and then closes with small group prayer back at school. If you would like to volunteer for or be a sponsor for Work-a-thon, contact Stacia DeVries at stacia.devries@lansingcatholic.org.

Activities & Club Fair

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

Retreats

All freshmen are required to attend a day retreat. These retreats are held at Bethany House at the St. Francis Retreat Center in DeWitt, MI and focus on what it takes to become the person who God calls them to be. Mass is part of the retreat. (The sacrament of reconciliation is not offered on the freshman retreat, but is available weekly at LCHS.) Students bring their own lunch and receive a permission slip several days prior to the retreat from their Theology teacher. Please consult our school's Google calendar for retreat dates.

Library Services

All freshmen participate in a library orientation during Freshman Orientation. Students will get a brief overview of the arrangement of the library and services provided as well as the procedure for checking out books and ebooks. The library is open most school days from 7:30am-4:00pm and is open during homeroom and lunch. The Student Handbook Agreement must be signed for a student to maintain a computer account at the school, which includes usage in the library as well as in their classes.

Communication

Family Binder

You received a Family Binder at your registration appointment in the spring. This includes helpful information about our school as well as contact information for many of our staff.

LCHS Family Directory

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

School Website – www.lansingcatholic.org

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

Email Blasts

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

Communication continued

School Google Calendar

All non-athletic school events can be found on our school Google calendar. Directions on how to access the calendar and add the calendar to your phone or other electronic calendars are available on the "Calendar" page of our website: www.lansingcatholic.org.

Social Media – Facebook & Twitter

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

Parent Volunteer Opportunities

If you are interested in serving the Class of 2020 as a parent volunteer for events hosted by your student's class, please contact Stacia DeVries, freshman class moderator, at stacia.devries@lansingcatholic.org. A parent volunteer sign-up sheet will also be available for other school events before school begins.

Athletics

Sports Physicals

Any student participating in any sport must have a signed MHSAA physical form on file with the Athletic Director prior to their first practice; the physical must have been completed after April 15, 2016. Physicals will be offered at LCHS for \$20 on Sunday, August 8 from 6pm to 8pm.

Fall Practice Dates

All fall sports begin practice/tryouts on August 10, 2016 with the exception of football. (Football will leave August 8 for an out of town camp.) If you have any questions or would like more information regarding practice dates and times, please contact the coach directly or LCHS Athletic Director.

Sports Schedules

The most up-to-date sports schedules are posted on the "Athletics" page of our school website or directly at: <http://lansingcatholicathletics.com/>

Sports Passes

There is an admission fee for all athletic events. Student athletic passes are included as part of the Student Activities Fee paid at the beginning of the school year. Family athletic passes are available for purchase from the Athletic Director's office. A Family Pass covers two adults and all K-8th grade students who are immediate family members. Family Passes cost \$125 and will be available for purchase during the Parent Open House in August. Single adult passes are also available for \$50. Passes are only for home contests, and cannot be used at away events nor at league tournaments. If you are purchasing a sports pass, please make checks out to Lansing Catholic High School.

Athletics continued

Coaches Contact Information

<u>Sport</u>	<u>Coach & Email Contact Information</u>
Athletic Director	Brian Wolcott, brian.wolcott@lansingcatholic.org (after July 1)
Interim Athletic Director	Rich Kimball, rich.kimball@lansingcatholic.org (before July 1)
Baseball	Andrew Smith, andrew.smith@lansingcatholic.org
Basketball (boys)	Eric Trojanowicz, etrojanowicz@ingham.org
Basketball (girls)	Kacee Reid, englis21@hotmail.com
Cheerleading	Laura Fox, laurafox628@gmail.com
Cross Country	Tim Simpson, lccxc@aol.com
Football	Jim Ahern, jahern1212@gmail.com
Golf (boys)	Kim Johnson, kpj224@comcast.net
Golf (girls)	Kim Johnson, kpj224@comcast.net
Hockey	Joe Ford, fordjos@gmail.com
Lacrosse (boys)*	Rich Kimball, rich.kimball@lansingcatholic.org
Lacrosse (girls)*	Brittany Hayes, bee.hayes13@yahoo.com
Soccer (boys)	Gus Flores, pangaeagaf@comcast.net
Soccer (girls)	Bill Pettit, william.f.pettit@gmail.com
Softball	Hub Waite, marilynwaite@aol.com
Swimming*	Dave Hill, dkehill@comcast.net
Tennis (boys)	Ron Landfair, rlandfair@dioceseoflansing.org
Tennis (girls)	Jim Joyce, joycejam@msu.edu
Track	Tim Simpson, lccxc@aol.com
Volleyball	Ryan Miller, ryan@ballisticvolleyball.com
Wrestling**	Chuck Root, cbrootclan@tds.net

*co-op sports with Waverly HS

**co-op sport with Bath HS



A Parent's Guide to Teenage Parties

As children get older more influences on them offer a wider variety of options and activities in which they can be involved. The suggestions below are offered as simply that – suggestions – to help guide parents in helping teens make positive choices and be involved with friends.

Reasonable Curfew

Reasonable hours are necessary for the safety of teens. Pre-determined hours give parents and teens a sense of security. We suggest that teens should not “go out” on school nights unless they are attending a school or community function. For special events (dances, games, etc.) teens should be expected home within a reasonable time after the event is over (driving time plus five to ten minutes).

When Your Teen Attends a Party:

- 1) Call the parent of the host/hostess to verify the party. Be sure that an adult will be present *and supervising*. Be certain that there will be no alcohol/drugs permitted, and offer to help.
- 2) Know where your teen will be. Have the address and phone number of where the party is.
- 3) Know how your teen will get to and from the party. Assure your teen that you or a specified neighbor, friend, or family member can be called if a ride home is needed. Discuss with your teen the possible situations that might necessitate such a phone call. If you are not going to be home, let your teen know how and where you can be reached.
- 4) Be sure your teen understands his or her curfew.
- 5) Be awake or have your teen wake you up when he/she arrives home. This can be a good way to check the time as well as to talk about the evening.
- 6) If your teen is staying overnight with a friend following a party or other activity, check with the parents to verify that this is acceptable to them, that they will be home, and that you both agree on curfew hours.
- 7) You or your teen may want to phone the host/hostess the next day to express your thanks.

When You Host a Party:

- 1) An adult should be present throughout the party. As a parent you can bring in snacks, non-alcoholic beverages, etc. Not only will your visibility help in keeping the party running smoothly, but it will also give you an opportunity to meet your teen's friends. When possible, do not have a party in a separate part of the house. When it is in the main flow of the home your presence will seem more natural and unobtrusive. You may want to ask another adult to help chaperone the party.
- 2) Alcohol or other drugs should not be served or allowed to be available. Be alert to the signs of alcohol or drug use. A helpful web-site for this is www.madd.org (click on “Under 21” and then “Parents”). Do not allow others to bring any drinks (even non-alcoholic) in to your home. Explain to your teen that you are legally responsible for anything that happens to people in your home. Uninvited guests or those bringing alcohol or other drugs should be asked to leave. Be ready to notify the parents to ensure their safe transportation home.
- 3) Anyone who leaves the party should not be allowed to return. This will discourage people from leaving with the intent to drink and return to the party. If teens need something from a car, be visible to them while they are retrieving what they need.
- 4) Encourage small parties. Keep parties small 10-15 per adult with a minimum of 2 adults. Go over party plans with your teen prior to the event. Avoid open-house parties. This type of party limits the control of both parent and teen over the party. Keep a guest list including phone numbers. Encourage your teen to plan organized group activities or games. Set time limits which will enable teens to be home before recommended curfews.
- 5) Set ground rules with your teen before hand. This will give you both a good opportunity to express feelings and concerns. Let your teen know your expectations of him/her.
- 6) Notify police and neighbors when planning a large party. This will provide safety for both guests and neighbors.
- 7) Plan to have plenty of food and non-alcoholic drinks. Food preparation can also be an important part of the fun, such as making pizza or subs, roasting marshmallows or hot dogs.
- 8) Homes where parents are absent are frequently party sites. If it is imperative that you be out of town, have a responsible friend, relative or neighbor live in while you are away.
- 9) Get to know your teen's friends and their parents. Many parties occur spontaneously. When they do, it is recommended that the above guidelines be applied. If, despite your precautions, things do get out of hand, do not hesitate to call the police department for assistance.