

LANCASTER CATHOLIC HIGH SCHOOL

**Student Handbook  
2022-2023**

650 Juliette Avenue  
Lancaster, Pennsylvania 17601  
www.lchsyeh.org

Administration and Main Office.....	509-0315
Alumni and Development Office.....	509-0313
Athletic Office.....	509-0316
Attendance Office.....	509-0314
Business Office (Tuition/Finance).....	509-0307
School Counseling.....	509-0315
Music Department.....	509-0310
Stadium Field House.....	392-6444

**To The Parents and Students of Lancaster Catholic High School**

We are pleased to present the LCHS Student Handbook for the 2022-2023 school year. Here you will find the information needed to be a successful student at LCHS. Personal success however, must come from your own desire, dedication, motivation, and commitment to the ideals set forth here.

This handbook has been developed collaboratively by students, teachers, and staff as a compilation of the rules, regulations and procedures which support the operation of Lancaster Catholic High School. They are not an end in themselves; they are a means to an end. The end is your personal success as a member of the LCHS community. Our hope is that the decisions you make are reflective of your desire to achieve the same goal.

Mr. Terry Klugh, Principal

## **MISSION STATEMENT AND CORE VALUES OF LANCASTER CATHOLIC HIGH SCHOOL**

### **MISSION STATEMENT**

Centered on Jesus Christ, in the Roman Catholic tradition, our mission is to form students who are intellectually astute, passionately faithful and socially responsible.

### **CORE VALUES**

We, the Lancaster Catholic High School community, affirm the following:

- Jesus Christ is the center of all we are and all we do.
- We are faithful to the teachings and traditions of the Roman Catholic Church.
- Each person is a unique creation of an all-loving God.
- God calls everyone to a life of holiness and faithful stewardship.
- Our vocation is to assist each other in this life, through cooperation with God's grace, so as to reside with Him eternally.
- A safe, stable environment is essential to learning.
- A rigorous educational experience coupled with a balanced co-curricular program is essential for student development.
- Each person has a moral and civic responsibility to contribute to society.
- Members of the faculty and staff are motivated lifelong learners who strive to model Catholic values.
- Students, guided by constructive counsel and discipline, are accountable in the educational process and are responsible for their actions.
- The school should be financially accessible and available to all who embrace and live our mission.
- Families have the first responsibility for the faith-based education of their children and are partners in the fulfillment of our mission.

### **A LANCASTER CATHOLIC GRADUATE WILL EMBODY:**

Christ, our Center and our Lord  
Academics, Athletics, and the Arts  
Truth which we seek in Love  
Health of Body, Mind, and Spirit  
Opportunities to serve others  
Life, Protected and Cherished as God's Gift  
Individual giftedness  
Curiosity and Creativity to explore God's creation

Honesty  
Integrity  
Good Citizenship  
Humility

### **SPIRITUAL LIFE**

A unique focus of our school is a deep appreciation of spiritual life. Concerns of a genuine spiritual nature, such as God, the Church, the meaning of life, death, faith, and hope are openly and directly discussed. In addition, opportunities are planned and encouraged for everyone to celebrate God's presence in our midst. School begins and ends with prayer. Classes include prayer, and other celebrations may take the form of Mass, prayer services, and other devotional activities.

### **MASS**

School-wide Masses and Prayer Services will be celebrated during the year, the dates and times of which will appear on the LCHS school calendar, located on our website. All members of the school community attend Mass. It is expected that participation and decorum be reverent.

### **RETREATS**

As part of its total educational mission, the program of Lancaster Catholic High School includes an opportunity during the school year for the students to reflect on their lives as Christians. All students are required to participate in at least one retreat each year.

### **ACADEMIC PROGRAM**

Lancaster Catholic High School is governed by the scholastic policy of the Diocese of Harrisburg, as promulgated by the Secretary for Education.

Information on course offerings, the Lancaster County Career and Technology Center, and the levels of study can be found in the Course of Studies Book, which is available in the School Counseling Office and on the LCHS website, under "Parents" and "Students".

### **GRADUATION REQUIREMENTS**

Graduation from Lancaster Catholic High School depends upon the successful completion of all required courses as mandated by the Pennsylvania Department of Education, Lancaster Catholic High School, and the Superintendent of Education of the Diocese of Harrisburg. A minimum of 27 credits in four years and 80 hours of service to school, church, and community (20 hours per academic year) is expected for graduation.

Of the 27 credits, 21 are required credits by the Pennsylvania Department of Education. A credit in Theology is required for each year of attendance at Lancaster Catholic High School. In addition, each candidate for graduation must demonstrate competence in library usage.

**All students must maintain a minimum of 6.5 full credits for two years, and 7 credits for another two years - comprised of .5 and 1 credit courses. (in addition to .5 credits of physical education per year)** The following is the required distribution of credits for graduation, which is further explained in the Course of Studies Book:

Theology 4.0 credits\*

English 4.0 credits\*\*

Mathematics 3.0 credits

Biology 1.0 credits

Science (other) 2.0 credits

World History 1.0 credit

U.S. History 1.0 credit

U.S. Government 0.5 credit

Economics 0.5 credit

Health 0.5 credit

Physical Education 0.5 credit/year

Liberal Arts/Foreign Language Electives 7.5 credits\*\*\*

\* International Students who take the International Bridge class are only required to complete 3.5 credits for graduation.

\*\* Includes successful completion of the senior research paper with a grade of 70% or above.

\*\*\* Lancaster Catholic does not require that a student take a foreign language for graduation. Most colleges however, require 2-3 years of the same language, preferably through the third level. Please see your school counselor for more information.

\*\*\*\* A minimum of 10 registrations are required in order for an elective to be offered.

## ATHLETIC/EXTRACURRICULAR ELIGIBILITY – ACADEMICS

**Weekly:** A student must be passing at least four full-credit courses, or equivalent, to be considered eligible. (This includes senior theology courses) In cases where the student's cumulative work from the beginning of the marking period does not, as of Friday, meet the standards, the student shall be ineligible from the Sunday immediately following through Saturday, as per PIAA eligibility rules. **This also applies to all performances and extracurricular activities.** Questions about eligibility should be directed to the Director of School Counseling.

**End of Quarter:** To be eligible for interscholastic athletics, a student must have passed at least four full-credit subjects, or the equivalent, at the end of a grading period. (This includes senior theology courses) If a student does not meet this requirement, the student will be ineligible to participate in **any and all inter-scholastic scrimmages, practices, and games for fifteen (15) school days. This also applies to all performances and any other school sponsored extracurricular activities.** Students who are ineligible because of an incomplete grade will become eligible after the grade is finalized with a passing grade entered by the teacher.

**End of the School Year:** At the end of the school year, the student's **final credits** will be used to determine eligibility for the next grading period. If a student did not pass at least four-full credit courses, or the equivalent, (to include senior theology courses) the student will be ineligible for a period of fifteen (15) school days at the start of the next school year.

### QUARTERLY REPORTS

There are four marking periods for the scholastic year. Each marking period is approximately nine weeks in length. Report cards are distributed at the end of each marking period via email. If you do not have an email address, please contact school counseling.

### ONLINE GRADES

Grades for all students are maintained on-line. Parents and students are encouraged to use the parent and student portal regularly for the most up-to-date status of academic standing. A link to the system (*Rediker*) can be found on the LCHS web page, under “Parents” and “Students”.

### GRADE POSTING CRITERIA

There will be a minimum of four (4) **major assessments** per quarter per subject. The major assessments can be any combination of the following: tests, major projects, research papers, and term papers.

Grades for these assessments will be returned to students and available on the parent portal within the following time frames: Tests- One (1) Week; Major Projects, Research Papers, and Term Papers- Two (2) Weeks.

All **minor assessment** grades, which include class work, homework, quizzes, etc., will be available within one (1) week. (An accumulation of these items may constitute a major grade; check teacher policy for posting time frame)

### **EXAMINATIONS**

Examinations will be given at the end of the second and fourth quarters (mid-terms/final exams). Each examination will count for one-fifth of the semester grade for full-credit courses. If a student cannot be present for scheduled exams, the exam WILL NOT be given early. The student will take the exam immediately upon return.

### **EXEMPTION POLICY FOR FINAL EXAMS**

Students may be exempted from final examinations in a course according to the following parameters: 90% or above for EVERY quarter, AND at least an 85% or higher on the mid-term exam.

**Special Note:** Any student who does not take the mid-term exam for **any reason**, will be REQUIRED to take the final exam. Students who change the level of their course after one quarter and who have not earned a 90% or above in the original course will not be exempted from the final exam. In addition, any student who transfers to LCHS after the first semester will also be required to take the final exam.

### **FINAL EXAMINATIONS AND LAST DAY OF SCHOOL**

In keeping with the requirements set forth by the Pennsylvania Department of Education, the Diocese of Harrisburg, and Lancaster Catholic High School, students are required to be in attendance through the last scheduled day of school. Therefore, students are not authorized to miss school days prior to the final day of school. Students should not expect to take exams earlier than the scheduled final exam days to leave for family vacation, etc. or in the case of international students, to return to their native country.

If an unexpected emergency does occur which would impact a student's attendance for exam days the student is to see or e-mail his/her school counselor as soon as possible. The counselor will consult the student's teachers to schedule an alternative day(s).

### **ADVANCED PLACEMENT (AP) TESTING POLICY**

Students taking an Advanced Placement (AP) Course are strongly encouraged, but not required to take the AP test. Deadlines for decision on whether or not a student is taking an AP test, as well as required payment, will be provided by the teacher and/or the AP Coordinator. Students will not be permitted to change their decision once the deadline has passed.

Students who choose NOT to take the AP test, will take a final exam. The final exam exemption policy DOES NOT APPLY for those students taking an AP course.

## **MAKING UP WORK**

A student must see his/her teacher regarding missed assignments as soon as possible after an absence. Missed work should be completed and turned in the next scheduled class period once the student is back in school. **Students who have an excused absence, are to be given an equal amount of days (class periods) to make up any missed work.** This applies to school related functions as well. In addition, if a student misses a test or quiz, the student must arrange a date and time with the teacher for making it up.

Students are also responsible for checking *Rediker* and *Google Classroom* for assignments, announcements, etc. Missed work may not be made up during scheduled classes. If a student has difficulty contacting faculty members, he/she should contact the School Counseling Department.

If an extended absence is known in advance, **the student is to request assignments from teachers prior to the absence.** If a student is absent for an extended period of time without prior knowledge, the family may contact the School Counseling Department for aid in obtaining assignments.

## **HONOR ROLL**

The Honor Roll is achieved by students who have a weighted average of 90% with no grades less than 80%. All courses are included in the averaging with weights assigned according to the credit value of the course. Half-credit courses are given half the weight of a full-credit course. Students attaining an average of 93% or greater shall be noted as Distinguished Honors. The Honor Roll is determined each quarter.

## **COLLEGE COURSES WHILE IN HIGH SCHOOL**

In accordance with our Mission and Core Values, Lancaster Catholic High School always strives to instruct and form the needs of the whole child. Academicall, our goal is to uphold a curriculum of challenging courses that assist in the development of each student within our community. In order to successfully instruct the whole child with the rigor necessary to meet life's challenges, Lancaster Catholic places great emphasis on "live" classroom instruction and coaching whenever possible. To be effective, academic development must be relational through daily student-teacher and student-student interaction. We firmly believe that academic success is more than merely "fulfilling a requirement" or achieving a credit".

Lancaster Catholic does acknowledge and is sensitive to current trends and practices in education that promote a competitive edge for our students. Taking college courses while in high school can assist in providing that "competitive edge", but Lancaster Catholic will only provide this opportunity within the parameters that support the community's mission. Lancaster Catholic's commitment to the whole child, including academic rigor, has been a successful formula for over nine decades in preparing our students for not only college, but living an effective, faithful life. In light of this, the following parameters will be followed for students who wish to enroll in courses for college credit physically outside of Lancaster Catholic:

Core courses at Lancaster Catholic High School must be taken at the high school. These courses include: Theology, English, Mathematics, Science, and Social Studies.

Consecutive courses (i.e. Math) taken to accelerate to the next level may be considered; only after successful completion of the course will the next level class be added to a student's schedule.

College level courses that are not offered at Lancaster Catholic may be considered; however any in-person college course must be taken outside regular school hours as our schedule fluctuates daily.

Students may only enroll in one college level course per semester. (This does not include dual credit courses offered in the high school) Lancaster Catholic will determine if these courses can replace a full credit course offering in a student's overall total for the year.

All courses taken outside of Lancaster Catholic will be issued transfer credit upon successful completion (a transcript or official grade report must be presented) which will be added to a student's overall credits. However, these credits will not be factored into a student's grade point average.

### **GRADE AVERAGING**

The first semester average will be calculated in the following manner:

First quarter grade 2x's  
Second quarter grade 2x's  
Mid-term exam mark 1x  
Divide by 5 = First Semester Average

The second semester average will be calculated in the following manner:

Third quarter grade 2x's  
Fourth quarter grade 2x's  
Final exam mark 1x  
Divide by 5 = Second Semester Average

The final grade will be the average of the first and second semester averages.

### **COURSE SELECTION/COURSE WITHDRAWAL**

The school's master schedule of all classes is built upon the course selections made by the students of the previous school year. Any changes in course selections after that time decrease the effectiveness of the master schedule and adversely affect the enrollment balance previously established in all classes. Additionally, changes involving courses with summer reading and/or other course preparation are not advisable after a certain point in the summer as it becomes adverse to the student's potential for success. After July 30th, no changes that will affect the overall master schedule will be made. Additionally, only courses that meet during the same



period as the one dropped may be considered to be added, but only if the addition does not exceed the current course enrollment limit. Please see the Course of Studies book on the LCHS website for more information regarding academic courses.

Once the academic year has begun, students may not withdraw from a course without permission from their parents/guardians, the teacher of the course, and their school counselor. No entry will be made on official transcripts or report cards if the withdrawal is made within the first six (6) weeks of the start of the course. After that period, withdrawal from a course will be noted as either **WP** for “Withdraw Passing” or **WF** “Withdraw Failing”.

### **FAILURES/SUMMER SCHOOL**

All failures in subjects required by the school for advancement must be made up in summer school or through an approved on-line alternative. Information regarding summer school options is available from your student’s school counselor. Failure in any course not available through these options will result in that course being repeated at Lancaster Catholic High School during the next school year. Seniors failing a Theology course must make arrangements with the Director of School Counseling to complete the course requirements before a diploma can be issued.

Students may be placed on academic probation based on performance in the classroom. Students on academic probation will be required to sign a contract. This policy expects all students to pass each subject each year. The passing grade is 70%. Any grade below 70% will be printed as “0.0 credit” on the permanent record card.

### **GOOD SAMARITAN PROGRAM**

All students are required to perform 20 hours of service to school, church, or community per year. These hours can be performed starting after the last day of school in June. Seniors must complete 10 hours by the end of the first semester of their senior year, and the remaining 10 hours must be completed by March 1. A list of opportunities are listed on the LCHS website under the Good Samaritan Program. For opportunities not listed, students can speak with the Good Samaritan Director to determine appropriateness and obtain approval.

Completion of hours will be recorded as pass/fail on the student transcript each year. This DOES NOT factor into student GPA. Any student who does not complete the required 20 hours at the end of the school year will receive an “F” on the transcript for that year. If the student completes 20 or more hours, a “P” will be recorded on the transcript.

A student may make up those hours the following year if they choose to do so, but each year will be recorded separately as pass/fail on the student transcript.

## APPAREL

### UNIFORM ORDERING INFORMATION

The link for purchasing uniforms can be found on the LCHS website under the “parents” or “students” tab, and clicking on “uniforms”.

### UNIFORM EXPECTATIONS

Students are expected to be properly dressed when they arrive at school and to remain properly dressed until they leave school premises. All articles of dress are to be worn properly and **as intended**. All articles of clothing which are not a part of the uniform, such as jackets or sweatshirts are to be placed in lockers before 8:00 a.m. and must remain in the lockers until students are dismissed for the day.

**Please Note: Sweatshirts/spirit wear with LCHS logo are NOT permitted to be worn during the school day. The only acceptable outerwear that can be worn during the school day is a plain black sweater, cardigan or pullover. Sweaters may be purchased anywhere.**

It is important to note that fads and extremes in dress, hair and jewelry are not acceptable. Items not specifically listed as part of the dress code are not permitted. Tattoos are not to be visible in school dress, nor are students permitted to draw on their bodies so that it is visible while in uniform. (Ex. drawing on hands and arms) Body piercings are not permitted while in school dress with the only exception being, ladies may wear **two earrings in the lobe of each ear, and one earring may be worn in the cartilage of one ear.** Gentlemen **ARE NOT** permitted to wear earrings or spacers in their ears in place of earrings, nor can a student cover with a band-aide. Nose rings or any facial piercings of the like are NOT permitted for any student, nor can they be covered with a bandage of any kind. It is advisable to discuss any variations to this dress code with the Vice Principal prior to actual purchase of apparel.

### LISTED BELOW ARE THE REQUIRED UNIFORM ARTICLES OF CLOTHING

#### **Proper Dress for Young Women**

- Uniform plaid skirt; **The skirt must be worn at the waist and touch the top of the knee while standing straight, in a manner which is appropriate and reflective of the modesty expected of Christian women.**
- *Regarding ladies uniform pants-Until we are able to get fully stocked with our new uniform supplier, new pants for girls will not be available for purchase. For the 2022-2023 school year, ladies may opt to wear khaki pants, which should be similar to the boys uniform khaki pants. The pants MAY NOT be jeans that are khaki in color or any type of legging. They must be actual khaki pants with pockets and loops for a belt to be worn.*
- White oxford button down collared dress shirt, free of any designer logos, which must be properly tucked into the skirt, and may be purchased anywhere. (If worn, only

solid white T-shirt may be worn under dress shirt, no colored undergarments should be visible through shirt)

- **Summer Uniform-During 1<sup>st</sup> and 4<sup>th</sup> quarter only:** A uniform polo shirt with LCHS logo may be worn. Regarding shorts-Until we get fully stocked with our new supplier, new ladies shorts will not be available for purchase. However, we have a limited supply of used uniform shorts that may be worn. (first come first serve) These shorts must be worn with **mostly white sneakers and white crew socks (mid-calf)**.
- A plain black sweater is the only acceptable outerwear during the school day. The sweater may be a cardigan or pullover which can be purchased anywhere.
- White or black knee high/crew socks, or tights must be worn with skirt. (No ankle socks may be worn with skirt or shorts)
- Dress shoes must be worn with the skirt. Shoes should be mostly solid in color, either black, brown, or gray, (no shiny/metallic designs) without open backs, or excessive heels.
  - **Not Permitted:** Any kind of casual footwear such as sneakers, canvas shoes such as TOMS, sandals, flip-flops, moccasins, work shoes, boots, and the like. (This includes UGG boots)
- Hair must be neat, well-groomed, reflect due regard for health and safety regulations, and be of a natural hair color. Students are not permitted to dye hair an unnatural color.

### Proper Dress for Young Men

- Uniform khaki pants with LCHS logo. Pants must be clean, worn at the waist, pressed, and fit properly. A belt must be worn. Belts may not have any large or extreme buckles.
- Dress shoes are to be worn with pants, and must be black, brown, or gray in color. **No fluorescent colored socks are permitted.**
  - **Not permitted:** Any kind of casual footwear such as sneakers, canvas shoes such as TOMS, sandals, flip-flops, moccasins, work shoes, boots, and the like. (This includes UGG boots)
- White oxford button down dress shirt must be worn with an LCHS school tie. Shirt must be tucked into the pants. Oxford shirt may be purchased anywhere but must be free of any designer logos. Only white T-shirts are acceptable to be worn underneath.
- A plain black sweater is the only acceptable outerwear during the school day. The sweater may be a cardigan or pullover which can be purchased anywhere.
- **Summer Uniform-During 1<sup>st</sup> and 4<sup>th</sup> quarter only:** A polo shirt with LCHS logo may be worn with LCHS uniform khaki shorts. A belt must be worn. Shorts must be worn with **mostly white sneakers and white crew socks (mid-calf)**.
- Hair must be neat, well-groomed, trimmed around the ears, out of the eyes, and off the collar. Students are not permitted to dye hair an unnatural color. **Male students are to be clean shaven. Beards and mustaches are not acceptable.**

- Male students will be sent to the nurse's office to shave with a clean disposable razor if necessary.
- Sideburns may not extend beyond the middle of the ear.
- Earrings and/or spacers are not acceptable at school and school functions.

**Proper Dress for Students with Medical Issues:** Apparel for an injured or pregnant student must reflect the norms as stated above. An attending physician may request a variance in writing. Altered dress code requests are to be directed to the Vice Principal.

**Casual Dress:** Upon occasion throughout the year, casual attire will be permitted. The regulation governing such attire is modesty. **Not permitted:** patched or torn jeans, cut-off jeans, exposed midriffs, tube tops, halter tops, tank tops, tops with spaghetti straps, necklines which reveal cleavage, excessively short skirts, skirts with excessive slits, hats, pajamas, open back shoes, slippers, or flip flops. Proper undergarments should be worn and are to be completely covered by appropriate outer garments; slogan T-shirts should be in good taste avoiding all references to drugs, alcohol, and politics. All clothing should be neat and clean.

**SPECIAL NOTE REGARDING CASUAL DRESS:** Leggings or yoga pants are NOT to be worn as pants. If worn, a long shirt, skirt, or shorts must be worn that covers the rear end completely. In addition, leggings or yoga pants with mesh or see-through material ARE NOT permitted. When shorts are permitted, they must touch the top of the knee.

#### **PHYSICAL EDUCATION CLASSES/UNIFORM**

All students must wear a physical education uniform consisting of LCHS PE purple shorts and an LCHS PE gold t-shirt with sneakers and white socks. PE uniforms can be purchased through the athletic office. Sample uniforms are available in the athletic office for sizing purposes. Seniors may also wear their senior class t-shirt in place of the required gold t-shirt. This uniform is mandatory for all students. All Physical Education clothing and equipment must be clearly marked with the student's name. Failure to dress for class or wearing an incomplete uniform will affect the grade.

Students are encouraged to lock all valuables in a locker or in the Physical Education Office during the class period. Students carrying large sums of money are encouraged to bring the money to the Business Office for safekeeping. **The Physical Education Department and Lancaster Catholic High School are not responsible for lost or stolen items.** Combination locks are available for purchase in the school office. These are the only locks which may be used.

#### **ATTENDANCE**

In order to benefit from classroom instruction and be properly assessed, students are expected to be in regular attendance. Regular attendance includes the student's presence on the school premises and in the assigned rooms for the entire day. **In order to leave school after arriving,**

**proper authorization must be obtained from the Principal, Vice-Principal, Nurse, or Attendance Officer.**

Lancaster Catholic High School will adhere to and enforce compulsory school attendance requirements as defined by the PA Department of Education. LCHS attendance policy is as follows:

### **ABSENCE AND RETURN PROCEDURES**

1. When a student returns to school after an absence, an **excuse note must be sent within three days to excuse the absence.** Students are responsible for providing excuse notes directly to the attendance officer, or depositing in the attendance drop box. All absences are considered unexcused until Lancaster Catholic receives a written excuse from a parent explaining the reason for the absence. Excuse notes can be found on the LCHS website under “For Students”, but parents may also write a note on any piece of paper. **Email communication is NOT acceptable as an excuse note.** If a written excuse is not received within three days of the absence, it will permanently be added to the student’s file as unexcused.

### **DELAY OR CLOSING OF SCHOOL**

Sometimes it is necessary to delay the opening of school, cancel school, or dismiss school early because of the weather or other emergencies. A telephone call system is in place that contacts all families with a recorded message. Additionally, all delays, cancellations, and dismissals will be posted on the LCHS website, (www.lchsyeh.org) designated news outlets, and appropriate social media. If the school district in which a student resides is delayed or closed and the student relies on public school transportation, the schedule as announced by the district should be followed. If the school district in which the student resides is delayed or closed but Lancaster Catholic remains open, the student and his/her parents are to make any reasonable, safe attempt regarding transportation to school. **IF A STUDENT STAYS HOME BECAUSE HIS OR HER DISTRICT IS CLOSED, THE ABSENCE WILL BE EXCUSED, PROVIDED LCHS RECEIVES A WRITTEN EXCUSE FROM A PARENT WITHIN THREE DAYS EXPLAINING THE REASON.** In the event that a school delay of two hours occurs on a scheduled early dismissal day, the early dismissal will be dropped and dismissal will be 3pm.

2. If a student accumulates a total of four (4) unexcused absences, it will be referred to the Vice Principal. A school-family conference may be required and a Student Attendance Improvement Plan (SAIP) will be initiated in an effort to identify issues/concerns that are affecting the student’s attendance. Once the SAIP is in place, if the student is unexcused absent again, the matter will be referred to the student’s home school district, and a proceeding may be initiated against the student and parent(s) before a Magisterial District Judge. **(Please be advised that possible penalties for violation of compulsory attendance requirements-24 PA Statute Section 1333-can include but are not limited to: fines, court costs, community service, and license suspension)**

3. When a student is absent for 3 or more consecutive days, a medical doctor's excuse is required, and may be required in case of chronic absences. Photocopies and printed email copies are not acceptable. Only original and up to date doctor excuses will be accepted. Official medical documentation from a parent will only be accepted if he/she is listed as the student's primary care physician (PCP). A medical doctor's excuse will be required **for all absences, partial and full day, after the 10<sup>th</sup>** cumulative absence of the school year. **NOTE: 20 days of absence is sufficient to warrant repeating the school year.** The matter will be reviewed by administration.

4. After a student's surgical procedure and/or hospital discharge, a medical report from the hospital or the attending physician must precede or accompany the student on his/her return to school. The report is to be submitted to the School Nurse and the student's counselor.

5. **Psychological and Emotional Health Absences:** Prior to a student returning to school after hospitalization or an incident requiring medical intervention for psychological and/or emotional issues, the student and parent/guardian must provide discharge instructions and meet with their child's school counselor for a follow-up plan. In cases such as these, Lancaster Catholic will require the parents/guardians and student to sign a "Release of Information" form. This form allows a school counselor or the school nurse to communicate with a care provider for the following purposes:

- To confirm that the student is receiving services, attending appointments, and cooperating with the treatment plan.
- To determine that the student, as well as the school population, is safe and the student is able to return to the regular school setting.
- To ask for any suggestions the provider may have so that LCHS personnel may support the student upon their return to school.
- To allow us to contact the provider if we have questions or concerns.

6. When a student has a chronic illness that will affect his/her attendance/late arrival to school, a doctor's excuse must be provided to the attendance office **each quarter** explaining the illness and stating the student may miss school or arrive late due to such illness (e.g. POTS, diabetes, mental health concerns, etc.). Photocopies and printed email copies are not accepted. Only original and up to date doctor excuses will be accepted. Parent/guardian and student will be required to sign a "Release of Information" form to allow the school counselor and school nurse to communicate with the health care provider in the case of excessive absences and tardies.

## **LATENESS**

It is a goal of the school to prepare our students for "life after high school." Personal responsibility is one of the foundational aspects of that preparation. One of the prime responsibilities of a student is to be on time. For these reasons, LCHS has established the following policy regarding lateness:

1. Whenever a student is late for school, the student is to sign in electronically in the main office. Students may hand in any notes, documentation at that time to be given to the attendance office.
2. Lateness due to a professional appointment – doctor, dentist, therapist, etc., will be excused as long as documentation from the medical office is provided.
3. If a student is late for reasons other than a professional appointment, parental documentation should be provided upon arrival. **Documentation does not guarantee an excused lateness.** Reasons such as “running late” or “oversleeping” will not be excused. “Traffic” will only be excused if there is a verifiable problem. The Vice Principal will retain discretion regarding tardies that may warrant an exception.
4. After the third (3rd) unexcused tardy, the matter will be referred to the Vice Principal. A parent meeting and/or disciplinary consequences will result.
5. **Any student arriving to school after 9 AM without a doctor or professional excuse will not be permitted to participate in any after school events, practices, or games that day.**

#### **ELIGIBILITY - ATTENDANCE**

Students who are absent or who arrive at school after 9:00 AM on the day of an activity are not permitted to attend the activity. The only exception to this policy are absences covered by a doctor or medical professional’s note which stipulates that the student may participate in extracurricular activities. Students who are sent home ill or who spend more than one period in the nurse’s office are not permitted to participate in after-school activities.

#### **EARLY DISMISSAL**

A student may be dismissed early by bringing an excuse/early dismissal note from a parent or guardian stating the date, time, and reason for the early dismissal. The request must be in the Attendance Office by the end of homeroom. **Due to liability issues, phone calls and emails ARE NOT accepted for early dismissals. If the parent will be personally signing the student out of school, the student will not be dismissed to the office until the parent is in the building to sign the student out.**

- When a student returns from an early dismissal, proper verification must be presented to the Attendance Office upon arrival (doctor, dental, therapist, etc.). If the attendance office is closed, report to the Main Office.

#### **EARLY DISMISSAL-WEATHER RELATED**

When Lancaster Catholic High School is in session and a public school announces an early closing because of weather, LCHS will follow the broadcast/announced schedule for the students

in that district. **Students who drive will be dismissed when the bussed students from that district are dismissed.** Only those students who reside in that district will be dismissed.

**If a parent decides to pick up his or her student prior to a school district's dismissal, the parent must come into the school to sign the student out using the established sign-out procedure.**

### **SPECIAL NOTE: APPOINTMENTS OUTSIDE OF SCHOOL**

Attendance in school is imperative for student success. We understand that sometimes it is necessary to schedule appointments during the school day. As a general rule, if it is possible, we expect students to be in attendance before and/or after a scheduled appointment. Travel and appointment time will be taken into consideration; but if a student has an outside appointment at 11:00, we expect them to be in school prior to such an appointment. In contrast, if an appointment is early in the morning, we expect the student to be in attendance in a reasonable amount of time after it is over. Missing excessive amounts of time before and after appointments for no valid reason could result in a negative attendance record and/or disciplinary consequences.

### **COLLEGE VISITS**

Seniors and juniors will be permitted **three college visits** per school year. **The Attendance Office should be notified prior to the visit**, and written documentation must be provided by a parent as with any other type of absence. College visits, which are more than one day, require a trip form, which can be printed off of the school website or picked up in the main office.

### **NON-SCHOOL SPONSORED TRAVEL (PLANNED TRIPS)**

- Under Pennsylvania law, family trips are not automatically an excused absence.
- A Trip Form (on LCHS website and in LCHS main office) must be filled out completely and submitted to the attendance office **two weeks prior** to the absence. This information will be forwarded to the Vice-Principal for approval.
- There is a five (5) day limit to non-school sponsored travel per school year.
- Non-school sponsored travel will NOT be approved as an excused absence during the following time periods:
  - The first two weeks at the start of the school year (first ten days of school)
  - The last two weeks at the end of the school year (last ten days of school)
- It is the student's responsibility to make up all work when they return from non-school sponsored travel. (See making up work)
- Parents/Guardians assume full responsibility for all potential academic consequences for the child/children as a result of travel.

### **PARENTAL TRIPS**

Parents who will be out of town, **while the student remains in school**, are asked to notify the Attendance Office in writing. Include the name and phone number of the person responsible for the student in the parents' absence. Please also include the phone number where a parent can be reached in the event of an emergency.



## **JOB INTERVIEWS/STUDENTS WITH JOBS**

Job interviews for permanent jobs and tests for military service may be arranged by seniors during school time. However, job hunting may not be done during school hours. In addition, students are NOT permitted to leave school early for work.

## **SENIOR PRIVILEGE**

Seniors scheduled for a last period study hall may be dismissed at the end of the 3rd period class, permitting that a parent has signed the electronic consent form. Early dismissal requires that a senior leave the school premises immediately (within six minutes) following the last class period. Exceptions to this privilege are days of afternoon assemblies/mass, detentions, or early dismissal for an athletic event. On those days students are required to be present until all are dismissed. **Any senior who is on the ineligible list is not permitted to leave for senior privilege that week.** Those students who do not opt for early dismissal must report to their scheduled study hall and remain there for the entire period.

## **DISCIPLINE**

Student life at Lancaster Catholic relies on the values of honesty, mutual trust, and respect for others. Our Code of Conduct encourages a balance with individual rights and community well-being. All students are expected to support the rules and regulations that have been established by the school as well as the policies set forth by the Board of Education and the Diocese of Harrisburg.

The moral teachings of our Catholic faith form the basis of the student Code of Conduct. Respect of God, self, and others are the expected norm for all students. Students are expected to conduct themselves inside and outside of school, and at school sponsored activities, in a manner appropriate to a Christian institution. **Below is the LCHS Code of Conduct:**

### **Be WHERE you are supposed to be, WHEN you are supposed to be there:**

Be to school on time.

Be to class on time.

Be in the proper place – class, study hall, cafeteria at all times.

Have the appropriate pass to be “somewhere else.”

### **Be READY to do WHAT you are supposed to do:**

Be in proper dress code, including clothing, hair, etc.

Have necessary supplies.

Be without anything that is inappropriate for the educational setting.

### **DO what you are supposed to DO:**

Do your own work.

Speak only when it is your turn to speak.

Allow others to learn – don't deny them the opportunity for growth.

Be respectful in your interactions with all whom you encounter at LCHS, treating them as you would like to be treated.

Be a good steward of your own property, school property and the property of others.

**Offenses which violate the LCHS Code of Conduct include, but are not limited to:**

- Fighting/Physical Altercation/Bodily harm to another person
- Stealing
- Lying
- Use/Possession of illegal or contraband substances as outlined by the LCHS Drug and Alcohol Policy
- Bullying, threatening, or harassing behavior towards another individual, either verbally, physically or via social media/technological/cyber means
- Insubordination/Disrespect towards a faculty or staff member
- Skipping a scheduled class
- Dress code violation
- Cheating/Plagiarism

**INTEGRITY OF WORK**

Unless specified as a group learning activity, each student is expected to do his/her own work, whether the work is a test, homework, essay or paper. Students are not to discuss the content of a test with another student who has not taken the test nor allow another to cheat in any way.

Plagiarism is the use of someone else's ideas or expressions, from any source, including print and electronic origins, as one's own writing, either verbatim or paraphrased, without acknowledgment of the person or source. Each incident of plagiarism or cheating will be subject to cheating/plagiarizing policy and result in a referral to the Director of Student Discipline.

**CHEATING/PLAGIARISM POLICY**

In support of the LCHS Integrity of Work Policy, the following are the disciplinary consequences associated with cheating or plagiarizing:

- 1<sup>st</sup> and 2<sup>nd</sup> offense- grade of zero and central detention
- 3<sup>rd</sup> offense- grade of zero, Saturday school detention, and meeting with student, parent/guardian, school counselor, and Director of Student Discipline
- 4<sup>th</sup> and subsequent offenses- grade of zero and out of school suspension (# of days determined by the Director of Student Discipline)

**DISCIPLINARY PROCESS**

In the event a student chooses to exhibit behavior contrary to expectations, the teacher or adult supervisor will determine the appropriate response. Every attempt will be made to resolve the issue at the lowest possible level of intervention. Consequences for deviation from expected behavior may include, but are not limited to: private detention, work assignment, written

assignment, central detention, Saturday School, out of school suspension, and expulsion. The terms of these consequences will be communicated verbally or in writing as appropriate.

The administration reserves the right to make decisions determined to be in the best interests of the student and school community. The immediate responsibility for student disciplinary matters is held by the Director of Student Discipline.

Our discipline system is dedicated to furthering the school's mission. We seek appropriate remedies that are fair and consistent with the infraction and the offending student's attitude and behavior in response to the infraction. Our goal is to change behavior, not to simply punish. To accomplish this, we have adopted a Restorative Justice approach to discipline. Through the use of "Restorative Practices" our approach focuses on "repairing the harm" caused to individuals and the community by student misbehavior.

### **DETENTION(S)**

Central Detentions, Private Detentions, and Saturday School Detentions may be used as a consequence in tandem with restorative practices.

**Any detention, whether it is a private, central, or Saturday School, is an absolute obligation on the part of the student. Employment or extra-curricular activities will not be accepted as excuses for not serving. Detention also takes precedence over ALL other school activities. Any behavior that violates the LCHS Code of Conduct found in the student handbook can result in detention, suspension, or expulsion.**

### **PRIVATE DETENTION**

Teachers may elect to assign students to serve private detention. The length of detention, location, and time of day will be determined by the teacher. 24 hours notice to the student will be provided.

### **CENTRAL DETENTION**

Central detention will be served after school from 3:05PM to 4:00PM. Any student receiving a central detention will serve it on the following school day when detention is held. (Note: An accumulation of ten detentions will result in a Saturday school detention, in addition to the central detentions to be served.)

Rules for central detentions are as follows:

- Students may NOT sleep during detention.
- Students may NOT do school work while in detention.
- There will be no talking, except between detention proctor and student.
- Complete dress code is in effect.
- No jackets, coats, bookbags, food, or beverages will be allowed.
- Cell phones, music, and other electronic devices are prohibited.

- No outside reading material including, but not limited to magazines, newspapers, or books.

### **SATURDAY SCHOOL**

Saturday School may be assigned for more severe infractions, an accumulation of missed detentions, and any offense that violates the LCHS Code of Conduct. Saturday school is a work detention and is held from 8:00AM to 12:00PM. Students will work in the building or outdoors, depending on weather conditions and time of year.

### **EXPULSION**

A student may be expelled from Lancaster Catholic High School because of a serious event, if the student proves to be incorrigible by chronically misbehaving, being persistently truant, giving public scandal, or seeking to dissuade other students from following the spirit and regulations of the school. An expulsion may be appealed to the Judiciary Committee of the School Board within 10 days. (Refer to Diocesan Policy(s) 5114B Expulsion, 5114A, Suspension, 5114C Appeal for Expulsion, www.hbgdiocese.org)

### **CRIMINAL VIOLATIONS**

It is standard practice to involve law enforcement if a criminal violation takes place on LCHS property or at any school sanctioned event. Should a student be found guilty of a serious criminal violation apart from school, disciplinary consequences could result up to and including expulsion.

### **HARASSMENT, INTIMIDATION and BULLYING**

Lancaster Catholic High School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means: any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property
- Has the effect of substantially interfering with a student’s education
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school

Included under this policy are all incidents of cyber bullying. Cyber bullying includes, but is not limited to the following misuses of technology: Harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or school employee by sending or posting inappropriate or derogatory messages or images.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying.

Students may report incidents of harassment, intimidation or bullying to any employee of the school. Any employee who receives a complaint shall report it to the Vice Principal for investigation and appropriate action.

Counseling, restorative practices, corrective discipline, and/or referral to law enforcement will be utilized to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitutes violations of this policy.

*(Refer to Diocesan Policies: 5136A-Harassment, Bullying, and Cyber Bullying, Sexual Harassment, [www.hbgdiocese.org](http://www.hbgdiocese.org))*

## **DRUG AND ALCOHOL GUIDELINES**

The Administration of Lancaster Catholic High School has developed a policy to assist students in avoiding the dangers which come with drug and alcohol use. Definitions, referral services, and disciplinary actions are included in this policy – which can be found posted on the LCHS website.

It should be noted that students who are under the influence of, or in possession of alcohol, other drugs, or drug-related paraphernalia, in school or on school-related activities, will be suspended on the first occurrence, and expelled after any recurrence. Students who sell, supply or assist in procuring alcohol, other drugs, or drug-related paraphernalia, in school or on school-related activities, will be expelled on the first occurrence.

## **VAPING**

Vaping and dabbing are considered a violation of the LCHS Drug and Alcohol Policy. Any student found with a vape pen/dab pen, or other type of mimic paraphernalia, will be subject to the drug and alcohol guidelines as listed in the policy, regardless of what substance is inside the pen.

## **SMOKING**

Students are prohibited from using tobacco or tobacco products in any form, at any time, on school property or at school functions. Unlit tobacco in one's possession is suspicion of use. Remaining in an area where smoking is in progress constitutes suspicion. There is to be no smoking within a two-block area of the school. Parent conferences and disciplinary consequences will be utilized.

## **DRUG USAGE – EXTRACURRICULAR ACTIVITIES**

Students who use, test positive for the use of, or are on a police report for the use of drugs, including alcohol, will automatically be dismissed from the following activities: Student Council, National Honor Society, Student Ambassadors, Link Crew, Fall Play, Spring Musical, and Yearbook Editor positions. Students involved in all other activities will, on the first offense, be excluded from all participation in that activity for ten (10) activity/school days. A second offense will result in exclusion from participation for thirty (30) activity/school days.

## **DRUG TESTING**

Any student who is suspected of being under the influence of a mood-altering substance, is subject to drug testing. Testing will be performed at the discretion of the administration and in accordance with the Lancaster Catholic High School Drug and Alcohol Policy, which can be found on the LCHS website.

## **PUBLIC DISPLAY OF AFFECTION (PDA)**

Students are reminded that proper and appropriate behavior is expected at all times. Inappropriate touching, kissing, hugging for extended periods of time, and any similar behavior is not acceptable. Warnings will be given, and if inappropriate behavior continues, disciplinary consequences will result.

## **WEAPONS**

A student commits a misdemeanor of the first degree if in possession of a weapon in the buildings, on the grounds of, or in/on any conveyance providing transportation to or from, or at an event sponsored by Lancaster Catholic High School. A weapon is any implement capable of inflicting serious bodily injury, or any “look-a-likes” of such implements.

The possession of a weapon without any indication of intent to use will result in the confiscation of the weapon, a report to the police, suspension and/or expulsion from school. The possession of a weapon in which the situation is deemed by the administration to be critical will result in confiscation of the weapon, a referral to the police and expulsion from school.

The Weapons Policy is also available on the Lancaster Catholic website. (*Refer to Diocesan Policy 5137.5 Weapons or Threats of violence, www.hbgdiocese.org.*)

## **CELL PHONES and ELECTRONIC DEVICES**

Fulfilling our commitment to educate the whole person and recognizing the reality of the technological world our students live in – and which we are preparing them to work in, LCHS has adopted the following policy regarding cell phones and other electronic devices:

## **TECHNOLOGY ACCEPTABLE USE POLICY**

This policy is intended to provide students and parents with knowledge of the parameters for acceptable and legal use of computers, hardware, and software accessed within the school,

personal devices brought by the student, and school issued devices. Personal technological devices include, but are not limited to, any Wi-Fi capable mobile device, including laptop computers, iPads, iPod Touches, eReaders, smart phones and watches, and other tablets.

Students who are accessing school technology, or who bring their own, must use it in accordance with these established guidelines for the purpose of learning. The school will monitor technological activities that take place on campus during the school day including logging website access, newsgroup access, bandwidth, and network use.

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. Lancaster Catholic students and staff are expected to exercise wise judgment, common sense and good taste in selecting sites and materials from the internet. Staff will assist monitoring internet sites at school, but it is ultimately the responsibility of each student and parent/guardian to monitor the use of the internet at home.

Lancaster Catholic High School requires that all students abide by the [Children's Internet Protection Act](#), the [Acceptable Use Policy for the Harrisburg Diocese](#), as well as the Student Handbook and all applicable state and local laws pertaining to stalking, harassment, and bullying.

### **Acceptable use guidelines**

- 1) All students within the building are to connect through our Lightspeed filtered and secured server when using LCHS issued devices or personal devices. Any student who accesses material on their own device through a data plan will not be protected by our secure server.
- 2) Teachers have the right to monitor the use of personal technological devices at any time.
- 3) Students must keep their devices on their person or locked in their assigned locker. Teachers may ask students to keep phones in the classroom phone caddy for the duration of each class period. The school takes no responsibility for lost or stolen personal devices. Thefts of property will be investigated and reported to the proper authorities.
- 4) Students are expected to charge their devices at home. An uncharged device may result in a student being unable to submit an assignment or take an online test/quiz.
- 5) Students who use technology to complete assignments are expected to hand all assignments in on time, even if technology issues arise. Students are encouraged to always have a back-up plan, use cloud storage and make a hard copy. LCHS acknowledges that problems may arise with the use of technology that are out of the student's control. These issues will be handled on a case by case basis and at the discretion of the classroom teacher.

6) Students may use devices during non-instructional times, such as passing periods, lunch, study hall, and before/after school, pursuant to guideline number 3, above. If a student causes a disruption during those times with the device, they will be instructed to put it away.

7) Students are prohibited from accessing faculty, and staff computers, as well as school file servers, for any reason.

8) LCHS's bullying policy includes the use of all technology. Lancaster Catholic High School respects the privacy of every student with respect to stored files and email accounts. However, school administration maintains the right to search these files in order to investigate suspected inappropriate behavior.

Any student who violates the acceptable use policy will be referred to the administration. Consequences for inappropriate use may include detention, suspension and/or loss of device privileges, or expulsion. LCHS reserves the right to alter or amend this policy at any time.

### **Device use guidelines**

- The school issued device is a Google Chromebook.
- Devices will be issued to freshman and new students at the beginning of the school year. They are to be brought to school every day to be used for academic purposes.
- It is the student's responsibility to keep the Device safe and secure at all times.
- The Device must not be stored in a location where it can be damaged by moisture or extreme hot or cold. Do not leave it in a car, unlocked locker or any unsupervised area.
- If a Device is off campus, lost, damaged, or working improperly, email the Technology Integrator at [nmarinaro@lchsyes.org](mailto:nmarinaro@lchsyes.org).
- If a device is stolen at home, the family is expected to report the theft to the proper authorities. If the Device is stolen at school, the school will report the theft to the proper authorities.
- All students will have access to the Google Chromebook Limited Insurance Plan. Please see below. If a student no longer qualifies for the Insurance Policy, they will be held responsible for damage to their Device including, but not limited to the following: broken screens, cracked plastic pieces, and inoperability. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.
- Students are expected to charge their devices at home. Limited charging opportunities will exist at school.



- Students must have Devices covered with school issued cases at all times. Failure to do so will result in disciplinary action.
- The Devices and cases must remain free of writing, drawing, stickers, skins or labels that are not the property of Lancaster Catholic High School.
- Students using Chromebooks must use their LCHS issued Google ID.

### **Sound, Music, Photos**

- Sound must be muted at all times unless permission is obtained from the classroom teacher.
- Music is allowed on the Device and can be used at the discretion of the teacher or study hall moderator. Music may not be listened to during the change of classes.
- Photo/image storage on the Device will be for school projects only.
- All software/Apps provided by the school must be loaded and available on the Device at all times.
- Data Storage will be through Google Applications. Do not use disk space on Device.
- Students should be mindful of the limited storage capacity of the Device.
- Students must obtain permission from the classroom teacher prior to taking a picture in class.

### **Prohibited use of the Device**

- Exchanging Devices with another student
- Using the Device for any action that violates school rules or public laws
- Spamming: sending mass or inappropriate emails
- Using or possessing hacking software
- Creating, accessing or distributing offensive, profane or sexually explicit material
- Replacing, altering, modifying or repairing the Device
- Deleting preloaded apps
- The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. In addition, photos and video taken with devices may not be used to slander, bully or denigrate any student or staff member.

## **Lancaster Catholic High School Google Chromebook Limited Insurance**

Students issued a Google Chromebook will be provided a limited Insurance policy for their device. The policy includes the following:

- First repair is free
  - Damage caused by unintended use, including a broken screen
  - ANY subsequent repairs will be covered by the student
- In an event where the device is lost, the student will be responsible to cover half the replacement cost ( approximately \$150)
- In an event where the power supply is lost, the student will be responsible to cover half the replacement cost (approximately \$30)
- In the event of a theft that occurs off site, families must submit a claim via their Homeowners Insurance
  - Lancaster Catholic High School will provide a replacement device
  - Lancaster Catholic High School will assist and provide any information needed in applying for the claim
  - Reimbursement will be given to LCHS
- Normal wear and tear damages will be taken care of and paid for by LCHS. This includes:
  - Replacement batteries
  - Power cords that no longer function
    - Students are responsible for lost power cords and chargers
  - Devices that no longer functions due to manufacturer defect

\*\*\*The Google Chromebook Limited Insurance Policy will become void if the device is not kept in the provided case\*\*\*

*Lancaster Catholic High School reserves the right to update and revise policies as needed.  
Lancaster Catholic High School does not collect or sell any student data on the issued Devices.*

### **Headphones/Earbuds:**

Headphones are NOT to be worn during the school day between the hours of 8:00AM and 3:00PM. The only exception is if a teacher specifically allows headphones for educational purposes. This is for safety reasons. In the event there is an emergency situation, students must be able to hear safety directions and instructions.

## **STUDENT SERVICES**

### **SCHOOL COUNSELING**

Services of the School Counseling Department include personal, social, and academic counseling as well as post-high school planning. The objective of the School Counseling Department is to

help students develop resources and abilities to achieve their own goals by meeting with every student. Appointments may be initiated by a counselor or by student request. Parents are encouraged to be part of this process and may call for appointments with counselors and for parent-teacher conferences.

**Confidentiality of Records:** Student records, files and conversations are held in confidence in accordance with the Regulations of the Diocese of Harrisburg and the laws of the Commonwealth of Pennsylvania. A parental signature is required for students under 18 years of age before a student's records can be sent to anyone. In all cases, the student's signature is required before records are released.

### **Psychological and Emotional Health**

Lancaster Catholic High School personnel remain sensitive to the needs of the student population and maintain the privacy and confidentiality of our students and their families. Unless we are asked to communicate specific information to teachers and staff, the Counseling Office will not specify why a student is absent from school for psychological or emotional issues.

There are occasions when school personnel may become concerned about a student's psychological or emotional well-being. If a student appears unable to participate in the regular school schedule (i.e., cannot attend classes, frequents the Nurse's or Counseling Offices and spends long periods of time there), staff will contact parents/guardians to pick up their child and care for them at home until they are able to fully participate in the school day.

Students threatening self-harm, harm to others, or otherwise engaging in potentially dangerous behaviors (i.e., suicide, cutting, eating disorders, substance abuse, bullying, etc.), will have parents/guardians contacted and required to pursue professional help. Depending on the level of need, this might be a family physician, a drug and alcohol counselor, outpatient therapy, an emergency room evaluation, or inpatient hospitalization. Lancaster Catholic High School reserves the right to require a statement from a professional provider stating that it is safe for the student to return to school.

Lancaster Catholic High School also reserves the right to require that the parents/guardians and student sign a "Release of Information" form. This form allows a school counselor or the school nurse to communicate with a care provider for the following purposes:

- To confirm that the student is receiving services, attending appointments, and cooperating with the treatment plan.
- To determine that the student, as well as the school population, is safe and the student is able to return to the regular school setting.
- To ask for any suggestions the provider may have so that LCHS personnel may support the student upon their return to school.
- To allow us to contact the provider if we have questions or concerns.

In-patient hospitalization requires a high level of care during the student's stay as well as upon the student's discharge. The school counselor will be the liaison between the school and the hospital for academic issues. Parents are required to contact their child's school counselor regarding a plan for the student's return to school. Should a student or family refuse to follow the recommended discharge plan, LCHS will require a meeting before the child's return to school to discuss the situation and possibly have all parties sign a waiver before the student may return to school.

In all cases where medication is prescribed, the school nurse must be notified immediately so that records are accurate and up to date.

*For questions regarding Students and Gender Identity, refer to Diocesan policy 5112.6, [www.hbgdiocese.org](http://www.hbgdiocese.org).*

### **ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH MEDICAL CONDITIONS**

There are policies in effect for students with medical conditions which may appear to adversely affect student success. The policies are in place to assist students in both academic and physical recovery. Medical conditions include, but are not limited to: concussions, POTS, diabetes, etc. If such a condition applies, the student's counselor and the school nurse should be notified immediately so that the student can be supported in accordance with the appropriate school policy.

### **MANDATED REPORTING**

LCHS is deeply committed to the safety and well being of our students. The protocol on Mandatory Reporting for all teachers, staff, coaches, volunteers and any other individual that is associated with our students (who will hereafter be referred to as faculty and staff in this document) is stated below.

All faculty and staff are required to report any verbal or written information that comes to them that might indicate that a student may be at risk for harm. Although there are many different situations that faculty and staff become aware of, we have listed some common examples below:

- Students suspected of harming him/herself: examples may include, but are not limited to: cutting; suicidal thoughts or actions; intent to run away from home. Students may verbally reveal this information to an adult; write this information in an essay or poem; or an adult may overhear a conversation between students.
- Suspicion that a student has been or is currently being abused: examples may include outward signs (bruises, cuts, etc.) of physical abuse, or other possible indications of emotional or sexual abuse.
- Possibility that a student might be a danger to others: examples may include a student who expresses the desire to hurt or physically fight another individual; or a student disclosing that s/he has heard (or received a text) of a threat being made.

All faculty and staff are aware of this policy and the procedures they must follow after a concern comes to our attention and that is: the faculty or staff member who receives a report of abuse or harm will contact Childline immediately. Reports are to be made online at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis). Reports can also be made by calling 1-800-932-0313. Childline makes the determination to involve law enforcement and/or Lancaster County Children and Youth. The faculty or staff member will then contact administration and the school counseling office to make them aware a report has been made.

While a student's and family's privacy is respected, Lancaster Catholic High School reserves the right to intervene if any member of our community is threatened or poses a threat. This policy ensures the health, well being, and safety of all members of our community at Lancaster Catholic High School.

**Testing information for PSAT, SAT/ACT and AP programs:** Information pertaining to these tests can be found on the Lancaster Catholic School Counseling website, including registration information.

**Make up work:** If a student is absent for an extended period of time, the School Counseling Department will assist in coordinating and prioritizing assignments from the classroom teachers to the student for completion. Students are encouraged to actively communicate with their teachers and utilize the technology available to access their missed assignments.

**Permanent Records and Transcripts:** A complete record of academic achievement is kept as a permanent record for each student. This record is the source of all information that is given, with student direction, to colleges and prospective employers. Transcripts for current students can be requested online through a student's individual Naviance account.

**Letters of Recommendation:** Letters of recommendation are a vital part of a student's portfolio. School counselors, as well as classroom teachers, are important resources for letters of recommendation for students for colleges, jobs and scholarship applications. Students will work with school counselors to identify requirements for letters of recommendation.

### **STAR/STUDENT ASSISTANCE PROGRAM**

Recognizing that some students develop difficulties related to drugs, alcohol and/or mental health issues, LCHS supports a student assistance program to help identify such students. The STAR (Student Assistance/Referral) Team, comprised of administrators, counselors, teachers, and the school nurse, is specially trained to identify and help students experiencing problems related to drug and alcohol use, or who are at risk of suicide and other mental health issues.

STAR is an **intervention program**, not an in-school treatment program or disciplinary program. In those cases where the STAR referral is mandatory due to a board-identified drug and alcohol violation, STAR services will be provided in conjunction with disciplinary consequences

associated with the infraction. These consequences are not meant to punish behavior. A suspension associated with these violations is meant to give students and families the time necessary to address the underlying issue(s) and seek professional assistance, in an effort to best support the student when he/she returns to school.

A parent, student, teacher, or friend who has a concern regarding a student may submit the student's name to any member of the STAR Team. In strict confidence, the Team will work with the student and student's family, and make a referral to in-school personnel or to appropriate community services.

## **HEALTH SERVICES**

### **School Nurse**

Lancaster Catholic High School provides health services by the school nurse for students and staff. The nurse is available to evaluate and care for students with injury and illness. First aid will be given and if the student is ill, he or she may be allowed to rest until feeling better. Before reporting to the nurse, each student must obtain permission from his or her teacher or moderator by getting a pass. If necessary, the parent/guardian will be notified to come to school to take the student home.

**\*\*Proper Procedure for Ill Student Going Home-Parents will receive a call from the school nurse if their child is to be picked up from school. Students who call parents and ask to be picked up without going to the nurse could incur disciplinary consequences.**

Parents are encouraged to keep ill students at home, rather than send them to school.

When a student is ill or needs first aid and the nurse is not available, he/she should report to the main office.

Along with caring for students, the nurse maintains health and immunization records on all students, performs state-mandated health screenings, administers doctor prescribed medications, performs nursing procedures and manages the health room under the direction of the Vice Principal. **LCHS must have all current immunization records for each student prior to the first day of school. NO STUDENT WILL BE PERMITTED TO BEGIN CLASSES UNTIL RECORDS ARE GIVEN TO THE SCHOOL NURSE**

Pennsylvania requires all school-age children to have periodic physical examinations. **We request this exam from all 9<sup>th</sup> grade students and new upperclassmen.**

**Prescription and Non-prescription medications** should be provided by parents/guardians before or after school hours whenever possible. If it is essential that a student receive medication during school hours, the following procedure is to be followed. **Forms are available on the website.**

- **The first dose must be given by parent/guardian.**
- **The physician’s written authorization, including all necessary instructions for administering the medication, must accompany this request.**
- **For non-prescription medication there is a separate parent consent form.**
- **All prescription medication needs to be sent in its original container.**
- **Signature of parent/guardian.**
- **Signature of prescribing physician.**

### **Accidents**

By Diocesan regulation, an insurance policy must be carried on each student. The premium is included in the tuition. This covers students to and from school, during school and all school activities. If you are injured, you must obtain a claim form from the school nurse or athletic trainer within 48 hours of the accident. Forward the claim and all bills to this supplemental insurance company and your primary insurance company.

### **STUDENT ACTIVITIES**

In accordance with our mission, a variety of activities and clubs are sponsored by the school. Student interest initiates the formation of any new activities. Lack of either student interest or a moderator will terminate any existing activity.

The Vice Principal oversees student clubs and activities. Students dismissed from an activity for disciplinary reasons forfeit any awards and/or recognition for participation in the activity. School policy dictates that students who are suspended, have been expelled, or asked to withdraw from LCHS, are forbidden from attending athletic or extracurricular activities.

### **ACTIVITIES AND CLUBS**

Information on joining any club or activity at LCHS will be announced in the morning announcements, which are also posted daily on the LCHS website, and/or posted throughout the school. Please visit the LCHS website for a list of all clubs and activities that are available for anyone to join. Find it under “Student Life” on the LCHS website.

### **NATIONAL HONOR SOCIETY**

Membership in the St. Thomas Aquinas Chapter of the National Honor Society is based upon scholarship, leadership, character and service. To meet these requirements, students must:

- Maintain a cumulative weighted average of GPA of 3.8 or better
- Possess the qualities of character and leadership attested to by teachers, moderators, advisors, and coaches
- Participate in activities at school and in the community

The measure of participation is determined through the earning of points assigned for participation in various activities and levels of involvement in the activities. Additional points are earned for leadership roles. More detail is available from the NHS advisor(s).

Determination of eligibility is made annually following the third quarter for Sophomore and Junior students. Invitation to apply for membership is determined by academic scholarship in conjunction with a preliminary discipline screening.

Invitations to join the chapter are generally issued during the first month of the following school year. The induction ceremony is held in the fall.

Retention of membership requires maintaining the same standards that were met for admission plus the following:

- Activity points and Good Samaritan hours must be current
- No more than two unexcused absences are allowed for meetings and events

The advisor(s) review the status of each member on an ongoing basis.

### **STUDENT COUNCIL**

Student Council strives to promote the general welfare of the student body by providing communication and mutual understanding among the students, faculty, and administration. While promoting student leadership and cooperative group interaction, the council encourages Christian service and citizenship to the school and the community at large. Student Council also organizes and promotes activities for the student body.

Council members shall possess strong moral character, demonstrate honesty, enthusiasm, a sense of responsibility, and a willingness to serve. Members must maintain a good academic standing and in general be a positive role model to their peers. Students must apply to run and attend the Orientation Meeting to be eligible for election for the next year.

### **ATHLETICS**

A student's eligibility to participate in interscholastic athletics at Lancaster Catholic High School is a privilege. Eligibility to participate in the program is determined by any rules and regulations of the P.I.A.A., the Lancaster-Lebanon League, and any further regulations established by the school.

Athletes must be in school by 9:00AM in order to participate in any athletic activity, including practice and games.

Any LCHS athlete who is academically ineligible three times during an athletic season, will forfeit the ability to participate in that sport. Good sportsmanship is expected of all students at Lancaster Catholic High School.



Students must have parental permission and a physical examination to be eligible to participate in a sport. A completed P.I.A.A. physical form must be returned before a student can participate in a sport. The forms are available in the Athletic Director's Office or on the LCHS website. Eligibility for subsequent sports during the school year requires the student to be recertified. Recertification requires an additional P.I.A.A. physical form to be properly completed and signed on both sides by a parent/guardian. A physical is not required for recertification.

## **LANCASTER CATHOLIC HIGH SCHOOL ATHLETIC PHILOSOPHY**

We believe that participation in Athletics at Lancaster Catholic HS is a privilege. When joining a sport at our school, each student becomes part of an esteemed and living tradition, reaching back over eighty years, encompassing a community of past, present and future Lancaster Catholic athletes.

This Catholic tradition that defines us is based on a calling from our God to be moral and ethical in every aspect of our lives. The purpose of this code is to clarify our community's expectations for its athletes.

Upon choosing to participate in this community, the individual accepts the following code of conduct that comes along with being an athlete at Lancaster Catholic:

1. Athletes are expected to be respectful, positive role models and ambassadors for the school. This would include not only at or during athletic contests, but also throughout the school day, in transit, and in their personal lives. Athletes understand that they are perceived as role models and mentors, both within the school, and in the greater community.
2. It is expected that students will be supported in these efforts by the example of their coaches, parents and captains. Coaches, parents and captains are expected to give a constant and consistent example of the Catholic Christian faith to the student athletes in their care.
3. Athletes are expected to demonstrate a healthy, balanced commitment to their sport both in and out of season. This includes strength and flexibility training, proper nutrition, refraining from smoking, and refraining from the use of alcohol and other drugs not specifically prescribed for the individual by a physician.
4. Respectful athletes are NEVER willfully tardy or absent from practices or contests. This extends to attendance at school as well. **Coaches and teammates know athletes care about their sport when they show up on time, and remain academically eligible!** Coaches are notified daily re: attendance and eligibility.
5. The PIAA and Director of School Counseling closely monitor academic ineligibility. Missing a sport due to academic failure impedes a player's - as well as the team's -

development. Class attendance, participating in class activities and exercises, completing assignments, and making progress in the various academic courses are part of the responsibility of all athletes.

Athletes who find themselves struggling with their academics are expected to reach out for help with their studies by asking to meet with teachers for extra help; by contacting the School Counseling Office to request a tutor; and/or by arranging for help with a fellow athlete on the team. Teammates are expected to actively offer tutoring to struggling teammates. **Athletes are expected to be academically successful throughout the school year, not just “in season”.**

6. In the spirit of the Catholic moral tradition, and as ambassadors for Lancaster Catholic, bullying and hazing; inappropriate social networking behavior; sexual harassment; and/or general criminal behavior will not be tolerated **AT ANY TIME, OR FOR ANY REASON**. Attempts will be made to handle these situations in a restorative manner, via a conference or other method, so that behavior can be addressed and harm can be repaired. However, these behaviors—or any other behaviors which continue after an initial intervention—**WILL** result in disciplinary measures and/or removal from the team.
7. An exemplary athlete will listen to and follow directions, be receptive to instruction, and play within the spirit and rules of the contest. He or she will always place the good of the team above his/her own desires or needs. A spirit of humility and trust, along with a willingness to assist and support one’s coach and teammates, is necessary for a team to reach its greatest potential.
8. When problems arise, athletes are expected to approach the team captain first. If a problem is not resolved at this level, or continues, then the coach should be informed. (The exception to this would be if a problem involves serious harm or abuse...in which case the coach should be told immediately.)

**“To be Catholic, moral, and ethical in every aspect of our lives...” We ask no less of this from any individual wishing to become part of the athletic community at Lancaster Catholic High School.**

#### **ELIGIBILITY-FIELD TRIPS**

- If a student is on the academic ineligibility list for the same week as the proposed trip, they may be prohibited from participating in a school sponsored field trip.
- If it is determined that a student will not attend a field trip due to ineligibility, the student will be expected to go to the library during the class period in which the field trip is taking place.

- It is the student's responsibility to contact teachers of classes they will miss while on a field trip to arrange for any missed work/extension of deadlines/etc.

*(Refer to Diocesan Policy 5134.1b Field Trips-Secondary, www.hbgdiocese.org)*

## **MISCELLANEOUS**

### **EMERGENCY COMMUNICATION**

In the event of an emergency, Lancaster Catholic has an Emergency Phone System that will immediately notify parents/guardians of the situation. This same phone system is used for weather-related delays and cancellations.

\*Emergency information and communication will also be emailed and posted to LCHS social media outlets.

### **DAILY ANNOUNCEMENTS**

Announcements will be viewed or read each morning in homeroom. All announcements must be approved by the appropriate faculty moderator or coach. Daily announcements are posted on the LCHS web site and are updated throughout the day.

### **EXCESSIVE HEAT PROTOCOL POLICY**

When the heat index number is predicted to be **95** or above, Lancaster Catholic will follow an early dismissal schedule, with the school day ending at 12:01. The decision will be announced to students and parents before the end of the school day, prior to the early dismissal day. (i.e. If the decision is made to dismiss early on Tuesday because of heat, parents and students will be notified Monday afternoon)

Lancaster Catholic athletic teams will continue to follow the PIAA rules for excessive heat, and will play or practice accordingly. Coaches (or club moderators for other extracurricular activities) will communicate any changes to the schedule in regards to heat.

For any students who would still have practice or games on an early dismissal day, or who must wait for transportation, there will be an air-conditioned area to wait until that time.

### **BOOKS**

Each student will be responsible for the proper care of his/her books. **The books must be covered with paper or book-sock book-covers.** Self-sticking, plastic covers should not be used. Students may not write in books owned by the School or State. When a book is lost, damaged or allegedly stolen, it is the responsibility of the student to whom the book was issued to make restitution in accord with the replacement value. These payments are not refundable.

### **BACKPACKS**

All backpacks are to be placed in lockers before 8:00AM, and must remain in the lockers until students are dismissed for the day.

## **DRINKS**

Students are permitted to carry water/beverages throughout the school day for hydration. Drinks must be in a closeable bottle/container to prevent spills and/or accidents. Students are not permitted to bring in drinks from outside vendors, and will be asked to dispose of said drinks before leaving the office.

## **BUSINESS OFFICE**

All financial matters are handled in the Business Office. All funds involving student activities are kept on deposit at the Business Office. The moderator of the activity is responsible for the collection and disbursement of funds.

Students carrying large sums of money on their person on any given day are encouraged to bring the monies to the Business Office for safekeeping.

## **WEBSITE & ALL OTHER MARKETING/PR MATERIALS**

Lancaster Catholic does not collect release forms from its students, faculty, staff, or guests for the use of images or films taken on campus. Lancaster Catholic understands that there may be employees, students or guests who may wish to not be photographed or have their image used for school-related purposes. Those individuals can opt-out by completing a Photo Opt-Out Waiver. The waiver is located on the School Safety page of the school's website and must be completed and returned to the Main Office.

Unless a fully completed Photo Opt-Out Waiver is on file, your image and/or likeness may at any time be captured by still photography, videography, or other photographic or electronic means. Lancaster Catholic reserves the right to use any such image, photograph, video, or the like for school-related purposes.

## **DAILY SCHEDULE**

Prior to the start of the school day, which begins at 8:00 AM, students are expected to be respectful in the hallways and at lockers, and keep noise to a minimum. All students must be in 1st period prepared for class at 8:00 AM. There will be a warning bell at 7:55. All students will report to homeroom after 1st period for attendance, dress code check, daily prayer and pledge, and announcements. Six (6) minutes are allowed for the change of class. Running is not permitted in the corridors or stairways. The school day ends with prayer at 2:57 PM.

## **DANCES**

All dances sponsored by Lancaster Catholic High School or its affiliated organizations are considered part of the educational program and governed by the following regulations:

1. Dances are scheduled from 7:00-10:00 p.m.
2. No student will be admitted to the dance after 9:00 PM. Any student wishing to leave before 9:00 PM may do so, but will NOT be re-admitted.

3. Students must be characterized by gentlemanly and ladylike conduct. Unrefined vulgar dancing is not tolerated.
4. Students may not loiter in the parking lot.
5. All rules pertaining to conduct on school property listed in other areas of this handbook are in effect for dances.
6. If permitted, each Lancaster Catholic High School student may bring one guest from another school. The Lancaster Catholic High School student is responsible for the conduct of his/her guest. The host student must pre-register his/her guest before the dance. A guest verification form must be presented when registering guests for a dance.
7. The prom is a formal dance open to the senior and junior classes at Lancaster Catholic High School. Guests not enrolled at LCHS may be invited only after receiving permission from the administration. Guests may be juniors and seniors enrolled in other schools or graduates who do not exceed 20 years of age. Guests will be required to submit photo identification.

Type of dress for various dances will be announced. If dress code is not adhered to, students may be asked to leave, or given a garment to cover any inappropriate attire.

General rules for dance attire are as follows: (Includes Homecoming, Sadies, Prom, and any other school sponsored dance)

-Ladies are expected to dress in a manner appropriate for the occasion, and reflective of the modesty expected of Christian women. Specifically listed below are styles of dress that are NOT acceptable. **Ladies are encouraged to contact the Vice Principal with questions before the dance. She is happy to look at pictures of dresses to help determine appropriateness.**

- No exposed tattoos
- No appearance of exposed flesh (nude or mesh material) in inappropriate areas
- No plunging backs, necklines, or overexposed backs
- Length of dress must meet the fingertips
- No excessive cleavage
- No bare mid-drifts (no two-piece dresses)

-Men are expected to dress in a manner appropriate for the occasion. Expectations are listed below:

- No earrings
- Must be clean shaven
- No exposed tattoos

**WHAT WILL HAPPEN IF STUDENTS COME TO THE DANCE IN VIOLATION OF ANY OF THE ABOVE?**

Depending on which of the above is in violation, if it can be fixed, (taking out earrings, for example) it will be done. If a student's attire is not appropriate (overly-exposed back, exposed tattoos, inappropriate length, etc.) the student will be given a garment to wear over their clothing. If they choose not to accept the garment, the student will be asked to leave.

-For those students who drive to the dance, an attempt will be made to contact a parent to make them aware the student was asked to leave.

-For those students who do not drive to the dance, he/she will be required to put on the garment and wear it for the remainder of the dance, or until a parent is able to pick them up/correct the dress code violation.

## **ELEVATOR**

An elevator is available for use by students with a medical need to use it. Keys are issued by the Main Office Secretary.

## **EMERGENCY DRILLS/EVACUATIONS**

Emergency drills are serious and will be conducted in that manner. The following are the general directions for students:

1. Each room has emergency exit directions.
2. Students are to walk quickly and silently. All classroom doors are to be closed.
3. When outside, students are to remain silent and stay with their class and teacher.
4. When the all clear signal is given, students are to return to the classroom in silence.

## **HALL PASSES**

Anytime a student has a need to be in a location other than a scheduled class – **including study hall, nurse, and lunch**, he/she must have a pass signed by the teacher/staff member with whom the student has business, or a summons pass from the appropriate office indicating an appointment.

## **LIBRARY**

The Library is to be used for research and reading. Students may come to the Library before and after school, during crusader periods, and study halls. The number of students using the Library may be limited. Students must have an appropriate pass to be in the library. If students abuse their privileges they will be deprived of the use of the library.

After school hours vary. A weekly after school schedule is posted outside the Library.

Books may be charged out or returned any time during the day. Books may be kept for a two-week period; books may be renewed.

Reserve books, periodicals and reference books may be signed for overnight use at the end of the day and are to be returned before 1st period the next school day.

Overdue notices are sent to students in their homerooms. If the material/book is not returned, a letter will be sent to parents for payment of the fine, replacement cost of the material/book and a service charge if the material/book is lost.

Research databases and e-books are available for home use from the Library page of [www.lchsyes.org](http://www.lchsyes.org). Necessary passwords for out of building access are posted in the library.

Transfer students may be required to complete a study unit on using the library. Freshmen will fulfill this requirement through a scheduled Crusader Period.

## **LOCKERS**

**Lockers are the property of Lancaster Catholic High School.** The school reserves the right to inspect lockers at any time. Each student will be issued his/her own locker. Students are not to share lockers with friends. Students are encouraged to **LOCK LOCKERS AT ALL TIMES**. Combination locks are to be purchased in the Main Office. These locks are the only locks permitted on school lockers. All other locks will be removed. Nothing is to be taped to the outside of lockers, nor are students permitted to write on lockers. Any signs must be attached with magnets. **LANCASTER CATHOLIC HIGH SCHOOL IS NOT RESPONSIBLE FOR ANYTHING LOST OR STOLEN FROM A LOCKER.**

## **LUNCH PERIOD**

Students are to report to the cafeteria on time and are to remain in the cafeteria until the end of the period. Students going to the lavatory must use those adjacent to the cafeteria. Permission to go elsewhere during the lunch period requires a valid pass, permission from a lunch room moderator, and sign out. Students may not loiter in the halls or lobby. Students will be alerted a few minutes before the end of the lunch period. At that time, students are to make sure all trash is placed in the proper receptacles. Students may purchase lunch or bring their own. Selections in the four cafeteria lines typically are: a hot meal of entrée and sides; short order – hot dogs, pizza, or hamburgers. Students may pay for lunch with cash or through our “cashless cafeteria” system using a student ID or PIN number. This system may be accessed through the Parent Portal.

## **STUDY HALL EXPECTATIONS**

Students are to report to study hall on time. Students who have business in another area of the school must present a summons pass at the beginning of the period. Students with passes may be excused only after attendance has been taken.

**Students are expected to bring materials to do school work or study during a scheduled study hall.** Teachers will communicate expectations and rules for their individual classroom study halls.

Students **MAY NOT** sign out of one study hall to “hang out” in another. If the student is found to be anywhere but in the study hall they are assigned, unless they have a pass from appropriate staff, they risk the possibility of not being allowed to sign out of study hall for any reason.

## **TRANSPORTATION**

**Busing:** Under Pennsylvania Act 372, the local public school districts provide transportation of any resident pupil to and from the parochial school in which the student is lawfully enrolled, provided that such school is located within the district's boundaries, or not more than ten miles outside the district boundaries by the nearest public highway.

Students waiting for a bus at LCHS are to remain behind the painted yellow lines as a safety precaution. Good conduct and common courtesy are to be observed at all times on busses. Students are to be in compliance with all rules and regulations of the transporting school district or company. Bus violations are infractions of the Discipline Code and will make the student liable to suspension of the right to transportation.

**Contact your school district to request bussing or for any transportation changes. Some districts require a form. You may check the LCHS website for links to forms and bus information.**

**Car Registration/Parking:** Driving to school is a privilege. In order to maintain this privilege, the following conditions must be observed.

1. In agreement with our neighbors and Manheim Township, all students are required to park in the LCHS parking lot.
2. All vehicles driven by students must be registered with the main office. Registration tags must be visibly displayed behind the rear-view mirror. Permanent parking tags will be issued to those who drive every day. Temporary tags will be issued to the student who drives occasionally. All tags cost \$50.00 and are good for the school year. Lost tags must be reported immediately to avoid a parking violation. Replacement tags are available in the main office at a cost of \$5.00.
  - a. If it is discovered a student has been driving to school and has not purchased a parking pass, the student will be charged (\$75) to purchase a permit.
3. Cars must be parked properly within the painted lines in the student parking section.
4. A limited number of temporary spaces are reserved for the occasional driver. These spaces are marked as such and are located along the fence in the corner of the parking lot on the Fountain Avenue side.
5. Parking violations will result in a \$5.00 fine for the first offense, central detention for a second offense, and suspension of driving privilege for a third offense.
6. Speeds on school property may not exceed 10 mph.



7. For safety reasons, students must be discharged and/or picked up at the parking lot entrance only before 8 a.m. If being dropped off or picked up after 8:00 a.m., the main entrance on Juliette Ave. must be used.
8. The school reserves the right to inspect all vehicles parked on school property.
9. Students who lose their parking privilege may not drive to school.
10. Repeated late arrivals may result in the loss of driving privilege.

### **VISITING STUDENTS**

Only students considering transferring to LCHS may visit the High School for the day and attend classes. The visit is to be scheduled through the Admissions Office. A parent/guardian of the visiting student must make the request by calling the High School at least four days prior to the proposed visit. Appropriate apparel will be required for all visitors.

### **INTERNATIONAL STUDENTS**

International students may have translators in school, but they ARE NOT permitted to use them during assessments (tests, quizzes, etc.) International students are expected to adhere to the LCHS Attendance Policy as outlined in the handbook. No absence will be excused without written explanation from the host parent, excusing the absence. If an international student incurs four (4) or more unexcused absences, he or she could risk termination of the I-20. Every effort will be made to address any issues relating to absences, including, but not limited to a Student Attendance Improvement Plan meeting between administration, student, agency reps, and host parents.

#### **Special Note Regarding International Student Attendance:**

International students may be denied travel requests if the student is not making adequate academic progress. In addition, international students may be approved for three (3) days of absence for college visits, and two (2) days of absence for TOEFL testing.

### **WITHDRAWAL/TRANSFER PROCEDURE**

1. The School Counseling Office will provide the Withdrawal Form upon request.
2. The student is to return all textbooks and Chrome Book.
3. The payment of accounts due and the return of all materials due must be verified by the Business Office prior to the release of the official school record by the School Counseling Office.
4. A parent signature is required.

### **REVISIONS TO THE HANDBOOK**

The school retains the right to amend the handbook at any time. Notification of any revisions will be sent via email and posted on the school web page ([www.lchsyes.org](http://www.lchsyes.org)).

### **ALMA MATER**

O Catholic High, we hail thy name,  
Loved guardian of our youth.  
O Radiant the holy flame  
That lights thy lamp of truth.  
We pledge you our firm loyalty,  
O Alma Mater dear.  
We'll cherish, love and honor thee  
And thy great name revere,  
We'll cherish, love and honor thee  
And thy great name revere.

**SCHOOL PATRON:** The Blessed Mother under the title of "The Lady of Grace"

**SCHOOL MOTTO:** A wise heart seeks knowledge.

**SCHOOL COLORS:** Purple and Gold.

**TEAM NAME:** Crusaders.

### **EXPLANATION OF THE SCHOOL SEAL**

The school seal of Lancaster Catholic High is an inspiring emblem to all, but doubly so to those who know its significance and background. Designed by Pierre de Chaignon La Rose, it is executed in red, blue, and silver, the last two being the party colors of the House of Lancaster.

In the center of the silver cross is placed a book, designating a Catholic school. The motto from the Inspired Book of Proverbs, "Cor Sapiens Quaerit Doctrinam," or "A wise heart seeks knowledge," is imprinted on the book and has been symbolic of the high principles and motives of American Catholic education.

In the upper left corner of the seal is a silver crescent, originally derived from the "Harris" arms, and now incorporated in the arms of the Diocese of Harrisburg; it is also a symbol of the Immaculate Conception under whose patronage the United States has been placed.

The red roses of the House of Lancaster used in the design were originally added to the seal to achieve effectiveness of design and are symbolically placed in the position of four of the five Sacred Wounds. The fifth wound, the heart, is supposedly covered by the open book and the inscription beginning "Cor..."

After considering the various sections of the seal and the meaning and symbolism of each, the students of Catholic High should be inspired by the high purposes and ideals with which the school's founders were endowed, and which subsequent generations who will enter Catholic High should endeavor to follow.

### **The Angelus (Recited every day before lunch)**

The Angel of the Lord declared unto Mary

**R.** And she conceived of the Holy Spirit

Hail Mary.....

Behold the Handmaid of the Lord,

**R.** Be it done to me according to your word

Hail Mary.....

And the Word was made flesh,

**R.** And dwelt among us.

Hail Mary....

Pray for us, O holy Mother of God,

**R.** That we may be made worthy of the promises of Christ.

Let us pray: Pour forth, we beseech you, O Lord, your Grace into our hearts; that we to whom the incarnation of Christ Your Son, was made known by the message of an Angel, may, by His passion and cross, be brought to the glory of His resurrection, through the same Christ our Lord. Amen.

**Queen of Heaven (Regina Coeli)**

O Queen of Heaven, rejoice, alleluia

**R.** The Son whom you were privileged to bear, alleluia

Has risen as He said, alleluia

**R.** Pray to God for us, alleluia

Rejoice and be glad, Virgin Mary, alleluia

**R.** For the Lord has truly risen, alleluia

Let us pray: O God, it was by the Resurrection of your Son, our Lord Jesus Christ, that you brought joy to the world. Grant that through the intercession of the Virgin Mary, His Mother, we may attain the joy of eternal life, through Christ, our Lord. Amen

**Act of Contrition**

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against You whom I should love above all things. I firmly intend, with Your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In His name, my God, have mercy. Amen.

**Our Father**

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us, this day, our daily bread and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

**Hail Mary**

Hail Mary, full of grace, the Lord is with Thee. Blessed art Thou among women, and blessed is the fruit of Thy womb, Jesus. Holy Mary, Mother of God, pray for us, sinners, now and at the hour of our death. Amen.

## **Glory Be**

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

## **SCHEDULES**

### **REGULAR**

PD.1 8:00-9:14  
HR 9:20-9:33  
PD.2 9:39-10:53  
L1/CR.1 10:59-11:35  
L2/CR.2 11:41-12:17  
PD. 3 12:23-1:37  
PD. 4 1:43-2:57

### **2 HOUR DELAY**

PD.1 10:00-10:55  
HR 11:01-11:14  
LUNCH 1 11:20-11:50  
PD.2 11:56-12:51  
PD.2\* 11:20-12:15  
LUNCH 2\* 12:21-12:51  
PD.3 12:57-1:52  
PD.4 1:58-2:57

### **AFTERNOON ASSEMBLY**

PD.1 8:00-9:12  
HR 9:18-9:31  
PD.2 9:37-10:49  
LUNCH 1 10:55-11:30  
PD.3 11:36-12:48  
PD.3\* 10:55-12:07  
LUNCH 2\* 12:13-12:48  
PD.4 12:54-2:06  
Assembly(Return to HR) 2:12-2:57

### **MASS**

PD.1 8:00-9:04  
HR 9:10-9:23  
MASS 9:29-10:49  
LUNCH 1 10:55-11:27  
PD.2 11:33-12:37  
PD.2\* 10:55-11:59  
LUNCH 2\* 12:05-12:37  
PD.3 12:43-1:47  
PD.4 1:53-2:57

### **MORNING ASSEMBLY**

PD.1 8:00-9:11  
HR 9:17-9:30  
Assembly(Return to HR) 9:36-10:21  
LUNCH 1 10:27-11:02  
PD. 2 11:08-12:19  
PD. 2\* 10:27-11:38  
LUNCH 2\* 11:44-12:19  
PD. 3 12:25-1:36  
PD. 4 1:42-2:57

### **Early Dismissal/Heat Protocol**

PD.1 8:00-8:51  
HR 8:57-9:10  
PD.2 9:16-10:07  
PD.3 10:13-11:04  
PD.4 11:10-12:01

**LANCASTER CATHOLIC STUDENT HANDBOOK AGREEMENT  
2022-2023**

Each student has been given access to the student handbook on the Lancaster Catholic website. This book and all school policies and regulations of the Diocese of Harrisburg and the Lancaster Catholic Board of Education are legally construed as part of the agreement existing between the student/parent and the school.

This agreement is designed to ensure acknowledgement and acceptance, on the part of students and parents, of the parameters of being a student at Lancaster Catholic High School.

Each student must have this form signed and returned no later than Friday, September 23rd, 2022. Students failing to do so will not be able to attend class or participate in any school activities.

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We have read the 2022-2023 Lancaster Catholic High School Student Handbook. We agree to be governed by this book, and by any addenda which may be announced throughout the school year.

STUDENT NAME (PRINTED): \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

PARENT SIGNATURE (S): \_\_\_\_\_