

# **LANSDALE CATHOLIC HIGH SCHOOL FAMILY HANDBOOK 2016– 2017**



A LEARNING COMMUNITY  
TEACHING VALUES FOR LIFE THROUGH  
A FORMATIVE CATHOLIC EDUCATION

[www.lansdalecatholic.com](http://www.lansdalecatholic.com)

This publication is only a reference guide for parents and students of Lansdale Catholic High School. Unforeseen situations may arise during the school year that may not be addressed in this Family Handbook. It is the responsibility of the Administration to investigate these incidents and make decisions that will have a positive effect on the whole Lansdale Catholic Community.

Nothing contained herein is intended to, or shall be construed to, create any contractual obligations, express or implied, on the part of the Archdiocese of Philadelphia or Lansdale Catholic High School.

The contents of this handbook are subject to alteration or modification by the Archdiocese of Philadelphia or Lansdale Catholic High School, as circumstances may require.

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## **Mission Statement**

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Lansdale Catholic is a learning community teaching values for life through a formative catholic education.

## **Vision Statement**

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Inspired by the Gospel of Christ, and in the spirit of **St. Thérèse of Lisieux**, the mission of Lansdale Catholic High School instills academic independence, principled citizenship, and a strong commitment to community through "little things done out of love".

Lansdale Catholic graduates will be effectively prepared to achieve success in post-secondary environments, including college and careers. Lansdale Catholic graduates, as disciples of Christ, will be informed, productive contributors to the global community and will be actively engaged in the economic, political and social life of society.

## **Philosophy**

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We believe Lansdale Catholic High School is a faith community of teachers and students, of parents and pastors, of friends and benefactors, united in the Catholic faith as a response to the command of our Savior to teach all peoples. We serve the needs of 9th to 12th grade youth, providing them with the opportunities necessary to grow spiritually, intellectually, emotionally, psychologically, socially and physically. We are a vigorously Catholic institution built on the belief that all persons are children of God, called to a life of oneness with Him here and for eternity.

Our policy has been to make our students aware of their responsibilities as individuals and as members of a community: local, national and global. Cognizant of the individuality of students with their interests and academic abilities, teachers make a concerted effort to develop students into well-integrated, self-reliant persons who will bring a strong sense of Catholic values in meeting their religious, civic, personal and social obligations. Each student is directed to recognize and esteem personal worth by a faculty and administration, which communicates a constancy of purpose in a caring, Catholic atmosphere.

Mindful of parents as the primary educators of their children, the administration and faculty perceive the work of the school to be the formal education of the students in the arts and sciences, providing an excellent preparation for their post-secondary careers. We attempt to work with parents who are our student's primary educators in supporting all phases of their children's interests. At the same time, we balance our efforts between providing for the academic needs of the individual student and the well-being of the school.

As an institution the Lansdale Catholic High School philosophy for education is based on Catholic principles and practices. By making the Lansdale Catholic community aware of this philosophy, we try to help our young people to understand themselves, to develop their intellectual capacities, to form right judgments, to foster a sense of values, and to prepare them to become adult, Catholic Christians.

## **Belief Statements**

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We believe that:

1. The learning community recognizes that all life is sacred, and all human life is created in the image and likeness of God.
2. The Catholic faith permeates all aspects of our school, which leads the students to a personal relationship with God through their formation in the Catholic faith.
3. Education is a life-long process. A learning community provides the opportunity for the development of skills necessary for success in the classroom and in future endeavors.
4. A learning community is comprised of active involvement and shared responsibility among students, parents, teachers, administrators, and members of the community.

## **Goals of Lansdale Catholic High School**

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Developed upon the Mission, Vision, Beliefs, and Philosophy of Lansdale Catholic High School, a Lansdale Catholic Graduate will be able to:

1. Contribute to the Community in the Model of Christ
2. Create Innovative Solutions to Real World Issues
3. Be Highly Engaged in Self-Directed Life-Long Learning
4. Be Independent, Self-Disciplined Leaders with a Social Conscience

## **History**

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Father Joseph Schade founded Little Flower High School (LFHS) in September 1949 with the specific purpose of offering a competitive Catholic Secondary education for Catholic families not only in his parish but also for the region since the nearest Diocesan High School at that time was in the city of Philadelphia.

Until 1960, LFHS occupied a small building on the grounds of Saint Stanislaus Parish Church at Lansdale Avenue and Main Street in Lansdale, PA. The school was moved to its present location at 700 Lansdale Avenue, Lansdale, PA, in 1960. The name of the school was changed at that time to Lansdale Catholic High School. From 1975 to 1983 several additions were made to the building to enhance the curricular and co-curricular programs.

In 1983, Lansdale Catholic became owned and operated by the Secondary School System of the Archdiocese of Philadelphia. It became a major beneficiary of BLOCS (Business Leaders for Catholic Schools) in 1987 with the building of the Fishman Center, which helped develop the Science Department and the Resource Center by adding space. In 2010, Lansdale Catholic was recognized as a Model School, one of only 20 internationally, by the International Center for Leadership in Education as a Model School for successful and innovative practices.

New Traditions are indicative of our creativity and initiative. With time, traditions develop to meet the needs and interests of our learning community. In this way, LC continues to be a living organization that, while being solidly rooted in history, continues to pioneer the future.

### **Saint Therese of the Child Jesus**

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Saint Therese is the patron saint of Lansdale Catholic High School. She was beatified in 1923 and canonized in 1925. Therese Martin was the last of nine children born to Louis and Zelig Martin on January 2, 1873, in Alencon France. However, only five of these children lived to reach adulthood. Precocious and sensitive, Therese needed much attention. Her mother died when she was 4 years old. As a result, her father and sisters babied young Therese. She had a spirit that wanted everything.

At the age of 14, on Christmas Eve in 1886, Therese had a conversion that transformed her life. From then on, her powerful energy and sensitive spirit were turned toward love, instead of keeping herself happy. At 15, she entered the Carmelite convent in Lisieux to give her whole life to God. She took the religious name Sister Therese of the Child Jesus and the Holy Face. Living a hidden, simple life of prayer, she was gifted with great intimacy with God. Through sickness and dark nights of doubt and fear, she remained faithful to God, rooted in his merciful love. After a long struggle with tuberculosis, she died on September 30, 1897 at the age of 24. Her last words were the story of her life: "My God, I love You!"

### **Prayer to St. Therese of Lisieux**

St. Therese, help us to always believe as you did in God's great love for us; so, each day we might imitate your "Little Way."

### **The Mascot**

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For approximately the first two years of its existence, Lansdale Catholic High School, then known as Little Flower High School, used the term, PIONEERS, as its symbol and trademark, which was replaced around 1951 with the more familiar and currently used CRUSADERS.

The CRUSADER is depicted as the traditional knight arrayed in full armor and riding a charging stallion. He bears a shield in one hand and a lance in the other. On the shield is found the fundamental symbol of Christianity, the Cross, and waving from the lance is a banner with CRUSADERS emblazoned on its folds.

**Lansdale Catholic Administration**

Mr. James W. Casey, President

Ms. Rita McGovern, Principal

Mr. Jonathan Slabek, Assistant Principal for Academic Affairs

Ms. Jennifer Potson Huber '97, Assistant Principal for Student Affairs

TBA, Assistant Principal for Student Services

**Lansdale Catholic High School Contact Information**

**215.362.6160**

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President's Office .....	x133
Principal's Office .....	x168
Academic Affairs .....	x145
Student Services .....	x138
Student Affairs .....	x126
Guidance .....	x138
Athletics .....	x132
Absentee Line .....	215.855.7744
Fax Number .....	215.362.5746

## **OFFICE OF THE PRESIDENT**

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The President is appointed by the Archbishop of Philadelphia as the Chief Executive Officer of the School. As such, the President has both the authority and the responsibility to ensure the following:

- Leadership of the School Community
- Approves all school policies and programs consistent with archdiocese and the school's mission
- Develops and executes long-range plans in cooperation with Office of Catholic Education
- Represents the school to the community
- Seeks advice and counsel of Advisory Board
- Oversees the development of the annual budget and administers all fiscal affairs of the school
- Ensures the operation and maintenance of school facilities and grounds
- Directs matters relating to Advancement & Admissions (see below)
- Directs matters relating to Tuition (see below)

The President embodies the Catholic Identity of the School and evangelizes the Gospel within the community of faith. He works toward making Lansdale Catholic a learning community teaching values for life through a formative Catholic education.

### **Office of Advancement & Alumni Affairs**

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The Director of Institutional Advancement/Major Gifts Officer and the Director of Events/Database Manager are members of the President's executive staff and assist the President in finding additional human and financial resources for the school.

Serving as liaison between the President and school constituencies (parents, alumni, faculty, friends, and area businesses).

1. Maintaining accurate, current alumni records.
2. Generating and overseeing mailing of all promotional and informational materials, e.g., newsletters, brochures, and Annual Fund appeal letters.
3. Oversees all class reunion committees and alumni association
4. Responsible for maintaining school website and social media sites.

## **Office of Admissions**

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The Director of Admissions develops an immediate and expanded long-range promotional/marketing plan for programs that support and promote the spiritual and academic mission of the school by:

1. Prepare an information letter for all principals with dates of upcoming general and grade specific events throughout the school year.
2. Design information folders and view books for distribution along with other marketing materials to eighth graders.
3. Presentations to students and families attending High School Nights, personal meeting requests, and Fall/Spring Open House events.
4. Cooperatively work with Academics, Student Affairs, and the President in organizing Visitation Day.
5. Maintain contact with Academic and Guidance Departments in order to promote current information on new academic programs
6. Develop the school's advertising campaign along with promoting school events and student accomplishments.

## **Business Office**

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### **Tuition**

Tuition for students in the secondary schools of the Archdiocese of Philadelphia is \$7,050.00 for the 2016-2017 fiscal year. Families with two or more students in Archdiocesan high schools pay full tuition for two students. However, when three or more students in the same family are in high school at the same time, each receives a discount. If your tuition account does not reflect this discount, please provide the Business Office with a list of the students' names, their grade and high school. The family rate discount does not apply to students in parish schools or in private high schools. Eligibility for family discounts shall be determined solely by the Archdiocese.

*A shared-time discount is applied when a student attends a public school district Vo-Tech school in addition to attending a diocesan high school. The Academic Affairs Office coordinates the student's roster and will notify the Business Office of students eligible for this discount.*

Parents must pay a supplemental tuition fee of \$750 if the student is not Catholic, or if the student is a Catholic of another rite, or if the family is not registered in any parish, or if in the judgment of the Pastor the family is not practicing the faith or contributing to the Church according to their means.

### **Tuition/School Fee for 2016-2017 is as follows:**

- \$7,800.00 each Catholic student
- \$8,550.00 each non-Catholic student or non-registered Catholic student
- \$5,450.00 for each child for families with 3 students attending Archdiocesan high schools
- \$4,275.00 for each child for families with 4 students attending Archdiocesan high schools
- \$5,685.00 each for Vo-Tech student (shared-time)

\*Tuition and fees are subject to changes each year.



### **Tuition Assistance and Scholarships**

Although tuition continues to be an excellent value as compared to the tuition in other dioceses and in private schools, we realize that it puts a serious strain on some budgets. All tuition/fees will be collected by the Smart Tuition system.

Families seeking financial aid (BLOCS/TAP/LC GRANTS) must complete an online application at [www.smartaidforparents.com](http://www.smartaidforparents.com) for 2017-2018 academic year before December 31, 2016. You must submit the required forms to verify income, and a non-refundable fee. The application process is not intended to intimidate, rather, it ensures that the amount of aid given to each family is objective and that as many needy students as possible receive help. Families currently receiving tuition assistance must reapply each year for the next school year.

If a student receives scholarships or tuition assistance from other sources, the Archdiocese reserves the right to reduce the TAP awards so that these funds can be allocated to other needy students.

If you receive a merit scholarship or grant, it will be allocated to the student's account each month beginning in June and ending in April. You are responsible for paying the net amount due each month to keep your tuition account current. If the student withdraws during the year, the full amount of the grant or scholarship will not be credited to the student account; the amount will be prorated based on the time the student has been enrolled.

**LOSS OF SCHOLARSHIPS:** A student can lose his/her merit scholarship when the grade average falls below the pre-stated level, or when his or her discipline record indicates that the student has not complied with the agreement made when the student accepted this gift.

### **Gift Certificate Program (SCRIP)**

Lansdale Catholic offers the Gift Certificate program to help with the payment of tuition. Parents may buy gift certificates for purchases they are already planning to make. A percentage of the certificates are given back as a tuition credit. Credits are posted four times a year. Certificates for many groceries, retail store and food/restaurant chains are available. Contact the Gift Certificate Office at 215.362.6160 x133 for more information.

**Fee Structure for the Academic Year 2016-2017**

NO FEES are refundable except the School Fee, which is refundable BEFORE July 1.

<b>School Fee</b>	\$750 .....	This fee is for all students and has been spread over your chosen payment plan.
<b>Graduation Fee</b>	\$150 .....	Due: August Billing Cycle Seniors (Class of 2017) Only
<b>Fundraising Fee</b>	\$200 per student.....	Due: September Billing Cycle on Smart Tuition (Founder’s Day Raffle September 30, 2016) <i>(This fee can be regained when student sells the amount in chances. This is the only mandatory fundraiser for the school year.)</i>
<b>Registration Fee</b>	\$150.....	Due: With Application <i>New Students Only (Freshman &amp; Transfers)</i>
<b>Re-Registration Fee</b>	\$150 .....	Due: February Billing Cycle Freshmen, Sophomores and Juniors only
<b>Athletic Fee</b>	\$275 tier 1 sport \$200 tier 2 sport \$150 tier 3 sport .....	Due: September, December, April Billing Cycles <i>(Please see fee explanations for sport tier breakdown. There will also be a one-time only \$150 All-Sports Ad Book fee, please see Athletics link on school website for details )</i>
<b>Parking Fee</b>	\$60	Rolling Basis
<b>Art Class Fee</b>	\$50.....	Due: October Billing Cycle
<b>Music Class Fee</b>	\$50 .....	Due: October Billing Cycle
<b>AP Course Fee</b>	\$95 for each course .....	Due: January Billing Cycle Fee established by and collected for the College Board

## **Explanation of Fee Usage Credit Cards Are Accepted For Tuition/Fees**

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Since tuition goes directly to the Office for Catholic Education, fees are used for the day-to-day operation of the school. When payments are submitted, fees are credited first then tuition balances are applied. Listed below are some of the areas to which fees apply:

### **Re-Registration Fee**

- Pre-registration and registration materials and administrative costs
- Rostering expenses: administrative, hardware, software and supplies
- Tuition collection expenses: administrative, computer hardware/software, postage, supplies
- Grade reporting and record keeping expenses
- Guidance and advisement expenses
- Staff Development/Faculty Training and Administrative expenses for the Academic Affairs Office and Student Services Office

### **School Fees (Including Technology and PSAT fees)**

- Classroom/curriculum related materials and supplies, copy equipment
- Curriculum & departmental budgets
- Required Archdiocesan-wide standardized testing programs including PSAT
- Maintenance contracts and expenses for the building and property & miscellaneous physical plant and grounds expenses, equipment and expenses for maintenance
- Security system, student insurance, ID pictures, locker maintenance, etc.
- Subsidization of transportation services
- Religion and Ministry Expenses: Teacher Books, transportation to and from class retreats, stipends and expenses for religious events.
- Maintenance for equipment and payment for leases not covered by fundraisers
- Cost for employment of personnel to manage the technology system, and parts and labor for the system
- Costs for Site Licenses

### **Fundraiser Fee**

- Covers administrative expenses in the Office of Student Affairs and Athletic Department
- Co-Curricular and extra-curricular activities expenses, clubs
- Sports activities expenses except transportation
- Sound & Lighting Expenses

### **Athletic Fee**

Offsets expenses associated with the operation of the athletic programs as well as Philadelphia Catholic League and PIAA fees

Tier 1 sport – Football

Tier 2 sports – Baseball, Softball, Basketball, Cross Country, Field Hockey, Lacrosse, Soccer, Swimming, Outdoor Track, Volleyball, Cheerleading

Tier 3 sports – Golf, Tennis, Indoor Track

Athletic Fee: The payment date or due date for the Athletic Fee is not an adjustable date. If the Athletic Fee has not been paid by the time the established cut-off date arrives, a late fee will be applied to the student's account. When the late fee is applied, a student is not allowed to play or practice until all fee requirements are met.

The Tuition Officer monitors the fee payment. At the beginning of a sport season, the Officer receives the names of all athletes from the Athletic Director, respective to their sports. When a cut-off date for the sports fee arrives, the Tuition Officer supplies the Athletic Director with a list of sport fee balances. Following this notification, the athlete is required to provide evidence of payment from the Tuition Office to his or her coach. The Tuition Officer prepares a payment receipt for the student who, in turn, presents it to his respective coach to be reinstated as an active participant.

### **Tuition Payments**

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Smart Tuition provides tuition management services for all Archdiocesan secondary schools. Services for parents include online account access, tuition and fees invoicing, payment processing, and 24 hour customer service. You can call our parent call center at (888) 868-8828 and a Smart Tuition Representative will be happy to assist in answering your questions. We are available 24 hours a day, 7 days a week, 365 days a year.

Smart Tuition team of specialists are able to:

- Provide you with balance & account information
- Take a payment
- Review your payment history
- Update your payment information
- Update your personal & contact information
- Provide or change your online username and password
- Address concerns regarding your account

Smart Tuition accepts Visa, MasterCard, American Express and Discover credit and debit cards. Please note that a 2.65% convenience fee will apply. If you would like to use your checking account to pay, you can do this by mailing a check, making a one-time payment online, over the phone or by setting up automatic monthly payments directly from your checking or savings account.

### **Tuition Refunds**

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Students, who leave school prior to April 1st, either voluntarily or because of a violation of school policies, receive a pro-rated refund if they have paid tuition in advance of the transfer. No refunds will be given after March 31 of the school year, since the resources have been allocated for the student's education. The school fee is non-refundable after July 1st. All other fees are non-refundable. In the event of a withdrawal, scholarships and grants are pro-rated in the same manner. Refunds are mailed to the home and cannot be issued on the date of withdrawal. Please see Tuition Officer for details.

## **Delinquent Tuition**

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According to Archdiocesan policy, delinquency in payment of tuition and fees has the following results:

- No student will be permitted to start a new school year with any outstanding balance from a previous year.
- Students may not begin the second semester unless they have made the first five monthly payments for the year.
- Students may be dismissed for non-payment of tuition. Seniors who have not fully met their financial obligations may not participate in graduation ceremonies and may not be granted a diploma.
- Students may not attend a class dance (Senior Prom, Junior Prom, Freshman/Sophomore Mixer) unless they are current in their tuition payments.
- Students may not purchase a class ring.
- Transcripts may not be released for students who are not current with their payments.
- Final reports may not be released if there is an outstanding balance.
- Rosters for a new school year may not be released unless all tuition and fees for the previous school year has been paid and the school fee for the new school year along with the July payment has been received.

**All tuition payments (regular or alternative) must be current to avoid any of the above consequences.**

**Lansdale Catholic High School is operated as a faith community, and 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 Gospel of Christ as part of its religious mission and ministry. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and the parents that may be construed to create a legally enforceable obligation on the part of the school, or its sponsoring ecclesiastical entities, to allow for continued enrollment, or to provide any type or level of educational services, or to provide such services involuntarily.**

## **School Store**

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The School Store is a service wherein the students may purchase the necessary textbooks, paperback books and many of the materials the student needs for classroom work or for home assignments. The official sweater, golf shirt and gym uniform may be purchased at the store as well as jackets and other recreational clothing items. The school store is located in the cafeteria and is open every day during the lunch periods. The store is staffed by parent volunteers.

**The Asbestos Hazard Emergency Response Act (AHERA)**

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This act requires that schools notify parents and employees annually regarding the availability of Asbestos Management Plans. The Asbestos Management Plan and a summary of asbestos related activity is kept in the President's Office and is available for inspection by appointment.

## **OFFICE OF THE PRINCIPAL**

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The Principal has both the authority and responsibility for the daily operations of the school. This includes but is not necessarily limited to the setting and implementation of policies and programs concerning the Catholic identity of the school, Academic Affairs, Student Services and Student Affairs. Further, the Ministry Office and Technology Office report directly to the Principal.

### **School Ministry**

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The School Minister, in collaboration with the President and Principal, provides personal and visible leadership for the administration, faculty, staff and students on issues related to the catechetical formation of the school; encourages and serves as a resource for service activities for the school community; and coordinates liturgical and para-liturgical experiences that will meet the school's spiritual, sacramental, and formational needs.

### **Pastoral Care**

The school priests are available to all within this total community who may experience need. Direction in personal prayer and growth in faith are available to all upon request.

### **Liturgical Celebrations**

The scheduled celebrations of the Eucharist and the Rite of Reconciliation are published on the school calendar. Attendance is required by all students and faculty for the school at Mass celebrations. Parents are cordially invited to attend these celebrations. In addition, as an option for the community, the Eucharist is celebrated daily. Further, the Sacrament of Reconciliation is available on an individual basis upon request.

### **The School Retreat Program**

The faculty and staff retreat is planned by the School Minister. There is a class retreat offered for each grade in each academic year. This requirement must be fulfilled by every student. The Kairos retreat is coordinated through the Ministry Office.

### **Technology**

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Lansdale Catholic has an open technology environment. The school is fitted with a managed wireless computer access system for student use. Students are encouraged to use laptops, tablets, net books, chrome book and i-Pods (personal devices), and cell phones for educational purposes, including, but not limited to: internet access, document revision, and multimedia creation.

The use of technology is integrated with classroom instruction. Online learning allows for flexibility in the curriculum process and helps students to better prepare for a blended college learning environment.

## **OFFICE OF ACADEMIC AFFAIRS**

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The Academic Affairs Office arranges academic offerings in accordance with policies determined by the Archdiocesan Office of Catholic Education. Continuing studies are made to update these offerings as student needs indicate, as college and other post-secondary school objectives demand, and as the school's resources permit.

The Academic Affairs Office, with counselors, department chairpersons, and teachers, helps students to select courses in light of student ability and postsecondary plans. A catalog of courses is published annually and distributed to all 9th, 10th and 11th grade students.

The Academic Affairs Office places incoming students and issues transcripts for students transferring to other high schools.

The Academic Affairs Office administers the following standardized tests as required by the Office of Catholic Education:

- PSAT
- Scantron Performance and Achievement Series Testing
- Advanced Placement (AP) tests

## **Admission to Lansdale Catholic**

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Lansdale Catholic High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. The school retains the right to deny admission if, in the judgment of the administration, the school cannot meet the academic or social needs of the student, reasons for transferring are not valid, or the enrollment limit of the school has already been reached.

### **Eligibility**

In cooperation with the Secondary School System of the Archdiocese of Philadelphia, Lansdale Catholic accepts applications for admission from students attending parish schools.

Catholic students who do not belong to the Latin Rite or non-Catholic students are also eligible for admission. It is their responsibility to pay both the parish portion and the student portion of the tuition.

International students who wish to study at Lansdale Catholic under an F-1 student visa are required to demonstrate proficiency in the English language. The International student must come with proper documentation, carry the appropriate type visa as well as be under the auspices of a reputable organization as defined by certification of the Council on Standards for International Education Travel. Certification is not required if an international student lives in residence with a natural parent. At no time may this parent delegate this responsibility to any other person.

Lansdale Catholic has the right to require additional instruction in English as a condition for admission, if that is deemed necessary. Lansdale Catholic also has the right to determine the grade placement of the student, upon analysis of the student's past academic records.



### **Application/Registration Procedures**

Registration for incoming Freshmen begins in September of the year prior to seeking admission and continues as long as space permits. Application forms are given to the 8th grade students in parish schools and to public school students who request one. The current registration fee is due and payable at the time of application.

Representatives of the parish schools which send students to Lansdale Catholic meet with the Assistant Principal for Academic Affairs and Guidance Director each year to make recommendations for their students.

Students transferring from public schools or private schools must submit their most recent report card, standardized test scores and their discipline record at the time of application. These applicants are required to have an interview with the Principal, Assistant Principal for Academic Affairs and the Assistant Principal for Student Services or their designees. At the interview, the parent is to present a letter from their pastor which indicates that he supports their request for admission. The interview is scheduled by the school sometime after the application for admission is complete.

### **Transfer Students**

Students applying for admission to tenth, eleventh and twelfth grades must follow the procedures described above. Students attending another school should have a good reason for transferring; a judgment concerning the validity of the reason will be a factor in determining whether admission is granted or refused. Students transferring from another school will be held to the same standards of achievement as students of Lansdale Catholic. Some students may be required to sign an academic, attendance and/or discipline contract.

Students who transfer into Lansdale Catholic High School will be given credit for all courses they completed at their previous school. They will receive honors credit and quality points for honors if their transcript indicates an Honors course. However, they will **not** receive honors credits and quality points for any course that is not an honors course here at LC.

### **Re-Admission Policy**

A student dismissed from Lansdale Catholic for scholastic or disciplinary reasons may apply for readmission after one school year. The decision to readmit will be made by the Principal. Students dismissed for scholastic reasons will be interviewed by the Assistant Principal for Academic Affairs or his/her designee. Students dismissed for discipline reasons will be interviewed by both the Assistant Principals for Student Services and Academic Affairs and their designee. The following guidelines are the responsibility of the student and his/her parent(s) or guardian(s):

The school the student is attending must send all academic and discipline records to LC.

- The student must be passing **ALL** academic subjects.
- There may be NO severe discipline problems (i.e. drugs, weapons violations)

### **Delinquency Dispositions**

If a student presently attending or applying to Lansdale Catholic High School is found guilty of a juvenile or adult crime, and it is reported to the school administration, the student is liable for dismissal from Lansdale Catholic or may be refused admission to Lansdale Catholic.

### **Students with Same Sex Parents/Guardians**

When same sex parents/guardians seek to enroll their child(ren) in a Catholic School in the Archdiocese of Philadelphia, their request to enroll will be handled on a case by case basis with care and sensitivity to the delicate nature of the situation. To ensure that the parents understand and accept the teachings of the Catholic Church, the school receiving an application/registration form from a non-traditional family should follow the process as outlined below:

- The principal/president notifies the Pastor that they have received a registration from a same sex couple.
- The Superintendent of Schools is notified.
- The principal/president requests a meeting with the parents, the pastor, the principal/president and the superintendent or his/her delegate.
- A meeting is held to discuss the primary purpose of a Catholic school education and the expectations of those who wish to enroll their children in a Catholic school. In addition, parents are informed that the teachings of the Catholic Church will be maintained and permeated throughout every facet of the school.
- If the principal/president, pastor and superintendent (or delegate) determine that the parents sincerely want a Catholic education for their child(ren) and believe they will support the Catholic identity and mission of the school, a memorandum of understanding is presented to the parents for their review.
- Parents/Guardians must sign the memorandum to complete the registration process as is required for all families registering in the school.

### Memorandum of Understanding Acceptance

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. Attending a Catholic school is a privilege, not a right.
2. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
3. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.

4. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
5. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
6. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/ guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic school.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

**Program of Studies**

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The curriculum at Lansdale Catholic has a heavy academic emphasis with provision in the eleventh and twelfth grades to continue in the college preparatory course or to choose from a variety of electives.

Currently, students at Lansdale Catholic may attend a vocational-technical school. The Guidance Department will assist the parents of a student who wishes to apply for such a program.

A select number of students participate as Seniors in the Diocesan Scholars Program. Diocesan Scholars take two college courses per semester at local Catholic colleges. Diocesan Scholar and students at the Vo-Tech school must maintain passing grades and are subject to the same rules as are all Lansdale Catholic students.

**Academic Honor Code**

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Lansdale Catholic High School is committed to academic honesty and integrity with its learning community. In order to foster one's intellectual and character development, independent thought and respect for the thoughts of others must take place. All forms of cheating and plagiarism are unacceptable and will not be tolerated. Members of the Lansdale Catholic community will take responsibility for upholding the highest ethical academic standards.

Therefore:

I will submit my own work and not submit work that is not completely created by me without proper attribution.

I will do my own work and not have someone do my assignment in part or in whole. Likewise, I will not do an assignment for someone else.

I will submit honest work and not use assignments submitted in previous semesters without the consent of the teacher.

I will do my best and not look at someone else's test during a test or ask someone for help during the test.

I will be honest and not share or seek information about a test or quiz before, during, or after it has been taken.

I will create a learning environment by using only the authorized sources to aid in a test, quiz, homework or classroom assignment.

Failure to abide by these objectives will result in academic and disciplinary consequences as determined by both the Assistant Principals for Academic Affairs and Student Services in consultation with the teacher. This Academic Honor Code will be kept in the Office of Academic Affairs until graduation. Violations of the Academic Honor Code may result in but are not limited to: a written reflection, demerits, a discipline contract, a reduction in grade, removal from Honors or AP classes, removal from Honor Societies, loss of eligibility for academic awards and/or scholarships, removal from extracurricular activities including sports, and discipline summer school.

### **Academic Integrity Policy**

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Lansdale Catholic High School is committed to academic honesty and integrity with its learning community. In order to foster one's intellectual and character development, independent thought and respect for the thoughts of others must take place. All forms of cheating and plagiarism are unacceptable and will not be tolerated. Members of the Lansdale Catholic community will take responsibility for upholding the highest ethical academic standards.

Academic integrity and honesty includes, but is not limited to:

- Producing one's own work
- Citing all work from acceptable outside sources
- Abiding by all school and classroom policies pertaining to academic integrity
- Developing an atmosphere of trust and communication

All members of the Lansdale Catholic Community: students, teachers, administration, and parents, share the responsibility of upholding this policy.

All forms of Academic dishonesty will be classified into two categories, major and minor, as determined by the Assistant Principal for Academic Affairs and Assistant Principal for Student Services in consultation with the teacher.

**Category One- Minor  
1st violation**

The student must make up the work or an alternative assignment at the teacher's discretion in order to obtain a fair grade assigned by the teacher. A reflection paper or research assignment will be issued by the Assistant Principal for Student Services and Assistant Principal for Academic Affairs.

**Subsequent Violations:** (throughout one's Lansdale Catholic High School experience)

- Demerits
- Discipline Contract
- Failure on assignment or reduction in grade
- Parent Meeting

**Category Two- Major  
1st violation**

The student must make up the work or an alternative assignment at the teacher's discretion in order to obtain a maximum grade of a 70. A reflection paper or research assignment will be issued by the Assistant Principal for Student Services and Assistant Principal for Academic Affairs.

**Subsequent Violations**

- Demerits
- Discipline Contract
- Failure on assignment or reduction in grade
- Parent Meeting
- Removal from Honors or AP classes
- Removal from Honor Societies and extracurricular activities/sports
- Loss of eligibility for academic awards and/or scholarships
- Discipline summer school
- Review by an Academic Integrity Panel

**Curriculum Levels**

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Most of the courses of the core-curriculum are offered at two ability levels, so that teaching and learning takes place in more homogeneous academic groupings. The grade reflects the student's progress at that ability level (refer to "Grading System") while a quality point system weighs the grade according to the ability level in order to determine class rank (refer to "Rank in Class"). Students are placed in an ability level when they enter as freshmen. This placement is determined by the results of the standardized tests taken by the student in elementary school, the recommendation of the eighth grade teacher and an analysis of the student's scholastic achievement in grades seven and eight. Upperclassmen are recommended to levels during the course selection process by their teachers and department chairs. Normally the following can be used as a guide to understanding the curriculum levels:

- Track 5 AP refers to courses that utilize the course of study developed by the Advance Placement Program of the College Board. All students registered in an AP level course are required to take the AP exam in May
- Track 1 College preparatory courses that utilize a course of study for students of high or exceptional ability and work ethic.
- Track 2 College preparatory courses for students of above average ability.

### **Course Selection Process**

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Upon publication of the Course Catalog, the ninth, tenth, and eleventh grade students begin the process of selecting their courses for the following year.

At Lansdale Catholic High School, the Academic Affairs Office does student rostering and issues the formal course selection form and sets the deadline for registration. Students registering beyond the deadline are subject to a late registration fee. Students who have already decided that they will not return to Lansdale Catholic for the following year are to submit a notification of withdrawal form, dated for the last day of the current school year.

A course exception form must be obtained from the appropriate chairperson for any course not listed on the official course selection form or if a student is requesting a different placement than the one on the course selection form. The chairperson may approve or disapprove this request and this decision will be final.

The master schedule is developed after the deadline for course selection; it is at this time that class size is indicated and teacher assignments are developed. The school reserves the right to cancel or postpone courses for which there is inadequate enrollment, lack of physical facilities, or staff. Students requesting such courses will be notified and asked to make an alternate selection. When the master schedule is in its final form, any students who have requested courses scheduled at the same time are notified of that fact and asked to make an alternate selection.

### **Course Changes**

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Because of the seriousness with which the school enters into the course selection process, there ought to be few requests for course changes. However, for serious reasons a student may request a change of schedule through the Office of Academic Affairs. A \$ 75.00 service fee is charged at the time the request is made. *No requests for changes will be taken by phone by any school staff. If the request is unable to be granted, the service fee will be refunded.*

Students may not drop any class, even if it is an elective, after the start of the school year. Course changes will not be honored because a student is requesting a different teacher or lunch period.

### **Part-Time College Enrollment Policies**

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Students may enroll part-time in college with the approval of the Principal. College courses are to be taken on the college campus. These courses may be recognized for high school credit and may be applied toward graduation requirements. Students taking college courses for high school credit who fail the college course may not graduate and must repeat the course prior to receiving a diploma. The failing grade is to be included on the final report, calculated into the academic average, rank in class, and honors determination, and treated as a major scholastic failure in applying the school policy for graduation honors and awards. The Archdiocesan Summer School and online courses may be attended in order to remove the failure in a college course

### **Independent Study**

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Independent study courses or programs must have educational value and should be in keeping with the philosophy and objectives of the school. An independent study may be used when a student has mastered the content in a particular course and holds a particular interest in pursuing more meaningful studies. The course may be designed by a subject teacher for review by the department chairperson or submitted by a student under teacher supervision. Independent study must be approved and is under the supervision of the Principal and Assistant Principal for Academic Affairs.

### **Study Abroad**

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High school credit for study abroad may be granted if the program is equivalent in intent and scope to a regular class. The school should have specific requirements which are clearly understood by the students. The following conditions should be met:

1. The student, with a teacher, develops a study plan that meets the school's requirements and is approved by the principal.
2. The student's study plan is approved prior to departure.
3. The student fulfills the study plan.
4. The student completes a summative assessment based on the study plan within a specific time after return.

### **Work Experience**

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Lansdale Catholic will sponsor an independent work experience program if requested by a student, the school will:

- a) provide for continuous guidance to the student
- b) provide for the adequate supervision of the program
- c) make certain that the experience is educationally useful and effective
- d) inform the parents of pertinent information about the program and obtain their written permission
- e) make certain that all laws are observed
- f) observe and evaluate with the employer, the student's work and subsequently award credit
- g) keep a record of the employer's report of daily attendance and performance

- h) help the student select an appropriate work situation where the employer understands the purpose of the program, furnishes continuous employment for the duration of the program, supervises attendance and performance, and provides compensation insurance if the student is paid.

There are three types of work education experiences:

1. Work education programs that systematically explore various occupations for the purpose of vocational selection
2. Work education programs that provide general work experience for the purpose of developing desirable work habits and attitudes
3. Work education programs that provide work experience for the purpose of acquiring the training needed for a specific occupation

In an exploratory work experience program for the purpose of vocational selection (1), the student should not be paid nor should he/she replace a paid employee. In the general or vocational work experience programs (2) and (3), a student may be paid according to minimum wage laws.

**Table of Course Offerings**

The table of course offerings gives an overview of the courses available to the students and distinguishes between requirements and electives. Before graduation all students must meet all the requirements set by the Department of Education of the Commonwealth of Pennsylvania, as well as those set by the Secondary School System of the Archdiocese of Philadelphia.

Lansdale Catholic offers a four-year curriculum in Theology, English, Mathematics, Science and Social Studies. If a student completes the curriculum offered in less than four (4) years, Lansdale Catholic does not provide additional courses or subsidize courses taken at local colleges.

**Required Courses**

<b>9<sup>th</sup>Grade</b>	<b>10<sup>th</sup>Grade</b>
Theology 1	Theology 2
English 1	English 2
World History 1	World History 2
Algebra 1 or Algebra 2	Geometry or Algebra 2
Biology	Chemistry
Related Arts	Physical Ed/Health
Technological Communications	
<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
Theology 3	Theology 4
English 3	English 4
U.S. History	Comparative Governments and Economics
Geometry or Pre-Calc/Trig	
Physics or Conceptual Physics	



## Electives

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### 9<sup>th</sup> Grade

Instrumental Music  
Voice  
Orchestra  
French 1  
Italian 1  
Spanish 1  
Studio Art 1  
Study Skills

### 10<sup>th</sup> Grade

AP European History  
Orchestra  
Instrumental Music  
Voice  
French 1, 2  
Italian 1, 2  
Study Skills  
Spanish 1, 2  
Studio Art 1, 2

### 11<sup>th</sup> and 12<sup>th</sup> Grade

Accounting 1  
AP Biology  
AP Calculus AB  
AP English Language and Composition  
AP English Literature  
AP Music Theory  
AP Physics 1  
AP Spanish Language and Culture  
AP Studio Art (Drawing or 2D Design)  
AP Statistics  
AP Government  
AP US History  
AP Chemistry  
AP Micro/Macro Economics  
Public Speaking & Technical Writing  
Instrumental Music  
Orchestra  
Contemporary American Culture  
Anatomy & Physiology  
Environmental Science  
Personal Finance/ Marketing  
Entrepreneurship/Business Law  
French  
Italian  
Spanish  
Studio Art  
Trig/Pre-Calculus  
Chorus  
Introduction to Drama

Adjustments to the sequence of required courses may be made for good reasons, upon approval of the Academic Affairs Office. All full time students must take a minimum of six full credit courses each year. Exemptions will be granted under special circumstances for a senior student to take five full credit courses as determined by the Principal.

**Grading System**

The classroom teacher determines the quarter grade using the criteria most appropriate for his or her academic discipline. Teachers must have administered at least the equivalent of three major summative assessments in each quarter marking period. In order to allow students to prepare adequately for tests and to reduce conflicting tests, a testing schedule is followed. In addition, there is a final cumulative examination at the end of the year. This exam can be a traditional paper/pencil test or an alternative assessment. This assessment accounts for 10% of the final grade. Grades are numerical and no mark below 60 is to appear on the report card. Any grade below a 70 in a course of study is considered a failure for the marking period.

If a student neglects to complete assignments or submit work, all efforts should be made by the student, under the teacher’s guidance, to correct this. Every effort will be made by teachers and administrators to lead students to complete all assignments. The use of a zero is not supported by Lansdale Catholic High School or the Office of Catholic Education.

**Testing Schedule**

A testing schedule is in place and each department has designated testing days, departments are only to test on their specific days. A student should have no more than three tests in any given day. If the student is assigned more than three tests, they are to inform the teacher who has assigned the third test. If the teacher does not change the test the student should contact the Assistant Principal for Academic Affairs.

**Testing Days**

<b>A-C-E</b>	<b>B-D-F</b>
Math	Science
Social Studies	World Language
Theology	English
Business	Fine Arts
Health/Phys. Ed.	

Patterns of absence on testing days may jeopardize a student’s academic standing. Parents will be notified by teachers should a pattern of absence become evident.

Performance Series Testing will serve as our standardized testing for grades 9, 10 and 11 and will occur three times a year. This computer-based, student-adaptive test is given during a regular class period in the areas of Reading and Math and provides immediate results.

Teachers are able to create individual instructional materials to target areas of growth for students to help students make gains and increase their knowledge and improve skills in specific areas. The Achievement Series Test is a standardized test in ELA and Math for all grades, including grade 12, at the end of the school year.

**Grade Conversion**

For any student transferring from a school that uses an alpha grading system or for college-level course grade transfer, the following grading chart will be used:

A+	99
A	96
A-	93
B+	89
B	86
B-	83
C+	79
C	76
C-	73
D+	72
D	71
D-	70
F	65

**Rank in Class**

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Class rank is computed using quality points which weigh the student’s grade according to the curriculum level of each course carried.

New cumulative class rank will be given to Juniors and Seniors after the first semester report card has been issued.

### Quality Point Table

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GRADE	Track 5	Track 1	Track 2	Track 3
100	54	48	44	40
99	53	47	43	39
98	52	46	42	38
97	51	45	41	37
96	50	44	40	36
95	49	43	39	35
94	48	42	38	34
93	47	41	37	33
92	46	40	36	32
91	45	39	35	31
90	44	38	34	30
89	43	37	33	29
88	42	36	32	28
87	41	35	31	27
86	40	34	30	26
85	39	33	29	25
84	38	32	28	24
83	37	31	27	23
82	36	30	26	22
81	35	29	25	21
80	34	28	24	20
79	33	27	23	19
78	32	26	22	18
77	31	25	21	17
76	30	24	20	16
75	29	23	19	15
74	28	22	18	14
73	27	21	17	13
72	26	20	16	12
71	25	19	15	11
70	24	18	14	10
69	23	17	13	9
68	22	16	12	8
67	21	15	11	7
66	20	14	10	6
65	19	13	9	5
64	18	12	8	4
63	17	11	7	3
62	16	10	6	2
61	15	9	5	1
60	14	8	4	0

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## **Grade Point Average**

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The GPA will be calculated on the final grade per course using the weighted scale below. Each course receives a GPA value. The average GPA of all courses is calculated. The GPA will be reported on the transcript. Semester-long and quarter-long courses will be counted into GPA.

FINAL COURSE GRADE	AP	HONORS	TRACK 2 OR 3
90-100	4.3	4.1	4.0
80-89	3.3	3.1	3.0
73-79	2.3	2.1	2.0
70-72	1.3	1.1	1.0

## **Salutatorian and Valedictorian**

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The seniors who by their cumulative rank earned the number one and number two ranks will be invited to submit graduation speeches. The student ranked second in the graduating class, at the end of the first semester of the year of graduation, will deliver the Salutatory (welcome) address. The student ranked first in the graduating class, at the end of the first semester of the year of graduation, will deliver the Valedictory (farewell) address. In the event that there is a tie in ranking, all students who are tied will be invited to submit speeches. A committee will determine the best speech and that student will be the Salutatorian or Valedictorian.

## **Honor Roll**

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Students who achieve well at their ability level earn first and second honors. These are honors within the Lansdale Catholic community based upon the quarter grade. Unlike rank in class, honors are determined independently of the curriculum level for each course. Once the general average is computed, honors are determined as follows:

- First Honors requires a general average of 93 or above, with no mark below 90.
- Second Honors requires a general average of 88 or above, with no mark below 85.

Honors do not appear on the permanent record.

## **Academic Awards**

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An award is given to the outstanding student in every subject offered in our curriculum at an awards assembly at the end of the year. Graduation awards are made according to criteria established by the school.

## **Requirements for Graduation**

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In conforming to the revised (1983) curriculum regulations of the Department of Education of the Commonwealth of Pennsylvania and requirements of the Archdiocese of Philadelphia, the following requirements must be met to earn a Lansdale Catholic diploma:

1. A minimum of 24.5 units of credit
2. Credits in the following courses:

<u>UNITS OF CREDIT</u>	<u>COURSE</u>
4	Theology
4	English
4	Social Studies (classes of 2017, 2018 & 2019)
3	Social Studies
3	Mathematics
3	Science
0.5	Computer Applications
0.5	Related Arts
1	Health and Physical Education
0.5	Service Learning
5	Electives

3. A passing grade in all rostered courses (including electives).

### **Student Participation in Graduation**

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Participation in the Commencement Exercises in an archdiocesan high school is a privilege, not a right. Only those students who have completed all the requirements for a diploma may participate in the Commencement Exercises.

Students shall be excluded from participating in the commencement exercises for:

1. Scholastic failure or incompletes in the program of studies.
2. Discipline failure or major breach in the school's disciplinary code.
3. Failure to fulfill financial requirements.
4. Excessive absences/lateness.

Students may be excused from participation in graduation ceremonies at the written request of the parents or guardians. This request must be sent to the principal.

### **Extended Absence/Make-Up Work**

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Parents have an obligation to send their children to school whenever it is in session.

Students who will be absent from school due to a trip or vacation must obtain an assignment from each individual teacher. Assignments are due on the day a student returns to school. Missed tests and/or quizzes must be made up upon the student's return to school. A subject teacher may note the adverse effect this absence will have on a student's academic progress. **If an extended absence (7 days or more) is warranted for health or other reasons, parents must notify the Academic Affairs Office. However, parents should contact each of their child's teachers individually to coordinate make-up work. If the parents and the teacher reach any sort of impasse regarding make-up work, then the parents may contact the Academic Affairs Office.**

**Teachers cannot be expected to provide additional instruction periods for these students. This work must be completed and returned to the teacher on the assigned due date. Grades cannot be given for work not completed.**

Students must complete all work including tests, assignments, and projects within three weeks of their return to school, unless other arrangements have been worked out with an individual

teacher. It is important to understand that if any assignments or tests are outstanding at the end of a marking period a failing grade or an incomplete is very possible until all work is completed and graded.

### **Failure Warnings**

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Failure warnings for all students are mandatory for a semester failure, and/or a failure for the year. They are issued in a timely fashion prior to the end of the semester. All failure warnings are to be signed by the parent and returned to the Academic Office. These signed copies are kept on file in the Academic Affairs Office. .

### **Report Cards**

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Report cards are issued four times a year: November, February, April and June. The first and third reports contain quarter grades only. The second report contains quarter and semester grades. The fourth report card contains quarter, semester and final grades. Report cards are mailed at the end of each quarter.

### **Parent-Teacher-Student Conferences**

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Refer to the calendar for exact dates for conferences each year. Parents are urged to meet with teachers during this time. It is especially important if a student is receiving a failing grade. Teachers will request to meet with the parents of any student who is failing. Any parent is welcome to seek an appointment with a teacher at this time as well.

### **Failures**

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According to Archdiocesan policy, no student may return to Lansdale Catholic in September carrying a course failure. For a semester course, a course failure is defined as a semester grade below 70; for a full-year course, a course failure is defined as an average of the two semester grades below 70. Students with one or two course failures in June are permitted to make up those failures in summer school; so, they will be eligible for readmission to Lansdale Catholic the following September. Students with three or more academic failures in June (or two academic failures and a failure in conduct for the year) generally are dismissed from the school.

### **Progress Reports**

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Aside from the four report cards issued throughout the year, **parents may check their child's progress anytime by logging onto GradeConnect.** Prior to each Parent-Teacher-Student Conference, a deadline will be set grades to be brought up to date in all classes. While a general announcement will be made regarding this deadline on the Lansdale Catholic website, **no written progress report will be mailed home at this time.**

### **Summer School**

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Students who make up failures during the summer so that they will be eligible for readmission to Lansdale Catholic the following September must do so in an approved summer school. Students should enroll in online summer school at Lansdale Catholic. If a student earns an 85 or

above in summer school, the grade is recorded as a 75 on the student's transcript. Passing grades below 85 are recorded as 70.

At the end of the school year the Assistant Principal for Academic Affairs notifies students with course failures and reminds them of the necessity of summer school before readmission to Lansdale Catholic the following September. Included with this notice is the summer school information for that year. After this notification, all summer school activity will be handled by the Summer School Coordinator.

### **Academic Probation and Dismissal**

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Students with three or more failures at the first semester will be placed on academic probation for the remainder of the year. Students with two or more failures in June will be placed on academic probation for the first semester of the following year. Students on academic probation who have two or more failures at the mid-term are liable for dismissal.

The Assistant Principal for Academic Affairs will notify parents of students who are placed on academic probation.

Students with three or more failures in June are generally dismissed from the school.

### **Field Trips**

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All Field Trips, whether curriculum related or activity sponsored, are optional. It is the student's responsibility to make the proper judgment concerning missing class instruction. Students are responsible for making up any missed work.

In order to be eligible to participate in any type of field trip, all school policies must be followed.

### **Homework**

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Homework is a requirement for all students. The type and length of the assignment is determined by the individual teacher according to the requirements of the individual subject. Homework may require writing as well as reading or studying a particular topic. As a guideline, a daily average of 20 minutes per subject is considered reasonable.

Since each student is responsible for the material covered in homework assignments, the following guidelines are helpful:

1. Write assignments in the student agenda book.
2. Copy assignments clearly, carefully, and completely.
3. Be sure to understand the assignment. If not, ask questions.
4. Take home all the books and other study material needed.

Each student is responsible for obtaining assignments given during a period of absence.

### **Textbooks**

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In the Commonwealth of Pennsylvania your tax dollars provide textbooks for students in non-public schools. Textbooks are owned by the Commonwealth and loaned to the students. Students are required to pay only for lost or damaged books. Purchasing requirements include,



but, are not limited to: theology textbooks, academic workbooks, English vocabulary books and some supplementary reading materials for English, calculators and Lab materials.

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

### ***Catholic Schools of the Archdiocese of Philadelphia***

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## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

### ***Catholic Schools of the Archdiocese of Philadelphia***

#### **PURPOSE**

Technology is a valuable and real world educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

#### **SCOPE OF USE**

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein. N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

#### **GOAL**

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking, communication, collaboration and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship
- provide a variety of technology based tools and related technology skills

#### **RESPONSIBILITIES OF USER**

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In The Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

### **TECHNOLOGY USE GUIDELINES**

**Educational Purpose/ Appropriate Use:** School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.

**Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

**Communications:** Electronic and/or Digital communications with students should be conducted for **educationally appropriate purposes** and employ only **school** sanctioned means of communication. The **school** sanctioned communications methods include:

- Teacher school web page
- Teacher school email
- Teacher school phone number
- Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

**Electronic and Mobile Devices, Cellphones:** Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administrator of the school. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

### **Examples of Unacceptable Uses - Users are not to:**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

**Reporting:** Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

**Administrative Rights:** The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

### **Personal Use of Social Media**

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, YouTube and Myspace.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

'Friending' of current students by teachers is forbidden on a **teacher's personal social networking site**. Personal posts' must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

## **Policy Violations**

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

## **Student Records**

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The collection and maintenance of information about pupils and their families for legitimate educational purposes is a professional necessity. Lansdale Catholic recognizes and accepts its ethical and legal responsibility to collect and release all information with the informed consent of the parent or student, to verify the accuracy of any data collected, to discard and destroy information about students which is no longer necessary, and to ensure limited access and appropriate use of this information. The following is a list of the student records maintained at Lansdale Catholic High School.

## **The Academic Affairs Office File**

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The Assistant Principal for Academic Affairs is responsible for the maintenance of the Academic Affairs Office file. The Administration and the Guidance Department have free access to this file. Although kept in the same folder during the student's high school career, there are three distinct categories of information in the Academic Affairs Office file:

- **Student Directory** Student name, student number, social security number, address, birth date, telephone number, parent's names, parish, and school district.
- **Permanent Record** Name and address of student, social security number, telephone number, date of entry, date graduated or discontinued, parish, school district, birth data, parents names, occupations, and education, family size, academic work completed, level of achievement: grades, class rank, standardized tests results; attendance data, academic awards, and activities in which the student participated. The elementary or previous school record is also part of the permanent record.
- **Temporary Records** High school placement cards, yearly final report cards, and I.U. reading reports.

The temporary records are maintained to assist in the proper placement of the student within the high school curriculum. These records are destroyed within one year of the student's graduation. The Assistant Principal for Academic Affairs continues to maintain the permanent record; upon graduation the health record is added to the permanent record.

The student directory is maintained as long as necessary after graduation by the Director of Institutional Advancement; it would be used for follow-up surveys of graduates and for alumni activities. The student directory is destroyed when it is no longer practical to maintain it as a separate file, since the information is duplicated in the permanent record.

- **The Student Services Office File** The Assistant Principal for Student Services is responsible for the maintenance of the attendance, health and discipline records. The Principal, the Administration, and the Guidance Department have access to this file.
- **Guidance Office File** The Guidance Director is responsible for the maintenance of the counselor's record. Other than the Office of Student Services and the Guidance Department, only the Principal has access to this file. Should the student have to be considered at a discipline board meeting, the Guidance Department chairperson may present information from the counselor's record to the members of the Discipline Board.
- **Counseling Center** Autobiographical survey; interest inventory; school referred psychological reports and educational assessments; outside reports from psychologists or other professionals released to the school by the parents; case studies.  
The record is destroyed within one year of the student's graduation from high school.
- **Nurses Office File** The school nurse is responsible for the maintenance of the health record. The Administration and the Guidance Department also have access to this file. Each year the school nurse provides to the faculty a confidential list of students with physical conditions or diseases which could affect those students participation in certain activities, or should be considered in determining classroom seating or involve the possibility of seizures, or other medical difficulties.
- **Health Record** Medical history of the student as reported by the parents; physician's reports for required school medical examinations; reports for required dental examinations; vision and hearing screening results; immunization dates; height and weight records.  
  
Should the student transfer to another secondary school, the withdrawal form provides both an opportunity to identify the new school and a release form to enable Lansdale Catholic to release the permanent record and the health record to the new school. Upon graduation from Lansdale Catholic, the student's health record is combined with the permanent record; thereupon the maintenance of the health record becomes the responsibility of the Assistant Principal of Academic Affairs.
- **Attendance and Discipline Record** Detailed attendance record; parental excuse cards for absence; doctors notes; demerit slips; copies of suspension letters; copies of the Assistant Principal for Student Services letter following Discipline Board meeting.  
  
The yearly cumulative attendance record is posted on the permanent record at the end of the school year, as are the semester discipline grades.  
  
Lansdale Catholic will notify the school to which a student transfers if a student is expelled or withdraws from school and is involved with any of 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.

## **Separate Files**

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The Tuition Reduction File is accessible only by the President, Principal and the Tuition Office. The tuition file is accessible by the Student Affairs Office to verify eligibility for class rings, proms and other activities.

- **Tuition Record** Parents' names, address, name of student(s), total tuition and fees due for the year, payment dates and amounts, tuition delinquency from previous year, if applicable.
- **Tuition Reduction File** Applications for reduced or deferred tuition; any supporting documentation; correspondence relating to tuition reduction, deferment or delinquency.

The tuition record and the tuition reduction file are destroyed within a year of graduation unless there has been a tuition delinquency, in which case the records are maintained until the delinquency is resolved.

## **Accessibility of Student Records**

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Parents or legal guardians and students over eighteen years of age have the right to inspect the school records detailed above. Adequate notice must be given to the school official responsible for the given record so that a mutually agreeable time may be arranged to inspect the data. The responsible school official or their delegate must be present for the inspection as a witness and to interpret the data. The parent or student must sign and date the record or folder to verify that the inspection has taken place. The school is not required to release to a student, even a student over eighteen, psychiatric or treatment records or the financial records of parents. Personal correspondence, interview notes, and other such memory aides made for professional use by administrators, counselors or individual teachers are not school records but the personal property of the professional and are guarded by professional ethics, i.e., they are not subject to inspection or subpoena. If the parent or student over eighteen cannot reasonably obtain access to the school records, as in the case of a person living far away from the school, he has the right to have copies made at the current per page price set by the school.

## **Procedure to Correct Errors on Records**

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Parents and students over eighteen years of age have the right to challenge the validity of information in the school records. They cannot challenge a teacher's grade on the basis that the grade was unfair or the result of an improper judgment, but they can challenge the grade as being improperly recorded or otherwise misrepresenting the teacher's judgment. If an error is suspected in the student's records the parent or student should first contact the school official responsible for maintaining the record. If, after consulting the responsible school official, the parent or student is not satisfied as to the validity of the record, a written request should be made to the Principal for a hearing on the issue. The hearing will be scheduled at a mutually convenient time; the Principal will render a decision in writing. If the decision is to make a change in the school record, the parent or student has a right to place a statement in the records of the student commenting on the record to which exception is taken.

## **Consent to Release Records**

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Seniors at the beginning of their final year at Lansdale Catholic are given a consent form to be signed by the parent and student for the future release of the permanent record to schools and

employers. It should be noted that no transcripts will be released without a consent form, and with the consent form only the permanent record will be released; i.e., if additional records are to be released, an additional consent form must be signed specifying the records to be released and exactly who is to receive them. A record is kept of all persons from outside the school making requests for copies of student records and whether or not the request was granted. The request is not granted without a release signed by the parent or student over eighteen: the release may be on file or accompany the request. The only exception to this policy is if the request is accompanied by a court order or subpoena. In this instance the school generally grants the request and attempts to notify the student of the release of records. However, the school retains the right to consult with legal counsel before granting the request.

### **School Use of Data**

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Anonymous statistical data from its records may be used without consent for the school's own planning and to respond to requests for that data from the Secondary School System of the Archdiocese of Philadelphia, the Department of Education of the Commonwealth of Pennsylvania, and the Middle States Association of Colleges and Schools. Use of such data for other research may also be permitted, after careful evaluation of the purpose of the research, provided the actual school records are seen only by school officials who already have access to them. In emergencies, information can be provided to persons requiring it for the protection of the health and safety of the pupil or other person; for example, a hospital requests medical information about a pupil who has been admitted in an unconscious state for emergency treatment and the school is unable to reach the parents. The fact that a student is registered at a particular school and that he has completed a certain grade level is a matter of public record. Therefore, this information may be released without prior consent, even over the telephone. No other information concerning students is given over the telephone.

### **Transcripts**

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All requests for transcripts should be submitted to the Guidance Office. A transcript fee will be charged to cover clerical costs, copying costs and postage.

## OFFICE OF STUDENT SERVICES

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### **Mission**

The mission of the Student Services Office is threefold: to instill into each student a sense of responsibility and honesty; to encourage an atmosphere of mutual respect in the school environment; and to safeguard the welfare of the students while recognizing the rights of the individual.

### **GUIDANCE AND COUNSELING**

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Counselors are available to assist students, parents, and the school's professional staff in their efforts to help students grow. Our counselors hope that our students will take advantage of the counseling services offered.

### **Services Offered**

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**Counseling** – Personal and interpersonal, to assist students in clarifying conflicts, problems and/or difficulties which cause major concern to the person, or impede personal development. Counseling is an ongoing process; referrals to community resources can be arranged.

**Guidance** – Career goals, post-secondary education, educational alternatives, and course selection advisement (with the recommendation of the Department Chairperson, teachers and the Assistant Principal for Academic Affairs).

**Information** – Occupational reference materials, school/college catalogs, reference books, financial aid, scholarships, grants, college videos, volunteer and job opportunities, testing, student records, referral agencies and community resources and summer educational programs.

### **Counseling Service**

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The staff consists of a Director of Guidance, as well as guidance counselors from the Montgomery County Intermediate Unit. A therapist from Children's Aid Society is provided through county/state funding. Several Lansdale Catholic teachers also serve as academic support counselors for students who are having academic difficulties.

### **Appointments**

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The Counseling Center is open daily from 7:30a.m. to 3:00 p.m. Counselors are available during the school day between the hours of 7:30 a.m. and 2:45 p.m. The Guidance Resource Center is open during the school day.

- Students are invited to request an appointment with their guidance counselor. If a situation is urgent, a counselor will see the student as quickly as possible.
- Parents wishing an appointment with a counselor are to call 215-362-6160 and request the Guidance Office (ext. 138).



## Four Year Student Plan

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### **Freshman Year: Transitional Services (to assist students' adjustment to high school)**

1. Initial interview during the student's first semester.
2. Academic counseling is available when needed. If a student fails two or more subjects, a counselor will meet with the student.
3. Personal/social counseling is available when needed (initiated by the student or by a referral made by a teacher, a staff person, a parent or another student).

### **Sophomore Year: "Career Exploration Year"**

1. Career Exploring:
  - a) Each sophomore will take a career inventory. A career counselor will then review this inventory with each student individually.
  - b) Career resource materials and computer software programs are made available to all sophomores.
2. Academic counseling is available when needed. If a student fails two or more subjects, his/her counselor will meet with the student.
3. Personal/career counseling is available when needed (initiated by the student or by way of a referral made by a teacher, a staff person, a parent, or another student).
4. PSAT (Preliminary Scholastic Aptitude Test): A presentation concerning the PSAT is made to all sophomores in September. When the PSATs have been scored, a presentation is made concerning how to utilize the results.

### **Junior Year: "Career Selection Year"**

1. Career Selection:
  - a) Each student is expected to continue his/her investigation of career information. A counselor is always available to help, and an individual interview will be scheduled with each junior.
  - b) During the junior year, each student is introduced to the college/trade school exploring process. The Junior Guidance Handbook is distributed to each student.
2. Academic counseling is available when needed. If a student fails two or more subjects, his/her counselor will meet with the student.
3. Personal counseling is available when needed (initiated by the student or by way of a referral made by a teacher, a staff person, a parent or another student).
4. PSAT (Preliminary Scholastic Aptitude Test): A presentation concerning the PSAT is made to all juniors in September. In December, after the receipt of the PSAT scores, an assembly is held to explain the score reporting.
5. SAT (Scholastic Aptitude Test): During the second semester, an assembly is held to explain the SAT registration process and a Junior Parent College Information Night is scheduled for each spring.

### **Senior Year: “Finalizing Post-Secondary Plans”**

1. Post-secondary educational planning:
  - a) Each senior will meet individually with his/her counselor at least two times between September and February of the senior year.
  - b) Letters of recommendation and college applications are processed through the Guidance Office.
  - c) College representatives and recruiters from the military are scheduled for visits outside of the cafeteria.
  - d) A scholarship newsletter is published each month and is posted on the Guidance website.
2. Academic counseling is available when needed. If a student fails two or more subjects, his/her counselor will meet with the student.
3. Personal counseling is available when needed (initiated by the student or by way of a referral made by a teacher, a staff person, a parent or another student).
4. A member of the Guidance Department visits English classrooms to give students guidelines and important pointers for writing their college and career essays.
5. Financial Aid Night: Two Financial Aid Nights for parents and seniors are held each year in January and February.

### **Additional Services: (grades 9-12)**

1. Transfer Students: Any student new to Lansdale Catholic will be interviewed individually by his/her counselor.
2. Job Board: Employment opportunities are posted on the Guidance Department bulletin board.

### **Processing Transcripts**

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- Students planning to attend a school/college will need a copy of their academic record. The transcript is a copy of the record which is kept permanently in the school; counselors are often requested to add a recommendation.
- Transcript requests are to be made to the counseling center secretary along with a long white envelope containing two stamps and addressed to the school/college. Students must pay a \$4 fee and obtain a transcript card from the Tuition Office.
- Mid-year Transcript: Seniors who wish mid-year grades sent must submit an addressed envelope with a stamp. Final Grades will be automatically sent by Lansdale Catholic High School to the college/school, which the student indicates on the Senior Final Plans Form.

### **Confidentiality**

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All faculty and staff members of Lansdale Catholic High School (everyone employed by L.C.) must be aware that confidentiality with a student cannot be invoked in any situation or in any circumstance when a student’s own life or the life of another is at risk. In other words, when a faculty or staff member becomes aware that a student is in danger of harming himself/herself, that teacher and/ or staff member must share this information with the Director of Guidance or a member of the Administration.

At times, teachers and staff members may become aware of or suspect that a student needs assistance due to drug/alcohol concerns or depression. This student should be referred to a member of the SAP team by use of the SAP referral form.

### **S.A.P. - Student Assistance Program**

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The Student Assistance Program is a school-based program used to identify and refer students who are having difficulties that are having an impact their academic, social, emotional, or spiritual well-being. It is an intervention, not treatment, program. At Lansdale Catholic High School, the SAP team is a group of trained faculty, administrators and outside consultants who work within the framework of established policy to identify and refer students whose behavior will interfere with their school performance. This team does not replace traditional Guidance services, nor does it replace disciplinary action when warranted.

### **Married Students**

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It is the policy of the Archdiocesan Secondary School System not to enroll married students. It is also the policy of the Archdiocesan Secondary School System to discourage high school students from contracting marriage while they are in high school. Exceptions may be made only for seniors who contract marriage, provided the marriage is a valid one and was contracted with parental permission and the approval of their pastors. In the case of non-Catholic students, the pastor's approval is waived.

### **Student Pregnancy**

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When a student becomes pregnant, a letter from her physician should be on file, indicating the length of time she may remain in school. Under no circumstances should the student remain in school longer than the time specified by her physician. Each case must be evaluated individually, however, and the principal may decide that it is in the student's best interest to leave the school on a date earlier than that suggested by her physician.

The Director of Guidance will be assigned for the purpose of advising the pregnant student on school policies with regard to pregnancy and to her expected levels of academic achievement while away from school. It is paramount that the director demonstrates by word and action the school's desire to be as supportive and helpful as possible.

Before the student leaves the school to prepare for delivery, the Assistant Principal for Academic Affairs and the Director of Guidance should meet with the parents or guardian of the student at the school to explain clearly the support services of the school, the desire of the school to have the student continue on roll, the method of completing assignments, and the expected levels of achievement. At this time, the student should also be encouraged to return to school after the delivery of the child.

When the student leaves the school, she is to be assigned a full program of independent study - with specific assignments to be completed on a designated date. During this time, she will continue to be carried on the roll of the school.

The Assistant Principal for Academic Affairs is to act as liaison with the student's teachers, obtaining from them assignments which can be reasonably expected to be completed independently.

The Assistant Principal for Academic Affairs should specify when assignments are to be completed and bring them to the teachers who will determine an appropriate method of

evaluation and return the grade to the Assistant Principal of Academic Affairs.

If the full on-site roster of the student cannot be expected to be completed independently, an adjustment may be permitted by the Assistant Principal for Academic Affairs with the permission of the Principal.

In all cases, the Principal shall determine, in consultation with the Assistant Principal for Academic Affairs, whether or not the student has completed the independent work adequate for readmission and credit towards graduation.

### **Abortion Policy**

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Upon receipt of information that a student has procured or assisted another in procuring an abortion, the Principal will promptly arrange to meet with the student and his/her parent(s). If the Principal determines that the student procured or assisted another in procuring an abortion, the student shall be referred for counseling to an appropriate support service, e.g., Archdiocese of Philadelphia Project Rachel, Catholic Social Services, School Ministry Office, etc.

The Principal will attempt to handle each matter in a spirit of Christian compassion and forgiveness, but when public scandal, the student's refusal or failure to participate in counseling or other circumstance warrants, the Principal may dismiss or take other appropriate action.

The Principal and other individuals who learn of any such matter will handle such information in a confidential manner to the extent possible, and communicate it only to those individuals at the school, at counseling services, and at the Office of Catholic Education who have a reason to know.

### **Procedures for Student Mental Health Hospitalization and Re-Entry to Lansdale Catholic following Hospitalization**

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When information is received by a guidance counselor or other member of the school staff that a student is to be hospitalized (or has been hospitalized) for treatment of mental health issues, the Assistant Principal for Academic Affairs is to be informed. He/she will then contact the parents/guardians of the student to gather information.

1. Following contact with the student's parent(s), the Assistant Principal for Student Services will request academic assignments from the student's subject teachers.
2. The Assistant Principal for Student Services will inform members of the school administration and the Guidance Director of the nature of the student's absence.
3. A member of the Guidance Department staff will contact the parent/guardian of the hospitalized student as a follow-up to the contact made by the Assistant Principal for Student Services. The purpose of this phone call is to offer support to the family of the hospitalized student.
4. Whenever possible, the Assistant Principal for Student Services and the Director of Guidance (or a representative from the Guidance staff) will schedule a re-entry conference prior to admission to school with parents/guardians, student, and a representative from the agency (if possible).

5. The Assistant Principal for Student Services will contact each of the student's teachers to gather information about the academic status of the student in each course. A re-entry plan will be formulated.
6. Following the student's re-entry, the student's guidance counselor will meet with the student on an established basis to monitor his/her progress.
7. The student's progress will be evaluated on an ongoing basis. Adjustments to the above plan will be made as needed.

### **Peer Mediation**

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Peer Mediation is a program, which is designed to assist students in settling disputes. It is not a disciplinary program, although the Assistant Principal for Student Services may make referrals as a result of a school violation involving a dispute. Peer mediators who have been trained in the mediation process are assigned to meet with individuals. Their main goal is to allow students to resolve their differences in a responsible and mature and respectful manner.

### **S.U.D.S. – Students Understanding Divorce & Separation**

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This is a support group for and by students whose parents are separated and/or divorced. These groups meet every four weeks under the direction of the Guidance Office. The purpose of these groups is twofold: to offer an opportunity for students to support one another in dealing with consequences of parental separation and divorce; to provide an opportunity for students to deal with their own feelings on the separation and divorce of their parents. Students have found the groups very helpful, exciting and supportive.

### **Health Services Department**

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Lansdale Catholic High School is an educational facility with an emphasis on providing instructional time for the student. The school is not equipped to maintain facilities to provide for chronic or ongoing illnesses or injuries. **School health services are provided for illnesses and injuries which occur during the school day.** Ongoing issues or injuries occurring at home or at after-school activities should be taken care of promptly at home. Delaying treatment until seen by the school nurse could further cause further complications. In an effort to increase instructional time and increase students' self-care skills, the following procedures are to be followed:

1. **The student health center is closed during homeroom and 6<sup>th</sup> period.** This allows the nurse to address state-required mandates, school business, and personal matters.
2. **Any student who is sick must have a signed faculty nurse's pass and is to report to the Health Room. The Nurse will determine the appropriate course of action. Any time the Nurse is not in the Health Room, any student feeling ill should report to the Office of the Assistant Principal for Student Services. If a student misses a class or classes, claiming he/she is ill but did not follow the proper procedure, it is considered a class cut or truancy. Girls who have a problem of a personal nature are not permitted to miss class without the permission of the Assistant Principal for Student Services or the nurse.**
3. **No student may contact a parent asking to be picked up and taken home. This will be treated as a disciplinary situation.**

4. **No student will be permitted to leave the school without parental permission in writing.** Please make sure that Emergency Procedure Cards are up to date and on file in the Student Services Office.
5. **In case of emergency the student is to notify the Assistant Principal for Student Services immediately.** Even if the nurse is notified, the Assistant Principal for Student Services must still be notified of any accident or emergency.

### **Medication Policy**

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Medication must be brought directly to the nurse's office by the student BEFORE going to the classroom. Possession and/or Distribution of any prescription drug or over-the-counter medication violates the school's drug and alcohol policy. Medication may not be carried by students in the school building. Students found carrying medication are subject to disciplinary action.

The following guidelines must be followed:

1. Prescription Medication
  - a. Sent to school in original container from pharmacist. (Two bottles should be requested from pharmacy -one for home and one for school.)
  - b. Accompanied by a note signed by the parent giving school personnel permission to dispense and by a note signed by the Physician, which has complete instructions for dispensing.
2. Over-the-Counter Medications
  - a. Sent to school in original container labeled with student's name.
  - b. Accompanied by note signed by parent/physician with complete instructions for dispensing.

### **Code of Conduct**

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#### **School Expectations**

Lansdale Catholic is a learning community that teaches values for life through a formative Catholic education. A learning community comprises active involvement and shared responsibility among students, parents, teachers, administrators, and members of the community. Students need to develop self-discipline and a social conscience. This presumes a respect for the authority of the school and a willingness to learn, grow, and become young men and women of moral character and values. Students are expected to conduct themselves in a manner that reflects our values and helps build the Lansdale Catholic community. Students are responsible for establishing a productive personal, spiritual, and classroom environment and maintaining a safe and orderly atmosphere. At anytime if a student(s) are under the suspicion of hurting themselves or others, using and/or selling drugs or alcohol and/or in the possession of any contraband items but not limited to these items the administration can conduct interviews and/or searches of any suspected student(s) lockers, vehicle(s) and any items that are in the possession of the suspected individual(s). Those individual(s) including any family members must disclose any names and/or information concerning the particular incident that they may know of. This will be conducted by the Assistant Principal for Student Services. In addition to these beliefs, in order to promote a safe environment, students are expected to:

1. Recognize that the CATHOLIC FAITH permeates all aspects of the school community.
2. Make a COMMITMENT to the beliefs and values of the Lansdale Catholic community.
3. Bring their best attitude everyday and demonstrate an ENTHUSIASM for learning.
4. WORK HARD to become a better learner.
5. BE ON TIME.
6. Exercise GOOD JUDGEMENT. Students should behave in a manner that is a credit to themselves, the school, and parents.
7. RESPECT all who are associated with the Lansdale Catholic Community, including, but not limited to: students, teachers, support staff, and guests.
8. Assume individual RESPONSIBILITY for academic and personal success.
9. Be ACCOUNTABLE for their actions.
10. Recognize their place as part of the long and rich tradition of Lansdale Catholic and take PRIDE in all actions.

### **Student Services Referrals**

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Students will be referred to the Student Services Office for actions that are below the school's expectations. Students can also be referred for actions that exceed expectations. When issued a referral, the student must sign the referral. By signing the referral, the student signifies an awareness of issuance; not agreement with the slip's content. A record will be kept of referrals. The Assistant Principal for Student Services has final determination of consequences for all Student Services Referrals.

**In an effort to better assist students understand the school's expectations, the following actions are considered to be below the expected behavior of a Lansdale Catholic student:**

Cell phone Violation, Late to School or Class, Dress Code Violation, Locker Violation, Littering, Out of Bounds, Parking/Bus Violation, General Disorder, Disobedience, Inappropriate Language, Lying, Computer Violation, Detention Cut, Class Cut\*

\* Students who miss 15 or more minutes of class are considered to have cut class. Students who cut class and leave school are considered truant. Students that are late to school, without compelling reason, and miss 15 or more minutes of class are considered to have cut class.

Students involved in the following cases are liable for major disciplinary consequences:

Disrespect	Cheating	Assault
Defamation	Truancy	Contraband
Theft	Harassment	Bullying
False Alarm	Bomb Threat	Smoking
Vandalism	Drug/Alcohol Incident	

## Sentencing Guidelines

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### Written Reflection

Any minor offense where more thought can result in better decision making.

### Pride and Polish Detention 2:45 – 4:00pm

Being off task in the classroom; Cell phone violation; Late to school or class; Dress Code violation; Failure to turn in signed failure warning; Loitering and any other offense that may be assigned by any administrator or faculty member. Repeating these offenses will result in demerits.

### 3-10 Demerits

Dress code violation; school violations; disobedience; Homeroom , Hall, Class, Assembly, Lunch disorder; Parking/Bus violation; Refusal to sign a demerit; Lying; Computer violation; Detention cut.

### 20-30 Demerits

Inappropriate Language; Disrespect; Cutting Behavior Mod.; Class Cut (Students who miss 15 minutes or more of class are considered to have cut class).

### Students that are involved in the below cases are liable for In-School suspension, Out of School Suspension or Dismissal.

Disrespect; Assault; Defamation; Drug/Alcohol use; Truancy; Contraband; Theft; Harassment; Bullying; False alarm; Bomb threat; Suspension at Vo-Tech; Smoking; Vandalism.

**This list of infractions is a guideline and is in no way to be considered as a comprehensive list of infractions. Lansdale Catholic reserves the right to provide disciplinary consequences for actions not listed. The Assistant Principal for Student Services has final determination in all disciplinary matters.**

### Student Reflection

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Students partaking in behaviors that are below the expectations of the school will be provided with disciplinary consequences. Lansdale Catholic views self-reflection as an effective practice to help the student grow in self-discipline. When a student receives a Student Services Referral for behavior that is deemed below the school's expectation, at the discretion of the Assistant Principal for Student Services the student may send a 5-paragraph essay by e-mail to the Assistant Principal for Student Services, the student's parent/legal guardian, and the issuing teacher, answering the following reflection questions:

1. Describe events leading to the infraction.
2. How could you have handled the situation differently?
3. What is the school's expectation in dealing with this situation? Do you have the ability to meet the school's expectation?
4. How can the school assist you to help you meet expectations as presented in the Code of Conduct?

**This e-mail must be sent by the start of the next school day.**



## Disciplinary Consequences

The Assistant Principal for Student Services will assign disciplinary consequences or a combination of disciplinary consequences to a student that is referred for not meeting the school's expectations. The following is a guideline of disciplinary consequences and in no way is meant to be comprehensive. The Assistant Principal for Student Services has final determination in the assignment of consequences and reserves the right to assign consequences not listed.

<u>Disciplinary Consequence</u>	<u>Description</u>
<b>Demerits/ Reduction of Conduct Grade</b>	The conduct mark is an attempt to present an objective picture of the student's progress in self-discipline. Each semester the student will begin with a conduct mark of 100. The conduct mark can be reduced for certain offenses or repeated infractions.
<b>Written Reflection</b>	A written reflection is an opportunity for the student to assess their actions and behavior which led to the disciplinary action. The goal of this consequence is to guide the student to finding positive answers to behaviors impede the school's expectations.
<b>Fines</b>	Students may be fined for certain offenses or repeated infractions. Some common fines are: <b>\$5 Fine</b> (Tie/ Sweater Rental, Shaving ), <b>\$30 Fine</b> (Parking Violation), <b>\$100 Fine</b> (Smoking in Uniform) or using smokeless tobacco), <b>\$10 Fine</b> (Behavior Mod Attendance), <b>Cost of Repair</b> (Computer Violation; Vandalism) Students will be fined for the amount of their ID, agenda book and parking pass when they do not have these items. All fines will be put on the student's tuition bill.
<b>Pride and Polish Detention Service</b>	Pride and Polish is a community service activity normally held after school for a one-hour period. Students will perform community service for Lansdale Catholic or neighboring non-profit organizations. Pride and Polish will not be re-scheduled for any reason. Transportation is the responsibility of the student and parent.
<b>Behavior Modification</b>	Behavior Modification is a combination of service and a class with the objective of helping students to learn values leading to self-discipline and a social conscience. Behavior Modification is normally held after school or on weekends for a min. of 1 hour and a max. for two-hours. This is up to the discretion of the Assistant Principal for Student Services. The session will begin with a prayer in the Chapel. <b>There is a \$10 fee for attending Behavior Modification.</b> Behavior Modification will not be re-scheduled for any reason. Transportation is the responsibility of the student and parent. A student that misses Behavior Modification may be suspended until the Behavior Modification unit is completed.
<b>Leadership Academy Workshop</b>	The Leadership Academy Workshop is reserved for students with repeated disciplinary issues <u>or</u> a severe violation of the Code of Conduct. LAW is a combination of prayerful reflection, service, and education to

	<p>help the student grow in self-discipline. LAW is normally held after school for three hours each day over a five day period. <b>There is a \$250 fee for attending the Leadership Academy Workshop.</b> There is a mandatory attendance policy for LAW. A student that misses any part of the Leadership Academy Workshop will be immediately dismissed without review.</p>
<b>Disciplinary Probation</b>	<p>Students that commit an egregious act against the Code of Conduct or have repeated offenses against the Code of Conduct may be placed on Disciplinary Probation. Disciplinary Probation is a contract between the school, parent, and student outlining expectations for a student to continue an academic career at Lansdale Catholic. The school does not have to apply this consequence to dismiss or suspend a student.</p>
<b>Suspension</b>	<p>Regardless of the student's discipline history, egregious acts of conduct or repeated offenses of the Code of Conduct, as determined by the Assistant Principal for Student Services, will result in disciplinary action, including, but not limited to: in-school, out of school, or technical suspension; suspension from all sports and activities, including proms and dances; or suspension from Commencement Exercises (Senior Students).</p>
<b>Dismissal</b>	<p>Students that commit an egregious act against the Code of Conduct or have repeated offenses against the Code of Conduct may be dismissed from Lansdale Catholic regardless of academic standing. A student with one academic failure combined with either repeated offenses or an egregious act against the Code of Conduct, may be dismissed from Lansdale Catholic. Students with repeated offenses against the Code of Conduct may be reviewed for dismissal at the end of the school year.</p> <p>* A student that is dismissed from Lansdale Catholic High School for academic or discipline reasons may be considered for re-admission one year from the date of dismissal. Dismissed students may not attend Lansdale Catholic events unless re-admitted to the school.</p>

### **School and Community Policy**

Students are expected to conduct themselves in conformity with the norms of this handbook, on and off campus. School jurisdiction is not limited to school hours or school property. Students who choose to act in a manner contrary to these expectations are liable for disciplinary action including, but not limited to: suspension, expulsion, or both.

If a student is attending or applying for admission to Lansdale Catholic and is found guilty of a juvenile or adult crime and it is reported to the school administration, the student is liable for dismissal from Lansdale Catholic or may be denied admission to Lansdale Catholic.

## **Attendance Policy**

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The laws of the State of Pennsylvania require the student to attend school and require Lansdale Catholic to maintain accurate attendance records. The school asks cooperation of parents and students in maintaining this record. The Assistant Principal for Student Services Office supervises attendance records, checks absentees by calling home, and files parents' cards of explanation. All absences interrupt the educational program and excessive absences can lead to academic failure. The student who is absent is responsible for determining which assignments he/she missed and for making them up. **A student with excessive absences, that is, 22 days of unexcused absences, is required to attend Discipline School.** A student with an excessive amount of total absences (excused/unexcused) may be referred for homebound services from their local public school district.

If a student is absent, the following procedure is to be observed:

1. The student's parents must phone the school at 215-855-7744 before 9:30 am on the day of absence.
2. If a student is absent on a school day, he/she may not participate in school events that day. A student must be in school by 8:45 a.m. to be considered eligible. Any student dismissed early, for a reason which is not compelling, may not participate in after school activities/sports that day. If the student has an unexcused absence on the day before a weekend the student may not participate in any school activities or athletics, the following day. Participation is also at the discretion of the Assistant Principal for Student Services. On return, the student must present to the Student Services Office the L.C. Excuse for Absence form or parent note or a physician's certificate.
3. When the completed Excuse for Absence form is returned to the Student Services Office, the student may receive a blank form from the Student Services Office.
4. The Excuse for Absence form or parent note must be returned on the day the student returns to school. Physician certificates must also be turned in on the day of the student's return to school. Absences will only be excused for valid reasons; and, only if the proper forms are returned on time. Students will face disciplinary consequences for not returning forms in a timely fashion.
5. Any student who is absent from school for more than three consecutive days must have a Physician's certificate to verify the reason(s) for absence. Physician's certificates must be turned in on the day of the student's return to school. Absences will only be excused for valid reasons; and, only if the proper forms are returned on time.
6. The above regulations hold true for students that are 18 years old or older.

**Excused absences are: Illness of student, (verified by doctor's certificate), illness in family, death in the family, quarantine, inclement weather or other urgent reasons (i.e. court attendance, etc). All other absences are recorded as unexcused. A student who is absent without the knowledge and consent of his/her parents is Truant.**

**COLLEGE VISITS DO NOT COUNT AS EXCUSED ABSENCES. THEY ARE TO BE SCHEDULED WHEN THE STUDENT IS OFF FROM SCHOOL.**

When a student reaches 10 unexcused absences, a letter will be sent home to the parents notifying them that their son/daughter is close to the excessive absence limit.

## **Lateness-School**

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You are late to school when you arrive after the bell for Homeroom (second bell); report to the attendance office immediately. If you arrive after Homeroom, you must have a note from your guardian (or telephone call) and report immediately to the Attendance Office. A student that misses 15 minutes of a class without compelling reason, as determined by the Assistant Principal for Student Services, will be determined to have cut class.

When a student is late for school, it is considered an excused late if it meets any of the following criteria: Illness of pupil, (verified by doctor's certificate), illness in family, death in the family, quarantine, inclement weather or other urgent reasons as determined by the Assistant Principal for Student Services (i.e. court attendance, etc). All other lateness is recorded as unexcused. Students are allowed no more than fourteen excused lates in a school year.

**Eighth and Ninth unexcused late:** The student will receive a detention, 5 demerits and a call home from the Assistant Principal for Student Services.

**Tenth unexcused late:** The student will receive a detention, 10 demerits, a Behavior Modification and disciplinary letter will be sent home. The student will be on probation for 10 days and will lose all parking privileges and will not be able to participate in school clubs and sports. The probation period will be reviewed by the Assistant Principal for Student Services.

**Eleventh thru Fourteenth unexcused lates:** The student will receive a detention, a call home, 10 demerits, a Behavior Modification and will be on probation for 20 days and the student will lose all parking privileges and cannot participate in school clubs and sports. The probation period will be reviewed by the Assistant Principal for Student Services.

**Fifteenth or more unexcused lates:** The student will receive a detention, a disciplinary lateness failure letter will be sent home. The student will receive 10 demerits, a Behavior Modification, and will have to attend the Leadership Academy in the summer, and all parking privileges are revoked and the student is prohibited from participating in school clubs and sports.

A student who arrives after **8:45 AM** may not participate in any sport/activity on the day they are unexcused late.

## **Early Dismissal**

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Students are required to make appointments (dental, medical, etc.) at times that will not conflict with their school obligations. If an appointment can only be made during school hours, then a physician's certificate must be brought in the next day.

Students leaving from school must meet their parents at the sign in desk at the main lobby. At that time the student will sign out. No one is permitted to wait in the lobby for their ride.

In the case of illness, a completed nurse's form must be returned to the Student Services Office.

The Assistant Principal for Student Services or designee will call the parents of those students who drive to verify the parent's permission for the student to leave school early. Upon the student's return to school, a note from the parents is required to explain the situation.

A student who is dismissed early for any reason is responsible for any class work that he/she missed. Any student dismissed early for a reason, which is not compelling, may not participate in after school activities/sports that day. If it is a Friday, then Saturday activities/sports will be affected. The following guidelines have been established for early dismissal:

- A student MUST obtain an Early Dismissal Request form from the Student Services Office.
- This form must be returned to the Assistant Principal for Student Services by the first period on the day of the appointment. No student will be permitted to leave school unless this form is properly completed. Phone calls will NOT be accepted. The only exception will be in cases of extreme emergencies.

### **Perfect Attendance**

Perfect Attendance is achieved when students have met all of the following conditions:

- The student has zero unexcused absences
- The student has zero excused absences
- The student has less than 8 total lates and early dismissals combined

### **Dress Code Policy**

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Attention to personal appearance is an important part of the maturation process for young men and women. The school uniform expresses not only traditional values of economy, neatness, and practicality but also our unity of believers and learners. A person's appearance is a reflection of self-image and is an indication of respect for oneself and others. The dress code promotes pride in personal appearance, pride in representing the student's school community, and pride in their being part of the Catholic school system. The dress code and uniform policy affirm the values of modesty and decency in keeping with the teachings of the Church and each local school community. The Assistant Principal for Student Services will have the FINAL determination of all dress code regulations.

Students are expected to be clean, well groomed, and dressed appropriately at all times. The school uniform must be purchased through Flynn and O'Hara. The Assistant Principal for Student Services is the final judge of adherence to, or violations of, the dress code and uniform policy.

### **General Dress Code Policies**

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1. Students are to come to school and leave school in full uniform unless they have been involved in after school activities. When there is a need to change clothes for school activities or work, students must use designated areas such as locker rooms or bathrooms.
2. Shirts and blouses, except for the banded-bottom golf shirt, must be tucked in, not worn outside the pants, or skirts. T-shirts must be tucked in when worn with a banded bottom golf shirt.
3. If a student has a serious reason for not wearing the school uniform on a given day, he/she must bring a note from a parent or doctor to the Assistant Principal for Student Services. If the situation is long term, a note must be on file from the doctor or parent. The Assistant Principal for Student Services assigns the details of substitute dress.

4. Sneakers or athletic shoes may not be worn. If the student is unable to wear the school shoe, another dress shoe must be purchased and a note must be on file from the doctor or parent. Substitute footwear such as boots of any kind, sandals, flip-flops, shower shoes, and other casual shoes are not acceptable. Sneakers for gym classes are worn only in the Gym, and only for the gym class itself.
5. Extreme hair styles or hair dyes are not permitted for any student, male or female. Shaved heads are not permitted for either young men or young women. Gentlemen are not permitted to wear ponytails. For gentleman, hair is to be no longer than the top of the collar; hair cannot cover the eyebrows or the ears; sideburns may not extend below the ears. Gentlemen are not permitted to wear make-up. Gentlemen must be clean shaven each day. Young ladies may not wear excessive jewelry or make-up
6. No visible tattoos are permitted on any student. No visible body piercing is permitted on any student, except for earrings for ladies. This includes piercing of the eyebrow, lip, and or nose.
7. A student who violates the dress or hair code will be issued a referral and may be asked to remedy the situation or be sent home for a period of time until the situation has been corrected.
8. Students representing the school at official functions must wear the regulation uniform.
9. **ID Cards and lanyards are required to be worn every day and must be visible at all times. Students will not be permitted to leave classes or partake in activities without proper identification.** Damaged or lost cards can be replaced in the Student Affairs Office at a cost of \$25.00. There will be a monthly check for IDs. If students do not an ID they will be given a new one and then billed for a new one.
10. **All students must be in possession of their student agenda at all times.** If their agenda is lost, defaced or if hallway passports are defaced, torn out, removed, filled or unusable for any reason determined by the Assistant Principal for Student Services the student will be required to purchase a new agenda book at the cost of \$25.00. There will be a monthly check for the student's agenda book. If students do not have an agenda book they will be given a new one and then billed for a new one.
11. **All students must have a lock on their locker and their locker must be locked at all times,** including their gym locker. Athletes must keep their belongings in their proper team rooms.
12. **NO EXCUSE NOTES WILL BE WRITTEN FOR ANY STUDENT THAT IS NOT PROPERLY DRESSED. This includes not having school shoes for any reason.**

### **Girls' Dress Code**

**Any student with an inappropriate skirt length, for any reason, will be issued a referral and sent home until the situation is remedied.**

1. Winter Uniform (Formal uniform):

The girls' uniform consists of a green/white hounds tooth kilt, **to be no shorter than 1" above the knee**, worn with a white blouse and LC sweater or vest. This blouse may have long or short sleeves. All but the top button of the blouse must be buttoned. If a tee shirt is worn, it must be solid white. A student is not permitted to wear a long-sleeve tee shirt with a short-sleeve blouse. Green knee socks must be worn. Dark brown Hush Puppy shoes must be worn. \*\*\* During extreme cold, girls are permitted to wear the green Flynn and O'Hara

tights under their skirt. \*\*\*

2. Fall and Spring (Casual uniform):

The girls' uniform consists of a green/white hounds tooth kilt, **to be no shorter than 1" above the knee**, worn with a green banded bottom Lansdale Catholic golf shirt. All but the top button of the golf shirt must be buttoned. If a tee shirt is worn, it must be solid white. A student is not permitted to wear a long-sleeve tee shirt. Green socks must be worn. Dark brown Hush Puppy shoes must be worn.

### **Boys Dress Code**

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1. Winter Uniform(Formal uniform):

The boys' uniform consists of Flynn and O'Hara khaki dress pants, worn about the waist, at the top of the hips, with a brown or black dress belt, white dress shirt, a Lansdale Catholic High School tie, and LC sweater or vest. The shirt must be tucked in at all times. The dress shirt may have long or short sleeves. All but the top button of the shirt must be buttoned. If a tee shirt is worn, it must be solid white. A student is not permitted to wear a long-sleeve tee shirt with a short-sleeve dress shirt. Dark brown, Carolina Cardinal shoes must be worn.

2. Fall and Spring (Casual):

The boys' uniform consists of Flynn and O'Hara khaki dress pants, worn about the waist, at the top of the hips, with a brown or black dress belt, and a green banded bottom Lansdale Catholic golf shirt. All but the top button of the shirt must be buttoned. If a tee shirt is worn, it must be solid white. Dark brown, Carolina Cardinal shoes must be worn.

### **Dress Down Day Attire**

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Students can wear pants, skirts, or shorts at appropriate and modest lengths. Male students can wear earrings.

The following is prohibited:

- Head coverings including hats if requested by the teacher
- Worn symbols or sayings that could be offensive to individuals or groups
- Any apparel referencing drugs
- Bare midriffs or low cut tops

Students will either be issued alternate clothing to wear during the dress down day or sent home to remedy the situation.

**DRESS DOWN ATTIRE MUST BE MODEST (NOT REVEALING), RESPECTFUL, AND IN LINE WITH CATHOLIC MORAL TEACHING.**

### **Spirit Dress Day**

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On Spirit Dress Days students are allowed to wear a certain color, jersey, etc. This is not a full dress down day and on these days students are expected to be in full uniform. Colors and team jerseys may only be worn in addition to the uniform, and in place of the school sweater. All Spirit Dress Days must be approved by the Assistant Principal for Student Services. A list of names of students participating in the Spirit Dress Days must be on file in the Student Services Office.

## **Cell Phone and Contraband Policy**

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Cell phones, music players, digital cameras, and other materials may be used for educational purposes at the discretion of the classroom teacher. Violations of this opportunity or classroom expectations will result in disciplinary actions.

I pods, cell phones, etc. may be used during non-educational times, example lunch, hallways.

NO STUDENT SHOULD BE DISRUPTIVE TO THE EDUCATION ENVIROMENT WHILE USING THEIR CELL PHONE AT ANY POINT DURING THE SCHOOL DAY. STUDENTS MUST BE AWARE OF THEIR SURROUNDINGS WHEN WALKING IN THE HALLWAY ESPECIALLY IF THEY ARE ENGAGED IN USING A FORM OF TECHNOLOGY.

A cell phone containing inappropriate material may be confiscated by the Assistant Principal for Student Services. The Assistant Principal for Student Services will determine any additional penalty. Teachers must first ask the student to put their cell phone or electronic device away before referring the student to the Assistant Principal for Student Services.

## **Harassment Policy**

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### **Forms of Harassment**

Harassment in any form is prohibited and will not be tolerated.

**Harassment:** Any pervasive, unwelcome action, physical, verbal or written, which has the effect of disrupting the normal and appropriate activities of a teacher, student, staff member or anyone within the school community, is prohibited. Harassment because of a person's sex, race, age, national origin or disability is particularly egregious.

**Sexual Harassment:** can result from unwanted sexual attention, sexual advances and comments, spreading sexual rumors, or requests for sexual favors. Examples include; but, are not limited to:

1. Threatening adverse action if sexual favors are not granted
2. Promising preferential treatment in exchange for sexual favors
3. Unwanted physical contact
4. A pattern of offensive remarks such as unwelcome comments about appearance or clothing,
5. obscene jokes, sexually explicit or offensive language
6. Display of sexually suggestive objects or pictures
7. Unwelcome notes, e-mails and other communications that are sexually suggestive

**Bullying:** intentional, repeated, hurtful words, acts, or other behaviors, including but not limited to: exclusion, spreading rumors, name calling, threatening, and/ or shunning, completed by one or more students against another over a period of time. Bullying includes relational aggression, a type of emotional violence whereby individuals use relationships to harm others, and cyber bullying, the sending or posting of harmful or cruel text or images using the internet or other digital communication devices.

**Hazing:** refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.



## **Reporting Harassment**

Any student who feels s/he has been subjected to or a witness to harassment should bring the matter personally to the immediate attention of a coach, counselor, faculty member, or an administrator. All staff **must** report any allegations of harassment to the Assistant Principal for Student Services. If the student is uncomfortable for any reason discussing the matter with the Assistant Principal for Student Services, the student should report it to the Principal.

## **Consequences of Harassment**

All allegations of harassment will be investigated promptly and in as confidential a manner as possible. When warranted, appropriate action will be taken, up to and including dismissal. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

**A copy of the Harassment/Sexual Harassment policy is on file in the Principal's Office.**

## **Weapons Policy**

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Lansdale Catholic has zero tolerance regarding weapons.

Students who violate the policy will be immediately suspended, liable for dismissal and the appropriate law enforcement authorities will be notified.

## **Alcohol/Drug Policy**

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Lansdale Catholic has zero tolerance regarding alcohol/drugs.

The following is Lansdale Catholic High School's official Alcohol/Drug Policy. The policy, including its rules, regulations, and guidelines, is an effort by Lansdale Catholic to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, and mood altering substances by students.

## **Definitions**

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1. Contraband, Alcohol and/or Drug Paraphernalia: Items that are considered illegal and may pose a threat or may be harmful to the LC Community.
2. Distribution: to deliver, sell, pass, share, or give to another person, or to assist distribution of any alcohol, drug, or mood altering illegal substance.
3. Drug/Mood Altering Substance/Alcohol: alcohol, drugs, narcotics and /or other health endangering compounds which include but are not limited to: alcohol, alcoholic beverages, tranquilizers, Vivarin, amphetamines, synthetic opiates, marijuana, LSD and other hallucinogens, controlled substances, glue solvent, non-medical inhalants -containing substances identified in the following laws:
  - a) Public Law 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law)
  - b) The Controlled Substance Act of April 14, 1972 (P.L. 233, No. 64) and Amendments
4. Look-alike Drugs: substances manufactured or designed to resemble drugs, mood altering substance, narcotics, or other health endangering compounds.
5. Drug Paraphernalia: means all equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing,

harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise, introducing into the human body a controlled substance in violation of this act.

6. Possession, Active: to possess or hold without attempt to distribute any alcohol, drug or mood altering illegal substance.
7. Possession, Constructive: is a person knowing joint control and access with other persons to any alcohol, drug, or mood altering illegal substance.
8. Student Assistance Program: a multidisciplinary team that includes teachers, administrators, and counselors. This team is trained to understand and work with adolescent chemical use, abuse, and dependency, as well as adolescent depression. The team's primary role is to identify, refer, and intervene when a student is thought to be at risk.
9. Suspicion: this means there is a present observable student behavior and/or appearance and events that warrant the suspicion.
10. Under the Influence: a student who presents observable physical signs indicating possible drug or alcohol use.

### **Rules, Regulations & Procedures Regarding Alcohol/Drug Use**

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Policy Violation: This policy is violated when any student, visitor, guest or any other person is suspected of unlawfully manufacturing, using, abusing, possessing, constructively possessing, distributing or attempting to distribute drugs, alcohol, or any mood altering substances, or drug paraphernalia, or is suspected of conspiring, aiding, or abetting the use, abuse, active possession, constructive possession, distribution of drugs, alcohol, any mood altering substances or any health endangering substance while on the school premises or in the area of the school's jurisdiction.

1. Lansdale Catholic will notify the following when a student has violated Lansdale Catholic's Alcohol/Drug policy:
  - Parents
  - Police
  - Assistant Principal for Student Services
2. A student suspected of using, possessing, selling, and/or distributing alcohol and/or drugs is liable for:
  - Immediate out of school suspension
  - Investigation of incident by the Assistant Principal for Student Services
  - Report to Principal
  - Dismissal if student is determined to have violated policy
3. A student suspected to be under the influence of alcohol or drugs in the area of the school premises or within the school jurisdiction will be required to submit to drug testing and immediately suspended from school. Upon receiving a report and drug testing results from the Assistant Principal of Student Services, the Principal will determine the consequences. The student is liable for:
  - Suspension
  - Indefinite Detention

- Failure in Conduct
- Alcohol/Drug Assessment
- Referral to Student Assistance Team
- Drug and Alcohol education classes
- Loss of privilege to participate in all school activities and sports for six school months (will continue to next school year to complete as needed)
- Loss of Baccalaureate and/or Graduation privileges

\* After four months, it is the Principal's prerogative to review a student's status regarding participation in school activities and/or Baccalaureate and Graduation.

**\* A second offense during the time that a student is enrolled at Lansdale Catholic will result in immediate dismissal.**

4. Pennsylvania law, as well as the Lansdale Catholic community, considers distribution (see definition) to be the most serious violation of the Lansdale Catholic drug/alcohol policy.

### **Self-Referral**

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Any student who is self-referred to a Student Assistance Program team member, or who is voluntarily referred by anyone else, and who seeks help with chemical use/abuse and/or dependency, and who is not under the immediate influence of a chemical substance or involved in the distribution of drugs, alcohol, or other contraband, will not be subject to this disciplinary action.

In the event that a student fulfills the qualifications of the section entitled "Self Referral"; the following procedure will be followed:

1. The student will be encouraged to inform his/her parents of the problem and to have them contact the Student Assistance Program team.
2. If the parents do not contact the Student Assistance Program team, a team member will call the parents to arrange for a meeting.
3. The student must have an assessment, and agree to release this assessment information to the school and to follow the recommendations of the assessing agency.

### **Drug and Alcohol Policy-Second Offense**

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A student will be immediately dismissed if it is determined that he/she has violated the school's Alcohol/Drug policy a second time.

### **Universal Search Policy**

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To protect the safety and welfare of students and school personnel, school authorities may question and search a student, his / her personal effects or communications, lockers, vehicles, used by the student and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Searches conducted by school authorities may include, but are not limited to, utilization of certified drug detection dogs or any devices used to protect the health, safety and welfare of the school population. A student's refusal or failure to permit such searches and seizures as provided in this policy will be considered grounds for disciplinary action.

**Students and family members must give full disclosure on any and all information they know of concerning the particular case.**

### **Book Bags/Gym Bags**

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Book Bags/Gym Bags may not be carried at any time during the day. Exception: Gym class only

### **Cafeteria**

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All students are to be present for their assigned lunch period. Students have a total of six minutes, including change of class time, to report to the cafeteria. For reasons of sanitation, students are not permitted to take food outside of the cafeteria. Students are permitted to use the FIRST FLOOR BATHROOM FACILITIES ONLY; timing for using the bathroom is at the discretion of the moderator. Students are not permitted to take their books to the bathroom facilities nor are they permitted to loiter in the corridor on their way to and from the bathrooms. The cafeteria must be kept in good order and cleaning assignments are to be made on a regular basis. Grace before meals will be said at the beginning of the lunch period. The school will suspend the sale of food for the last ten minutes of the lunch period to facilitate the cleaning of the cafeteria for the next lunch period. Students are not permitted to leave cafeteria area without Hall Passports and proper identification.

### **Corridors**

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Silence is expected in the corridors during prayers, announcements, and class time. No loitering in corridors between periods. If a student is late for school, they must remain quietly in the corridors until the prayer is completed.

### **Crisis Management Drills**

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Drills are held periodically in order to train the students in crisis safety. Lansdale Catholic has a wide array of crisis plans in place to deal with any unexpected crisis that may develop while at Lansdale Catholic. These plans are modified every school year and are located in the cafeteria, faculty room, kitchen, maintenance office, guidance office and all five administrator's offices. Students are expected to be cooperative during the practice of these drills. There are two crisis weeks held during the school year to practice our lock down and emergency drills in addition to 10 fire drills practiced throughout the year.

### **Deliveries**

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Products from commercial establishments, including, but not limited to: flowers, food, and presents, are not permitted to be ordered by or delivered to students at any time during the school day.

### **End of the School Day**

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Students who have an eighth period study are permitted to leave early with parental permission. Upon approval of the Assistant Principal for Student Services, the student will be given an early dismissal. Students, who are dismissed early but wait for transportation, must wait in the study period. Students who are dismissed early (i.e. medical appointments, sports,

activities, etc.) from school are to remove their books from their lockers and quickly leave the corridors before the start of the next class. Any student who leaves the last study without having the permission slip signed will be considered truant.

**Students are not permitted in the school building beyond one and a half (1 ½) hours of the final dismissal bell, unless with a supervised activity.**

### **Hallway Passport System**

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A hallway sign-out sheet is included in all students' agendas. A teacher will sign a student out of class to leave a homeroom, class, and study period or lunch period when going to locker or using the bathroom. A signed agenda will act as a hall pass. A hall passport is a must outside of the regular change of class time. Any teacher has the right to question a student in the hall during a class period. A student will receive a referral for being out-of-bounds if he/she is stopped and does not have a hall passport. Students that use their own allotted passes in a semester will be restricted from leaving the classroom. Students with medical conditions must have a nurse's pass. A student without an agenda cannot leave class. Students may not use another's agenda. **A student cannot be signed out without proper ID.**

### **Lockers**

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Students may go to their lockers at any change of class during the school day. The student should be prudent enough to schedule locker stops to allow him/her to be on time for class. Students going to lunch are to be out of the locker areas two minutes after the bell rings to start the class. Students are not permitted to share lockers or exchange lockers. Lockers that are not kept neat and clean and cannot close properly due to student carelessness will result in them being locked by a school lock and the student will receive demerits.

NOTE: For the protection of student's possessions, students should lock their lockers at all times. Periodic checks by the Assistant Principal for Student Services will be made. All students must use a lock issued by Lansdale Catholic (security issued). The fee for a lost lock or to replace a lock is ten dollars (\$10).

Although student's lockers are the property of Lansdale Catholic, the school is not responsible for lost or stolen items. Student lockers must be locked at all times. Failure to lock your locker can result in a Student Services Referral. Students must keep their lockers clean and neat at all times. Their lockers should be closed when not in use. A student with ten or more locker violations may lose locker privileges.

### **Lost and Found**

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The Lost and Found Department is located in the Office of Student Services. Anyone finding or losing books, clothing, etc. should report to the Office of Student Services as soon as his/her schedule permits. Periodically textbooks are returned to departments, clothes are given to charitable organizations, and notebooks, loose-leaf binders, etc., are discarded. If a student lost something, be sure to check the lost and found quickly. This facility is not to be used for the storage of gym bags, equipment, etc. The school will not be responsible for articles left in lost and found.

## **Start of the School Day & Homeroom**

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Students arriving early for school are to stay on the school grounds. After gathering belongings from the locker, all students are to report to homeroom or the cafeteria only. Any student in the hall before school can receive a referral for loitering. When the warning bell rings, all students are to report immediately to homeroom.

Students may be excused from homeroom only with the permission of a teacher or with an official request slip issued from one of the offices after homeroom announcements. A student is considered late when he/she is not in homeroom when the second bell rings. If late, he/she must report to the Student Services Office for a late slip.

Silence is to be maintained during prayers and announcements. Students must remain in the homeroom until the prayers, Channel One and announcements are concluded. Student Council and office aides are permitted to carry out their assigned duties at this time. Attendance will be collected by office aides at the conclusion of announcements. All homeroom business is to be taken care of after announcements.

## **Parking**

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Students must buy a pass to park in the school lot. These guidelines must be followed or you may forfeit your parking privilege:

1. Parking violations will result in a fine of \$30.
2. The parking sticker must be displayed at all times on the back of your rear view mirror facing out. If the sticker is not displayed, you will be fined \$30 or you may not park on the lot. This is a hanging sticker. There is a fee for replacing a lost sticker.
3. Park in your designated spot only. Do not park in a faculty spot or any other student's spot.
4. When entering the lot use the IN entrance only. Stay to the right, following the path along the school to your parking area. Do not at any time cut across the lot. Follow the driving arrows, traffic patterns, and allow one car in from the side aisles at a time when leaving the lot. To assist with the flow of traffic, students are permitted to be dropped off at either the Main Entrance or Fishman Center Entrance to the building only.
5. When leaving the lot use the OUT exit to 7th Street. Use two lanes, one right and one left onto 7th Street. Do not go out the IN entrance at any time.
6. The speed limit on the school grounds is 10 MPH at all times. Speeding and reckless driving will not be tolerated. The safety of everyone is important.
7. Do not park at any time along the curb near the school building.
8. Students parking in the back lot must park to allow ease of access at all times. Students may not park in ways which would block or constrict traffic or park in other cars.
9. Students must park only on paved or stoned surfaces. Students should never park on grass or dirt surfaces.
10. Students' cars are considered out of bounds during the school day. Permission from the Assistant Principal of Student Services must be obtained for a student to go to his/her car during school hours.
11. The school does not provide security nor can it be held for any damages or property lost to vehicles parked in the school lot.

12. Violations of these regulations will result in fines and loss of parking privileges. Four parking violations will lead to the loss of parking privileges for the school year.
13. Vehicles are liable for search if they are on school premises.
14. No student is allowed to park at St. Mary's Manor, on Seventh Street, or on the side streets near Lansdale Catholic. All violators will be ticketed or towed by the Lansdale Police Department.

### **Transportation**

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In the Commonwealth of Pennsylvania your tax dollars provide transportation for students in non-public schools. Bus transportation to Lansdale Catholic is provided by the various public school districts, each supplying transportation in accordance with the criteria they use for their own students. Students who use Public School Buses for transportation to and from school are liable for suspension of riding privileges due to violations of the various School Districts' transportation policies.

Penalties will be determined by the Assistant Principal for Student Services of Lansdale Catholic in conjunction with the Administration of the Public School District involved.

### **Rules for Students Who Ride Buses**

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Parents are encouraged to talk with their children regarding bus safety, behavior at bus stops and while riding a school bus. The following items should be discussed.

Students should:

- Lansdale Catholic and Local School Districts do not honor bus changes. Parental or guardian notes are also not acceptable.
- Walk on left side of the road facing traffic when going to the bus stop. Plan to be at the bus stop five minutes before the scheduled pick-up time.
- Respect the property of others - lawns, trees, nearby fences, etc. Stand off the roadway while waiting for the bus. All students walking in the parking lot must follow the **painted cross walks**.
- Wait to get on the bus until it has come to a complete stop and the red lights are flashing. Wait for a signal from the driver before walking across the road to get on the bus. Always look both ways and listen for oncoming vehicles before stepping onto the road. Always use assigned bus stops.
- Follow the instructions of the driver promptly and respectfully. The driver is in charge of the bus and represents the school principal. Accept seat assignments whenever the driver assigns seats. Remain seated, facing forward, while the bus is in motion. Keep hands, feet, and head inside the bus at all times.
- Avoid unnecessary conversation with the driver or any motions or actions which may distract him/her.
- Remember that unacceptable behavior includes the following: obscene and vulgar language or gestures; fighting, horseplay, rowdiness; throwing anything in, around, or at the bus; smoking or any use of tobacco; eating or drinking; playing radios or tape players; touching driver controls, steering wheel, door control, etc; and/or any action which in the judgment of the driver threatens the safety of the bus or its passengers.

- Students who violate bus rules are subject to disciplinary action by the Assistant Principal for Student Services. A conduct report will be completed whenever a student violates a rule. Copies will be sent to the Office of Student Services, parents of the student, and the transportation office.
- Bus riding privileges will be suspended for three days for any student who receives two conduct reports. A third conduct report will result in a one-week bus suspension. Students who receive more than three conduct reports may lose their bus riding privileges for the remainder of the school year or be subject to further disciplinary action by the Assistant Principal for Student Services.
- Students who commit serious or dangerous violations may be subject to immediate removal of riding privileges or such action deemed appropriate by the Principal. OBEYING THESE REASONABLE RULES WILL ENSURE A PLEASANT AND SAFE RIDE FOR EVERYONE. Bus accidents, late arrivals, driver concerns, etc. should be told by the parent or guardian to your school district and/or transportation department.

### **Snow Number**

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In the event of school closing due to weather conditions, the announcement will be made on WNPV (1440) and KYW (1060). The Philadelphia station will use the number 347. Ordinarily, Lansdale Catholic will follow the decision made by the North Penn School District, since they bus many of our students, and even if other districts are open, they will not bus into the North Penn District if North Penn is closed. For your information, North Penn's snow number is 303.

### **Use and Care of the Facilities**

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The school and its facilities are intended for the use of the students of Lansdale Catholic High School. No student, however, may be in the building or on the school premises on weekends or on school holidays or after 4:00 p.m. on a school day unless accompanied by an appointed moderator and with the permission of the Principal.

Students are expected to take pride in the care and cleanliness of the building, especially the hallways, locker rooms and classrooms. Cooperation in this area will help immensely in keeping the cost of maintenance as low as possible.

### **Vo-Tech Students**

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Students attending a Vo-Tech program are responsible for their conduct at the Vo-Tech School as well as at Lansdale Catholic High School. Anyone violating the rules of conduct at the Vo-Tech will also be liable for punishment from Lansdale Catholic.

### **Messages to Students**

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Messages will not be delivered to students during the school day. An exception would be a medical emergency. Please take care of all business at home (rides, doctor appointments, etc.) Messages disrupt the day for not only the students but teachers and office staff as well. Students with emergencies may use the Student Services phone to contact parents.



**Visitors**

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All visitors to Lansdale Catholic must enter at the main entrance located at the Fishman Center and sign in. The person whom one wishes to meet will be contacted before the visitor is permitted to enter the main school building.

## **OFFICE OF STUDENT AFFAIRS**

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### **Vision**

Provide opportunities for LC students to learn, grow and have fun.

### **Mission**

To coordinate and raise money to fund activities that allow LC students to learn, grow and have fun by providing the resources and leadership necessary for students and faculty to develop and implement enjoyable and meaningful extra/co-curricular activities, and to encourage as many students as possible to participate in these programs.

### **Goals**

- Explore and develop interests unavailable in the classroom
- Enhance social skills.
- Develop student leadership.
- Encourage a spirit of giving and sharing with peers and adults.
- Provide an opportunity for the expression of student ideas.

This office populates the online school calendar. The use of all the school facilities is coordinated through this office. The Assistant Principal for Student Affairs also coordinates the assembly program, daily announcements, student fundraising, student I.D.'s, and the Student Insurance Program.

## **School Events, Activities & Athletics**

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### **Eligibility**

There will be times during the school year when some students are ineligible to participate in or attend activities or sports. Ineligibility will likely be the result of failure to meet minimum requirements related to: (1) attendance; (2) academics; (3) discipline; and/or (4) finances. Below you will find information related to these standards of eligibility. The Assistant Principal for Student Affairs has final right of interpretation regarding participation in and/or attendance at school events.

1. Attendance in school is a prerequisite for participation in school activities.
  - a) If a student is absent on a school day, he/she may not participate in school events that day.
  - b) Attendance at school on the Friday before an activity or sport is mandatory for all LC students participating or attending.
    - a student must be in school by 8:45 a.m. to be considered eligible.
    - any student dismissed early, for a reason which is not compelling, may not participate in after school activities/sports that day. If it is a Friday, then Saturday activities/sports will be affected.
2. Students must maintain certain academic standards to be eligible to participate in programs.
3. There are several discipline situations, whether the repeated offenses against the Code of Conduct or a single, grave violation of the Code of Conduct, which will cause a student to be

ineligible. Please refer to the “Code of Conduct” in the Student Services section of this handbook for details.

4. Tuition must be current and school fees must be paid in order for students to participate in certain programs. Purchasing a school ring, attending proms and class dances and participation in graduation ceremonies are examples of privileges, which may be withheld if financial obligations are not met.

## **Conduct**

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Students who attend school sponsored events will be accountable to the Code of Conduct, our rules and regulations, regardless of the place of the event. It is the responsibility of the student and his/her guardian to plan accordingly. All rules and the interpretation of those rules listed in this handbook are administrative decisions and are not matters of discussion with parents or students. Please note that adult supervision will be provided no more than 15 minutes after the end of school events.

The following regulations MUST be observed by ALL LC students who attend school activities:

- **Smoking** - NO SMOKING is permitted at any of the dances.
- **Alcohol, Drugs, and Contraband** - The Alcohol and Drug Policy as spelled out by the Office for Student Services is fully enforced at all school sponsored events.

## **School Dances**

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School sponsored dances are strictly chaperoned and carefully regulated. The following regulations MUST be observed by ALL that attend these dances:

- **Admission** - A Lansdale Catholic student must present his/her I.D. card in order to purchase a ticket at the door. A student may bring in ONE AND ONLY ONE PRE-REGISTERED guest and is responsible for the conduct of the guest. In order to be considered for admission, a “Guest Form” must be completed and signed off on by a school administrator. Students dismissed from Lansdale Catholic for conduct reasons are unable to attend any Lansdale Catholic dances.
- **Late Arrivals** - Every student attending a dance must arrive on time. No one is permitted to enter more than one half-hour after the start of the dance, unless a parental note is provided.
- **Early Departures** - A student may not leave any dance more than 15 minutes (30 minutes for proms) early unless the parents of the student notify the Assistant Principal for Student Affairs in writing that their son/daughter has their permission to do so.
- **Dress Code** - Attire must be neat and clean. Students must be dressed modestly! Skirts and shorts can be no shorter than 1” above the knee. If clothing is deemed inappropriate, the student may be asked to either leave or purchase appropriate attire. Special dress codes will be determined and announced in advance by the Assistant Principal for Student Affairs and must be observed. School teachers and administrators reserve the right to use their judgment regarding all dance dress code matters.
- **Semi-Formal Dances:** Young men are expected to wear jacket and tie or sweater and tie. Young ladies can wear dressy attire; if a dress or skirt is worn the length should be no shorter than 1” above the knee. No sneakers permitted. No flowers are permitted for these dances.

- **Misconduct** - Anyone who does not conduct himself or herself as a gentleman or lady will be asked to leave the dance. Parents will be notified immediately and the Assistant Principal for Student Services will handle the situation accordingly.

## **Proms**

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**Junior Prom** – All students must attend the junior prom with a date of the opposite sex.

**Senior Prom** - Seniors and their parents must attend the MANDATORY SENIOR CLASS MEETING in order to purchase a ticket to the Senior Prom. This mandatory meeting is published on the school's online calendar. All students must attend the senior prom with a date of the opposite sex.

## **Tickets**

Tickets may be purchased with the following provisions:

- A signed parental permission slip must be returned prior to ticket sales.
- Tuition and fees must be paid to date for all LC students attending.
- Students must make themselves and dates aware of rules and regulations.
- A guest form must be completed and signed by both parents and school representatives for both students

## **Pre-Prom/Dance Parties**

These parties whether parent sponsored or not, are not endorsed by the school. Students under the influence of alcohol or drugs will not be permitted into the prom and will be detained until their parents can come for them. The Assistant Principal for Student Services will be notified to handle the situation.

## **Post-Prom/Dance**

The school does not approve of after prom/dance parties and officially discourages parents from sponsoring such events.

## **Early Departure**

Students may not leave the prom more than 30 minutes early unless the moderator has letters from the parents of both students stating their knowledge of the early departure and giving the time. The moderator must have these letters BEFORE the day of the prom.

## **Misconduct**

Anyone who does not conduct himself/herself as a gentleman/lady will be asked to leave the prom. Parents will be notified immediately and the Assistant Principal for Student Services will handle the situation accordingly.

## **Attire**

Each dance has a particular dress code listed below. Students are expected to maintain the dress code throughout the evening.

- **Senior Prom** - Formal. Tuxedos and Gowns. Dresses should never be more than 1" inch above the knee. Flowers permitted.

- **Junior Prom** - Semi-Formal. Suits and Gowns. Dresses should never be shorter than 1" above the knee. Young men are expected to dress in suit coats, dress pants and dress shoes. Flowers permitted.

**NOTE:** ALL OF THE ABOVE RULES APPLY EVEN IF THE STUDENT'S DATE IS OVER 21 OR ATTENDS ANOTHER SCHOOL.

## **Clubs**

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Lansdale Catholic sponsors the following Clubs and Organizations for its students:

### **CATALYST Literary Magazine**

The annual literary magazine of the Lansdale Catholic Community publishing student writing and art work.

### **Community Service Corps**

A youth-oriented organization designed to help develop the Christian community through helping and sharing experiences.

### **Dance Company**

The members of this 'Company' aim at providing interested students the opportunity to learn more about this specific art form. Students are able to experiment with their talents through various presentations during the year as well as their participation in the school shows.

### **Drama Club**

Provides students with an experience in the thespian arts via the production of a Broadway musical and Fall Drama. Students learn about all aspects of drama, attend outside performances and compete in local Drama Festivals.

### **Liturgically Sound**

This group is composed of students who are interested in singing and playing for school liturgies and special functions in the school.

### **Newspaper-*The Crusader***

Student led publication focusing on interesting and noteworthy events from the school and surrounding communities.

### **Respect-Life**

The Respect-Life Club at Lansdale Catholic fosters respect for life through various activities.

### **Robotics**

Students compete at the national level with a robot, which they design and build themselves. Students are responsible for marketing and fundraising.

### **Sacristans**

Members help prepare for school liturgies and in the care of the Chapel.

### **Stage Crew/Technology**

A service club that provides assistance with assemblies, theater programs, and numerous other jobs.

### **Student Government**

An elected body of student representatives which undertakes to promote communication and establish good rapport between the student body and the faculty and administration. Because of its responsibilities in the school, the Student Council has its own Constitution, which places stricter guidelines on its members for academics and behavior. Through leadership and service it seeks to provide within the school a climate conducive to the intellectual, spiritual, physical, social, and moral development of all members of the Lansdale Catholic community.

### **Traditions Leaders**

Assist new students with their transition to Lansdale Catholic High School.

### **TRAIL Yearbook**

Award winning Lansdale Catholic yearbook involving its members in intense work in photography, layout, typing and composition.

### **National Honor Society**

Membership in the National Honor Society is an honor bestowed on those students outstanding in the areas of scholarship, leadership, character, and service.

Students are eligible to be inducted into the National Honor Society in either Junior or Senior year. The four pillars of Character, Scholarship, Leadership, and Service are the hallmarks of the NHS.

In order to be inducted into the NHS, the following apply:

- a. Character –A student must exemplify positive aspects of character such as honesty, courtesy, responsibility, and cooperation. Students must show respect toward school, faculty, peers, and school regulations. Character is determined by examining the applicant’s discipline records, input from faculty members, as well as others who can attest to the student’s character. This code of conduct is a 24/7 agreement for membership in the NHS.
- b. Scholarship- The academic requirement for NHS is a cumulative average of 93.00 or above. **Beginning with the Class of 2019 the top 20 students, according to cumulative rank in class, will be eligible to apply.**
- c. Leadership is determined by examining the applicant’s activities and involvement in events within the last 3 years (both within and outside Lansdale Catholic). Leadership involves stepping forward without being asked to and taking charge to accomplish tasks. Verification of leadership is required through letters from coaches, teachers, and others who can attest to the applicant’s leadership qualities.
- d. Service- Applicants need to show involvement in service activities within the last 3 years, above and beyond the 30 hours of school required service hours (both within and outside Lansdale Catholic). Letters of verification must be provided by the moderator or director of the service activity or event. Service must be in addition to the Service Learning requirement of Lansdale Catholic High School.

Once inducted into the NHS, this membership is permanent contingent upon maintaining these four traits throughout a member's high school career.

- a. Character- The member will exemplify "Values for Life" both within and outside Lansdale Catholic High School.
- b. Scholarship- The member maintains a cumulative average of 93.00 or above. A review of the cumulative average will be conducted at the conclusion of each semester. Juniors who fall below 93 will be put on probation and subject to dismissal. Seniors who do not maintain a cumulative average of 93, at the end of the first semester, will not be eligible to walk with honor cords at graduation.
- c. Leadership- Members continue to display leadership qualities in activities and events both in and outside Lansdale Catholic.
- d. Service- Members are expected to participate in NHS-sponsored activities (i.e. attendance at monthly meetings, tutoring, ushering, blood drives, Mother-Son/Father-Daughter Dance, Senior Citizens Prom, and other events and activities deemed necessary by the NHS moderator). A minimum of sixteen service hours per year is required (eight in-school and eight out-of-school hours). These sixteen hours of service must be in addition to any service hours attained through the Service Learning requirement of Lansdale Catholic High School. Students must provide confirmation letters from the organization(s) or person(s) that the service(s) are being provided for.

Each scholar's continued membership in the NHS is reviewed each semester. In June, cumulative averages are determined by averaging final average(s) of previous year(s) with the current year. In January, the cumulative averages are determined by averaging the semester grade with the existing cumulative average (This is done in proportion as a half year grade). If a member falls below the required 91.5, the member will be notified of probationary status. This could result in a formal review by the Faculty Council (see below).

#### Probationary Status/Dismissal

Any student who fails to maintain the above requirements of NHS will be subject to probationary or possible dismissal from NHS. Probationary status will last for a period of one semester and will involve suspension from all NHS activities. Probationary status and reinstatement into NHS will be determined by the Faculty Council with notification to the Principal. Warnings and probationary status will be assigned when appropriate. However, serious and major violations of school rules or civil laws may result in immediate dismissal from the NHS without any warnings.

#### **Announcements**

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All announcements are published daily. Published announcements are located inside the Student Affairs Office and on the school website. All announcements must be approved by the Assistant Principal for Student Affairs, and received by noon the day prior to their publication.

## **Use of Building and School Facilities**

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### **1. Permission**

- Any organization, club, sports team, or class which uses the building facilities must have permission from the Assistant Principal for Student Affairs.
- Any organization, club, sports team, or class which uses cafeteria and kitchen equipment or supplies must contact the cafeteria supervisor and the Assistant Principal for Student Affairs.
- Any outside organization wishing to use the school's facilities must have the approval of the Assistant Principal for Student Affairs and the Office of the President. All rules and regulations, as specified by Lansdale Catholic and the Archdioceses of Philadelphia, must be met by the contracting organization. This organization must present a certificate of insurance as required by the Archdiocese of Philadelphia. This certificate must be presented in advance of a contract being written and any fee obligations must be met when the contract is signed.

### **2. Maintenance**

- Any organization, club, sports team or class which uses the building or grounds is responsible for maintenance and clean up and will be assessed for any damage.
- After using equipment belonging to the school, a group must return said items to their proper storage area immediately.
- Trash must be tied in bags and placed in the dumpster. No food is to be left in the kitchen, dining room, or the teacher lunchroom.

### **3. Supervision**

- All activities involving use of the stage area, gym, cafeteria, and other areas of the physical plant must be supervised by appropriate moderators/coaches approved by the Assistant Principal for Student Affairs. Moderators/coaches are responsible to supervise students and facilities until the last student is picked up.

## **Fundraising**

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The raising and/or collecting of money by anyone (student or teacher) for any purpose is explicitly forbidden without the permission of the President. All monies and receipts should be deposited with the school administration immediately following collection.

## **Identification Cards**

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Student Identification Cards are issued by the Student Affairs Office to all students. It is the responsibility of the student to have a valid I.D. on his/her person at all times. Anyone who loses or damages his/her I.D. card must report to the Student Affairs Office. A fee of \$25.00 will be charged to replace I.D. cards. I.D. cards will be collected at the end of the school year and returned in September.

## **Insurance**

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A school insurance program is provided for all of our students at no additional cost to them. This Archdiocesan policy is administered by AIG, Educational Markets Mail Center, Overland



Park, KS 66225. Claim Form Applications may be obtained in the Student Affairs Office. All claim forms and bills must be mailed directly to the insurance company, NOT Lansdale Catholic.

### **Posters and Handbills**

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The display and/or distribution of all posters and/or handbills on school premises are only with the permission of the Assistant Principal for Student Affairs. All approved posters should be marked with an approval stamp before duplication. If permission is granted, the Assistant Principal for Student Affairs will determine the place and the person(s) involved in the display and/or distribution. Any poster that is not indicated as approved will be removed.

## **ATHLETICS**

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The Athletic Director is responsible for the organization, administration, and supervision of the programs in the Athletic Department. The Athletic Director makes certain that the policies developed and the programs implemented are in accordance with the philosophy of the school. It is the Director's function to develop the Athletic Program; arrange for personnel, athletic facilities, transportation and scheduling; supervise the budget; enforce pertinent regulations and represent the school in all athletic business.

The athletic program is an integral extension of the educational process of Lansdale Catholic High School. It promotes a desire in our students and community to take part in sports either as a participant or a spectator. Our aim is to develop competitive student athletes while not losing sight of spiritual and educational values as well as, sportsmanship, citizenship, health, and scholastic attainment. The athletic programs should also promote school morale and provide an additional source of self-esteem for our students by reflecting the mission of Lansdale Catholic High School, "A Learning Community Teaching Values for Life through a Formative Catholic Education"

### **Specific Objectives:**

1. To teach various types of leadership rooted in the Gospels
2. To teach the value of teamwork in reaching for a common goal
3. To teach good sportsmanship
4. To bring out in the players and enjoyment of and a healthy attitude toward competition
5. To develop physical fitness and safety habits for the participants
6. To develop excellence in the rules and skills of the game
7. To provide a healthy outlet for leisure time activity

### **The following teams are sponsored by Lansdale Catholic for its students:**

- Baseball (Varsity, Junior Varsity, and Freshman)
- Basketball (Boys and Girls Varsity, Junior Varsity and Boys Freshman)
- Cheerleading (Varsity and Junior Varsity)
- Cross Country (Boys and Girls)
- Field Hockey (Varsity and Junior Varsity)
- Football (Varsity and Junior Varsity)
- Golf (Boys and Girls Co-Ed)
- Lacrosse (Boys and Girls Varsity and Junior Varsity)
- Soccer (Boys and Girls Varsity and Junior Varsity)
- Softball (Varsity and Junior Varsity)
- Swimming (Boys and Girls Varsity)
- Tennis (Boys and Girls Varsity and Junior Varsity)
- Track (Outdoor and Indoor, Boys and Girls)
- Volleyball (Boys and Girls Varsity and Junior Varsity)

## Code of Conduct

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Student-athletes, coaches, and spectators are required to conduct themselves in a manner consistent with Archdiocesan, Lansdale Catholic, PIAA, and Philadelphia Catholic League Codes of Conduct.

Guidelines include:

- showing courtesy, self-control, and good sportsmanship at all times
- appreciating and recognizing the performance of opponents
- being positive in cheers and comments at all times
- avoiding noisemakers and similar distractions
- respecting and obeying all game and property rules
- regarding the calls and decisions of officials as final

Student-athletes, coaches, and spectators are responsible for their behavior before, during, and after all events and in the school provided transportation to and from these events. All spectators are expected to leave the building and grounds immediately following the event and may not return to the school property following away events. Any breach in conduct will become a disciplinary matter and may include police action.

## Early Dismissal

There are times when student-athletes are required to leave school early to participate in athletic competitions. In the event of an early dismissal, student-athletes are responsible to work in cooperation with teachers to make up all work and learning missed.

## Academic Eligibility

To be eligible to participate in activities and/or athletics, a student-athlete may not be failing two classes or its equivalent. In addition, a student-athlete must be passing at least two (2) classes per marking period. Eligibility is examined weekly and will be determined on Friday at 4:00 PM. Ineligible student-athletes **are not permitted to participate in any practice or contest**, beginning the following Monday through the following Sunday, or until eligibility is approved by the Athletic Director. Only work evaluated and recorded by the teacher is factored into the Friday afternoon eligibility calculation. For example, if a student-athlete participates in an exam late in the day on a Thursday, it may or may not be evaluated to effect the eligibility calculation on Friday afternoon. **If a student-athlete is declared ineligible at the end of a marking period or semester, then he/she is ineligible for a period of fifteen (15) school days.**