

LANCASTER CATHOLIC HIGH SCHOOL

Student Handbook 2009-2010

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

Administration and Main Office	509-0315
Alumni and Development Office	509-0313
Athletic Office.....	509-0316
Attendance Office	509-0314
Business Office (Tuition/Finance)	509-0307
Guidance	509-0305
Music Department	509-0310
Stadium Field House	392-6444
Studies Office	509-0311

"A Wise Heart Seeks Knowledge"

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To The Parents and Students of Lancaster Catholic High School

I am pleased to present to you our handbook for the 2009-2010 school year. Within these pages you will find the information needed to be a successful student at LCHS. The desire to be successful, however, must come from your own dedication, motivation and commitment to the ideals set forth here.

This handbook has been developed collaboratively by students, teachers and staff as a compilation of the rules, regulations and procedures which undergird the operation of this high school. They are not an end in themselves; they are a means to an end. The end is your personal success and happiness.

Mr. Tom Fertal
Interim Principal

PHILOSOPHY AND MISSION STATEMENT OF LANCASTER CATHOLIC HIGH SCHOOL

PHILOSOPHY

Lancaster Catholic High School affirms that our primary purpose is to offer a superior education to all our students in the context of the Gospel of Jesus Christ, in keeping with the traditions and teachings of the Roman Catholic Church. We endeavor to develop the whole person spiritually, intellectually and socially, ultimately leading to the larger goals of Christianity – truth, charity, justice, freedom, peace and salvation.

MISSION STATEMENT

As a Catholic, co-educational, diocesan secondary school, Lancaster Catholic High School offers a quality education which helps students integrate their faith with the knowledge they acquire and the skills they develop, so they may serve the community as responsible adults.

Lancaster Catholic is open to all students who are capable of maintaining and willing to adhere to the academic standards and discipline policies of the school. We strive to make a Lancaster Catholic education accessible to all who support its endeavors.

SPIRITUAL LIFE

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

MASS

School-wide Masses and Prayer Services will be celebrated during the year, the dates and times of which will be announced. Attendance is not optional. It is expected that participation and decorum be reverent.

RETREAT

As part of its total educational mission, the program of Lancaster Catholic High School includes an opportunity during the school year for the students to reflect on their lives as Christians. Parents and students are informed of the days of retreat. We are pleased to offer KAIROS, a four-day, overnight experience, as a retreat option for our juniors and seniors.

ACADEMIC PROGRAM

Lancaster Catholic High School is governed by the scholastic policy of the Diocese of Harrisburg, as issued from the office of the Diocesan Superintendent of Schools.

Information on course offerings, class rank, the Lancaster County Career and Technology Center and the levels of study can be found in the Academic Program booklet which is available in the Studies Office.

GRADUATION REQUIREMENTS

Graduation from Lancaster Catholic High School depends upon the successful completion of all required courses as mandated by the Pennsylvania Department of Education, Lancaster Catholic High School and the Superintendent of Education of the Diocese of Harrisburg.

A minimum of 25 credits in four years and 80 hours of service to school, church and community (20 hours per academic year) is required for graduation. Of the 25 credits, 21 are required credits by the Department of Education. A credit in Religion is required for each year of attendance at Lancaster Catholic High School. In addition, each candidate for graduation must demonstrate competence in word processing and Library usage. **All students must maintain a minimum of six full credit courses per year.** A full credit course is defined as one worth one unit of credit.

The following is the required distribution of credits for graduation:

Religion	4.0 credits
English	4.0 credits
Mathematics	3.0 credits
Science	3.0 credits
Social Studies	3.0 credits
Arts and/or Humanities	2.0 credits
Health & Physical Education	1.0 credits
Electives	5.0 credits

CYBER CLASSES

Students who wish to enroll in on-line courses must obtain prior approval from the Vice Principal of Instruction with a recommendation from the guidance department. Courses may be approved for academic advancement or remediation. Courses approved for advancement will be weighted at an academic or honors level dependant upon similarities to our current course offerings and may be subject to final examinations administered by LCHS. Credits earned for remediation will be assigned a maximum grade of 70.

COLLEGE COURSES

Students may be awarded credit for college courses for purposes of advancement. All courses must be pre-approved by the Vice Principal of Instruction. Courses will be weighted at an honors or AP level dependant upon similarities to our current course offerings. Upper level college courses will be weighted as AP classes.

LIFE SKILLS

All freshmen are required to take the 12 hour Youth Alcohol Life Skills Training program presented by the Lancaster Council on Drug and Alcohol Abuse. The program is presented at no cost to parents or students. It is scheduled during weekends and evenings throughout the year.

GOOD SAMARITAN PROGRAM

All students are required to perform 20 hours of service to school, church or community per year. These hours can be performed starting after the last day of school in June. Seniors must complete 10 hours by the end of the first semester of their senior year, and the remaining 10 hours must be completed by March 1. Seniors who do not have their hours completed by the end of the third marking period will be ruled ineligible for participation in ALL extra-curricular activities until the hours are completed. Hours for all other students must be completed by May 1st. A list of approved volunteer locations is listed in the Good Samaritan Program booklet. Locations not listed in the booklet must be approved by the program director.

QUARTERLY REPORTS

There are four marking periods for the scholastic year. Each marking period is approximately nine weeks in length. Report cards are distributed at the end of each marking period. They are to be signed by the parent or guardian and returned to the homeroom teacher within three days.

Examinations will be given at the end of the second and fourth quarters. Each examination will count for one-fifth of the semester grade for the course.

SCHEDULED TEST DAYS

A day – History, Mathematics, Foreign Language

B day – English, Science, Religion

Other departments should test when most appropriate.

EXAMINATION EXEMPTION (FINALS)

Students may be exempted from final examinations for courses in which their final average is 90% as of Friday prior to the beginning of the examination period. This exemption applies only to final examinations in May/June and not to mid-term examinations in January.

HONOR ROLL

The Honor Roll is achieved by students who have a weighted average of 90% with no grades less than 80%. All courses are included in the averaging with weights assigned according to the credit value of the course. Half-credit courses are given half the weight of a full-credit

course and quarter-credit courses are given a quarter of the weight of a full-credit course. Students attaining an average of 93% or greater shall be noted as Distinguished Honors. The Honor Roll is determined each quarter.

GRADE EQUIVALENTS

Letter grade equivalents for the numerical system are as follows:

90-100 = A 80-89 = B 70-79 = C 69 or lower = F

GRADE AVERAGING

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

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

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

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

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

TUTORING

Tutoring is available to all students. Students may request tutoring through their teacher, the Academic Achievement Center or the Guidance Department.

COURSE WITHDRAWAL

Students may not withdraw from a course without permission from parents, the teacher of the course, and the Vice Principal of Instruction. No entry will be made on official transcripts or report cards if the withdrawal is made within six weeks of the start of the course. After that period, the withdrawal from a course will be noted as either **WP** for "Withdraw Passing" or **WF** for "Withdraw Failing". There will be a \$25 charge for any course changes initiated by parents or students once the school year has begun.

PROGRESS REPORTS

If a student is doing unsatisfactory work at the half-way point in any marking period, a notice will be sent to the parents. It is possible that a student who was doing satisfactorily at the mid-point in the period may receive a failing grade if subsequent work is not satisfactory.

FAILURES

All failures in subjects required by the school administration for advancement into the next grade must be made up in summer school or in the summertime under the direction of a tutor approved by the school. No more than two academic subjects may be made up in

summer school. Failure in any course not available during the summer in the local public schools will result in that course being repeated in Lancaster Catholic High School during the next school year. Seniors failing a Religion course see below "Summer School."

Any student with three or more failures at the end of the year may be required to repeat the year. This student will be given the opportunity to make up two credits during the summer. Any student who is repeating the year and/or is on academic probation and continues to carry two or more failures and/or is non-cooperative or a disciplinary problem may be asked to withdraw from the school. Counseling is provided for students who have academic and/or disciplinary problems.

In brief, this policy expects all students to pass each subject each year. The passing grade is 70%. Any grade below 70% will be printed as a "F" on the permanent record card.

Failures could also be caused by cheating. Each incident, whether in a homework assignment, test or report, will result in a grade of zero and a referral to the Vice Principal of Instruction and Vice Principal of Student Affairs.

SUMMER SCHOOL

Lancaster Catholic High School does not sponsor summer school classes. A senior who fails Religion must make arrangements with the Vice Principal of Instruction to complete the course requirements before a diploma can be issued.

PHYSICAL EDUCATION CLASSES

All students are required to take Physical Education unless they have a written excuse from a doctor stating an inability to participate in the class. Students with such a note are to report to their teachers for instructions dependent upon the individual case.

All students must wear a Physical Education uniform consisting of solid purple shorts and a plain gold or gold LCHS T-shirt with sneakers and white socks. All Physical Education clothing and equipment must be clearly marked with the student's name. Failure to dress for class or wearing an incomplete uniform will affect the grade.

All valuables must be locked in a locker or in the Physical Education Office during the class period. Students carrying large sums of money are encouraged to bring the moneys to the Business Office for safekeeping. The Physical Education Department and Lancaster Catholic High School are not responsible for lost or stolen articles. Combination locks are available in the school office or from the

Physical Education instructor. These are the only locks which may be used.

STUDENT LIFE

APPAREL

Students are expected to be properly dressed when they arrive at school and to remain properly dressed until they return home. All articles of dress are to be worn properly and as intended. All articles of clothing, which are not a part of the uniform, are to be placed in lockers before 8:00, and must remain in the lockers until students are dismissed for the day. Athletes and those participating in after-school activities under the supervision of a coach or moderator may dress as directed by the coach or supervisor.

It is important to note that fads and extremes in dress, hair and jewelry will not be acceptable. Items not specifically listed as part of the code, such as bandannas and kerchiefs, are not permitted. Only one single strand necklace and one bracelet will be permitted. Tattoos should not be visible in school dress. Body piercings are not to be visible while in school dress with the only exception being ladies may wear two earrings in the lobe of each ear. It is advisable to discuss any variations to this dress code with the administration prior to actual purchase of apparel.

Proper Dress for Young Women: Young women must wear the approved kilt-type skirt with a white, oxford cloth, button down collar blouse and charcoal gray socks. A uniform sweater and/or uniform blazer may be used to complement the skirt and blouse. If worn, only solid white T-shirts are appropriate under uniform and dress shirts. If a substitute for socks is desired, plain opaque tights, white or charcoal gray, may be worn. The uniform skirt and blouse must be fitted, well kept, ironed or pressed, and properly identified. **The skirt must be worn at the waist and to the mid-knee in a manner which is appropriate for the design of the clothing and reflective of the modesty expected of Christian women.** The blouse must be properly tucked into the skirt.

Shoes must be brown, black or burgundy in color, polished, sensible and without open backs (1" minimum from insole to top of outside heel). Hair must be neat, well-groomed and reflect due regard for health and safety regulations.

During the first and fourth marking periods, a uniform knit shirt with the school emblem may be worn in place of the blouse. A pair of

uniform shorts worn with a belt may be substituted for the kilt when wearing the knit shirt. These approved items are available at Uniform Solutions, 1507A Lititz Pike, Lancaster (394-6655). White crew socks which cover the ankle and white, low cut sneakers are to be worn with the shorts.

Proper Dress for Young Men: Young men must wear gray dress slacks (no outside labels or patch pockets), white dress shirts, school tie, dress shoes and socks. The slacks must be clean, pressed to maintain the crease, fitted and properly worn with belt at the waist. They may be cuffed or un-cuffed. If desired, a uniform sweater and/or uniform blazer may be worn. Only solid white T-shirts are appropriate under uniform and dress shirts. Shoes must be black, brown or burgundy in color and must be polished to a shine. Any kind of casual footwear such as mountain climbers, sneakers, work shoes, boots and the like is improper and will not be acceptable. Hair must be neat, well-groomed, trimmed around the ears and off the collar. **All students are to be clean shaven. Beards and mustaches are not acceptable. Sideburns may not extend beyond the middle of the ear. Earrings are not acceptable at school and school functions.**

During the first and fourth marking periods, a uniform knit shirt with the school emblem may be worn in place of the dress shirt. A pair of uniform shorts worn with a belt may be substituted for the dress slacks when wearing the knit shirt. These approved items are available at Uniform Solutions, 1507A Lititz Pike, Lancaster (394-6655). White crew socks which cover the ankle and white, low cut sneakers are to be worn with the shorts. Ties are not to be worn with the knit shirt.

Casual Dress: Upon occasion throughout the year, casual attire will be permitted. The regulations governing such attire are modesty: no patched jeans or torn jeans, no shorts or cut-off jeans. Not permitted are exposed midriffs, muscle shirts, tube tops, halter tops, tank tops, tops with spaghetti straps, necklines which reveal cleavage, excessively short skirts, skirts with excessive slits, spandex, hats, open back shoes, sandals or flip flops. Proper undergarments should be worn and are to be completely covered by appropriate outer garments; slogan T-shirts should be in good taste avoiding all references to drugs, alcohol, etc.; all clothing should be neat and clean. Neither pajamas nor slippers are appropriate.

Proper Dress for Students with Injuries: Apparel for an injured student must reflect the norms as stated above. An attending

physician may request, in writing, a variance such as different footwear or sweat pants. If sweat pants are mandated, they are to be dark gray or black and worn with a uniform knit shirt with the school emblem. Altered dress codes are limited to two weeks. Time extension requests are to be directed to the school nurse.

ATTENDANCE

In order to benefit from classroom instruction and be properly assessed as regards learning, students are expected to be in regular attendance. Regular attendance includes the student's presence on the school premises and in the assigned rooms for the entire day. **In order to leave the school building or the school premises after arriving, proper authorization must be obtained from the Dean of Student Affairs.** In cases of emergency, permission to leave the building and/or premises may be obtained from the Principal, Vice Principal, Dean or Nurse.

Absences totaling 10 days may be referred to the Dean of Student Affairs. A conference with the student and/or the student's parents may be required for the purpose of identifying and resolving attendance concerns. If the issues are not resolved and/or the absences total 20 days, the matter will be forwarded to the principal for review and disposition.

ABSENCE AND RETURN PROCEDURES

1. On the day of absence, a parent or guardian is expected to call the attendance Office **(509-0314)** by 8:45 a.m. to inform the school and to provide an explanation. In the event that the Attendance Office receives no notification from the parent or guardian by 8:45a.m., the student's absence shall be regarded as unexcused. Please note that email communication is NOT acceptable.
2. A medical doctor's certificate is required when a student is absent for more than 3 consecutive days and may be required in case of chronic absences. A medical doctor's certificate will be required for re-admittance to class after the 5th and all subsequent absences in a quarter or the 15th absence of the school year.
3. Upon returning to school, the student is expected to present an official excuse card to the homeroom teacher. Official excuse cards are provided to the students in the beginning of the school year. As these cards are used, additional cards must be obtained from the Attendance Office. Students who return to school without an official excuse card must acquire an admittance slip from the Attendance Office in order to enter homeroom.

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

LATENESS

1. When late for school, the student is to report to the Attendance Office for an admission slip.
2. If a student will be late due to an appointment, a phone call stating the reason and the expected arrival time is required.
3. Students should report to the Attendance Office upon arrival with the proper written verification. Lateness due to a professional appointment – doctor, dentist, therapist, etc., will be excused as long documentation from the office is provided.
4. If the Attendance Office is closed, report to the Main Office for an admission slip.
5. Recognizing that there are occasional issues such as traffic, minor illness, power-outages, etc., **each student will be allowed four tardies per year that may be excused with a written parent note. After 4 tardies ALL subsequent tardies not excused by a doctor's note will incur detention.** Students who accumulate excessive tardies will be assigned to Saturday school.

COLLEGE VISITS

Seniors and Juniors may be excused during the year to visit colleges. **Arrangements should be made two school days prior to the visit.** Visiting a college means an official visit with someone on the administrative or guidance level. Catholic High will provide an official form, available in the Attendance Office, for the host college to sign.

FAMILY TRIPS

Class participation is an integral part of the learning experience, and the student's presence and participation in class has an effect on grades earned. **Vacations, trips and day events such as "Take your daughter to work day" are discouraged.** If the student must miss school for a family trip, the request for a student to be absent must be submitted in written form to the Attendance Office and should be received prior to the absence. This information will be forwarded to the Principal for approval. The student must be accompanied by parents. It is the student's responsibility to obtain all work prior to the absence. Tests missed must be scheduled immediately upon return to

school. The school reserves the right to excuse students for any reason.

PARENTAL TRIPS

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

JOB INTERVIEWS

Job interviews for permanent jobs and tests for military service may be arranged by seniors during school time. However, job hunting may not be done during school hours.

MAKING UP WORK

On the day of return after an absence, either before or after school, the student must see his/her teachers regarding missed assignments. Work is to be completed and returned to teachers in accordance with the teacher's policy, but no later than 10 days after the end of a quarter. Missed work may not be made up during scheduled classes and if not completed will be assigned a grade of zero. If a student has difficulty contacting faculty members, he/she should contact the Vice Principal of Instruction.

If an extended absence is known in advance, the student is to request assignments from teachers prior to the absence. If the student is absent for an extended time without prior knowledge, the family is asked to contact the Guidance Department (509-0305) for aid in obtaining assignments.

EARLY DISMISSAL

A student may be dismissed early by bringing a note from a parent or guardian stating the date, time and reason for the early dismissal. The request must be in the Attendance Office before homeroom. **Due to liability issues, phone calls ARE NOT acceptable for early dismissals UNLESS the parent will be personally signing the student out of school.**

Upon returning from the early dismissal, proper **written** verification must be presented to the Attendance Officer upon arrival (parent note, doctor appointment card, etc.). If the Attendance Office is closed, report to the Main Office for an Admission Slip.

DELAY OR CLOSING OF SCHOOL

Sometimes it is necessary to delay the opening of school because of the weather. Listen to WLAN-1390 AM, WROZ-101 FM, WGAL-TV Channel 8, WHP Channel 21, WLYH Channel 15 and WHTM Channel 27 for school closing or delay of opening.

If the school district in which a student resides is delayed and the student relies on public school transportation, the schedule as announced by the district should be followed. If the school district in which the student resides is delayed or closed but Lancaster Catholic remains open, the student and his/her parents are to make any reasonable, safe attempt regarding transportation to school. In the event that a school delay of one or two hours occurs on a scheduled early dismissal day, the early dismissal will be dropped and dismissal will be 3pm.

When Lancaster Catholic High School is in session and a public school announces an early closing because of weather, we will follow the broadcast/announced schedule for the students in that district. Students who drive will be dismissed when the bussed students from that district are dismissed. Only those students who reside in that district will be dismissed.

SENIOR PRIVILEGE

Seniors scheduled for a last period study may be dismissed at the end of the 8th class period if a parental permission form is obtained from the Studies Office, completed and returned to that office. Early dismissal requires that a student leave the school premises immediately (within four minutes) following the 8th class period. Seniors with both 8th and 9th class period study halls who have parental permission may be dismissed at the end of the 8th class period only. Exceptions to this privilege are days of afternoon assemblies or detentions. On those days students are required to be present until all are dismissed. A student who receives a failing grade in one or more subjects in any quarter shall be ineligible for participation in senior privilege during the subsequent marking period.

Those students who do not opt for early dismissal must report to 9th class period study hall and remain there for the entire period.

PREGNANT STUDENTS

No student will be denied an education at Lancaster Catholic High School solely because of pregnancy. The student may continue her education at Lancaster Catholic after the birth of her child.

Because of the responsibility a pregnancy entails, both male and female students will be counseled on proper attitudes/behavior. An appointment must be made with the school nurse.

It is the school's expectation that a pregnant student will fulfill all academic requirements in the classroom and at home, unless there is a medical excuse. A doctor's approval in writing is necessary in order to return to classes after childbirth. Homebound instruction, if absence is longer than three weeks, shall be the student's responsibility.

Expectant parent(s) may not hold leadership positions in school and after-school activities.

Apparel for a pregnant student must reflect the norm of the school. The uniform may be adjusted to be a white maternity blouse and gray or navy blue jumper. Concerning Physical Education, a pregnant student will be expected to wear maternity outfits appropriate for gym classes and to participate unless excused by the physician in writing. The excuse must be presented to the school nurse.

BEHAVIOR CODE

Lancaster Catholic High School operates under the auspices of the Diocese of Harrisburg and is subject to the general disciplinary policies of the Diocese. The moral and doctrinal tenets of the Catholic Church form the basis of the behavior code. Students are expected to conduct themselves inside and outside of school and at school sponsored activities in a manner that reflects the moral teachings of the Catholic Church. Respect of self, others and God are the expected norm for all students.

Failure to do this may result in disciplinary action, including expulsion.

All students enrolled at Lancaster Catholic High School are subject to the policies and behavior code of the Diocese of Harrisburg and the school. If a student chooses not to follow the expected behavior, that individual may be given a warning, work assignment, private detention, central detention, suspension or expulsion. Each teacher and adult supervisor has the responsibility of implementing the code in a manner which is effective and appropriate. Problems of more serious nature are to be referred to the Dean of Student Affairs.

Spectators at activities in which the school participates, whether at home or away, should be representative of Lancaster Catholic High School. Spectators' behavior and/or appearance may not be disruptive or reflect unfavorably upon L.C.H.S.'s reputation.

DISCIPLINARY PROCESS

In the event a student chooses to exhibit behavior contrary to expectations, the teacher or adult supervisor is to determine the level of the offense and the appropriate response. The administration reserves the right to make decisions determined to be in the best interests of the student and school community.

First Level Offenses: The following are to be dealt with by the teacher or adult supervisor by giving a warning, work assignment or private detention to the student:

- disturbing class
- gum chewing, eating or drinking in school
- unbecoming conduct/language
- littering
- uncovered books
- unlocked lockers
- late to class

Second Level Offenses: The following are to be referred to the Dean of Student Affairs and will result in central detention or suspension:

- repeated infractions of first level offenses
- lying
- disobedience
- improper language
- failure to report for private detention
- improper display of affection
- driver and passenger safety violations
- tardiness to school
- dress code infractions

Third Level Offenses: The following are to be referred to the Dean of Student Affairs and will result in an administrative decision of detention, Saturday school, suspension, or expulsion:

- habitual or frequent detention
- unexcused absence from school, class or detention
- defacing property
- disrespect
- harassment
- throwing food
- irresponsible or endangering behavior
- stealing

fighting
possession of a weapon
careless driving
cheating/plagiarism
possession of alcohol, other drugs or related paraphernalia
smoking or chewing tobacco, including possession of tobacco
selling or arranging the sale of prohibited substances
terroristic threats

Private Detention

Detention is assigned and moderated by the teacher, administrator or adult supervisor.

Twenty-four hours notice will be given.

Detention may last no longer than one hour.

Detention takes precedence over any other activity.

Absentees will be reported to the Dean of Students.

Central Detention

Detention will be assigned by the teacher Dean of Student Affairs.

Detention notices, signed by a parent, are to be returned when the student reports for detention.

Detention is held from 3:01 to 4 p.m. on days designated by the Vice Principal for Student Affairs

Twenty-four hours notice will be given.

Detention takes precedence over any other activity.

Students will not be admitted late.

Students are not to bring work, books, backpack or coats to detention.

Students must be attired according to the dress code.

Silence will be observed at all times.

If a student is absent on a day detention has been assigned, the detention will be served on the next scheduled detention day. It

is the student's responsibility to confirm the date and location of central detention by reporting to the Vice Principal for Student Affairs' office before school on the day the student returns for classes.

Saturday School

Saturday school will be assigned as needed for students with repeated offenses of similar types and for third level offenses. Students assigned to Saturday school will report to the suspension room by 8:00am. Students must bring sufficient schoolwork to keep

occupied. Additional assignments will be given by the Vice Principal for Student Affairs and must be completed prior to dismissal. Saturday school ends at noon. Students will have a 30 minute break for lunch which they must bring. Dress for Saturday school is the school uniform. The Dean of Students will notify parents when Saturday school is to be served. Saturday school takes precedence over all school activities.

SUSPENSIONS

Suspensions are time spent out of class and may be in school or out of school, as determined by the Dean of Student Affairs. The duration of the suspension will range from 1 to 10 days, depending on the seriousness of the problem. Students who are suspended may not attend any extracurricular activities or school-related functions during this period. Parents will be notified by telephone and mail of the suspension and will be required to meet with school authorities before the student is readmitted to class. The period of suspension ends when the student is readmitted to class.

Students are to ask each teacher for assignments to be completed during the suspension. Students will sit in silence in the suspension room and do the assigned work. Suspended students must bring lunch and will eat in the suspension room. Any student suspended three times in one school year or twice during a marking period may be expelled. Any student suspended twice during the school year will either be put on probation for the following year or be asked to leave, depending on the seriousness of the infractions. If a student on probation does anything that should result in suspension, he/she may be asked to leave Lancaster Catholic High School.

If a senior is suspended during the fourth marking period, the senior may be required to serve the suspension after graduation.

EXPULSION

A student may be asked to withdraw or may be expelled from Lancaster Catholic High School because of a serious event or if the student proves to be incorrigible by chronically misbehaving, being persistently truant, giving public scandal, or seeking to dissuade other students from following the spirit and regulations of the school. Any investigation culminating in police action or disruption of the school day will result in expulsion.

Upon expulsion, the student's parents may make an appeal to the Judiciary Committee of the Board of Directors of Lancaster Catholic High School for reinstatement. The request for an appeal hearing

must be submitted to the Principal of Lancaster Catholic High School in writing within ten days. Students who are asked to leave will be suspended from school pending the outcome of the appeal hearing. If reinstated, the student must make arrangements within three days to make up the missed work and tests. Completed assignments must be returned to the subject teacher within the time specified by the teacher.

It is the policy of our school to notify the school to which a student transfers if a student is expelled, or withdraws from school, and is involved in the following infractions: 1. An act or offense involving weapons. 2. Sale or possession of controlled substances. 3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.

CRIMINAL VIOLATIONS

Should a student be accused of a serious criminal violation apart from school, the student may be placed on home study until the matter has been resolved, or another determination has been made by the administration.

HARASSMENT, INTIMIDATION and BULLYING

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

Physically harms a student or damages the student's property; or

Has the effect of substantially interfering with a student's education; or

Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

Has the effect of substantially disrupting the orderly operation of the school.

Included under this policy are all incidents of cyber bullying. Cyber bullying includes, but is not limited to, the following misuses of

technology: Harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or school employee by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures of images, or Web site postings (including blogs).

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or classroom or program rules.

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

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

INTEGRITY OF WORK

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

Plagiarism is the use of someone else's ideas or expressions, from any source, including print and electronic origins, as one's own writing, either verbatim or paraphrased, without acknowledgment of the person or source. Each incident of plagiarism or cheating will result in a grade of zero and a referral to the Vice Principal of Instruction and Dean of Students as a third level offense in the disciplinary process.

ASSEMBLY CONDUCT

Students will proceed to assemblies quietly and in good order. All students must be present for an assembly. No one may remain in a homeroom. The conduct of the students at assemblies should reflect the behavior code.

Silence is the rule for any assembly of a religious nature, especially before and during Mass as well as on the way to the Mass. Applause is not appropriate after a prayer has been offered or before the end of a musical selection. Whispering or talking during a presentation is discourteous. If the Pledge of Allegiance to the Flag, the National Anthem or the Alma Mater are a part of the assembly, all students are expected to stand, men's heads uncovered, and recite or sing. When there is communal singing or cheering, students are encouraged to share in it enthusiastically, but not rudely.

DRUG AND ALCOHOL GUIDELINES

The Board and the Administration of Lancaster Catholic High School have developed a series of guidelines to assist students in avoiding the dangers which come with drug and alcohol use. Definitions, referral services and disciplinary actions are included in these guidelines – which will be found posted in the Studies Office and the Library – and can be obtained from the Dean of Students' office.

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

DRUG USAGE – EXTRACURRICULAR ACTIVITIES

Students who use, test positive for the use of, admit using or are on a police report for the use of drugs, including alcohol will automatically be dismissed from the following activities: Student Council, National

Honor Society, Student Ambassadors, Young Apostles, TAD, Fall Play, Spring Musical and Rosmarian Editor positions. Students involved in all other activities will, on the first offense, be excluded from all participation in that activity for ten activity/school days. A second offense will result in the complete exclusion from participation for thirty activity/school days. A third offense will result in the permanent dismissal from all activities.

DRUG TESTING

All students involved in extra-curricular activities, including athletics, and all students who drive to school will be subject to random drug testing. The names of students participating in activities will be pooled and random names will be drawn throughout the month. No more than ten percent of the pooled names will be selected in any given month. Test fees will be charged to the activity.

Parents of students who are not involved in activities may choose to place their student's name in the pool. Test fees will be charged to the parents.

Students with prior substance problems will not be included in the pool, but will be tested regularly at parental expense.

SMOKING

Smoking has been shown to be harmful to one's health by the U.S. Surgeon General's Office. The Board of Directors voted to make LCHS, its buildings and stadium, a smoke-free facility. This took effect on January 1, 1995.

Students are prohibited from using tobacco or tobacco products in any form, at any time, on school property or at school functions. Unlit tobacco in one's possession is suspicion of use. Remaining in an area where smoking is in progress constitutes suspicion.

There is to be no smoking within a two-block area of the school. Any student caught smoking will be treated as if he/she were on school property. Students are not to loiter in groups anywhere within this two- block area.

STAR/STUDENT ASSISTANCE PROGRAM

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

students experiencing problems related to drug and alcohol use, or who are at risk of suicide and other mental health issues.

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

WEAPONS

The Board of Directors has approved a Weapons Policy similar to those in place in other schools in the community. Copies of the Weapons Policy are posted in homerooms and are available in the Office of the Dean of Students.

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

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

STUDENT SERVICES

GUIDANCE

Services of the Guidance Department include personal, developmental, and academic counseling as well as post-high school planning for careers and college. The objective of the Guidance Department is to help students develop the resources and abilities to achieve their own goals. This goal is achieved by meeting with every student during the school year. Appointments may be initiated by a counselor or by student request. Parents are encouraged to be part of this process and may call for appointments with counselors and for parent-teacher conferences.

Confidentiality of records: Student records, files and conversations are held in confidence in accordance with the Regulations of the

Diocese of Harrisburg and the laws of the Commonwealth of Pennsylvania. A parental signature is required for students under 18 years of age before a student's records can be sent to anyone. In all cases, the student's signature is required before records are released.

Hospitalization for mental and emotional health: A discharge/reentry meeting between a representative of the school and the health organization is required after a hospitalization for mental or emotional health issues. The meeting and a written report listing all medications as well as recommendations for the school support of treatment are required before the student is readmitted to classes.

Testing information for PSAT, SAT/ACT and AP programs. The Guidance Office has a wide variety of study and preparation materials as well as registration information for these tests. The Guidance Office periodically runs SAT preparation sessions.

Make up work: If a student is absent for an extended period of time, the Department will assist in obtaining assignments from the classroom teachers and forwarding them to the student for completion.

Permanent Records and Transcripts: A complete record of academic achievements is kept as a permanent record for each student. This record is the source of all information that is given, with student direction, to colleges and prospective employers. Students may request copies of their permanent records in the Guidance Office by completing a Transcript Release Form. There is a \$3 fee for each transcript.

Letters of Recommendation: Letters of recommendation are a vital part of a student's portfolio. Guidance counselors, as well as classroom teachers, are important resources for letters of recommendation for students for colleges, jobs and scholarship applications.

SCHOOL NURSE

Health services are provided for students at Lancaster Catholic High School. The Health Suite is located on the lower level of the new building opposite the Rosmarian Room. A nurse is available to take

care of students who need medical attention. Students who are injured or who become ill while in school are to report to the School Nurse after obtaining permission and a signature in the hall pass section of the student planner from the teacher or moderator. When a nurse is not in the health room, students are to go to the Main Office.

Parents are encouraged to accept the responsibility for the health of their children and therefore are not to send a sick student to school. Parents will be contacted to transport sick or injured students from school.

All students are screened for visual defects. Each student is weighed and measured during the school year.

Students in ninth grade are given the opportunity to receive a skin test to detect susceptibility to tuberculosis.

A hearing test will be done on students in the 11th grade.

The State mandates that all students in 11th grade have a physical examination. The school prefers this be done by the family physician, but it may be done by the school physician.

The school medical examinations are screening examinations only. Parents will be notified of any defects found. It is essential for the health of the student that these conditions be evaluated by the family physician or other source of medical care.

Accidents: By Diocesan Regulation an insurance policy must be carried on each student. The premium is included in the tuition. This covers students to and from school, during school and all school activities. **If you are injured, you must obtain a claim form from the school nurse within 48 hours of the accident.**

Complete the form and have it signed by your parents. It is the parent's responsibility to forward the claim and all bills to the insurance company. Also, please remember that the school insurance is not your primary carrier but only supplementary to your family insurance.

Medication: The only persons authorized to administer any medicine are the Principal, Principal's designee and the School Nurse. All medicines, prescription and over the counter, and the proper notification from parents and physician, should be given to the school nurse before the start of the school day and are to be stored in the Nurse's Office. Students, with the permission of the school nurse, may carry prescribed inhalers and bee sting kits. Only those medications will be regarded as legitimate to be on school premises.

STUDENT ACTIVITIES

In accordance with the school philosophy, a variety of activities and clubs are sponsored by the school. Proceeds from the annual magazine drive support the Student Activities Program. Student interest initiates the formation of any new activities. Lack of either student interest or a moderator will terminate any existing activity.

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

ACTIVITIES AND CLUBS

Alpine Sports Club	Mock Trial	Peace Club
Book Club	Model UN	Notre Dame Club
Brass Ensemble	Percussion Ens.	Speech & Debate Club
Chess Club	Poetry Club	Spring Musical
Color Guard (by tryout)	Prom Committee	Student Ambassadors
Computer Club	Quiz Bowl	String Ensemble
Drama	Rambler	International Club
Respect Life Club	Varsity Club	AV Club
Future Business Leaders	Rosary Club	Writers Anonymous
Jazz Band	Rosmarian	Woodwind Ensemble
Literature Club	Science Club	Young Apostles
Link Crew (by application)	Mass Choir	Final Hour (by audition)
French Club	Environmental Club	Dan Martin Fan Club
Latino Club	National Honor Society (by selection)	
Student Council (by election)	Students Against Destructive Decisions	

HONOR SOCIETY

Membership in the St. Thomas Aquinas Chapter of the National Honor Society is based upon scholarship, leadership, character and service. The scholarship requirement is a cumulative weighted grade average of 90. To meet the service requirement, and also provide an additional indicator pertaining to leadership, students must participate in school and community activities. The measure of participation is determined through the earning of points assigned for the level of

involvement in the activity. A complete list of all activities and their point assignment is posted in classrooms and available upon request from the advisor to the chapter.

Determination of eligibility is made after the third quarter of the Sophomore and Junior years. The credentials of all candidates are reviewed by a faculty council that makes the final decision pertaining to membership in the chapter. Members must maintain the qualities required for admission into the chapter.

STUDENT COUNCIL

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

Council members shall possess strong moral character, demonstrate honesty, enthusiasm, a sense of responsibility, and a willingness to serve. The members must maintain a good academic standing and in general be a positive role model to their peers.

Students must pre-register and attend the Leadership Conference to be eligible for elections for the next year.

ATHLETICS

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

Good sportsmanship is expected of all students at Lancaster Catholic High School.

Students must have parental permission and a physical examination to be eligible to participate in a sport. A completed P.I.A.A. physical form must be returned before a student can participate in a sport. The forms are available in the Athletic Director's Office or from a coach.

Eligibility for subsequent sports during the school year requires the student to be recertified. Recertification requires an additional P.I.A.A. physical form to be properly completed and signed on both sides by a parent/guardian. A physical is not required for recertification. Interscholastic sports are as follows:

Fall Sports: Cheerleading, Cross Country, Field Hockey,
Football, Golf, Soccer (boys), tennis (girls)

Winter Sports: Cheerleading, Basketball, Swimming,
Wrestling (boys)

Spring Sports: Baseball (boys), Soccer (girls), Softball (girls),
tennis (boys), Track & Field, Lacrosse (boys and girls)

Student athletes whose teams practice off campus, such as baseball, golf, softball, swimming and tennis are responsible for providing their own transportation to the practice venues. If a student does not drive, or a parent is unable to provide transportation, a coach or staff member will be available to transport students to the practice facility.

ELIGIBILITY - ACADEMICS

A student who receives a failing grade in more than one subject in any quarter or who receives an incomplete grade in any subject in any quarter shall be ineligible for participation in **all** extracurricular activities, including athletic activities. **This ineligibility applies to all games, inter-scholastic scrimmages, practices and performances, as well as dances including homecoming and prom.** The student shall be ineligible during a probationary period of 12 calendar days, commencing on the first day of the next quarter. Students who fail more than one subject in the 4th quarter are ineligible for 12 calendar days at the start of the following year. If, at the end of the probationary period, the student is meeting satisfactory academic standards, the student will be eligible for participation. The determination of eligibility at the end of the probationary period shall be made by the subject teacher in consultation with the moderator and/or coach.

In addition to the above standards, all students involved in any activity, including sports, must be passing a minimum of 5 full credits.

Eligibility shall be cumulative from the beginning of the marking period and shall be reported on a weekly basis. In cases where the student's cumulative work from the beginning of the marking period does not, as of Friday, meet the standards, the student shall be ineligible from the Sunday immediately following through Saturday.

Questions about athletic eligibility should be directed to the Athletic Director. Questions about Student Activities eligibility should be directed to the Vice Principal of Student Affairs.

ELIGIBILITY - ATTENDANCE

Students who are absent or who arrive at school after 9:30am on the day of an activity are not permitted to attend the activity. The only exception to this policy being absences covered by a doctor's note which stipulates that the student may participate in extracurricular activities. Students who are sent home ill or who spend more than one period in the nurse's office are not permitted to participate in after-school activities.

ELIGIBILITY – SERVICE HOURS

Students who do not have their service hours for the previous year completed by August 1 are ineligible to participate in any extracurricular activities until the hours are completed and approved by the director of the Good Samaritan Program.

MISCELLANEOUS

ANNOUNCEMENTS

Announcements will be read each morning on the P.A. system. All announcements must be in the Main Office before homeroom. They must be written on the proper form and must be signed by the faculty member making the request. No announcements are to exceed two days of reading.

Announcements, which are printed on the back of the daily attendance report, will be posted on the Cafeteria, and Library bulletin boards. It is the personal responsibility of both teachers and students to listen and pay attention to the daily announcements.

Announcements may be submitted to the Student Council for inclusion on the sign board in the cafeteria.

BOOKS

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

BACKPACKS

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

BUSINESS OFFICE

All financial matters are handled at the Business Office. All funds involving student activities are kept on deposit at the Business Office.

The moderator of the activity is responsible for the collection and disbursement of funds.

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

COMPUTER LAB

The computer lab is to be used solely for school-related assignments. Students are permitted to come to the computer lab during study periods. The number of students using the lab is limited each period. Students with passes are to report to their study hall for attendance and then must report directly to the computer lab. Students may not use the computer lab as a study hall; they must be working on computer related work. All students are to remember that classes are held in the computer lab every period; students may not disturb any of these classes. Please note that the word processing program used in the school is Word. School computers may not be able to open documents saved in other word processing programs. Students will pay for any print copies made from electronic resources not printed on scrap paper. Please also see "Internet and Electronic Resources" in this handbook.

DAILY SCHEDULE

Students who arrive prior to 7:45 are to report directly to and stay in the cafeteria until 7:45. The school day commences at 8:00. All students must be in their first period prepared for class at this time with no exceptions. There will be a warning bell at 7:56. The class day will begin with morning prayers, the salute to the flag, and announcements. Four (4) minutes is allowed for the change of class. A six (6) minute period is built in between periods 2 & 3 and 7 & 8 to facilitate locker visits. Running is not permitted in the corridors or stairways. The school day ends at 3:00.

DANCES

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

1. Dances are scheduled from 7:30-10:30 p.m.
2. No student will be admitted to the dance after 9:00 p.m., and

- the full price will be charged until that time.
3. Students must be chaperoned by adults.
 4. Students must be characterized by gentlemanly and ladylike conduct.
 5. Unrefined vulgar dancing is not tolerated.
 6. Type of dress for various dances will be announced.
 7. There is to be no sitting on cafeteria tables.
 8. If any students demonstrate improper behavior or appear to be under the influence of drugs and /or alcohol, their keys will be taken and their parents will be called to come for them.
 9. Once students leave the dance they will not be allowed back in the building. Students may not loiter in the parking lot. Once they leave the building, they must leave the school premises immediately.
 10. Any student who chooses to leave the dance prior to 10p.m. must sign out.
 11. Parents should be asked to arrive between 10:15 and 10:30 p.m.
 12. All rules pertaining to conduct on school property listed in other areas of this handbook are in effect for dances.
 13. Each Lancaster Catholic High School student may bring one guest from another school. The Lancaster Catholic High School student is responsible for the conduct of his/her guest. The host student must pre-register his/her guest the week before the dance. A guest verification form must be presented when registering guests for a dance. The guest and host must sign in at the door together.
 14. The prom is a formal dance open to the Senior and Junior classes at Lancaster Catholic High School. Guests not enrolled at LCHS may be invited only after receiving permission from the administration. Guests may be Juniors and Seniors enrolled in other schools or graduates who do not exceed 20 years of age. Guests will be required to submit photo identification. All attire is to be modest. Extremes such as bare midriffs, top hats, canes, etc. are to be avoided.
 15. Lancaster Catholic students and their guests should be prepared to present school picture I.D. cards.

EDUCATIONAL ENVIRONMENT

In order to maintain an academic atmosphere any materials not appropriate to the academic situation will be confiscated.

ELEVATOR

An elevator is available for use by disabled individuals. Please see the school nurse for details.

FIRE DRILLS

Fire drills are serious and will be conducted in that manner. Following are the general directions for students:

1. Each room has fire exit directions.
2. Students are to walk quickly and silently. All classroom doors are to be closed.
3. The first students to reach the exit are to hold the doors open until the building is cleared.
4. When outside, students are to remain silent and stay with their class and teacher.
5. When the all clear signal is given, students are to return to the classroom in silence.

HALL PASSES

Students are not to be in the halls during class periods. Students may make appointments to meet with the members of the Administrative and Guidance staffs by obtaining a pass before school or between classes. Students without passes should not be given permission to go to the office unless there is an emergency.

Students who wish to work with a classroom teacher or in any specialty area, such as the music or art rooms, during study hall or lunch are to obtain a pass or signed "passport" before school or between classes. These passes are to be issued on the day needed and may not be retained by the student.

Students with passes must report to the study hall for attendance and prayers or to the cafeteria for lunch and then, with the proctor's permission, sign out to the other area.

Students must carry their own, well maintained, Student Planners at all times. Students in the halls, excepting the above stated instances, must have the Hallway Passport signed by the teacher, study hall or lunch moderator. **All students are required to sign the classroom check-out sheet before leaving and upon returning to class or study hall.**

HOMECOMING COURT

As a part of the Homecoming celebration, members of the Senior class will be asked to nominate female members of their class who they deem representative of the Catholic High School student body.

Campaigning for nomination is not in keeping with the spirit of the event.

INTERNET AND ELECTRONIC RESOURCES

Computers, including laptops, are valuable tools for education and one of this school's objectives is to encourage the proper use of the internet and other computer-related technology. Students have a responsibility to use computer technology in accordance with the following policy:

1. Students are required to be trained on the use of electronic resources by the Computer Resources teacher or Librarian.
2. General school rules for behavior and communication apply to activities on computers and the Internet.
3. Student files on school computers are treated in the same manner as student lockers. All computer files are subject to review by the Administration.
4. Students will have access to school computers and the Internet only when under the direct supervision of a member of the staff.
5. The following are not permitted:
 - a. Receiving, displaying, or sending offensive messages and/or pictures.
 - b. Using obscene language in communications.
 - c. Insulting, harassing or verbally attacking others.
 - d. Violating copyright laws.
 - e. Using another student's password, folders and work.
 - f. Obtaining unauthorized access to restricted information.
 - g. Playing games other than assigned by a teacher for educational purposes.
 - h. Employing school computers and the Internet for commercial purposes.
 - i. Using school computers and the Internet for "chain letters" and messages broadcast to mailing lists or individuals.
 - j. Revealing the personal address or phone number of yourself or any other person or the school.
 - k. Using "chat rooms".
 - l. Personal e-mail privileges on the school's network
 - m. The using of the name Lancaster Catholic High School, pictures or any other representations of the school on web pages at home or at school.
6. Violations of any guidelines may result in a loss of access, as well as any other disciplinary or legal action.

7. Time on electronic resources may be limited.
8. Students will pay for any print copies made from electronic resources not printed on scrap paper.
9. A parent or guardian may prohibit a student's access to the Internet by sending written notification to the Vice Principal of Studies.
10. Laptops may be used but must be operated on battery power with all sound turned off.

LIBRARY

The Library is to be used for research and reading. Students may come to the Library before and after school and during study periods. The number of students using the Library may be limited. Students report to study hall for attendance and then may sign the library pass sheet to come to the Library. Students wishing to come to the Library during lunch must have a lunch moderator sign their agenda book. If students abuse their privileges they will be deprived of the use of the Library.

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

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

Reserve books, periodicals and reference books may be signed for overnight use at the end of the day and are to be returned before 1st period the next school day. Overdue notices are sent to students in their homerooms. If the material/book is not returned, a letter will be sent to parents for payment of the fine, replacement cost of the material/book and a service charge if the material/book is lost.

Research databases and e-books are available for home use from the Library page of www.lchsyes.org. Necessary passwords are posted in the library.

Freshmen and transfer students will be required to complete an independent study unit on using the library. Students will need to see the librarian to fulfill this requirement. A grade and .25 credit will be given upon completion of the unit.

LOCKERS

Each student will be issued his/her own locker. Students are not to "double-up" with friends. **LOCKERS ARE TO BE LOCKED AT ALL TIMES.** Combination locks are to be purchased at the office of the Dean of Student Affairs. These locks are the only ones permitted on school lockers. All other locks will be removed. The school reserves

the right to inspect lockers at any time. Nothing is to be taped to the outside of lockers. Any signs must be attached with magnets and must be removed at the end of the day.

LUNCH PERIOD

Students are to report to the cafeteria on time and are to remain in the cafeteria until the end of the period. Lavatories adjacent to the cafeteria are to be used. Permission to go elsewhere during the lunch period requires a valid pass and permission from the lunch room moderator. Students may not loiter in the halls or lobby. Students will be alerted a few minutes before the end of the lunch period. At that time, students are to place their trash in the proper receptacles and take their places at the lunch tables. Students are to follow the dismissal instructions given by the moderator.

PERSONAL ELECTRONIC/ AUDIO/VIDEO/PAGING EQUIPMENT

In order to maintain an academic atmosphere in the building, as well as the security of one's possessions, any types of **personal audio/video equipment, including pagers and cellular phones, are not permitted in student possession during the school day. Any such equipment is to be left in cars or locked lockers. All cell phones are to be turned off when in lockers.** Programmable calculators and laptop computers which are not being used as intended, but instead are being used to play games, will be considered "electronic devices" and are also prohibited. Any such equipment in student possession during the school day (8-3) is to be confiscated and stored in the office of the Vice Principal for Student Affairs. **Confiscated materials will be returned to parents on the second Friday after they have been confiscated between 3:00-3:15 PM or may be claimed by students on the last day of school.**

Personal audio/visual equipment brought to school for classroom use must be stored with the classroom teacher immediately upon arrival. Once a specific need has been identified, recording devices, as a study aid, may be used only with administrative approval and the permission of each individual teacher.

REVISIONS TO THE HANDBOOK

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

SERVICE HOURS

Lancaster Catholic High School is operated as a faith community, not as a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the teachings of Christ. Consequently, the payment or receipt of tuition may not be considered or construed to establish or create any warranties or covenants or contractual obligations on the part of the school.

All students whose parents have contracted for less than the full tuition amount each year will be assigned a specific number of work service hours according to the following scale:

<u>Fair Share Paid</u>	<u>Service Hours</u>
\$6,330	Hours assigned at discretion of parents
\$4,636-6,329	20
\$2,943-4,635	40
\$1250-2,942	60

Financial aid is given to about half of the families at Lancaster Catholic High School. The Lancaster Catholic Community, either through the parishes or directly to the school, donates all the financial aid. The Student Service Hours Program is a way for the students to express their thanks and give back to the school community. Students are asked to inquire directly to Lancaster Catholic High School about fulfilling the service hours. Summer hours are offered at the end of the school year.

The second choice for fulfilling the assigned hours is to work for a Catholic parish. Please call the pastor or church office to arrange a work schedule. Activities such as volunteering for a clean-up crew, volunteering in the church office or serving as an assistant coach for a parish athletic program are examples of acceptable service hours.. Please remember that normal parish duties such as altar serving, choir, etc. do not qualify as service hours.

Only if work is not available at Lancaster Catholic High School or your parish will additional organizations be considered. **A request to have hours performed at non-profit organizations other than Lancaster Catholic High School must be cleared by the Principal before the hours are performed – even if the hours and non-profit organization had been approved in prior years.** Please remember that the needs of Lancaster Catholic High School and the supporting parishes must be considered before other organizations for the Student Service Hours Program.

Hours performed at parishes and other approved organizations should be reported to the Lancaster Catholic High School Office on letterhead, and signed by the student's supervisor.

Because of the volume of volunteer hours needed to run the events, parents may earn service hours for their students by working at the Athletic Association Carnival in June or the Music Association Marching Band Competition in the fall. Parents may also earn service hours by working side by side with their students on summer maintenance and custodial work crews. These three activities are the primary activities where parents hours will be counted toward student service hours. On occasion, parents may earn service hours for additional school needs.

Assigned hours must be completed by the second Friday in May before transcripts, grades or diplomas are released, and may not be carried forward to a future year. Credit for the up-coming school year begins on the day after the last day of school. Uncompleted hours will result in a charge of \$10 per hour. Hours will be included in the tuition contract .

STUDY HALL

1. Students are to report to study hall on time. Cafeteria study hall is a relaxed atmosphere where students may converse, work in groups, or otherwise have “down time.” Snacks are allowed in the cafeteria. Students may not be disruptive. Students seeking silent study hall should obtain a pass for the library.
2. Students are to be in their assigned seats when the period begins.
3. Students who wish to work in another area of the school must present a pass to the study hall moderator at the beginning of the period. Students may not be excused from study hall to get a pass. Students with passes may be excused only after attendance has been taken.
4. **Students may not be excused from study hall to go to their lockers or to use the phone.**

TRANSPORTATION

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

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

Students who use the Red Rose busses are expected to use the special Lancaster Catholic High School busses coming to and leaving school. The Grand View Heights bus may be used if there is no option.

Driver and Passenger Safety: Driving to school is a privilege. In order to maintain this privilege, the following conditions must be observed.

1. Students are required to park in the parking lot.
2. All vehicles driven by students must be registered in the Office of the Dean of Student Affairs. Registration tags must be visibly displayed behind the rear-view mirror. Permanent parking tags will be issued to those who drive every day. Temporary tags will be issued to the student who drives occasionally. All tags cost \$25.00. and are good for the school year. Lost tags must be reported immediately to avoid a parking violation. Replacement tags are available in the Student Affairs' office at a cost of \$5.00.
3. Cars must be parked properly within the painted lines on the assigned spaces. Students are to park only in the space registered to the driver
4. A limited number of temporary spaces (229-249) are reserved for the occasional driver. Students using a temporary space are to sign the log book in the Studies Office immediately after parking each day.

5. Parking violations will result in a \$5.00 fine for the first offense, central detention for a second offense and suspension of driving privilege for a third offense.
6. Speeds on school property may not exceed 10 mph.
7. Students should be especially careful of pedestrians while driving on or near school grounds.
8. Immediately upon arrival at school, the student is to park his/her car and leave it until dismissal. Students may go to their cars during the school day only after receiving special permission from an administrator.
9. After arriving on school grounds, students may not leave Lancaster Catholic High School property without administrative approval.
10. For safety reasons, students must be discharged and/or picked up at the parking lot entrance only before 7:45 a.m. and after 2:00 p.m. The entrance on Juliette Ave. may be used between 7:45 a.m. and 2:00 p.m.
11. The school reserves the right to inspect all vehicles parked on school property.
12. Seat belts are to be used at all times.
13. Students who lose their parking privilege may not drive, even part way, to school.
14. Students suspended for drug and alcohol violations lose for one year the privilege of driving to school and school related functions.
15. Any illegal absences involving vehicles will result in the permanent loss of the driving privilege.
16. Repeated late arrivals will result in the loss of driving privilege.

TELEPHONE

Cell phones may not be used for any reason during the school day. Cell phones are not permitted in student possession during the school day. Cell phones are to be left in cars or locked lockers. All cell phones are to be turned off when in lockers. Parents should call the Main Office to get messages to students. Students with a valid reason for making a phone call are to report to the main office for permission.

VISITING STUDENTS

Only students considering transferring to LCHS may visit the High School for the day and attend classes. The visit is to be scheduled through the Public Relations Office. A parent/guardian of the visiting

student must make the request by calling the High School at least four days prior to the proposed visit.

Appropriate apparel will be required for all visitors. Gentlemen will be required to wear dress clothing (shirt, slacks, tie, dress shoes and socks). Ladies are to wear dress slacks and blouse or a knee length skirt or dress.

WITHDRAWAL/TRANSFER PROCEDURE

1. The Studies Office will provide the Withdrawal Form upon request.
2. The student is to return all textbooks to the various teachers and have the teachers sign the form and include the current grade. Signatures from the indicated offices and departments must be on the form before it is returned to the Studies Office.
3. The payment of accounts due and the return of all materials due must be verified by the Business Office prior to the release of the official school record by the Guidance Department.

WEATHER EMERGENCY

During weather emergencies, such as tornado warnings and watches, students will move to assigned areas away from skylights and windows. Students are to move quickly and quietly and must remain with their assigned class and teacher.

ALMA MATER

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

Bright colors waving in the sky,
The purple and the gold;
Proud banner of dear Catholic High
For all men to behold.
We'll pledge you our firm loyalty,
O Alma Mater brave.
We'll boldly stand for purity
Where'er thy banners wave.
We'll boldly stand for purity
Where'er thy banners wave.

O Catholic High, thy name we sing
We lift our voices high,
And clear and strong let our song ring
Of love that will not die.
We pledge you our firm loyalty,
O Alma Mater true.
We vow to always honor thee
And thy great goal pursue.
We vow to always honor thee
And thy great goal pursue.

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

SCHOOL MOTTO-A wise heart seeks knowledge.

SCHOOL COLORS-Purple and Gold.

TEAM NAME-Crusaders.

EXPLANATION OF THE SCHOOL SEAL

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

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

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

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

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

REGULAR SCHEDULES

<u>1</u>		<u>2</u>		<u>3</u>	
1	8:00-9:01	1	8:00-8:46	1	8:00-8:46
2	9:05-9:45	2	8:50-9:45	2	8:50-9:30
3	9:51-10:31	3	9:51-10:31	3	9:36-10:31
4	10:35-11:15	4	10:35-11:15	4	10:35-11:15
5	11:19-11:59	5	11:19-11:59	5	11:19-11:59
6	12:03-12:43	6	12:03-12:43	6	12:03-12:43
7	12:47-1:27	7	12:47-1:27	7	12:47-1:27
8	1:33-2:13	8	1:33-2:13	8	1:33-2:13
9	2:17-2:57	9	2:17-2:57	9	2:17-2:57
<u>4</u>		<u>5</u>		<u>6</u>	
1	8:00-8:46	1	8:00-8:46	1	8:00-8:46
2	8:50-9:30	2	8:50-9:30	2	8:50-9:30
3	9:36-10:16	3	9:36-10:16	3	9:36-10:16
4	10:20-11:15	4	10:20-11:00	4	10:20-11:00
5	11:19-11:59	5	11:04-11:59	5	11:04-11:44
6	12:03-12:43	6	12:03-12:43	6	11:48-12:43
7	12:47-1:27	7	12:47-1:27	7	12:47-1:27
8	1:33-2:13	8	1:33-2:13	8	1:33-2:13
9	2:17-2:57	9	2:17-2:57	9	2:17-2:57
<u>7</u>		<u>8</u>		<u>9</u>	
1	8:00-8:46	1	8:00-8:46	1	8:00-8:46
2	8:50-9:30	2	8:50-9:30	2	8:50-9:30
3	9:36-10:16	3	9:36-10:16	3	9:36-10:16
4	10:20-11:00	4	10:20-11:00	4	10:20-11:00
5	11:04-11:44	5	11:04-11:44	5	11:04-11:44
6	11:48-12:28	6	11:48-12:28	6	11:48-12:28
7	12:32-1:27	7	12:32-1:12	7	12:32-1:12
8	1:33-2:13	8	1:18-2:13	8	1:18-1:58
9	2:17-2:57	9	2:17-2:57	9	2:02-2:57

SPECIAL SCHEDULES

Early Dismissal

1	8:00-8:34
2	8:38-9:11
3	9:17-9:50
4	9:54-10:27
5	10:31-11:04
6	11:08-11:41
7	11:45-12:18
8	12:24-12:57
9	1:01-1:35

Mass

1	8:00-8:33
2	8:37-9:09
3	9:13-9:45
Mass	9:47-11:19
4	11:23-11:55
5	11:59-12:31
6	12:35-1:07
7	1:11-1:43
8	1:49-2:21
9	2:25-2:57

Morning assembly

Assembly	8:00-8:49
1	8:53-9:25
2	9:29-10:06
3	10:12-10:49
4	10:53-11:30
5	11:34-12:11
6	12:15-12:52
7	12:56-1:33
8	1:39-2:16
9	2:20-2:57

Afternoon Assembly/Pep Rally

1	8:00-8:38
2	8:42-9:19
3	9:25-10:02
4	10:06-10:43
5	10:47-11:24
6	11:28-12:05
7	12:09-12:46
8	12:52-1:29
9	1:33-2:10
Assembly	2:14-2:57

One Hour Delay

1	9:00-9:36
2	9:40-10:15
3	10:21-10:56
4	11:00-11:35
5	11:39-12:14
6	12:18-12:53
7	12:57-1:32
8	1:38-2:15
9	2:19-2:57

Two Hour Delay

1	10:00-10:29
2	10:33-11:02
3	11:08-11:37
4	11:41-12:10
5	12:14-12:43
6	12:47-1:16
7	1:20-1:49
8	1:55-2:24
9	2:28-2:57

The Morning Prayer

Today is your Day, O Lord. There has never been another like it. No other will be the same, Today is your day, O Lord. Use it as you will. Amen

The Angelus

The Angel of the Lord declared unto Mary

R. And she conceived of the Holy Spirit

Hail Mary.....

Behold the Handmaid of the Lord,

R. Be it done to me according to your word

Hail Mary.....

And the Word was made flesh,

R. And dwelt among us.

Hail Mary....

Pray for us, O holy Mother of God,

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

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

Queen of Heaven (Regina Coeli)

O Queen of Heaven, rejoice, alleluia

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

Has risen as He said, alleluia

R. Pray to God for us, alleluia

Rejoice and be glad, Virgin Mary, alleluia

R. For the Lord has truly risen, alleluia

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

Act of Contrition

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

PARENT PAGE

As partners with the school in the education of the students, it is very important that parents familiarize themselves with the regulations affecting the students. These are contained and referred to in this student handbook.

Nothing contained in this handbook is intended to, or shall be construed to, create any contractual obligations, express or implied, on the part of the diocese, or school. The contents of the handbook are subject to alteration or modification by the school, as circumstances may require

All students involved in extra-curricular activities, including athletics, and all students who drive to school will be subject to random drug testing. The names of students participating in activities will be pooled and random names will be drawn throughout the month. No student's names will be duplicated in the pool. Students submitted to the pool will remain in the pool for the duration of the activity. No more than ten percent of the pooled names will be selected in any given month. Test fees will be charged to the activity.

Students selected for testing must comply with the process or withdraw from Lancaster Catholic High School.

This policy is superseded by the Drug and Alcohol Guidelines established by the Board of Directors of Lancaster Catholic High School. Any student who is suspected of being under the influence of a controlled substance may be tested at any time.

Parents of students who are not involved in activities may choose to place their student's name in the drug testing pool. Test fees of approximately \$30 will be charged to the parents, only if the student has been randomly selected from the pool and is not involved in activities.

Kindly indicate that you are aware of this communication and the contents of the handbook by signing in the spaces provided.

Student's Name (Please Print) Student's Signature

Parent/Guardian Signature Date

Should the above named student be added to the Substance Abuse Testing Pool when not involved in any activities? (yes or no)_____