

LANSING CATHOLIC  
HIGH SCHOOL

# STUDENT HANDBOOK

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*GO COUGARS!*

2023-2024

## **INTRODUCTION**

This handbook contains the policies, practices and regulations of Lansing Catholic High School. Following these policies and procedures is an integral part of the school's smooth and successful operation. It is important that parents, guardians, and students read and understand the contents of this handbook. School personnel should be notified if there are questions regarding the school practices contained in it.

In addition to this handbook, students, parents, and guardians should understand that Lansing Catholic staff, students, and parents and guardians are governed by Diocese of Lansing policies and regulations for Catholic Schools as related to the operation of the school.

Cougars are expected to conduct themselves on and off campus, always and under all circumstances, in conformity with the norms of this handbook and the diocesan policies related to the operation of Lansing Catholic High School. If a student chooses to act in a manner contrary to these policies, the student and his or her parents or guardians must be prepared to accept all consequences up to and including withdrawal from school. Parents or guardians who display and maintain a lack of support for the school's mission or personnel may be asked to withdraw their students from the school.

The administration of Lansing Catholic High School reserves the right to modify, delete, change, amend or alter any of the provisions contained in this handbook at any point in time. Changes and additions will be provided to all parents and students. The administration also reserves the right to waive a disciplinary regulation at his/her discretion. The handbook on the website is the most current version.

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# LCHS Student Handbook 2023-24

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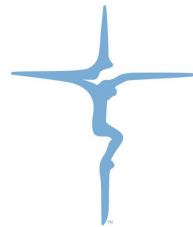
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**DOCENS  
MODUM  
VIVENDI**  
TEACHING A WAY OF LIFE

## **LCHS Mission**

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

## **LCHS Pillars**

Faith      Service      Excellence      Tradition

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## **LCHS Philosophy and Core Values**

Lansing Catholic High School is committed to faith based education, academic excellence and a comprehensive experience that develops the character and potential of every student. We form a foundation of success through Catholic teachings, hands-on learning, technology, and college-preparatory curriculum. Opportunities to be a part of accomplished athletics, visual and performing arts, service projects and extracurricular activities enrich the student experience and unite our families, creating a strong sense of community. Our long-standing commitment to Gospel values, academic excellence and social responsibility prepares students to lead lives with faith, compassion and respect for all.

At Lansing Catholic, we strive to help our students to embody each of the following Student Cougar Core Values.

### **BE JOYFUL**

- WE EXPRESS GOD'S GOODNESS BY LIFTING OTHERS UP
- WE HAVE A POSITIVE ATTITUDE IN ANY AND ALL SITUATIONS
- WE LOOK FOR THE BEST IN OURSELVES AND EACH OTHER
- WE INSPIRE OTHERS TO HAVE HAPPINESS

### **BE FAITHFUL**

- WE DO ALL THINGS FOR CHRIST
- WE CARRY OUT GOD'S MISSION TO ALL
- CHRIST IS PRESENT IN ALL THINGS
- WE EMBRACE OUR BELIEFS AND TRADITIONS BY LIVING OUT THE WORD OF GOD

### **BE HUMBLE**

- WE HONOR GOD IN ALL WE DO
- WE PUT OTHERS BEFORE OURSELVES
- WE ARE PROUD OF OUR ACHIEVEMENTS, BUT DO NOT BOAST
- WE ENCOURAGE OTHERS TO BECOME THE BEST VERSIONS OF THEMSELVES

### **ACT WITH INTEGRITY**

- THROUGH GOD, WE SEEK AND LOVE WHAT IS TRUE
- WE DO THE RIGHT THING, EVEN WHEN IT IS HARD
- WE VALUE THE TRUTH AND MORALITY IN OUR ACTIONS
- WE STAND BY ONE ANOTHER

Lansing Catholic High School requires an atmosphere of good order be maintained in order for effective learning to take place. The following guidelines have been designed to obtain maximum effectiveness through cooperation between school administration, faculty, parents and the student body.



## 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.

#### **Parent and Student Hubs**

We highly recommend that parents bookmark our Parent Hub [lansingcatholic.org/parents](https://lansingcatholic.org/parents) which includes all links relevant to current families including FACTS, athletic schedules, forms, and more!

Students' Chromebooks have the Student Hub [lansingcatholic.org/students](https://lansingcatholic.org/students) set at their home page.

#### **Cougar Connection Email**

Each Wednesday the Cougar Connection is emailed 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 contact info: 517-267-2100.

#### **School Social Media**

##### **Main School Accounts/Groups:**

Facebook.com/lansingcatholic

Facebook.com/groups/lchscurrentparents

Instagram.com/lansingcatholic

YouTube.com/LansingCatholicHSYouTube

##### **Athletic Accounts:**

Facebook.com/lchscougarsport

Twitter.com/lchscougarsport

Any other social media accounts are not maintained by Lansing Catholic High School and information should be verified by the school. Official school-run accounts are also listed online at [lansingcatholic.org/social](https://lansingcatholic.org/social)

## Daily Schedules

Regular Schedule	Classes Only	Late Start
(TUE., WED., & FRI.)	(MONDAY)	(THURSDAY)
8:00-8:52 1st Period	8:00-9:02 1 <sup>st</sup> Period	9:00-9:49 1 <sup>st</sup> Period
8:57-9:44 2nd Period	9:07-9:59 2 <sup>nd</sup> Period	9:54-10:38 2 <sup>nd</sup> Period
9:49-10:25 House/Mass	10:04-10:56 4 <sup>th</sup> Period	10:43-11:27 4 <sup>th</sup> Period
10:30-11:17 4th Period		
	5 <sup>th</sup> Period / Lunch	5 <sup>th</sup> Period / Lunch
5 <sup>th</sup> 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 <sup>th</sup> Period	12:47-1:31 6 <sup>th</sup> Period
12:39-1:26 6th Period	1:20-2:12 7 <sup>th</sup> Period	1:36-2:20 7 <sup>th</sup> Period
1:31-2:18 7th Period	2:17-3:10 8 <sup>th</sup> Period	2:25-3:10 8 <sup>th</sup> Period
2:23-3:10 8th Period		

*\*On occasion, we may follow an alternate schedule. When that happens, students and parents will be notified ahead of time.*

## Building Hours

Parents may drop off their students as early as 7:00am and students may work in the cafeteria or get help with a teacher in a classroom. The library opens at 7:30am. Our library and Cougar Support program close at 4:00pm. Students may remain at school until 4:00pm, or later, when involved in athletics or other activities, but must follow our guidelines for staying on campus after school hours. The main office is open from 7:30am to 3:30pm on school days. The office is not open during Thanksgiving, Christmas, or spring break, and has limited hours during the summer.

## Students on Campus After School Hours

The following measures will be put in place in order to help ensure the safety of all students who remain in the building after school hours.

### 3:30-4:00pm

Students may be in one of following supervised areas:

- Cafeteria
- Library
- CAP Center
- Teacher's classroom
- Team sport
- Play practice
- Main entrance lobby

### **After 4pm**

- The cafeteria and library will be closed and doors to locker hallways will be locked.
- To remain on campus, students must be under the direct supervision of a staff member or coach.
- Those awaiting rides home must remain in the main entrance lobby.
- Tables will be provided in the lobby for those who need one for school work.

### **On Game Days**

Students must follow similar guidelines until gates open for the game. Therefore, students are not allowed to enter the gym or athletic fields until they are open to the public.

### ***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](#) pages and families will also be sent a text.

### ***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 kept on silent 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 school hours.

### **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, nor are outside guests allowed in our cafeteria. Students may choose to bring their lunch or purchase a lunch or a-la-carte items. See section on Meal Magic, below, to learn more about paying for school lunch.

In order to preserve good order and courtesy in the cafeteria, it is necessary that each student move quickly through the lunch line and to a table. While eating, each student is expected to observe good table manners and speak in moderate tones. Students are responsible for cleaning their immediate eating area. All garbage must be placed in the receptacles provided and all trays placed at the designated location.

Students are required to be in the cafeteria during the entire lunch period, with the exception of using the designated restrooms. Students with a pre-arranged pass may also be excused from the lunchroom at the assigned time on the pass. Students who leave the cafeteria without staff permission before the bell shall receive a detention.

Additionally, use of devices of any kind, including Chromebooks are prohibited during lunch in the cafeteria so that students interact with others face-to-face.

### ***Meal Magic***

Our lunch accounts are supplied through Meal Magic and require a student ID number to make purchases. Money can be applied to the account online or in the cafeteria food line. A regular lunch costs \$3.60 and consists of a main entree, two sides and milk. Items may also be purchased a la carte. To start a Meal Magic account, complete the form available on our Parent Hub ([lansingcatholic.org/parents](https://lansingcatholic.org/parents)) or submit 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 are responsible for monitoring the dollar amount in their account and may add money to their account with the cafeteria cashier. No refunds will be issued for less than \$10. If a student does not have a Meal Magic account, items may be paid for with cash.

### ***General Food/Drink***

Food and beverages, with the exception of water, are not allowed in classrooms. However, students are allowed to keep a snack in their lockers to have between classes.

### ***Visiting LCHS***

LCHS is a closed campus and students may not leave school at any time during school hours, unless parents have arranged to excuse the student. Students are not permitted to leave the building to go to their car during school hours.

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 from any delivery service.

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.

Parent & visitor parking is available at the north end of the main parking lot off of Marshall Street. There is a lot dedicated to visitor/handicap parking near the main entrance of the school, which is accessible from both entrances. Students may not park in the visitor areas.

### ***Drills***

Scheduled drills are held periodically throughout the year. A minimum of five evacuation drills, two shelter drills and three 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 & Student Parking***

Many of our families carpool students to LCHS. Students may be dropped off as early as 7am. Student parking is in the main lot east of the gym. All students must register their vehicles, obtain a parking tag, and are assigned a parking space in our student lot. Students may not park in the designated visitor area.

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.

Lansing School District no longer provides bussing for high school students. 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.

### **Student Parking Lot**

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

Any parking 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 their locker in good working order; neat, clean, and free of marks. LCHS may conduct periodic general inspections of lockers at any time, without notice, student consent, or a search warrant. Students are expected to keep their lockers secured at all times. 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. 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 or for additional cleaning of their 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 and/or mission of the school.

- 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, social, 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.

### ***Yearbook Photos***

Yearbook photos for all grades will be taken in August during the first full week of school. Students are permitted to be out of uniform, but attire should be neat, clean, and modest and follow our [Casual Dress Guidelines](#). In addition to the yearbook, these photos will be used for school ID cards and our senior class composite, so hats, costumes, or silly attire may not be worn. Students who do not come dressed appropriately will be provided a uniform shirt to wear for their photo.

## **ENROLLMENT AND FEES**

Each school year, parents must complete an online enrollment packet through their FACTS Family Portal to re-enroll their student for the following school year. Parents will verify information, select a tuition payment plan, sign off on required forms, and pay a non-refundable enrollment fee in the online portal. Students will not be able to finalize their course requests for the following school year until their online enrollment is completed with payment. Families must also be current with tuition balances in order for students to be scheduled into courses for the following school year. For information on course requests and course offerings, please view the [LCHS Course Guide](#).

## ***FACTS Family Portal***

FACTS is the student information system that LCHS uses for family contact information, attendance, grading, report cards, class schedules, locker information, reporting/tracking behavior, as well as applications, enrollment, and tuition payments. Each parent and student has a unique login and password for their [Family Portal account](#). Students are able to view their schedules and grades, but do not have access to the information linked to payments and tuition, as parents do in their accounts. When logging into FACTS, users should use the district code LCHS-MI and must select either Parent or Student access for their account.

## ***Permanent Records***

A permanent record is maintained for every student who attends or has attended Lansing Catholic High School. This transcript 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 school registrar. Tuition reverts to a daily rate for the student and a \$600.00 withdrawal fee is applied. Enrollment, activity and technological fees are non refundable. Before transcripts or records can be sent to a new school, the student must not have any outstanding obligations in classes or the library, or Athletics; their Chromebook, with charger, and any other school owned technology and books 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
- Parking pass
- Graduation fees
- Day Retreats (overnight retreats have an additional cost to families)
- Cross-curricular grade level field trips
- Admittance to extracurricular (athletics, drama performances, dances—except prom, etc.) activities.

Failure to produce a student ID card may result in non-admittance to closed events.



## Intellectual Formation

### *Dean of Intellectual Formation*

The Dean of Intellectual Formation has the primary role and responsibility of the education of the students and the academic growth of the teachers. This is accomplished primarily through developing and maintaining a rigorous and applicable curriculum, which offers a variety of electives, along with core classes designed to engage and challenge students of all learning styles and backgrounds, and ensuring that the faculty has the tools to help students reach their highest potential.

### *Curriculum & Graduation Requirements*

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

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

### *Graduation Requirements*

Theology	4.0 Credits	Fine Arts	1.0 Credit
English	4.0 Credits	Physical Education	0.5 Credit
Mathematics	4.0 Credits	Health	0.5 Credit
Science	3.0 Credits	Rhetoric	0.5 Credit
Social Studies	3.0 Credits	Electives	1.5 Credits
World Languages	2.0 Credits		

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

### ***Textbooks***

Families are responsible for acquiring their own textbooks and other materials needed for their student's classes. Books may be purchased from any source including other families and online. Lansing Catholic provides families with a book list of titles and ISBNs for its courses each summer. Families use their student's course requests/schedule to purchase books. Families interested in swapping or purchasing used books from current LCHS families should join our [LCHS Parents Facebook Group](#) and an in person used book sale.

### ***Exams***

Exams are worth 20% of a student's semester grade. Semester exams occur in December for 1st semester and June for 2nd semester. Each course exam is 75 minutes with 1-2 exams per exam day. Some courses may require a final paper, project, or presentation instead of a traditional exam. (GPAs are based on semester grades.) Families should plan vacation time accordingly as students are expected to take exams during the designated exam time for each course. Missing an exam will result in a zero and cannot be made up.

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.

### **Senior Exam Waiver Policy for Second Semester**

Seniors in good standing, who have not been on any form of probation, nor been suspended during the school year, do not owe any fees or fines, are in compliance with requirements for graduation and who have maintained an A average in a course may waive their second semester exam. Exam waivers do not apply to Theology courses, AP courses, semester courses or any course in which a project, presentation or paper replaces the exam grade.

### **Freshman, Sophomore, & Junior Exam Waiver Policy for Second Semester**

Students have the privilege to earn one exam waiver that can be used for a year-long course in which the student has earned at least a B for Semester 1, Quarter 3 and Quarter 4. This waiver enables the student to opt out of the second semester exam in one course, resulting in a semester grade that is an average of the two quarter grades. Exam waivers do not apply to Theology courses, AP courses, semester courses or any course in which a project, presentation

or paper has been approved to replace the exam grade. Exam waivers are distributed to students a week prior to exams and must be signed by the student, parent, and teacher before returning the form to the Registrar for record keeping prior to the start of exam week. A student earns a second semester exam waiver by meeting the following additional criteria for behavior and service hours:

- No in-school or out-of-school suspensions.
- All detentions are served.
- All fees are paid and all accounts are current, including library books, tuition, and school-issued uniforms and equipment.
- The following service hours are completed, logged, verified and approved in the x2vol system:
  - Freshmen - 10 hours
  - Sophomores - 30 hours
  - Juniors - 50 hours
  - Seniors - 80 hours (i.e., completion of all required hours for graduation).

### ***Diploma Honors***

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

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

Honor status will be printed on the diploma that is issued to the student. Honor cords for students will be distributed with graduation gowns during senior checkout and are worn at the graduation ceremony.

### ***Commencement***

Participation in commencement is a privilege. LCHS confers diplomas on students who have completed all graduation and service requirements and who are in good standing. Seniors must be able to meet all graduation requirements no later than August 1 to participate in graduation in May. Good standing refers to students who have not been on any form of probation, nor been suspended during the school year, do not owe any fees or fines (including tuition) and are in compliance with the requirements of graduation (credits and service hours complete). Students who have not met all credit or other requirements prior to graduation must sign an agreement with a school administrator, indicating the means by which the credit and/or requirements will be completed before August 1. In this case, the diploma is conferred once all terms of the agreement have been completed.

Any senior student may apply to give the student speech at the graduation ceremony. Information will be presented to the student body in the spring 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.

Caps and gowns will be provided by the school for commencement. These items are not to be embellished or altered in any way. If visible alterations are made, the student will be asked to remove those pieces, and if available, new ones will be provided for use during the ceremony.

## **ACADEMIC PROBATION**

Academic Probation is the course of action taken for students who are performing below expectations due to effort, assignment completion, excessive absence or other personal choice that affects the student's academic progress negatively. Every effort will be made to assist students who are struggling academically, and/or are failing or near failing in their studies. This may include mandating attendance in Cougar Support. However, if a student has been assigned to Cougar Support, and fails to improve, that student may be placed on academic probation at the determination of the administration.

1. A student may be placed on academic probation at any time, though usually such placement will occur at the completion of a marking period or semester.
2. A student may be placed on academic probation for excessive absences, should it be determined that the absences have negatively affected academic performance.
3. A student placed on academic probation will be required to sign a Probationary Contract.
4. An administrator placing a student on academic probation will consider, but is not limited to, the following criteria as it applies to individual situations when writing the Probationary Contract:
  - a. A meeting will be held with the student, parents, and administrator to discuss the Probationary Contract. Other high school staff may also be involved in the initial meeting.
  - b. The student will be required to submit all assigned work to each teacher in each assigned class.
  - c. All assigned material is complete and submitted on time. If absent when work is assigned or due, the probationary student must meet the LCHS Handbook requirements for receiving full credit for assigned work.
  - d. The student may be required to work with a tutor in a specified subject area(s).
  - e. The student will participate in pre-arranged tutoring sessions with their teacher as necessary.
  - f. The student may not have unexcused absences and may be denied pre-arranged absences during the probationary period.
  - g. The student will be evaluated at intervals, as determined by the administrator.
  - h. The student will remain on academic probation for a duration determined by the administrator.

Violations during the academic probationary period may result in dismissal. Upon dismissal, the student, after successfully completing a semester and earning credits at a non Lansing Catholic Secondary school, may be considered for re-enrollment.

## **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 spiritual 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 intellectual 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
- To emphasize each student's role and responsibility as a member of our social community to develop their inherent need to build genuine and meaningful relationships and to learn how to live in service to others. Therefore, participation in social co-curricular events such as pep assemblies, Work-a-Thon, Cougar Commotion, etc. is required and will be under the same expectation as regular school attendance.

### **Absences**

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

### **School-Approved Absences**

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

## **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.

## **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.

## **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. Assignments or tests missed for an unexcused absence will not be able to be made up. Any unexcused absence, truancy or skipping of class will result in disciplinary action.

## ***Absence Reporting / Early Departure***

### **Absences/Sick Days**

Please call the attendance office or fill out our Attendance Form located in the Parent Hub at [lansingcatholic.org/parents](https://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](mailto: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 out our Attendance Form online to request an appointment pass be sent to your student. The appointment pass will be delivered to your student in a timely manner during the school day. You may also 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](mailto: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.

### **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.

## ***Accountability Measures***

### **Attendance Policy**

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, based on all absences except for school-related absences.

- 8th absence: Student will receive a warning email from administration
- 10th absence: The student will be placed on Social Probation
  - Social probation is defined as the inability to participate in any and all extracurricular activities, including but not limited to athletics, theater productions, ambassador program, partner school tours, etc. The period of Social Probation only concludes at the end of the current semester of the current school year.
  - This decision may be appealed within 3 school days. Appeal must be made directly to the Dean of Social Formation, at which point, a meeting will be set up between the administration, the student, and the parents. In addition, if a student knows that they will be approaching the limit of 10 absences, they may preemptively file an appeal, using the Appeals Form.
  - Students with excessive absences may also be placed on academic probation.

### **Daily Attendance Eligibility**

To participate in school-sponsored events such as practices, games, or extracurriculars, students must be present for the entire school day, including out-of-classroom events such as Mass, Rodzinka, special assemblies, etc. Exceptions are made for students with medical appointments who bring in a verified note from a licensed medical professional. To maintain eligibility in all social activities, including athletics, a note from the medical provider must be submitted to the attendance office on the same day as the appointment. If an appointment runs through the end of the school day, the student must still bring the note to the office, or an appropriate staff member (Athletic Director, Dean of Social Formation, Student Life Director, etc.), who will submit the note on the student's behalf. Failure to provide the necessary documentation will keep the student from participating in any after-school activities for the remainder of the day. The student may resume participation in school-sponsored activities the following day, assuming they have followed these guidelines.

## ***Student Engagement***

LCHS expects that students will attend all social, spiritual and co-curricular activities that are part of the school day. These events include, but are not limited to, Mass, Adoration, retreats, Cougar Commotion, Work-a-Thon, and pep assemblies. Students exhibiting patterns of disengagement through absenteeism may incur financial aid restrictions or may be denied re-enrollment.



## ***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.

Please contact the attendance office at 517-267-2103 or [attendance@lansingcatholic.org](mailto:attendance@lansingcatholic.org) if you have any questions.

## **Tardy Policy and Procedure**

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

During first hour only, students who arrive at school ten minutes or more after the bell will be considered absent for that hour. 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 hour/per semester)**

<b>Tardy</b>	<b>Consequence</b>
1st Tardy	1 detention scheduled for next morning detention
2nd Tardy	1 detention scheduled for next morning detention
3rd Tardy	1 detention scheduled for next morning detention Disciplinary probation Email to parents / guardians
4th Tardy	2 hours custodial service Disciplinary & social probation Phone call to parents/guardians
5th Tardy	4 hours custodial service Disciplinary and social probation Phone call to parents/guardians
6th Tardy	1 day in-school suspension Disciplinary & social probation Parent meeting
7th Tardy	1 day out-of-school suspension Disciplinary & social probation
8th Tardy	3 days out-of-school suspension Disciplinary & social probation

## **UNIFORM POLICY AND CASUAL DRESS CODE GUIDELINES**

At Lansing Catholic, we place emphasis on forming students into the Christian leaders God calls them to be by emphasizing the importance of a well-rounded individual; **an individual focused not just on physical appearance, but on the human, intellectual, spiritual, and apostolic impact** he or she has on those around them. School uniforms help us in this mission. Following are just a few of the benefits that support a uniform policy.

- Uniforms enable students to direct their creativity and individuality to their classes, extracurricular activities, and to the school environment as a whole.
- By wearing uniforms, socio-economic or political indicators associated with clothing are removed.
- Studies show school uniforms have a positive impact on students' mental health.
- Uniforms help maintain a safe and effective learning environment.

- School Uniforms Help Promote School Spirit.

For a full description of the benefits of school uniforms, please see [Why Uniforms?](#)

A 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*

The uniform guidelines below will be fully enforced for the 24-25 school year. All freshman and new families should plan to purchase what is listed below. Items that were permitted for the 22-23 school year may continue to be worn until the new guidelines go into effect.

**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, or khaki and worn in a modest, professional manner.
- Pants-Khaki, hemmed to the ankle. No floods.
- Polo shirts- Must always be worn with uniform bottom. Options include pique or dri-fit, long or short sleeve in either Cougar Blue (light) or navy blue (dark) with embroidered Lansing Catholic logo. Polos may be tucked in or left untucked. T-shirts or long sleeve performance shirts in white, black or navy may be worn under the polo shirt, but under shirt should be shorter than uniform shirt.
- Optional: ¼ Zips (poly/lycra or cotton material) in black, embroidered with the Lansing Catholic logo. Must be worn over the uniform polo.
- Optional: V-neck Cardigan or Pullover, Crewneck Cardigan or Crewneck Sweatshirt in black, with embroidered Lansing Catholic logo. Must be worn over uniform polo.
- Optional: Tights or leggings in solid navy or black may be worn under uniform skirts. Leggings should contain no logos, writing, designs, tone-on-tone patterns, or cutouts.

Young men must wear a combination of the following:

- Khaki pants, hemmed to the ankle. No floods.
- Polo shirts- Must always be worn with uniform bottom. Options include pique or dri-fit, long or short sleeve in either Cougar Blue (light) or navy blue (dark), embroidered with the Lansing Catholic logo. Polos may be tucked in with a belt or left untucked. T-shirts or long sleeve performance shirts in white, black or navy may be worn under the polo shirt. but under shirt should be shorter than uniform shirt.

- Optional: ¼ Zips (poly/lycra or cotton material) in black, embroidered with the Lansing Catholic logo. Must be worn over uniform polo.
- Optional: V-neck Cardigan or Pullover, Crewneck Cardigan or Crewneck Sweatshirt in black, with embroidered Lansing Catholic logo. Must be worn over uniform polo.

**Note: Coats/jackets, non-uniform sweatshirts, full-zip outerwear or items containing screen printed LCHS logos are not part of the uniform and should not be worn during the school day.**

### *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 and offer adequate protection to ensure safety.

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)*

<b>Violation</b>	<b>Consequence</b>
1st Violation	1 detention scheduled for next morning detention
2nd Violation	1 detention scheduled for next morning detention
3rd Violation	1 detention scheduled for next morning detention Email to parents/guardians
4th Violation	2 hours of custodial service Phone call to parent/guardian

5th Violation	4 hours of custodial service Phone call to parent/guardian
6th violation	1 day in-school suspension Disciplinary and social probation Parent meeting
7th violation	1 day out-of-school suspension Disciplinary & social probation
8th 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 extra-curricular events (athletic 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 worn in a modest, professional manner
- 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 and be at a modest length.
- Jeans may be worn and 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.

## **STUDENT SERVICES**

### ***College Counseling***

In order to prepare the students of Lansing Catholic for life after high school, the Post Secondary Advisor encourages students to discover their own interests and abilities, starting in 9th grade. With this information, the student will be guided along the path that best suits their abilities and talents, both during their time here and in preparation for after graduation. Families will also be directed 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 staff member, during passing periods, before school, or after school or by email. Appointments during school hours should be coordinated so those students do not miss tests, too many classes, or important assignments. A Learning Support Team member may schedule an appointment with a student at their 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 is open from 7:30am to 4pm. 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. Transcripts 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 including while working in the library.

## ***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 Class. 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 from 3:15-4:00 pm. NHS tutors will be available, as well as teacher support, when possible. Students need to sign in and sign out of Cougar Support 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 for a designated school official to sign and make a copy for the student's record.

## ***College Recruitment***

Families may schedule visits for their student to meet with a college recruiter/coach during school hours. Duration of visits should be no longer than 30 minutes and scheduling the meeting during a study hall, lunch period or at a time that would not conflict with the student's core academic classes is highly encouraged. Visits should be scheduled at least two business days prior to the meeting date, using our [College Recruiter Form](#).

# **SPIRITUAL FORMATION**

## ***Dean of Spiritual Formation***

The Dean of Spiritual Formation oversees the spiritual growth of all students and staff through prayer, liturgy, sacraments, retreats, service, and student groups. The Dean of Spiritual Formation works closely with our school Chaplain and other staff members to fulfill our mission to form students spiritually into faithful disciples of Jesus Christ.

More information about our latest initiatives and offerings can be found on the [parent hub](#) of our school website.

## ***Service Hours***

Beginning with the class of 2027, students will be required to complete a minimum of 100 hours of service prior to graduation, with a recommendation of completing at least 25 hours per year. Each year, there will be two in-school opportunities to earn hours: Cougar Commotion in the fall and Work-a-Thon in the spring. Students who fully participate will earn 5 hours for each event. Students will need to log all service events in their MobileServe account through their online account using their Lansing Catholic email at [app.mobileserve.com](http://app.mobileserve.com). There is also the option to log service hours using the MobileServe app on the App Store or Google Play Store. See below for the new requirement for the Service Distinction Award for each grade level. Further information regarding what does and does not qualify as service may be found on our website <https://www.lansingcatholic.org/service>. With the new opportunity to earn up to 10 hours of



service per year at our two school day events, we have adjusted the required hours for each of our current classes as follows:

Class of 2027-**100 Hours** (220 Hours to receive Service Distinction Award)

Class of 2026-**95 Hours** (215 Hours to receive Service Distinction Award)

Class of 2025-**90 Hours** (210 Hours to receive Service Distinction Award)

Class of 2024-**85 Hours** (205 Hours to receive Service Distinction Award)

### ***Retreat Program***

Students are required to attend one school-led retreat each year they are enrolled. Other optional retreats and spiritual growth opportunities are offered on a per-year basis.

## **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 left on silent during school 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 manner. 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.

After the second confiscation of any of the above devices, a parent or guardian will be required 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 below 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 below. 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 is 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.

## 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.

## Chromebook Disciplinary Matrix

Violation	Consequence
1st violation	Device confiscated with loss of tech privileges for <b>remainder of class</b> , student notifies parent by email.
2nd violation	Device confiscated with loss of tech privileges for remainder of the school day, student conferences with administration. Email is sent to parents from teacher.
3rd violation	Loss of in-school tech privileges for 24 hours, conference with parents is scheduled by administration.

*\*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 permission is given in an LCHS student support plan, students are not allowed to use personal devices during the day, as they are not configured for our web filters and management software.

## SOCIAL FORMATION

### Dean of Social Formation

The Dean of Social Formation is to be a living witness of the Catholic faith and is responsible for the tone and climate of the school. This includes being an exemplar model of our core values, and leading all social activities of the school to serve in the formation of disciples of Jesus Christ. With regard to student behavior and discipline, the Dean of the Social Formation will work to ensure that students are acting and behaving in accordance with the Catholic mission of our school.

### Guidelines for Participation in Co-Curricular Activities

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.

## *Athletic Spectatorship*

### **Acceptable Behavior**

- Applause during introduction of players, coaches and officials.
- Accept all decisions of officials.
- Applause at end of contest for performances of all participants.
- Show concern for an injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

### **Unacceptable Behavior**

- Singling out individuals on the opponents team.
- Disrespectful or derogatory yelling, chanting, singing or gesturing.
- Booing, heckling or displaying extreme temper over an official's or coach's decision.
- Use of profanity or displays of anger that draw attention from the game.
- Deliberate shouting derogatory chants over the cheerleaders' cheers.

Failure to act appropriately at any school sporting event may result in a behavioral consequence and, given the nature and severity of the action, a possible meeting with the Dean of Social Formation may be necessary.

## **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*

Student athletes 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 activities, including but not limited to athletics, theater productions, clubs and mission trips.

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.

### **Ineligibility Discipline Matrix**

	<b>Consequence</b>
1st Report	Student will not be allowed to play in any games. Student must attend the Cougar Support Program prior to going to practice.
2nd Consecutive Report	Student may not play in any games or attend practices. Student must attend Cougar Support.
3rd Consecutive Report	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](https://www.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, Deans of Social and Intellectual Formation, Student Learning Services, and the front office if a student will miss class time and class work due to an injury.

### ***Athletic Recruitment***

Families may schedule visits for their student to meet with a college athletic recruiter/coach during school hours. Duration of visits should be no longer than 30 minutes and scheduling the meeting during a study hall, lunch period or at a time that would not conflict with the student's core academic classes is highly encouraged. Visits should be scheduled at least two business days prior to the meeting date, using our [College Recruiter Form](#) found on the Student and Parent Hubs on our website.

## 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.

The Deans of Spiritual, Intellectual and Social Formation oversee student behavior and administer accountability and disciplinary measures.

### DISCIPLINARY PHILOSOPHY

Lansing Catholic High School promotes an environment in which the development of self discipline works towards fostering productive relationships between students and staff. 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.

#### *Restorative Approach*

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.

#### *Disciplinary Approach*

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.
- Disciplinary Consequence (detention, custodial service, suspension, expulsion, etc.)
- 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 mornings at 7:00 am in a designated classroom. 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.

Parents and students will be notified via email, through the behavior management system in FACTS, when a detention has been issued. Students will also receive a paper copy of the detention on the day it was issued. When a student has 3 or more unserved detentions, a meeting with the Dean of Social Formation will be scheduled and further consequences may be issued.

### **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**

When placed on social probation, a student may not be able to attend or participate in co-curricular activities or school related functions including athletics, field trips, dances, clubs,

drama, etc. In addition, the student may not be able to partake in off-site school related activities (i.e. mission trips, band visits, team tours, partner school visits, etc.). Students placed on social probation may also result in loss of exam waiver.

The school administration may choose to 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.)

## **Suspension**

In cases of severe or repeated disciplinary violations or as specified as a consequence of the Disciplinary Matrix, students may be suspended. The Dean of Social Formation or school administrator may suspend students from one to ten school days. Suspensions longer than ten school days and expulsions may only be issued by the school administrator. 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 school administrator 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.

## ***Behavior Discipline Matrix***

The Disciplinary Matrix will be used as a guide to help students 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.

## **Approved Disciplinary Consequences**

1. Detention
2. Letter of apology
3. Custodial service
4. Class suspension

5. In-school suspension: 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: 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
12. Academic Probation
13. Disciplinary Probation
14. Social Probation

<i>INCIDENT</i>	<i>CONSEQUENCE</i>
<b>1-Cheating</b>	
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, including the use of a translator as original work, is also cheating.	1, 9, 10, 11,12
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
<b>2-Controlled Substances</b>	
2.1 The sale, distribution, purchase of drugs, controlled substances or look-a-like substances, including e-cigarettes.	6, 7,13,14
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, 7,13,14
<b>3-Disorderly Conduct</b>	

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, 6,13,14
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, 6,13,14
3.4 Destruction, defacement, or misuse of school property. The student will be expected to make restitution.	2 plus 3, 5, 6, 7, 13, 14
3.5 Fund-raising or selling, not related to school activity, without administrative approval.	5, 6, 7, 13,14
3.6 Tardiness (per class/per semester)	1, 3, 5, 6, 7,12,14
3.7 Skipping	1, 3
3.8 Excessive unexcused absences	5, 6, 7,12,14
3.9 Missed detention (per semester)	1, 4, 6, 7,8,10,13,14
3.10 Gum chewing on school premises, or food or drink in classrooms during the school day.	1, 3
<b>4 Inappropriate Behavior Towards Other Persons</b>	
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.	1, 2, 5, 6, 7,13,14
4.2-Challenges to school authority (insubordination, defiance, disrespect of school personnel)	1, 5, 6, 7,13,14
4.3-Physical or verbal threats or aggressive behavior with school personnel	6, 7,13, 14
4.4-Inappropriate demonstration of affection. Verbal or written vulgarity, profanity or obscene behavior or materials	1, 2, 5, 6, 7,13,14
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
<b>5-Technology and AUP Violations</b>	
5.1 Violations of the acceptable use guidelines	1, 8



5.2 Use of a personal computer, laptop, or other device during the school day.	1, 3, 4, 5, 6
<b>6- Uniform Policy</b>	
6.1 Violation of the uniform policy (per semester) Use of backpack or any other book carrying item(book bags, suitcases, duffle bags, oversized purses, etc) during school hours is a violation	1, 3, 5, 6
<b>7-Threats to Safety and Welfare</b>	
7.1 Reckless endangerment, including throwing of objects (including snow)	3, 5, 6, 7,13,14
7.2 Possession of dangerous, noxious, harmful or disruptive items including but not limited to laser lights.	5, 6, 7,13,14
7.3 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, 7,13,14
7.4 Destruction of another person's property. The student will be expected to make restitution.	5, 6, 7,13,14
7.5 Horseplay with or without the intent to cause harm and the endangerment of the environment, whether actual or perceived.	1, 3, 5,13,14
7.6 Provocation of fighting or destructive actions with or without the intent to cause harm and endangering the environment, whether actual or perceived.	6, 7,13,14
7.7 Fighting: The engagement in physical contact with others, with or without the purpose of inflicting bodily harm or injury and endangering the environment, whether actual or perceived.	6, 7,13,14
7.8 Assault: Initiation of a fight without provocation.	6, 7,13,14
7.9 Unsafe driving and parking violations.	1, 3, 5, 6, 7
7.10 Sexual assault	7
7.11 Leaving campus at any time during school hours without administrative approval.	3, 5, 6,13,14
7.12 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, 7,1
<b>8- Unusual Disruptions</b>	
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
P.A.#328 and LCHS Policy 3011 strictly prohibit the use or possession of weapons, look-a-like weapons, bombs or incendiary devices, & also committal of rape or arson.	

***Persistent Disciplinary Problems***

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

***Criminal Acts***

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

***Elastic Clause***

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

## **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. This form is included as part of the online enrollment packet that all families must sign.

#### ***Mandatory Drug Testing***

Each year students are subject to providing a hair sample during the school day that will be screened for the following: cocaine, opiates, PCP, amphetamines, marijuana and benzodiazepines. 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 a designated school official. Please see the Drug & Alcohol Policy near the end of this handbook for more specific details of what happens when a positive result is received. Due to random selection, students may be subject to multiple tests within a school year.

## **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 Dean of Social Formation 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 Dean of Social Formation 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 Dean of Social Formation, the Dean of Students and/or Counselor. Staff members are expected to intervene immediately when they witness bullying behavior.

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

### **Consequences for Bullying**

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

Just as bullying cannot be comprehensively defined, it is not possible to catalog 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 Dean of Social Formation 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 Dean of Social Formation 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 Dean of Social Formation 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 and Alcohol Use***

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

1. Annual Screening: All students may 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. 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: Transfer students may be required to submit to screening for drug and 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 drug 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. Screening for use of alcohol will utilize a breathalyzer.

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

Notification of test results will be given to the designated school official 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 designated school official 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).

### ***Locker and Vehicle Searches***

During an investigation of drug or alcohol use, it may be necessary for school administration to search the contents of the student's locker and/or vehicle. Any items seized shall be removed and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials.

### ***Consequences—all Offenses***

1. Parent Meeting (mandatory) - The student and a parent or guardian will meet with the 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 a clear reason is given and approved.

#### 4. Drug/Alcohol Intervention Matrix

Violation	Consequence
1st Offense	<ul style="list-style-type: none"> <li>i. Must complete parent meeting</li> <li>ii. Must complete assessment and start treatment plan</li> <li>iii. Suspended for 25% of season, performances, activities</li> <li>iv. Three weeks of social probation</li> <li>v. Athlete/actor/participant must practice***</li> <li>vi. Finish the season/performance/activity in good standing</li> </ul>
2nd Offense	<ul style="list-style-type: none"> <li>i. Must complete parent meeting</li> <li>ii. Must complete assessment and start treatment plan</li> <li>iii. Suspended for 50% of season, performances, activities</li> <li>iv. Six weeks of social probation</li> <li>v. Athlete/actor/participant must practice***</li> <li>vi. Finish the season/performance/activity in good standing</li> </ul>
3rd Offense	<ul style="list-style-type: none"> <li>i. Must complete parent meeting</li> <li>ii. Must complete assessment and start treatment plan</li> <li>iii. Suspended for one calendar year from all seasons, performances, activities</li> <li>iv. Twelve weeks of social probation</li> <li>v. Athlete/actor/participant may not practice or be involved in activities</li> </ul>
4th Offense	<ul style="list-style-type: none"> <li>i. Must complete parent meeting</li> <li>ii. Must complete assessment and start treatment plan</li> <li>iii. End of competition, performance, activities for the remainder of their career at LCHS</li> <li>iv. Remainder of career at LCHS on social probation</li> </ul>
5th Offense	<ul style="list-style-type: none"> <li>i. Recommendation for expulsion</li> </ul>

\*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 school

administrator 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 Dean of Social Formation 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 Dean of Social Formation. (If the Dean of Social Formation is the subject of the complaint, this form should be submitted directly to the President.) This form should be in the hands of the Dean/President no later than 10 school days following the Stage I Part 1 meeting.

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

Formal Process. The Dean of Social Formation, 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 school administration will submit copies of all documentation received. The Diocesan Grievance Policy is now in effect.

## ***School Email Contacts by Department***

### **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. Patrick Brennan, patrick.brennan@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

College Advisor & Testing Coordinator – Mr. Chad Wenzlick, chad.wenzlick@lansingcatholic.org

Registrar/Director of Internal Operations – 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. Kenny Goodrich, kenny.goodrich@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

Director of Internal Operations, Karen Gavin, karen.gavin@lansingcatholic.org

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

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

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

