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**Sr. Patricia Kukwa, OSU, Assistant Principal of Academics**

The Student-Parent Handbook is designed to familiarize students and parents with the mission of Lake Catholic High School and to assist in the development of a commitment to excellence, spirit of respect and compassion, personal integrity and willingness to serve for which a Lake Catholic student should be known.

We accept students with diverse backgrounds and a range of academic ability while providing a curriculum and environment that prepares them for college and for life. Applicants are evaluated on their desire to fully participate in a Lake Catholic education, as well as on prior academic progress, standardized test scores, attendance, discipline, service and extracurricular involvement.

The annual registration of a student is considered an agreement on the part of students and parents to comply with the Catholic philosophy of education and all of the policies, procedures and regulations of the school outlined in the Student-Parent Handbook.

During the course of the year, the policies, procedures and regulations may be revised, added to or deleted with appropriate notice.

**This Student-Parent Handbook belongs to:**

**Name \_\_\_\_\_ Homeroom \_\_\_\_\_**

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# INTRODUCTION

## **Mission**

Lake Catholic High School is an educational community centered in the mission of Jesus Christ, where young men and women of diverse interests and abilities are encouraged to learn, to work together and to think for themselves. We strive to provide a curriculum and environment that fosters a commitment to excellence, a spirit of respect and compassion, personal integrity and a willingness to serve.

## **Belief Statements**

- We believe student learning should be the primary focus if our students are to become confident, self-directed, lifelong learners.
- We believe students need to demonstrate their understanding of essential knowledge and skills through a variety of assessments and by becoming actively involved in solving problems and producing quality work.
- We believe students learn best when they are actively engaged in the learning process to discover, develop and use their talents to the fullest.
- We believe curriculum and instructional practices should incorporate a variety of learning activities in order to accommodate differences in learning styles.
- We believe the education of our students includes the development of the whole person as a valued individual with unique spiritual, physical, social, emotional and intellectual needs.
- We believe student self-esteem is enhanced by positive relationships and mutual respect among and between students, faculty, staff and parents.
- We believe Gospel values and spiritual formation should permeate all facets of school life to help

students become active, positive contributors in the global community.

## COAT OF ARMS



The mask represents our interaction with one another. The sun depicts the human interaction with God in the Paschal Mystery of Christ's saving death and resurrection. The torch symbolizes our search for truth, while the olive branch represents our quest for peace.

The cross and waves are the symbol of the Bishop of the Cleveland Diocese, and the interlocking rings show our partnership of life and love in the Lord. The cross symbolizes our salvation in Christ.

## PATRON SAINT

St. Thomas Aquinas (1227-1274) was commissioned as the patron saint of Lake Catholic High School on November 1, 2006. His feast day is celebrated on January 28.

Born in 1225, St. Thomas Aquinas descended from noble blood lines in the Northern Italian region of Naples. Throughout his young life, he was significantly influenced by the rise of new universities in Western Europe, the complete works of Aristotle and Augustine, and the development of the Dominican Order within the Church. He lived a saintly life as a brilliant scholar, a great theologian, and an accomplished writer- commonly recognized as both an esteemed Doctor of the Church and a foundational Catholic Philosopher with his emphasis on the connected natures of both faith and reason.

In the tradition of Thomistic thought, we use his most popular quotes as inspiration to live our Lake Catholic Mission and Core Values: "Joy is the noblest human act."

## **SPIRITUAL LIFE**

Lake Catholic High School strives to provide opportunities that support the development of the whole student. Our identity as a Catholic high school in the Diocese of Cleveland and our role as a Catholic educational community are centered in the religious education, spiritual development and faith formation of all students. Our campus ministry office provides multiple opportunities for students to extend classroom education and theory into active faith practices by living the Gospel in our school environment, in local parishes/churches and in the greater community. These opportunities highlight the spiritual development and strengthen the expression of the Lake Catholic mission. They are considered core educational and service experiences for students. It is this unique dimension that captures our identity as Lake Catholic High School.

During the school year, students will participate in several faith experiences, including (but not limited to): liturgies, prayer services, retreats, ministry events, daily prayer and service experiences. Students also enjoy a partnership with St. John Vianney Parish and the support of the surrounding Catholic parishes in our greater community which allow for the presence and the additional support of clergy throughout the area. This comprehensive program allows all students the opportunity to learn, reflect, develop, evaluate and lead faith formation experiences while living the Gospel message in practical, daily life. Our non-Catholic students also participate in these activities as they relate to the education requirements and the core curriculum of our school. By learning Catholic concepts through classroom studies and participation in active experiences, the intent is for non-Catholic students to learn about, to develop an appreciation for and to respect Catholic principles as they relate to living an active faith life—not to convert from his or her own organized faith.

Extending our school philosophy and mission further into our core curriculum, our service program is an integral, mandatory part of a Lake Catholic education. Participation in this program is a requirement for all of our students, allowing them to carry their academic classroom learning into the greater community where they foster a spirit of respect and compassion, and develop a willingness to serve and earn experience within a variety of environments. Through this format, students have specific opportunities to use their gifts and talents as active, educated leaders living the Gospel in a rapidly changing world.

### **ALMA MATER**

Pass on the torch of loyalty  
Until it lights the sky  
With fire of faith and wisdom  
Throughout Lake Catholic High  
Forever shall she guide us  
With friends to lead the way  
The spirit deep inside us shines  
For the green and gray

### **FIGHT SONG**

Hail! Lake Catholic, sons and daughters cry.  
Hail! Lake Catholic, your banners proudly fly.  
Striving forward, your spirit the thing  
For honor and glory, your praises we sing.  
Humble in victory. Proud in defeat.  
For you Lake Catholic High.

## MASCOT AND SCHOOL COLORS



Cougars

Green and Gray

## ACADEMICS

Lake Catholic students are encouraged to select courses that will challenge them academically, as well as courses that will prepare them for college, expand their interests and help to focus their career aspirations. They are also encouraged to take a proactive approach to their studies while using all of the resources available to them.

The process of selecting and scheduling courses is organized as a collaborative effort between students, parents, teachers and guidance counselors. Admission into various courses at Lake Catholic is based on the placement test results, previous grades, standardized test scores and specific course prerequisites. Throughout the process, parents are invited to provide teachers and counselors with additional information and insights which may impact placement decisions and better meet individual learning needs.

Lake Catholic is normally in session from 8:15 am to 3:01 pm each day. Within these hours, the day is divided into nine, 40-minute periods including lunch. In order to take full advantage of the educational opportunities offered at Lake Catholic, students should register for 7 or 8 classes each semester. Students may not have more than 8 study

hall periods per week. Classes that meet outside the regular school day are taken in addition to the above requirement.

## **GRADUATION REQUIREMENTS**

- 4.0 Religious Studies
- 4.0 English
- 3.5 Social Studies
- 3.0 Science
- 3.0 Mathematics
- 0.5 Physical Education
- 0.5 Health
- 1.0 Fine & Performing Arts
- 0.5 Computer
- 5.0 Electives
- 25 Total Credits**

1. All students must pass the Ohio Graduation Tests in order to receive a high school diploma.
2. Sophomore and junior religion credits include the successful completion of 20 hours of community service each year. Completed forms are due by May 1 of each year.
3. Lake Catholic may grant academic credit for courses taken prior to 9<sup>th</sup> grade provided the course was taught by a high school certified teacher and the course of study in effect meets high school curriculum requirements.

## **RECOMMENDED COLLEGE PROGRAM**

- 4 English
- 3 Mathematics (Algebra I and above)
- 3 Science (at least 2 lab sciences)
- 3 Social Studies
- 2 or 3 Foreign Language (in the same language)
- 1 Fine Arts

## **ADVANCED PLACEMENT COURSES**

Rigorous, college-level courses offer the opportunity for students to use critical thinking skills and quality resources to further their learning in specific areas of study, as well as the possibility of earning college credit. Final evaluation of course content requires students enrolled in an Advanced Placement (AP) course to take the AP Exam administered each spring at Lake Catholic. The fee for each AP Exam is approximately \$86. For specific information about Advanced Placement credit and placement policies at various colleges and universities, visit [www.collegeboard.com/ap/creditpolicy](http://www.collegeboard.com/ap/creditpolicy).

## **POST-SECONDARY ENROLLMENT OPTIONS**

To participate in the Post-Secondary Enrollment Options “B” Program (PSEOP), students must meet criteria established by the college. This criteria may include the attainment of a specified cumulative grade point average and the passage of an assessment test or tests. In addition, the number of college courses a student can take through this program is regulated by the State of Ohio. Students interested in enrolling in college classes through this program must notify the school guidance counselor before March 31.

## **TRANSFER STUDENTS**

Students transferring to Lake Catholic High School from other secondary schools are obligated to fulfill the Lake Catholic graduation requirements from the point of transfer through graduation. All decisions concerning discrepancies between the different schools’ requirements will be made by the Lake Catholic administration. Honors courses taken at a previous school will only be accepted if equivalent courses are offered at Lake Catholic. In general, membership in National Honor Society and years of participation in sports or clubs are not recognized and

transfer students are not eligible for top academic awards at graduation.

### **SCHEDULE CHANGE**

Once classes begin, students have a maximum of five days to request a schedule change. This student-initiated request should first be made to the guidance counselor and is then approved or disapproved by the assistant principal of academics. The fee for each approved request is \$40. After the first five days, students must remain in the class until the end of the course.

In some cases, a teacher may recommend that a student change classes because the student was incorrectly placed. There is no fee for this type of schedule change.

### **SUMMER SCHOOL**

Students who attend summer school should forward a transcript to Lake Catholic upon successful completion of the course.

### **GRADE REPORTING**

Lake Catholic utilizes a password-protected, online communication tool called Net Classroom to report student academic progress, attendance, discipline and grades. Students, as well as parents, are strongly encouraged to monitor grades frequently and to consult with the teachers in order to address specific needs or concerns. In addition to online reporting, a hard copy of the report card will be mailed home at the conclusion of each academic quarter.

### **INCOMPLETES**

A grade of I (Incomplete) may be given in cases where the teacher, in consultation with the assistant principal of academics, determines it is advisable. Normally, without appropriate medical documentation, students who receive incompletes have two weeks to complete the required work. If the work is not completed by the end of the two

weeks, grades will be calculated by including zeroes for all missing work.

## **SEMESTER EXAMS**

The last three days of each semester are reserved for semester exams. The semester exam or culminating project will encompass one semester's content and assess the student's mastery of the learning objectives. The grade earned on a semester exam will count as 20% of the final semester grade, in addition to appearing as a separate grade on the quarterly report card.

### **Exceptions**

Students who are enrolled in an Advanced Placement class are automatically exempt from the second semester exam for that class.

### **Incentives**

Prior to the end of the second semester, juniors may petition to exempt from one semester exam. Seniors may petition to exempt from all exams each semester. To exempt from an exam, students must earn an A or A+ semester grade in the class and follow the posted guidelines for submitting petitions. The petitions for exemption will be reviewed and approved or disapproved by the assistant principal of academics. A list of students qualifying for exemptions will be prepared and distributed prior to the designated exam days.

## GRADING SCALE

A+	98-100%	4.3
A	95-97%	4.0
A-	93-94%	3.6
B+	91-92%	3.3
B	87-90%	3.0
B-	85-86%	2.6
C+	83-84%	2.3
C	77-82%	2.0
C-	75-76%	1.6
D+	73-74%	1.3
D	71-72%	1.0
D-	70%	.6
F	69%	0

Note: Courses with the designation of Honors or Advanced Placement receive a .5 weight when the grade point average is calculated. The grade point average appears on the hard copy of the quarterly report card and on the transcript.

## SEMESTER GRADE CALCULATIONS

$$\begin{array}{r} \text{Quarter Grade} \quad \times 40\% \\ + \text{Quarter Grade} \quad \times 40\% \\ + \text{Exam Grade} \quad \times 20\% \\ = \text{Final Grade} \end{array}$$

- The final grade must be a D- or above in order to earn credit for the course.
- The quarter grades, exam grade and final grade will appear on the report card. Only the final grade and credit earned will appear on the transcript.

## YEARLY GRADE CALCULATIONS

$$\begin{array}{rcl} & \text{Quarter Grade} & \times 40\% \\ + & \text{Quarter Grade} & \times 40\% \\ + & \text{Exam Grade} & \times 20\% \\ & = & \text{Semester Grade} \quad \times 50\% \\ & \text{Quarter Grade} & \times 40\% \\ + & \text{Quarter Grade} & \times 40\% \\ + & \text{Exam Grade} & \times 20\% \\ & = & \text{Semester Grade} \quad \times 50\% \\ & & = \text{Final Grade} \end{array}$$

- The final grade must be a D- or above in order to earn credit for the course.
- The quarter grades, exam grades and semester grades will appear on the report card. Only the final grade and credit earned will appear on the transcript.

## EXTRACURRICULAR ELIGIBILITY

Extracurriculars are defined as any school-sponsored organization, club, team or activity for which academic credit is not issued. Participation in extracurricular activities is a privilege. Therefore, only students who have met both of the criteria listed below will be eligible to participate for the current academic quarter.

- The student earned a 1.5 grade point average or higher on the previous quarter's report card
- The student earned no more than one failing grade on the previous quarter's report card

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. In addition, athletes must meet the eligibility requirements as described by the Ohio High School Athletic Association. Note: In some cases, a student who is placed on Disciplinary Probation may also be declared ineligible for extracurricular activities even if

the criteria stated above have been met. This decision is made at the sole discretion of the administrative team.

An ineligible student may not participate as a member of a team or organization during the period of ineligibility. This includes, but is not limited to, scrimmages, contests and performances. Occasional social events, such as dances, are excluded from the extracurricular eligibility policy.

## **SERVICE PROGRAM**

The service program is an integral, mandatory part of a Lake Catholic education. It provides students with specific opportunities to use their gifts and talents as active, educated leaders living the Gospel in a rapidly changing world.

### **Requirements**

Freshmen	Service hours are not required but are encouraged. Students will receive instruction on the rationale for service, proper documentation techniques and relation to the philosophy and mission statement of the school.
Sophomores	20 hours of service are required from at least 2 different sites.
Juniors	20 hours of service are required from at least 2 different sites.
Seniors	Service hours are not required but are strongly encouraged. <b>All service hours for seniors must be turned in by April 15<sup>th</sup>.</b>

### **Class of 2013**

All students are required to complete 60 hours of volunteer service by February 1, of their senior year in order to graduate and participate at the graduation ceremony. Students may begin accumulating hours as of May 1, of their grade 8 year.

**ALL HOURS MUST BE DOCUMENTED AND TURNED IN BY FEBRUARY 15 OF THEIR SENIOR YEAR IN ORDER TO BE CONSIDERED FOR SERVICE AWARDS AT GRADUATION.**

**Requirements for Service Awards and National Honors Society**

**Service Cord** is awarded to students who have completed an additional forty service hours beyond the requirement (100 hours total). Additional hours may be earned at any time during your high school career.

**Society of St. Martha Award** is awarded to students who complete two hundred or more service hours including the requirement. Additional hours may be earned at any time during your high school career.

**U.S. Presidential Service Award** is awarded to students who earn one hundred or more service hours (including the requirement) in a period of twelve consecutive months. **Students are responsible for initiation of the application online at: [presidentalserviceawards.gov](http://presidentalserviceawards.gov).** Directions for application are located on the service table.

**National Honor Society** require twenty additional hours per year to the requirement.

**Documentation**

All service hours must be documented on the appropriate forms and submitted to the service office by May 1. Forms received after May 1, will be applied to the following school year. **Forms should be submitted to the Service Office as soon as each service experience is completed.** Please do not hold all forms until deadline.

**Required Forms**

*Permission Waiver/Mentor Form:* One-time form to be submitted by the beginning of sophomore year. *Service*

*Hour/Reflection Form:* Individual forms to be completed and submitted for each different service experience.

The **Service Office** is located in the Religion Department Offices next to the Chapel. There you will find service opportunities and all service forms. Each time you complete a service project you must fill out a documentation form which will be filed in the Service Office. You can also download the form from the Lake Catholic website under Campus Ministry.

## **ACADEMIC HONORS AND AWARDS**

### **ACADEMIC LETTER**

An Academic Letter is awarded at the conclusion of the academic year to students who have achieved a cumulative grade point average of 3.75 or higher for the first three quarters. Students will receive pins for each additional year in which the cumulative grade point average requirements are met.

### **CHRISTIAN LIFE AWARD**

The Lake Catholic High School Christian Life Award is the most prestigious recognition presented by our school community. With the inception of this award in 1972, a tradition was established to focus on the active expression of the Lake Catholic Mission Statement and Gospel values both within our school environment and in the greater community.

Criteria for the Lake Catholic High School Christian Life Award are as follows:

- The student is an extraordinary witness to the Gospel message and to the Spirit of Jesus.

- The student is a person of great integrity who lives his or her faith.
- The student lives an exemplary life consistent with the Lake Catholic Mission Statement and Core Values.
- The student actively expresses a willingness to serve within the Lake Catholic Community, the Church Community and the greater community at large.

Seniors are nominated both by their peers and by the faculty and staff of Lake Catholic High School. The recipients of this award receive a Cross of Spirit, which symbolizes Jesus giving the world the Holy Spirit. Their names are also added to the plaque which hangs outside the school chapel.

### **CLASS RANK**

Seniors who have earned the first, second and third highest cumulative grade point averages over eight semesters of high school will be recognized at graduation.

### **DIPLOMA WITH HONORS**

#### **Class of 2010**

The State of Ohio awards this recognition to seniors who meet any 8 of the 9 requirements listed.

1. Earned four credits of English
2. Earned three credits of Mathematics that included Algebra I, Algebra II and Geometry or completed a three-year sequence of courses that contained equivalent content
3. Earned three credits of Science that included instructional emphasis on the physical, life, earth and space sciences
4. Earned three credits of Social Studies
5. Earned either three credits of a foreign language or two credits each of two different languages
6. Earned one credit of Fine Arts

7. Earned either one credit in Business/Technology and two additional credits in #1-6 above or earned three additional credits in #1-6 above
8. Maintained an overall high school grade point average of a least 3.5 through the last grading period of the senior year (based on a 4.0 weighted scale)
9. Obtained a composite ACT score of a least 27 or obtained a composite SAT score of at least 1210

**Classes of 2011, 2012 and 2013**

The State of Ohio awards this recognition to seniors who meet 7 of the 8 requirements listed.

1. Earned four credits of English
2. Earned four credits of Mathematics that included Algebra I, Algebra II, Geometry and another higher level course or a four-year sequence of courses that contain equivalent content
3. Earned four credits of Science that included physics and chemistry
4. Earned four credits of Social Studies
5. Earned either three credits of a foreign language or two credits each of two different languages
6. Earned one credit of Fine Arts
7. Maintained an overall high school grade point average of a least 3.5 through the last grading period of the senior year (based on a 4.0 weighted scale)
8. Obtained a composite ACT score of a least 27 or obtained a composite SAT score of at least 1210

**HONOR ROLL**

Honor Roll status is recognized at the end of each academic quarter based on the following grade point averages:

First Honors	4.00 or higher
Second Honors	3.60 – 3.99
Third Honors	3.00 – 3.59

## **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society (NHS) is one of the highest honors that can be bestowed upon a Lake Catholic student. Students are selected for membership in NHS by a faculty committee appointed by the principal. The committee selects NHS members according to their demonstrated and documented commitment to scholarship, leadership, service and character.

Membership in the NHS is more than an honor, and it carries with it more than certain privileges. Students must maintain the standards of membership, participate in chapter service projects and attend NHS meetings.

## **OUTSTANDING ACHIEVEMENT AWARDS**

The top student in each course taught at Lake Catholic is awarded a Certificate of Outstanding Achievement at the conclusion of the academic year. In addition, the top student in each academic department over a three or four year period of time is awarded a Medal of Outstanding Achievement.

## **PERFECT ATTENDANCE**

Seniors who were not absent throughout their four years of high school will receive a plaque for Perfect Attendance. Days missed as a result of field trips and other school-approved absences will not count as absences.

## **SERVICE CORDS**

Seniors who complete and document 40 or more hours of service beyond the 40-hour school requirement, will receive a service cord to wear at graduation.

## **SOCIETY OF ST. MARTHA**

Seniors who complete and document a total of two hundred or more service hours will receive an award upon graduation. These hours can be earned during any of the four years and include the required hours. In order to

qualify all forms must be turned in by February 15 of their senior year.

### **ST. THOMAS AQUINAS DISTINCTION**

Criteria for this award are as follows:

1. The student lives as an exemplary young adult consistent in living Gospel Values and representing the Aquinine values of faith-filled work and learning;
2. The student is an outstanding scholar, both in the traditional classroom environment and in extracurricular situations.

Two senior recipients of this award will receive an engraved clock honoring this St. Thomas Aquinas Distinction. Their names will also be permanently displayed on the St. Thomas Aquinas School plaque, outside of our Chapel.

## **ATTENDANCE**

Consistent attendance is an essential element in achieving academic success and helps to develop a lifelong habit of regular attendance and punctuality. It is the student's responsibility to contact the teacher about making up work following an absence of any kind.

Students are expected to be in school from 8:15 am to 3:01 pm. Furthermore, once students arrive at school in the morning, they are expected to remain at school until dismissal. Students may not leave the building without the permission of the assistant principal of student services.

Parents will receive written notification from the assistant principal of student services when a student has been absent 15 times. When a student has accumulated 20 absences, medical documentation will be required for each

absence thereafter in order for the student to make up class work.

Absences are recorded in ½ day increments and are reflected on the student's permanent record.

A student must be present for at least half of the school day to participate in extracurricular activities on that same day. Students arriving after 11:30 am are considered absent for the day. At the discretion of the assistant principal of student services, absences such as funerals and college visits may not prevent a student from participation in extracurricular activities.

Failure to follow the attendance policies and procedures will result in disciplinary consequences.

### **ABSENCE**

When a student is absent, the parent must telephone the attendance secretary at 440-951-9146 prior to 9:00 am on the day of the absence. The message must include the date of the absence, name of the student, reason for absence, caller's name and a phone number where the caller can be reached during the school day.

In the case of an extended absence (5 or more days) due to illness or surgery, a daily phone call is not necessary if the parent provides the attendance secretary with all the dates of absence. The parent may also request that the student's assignments be collected by calling the school registrar.

### **APPOINTMENTS**

When a student has an appointment during the school day (dentist, doctor, court, college, driving test, funeral), the parent must telephone the attendance secretary at 440-951-9146 prior to 9:00 am. The message should include the student's name, date and time of day when the student is to be dismissed, type of appointment, name of caller and a

telephone number where the caller can be reached. Appointments, excluding funerals, require *written verification* from the dentist, doctor, court or college upon returning to school. If the student returns within an 88 minute time frame, the time missed will NOT be reflected on the student's permanent record. An appointment that exceeds the 88 minute time frame or if the student does not have verification will be reflected as an absence on the student's permanent record. Days missed due to funerals are not recorded on the student's permanent record.

### **SCHOOL ACTIVITY ABSENCES**

Days missed due to approved school activities (field trip, retreats or other school sponsored events) are not recorded on the student's permanent record.

### **COLLEGE VISITS**

Seniors and juniors are permitted two college visits during the school year. When a student visits a college, the parent must telephone the attendance secretary at 440-951-9146 prior to 9:00 am. The message should include the student's name, date of visit, name of college, name of caller and a telephone number where the caller can be reached during the day. The student must also bring back *written verification* from the college admissions office upon returning to school. Days missed due to approved college visits are not recorded on the student's permanent record.

### **ABSENCE FOR OTHER REASONS**

Absence for other reasons (vacations, family events or participation in special events) is discouraged by the school. However, in cases where the parent determines the necessity of this type of absence, the parent must telephone the attendance secretary at 440-951-9146 prior to 9:00 am. The message should include the student's name, date of absence, reason, name of caller and telephone number where the caller can be reached. Days missed will be recorded on the student's permanent record.

### **ILLNESS DURING THE SCHOOL DAY**

Students who become ill during the school day must secure a pass to the clinic from their teacher. Upon returning to class, a student must present a signed clinic pass to the teacher. The student's parent will be contacted if it becomes necessary for the student to leave school due to illness.

### **TARDINESS TO SCHOOL**

All students are expected to arrive on time to school. Students arriving late for homeroom report directly to the atrium to be checked in and remain there for the duration of homeroom. Students arriving after homeroom report to the attendance secretary for a pass to class. Students tardy to school more than five times during the year will receive a detention for each tardy thereafter. If a student arrives more than 40 minutes late to school, the time missed will be recorded as a half day absent on their permanent record.

### **TARDINESS TO CLASS**

Students late to class during the school day will receive a detention from the classroom teacher unless the student has a note from a faculty or staff member excusing the tardiness.

## **DRESS CODE**

### **BOYS**

#### **PANTS**

Khaki-colored (tan) dress pants purchased from Schoolbelles or other retailers. Belt is to be worn with the pants. Pants must be worn at the waist and are not permitted to be undersized or oversized. Pants with emblems, patch pockets, back-pocket rivets, designs or loops of any kind are not permitted. Corduroy, cargo and jean style pants are prohibited.

## **SHIRTS**

### **Option 1**

Long or short sleeve white oxford style button down dress shirt. Shirts must be tucked in and fully buttoned during the school day. Undersized and oversized dress shirts are prohibited. Plain green, gray or white t-shirts may be worn under the uniform shirts. However, the sleeve length of the undershirt must match the sleeve length of the uniform shirt.

### **Option 2**

Long or short sleeve polo shirts with approved logo purchased from the Cougar Spirit Store. Polo shirts may be green, gray or white and must be tucked in at all times. Undersized and oversized shirts are prohibited. Polo shirts are not to have more than one button unbuttoned. Plain green, gray or white t-shirts may be worn under the uniform shirts. However, the sleeve length of the undershirt must match the sleeve length of the uniform shirt.

## **TIES**

Ties are to be worn properly with a white oxford dress shirt. No bow-ties, string ties, etc. Ties are not permitted to be worn with polo shirts.

## **SWEATSHIRTS**

Green or gray school-approved uniform sweatshirts may be worn over the dress shirts and polo shirts. Approved sweatshirts must be purchased in the Cougar Spirit Store.

## **SWEATERS**

Green school-approved sweaters may be worn over the dress shirts and polo shirts. Sweaters must be purchased in the Cougar Spirit Store.

## **SHOES & SOCKS**

Suitable leather or suede dress shoes (including dress clogs) are permitted. Shoes must be brown or black.

Construction shoes, moccasins, sandals, slippers, athletic shoes and boots of any kind are not permitted. Dress shoes are to be clean and/or polished and must be worn with plain socks (extend at least two inches above the ankle).

## **GROOMING**

Boys must be clean shaven at all times. Hair is not to extend below the top of the collar and may not cover the eyes nor the ears. Fad haircuts/colors are not permitted. Sideburns are not to extend below the earlobe. Wearing of jewelry (necklaces, earrings, nose or eyebrow studs/bars) is prohibited. Tattoos may not be visible at any time.

## **GIRLS**

### **CLASSES OF 2011, 2012 & 2013**

#### **SKORT**

Lake Catholic approved plaid skort purchased from Schoolbelles. Undersized and oversized skorts are not permitted. The skort can be no shorter than three inches above knee.

#### **PANTS**

Khaki-colored (tan) dress pants purchased from Schoolbelles or other retailers. Belt is to be worn with the pants. Pants must be worn at the waist and are not permitted to be undersized or oversized. Pants with emblems, patch pockets, back-pocket rivets, designs or loops of any kind are not permitted. Corduroy, cargo and jean style pants are prohibited.

#### **SHIRTS**

##### **Option 1**

Long or short sleeve white oxford style button down dress shirt/blouse. Shirts/blouses must be tucked in and are not to have more than two buttons unbuttoned. Undersized and oversized shirts/blouses are prohibited. Plain green, gray or white t-shirts may be worn under the uniform shirts.

However, the sleeve length of the undershirt must match the sleeve length of the uniform shirt.

### **Option 2**

Long or short sleeve polo shirts with approved logo purchased from the Cougar Spirit Store. Polo shirts may be green, gray or white and must be tucked in at all times. Undersized and oversized shirts are prohibited. Polo shirts are not to have more than one button unbuttoned. Plain green, gray or white t-shirts may be worn under the uniform shirts. However, the sleeve length of the undershirt must match the sleeve length of the uniform polo shirt.

### **SWEATERS**

Green school-approved sweaters may be worn over the dress shirts and polo shirts. Sweaters must be purchased in the Cougar Spirit Store.

### **SWEATSHIRTS**

Green or gray school-approved uniform sweatshirts may be worn over the uniform polo shirts. Approved sweatshirts must be purchased in the Cougar Spirit Store.

### **SHOES & SOCKS**

Suitable leather or suede dress shoes (including dress clogs) are permitted. Shoes must be brown or black. High heels, platform shoes, moccasins, sandals, slippers, athletic shoes and boots of any kind are not permitted. Dress shoes are to be clean and/or polished. Plain ankle (extend at least two inches above the ankle) or knee socks must be worn. Instead of socks, green, gray, black or white opaque plain tights may be worn with the skirt.

### **GROOMING**

Jewelry and make-up must be appropriate for a school environment. Earrings may only be worn in the ear (no more than three earrings). No other piercing is permissible.

Multiple bracelets and necklaces are considered inappropriate. Fad haircuts/colors and visible tattoos are not permitted.

## **GIRLS CLASS OF 2010**

### **SKIRT**

Lake Catholic approved glen plaid skirt (no shorter than three inches above knee) purchased from Schoolbelles. Undersized and oversized skirts are not permitted.

### **SKORT**

Lake Catholic approved plaid skort purchased from Schoolbelles. Undersized and oversized skorts are not permitted. The skort can be no shorter than three inches above knee.

### **PANTS**

Khaki-colored (tan) dress pants purchased from Schoolbelles or other retailers. Belt is to be worn with the pants. Pants must be worn at the waist and are not permitted to be undersized or oversized. Pants with emblems, patch pockets, back-pocket rivets, designs or loops of any kind are not permitted. Corduroy, cargo and jean style pants are prohibited. Pants may be worn with either the uniform polo shirt or white oxford style button down dress shirt/blouse.

### **SHIRTS**

#### **Option 1**

Long or short sleeve white oxford style button down dress shirt/blouse. Shirts/blouses must be tucked in and are not to have more than two buttons unbuttoned. Undersized and oversized shirts/blouses are prohibited. Plain white t-shirts may be worn under the uniform shirts. However, the sleeve length of the undershirt must match the sleeve length of the uniform shirt.

## **Option 2**

Long or short sleeve polo shirts with approved logo purchased from the Cougar Spirit Store. Polo shirts may be green, gray or white and must be tucked in at all times. Undersized and oversized shirts are prohibited. Polo shirts are not to have more than one button unbuttoned. Plain green, gray or white t-shirts may be worn under the uniform shirts. However, the sleeve length of the undershirt must match the sleeve length of the uniform polo shirt.

## **SWEATERS**

Green school-approved sweaters may be worn over the dress shirts and polo shirts. Sweaters must be purchased in the Cougar Spirit Store.

## **SWEATSHIRTS**

Green or gray school-approved uniform sweatshirts may be worn over the dress shirts and polo shirts. Approved sweatshirts must be purchased in the Cougar Spirit Store.

## **SHOES & SOCKS**

Suitable leather or suede dress shoes (including dress clogs) are permitted. Shoes must be brown or black. High heels, platform shoes, moccasins, sandals, slippers, athletic shoes and boots of any kind are not permitted. Dress shoes are to be clean and/or polished. Plain ankle (extend at least two inches above the ankle) or knee socks are to be worn with the skort or pants. Instead of socks, green, gray, black or white opaque plain tights may be worn with the skort. Green, gray, black or white opaque plain tights must be worn with the skirt.

## **GROOMING**

Jewelry and make-up must be appropriate for a school environment. Earrings may only be worn in the ear (no more than three earrings per ear). No other piercing is permissible. Multiple bracelets and necklaces are

considered inappropriate. Fad haircuts/colors and visible tattoos are not permitted.

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### **CONDITION OF UNIFORM**

The Lake Catholic uniform must always be worn in a manner that is appropriate for a school environment. All parts of the uniform need to be in good condition. All frayed cuffs, split seams, writing, markings and holes in the uniform are unacceptable.

### **SPIRIT DRESS DOWN DAY GUIDELINES**

#### **Shirt**

Approved Lake Catholic spirit wear purchased in the Cougar Spirit Store. Lake Catholic approved team or club shirts are acceptable. Lake Catholic apparel must be visible at all times. No bare midriff/short shirts that show the waist are permitted. All shirts must have sleeves.

#### **Pants**

Jeans, sweatpants, wind pants, capri pants (below the knee), khakis, corduroys and cargos without holes and in good condition are acceptable. Neither shorts nor skirts are permitted.

#### **Shoes**

Casual shoes, gym shoes or sandals in good condition are acceptable.

<h2><b>DISCIPLINE POLICIES AND PROCEDURES</b></h2>
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We believe our students at Lake Catholic High School are called upon to conduct themselves according to the values consistent with the Gospel message and our mission. Lake Catholic students display these values through commitment

to excellence, spirit of respect and compassion, personal integrity and a willingness to serve.

When students act in a manner contrary to these values, their behavior will result in disciplinary consequences. Possible consequences are detentions, in-school suspensions, out-of-school suspensions, disciplinary probation or dismissal. Students may also be required to pay for damages.

### **DETENTION**

Detentions are held weekly on Monday, Tuesday and Thursday. Students will be given at least a day's notice to make the necessary arrangements. Students assigned to detentions must report to the designated room by 3:05 pm and remain until 4:00 pm. Tardiness may result in an additional detention. Students are to bring books and materials for study and to constructively occupy themselves during the detention. Silence is to be maintained. Failure to report will result in a double-detention.

### **IN-SCHOOL SUSPENSION**

In-school suspensions are served in the attendance office. Students are placed on suspension for a 24 hour time period. Class work will not be given to students while in suspension and work missed with the exception of tests may not be made up. Students placed on suspension are not permitted to participate or be present at any extracurricular activities until the suspension concludes. Students assigned suspensions which include a weekend will not be permitted to participate or be present at extracurricular activities during that time. Parents will be notified when students are placed on suspension. Students will be marked absent for days in suspension and this will be reflected on the student's permanent record.

## **OUT-OF-SCHOOL SUSPENSION**

Out-of-school suspensions are served over a designated number of days. Students serving an out-of-school suspension receive the same consequences as an in-school suspension. Students are not permitted to be on school grounds or attend any school sponsored events until the conclusion of the suspension. Upon conclusion of the suspension, the student and parents will meet with the assistant principal of student services before returning to class. Days missed due to out-of-school suspensions will be reflected as an absence on the student's permanent record.

## **DISCIPLINARY PROBATION**

A disciplinary probation contract is created when a student's behavior becomes problematic. A conference will be held with the parents and student to discuss the terms of the probation agreement.

A student who is on probation and violates the terms of the probation agreement may be dismissed. This decision is made by the principal.

## **DISMISSAL**

In some cases the principal may deem actions by students so severe that it results in immediate dismissal from school. This decision is made by the principal.

## **PARTIAL LIST OF OFFENSES AND CONSEQUENCES**

This list is not intended to be all-inclusive. As various offenses occur, it will be the decision of the assistant principal of student services to determine the appropriate disciplinary consequences.

### **Detention**

- Disturbance (yelling, running)
- Failure to abide by school policies or procedures (ID card, eating outside cafeteria or atrium, gum chewing, etc.)
- Public display of affection
- Dress code violations
- Loitering/wandering
- Tardiness to homeroom/school (for each occurrence after 5<sup>th</sup> tardy)
- Tardiness to class

### **Suspension and/or Dismissal**

- Accumulation of detentions
- Out of class without permission, leaving school building without permission or cutting class
- Cutting school
- Truancy
- Gambling (cards, dice, pools)
- Fighting
- Cheating, plagiarism, forgery or lying
- Repeated failure to report for detention
- Defiance, disrespect
- Stealing, abuse of property (vandalism or defacing)
- Possession or use of tobacco
- Possession or use of alcohol
- Possession or use of drugs
- Publicly displaying information or images of any member of the Lake Catholic community
- Sale of tobacco, alcohol or drugs
- Sale, possession, use of fireworks or weapons
- Obscene, vulgar, profane or offensive language, material or gesture
- Disruption of school operations (fire drills, etc.)
- Trespassing on school grounds after hours
- Bullying, cyber bullying or harassing (physical, verbal or written)

- Possession of laser devices
- Violation of Internet acceptable use policies

### **DRESS CODE VIOLATIONS**

Students out of dress code will receive a detention from the faculty or staff member. If the dress code violation is deemed inappropriate for the classroom setting, the student will be sent to the assistant principal of student services.

### **ELECTRONIC DEVICE VIOLATIONS**

Cell phones, CD Walkmans, electronic games, iPODS and MP3 players must remain off and kept in the student's locker during the school day. This includes earphones and headsets. Use of these devices during school hours will result in:

- **First Offense:** Confiscation of device and given to assistant principal of student services and \$10.00 return fee.
- **Second Offense:** Confiscation of device and the device is given to assistant principal of student services. Parental notification and \$25.00 return fee.
- **Third Offense:** Confiscation of device and the device is given to the assistant principal of student services. Parental notification and device is kept until the end of the semester and then returned only to the parent.

### **CHEATING**

Lake Catholic does not tolerate cheating of any kind. Students who, in the judgment of his or her teacher, have given evidence of copying answers or work from another student, an earlier test or someone else's writing will receive a zero for the copied test, project or assignment. Students will also receive an in-school suspension. Students who help others cheat will receive the same sanctions.

## **PLAGIARISM**

Lake Catholic students are required to demonstrate academic integrity in the submission of course assignments and projects. This integrity includes students properly crediting the ideas, words, data or diagrams of other people that are used in research assignments or projects. The use of someone else's paper, words or ideas from resources such as texts, journals, websites without proper documentation, is considered dishonest and is called plagiarism. Students who plagiarize will receive a zero for the project or assignment and will receive an in-school suspension.

## **SMOKING**

Smoking and chewing of tobacco are strictly prohibited at school or school sponsored events. Students may not carry tobacco, cigarettes, matches or other smoking material on their person. Students in violation of this policy will receive an in or out of school suspension.

## **DRUG AND ALCOHOL POLICY**

Use, suspected use, transmission, and/or possession of drugs, alcohol, counterfeit controlled substances or drug paraphernalia on school property or at school sponsored activities is forbidden. In addition to disciplinary consequences, further consequences for violation of this policy may include a professional evaluation and follow-up at the family's expense, contacting police, and/or dismissal from Lake Catholic High School.

Sale, transmission, and/or distribution of alcohol and/or drugs will ordinarily result in automatic dismissal from Lake Catholic High School. The principal may also notify the police.

## **HARASSMENT**

Lake Catholic seeks to create and foster a school community in which all individuals are treated with

dignity, integrity and respect. And in light of this, every person has a human dignity which Lake Catholic is committed to enhance and protect. We believe that all individuals are “created in the image and likeness of God.” For these reasons, the Lake Catholic community is one in which all faculty, students and staff are entitled to pursue their fullest intellectual, social, spiritual, emotional and physical potential. Harassment of any kind interferes with this development and, therefore, will not be tolerated.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or sexual orientation. Harassment creates an offensive, hostile and intimidating environment. Examples of harassing behavior include, but are not limited to the following:

- Verbal Harassment: Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group.
- Physical Harassment: Unwanted physical contact, touch, impedance, blocking movements, assault, hazing or any intimidating interference with normal activity or movement.
- Visual Harassment: Derogatory, demeaning or inflammatory drawings, written words, cartoons, posters, gestures or altered photographs physically produced or posted.
- Sexual Harassment: Unwelcome insults and other verbal or physical conduct of a sexual nature.

The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. As members of the Lake Catholic family, we trust that you will embrace and practice these principles on campus and in your home.

## **REPORTING ABUSE**

If a student is the victim of child abuse, he or she should tell a teacher, counselor or administrator immediately. All school personnel are mandated reporters of child abuse (sexual, physical and emotional), as well as child neglect and domestic violence, under Ohio Revised Code 2151.421.

## **STUDENT THREATS POLICY**

Any and all student threats to inflict any harm to self or others must be taken seriously. Whoever hears the threat should report it immediately to a school administrator. Upon request, the full policy is available for review in the main office.

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY**

Allegations of sexual harassment are to be reported to the teacher and the principal. Parents of both offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation. Upon request, the full policy is available for review in the main office.

## **WEAPONS POLICY**

The use, possession, sale, or discharge of any weapon or look-alike weapon or explosive device in the school, on school grounds or at school sponsored activities is prohibited. Violations of this policy may warrant notification of the police, immediate suspension and possible expulsion. Upon request, the full policy is available for review in the main office.

## **YOUTH GANGS POLICY**

Youth gangs and gang-related activities are prohibited. A gang is defined as any non-school sponsored group, usually

secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Consequences for involvement in gangs or gang-related activities will result in disciplinary action up to and including expulsion and referral to police and/or the courts. Upon request, the full policy is available for review in the main office.

### **OUT OF SCHOOL CONDUCT**

Behavior that reflects negatively on Lake Catholic High School may warrant investigation and action on the part of the administration. In addition, when the school becomes implicated or involved in the out of school conduct, students may become subject to disciplinary consequences.

## **STUDENT EXPECTATIONS**

### **ASSEMBLIES**

Students proceed to an assembly according to the directions given and are to sit in their designated area. Behavior is expected to conform to the nature of the assembly.

### **ATRIUM**

Seniors report to the atrium during their assigned study hall period. Students must be on time to study hall or they will be issued a detention for tardiness. To leave the atrium, passes may be presented to the study hall supervisor at the beginning of the period. Upon approval by the supervisor, students leaving must sign out of study hall with their name, destination and time leaving. When appropriate, a student ID card must be exchanged for a hall pass. When students return to study hall, they must fill out the time of return on the sign out sheet.

Students are not permitted to sit on the tables or security desk in the atrium. Before leaving the atrium, students are

responsible for cleaning their area and pushing the chairs against the table.

### **BOOK BAGS & BACKPACKS**

Book bags and backpacks are not to be worn or carried during the school day.

### **BUS & VAN REGULATIONS**

Students riding a bus or school van must conduct themselves in a manner consistent with school expectations. They are also required to abide by local and state regulations. Failing to comply with regulations may result in forfeiture of riding privileges.

### **CAFETERIA**

It is the responsibility of all students to keep the Cougar Den clean! Students are given seven minutes to arrive in the Cougar Den for lunch periods before being issued a detention for tardiness. To leave the Cougar Den, passes may be presented to the supervisor at the beginning of the period. Upon approval by the supervisor, students leaving must sign out of the Cougar Den with their name, destination and time leaving. When appropriate, a student ID card must be exchanged for a hall pass. When students return to lunch they must fill out the returning time on the sign out sheet. Students are not permitted to return to their lockers during lunch.

### **ELECTRONIC DEVICES**

Electronic devices such as pagers, laser devices, walkie-talkies and palm pilots are not permitted at school. Cell phones, CD Walkmans, electronic games, IPODS and MP3 players must remain off and kept in the student's locker during the school day. This includes earphones and headsets. The school is not responsible for theft or damage of such devices.

## **EMERGENCY DRILLS**

Emergency drills such as fire, tornado, rapid dismissal and lockdowns are conducted throughout the school year as required by law. It is essential that when the signal is given for a drill or actual emergency that students obey instructions specified by faculty and staff members.

## **FOOD & DRINK**

Students are not permitted to have food or drink in the classrooms, library, labs, gym, etc. Food and drink are permitted in the atrium and the cafeteria only.

## **HALL PASSES**

Students obtain a hall pass from a faculty or staff member in exchange for their ID card. Any time students are in the hallways during the school day, with the exception of between classes, they must have a hall pass.

## **HANDBOOK REPLACEMENTS**

Students may purchase a Student-Parent Handbook replacement for a \$5.00 fee in the attendance office.

## **HOMEROOM**

All students are required to be in homeroom by 8:15 am or they will be sent to the atrium and marked tardy. Students must be in dress code when homeroom begins. There is no food or drink permitted in homeroom. Book bags, backpacks and jackets are to remain in lockers. Students must be silent and stand in a respectful manner during the prayer and pledge. After the pledge, students remain silent for the daily announcements.

## **INTERVENTION**

Students who are required to report to intervention during study hall on a daily basis are given four minutes to arrive or they will be issued a detention for tardiness. Upon entering intervention, students must sign in.

Students with occasional passes to intervention must go to study hall and sign out before going to intervention. After signing out of study hall, students are given four minutes to arrive.

## **LIBRARY**

Students who plan to use the library during the school day should sign up prior to homeroom on the day they intend to use it. The sign up sheet is on the library desk. Students who have a 7:30 am class or know that they are going to be late on a certain day are welcome to sign up for the library on the previous day.

After signing up, students report directly to the library. They must arrive on time and remain for the entire period. If students arrive after the bell, they will be issued a detention for tardiness. Students must sign in at the front desk after arriving in the library.

Students may not use the library during their lunch periods. The only exception is for students who do not have a study hall. If this is the case, when students sign up for the library before homeroom, they need to ask the library staff for a lunch pass. This will enable students to utilize the library after eating lunch in the Cougar Den. No food or drink is permitted in the library at any time.

## **PARKING LOT**

Student drivers may use the school parking lot with the purchase of a parking permit from the attendance office. The cost of the permit is \$50, and it must be displayed in the lower right hand corner of the windshield. Student drivers must abide by all the rules and regulations specified on the *Parking Permit Form*. Failure to comply with parking lot regulations may result in a forfeiture of parking lot privileges.

## **SIGNS & POSTERS**

Requests for signs or posters to be hung must be approved by an administrator. Signs and posters may be placed in designated areas with masking tape only. They may not be placed on painted walls, over fire exits or attached to the ceiling grids.

## **SPORTSMANSHIP**

As athletes and spectators, we are governed by the ethics of honest rivalry and the graceful acceptance of the results of the contest. We urge all our supporters to enjoy the event as we do, and do it in a way that brings credit to our school, our team and our community.

## **STUDY HALL**

A quiet environment must be maintained while in study hall. Students will be given an assigned seat by the study hall supervisor. Students must be prepared with work from their classes that will keep them occupied for the entire period. At the discretion of the study hall supervisor, students may study together.

Students must be on time to study hall or they will be issued a detention for tardiness. To leave study hall, passes may be presented to the study hall supervisor at the beginning of the period. Upon approval by the supervisor, students leaving must sign out of study hall with their name, destination and time leaving. When appropriate, a student ID card must be exchanged for a hall pass. When students return to study hall they must fill out the returning time on the sign out sheet.

# **STUDENT SERVICES**

## **ATHLETIC TRAINER**

A certified athletic trainer is available to athletes during home athletic events and after school according to the

posted schedule. The trainer assists students with taping prior to practice and games, as well as supervising rehab following an injury.

### **ATRIUM**

The atrium and patio are open for use by all students both before and after school. During the school day, students will also have the privilege of meeting in the atrium for study hall. The patio may be used by study hall students in good weather.

### **BUILDING HOURS**

On school days, students may arrive at school as early as 7:00 am but must remain in the atrium, cafeteria or multi-purpose room (MPR). The school offices and library open at 7:30 am. Students are welcome to wait in the atrium after school for the start of supervised activities or a ride home.

### **CAFETERIA**

The Cougar Den, Lake Catholic's cafeteria, is open from 7:15-8:10 am for breakfast items and during the four regularly scheduled lunch periods during the school day. Students can purchase a school lunch or a 5-day lunch ticket. Students may also purchase ala carte items.

The Cougar Den operates a federally funded milk and food service program which is coordinated through the Office of Catholic Education. Students may apply for USDA Free and Reduced Meals at any time during the year.

### **CAMPUS MINISTRY**

A full-time campus minister is on staff to provide spiritual guidance and to further the religious formation of faculty, staff and students. The campus minister works with teachers and students to integrate Gospel values and other aspects of Catholic faith throughout the total life of the

school, including masses, prayer services, peer ministry, retreats and service opportunities.

### **CHAPEL**

The presence of the Blessed Sacrament in our chapel is a privilege for all of us. Communion services are usually held every Monday, Wednesday and Friday at 7:45 am during the school year. The chapel is available to students, faculty or staff for private or group prayer by making arrangements with the campus minister.

### **CLINIC**

A staffed clinic is available for students who become ill or are injured during the school day. The clinic is also where appropriately documented and labeled medication is stored for students.

### **COFFEE SHOP**

The Coffee Shop is open school days from 7:30 am until 4:00 pm. Students may purchase cappuccino, muffins, Ramen noodles, fresh fruit and a variety of other snack items.

### **COUGAR SPIRIT STORE**

The store is open school days from 7:30 am – 4:00 pm. The Cougar Spirit Store offers a variety of items, including school supplies and workbooks, school uniforms and a large assortment of Cougar spirit clothing and items.

### **COUNSELING SERVICES**

Guidance counselors have offices in the school. Students are assigned a guidance counselor who will work with them throughout their four years of high school. Guidance counselors help students with study skills, course selection, career planning, college applications and individual needs.

The guidance counselors, psychologist, campus minister, school nurse and school administration are available to

assist students with academic, social, emotional, spiritual and physical concerns. Collectively, this group meets every other week as the Intervention Assistance Team (IAT) for the purpose of coordinating the services provided to students. Students in crisis are seen immediately.

### **EXTRACURRICULAR ACTIVITIES**

Lake Catholic students are both invited and encouraged to participate in extracurricular activities, including clubs, sports teams and service organizations. Active participation helps students to broaden their interests, expand their friendships, learn valuable leadership skills and enhance their talents. Information about our extracurricular activities will be made available to students through announcements and publications.

### **IDENTIFICATION CARDS**

Student ID Cards are issued at the beginning of each school year and should be carried during the school day and at after-hours school functions. By presenting a valid Student ID Card, students are entitled to free admission at school concerts and regular season home athletic events. Lost ID Cards must be replaced at a cost of \$3.

### **LIBRARY**

The library is a place for study, research and recreational reading, as well as a place for students to check Net Classroom, email and work on computer projects. The library provides an atmosphere which encourages academic growth and excellence, and students are encouraged to make use of as many of the available resources as possible. The library is generally open from 7:30 am – 3:30 pm during the school year.

### **LOCKERS**

At the beginning of each school year, students are assigned a school locker, where they are to store appropriate school

and personal items. All school lockers must have a school-issued lock on them and should be locked at all times.

Students enrolled in a Physical Education (PE) class during the year have permission to use the lockers in the PE locker rooms during that period only. Each season, athletes are assigned a locker in the athletic locker room and may use it before or after school only. All lockers in the locker rooms must have a school-issued lock on them and be locked at all times.

All lockers are the property of Lake Catholic High School and may be searched by the administration at any time.

### **LOST AND FOUND**

The lost and found is located in the main office. All articles found should be turned in to the main office. All loss of property should be reported to the assistant principal of student services.

### **TRANSPORTATION**

Students attending Lake Catholic High School may be eligible for public school transportation or reimbursement from their public school district of residence. Questions regarding the availability and use of public school bus transportation should be directed to the local public school's district office.

Lake Catholic High School also provides a fee-based van service to a number of our neighboring communities. The van service may be purchased on a monthly or yearly basis, in addition to establishing specific requirements for one-way or two-way service. Questions about van routes and fees should be directed to the school's finance office.

### **INTERVENTION PROGRAM**

Tutoring is provided by intervention specialists for those students with specific learning disabilities as indicated on a

Service Plan. The tutoring is scheduled during the student's study hall and takes place in H-24 within a small group setting. Accommodations stated in the Service Plan are provided by both the classroom teacher and intervention specialists. Regular communication between school and home is facilitated through Net Classroom, emails, parent-teacher conferences and phone calls.

## **WEIGHT ROOM**

Strength and conditioning equipment is available for athletes and physical education students. Students who use the weight room must be under the supervision of a coach or teacher at all times.

## **WEBSITE**

The Lake Catholic High School website ([www.lakecatholic.org](http://www.lakecatholic.org)) provides students and parents with a wealth of information about the school and should be referred to frequently.

## **Net Classroom**

Net Classroom is an online communication tool designed to provide timely information about a student's schedule, attendance, discipline and academic progress. At the beginning of each school year, students and parents are given passwords which allow them to access Net Classroom via the school's website. Students, as well as parents, are strongly encouraged to monitor grades frequently and to consult with the teachers in order to address specific needs or concerns. Technical problems should be reported to the systems administrator or technology coordinator at the school.

## **School Calendar**

All school events, including those that take place on campus or off campus, are posted on the website's school calendar. Due to the ever-changing nature of school

events, the website school calendar will provide the most current information.

### **Daily Announcements**

Lake Catholic students produce and broadcast a daily news show via Channel One during homeroom. Some of the more pertinent items are then posted to the daily announcement section of the school's website.

### **Email**

All faculty, staff and students are assigned an email address, which is accessed through the school's website. Students and parents are encouraged to use this method of communication whenever possible.

## **MISCELLANEOUS POLICIES**

### **AIDS POLICY**

Students with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in grades 9 through 12 shall be permitted to attend school programs in a regular classroom setting provided:

1. The health of a student, as documented by his/her physician, allows participation in regular academic school activities.
2. The student behaves acceptably; in a manner that would not cause the spread of the disease or in any way put others at risk.
3. The student does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the student's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

The principal will consult with the appropriate persons to make a decision on each case. Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex), or other illness caused by HIV (Human Immune Deficiency Virus that causes AIDS, also known as HLTVIII or LAV). Upon request, the full policy is available for review in the main office.

### **CUSTODIAL PARENT INFORMATION**

For the safety of our students living in non-intact families, custodial parents/guardians are requested to furnish the school with a copy of the custody papers. This will be kept in the student's permanent record file. Unless the decree indicates otherwise, school communications will be directed to the custodial parent/guardian. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's rights to access records and school information, the non-custodial parent has a right to the same access to school information as the custodial parent.

### **DELIVERIES**

Deliveries of items such as flowers, balloons, and food are not permitted during the school day.

### **EMERGENCY MEDICAL AUTHORIZATION**

All students are required to have this form on file. This form enables parents to authorize emergency treatment for students who become ill or injured while under school authority, when parents cannot be reached. This form must be updated annually.

### **EMERGENCY SCHOOL CLOSING**

When Lake Catholic is closed because of weather-related or other emergencies, the announcement of the closing will be broadcast over radio and TV stations. Usually, Lake

Catholic closes for snow days when Mentor Exempted Village Schools close. If Lake Catholic remains open even though another district closes, then the students from that district would have to provide their own transportation to school. If parents judge such transportation to be dangerous, they should call the office to report the absence.

All extracurricular activities will be cancelled when there is an emergency school closing. Exceptions may only be granted by the administration of Lake Catholic High School.

### **IMMUNIZATIONS**

In order to attend school, all students new to Lake Catholic High School must have the immunizations required under Ohio Law Sections 3313.671 and 3701.13 of the Ohio Revised Code. A record of these immunizations must be on file with the school nurse by the 15<sup>th</sup> day of the school year.

### **INTERNET POLICY**

We believe that technology is a vital means to assist those who carry out the educational ministry of Lake Catholic High School. We are pleased to offer students of Lake Catholic access to our computer network, including access to the Internet. Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians are responsible for setting and conveying the standards that

their children should follow when using media and information sources.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Individual users of Lake Catholic's computer network are responsible for their actions.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on any server or computer would be private. During school, teachers may guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Users have no privacy rights to any data received or disseminated on the network and by utilizing these Lake Catholic systems they consent to Lake Catholic's right to audit all communications, files and documents. If a user acts inappropriately through the communications systems, Lake Catholic reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.

The following are examples of inappropriate use and activity:

1. Sending or displaying offensive messages or pictures

2. Using violent, aggressive or obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems or computer networks
5. Hacking or other unlawful activities
6. Violating copyright laws
7. Downloading information and files not relevant to curriculum-related activities
8. Accessing inappropriate web sites that have escaped Internet filtering
9. Attempting to or overriding Internet filtering system
10. Violating privacy issues by:
  - Posting personal contact information about you or other people
  - Using another's password
  - Trespassing in another's folders, work or files
11. Intentionally wasting limited resources
12. Employing the network for commercial purposes
13. Using email inappropriately to pass along chain emails or other communications not related to classroom activities

The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations will result in a loss of access as well as other applicable disciplinary or legal actions. School procedures will be followed for enforcement of policy and determining ramifications of infractions of this policy. Upon request, the full policy is available for review in the main office.

### **MARRIED STUDENTS POLICY**

Lake Catholic High School does not accept or enroll married students. Upon request, the full policy is available for review in the main office.

### **MEDICATION**

All medications, prescription and over-the-counter, must be stored and administered in the school clinic. A written

order must be obtained from the physician and a written request to dispense from the parent must be submitted before any medication may be administered by the school nurse or other school personnel. The medication must be in its original container and have a label that clearly indicates the student's name, name of medication, dosage and time of administration.

The *Medication Form* is available in the main office. A new form must be completed each school year, as well as any time there is a change in the medication order.

With proper medical documentation, students with asthma may carry inhalers during the school day. Students who have submitted proper medical documentation, may carry an Epi-Pen during the school day.

### **MESSAGES TO STUDENTS**

Delivering messages to students during the school day is a disruption to the academic atmosphere. Therefore, only urgent messages will be delivered to students during the school day.

### **NON-CUSTODIAL PARENT INFORMATION**

Lake Catholic respects the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide, upon written request, the non-custodial parent with access to the academic records and to other school related information regarding the student.

### **ONLINE STUDENT BLOG POLICY**

Lake Catholic High School does not actively monitor personal online websites. However, when the administration learns of inappropriate postings including defamatory comments or images regarding the school, the employees or other students in online blogs such as, but not limited to, YouTube.com®, MySpace.com®, FaceBook®, Twitter®, Xanga®, etc. the school will exercise every

disciplinary and legal measure it deems appropriate including suspension and expulsion of the student(s) involved.

### **PHOTOGRAPHY/VIDEO POLICY**

Lake Catholic High School reserves the right to photograph and/or video record students for the purposes of marketing or recognition including but not limited to publication in brochures, recruitment materials, newspapers, and the school website. Any parent objecting to the use of their student's image for these purposes must fill out the do not consent section on the student information form no later than the first day of school.

### **PREGNANCY POLICY**

Two sets of principles are to be applied in the situation of the adolescent pregnancy in the Catholic school setting. One set of principles applies to the teaching on respect for human life. The second set of principles applies to effective school management.

While respect for life is of prime importance, due respect for effective school management is not to be neglected in coping with the potentially disruptive aspects of pregnancy in the school setting. Upon request, the full policy is available for review in the main office.

### **SCHOOL LOGO AND IMAGE POLICY**

Any logos or images of Lake Catholic High School as well as the name itself are the property of Lake Catholic High School and may not be used, replicated, or posted in any manner by any individual without the expressed written permission of the school administration.

### **SCHOOL PSYCHOLOGICAL SERVICES**

Lake Catholic High School's psychologist may see a student at least once without parent/guardian notice or consent to ensure the following:

- That the student is not in danger of harming himself or others;
- That the student is not being abused, threatened, or neglected.

In general, however, parents or guardians must request services from the school's psychologist.

### **SENIOR EARLY DISMISSAL**

Seniors who are employed or have an unusual family circumstance may request to be dismissed at 2:17 pm. To request early dismissal, seniors should obtain an *Early Dismissal Form* from the attendance office. After filling out and returning the form, students may not leave until permission has been granted by the assistant principal of student services.

### **VISITORS**

All visitors must sign in with security personnel located in the atrium before going to any part of the building. Visitors will be given a badge, which is to be worn while in the building.

## **FINANCIAL POLICIES**

Tuition for the 2009-10 school year is \$7,500. The first payment is due by July 1, 2009, regardless of the method of payment selected on the tuition contract. Student tuition accounts will be reviewed each semester. A student will not be permitted to begin classes for the next semester if his or her account is in arrears. Schedules will not be issued, and report cards will be held until all financial obligations are met. The final payment of tuition is due by May 1, 2010.

Seniors must have fulfilled all obligations, financial and otherwise, in order to participate in graduation activities.

Each student is required to sell or buy \$100 worth of tickets for the Cougar Auto Raffle, which is held in the fall. In addition, each family is required to work two full bingo sessions during the school year.

Athletic participation fees help to offset the costs of transportation, officials, uniforms and equipment. The nonrefundable fee is added to the tuition account at the beginning of each season and the cost is spread out over the remaining tuition payments. To encourage our athletes to participate in more than one sport and to ease the financial burden on families with multiple children, the participation fees per family will not exceed \$800 per year.

Baseball	\$350	Soccer	\$250
Basketball	\$275	Softball	\$275
Cheerleading	\$225	Swimming	\$375
Cross Country	\$200	Tennis	\$300
Football	\$375	Track	\$225
Golf	\$275	Volleyball	\$300
Gymnastics	\$250	Wrestling	\$400
Hockey	* \$900		
Lacrosse	\$275		

\* The hockey fee is excluded from the family cap of \$800.

Additional fees (partial list) which a student may incur throughout the year are:

Annual Registration	\$250
AP Exam	\$86
Band Camp	*\$140
Fall Play	\$65
Graduation	\$75
Late Payment	\$25
LC Singers	\$65
Parking	\$50
Schedule Change	\$40
Spring Musical	\$65

\* The band camp fee is excluded from the family cap of \$800.

Students withdrawing during the school year will be charged all tuition and full fees on a prorated basis up to the date of withdrawal. No transcripts, report cards or records will be released until all obligations are fulfilled.

**The Lake Catholic Administration reserves the right to make appropriate changes to the handbook with proper notice.**