

LAKE CATHOLIC HIGH SCHOOL



2024-20245 STUDENT/PARENT HANDBOOK

LAKE CATHOLIC HIGH SCHOOL

Parent/Student Handbook 2023-2024

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Principal – Mr. Thomas McKrill
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Dean of Students – Mr. Matt Moran
Finance Director – Stephen Patt
Athletic Director – Mr. Erik Schroeder

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.

Lake Catholic High School admits qualified students of any race, color, national and ethnic origin to all the rights privileges, programs and activities generally accorded to or made available to students of the school. It does not unlawfully discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

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

LETTER FROM THE PRINCIPAL

Dear Parents and Students:

Welcome to Lake Catholic High School, 2024-2025 school year! We will all be working and praying together to make this year a truly great educational experience, amid the current times.

Students, know that when you graduate from this school, you will hail from an institution known for excellence. You will have developed a new sense of self-discipline, leadership, and service to others. Your academic background will hold you in good stead for future educational and career experience.

Parents, we congratulate you for all the sacrifices you make for your teenagers. We are designing rules and procedures to support your efforts and Catholic values. This handbook will reflect much of which is of concern to you in your son's and daughter's high school years.

God bless,



Thomas E. McKrill '07

Principal

Dear Students and Parents/Legal Guardians,

This handbook constitutes the agreement between the parent/guardian and the school. Its rules and regulations must be adhered to.

In order to avoid any misunderstanding regarding the rules and regulations of Lake Catholic High School, we require the student and his/her parent/guardian to read the handbook then sign the contract and return it to the student's homeroom teacher.

Handbook Acknowledgement Form

Due by: September 1, 2024

Please return to your Homeroom Teacher

I (We) the parent(s) or guardian(s) of _____

have received a copy of the Student/Parent Handbook for Lake Catholic High School for the 2024-2025 school year. I (we) understand that this handbook contains the written rules, regulations and policies of Lake Catholic High School.

I (we) further acknowledge that our son/daughter shall comply with the rules, regulations and policies of Lake Catholic High School in all areas, including but not limited to religious, academic, attendance, disciplinary and financial obligations. Failure to comply with all of these obligations may result in immediate dismissal for my (our) son/daughter from Lake Catholic High School.

_____/_____/2024
Signature of Parent/Guardian Date

I _____, a student at Lake Catholic High School for the 2024-2025 school year acknowledge that I have received a copy of the Student/Parent Handbook. I have read the handbook and I accept all the rules and regulations herein stipulated.

_____/_____/2024
Signature of Student Date

Homeroom Room Grade

Internet Acceptable Use Policy-User Agreement Form

In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at Lake Catholic High School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy. The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated in the policy.

The school reserves the right to seek financial restitution for any damage caused by a student.

PARENT AGREEMENT

As a parent or guardian, I have read the Acceptable Use Policy located in this handbook in its entirety. I recognize that it is impossible for Lake Catholic High School to restrict access to all controversial materials acquired on the internet, and I will not hold the school responsible for any materials acquired or contacts made on the Internet. Further, I accept full responsibility for supervision of my child's use when he or she is not in school. I hereby give my permission to allow my student access to the internet at Lake Catholic High School.

Signature of Parent/Guardian

_____/_____/2024
Date

STUDENT AGREEMENT

I have read and understand the Acceptable Use Policy located in this handbook in its entirety. I understand that access is designed for curriculum support purposes. I agree to assume responsibility for my actions and abide by the rules set forth. I further understand that a violation of these regulations is unethical and might even constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken if applicable.

Signature of Parent/Guardian

_____/_____/2024
Date

TABLE OF CONENTS

INTRODUCTION 1

Mission, Core Values, and Vision
Belief Statements
Coat of Arms
Patron Saint
Alma Mater/Fight Song
Mascot and School Colors

ACADEMICS 4

Graduation Requirements
Recommended College Program
Advanced Placement Courses
College Credit Plus
Transfer Students
Schedule Change
Summer School
Grade Reporting
Incompletes
Semester Exams
Grading Scale
Grade Point Average
Semester Grade Calculations
Extracurricular Eligibility
Academic Probation
Flexible Credit Policy

ACADEMIC HONORS AND AWARDS 10

Academic Letter
Christian Leadership Recognition
Christian Life Award
Class Rank
Diploma with Honors
Honor Roll
National Honor Society
Outstanding Achievement Awards
Perfect Attendance
St. Thomas Aquinas Distinction
Student Government Awards

CAMPUS MINISTRY 13

Spiritual Life
Baccalaureate Mass
School Retreats
Service Program

ATTENDANCE 15

Absence

Appointments

School Activity Absences

College Visits

Extended Absences

Absence for Other Reasons

Illness during the School Day

Tardiness to School

Tardiness to Class

DRESS CODE 18

Boys

Girls

Condition of Uniform

Spirit Dress Down Day Guidelines

DISCIPLINE POLICIES AND PROCEDURES 23

Detention

In-School Suspension

Out-of-School Suspension

Disciplinary Probation

Dismissal

Partial List of Offenses and Consequences

Dress Code Violations

Electronic Device Violations

Cheating

Plagiarism

Smoking

Drug and Alcohol Policy

Harassment

Mistreatment of Others & Bullying

Hazing

Reporting Abuse

Student Threats Policy

Sexual Harassment & Sexual Violence Policy

Weapons Policy

Youth Gangs Policy

Out of School Conduct

PARENT/STUDENT EXPECTATIONS 32

Classroom Behavior
Assemblies
Atrium
Book Bags & Backpacks
Bus & Van Regulations
Cafeteria
Communication
Confidentiality
Electronic Devices
 Emergency Drills
Food & Drink
Handbook Replacements
Intervention
Media Center
Parent Cooperation
Parking Lot
Signs, Posters & Decorations
Sportsmanship
Study Hall
Use of School Grounds & Supervision

STUDENT SERVICES 35

Athletic Trainer
Atrium
Building Hours
Clinic
Cougar Cafe
Cougar Spirit Store
 Counseling Services
 Extracurricular Activities
Identification Cards
Lockers
Lost and Found
Media Center
Intervention Program
Weight Room
Website

MISCELLANEOUS POLICIES 37

Asbestos Policy

AIDS Policy

Custodial Parent Information

Deliveries

Emergency Medical Authorization

Emergency School Closing

Immunizations

Married Students Policy

Medication

Messages to Students

Non-Custodial Parent Information

Online Student Policy

Photography/Video Policy

Pregnancy Policy

School Logo and Image Policy

School Counselor Services

Senior Early Dismissal

Technology & Internet Policy

Visitors

FINANCIAL POLICIES 42

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.

CORE VALUES

We provide a curriculum and environment that fosters a commitment to excellence, a spirit of respect and compassion, personal integrity, and a willingness to serve.

VISION

Lake Catholic High School will strive to educate students in the model of our patron, St. Thomas Aquinas, by preparing its students, faculty, and staff to create a culture that embodies love of knowledge, love of persons, and love of God.

BELIEF STATEMENTS

- We believe Gospel values and spiritual formation permeates all facets of school life.
- We believe each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- We believe a student's self-esteem is enhanced by positive relationships and mutual respect between students, faculty, staff, and community.
- We believe students' learning needs are the primary focus of our school as we strive to inspire students to become confident, self-directed, lifelong learners.
- We believe curriculum and instructional practice should incorporate a variety of activities to accommodate the differences in learning styles.
- We believe students learn best when they are actively engaged in the learning process and are held accountable for producing quality work.
- We believe students need to demonstrate their understanding of knowledge through a variety of assessments.
- We believe the education of our students includes the development of the whole person in a diverse world.
- We believe administrators, teachers, parents, and the entire Lake Catholic Community share the responsibility for advancing the school's mission.

(Revised March 2015)

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.

At Lake Catholic High School, we use his most popular writings and teachings as inspiration to live our Mission and Core Values.

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

We are the 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 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.

In order to take full advantage of the educational opportunities offered at Lake Catholic, students should register for 7 or 8 classes each semester. Other classes that meet outside the regular school day are taken in addition to the above requirement. Students may not have more than 8 study halls per week.

ACADEMIC INTEGRITY

Lake Catholic students are required to demonstrate academic integrity. Academic integrity is completing one's work with honesty and commitment to excellence.

Academic dishonesty is the opposite of academic integrity. Some examples of academic dishonesty include but are not limited to offering your own work to be copied, use of artificial intelligence, photo math, google translate, using other student's work, as well as using any unauthorized aid. Another example of academic dishonesty is plagiarism. Plagiarism is using anyone else's words, thoughts, or ideas without properly crediting the creator.

Academic dishonesty will result in progressive punishment. Every digression will be noted in the student's record. Administration will review each act of academic dishonesty. (see page 23 for Discipline Policy and Procedures)

GRADUATION REQUIREMENTS

- 4.0 Theology
- 4.0 English
- 2.0 World Language
- 3.0 Social Studies
- 3.0 Science
- 4.0 Mathematics
- 0.5 Physical Education
- 0.5 Health
- 1.0 Fine & Performing Arts

- 0.5 Financial Literacy
- 2.5 Electives
- 25 Total Credits**

In order to meet the required **25 total credits** for graduation, electives are to be selected. The elective units can be chosen from Fine Arts, Business and Technology, World Language or other department courses not otherwise required.

Lake Catholic may grant academic credit for courses taken prior to 9th grade the course of study in effect meets high school curriculum requirements. Final transcripts are required to verify course completion.

To participate in graduation activities, students must complete the following requirements:

1. Meet the State of Ohio standards for High School graduation
2. Theology credits include the successful completion of 50 hours of community service. Completed forms are due by May 1st of each year.
3. The successful completion of a senior project as outlined by school administration.

RECOMMENDED COLLEGE PROGRAM

Specific high school course requirements vary from institution to institution, and some majors may have additional requirements. Be sure to check with College Guidance or your guidance counselor to see if the school(s) you are interested in has any specific recommendations or requirements.

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 \$105. For specific information about Advanced Placement credit and placement policies at various colleges and universities, visit www.collegeboard.com/ap/creditpolicy.

COLLEGE CREDIT PLUS

Interested students and their parents should follow the 4 steps below to determine eligibility to participate in the College Credit Plus program. **Any questions call the Guidance Dept. at 578-1020*

Step 1: File CCP application with Lakeland Community College or Lake Erie College

Step 2: Submit High School Transcripts

Step 3: Take college's placement exam and achieve a minimal placement level for ENG 101 or equivalent. Students may also submit ACT and/or SAT scores for placement

consideration. To participate in math courses through CCP, students must have successfully completed Algebra 2 and test into college-level math.

Step 4: Attend a CCP registration session. Parents are required to attend with their student. Students participating in the CCP program must be enrolled in a total of 6 classes with a minimum of at least three classes being taken Lake Catholic High School.

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, years of participation in sports or clubs are not recognized and transfer students are not eligible for top academic awards at graduation. The National Honors Society charter online states, "A NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership."

SCHEDULE CHANGE

Once course selection sheets have been submitted, any changes will need approval. After schedules are released, any necessary changes must be made before classes begin.

SUMMER SCHOOL

Students may only take up to 1.5 credits of credit recovery in summer school. Failing more than 1.5 credits during a school year may result in student dismissal from Lake Catholic High School. Students who attend summer school should forward a transcript to Lake Catholic High School upon successful completion of the course. Students must complete summer school courses by July 31st. Credit recovery may not begin until the end of the school year. The administration may make an exception for a senior.

GRADE REPORTING

Lake Catholic utilizes a password-protected, online communication tool called FACTS 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.

INCOMPLETES

A grade of I (Incomplete) may be given in cases where the teacher, in consultation with the Dean of Academics, determines it is advisable. 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

Semester exams or culminating projects 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 semester report card.

FLEXIBLE CREDIT POLICY

It will be the provisional policy of Lake Catholic High School to welcome applications for flexible credit from its students. Each request will be reviewed by the Administration prior to granting approval. Please see your counselor with any questions

GRADING SCALE

A+	99-100%	4.3
A	94-98%	4.0
A-	92-93%	3.6
B+	90-91%	3.3
B	85-89%	3.0
B-	83-84%	2.6
C+	81-82%	2.3
C	76-80%	2.0
C-	74-75%	1.6
D+	72-73%	1.3
D	67-71%	1.0
D-	65-66%	.6
F	Below 65%	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.

GRADE POINT AVERAGE

At the end of each semester, in addition to the quarter grade, a grade point average will be indicated.

Formula for GPA

<u>Course</u>	<u>Grade</u>	<u>Sem. Credit</u>	<u>Pt. Value</u>	<u>Qual. Pts.</u>
Jesus	B	.50	3	1.5
Phys Ed 1	B	.25	3	.75
English 1	B-	.50	2.6	1.3
Beg. Choral	B+	.50	3.3	1.65
Spanish 1	B	.50	3	1.5
H. Algebra 1	A	.50	4.5	2.25
Science	B-	.50	2.6	1.3

$$\frac{\text{Total Quality Points (10.25)}}{\text{Total Credits (3.25)}} = \text{GPA (3.153)}$$

No official grade point average will be created for students based on anything other than semester grades.

SEMESTER GRADE CALCULATIONS

$$\begin{aligned} &\text{Quarter Grade} \times 40\% \\ + &\text{Quarter Grade} \times 40\% \\ + &\text{Exam Grade} \times 20\% \\ &= 100\% \text{ Final} \\ &\text{Grade} \end{aligned}$$

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

STUDENT GOVERNMENT ELIGIBILITY

Student Government Executive Officers are required to remain academically eligible and have no suspensions. Officers cannot be placed on academic, disciplinary, or attendance probation during their tenure. If an officer does not maintain the standards expected of their role their position will be terminated.

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 all 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.
- CCP students earned a 1.5 grade point average or higher on the semester and not fail more than one class.

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, practices, contests, offseason team workouts/conditioning and performances. If the student shows progress in his or her grades, he or she may return to practicing and offseason team workouts/conditioning based on the discretion of the administration. Occasional social events, such as dances, are excluded from the extracurricular eligibility policy.

ACADEMIC PROBATION

If a student fails at least one course for the quarter and/or has a quarter GPA below 1.5, they will be placed on Academic Probation for the following quarter. Students and parents will be notified, and the student will sign a contract that states they will work hard to seek extra help from their teachers and work with their guidance counselor to develop an improvement plan. At the end of the quarter, grades will be checked, and progress will be reviewed. It will then be determined if the student will remain on academic probation. A meeting with parents and the administration may be requested. A student continuously on academic probation may result in dismissal from Lake Catholic High School.

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 when averaging the for the first three quarters and the first semester exam grade; as well, to be eligible for the award students may not earn a D or F as a semester one grade. Students will receive pins for each additional year in which the above grade point average requirements are met.

CHRISTIAN LEADERSHIP RECOGNITION

Lake Catholic promotes the dynamic expression of our Catholic faith through exceptional positive actions and solid decisions. Seniors are recognized for embodying the ideals of Lake Catholic High School by consistently acting with faith and leadership throughout all aspects of their high school careers. These students have earned an GPA of 3.5, while consistently acting with extraordinary leadership and holding a leadership position in an extra-curricular activity.

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 dynamically lives his or her faith, both within the Lake Catholic Community and in the greater community-at-large.
- 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 Campus Ministry and Spiritual Life areas, Lake Catholic Community, Church Community and our greater community-at-large.

Awards are granted after a selection process from the qualified group of seniors who 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

Although we do not provide an official class rank for our students, seniors who have earned the first, second and third highest cumulative grade point averages over eight semesters of high school at Lake Catholic High School will be recognized at graduation. Lake Catholic High School will provide a class rank for the US military and for scholarships that require a class rank.

DIPLOMA WITH HONORS (beginning with the Class of 2021)

Lake Catholic Honors Diploma

Students must have all six requirements by graduation.

1. Earn four credits of English.
2. Earn four credits of Mathematics.
3. Earn four credits of Science OR four credits of Social Studies.
4. Earn three credits of World Languages OR two years in two different languages.
5. Earn one and a half credits of Fine Arts.
6. Maintained an overall high school grade point average of at least 3.75 through the last grading period of the senior year (based on a 4.0 weighted scale)

Class of 2021 and beyond, we recognize the ODE Academic Honors Diploma and Art Honors Diploma.

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

Students become members of a distinguished group of 58,000+ outstanding art students where they gain peer recognition, leadership growth opportunities, college and career preparation and are eligible to apply for scholarships as well as have opportunities to showcase their work in a number of prestigious publications.

OUTSTANDING ACHIEVEMENT AWARDS

The top student in each course taught at Lake Catholic is awarded a Certificate of Outstanding Achievement at the Honors Banquet. In addition, the top student in each academic department over a three or four-year period 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 because of field trips and other school-approved absences will not count as absences.

SERVICE CORDS

Seniors who complete 80 or more hours of service will receive a service cord to wear at graduation.

ST. THOMAS AQUINAS DISTINCTION

The Lake Catholic Mission and Core Values are exemplified through the life and works of our Patron, St. Thomas Aquinas. It is fitting that our Spiritual Life Award is named for his exceptional example of faith and his constant quest for academic excellence.

This award is granted to extraordinary Seniors who have excelled in faith, leadership, and scholarship. They have consistently acted as leaders in Campus Ministry committees, events, retreats, and activities. Incorporating faith, scholarship, integrity, and commitment throughout all Lake Catholic Spiritual Life areas, these students are chosen to receive this distinction through the Office of Mission and Ministry.

STUDENT GOVERNMENT AWARD

The mission of the Lake Catholic High School Student Government is to encompass leadership skills, collaborative work ethics, and to become proactive participants for the Lake Catholic community and the greater community. Seniors earn this award because of their dedication and perseverance to Student Government committees and giving their time and talents to Student Government events. These individuals are exemplary in their diligence in work ethic and a willingness to serve. Eligible students need to be active in Student Government, but do not need to have held an official title.

CAMPUS MINISTRY

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.

During the school year, all 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 fully 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 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.

BACCALAUREATE MASS

For Catholic educational institutions, the Baccalaureate Mass is an important and time-honored tradition. Each graduating class is called to celebrate the Eucharist with their classmates for one final time before they graduate. All seniors are required to attend Baccalaureate Mass as part of the graduation activities.

SCHOOL RETREATS

All school retreats that are designated for each grade level are mandatory. If students are absent the day of the retreat, they must make up the retreat experience with an activity assigned by the campus minister.

SERVICE PROGRAM

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

Requirements

Freshmen- The Community Service Program is incorporated into the Freshmen Theology Curriculum. Students will complete ten hours of service throughout the year.

Sophomores- Fifteen hours of service *to a church community* completed by **May 1st**. All forms to be turned in to the Service Office.

Juniors- Fifteen hours of service *to a disenfranchised population* completed by **May 1st**. All forms to be turned in to the Service Office.

Seniors- Ten hours of service *to Lake Catholic* completed by **May 1st**. All forms to be turned in to the Service Office.

All additional service hours performed will be added to the total service hours to be counted towards service awards. All hours must be turned in by March 1st of senior year to be considered for service at graduation.

Students who have not completed their service requirement for the previous school year will need to make up those hours during their current school year. Those students will be notified within the first few weeks of the school year.

All requirements must be met to graduate and participate in graduation activities. Those who have not met their required service hours will not receive their schedules for next year until necessary documentation is turned into the Service Office. Students may begin accumulating hours as of June 1st of their eighth-grade year.

Service Awards and National Honors Society

The Service Cord is awarded to students who have completed a total of 80 hours of service. Additional hours may be earned at any time during your high school career.

Documentation

All service hours are documented on the MobileServe app. The app will be downloaded in Freshmen Religion within the first few weeks of school.

The Service Office is located off the Main Hall in the St. Thomas Aquinas Center for Mission and Ministry. 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.

ATTENDANCE

School attendance is a matter of both school policy and state law. By law, Lake Catholic High School keeps daily attendance records on all students. These records are not only important to help the school account for the student's daily participation in the school's class program, but they are also necessary to obtain funding from the State of Ohio. This funding amounts to a percentage of the school's annual operating budget. Students' attendance is noted on their report card and in FACTS.

Consistent attendance is an essential element in achieving academic success and helps to develop a lifelong habit of regular attendance and punctuality.

REPORTING ABSENCES, APPOINTMENTS, COLLEGE VISITS

Please call 440-974-4802 or email LCHSattendance@lakecatholic.org to report attendance *prior to 9:00 am* on the day of the absence. The message must include:

- date
- name of the student
- student's grade
- reason for absence/time of needed dismissal
- caller's name and a phone number where the caller can be reached during the school day.

If no call or email is received from a parent/guardian, a well check may be made to your local police department.

EXCUSED ABSENCE POLICY

Lake Catholic High School has adapted Ohio's EdChoice Scholarship eligibility as the basis of the excused and unexcused absence policy.

To maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient may not have more than twenty unexcused absences during a single school year. Any absence from school is unexcused unless it is for one of the following approved reasons. All excused absences must be documented as stipulated below. Documentation for excused absences must be maintained in the student file at the chartered nonpublic school.

As adopted by the State Board of Education rule 3301-69-02(B)(2) of the Administrative Code, an excused absence from school may be approved on the basis of one or more of the following conditions:

- Illness or injury of the child. The parent or guardian must provide documentation to the chartered nonpublic school. Any absence for illness or injury of the child which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.

- Illness in the family necessitating the presence of the child. The parent/guardian must provide documentation stating the nature of the illness and the circumstances which require the presence of the child. Any such absence which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.
- Death of a relative. The absence arising from this condition is limited to a period of three days and must be documented in writing by the parent/guardian of the student. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.
- Medical or dental appointment. The parent/guardian must provide documentation.
- Observance of religious holidays. A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation detailing dates of all absences for religious holidays.
- College visitation. The parent or guardian must provide documentation from the college, university, or technical college verifying the date and time of visitation.
- Emergency or other set of circumstances. The parent or guardian must provide documentation detailing the emergency circumstances. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program
- Out-of-state enrichment activities or extracurricular activities. A student who is absent from school for the sole purpose of traveling out of state to participate in an enrichment activity approved by the district or school governing body or in an extracurricular activity can have up to four days per school year excused. The parent/guardian must provide documentation detailing the reasons for these absences.

OTHER ATTENDANCE RULES AND PROCEDURES

- Once a student arrives at school, they must remain in the building. They are not to sit in cars in the parking lot or leave the school grounds.
- Attendance will be taken by the teacher at the beginning of every class period and reported to the main office.
- Students are expected to attend all classes and to be present at assigned study halls and lunch.
- Students MAY NOT excuse themselves from class, study halls, or lunch.
- Students MAY NOT leave the school building during the school day unless they have a written request or a phone call from their parent or guardian which is approved by the Attendance Office, or permission from the Dean of Students to go to and return from the parking lot.
- It is the student's responsibility to contact the teacher about make-up work following an absence of any kind.

- 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 dates of absence.

APPOINTMENTS

Appointments, excluding funerals, require written verification from the dentist, doctor, court or college upon returning to school. If the student returns within 84 minutes (two class periods), the time missed will NOT be reflected on the student's permanent record. An appointment that exceeds 88 minutes or if the student does not have verification will be reflected as an absence on the student's permanent record.

ABSENCE FOR OTHER REASONS

The Lake Catholic administration faculty and staff expects students to be present for all school days. Please avoid scheduling time away from school. Absence for other reasons (vacations, family events or participation in special events) is discouraged by the school. Days missed will be recorded on the student's permanent record as unexcused.

ILLNESS DURING THE SCHOOL DAY

Students who become ill during the school day must report to the clinic and 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. **(It is highly discouraged for students to call or text a parent before informing the clinic.)**

EXTRACURRICULAR EVENT ATTENDANCE

Lake Catholic High School states that a student must be present for at least a half the minutes of the school day of an activity for a student to participate in any event related to an extra-curriculars. School-sponsored activities count as time present in school. If students miss more than half the minutes of a school day they may not participate or attend after school or evening events (including but not limited to games, practices, play rehearsals, and performances) on that day unless excused by an administrator. Examples of excused absences/tardies would be:

- Health reasons/appointment (MUST have a doctor's note)
- Funeral (MUST have a note from a parent)
- College Visit (MUST have a note from the college on letterhead)
- Family Emergency (MUST be approved by the Dean of Students)

TARDINESS TO SCHOOL

When arriving after 8:00 a.m. students are to report to the Attendance Office for a tardy slip. If a student arrives after 9:00 am the parent/guardian is to call the Attendance Office (440-974-4802).

A student that is late because of a medical or dental appointment must bring a note from their appointment. (All medical/dental offices provide these notes.)

*Oversleeping, missed busses, rides, personal reasons, weather, road conditions, etc., will not be considered an excused tardy *A note or call from a parent does not necessarily mean the tardy will be excused** Administration will deem tardies to be excused due to traffic or weather conditions. This is a day of decision, based on the conditions reported by our staff that reports from all surrounding areas.

- Tardies to school will result in consequences as follows:
 - 3 Tardies: A warning is issued and an email will be sent to the parent/guardian.
 - 6 Tardies: A detention will be issued and an email sent to the parent/guardian.
 - 9 Tardies: Administration will issue two detentions and place the student on attendance probation.
 - 12 Tardies: ISS

TARDINESS TO CLASS

Students who are tardy to class will be issued a demerit from the teacher. Three demerits equal a detention.

ATTENDANCE PROBATION

If a student's absences exceed 15 days or a student accumulates 9 morning tardies a student's circumstances will be reviewed by the administration and the student may be placed on attendance probation. Attendance probation may mean that a student will not be eligible to participate in school-sponsored activities. If probationary guidelines are not met a student may be dismissed from Lake Catholic High School.

DRESS CODE

CODE FOR THE PERSONAL APPEARANCE OF STUDENTS 2024-2025

At Lake Catholic High School, students are asked to participate in a structured dress and personal appearance code. This code is designed to promote school identity and to respect the individual dignity and uniqueness of each person. The dress and personal appearance code stress uniformity and personal modesty in school attire appropriate to learning.

When a student enrolls at Lake Catholic High School, there is an awareness and understanding that individual dress has specific restrictions, and that violation or misinterpretation of the uniform will result in disciplinary action, which may include referrals or exclusion from classes. The uniform is officially enforced during school hours while a student is in the building. Parents and the Lake Catholic Community are in partnership in enforcing the “Code for the Personal Appearance of Students.” Parents have a responsibility to check their child’s appearance before they leave home.

At all school functions on and off campus, students are representing Lake Catholic High School.

The following regulations on dress and personal appearance are created to help motivate a student to develop habits of neatness, order, cleanliness, and appropriate dress for a variety of occasions. Deviation in dress, hairstyle, or appearance violates this personal appearance and dress code. Students must be in compliance with the dress code at all times.

Students are permitted to wear mass dress code any day of the year.

IN ALL MATTERS REGARDING THE CODE FOR THE PERSONAL APPEARANCE OF STUDENTS, THE ADMINISTRATION HAS THE FINAL DECISION REGARDING PERSONAL APPEARANCE CODE VIOLATIONS

****APPROPRIATE CLOTHING:*** *(These standards apply to normal school day dress-up or dress-down days.) Students are not permitted to wear any clothing containing advertisements or references to any tobacco, drug, or alcohol product. No clothing article may contain any symbol, word, or phrase conveying a message or theme inconsistent with Lake Catholic High School community’s perception of the Gospel and traditions of the Catholic Church.*

BOYS PANTS

Solid khaki colored (tan) dress pants are to be worn. A belt is required to be worn appropriately. 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 of any kind are not permitted. Corduroy, cargo, jogger and jean style pants are prohibited.

SHIRTS

Long or short sleeved polos of either green, gray or white color, with the Lake Catholic logo are permitted. Polo shirts must be purchased through the Lake Catholic Spirit Store. Shirts must always be tucked in. Undersized and oversized polos are prohibited. Polo shirts must be kept in good condition and cannot have any rips or tears. **POLO REQUIRED** at all times.

CREW NECK SWEATERS & ¼ ZIP

Green or gray school approved uniform sweatshirts may be worn with long or short sleeve polo shirt. All crew neck and ¼ zip must be purchased in the Lake Catholic Spirit Store. (photos)

SHOES & SOCKS

Students are permitted to wear their choice of appropriate footwear in suitable, clean condition. Flip flops, crocs, shoes with wheels/lights and other loud or outrageous shoes are not allowed. Open toed shoes are not permitted. Solid colored socks must be worn in a suitable color, limited to green, grey, black, or white. School administration has authority to determine what constitutes loud or outrageous footwear.

GROOMING

Facial hair must be well kept and maintained at all times. Hair is not to extend below the top of the collar and may not cover the eyes or ears. Visible ear piercings are allowed, in stud form only, 1 per ear.

Not permitted: fad haircuts, unnatural colors (blue, purple, pink, green, orange, red, etc) ponytails, mohawks, faux-hawks, excessive carvings or parts. Sideburns are not to extend below the earlobe. Ear gauging is not permitted. Tattoos may not be visible at any time.

GIRLS

PANTS

Khaki colored (tan) dress pants are to be worn. A belt is required when pants are worn. Pants must be worn at the waist and are not permitted to be undersized or oversized. Pants with emblems, patch pockets, back pocket rivets, rips and tears, or designs of any kind are not permitted. Corduroy, cargo, jogger, and jean style pants are prohibited.

SKIRT

Lake Catholic approved Glen plaid skirt (no shorter than 3 inches above the knee) purchased through the Lake Catholic Spirit Store. **Undersized, oversized, or rolled skirts are not permitted.** Skirts are a privilege, not a right; repeated violations will result in the removal of skirts from daily dress code.

SHIRTS

Long or short sleeved polos of either green, gray or white, with the Lake Catholic logo are permitted. Polo shirts must be purchased through the Lake Catholic Spirit Store. Shirts must remain fully tucked in. Undersized and oversized polos are prohibited. Polo shirts must be kept in good condition and cannot have any rips or tears. A POLO IS REQUIRED at all times.

CREW NECK SWEATERS & ¼ ZIP

Green or gray school approved uniform sweatshirts may be worn with long or short sleeve polo shirt. All crew neck and ¼ zip must be purchased in the Lake Catholic Spirit Store.

SHOES

Students are permitted to wear their choice of appropriate footwear in suitable, clean condition. Flip flops, crocs, slippers, and other loud or outrageous shoes are not allowed. Open toed or open back shoes are not permitted. Solid colored socks must be worn in a suitable color, limited to green, grey, black, or white. School administration has authority to determine what constitutes loud or outrageous footwear.

LEGWEAR

All legwear must be full length solid gray or black color. Solid colored gray, white, or black socks must be worn at all times. Tights must be free of holes and sheer material.

ACCESSORIES

Jewelry and makeup must be appropriate for a school environment. Earrings may only be worn in the ear, no more than three earrings per ear. Nose piercing is permitted with clear stud only.

Not permitted: Excessive bracelets and necklaces, fad haircuts and colors (blue, purple, pink, green, orange, red, etc), tattoos may not be visible at any time. No septum piercing (bullhorn).

Students found out of dress code will receive a demerit. School wide dress code checks will take place throughout the school year.

Please note: This is the 2023-24 amended dress code policy. This policy is subject to change.

MASS ATTIRE

BOYS

PANTS

Khaki colored (tan) dress pants are to be worn. 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, jogger and jean style pants are prohibited.

SHIRTS

Long or short sleeve white Oxford style button down dress shirt. shirts must be tucked in and fully buttoned during the school day. Undersized/oversized dress shirts are prohibited. Plain white undershirt may be worn under the uniform shirt. Undershirt should not be seen beyond dress shirt sleeve length.

TIES

Neck ties or bow ties are to be worn properly with a white Oxford dress shirt.

SHOES/SOCKS

Suitable leather or suede dress shoes are permitted. Shoes must be brown, black, grey or white. 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 (at least 2 in above the ankle).

GIRLS

SKIRTS

Lake Catholic approved Glen plaid skirt (no shorter than 3 inches above the knee) purchased through the Lake Catholic Spirit Store. Undersized and oversized skirts are not permitted.

SHIRTS

Short or long 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 dress 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.

SHOES/SOCKS

Suitable leather or suede dress shoes are permitted. Shoes must be brown, black, grey or white. High heels, platform shoes, moccasins, sandals, slippers, athletic shoes and boots of any kind are not permitted. Dress shoes are to be clean and polished. Green, gray, black, or white opaque plain tights must be worn with the skirt.

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 DAY DRESS DOWN

SHIRT

Approved Lake Catholic spirit wear purchased in the Lake Catholic Spirit Store. Lake Catholic approved team or club shirts are acceptable. A Lake Catholic shirt/sweatshirt/sweater must be worn on Spirit dress down days. No bare midriff/short skirts that show the waist are permitted.

PANTS

Jeans, sweatpants, wind pants, capri pants (below the knee), khakis, corduroys and cargos without holes and in good condition are acceptable. No shorts, skirts, leggings, yoga pants, or other spandex are permitted. All pants must be suitable for the school environment.

SHOES

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

If you are not in spirit dress down attire, you must go to the Spirit Store, at your cost, to purchase appropriate attire.

DISCIPLINE POLICIES AND PROCEDURES

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 demerits, detentions, in-school suspensions, out-of-school suspensions, disciplinary probation or dismissal. Students may also be required to pay for damages.

IN ALL MATTERS REGARDING THE CODE FOR THE PERSONAL APPEARANCE OF STUDENTS THE ADMINISTRATION HAS THE FINAL DECISION APPEARANCE CODE VIOLATIONS

DEMERIT

Demerits are given to students when in violation of the School Code of Conduct or Dress Code. When a student receives 3 demerits a detention will be issued.

DETENTION

Detentions are held weekly on Monday 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 2:45 pm and remain until 3:30 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. Students must remain in full dress code. Silence is to be maintained. Failure to report will result in a double-detention.

IN-SCHOOL SUSPENSION

In-school suspensions are served over a designated number of days. Students are to bring books and materials for study and to constructively occupy themselves during the suspension. Cell phones must be turned in at the beginning of each day and will be returned at the end of the school day. All previously scheduled tests or quizzes will be administered during the suspension.

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.

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.

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 Administration.

DISMISSAL

The Discipline Committee will review severe behavioral incidents. Their recommendation will be shared with the principal for review. The final decision for dismissal will be made by the principal.

PARTIAL LIST OF OFFENSES AND CONSEQUENCES

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

ANY ACT THAT VIOLATES LAKE CATHOLIC'S MISSION, VISION, OR STATEMENT OF VALUES WILL RESULT IN DISCIPLINARY ACTION.

MINOR OFFENSES

<u>INNAPROPRIATE BEHAVIOR</u>	<u>CONSEQUENCE</u>
Cafeteria violations	1-2 Demerits
Cell phones/Smart watches/Electronic devices/Listening devices are not permitted during school hours.	1-5 Demerits and will be confiscated until the end of the school day
Chewing gum	Warning-first offense; 1-3 Demerits for additional offenses
Dress Code violation	1-2 Demerits
Eating or drinking outside of the Atrium/Cafeteria	Warning-first offense; 1-3 Demerits for additional offenses
Repeated offenses of the above	Demerit to Permanent Dismissal
Social Media Challenges/Trends	Detention to Permanent Dismissal
Tardy to class	1-2 Demerits
Wandering without a hall pass	Warning- first offense; 1-3 Demerits for additional offenses

MAJOR OFFENSES

INNAPROPRIATE BEHAVIOR

A verbal threat, the use of physical force, the use of profanity, obscene language, and/or negative gestures to a teacher or staff member on or off campus
Academic Dishonesty
Aiding and abetting any violation of Lake Catholic High School policy
Assault
Being found in any part of the school without supervision.
Being in an unauthorized area or academic area after the building has been secured
Damaging property of school or another persons' property
Disrespect to any members of the LCHS community, student or adult
Disruption of class
Disruption of school
E- Cigarette use or paraphernalia or tobacco use or possession on or in the vicinity of the school campus or events
Extortion
Failure to comply with disciplinary actions; Insubordination
Fighting
Forgery of parents' or teachers' signatures or use of forged notes or passes
Harassment (sexual, racial, etc.)
Hazing or Bullying (to harass or initiate another student) physical, verbal or electronic harassing, threatening, or degrading another person electronically via cell phone, computer etc.

CONSEQUENCE

Detention to Permanent Dismissal
Detention to Permanent Dismissal
Detention to Permanent Dismissal
Suspension to Permanent Dismissal
Detention to Permanent Dismissal.
Detention to Permanent Dismissal.
Detention to Permanent Dismissal; Restitution may be required
Detention to Permanent Dismissal
Detention(s) to Permanent Dismissal
Detention to Permanent Dismissal
5 Detentions to Permanent Dismissal
Detention to Permanent Dismissal; Restitution may be required
Detention to Permanent Dismissal
5 Detention to Permanent Dismissal
Detention to Permanent Dismissal
Detention to Permanent Dismissal
Detention to Permanent Dismissal

Hosting or facilitating a party or gathering at which alcoholic beverages or other illegal drugs are used by minors, or procuring a facility for such a party or gathering	5 Day Suspension to Permanent Dismissal Report of drug testing within 24 hours 36 Report of drug testing within 24 hours with Chemical Abuse Policy.
Inappropriate conduct that is detrimental to LCHS school and community	Detention to Permanent Dismissal
Leaving school grounds without permission	Detention to Permanent Dismissal
Leaving the building without permission	Detention to Permanent Dismissal
Lying	Detention to Permanent Dismissal
Misbehavior at school liturgies or assemblies	Detention(s) to Permanent Dismissal
PDA (Public Display of Affection)	Detention(s) to Permanent Dismissal
Physical Contact against another student	Detention(s) to Permanent Dismissal
Possession of a weapon(s), facsimile or real, or use of an object as a weapon	Suspension to Permanent Dismissal
Possession or display of suggestive, obscene, or pornographic literature, etc.	5 Detention to Permanent Dismissal
Possession or duplication of school or faculty keys without permission	Suspension to Permanent Dismissal
Possession or use of a Laser Pointer	Detention to Suspension
Possession or use of fireworks	Detention to Permanent Dismissal
Possession or use of harmful and/or illegal substances (alcohol and/or drugs)	Report of drug testing substances within 24 hours; Administrative decision in accordance with Chemical Abuse Policy
Posting pictures of faculty, staff, coaches or other LCHS employees on any social media site or app	Detention to Permanent Dismissal
Pranks	Detention to Permanent Dismissal
Profanity; Inappropriate language	Detention(s) to Permanent Dismissal
Reckless Operation or Parking Violations	Detention to Driving Privileges Revoked
Setting false alarm or inducing panic	Suspension to Permanent Dismissal
Sexual misconduct (including online)	Detention to Permanent Dismissal
Social Media Challenges/Trends	Detention to Permanent Dismissal
Stealing	Detention to Permanent Dismissal; Restitution may be required

The use, sale, distribution, possession, or being under the influence drugs or alcoholic beverages on or off campus or at any school-sponsored event (home or away)	5 Day Suspension to Permanent Dismissal; Report of drug testing within 24 hours. Administrative decision in accordance with Chemical Abuse Policy Additional Consequences: If the LCHS student is not expelled: Immediate dismissal from all extra-curricular activities for a period of up to one year. This applies to Athletic Teams, school clubs and organizations, Drama productions, school-sponsored trips and social events, and all leadership positions.
Threatening to harm another	5 Detention to Permanent Dismissal
Truancy from class	1-5 Detention
Truancy from required tutoring class	1-5 Detention
Truancy from school	Detention to Permanent Dismissal
Unauthorized use of school computers/Chromebooks or violation of Computer Use Policy	Detention, Possible Fine and/or Ban from Use to Permanent Dismissal
Verbal harassment or persistent name calling	Detention to Permanent Dismissal
Youth Gangs and Gang-Related Activity	Suspension to Permanent Dismissal to Expulsion Legal Authorities notified

DRESS CODE VIOLATIONS

Students out of dress code will receive a demerit from a faculty or staff member. If the dress code violation is deemed inappropriate for the classroom setting, the student will be sent to the administration. The administration reserves the right to decide whether a student is in compliance with the dress code.

ELECTRONIC DEVICE VIOLATIONS

Policy Overview

Students are permitted to bring cell phones to campus; however, cell phones must be stored in students' lockers from the start of the school day until the final bell. This policy is designed to minimize distractions, promote face-to-face interaction, and ensure a focused learning environment.

Detailed Policy

1. Arrival at School: Upon arriving on campus, students must place their cell phones in their lockers before the start of the first class. Cell phones must remain in the lockers throughout the school day, including during lunch and breaks. **2. End of the School Day:** Students may retrieve their cell phones from their lockers only after the final bell has rung. **3. Emergency Situations:** If a student needs to make an emergency call, they may seek permission from an administrator or office staff to use the office phone.

4. Consequences for Non-Compliance:

First Offense: Verbal warning, the phone kept in the main office until the conclusion of the day and a reminder of the policy.

Second Offense: Phone confiscated and returned at the end of the day; detention will be issued and parent/guardian notification.

Third Offense: Phone confiscation, double-detention, and parent/guardian meeting.

5. Exceptions: Students with medical conditions or specific needs that require them to have immediate access to their phones may obtain approval from the administration. Please see the Dean of Students for approval.

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 platforms the school will exercise every disciplinary and legal measure it deems appropriate including suspension and expulsion of the student(s) involved.

ACADEMIC INTEGRITY

Lake Catholic students are required to demonstrate academic integrity. Academic integrity is completing one's work with honesty and commitment to excellence.

Academic dishonesty is the opposite of academic integrity. Some examples of academic dishonesty include but are not limited to offering your own work to be copied, use of artificial intelligence, photo math, google translate, using other student's work, as well as using any unauthorized aid. Another example of academic dishonesty is plagiarism. Plagiarism is using anyone else's words, thoughts, or ideas without properly crediting the creator.

Academic dishonesty will result in progressive punishment. Every digression will be noted in the student's record. Administration will review each act of academic dishonesty.

SMOKING

Smoking and chewing tobacco are strictly prohibited at school or school sponsored events. This includes the use of any tobacco products including, but not limited to, rolled cigarettes, e-cigarettes and personal vaporizers. Students may not carry tobacco, cigarettes, matches/lighters, e-cig paraphernalia 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. 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, impedence, 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 (such as the internet and/or text messages).
- 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.

MISTREATMENT OF OTHERS & BULLYING

Lake Catholic does not tolerate mistreatment of other students or behavior that is inconsistent with Lake Catholic's mission, core values, vision and beliefs. Prohibited behavior occurs when a student is a target of mistreatment usually in the form of intentional, repeated hurtful acts, words, or exclusionary behaviors including but not limited to:

- Intimidation, such as name-calling or threatening,
- Social alienation, such as shunning or spreading false rumors,
- Physical aggression, such as spitting or pushing.

"Bullying" is likewise prohibited. It will not be tolerated. "Bullying" as related to students means either of the following:

- (a) Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another student more than once and the behavior:
 - i. Causes mental or physical harm to the other student and
 - ii. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or (b)
- Violence within a dating relationship.

Any student who believes s/he has been the victim of mistreatment or bullying shall report the incident(s) to a teacher, counselor, or administrator immediately. Similarly, any student who believes another student has been mistreated or bullied shall report the incident(s) to a teacher, counselor, or administrator immediately. All reports will be reviewed in a prompt and thorough manner, and no student will be retaliated against for bringing forth concerns of mistreatment or bullying or for participating in the investigation of a mistreatment or bullying complaint. Violations of this policy will result in disciplinary action.

HAZING

Lake Catholic does not tolerate hazing behavior in any form.

Hazing is defined as "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person."

Hazing includes, but is not limited to, any conduct, coercion or intimidation used as a method of initiation into a student organization or team that causes or creates a substantial risk of causing mental or physical harm to any person.

Students are strictly prohibited from participating in any student hazing, knowingly submitting to any hazing activities, or being present or having knowledge of hazing and failing to report it or take other steps to stop the hazing.

Examples of conduct that could be considered hazing include:

- Physical behavior, such as paddling, forced consumption of anything, or shaving of hair/tattooing
- Physical restraints, such as tying up or confining another to a small space
- Behavior that creates increased risk of mental harm, such as abandoning, deprivation of basic needs, or deception
- Behavior that creates increased risk of emotional harm, such as embarrassing or intimidating acts
- Sexualized behavior that involves nudity or sexual acts (simulated or otherwise).

Hazing must be reported immediately to a teacher, counselor, or administrator.

All reports will be reviewed in a prompt and thorough manner, and no student will be retaliated against for bringing forth concerns of hazing or for participating in the investigation of a hazing complaint. Violations of this policy will result in disciplinary action.

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

All student threats to inflict any harm to self or others must be taken seriously. Whoever hears the threat must report it immediately to a school administrator.

SEXUAL HARASSMENT & 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.

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.

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.

OUT OF SCHOOL CONDUCT

Student behavior that reflects negatively on Lake Catholic High School and/or implicates or involves Lake Catholic High School may warrant investigation and action on the part of the administration. In addition, students may incur disciplinary consequences.

PARENT/STUDENT EXPECTATIONS

CLASSROOM BEHAVIOR

Students are to use classroom time productively, they must listen to teacher instructions and directions, contribute to the learning environment, and abide by all classroom rules as designated by the individual classroom teacher. Teacher will log all digressions in FACTS and issue demerits when appropriate.

Teachers will take the following steps when digressions occur:

- Verbal reprimand from the teacher, record the incident in FACTS (FACTS notification sent to parents).
- Conference between teacher and student, record the incident in FACTS (FACTS notification sent to parents).
- Depending on the severity the teacher will call or e-mail parents.

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

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.

COMMUNICATION

Communication expectations are as follows:

1. Students are expected to communicate all academic concerns to their teacher first. They may also seek help from counselors or administrators when needed.
2. Parents are expected to bring all academic concerns to the teacher first.
3. If parents need further assistance after speaking to the teachers, they should contact the counselors or the Dean of Academics.
4. After those steps are taken, further communication should be directed to the principal.

CONFIDENTIALITY

All student records and information are held confidential by Lake Catholic High School employees. Employees must always comply with the Family Educational Rights and Privacy Act (FERPA). Employees of Lake Catholic High School will discuss student situations with the parents/guardians of those students only. Employees of Lake Catholic High School will not meet with anyone except a parent/guardian to discuss student situations unless a parent gives written consent.

ELECTRONIC DEVICES

Policy Overview

Students are permitted to bring cell phones to campus; however, cell phones must be stored in students' lockers from the start of the school day until the final bell. This policy is designed to minimize distractions, promote face-to-face interaction, and ensure a focused learning environment.

Detailed Policy

1. Arrival at School: Upon arriving on campus, students must place their cell phones in their lockers before the start of the first class. Cell phones must remain in the lockers throughout the school day, including during lunch and breaks. **2. End of the School Day:** Students may retrieve their cell phones from their lockers only after the final bell has rung. **3. Emergency Situations:** If a student needs to make an emergency call, they may seek permission from an administrator or office staff to use the office phone.

4. Consequences for Non-Compliance:

First Offense: Verbal warning, the phone kept in the main office until the conclusion of the day and a reminder of the policy.

Second Offense: Phone confiscated and returned at the end of the day; detention will be issued and parent/guardian notification.

Third Offense: Phone confiscation, double-detention, and parent/guardian meeting.

5. Exceptions: Students with medical conditions or specific needs that require them to have immediate access to their phones may obtain approval from the administration. Please see the Dean of Students for approval.

The school is not responsible for theft or damage of electronic 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. Silence is to be maintained until the conclusion of the emergency drill.

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. Students are not permitted to have food delivered to school.

HANDBOOK REPLACEMENTS

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

PARENT COOPERATION

Educating students is a partnership between parents/guardians and the school. If a parent's behavior is detrimental to the relationship with Lake Catholic High School, actions may be taken by the school administration to address these concerns. If in the opinion of the administration the partnership is irretrievably broken, the school reserves the right to request that the student be withdrawn from Lake Catholic High School.

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 \$70, 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 & DECORATIONS

Requests for signs or posters to be hung must be approved by an administrator. Signs and posters may be placed in designated areas with blue painter's tape only. They may not be placed on painted walls, over fire exits or attached to the ceiling grids. Decorations of lockers should only use blue painter's tape or magnets.

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 with integrity and celebrate our students in a way that brings credit to our school, our team and our community.

STUDY HALL

Students must maintain a quiet environment 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.

USE OF SCHOOL GROUNDS & SUPERVISION

Students should not be on the school grounds without the supervision of an employee of Lake Catholic High School. Students who arrive before school or stay late after school must stay in the atrium unless given permission otherwise. Students waiting before or after extra-curricular activities or athletic events must also wait in the atrium. Students should not be on a field or in the gym without a coach present. If a teacher is not present in an area they normally supervise, students should stay in their seats or desks. If that teacher does not arrive after a few minutes, students must send someone to the main office. In case of an emergency, students seek out the nearest adult.

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 or cafeteria. 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. Students may not be in the halls of the school after 3:30 pm, unless they are directly observed by school faculty or staff. Students waiting for transportation or after school activities must remain in the school atrium.

CLINIC

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

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, campus minister, school nurse and school administration are available to assist students with academic, social, emotional, spiritual, and physical concerns. 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. By presenting a valid Student ID Card, students are entitled to free admission at school concerts and regular season home athletic events.

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.

Scotch tape is prohibited from being used on the inside or outside of lockers. Magnets are the only adhesives permitted to be used on lockers.

Students will be held responsible for damage to their lockers. 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. At the end of each semester, unclaimed items will be donated or discarded.

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, physical education teacher, or supervisor at all times.

WEBSITE

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

FACTS

FACTS is an online Student Information System. At the beginning of each school year, students and parents are given passwords which allow them to access FACTS via the school's website. Students, as well as parents, are 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.

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

ASBESTOS POLICY

Federal law now requires all schools to inspect their buildings for asbestos containing materials and to develop Management Plans for those materials found. Our school has completed this Inspection/Management Plan and has submitted a copy to the Ohio Department of Health.

The asbestos Inspection/Management Plan is available for review, by appointment, during our regular business hours. If you wish to see the report, please contact the school office for an appointment. All appointment requests will be honored within (5) working days of their receipt. Also, a copy of the Inspection/Management Plan can be made available, upon written request, for the cost of reproduction.

Our school maintenance and custodial staff has received specialized asbestos training and will visually survey the asbestos-containing materials in our buildings every six (6) months. A complete reinspection, by an EPA accredited inspector, will occur every three (3) years, and copies of these inspections will be available for your review. If asbestos abatement is required, other than small scale short duration repairs, only fully EPA accredited asbestos contractors will be used.

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). Please see an administrator if you have further questions or concerns.

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 TV stations, posted to social media and notified via phone message. 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 attendance 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 15th day of the school year.

MARRIED STUDENT POLICY

Lake Catholic High School does not accept or enroll married students. Please see an administrator if you have further questions or concerns.

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.

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, social media and the school website. Any parent objecting to the use of their student's image for these purposes must notify the school in writing 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. Please see an administrator if you have further questions or concerns.

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 COUNSELOR SERVICES

Lake Catholic High School's counselors 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.

TECHNOLOGY AND 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 useful academic resources 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 digital media and information sources.

Students are responsible for appropriate digital age citizenship on school computer networks just as they are responsible for appropriate citizenship in a classroom or a school hallway. All communications on the school network are considered public in nature and students should act accordingly by using appropriate professional language, behavior, etc. General school rules for behavior, conduct, 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 will be treated like school lockers. Network administrators may review files, communications and general network history in order 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. Viewing, researching or posting weapons or other activity deemed as threatening by the administration.
5. Damaging computers, computer systems or any other related network hardware (ie iPads, printers, etc.)
6. Hacking or other unlawful activities
7. Violating copyright laws
8. Downloading information and files not relevant to curriculum-related activities
9. Accessing inappropriate web sites that have escaped Internet filtering
10. Attempting to or overriding Internet filtering system
11. Violating privacy issues
12. Intentionally wasting limited resources
13. Employing the network for commercial purposes
14. 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.

VISITORS

All visitors must sign in with security personnel located in the atrium/main office 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

Tuition for the 2024-2025 school year is \$12,000.00

A *Tuition Contract* is required for all students. When completing this document families must choose from one of four payment plans:

- Pay in Full – Payments of full tuition made by 6/30/2024 qualify for a 2% discount.
- Pay by Semester – Payments of at least half of the tuition account balance made by 6/30/2024 qualify for a 1% discount on the amount paid. Payments of the remaining balance made by 12/30/2024 qualify for a 1% discount.
- 11 Monthly Payments – July 2024 through May 2025 on the 1st or 20th of each month. Families must provide a bank account number from which monthly payments will be automatically withdrawn. Monthly payments are 1/11th of the outstanding balance on the July 1, 2025 Tuition Statement issued the third week of June.
- Tuition Financed through the Cardinal Community Credit Union with terms up to 11 months (please call for more info).

Tuition accounts will be charged \$35 for each returned check and \$20 for each returned ACH payment.

Tuition Discounts, Financial Aid & Scholarships

All discounts, financial aid and scholarships are credited to a student's tuition account on the July 1, 2024 Tuition Statement or as earned throughout the school year.

Lake Catholic offers several grants and tuition discounts:

- Alumni Grant - \$300 awarded to each student with a parent or grandparent who is an alumnus of Lake Catholic (limit one discount per student, per year).
- Multi-Student Grant- 2nd student \$1,000, 3rd student \$3,000, 4th student \$11,300 (enrolled concurrently)
- Pay in Full – See above
- Pay by Semester – See above

Financial Aid/Tuition Assistance

- Requires submission of a FACTS application (<https://online.factsmgt.com/signin/3WY22>) every year for which financial aid is desired.
- FACTS Grant and Aid (FACTS) will process all applications and release results to Lake Catholic and the Diocese of Cleveland. Please allow a minimum of three weeks for processing once your application is completed.
- The deadline to submit an application for tuition assistance for current students is May 31st. Late applications will be considered if funding is available (please contact the Business Office).

- The Diocese of Cleveland also makes need-based tuition assistance awards. These awards will generally be announced at the same time as Lake Catholic's awards. The deadline for Diocesan Tuition Assistance is May 31st.

Scholarships

- Academic scholarships are awarded to students based on the results of a placement exam taken prior to their freshman year. Please contact the Admissions Office for more information.
- Catholic Teacher's Scholarship - \$1,500 is awarded to a student with a parent who is a full-time teacher in a Catholic grade or high school. The parent must obtain a letter from the school annually to verify employment status and forward it to the Business Office.
- Other scholarships from outside of Lake Catholic High School may be available from time to time and are announced to their target audience and posted on the Admissions page on Lake Catholic's website as information is available.

Registration, Participation and Other Fees

Registration Fees are due at the time of class registration. Registration for continuing students generally occurs in February for the following year. The registration fee for continuing students is \$250.00.

Registration for new students occurs in early March or as scheduled with the Admissions Department. The registration fee for new students is \$350.00.

Athletic and other participation fees help offset the cost of transportation, officials, uniforms, equipment and supplies of each activity. These fees are added to tuition accounts as incurred. These fees can be paid separately or added to monthly automatic payment amounts by calling the Business Office.

To encourage our students to participate in multiple activities and lessen the financial burden on families, a \$1,500 per-family cap has been set. Swimming fees (if applicable) are not subject to the family cap due to the actual cost of the activity exceeding the fees charged for participation.

Participation and other fees include, but are not limited to:

Athletic Participation Fees

Baseball - \$425
 Basketball - \$400
 Cheerleading - \$275
 Cross Country - \$250
 Football - \$550
 Golf - \$350
 Indoor Track - \$100
 Lacrosse - \$425
 Softball - \$375
 Soccer - \$400
 Swimming – TBA
 Tennis - \$375

Track - \$350
Volleyball - \$425
Wrestling - \$525

Other Fees

AP Exam - \$95
Band Camp – TBA
Graduation - \$100
LC Singers - \$75
Musical - \$75
Parking - \$75
Play - \$75
Registration Fee - \$250/\$350
Schedule Change - \$40
Transportation – From \$175/month to \$1,200/year

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 provides a fee-based van service to neighboring communities where public school transportation is not available. Several levels of service are available. Current riders are contacted each spring to assess their need for transportation for the following school year. Incoming students can register for transportation during their registration appointment or through the Admissions Department. Questions about van routes and fees should be directed to the school's finance office.

CAFETERIA

The Cougar Den, Lake Catholic's cafeteria, is open during the three regularly scheduled lunch periods during the school day.

The Cougar Den offers a Free and Reduced Lunch program.

Qualification for this program is based on federal guidelines. Student eligibility is determined through the completion of a FACTS Grand and Aid application. This application can be assessed here:

<https://online.factsmgt.com/signin/3WY22>

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