

IF NOT NOW, WHEN?

***Lima Central Catholic
High School***

HANDBOOK 2023-2024



**LIMA CENTRAL CATHOLIC HIGH SCHOOL
2023-2024 STUDENT HANDBOOK**

**720 S. Cable Rd.
Lima, Ohio 45805**

General Office Hours
7:30 AM to 3:30 PM

Business Office Hours
7:30 AM to 3:30 PM

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Guidance Office
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www.lcchs.edu

Dear Students & Parents/Guardians,

Welcome to the 2023-2024 school year Thunderbirds! This year, our school theme resonates with a powerful call to action: "If Not Now, When?" These words urge us to embrace the present moment, seize opportunities, and make a meaningful impact in our lives and the lives of others. This student handbook serves as a valuable resource and guide for you throughout the academic year. It contains important information about our school's policies, procedures, and expectations. I encourage you to familiarize yourself with its contents, as it will help ensure a smooth and successful educational journey for all.

At Lima Central Catholic, we strive for academic excellence in a supportive and inclusive environment. Our dedicated faculty members are passionate about teaching and are committed to helping you reach your full potential. Equally important to us is your personal growth and character development. We believe in nurturing the whole person and helping you cultivate strong moral values, resilience, and integrity. We encourage you to embrace opportunities for service, leadership, and extracurricular involvement, as these experiences will shape your character and enrich your time at LCC.

Maintaining a safe and respectful environment is of utmost importance to us. We expect all students to treat one another with kindness, empathy, and respect. Our school is a place where everyone deserves to feel welcomed and valued, and we are committed to creating a culture of inclusivity and acceptance.

Communication and collaboration between the school and home are vital to your success. I encourage you to actively engage in open dialogue with your teachers, administrators, and parents. Together we can build a strong partnership that supports your educational journey.

Once again, welcome to another year at LCC! I am honored to be your principal, and I am confident that together, we will make this school year an exceptional one. Let us work hand in hand to create a community where each of us can thrive and make a positive impact on the world!

Blessings,

Stephanie A. Williams '98
Principal/CEO

a.

b. Note to Parents and Students

Since Lima Central Catholic High School is a school of choice, parents and students alike should recognize that registration of a student is considered an agreement to accept and comply with these guidelines as a norm of conduct. Students represent Lima Central Catholic High School both on and off campus. It is our expectation that all students and parents/guardians will read and acquaint themselves with the policies as they are expressed within this handbook. It is our judgment that the policies within this Student Handbook provide a positive guide to enable administration, faculty and staff members to help students lead, serve and excel. The Administration of Lima Central Catholic maintains the right to modify or interpret any policy contained within this 2022-2023 handbook.

Students at Lima Central Catholic are expected to observe the ordinary rules of conduct becoming to Christian men and women. Students are expected to live lifestyles in keeping with the teaching of the Catholic Church. Parents are the first and foremost educators of their children, yet they delegate a part of their responsibility to the school. The school will make reasonable attempts to keep the parents informed about their child's progress and solicit their cooperation. **The parents, in turn, have the obligation to support the school and abide by all school policies regarding discipline and academics, in order to further support the school's mission.**

Negative Action Policy: Non-Discrimination Policy

All actions by faculty/staff, students and/or parents that reflect negativity on Lima Central Catholic High School, even if not on school grounds or at a school function, are subject to disciplinary action at the school.

Accreditation Program:

Lima Central Catholic is a fully accredited institution through the Ohio Catholic Schools Accrediting Association. All teachers are certified and fully accredited by the State of Ohio. Faculty members are updated in 21st century skills and standards, through professional development.

Non-Discrimination Policy

Lima Central Catholic High School admits students of any race, color, national origin, religion, gender, disability, age, and sex to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The Following is the Gender-Related policy as stated by the Diocese of Toledo:

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created¹, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
 - i. What is the specific request of the adult, student and/or parent(s)/guardian?
 - ii. Is the request in keeping with the teaching of the Catholic Church?
 - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.

6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.

7. Consult the Office of Marriage and Family Life with extenuating circumstances.

¹ Pope Francis, *Amoris Laetitia* 56.

Catechesis Regarding Human Dignity and Gender-Related Matters

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are¹. Further, the Church is obligated to hand on to every generation all that she has received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times.

The witness of Sacred Scripture is clear: God created human beings male and female (Genesis 1:27). From the dawn of creation as depicted in the Book of Genesis to the closing pages of the Apocalypse, Scripture presents the human race as consisting of only two (2) sexes. Both sexes, male and female, are created in the image of God and are equal in dignity and destiny (Genesis 2:21-24). God created Adam and Eve out of love and for love. One's gender is therefore determined by one's biological sex.

The entirety of divinely inspired Scripture affirms the male and female forms of human nature *as reality*. They are not mere cultural phenomena or subjective constructs. Although wounded by the entrance of sin into human experience and its far-reaching effects on our bodily nature, man and woman continue to image God in both their uniqueness and complementarity. Scripture is clear on the necessity of respecting God's order and commands for human beings to experience the fullness of life he intends.

As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth². Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

Pope Saint John Paul II affirmed in his teaching known as the *Theology of the Body* that in our given biological complementarity, *as distinctly male and female*, God clearly intended us to live in loving communion with him and with each other. Through mutual self-giving and interdependence, he invites us to share in his own act of creation, as well as his own eternal happiness and joy. Therefore, our God-given maleness and femaleness clearly make visible our calling to love and co-create with God in bringing new life into the world. This is what Pope Saint John Paul II called the "sacramentality of the body." Our bodies are "icons" that reveal the deepest essence of who we are in the moral, spiritual, emotional, and physical dimensions of life.

¹ *Gaudium et Spes* 27.

² Pope Francis, *Amoris Laetitia* 285.

Catholic teachings envision biological sex as neither a politically defined nor socially constructed reality. It is an objective reality, a cornerstone of our createdness, and an invitation to enter joyfully and generously into what we believe to be the central mystery of the Christian faith, namely, that God is himself an eternal exchange of love emanating from the love shared between the Father, Son and Holy Spirit³.

The Catholic Church recognizes that there is much confusion regarding human sexuality and gender in today's society. Knowing that this confusion touches the lives of many people very personally, the Catholic Church is committed to walking with each individual on the path towards a more integral understanding of their human dignity and their unique vocation in the Creator's plan for salvation history.

³ *Catechism of the Catholic Church* 221.

Confidentiality Policy for Students with Disabilities:

Lima Central Catholic will maintain appropriate confidential records that identify students with disabilities. These records shall include the student's name, address, social security number, nature of disability and any support services needed. Records are kept in a secure file and are accessible to appropriate staff members working with the students.

LCC Mission Statement

Lima Central Catholic High School educates students to grow in their understanding of the Roman Catholic faith, achieve academic excellence, and become disciples of Christ who respond to God's call.

Core Values

As a Catholic community, Lima Central Catholic High School values spirituality, opportunity, service, leadership and excellence.

- Spirituality – we hold sacred the faith, teaching and tradition of the Roman Catholic Church and empowered by Jesus Christ, strive to live and share that faith in all we think and do.
- Opportunity – we enhance the value of an education by always striving to provide outstanding spiritual, academic, artistic and athletic programs in which all can thrive.
- Service – we answer God's call to serve our world, our community and one another.
- Leadership – we continue to cultivate young men and women who understand their moral and ethical responsibilities and possess the humility and empathy necessary to be responsible citizens.
- Excellence – we work diligently to create a climate of consistent growth, which makes possible the attainment of excellence and personal achievement.

- Student Well being-we will nurture a student's spiritual, intellectual, physical and social/emotional growth in a safe and supportive environment.

Traditional Roman Catholic Prayers

Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

(1) Daily Offering

O my Jesus, through the Immaculate Heart of Mary, I offer You all my prayers, works, joys, and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart: the salvation of souls, reparation for sin, and the reunion of all Christians. I offer them for the intentions of our bishops and of all Apostles of Prayer, and in particular for those recommended by our Holy Father this month.

Act of Faith

O my God, I firmly believe that you are one God in three divine Persons, Father, Son, and Holy Spirit; I believe that your divine Son became man and died for our sins, and that he shall come to judge the living and the dead. I believe these and all the truths that the Holy Catholic Church teaches, because you have revealed them, who can neither deceive nor be deceived. Amen.

Act of Hope

O my God, relying on your almighty power and infinite mercy and promises, I hope to obtain pardon for my sins, the help of your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen

Act of Love

O my God, I love you above all things, with my whole heart and soul, because you are all good and worthy of all my love. I love my neighbor as myself for the love of you. I forgive all who have injured me and I ask pardon of all whom I have injured. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with you.
Blessed are you among women and
blessed is the fruit of your womb Jesus.
Holy Mary, mother of God, pray for us sinners
now and at the hour of our death. Amen.

Our Father

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

LIMA CENTRAL CATHOLIC 2023-2024 Academic Calendar

August 8	Professional Development
August 14	Freshman Orientation & Schedule Pickup (all grades)
August 16	First Day of Classes
September 4	Labor Day – No School
October 9	Professional Development – No School
October 13	End of 1 st Quarter
November 3	No School
November 22-24	Thanksgiving Break
December 20	End of 2 nd Quarter
Dec. 21 – Jan. 2	Christmas Break
January 3	Second Semester Begins
January 15	Martin Luther King Day – No School
February 16	Professional Development – No School
February 19	Presidents Day – No School
March 8	End of 3 rd Quarter
March 13	Professional Development - No School
March 29 - April 2	Easter Break
May 11	Graduation
May 17	End of 4 th Quarter – Last Day of School
May 20	Teacher Work Day

1. Duration of Quarters

First Quarter	August 16- October 13
Second Quarter	October 16 – December 20
Third Quarter	January 3 – March 8
Fourth Quarter	March 11 – May 17

i.Academics

ADMISSIONS

A student at the time of application to Lima Central Catholic shall provide information from the school that he or she most recently attended. Lima Central Catholic will contact the school requesting the student's official records. Cumulative records are necessary before the student is officially admitted to Lima Central Catholic. A student grade card may be used for scheduling but does not satisfy the need for official records.

At Lima Central Catholic High School it is our mission to provide students with the best faith-filled education possible. Part of that means tailoring four years of classes, clubs, and other extracurricular activities that challenge each student to the best of their abilities. In order to make such informed decisions we require the following:

Incoming Sophomores, Juniors & Seniors:

- Application for Enrollment
- Copy of last year's report card, most recent report card, and most recent standardized test scores
- Teacher evaluation
- Essay
- Meet and Greet with the Director of Enrollment/members of Administration
- For an enrollment packet, please contact Sue Janowski at sjanowski@apps.lcchs.edu or visit our website: <https://www.lcchs.edu/page/admissions-application>

GRADING SCALES

Lima Central Catholic High School

<u>Grade</u>	<u>Percentage</u>	<u>Normal</u>	<u>Collegiate</u>
A+	100	4.00	5.00
A	95 – 99	4.00	5.00
A-	92 – 94	3.70	4.70
B+	89 – 91	3.30	4.30
B	86 – 88	3.00	4.00
B-	83 – 85	2.70	3.70
C+	80 – 82	2.30	3.30
C	77 – 79	2.00	3.00
C-	74 – 76	1.70	2.70
D+	71 – 73	1.30	2.30
D	68 - 70	1.00	2.00
D-	66 – 67	0.70	1.70
F	0 – 65	0.00	0.00

College Grading Scale

Rhodes State Biological Sciences/Humanities & Social Sciences/Business

<u>Grade</u>	<u>Percentage</u>
A	93-100
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	68-69
D	60-67
E	0-59

Ohio Northern University

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

The Ohio State University

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	60-66
E	0-59

GRADE POINT AVERAGE

Physical Education, Freshman Focus and participation in the Center for Academic Excellence are not counted into the GPA. College credit courses will receive the weight of one letter grade higher than the letter grade earned. The weight does not affect the final grade in the class, only the Grade Point Average (GPA).

GRADE AND PROGRESS REPORTS

Grade reports are issued at the end of each quarter; progress reports are issued four weeks prior to the end of each quarter. Parents may monitor their student's grades at any time on our website at www.lcchs.edu under the parent link. Students receive a password to access their grades. Any questions concerning passwords may be directed to the Guidance Office.

Individual Education Plan:

Progress reports will be sent home to the parents of IEP students, quarterly. The Intervention Specialist will meet to review goals/objectives and develop new ones. They will ensure all staff who work with a student on an IEP understands the content of the child's IEP and implements the accommodations/modifications. They will also collect data used to report progress towards annual goals.

GRADUATION/ACADEMIC REQUIREMENTS CLASS OF 2020 & BEYOND POLICIES & PROGRAMS

Students must meet both testing requirements and curriculum requirements in order to graduate. Minimum curriculum requirement

Students in class of	Graduation requirements
2020 & beyond	25 credits, Capstone Project, 20 Service Hours/Reflection, Completion of state of Ohio graduation requirements

Religion*	1 credit for each year at Lima Central Catholic High School
English/L.A.	4 credits
Mathematics	4 credits (must include Algebra II or higher)
Physical Education	.5 credit
Health	.5 credit
Social Studies	3 credits: <ul style="list-style-type: none"> • 1 credit World History • 1 credit American Studies • 0.5 credit U.S, Government • 0.5 Financial Literacy
Science	3 credits: <ul style="list-style-type: none"> • 1 credit life science • 1 credit physical science • 1 credit elective
Fine Arts	1 credit
Foreign Language*	2 credits
Electives (Technology/Human Comm) Financial Literacy	3 credits (.5 credit each) .5 credits

Students must earn credits as follows: *Lima Central Catholic Requirement

Students who participate in athletics, marching band or cheerleading for two seasons automatically fulfill the physical education requirement.

Link for graduation pathways –

<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

DIPLOMA WITH HONORS

Student shall meet any seven of the following eight criteria:

1. Earn four units of English
2. Earn four units of Mathematics that shall include Algebra I, Geometry, Algebra II, and another higher-level course

3. Earn four units of Science, including Physics and Chemistry (Zoology/AP Bio/A&P)
4. Earn four units of Social Studies (Psych/Soc./Personal Finance)
5. Earn either three units of one Foreign Language or two units each of two Foreign Languages
6. Earn one unit of Fine Arts
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year (mid-year of senior year)
8. Obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1280 on the Scholastic Achievement Test (SAT) with no regard for its new writing portion

POLICY FOR ACADEMIC RECOGNITION

Beginning with the class of 2020, the following academic recognition model will be followed; replacing the Valedictorian/Salutatorian model. Student recognition will be determined after the 7th semester.

There will be three tiers and they are as follows:

- 3.90 and higher will be Summa Cum Laude
- 3.70-3.89 will be Magna Cum Laude
- 3.50- 3.69 will be Cum Laude

In addition to receiving a diploma, students may also work towards the following certificate:

TECHNOLOGY CERTIFICATE REQUIREMENTS

A Technology Certificate is available at Lima Central Catholic High School by completing the following classes:

1. Computer Science I: Fundamental
2. Computer Science II: Introduction to Coding - Python
3. AP Computer Science A (**when offered**)
4. AND one of the following...
 - Digital Photography
 - Graphic Design
 - Computer Maintenance & Repair

Allied Health Program (Rhodes) Completion of Psychology/Sociology and Anatomy and Physiology I and Anatomy and Physiology II (**when offered**)

CLASS SCHEDULING

Scheduling for each year begins in the third quarter with the distribution of the course catalog. The School Counselor meets with students to discuss appropriate scheduling for the next year. Students and parents review the catalog to determine the student's final schedule. After a parent signature, the schedule request form is returned to the Guidance Office.

Scheduling is a complex process involving many factors. First priority is given to core courses for all students. Electives are then scheduled with priority order given to seniors, followed by juniors, sophomores, and freshmen in that order with every effort being made to schedule students' top choices. There is also the need to achieve a balance in the number of students scheduled in the course, in addition to classroom availability. Students are instructed to select the courses they want or need, and many decisions, including staffing needs, are made based upon these requests. Therefore, schedule changes after the first two weeks after the start of the course are considered only when there is a need to adjust due to extraordinary academic circumstances.

For CCP classes, consult your course syllabi.

The Center for Academic Excellence:

The students will be provided with strategies to overcome learning challenges, study skills, organizational skills, reviewing of grades, cross over activities, social skills, work habits. This is a time to learn and implement new and necessary skills so that students can perform to their highest level. All students receiving the Jon Peterson, Autism scholarships or on a service plan are scheduled in this class.

HOMEWORK/ASSIGNMENTS

Students are expected to complete daily homework assignments as well as projects on time. Students are expected to study on a nightly basis versus cramming before a test. Each course syllabus will clearly outline if assignments will be accepted late and, if accepted, what the penalty shall be.

COURSE RETAKES

The retaking of a class that a student has already passed may occur under rare circumstances and only with the permission of the Guidance Office and the Principal. The student's transcript will show both grades for the course; however, only one credit will count toward graduation.

INCOMPLETES

Any student who has received an incomplete has a maximum of two weeks to make up the work. Any incomplete work not made up in the designated time period will automatically become a zero and a new grade issued for that grading period.

LIMA CENTRAL CATHOLIC SERVICE HOURS

Service is a requirement for all LCC students to help them develop their identities as servants of God's Kingdom in this world. For a complete education, one does not simply learn about faith from a book but learns to live it. The Catholic Church calls this "Faith" or "Love in Action," which includes integrating the Social Teachings of the Catholic Church in our daily lives as we perform acts of Charity and work toward making our communities and societies better reflections of God's Kingdom on Earth. In an intentional way, the service hours are a laboratory for Christian living for all

LCC students. In the end, our hope is for our students to develop the habit of Faith in Action and to continue to be Servants of both God and their communities.

Requirement:

All LCC students are required to serve their various communities throughout the school year by completing the minimum number of hours per quarter for each of the following categories.

- School Service Hours (1 Hour min. per quarter): Hours done in service of any sports program, club, activity, or day-to-day necessities within the Lima Central Catholic Community.
- Church Service Hours (1 Hour min. per quarter): Service done in service of one's home Parish or faith community (students without a home faith community should see Campus Ministry to fulfill this requirement).
- Community Service Hours (3 Hours min. per quarter): Service done throughout the year for one pre-approved community organization beyond one's school and Church community.

General Policies:

- Students who do not complete their quarterly requirement will have points deducted from their quarterly Theology grade and will be required to make up the unfulfilled hours before the end of the school year. Theology grades will not be changed retroactively.
- Service Hours may be completed ahead of time (ex. During the summer) and may be applied to future quarters.
- Service in one of the three categories may not be substituted for another.
- Service hours may not be applied to more than one category at a time.
- Any service done as a requirement for class credit, sports team membership, or membership in a club or society (example, Boy Scouts or National Honor Society) does not count toward this requirement.
- Service done for one's family, friends, private citizens, or for-profit businesses do not count toward this requirement. All service performed outside of the school or church community must be through an approved organization.
- Service is done without the expectation of receiving anything in return. Therefore, one cannot get paid or receive any other monetary gift for doing the service.

RETREATS

Retreats are a graduation requirement. Retreats are during school hours on scheduled days. If a student fails to attend any retreat, they must participate in an outside retreat that is approved by Lima Central Catholic. Seniors must attend the 4-day Kairos retreat. If students are unable to attend the Kairos retreat, a similar multi-day spiritual retreat must be completed and must be approved by the school campus minister and principal. All other grades will attend a retreat on an assigned day. All students will attend one retreat each year.

SEMESTER/FINAL EXAMS

All students are expected to be present to take semester exams unless excused with a doctor's note. If students are excused with a doctor's note, students are expected to make-up all exams within three (3) days of their return. If absent without a doctor's note, students will be expected to make up any/all missed exams on the day of their return. **Contact the teacher to schedule a make-up time at the teacher's convenience.**

Seniors may be exempt from final exams, if given teacher approval, under one of the following conditions:

- For semester courses, the student must have earned a grade of A- or better for quarter one/three and the second/fourth quarter interim
- For year-long courses the student must have earned a grade of A- or better for quarters one, two, three and the fourth-quarter interim

ACADEMIC MISCONDUCT

Students are responsible for completing and submitting their own work. Every act of academic dishonesty is considered an act of serious consequence and will be dealt with as such. Any act of academic dishonesty whether it is plagiarism, bringing unapproved material to the test, indicating the specific content of a test to students yet to be assessed, sharing/copying another student's work and presenting it as your own is unacceptable. **Please refer to the Honor Code** below.

Lima Central Catholic High School Academic Honor Code

As members of the Lima Central Catholic High School community, we commit to being honest, trustworthy and respectful in our actions and relationships with each other both inside and outside of the classroom.

At Lima Central Catholic we believe that academic and personal integrity is an essential element in creating a trusting educational atmosphere for students, faculty and the entire Lima Central Catholic community. Lima Central Catholic is responsible not only for assisting in the development of a student's faith, but also for the development of character, strong morals and a sense of social responsibility.

2. I will complete my own work both in and out of school. I will not plagiarize the work of others, nor will I allow another student to copy or share any part of my work as their own.
3. I will submit honest work and not use assignments submitted from previous semesters without the consent of the teacher.
4. I will not look at someone else's test during a test or ask for help from another student.

5. I will not share or seek information about a test or quiz before, during, or after it has been taken.
6. I will use only the authorized sources as designated by each teacher to aid in a test, quiz, homework or classroom assignment. This includes technology during tests, such as opening prohibited computer files, or the use of cell phones, iPads or other communication devices, or checking, reading and sending email during any exam.
7. I will report myself to the administration for any infringement of the above rules and regulations. I will ask another student to report himself/herself to the administration for any infringement of these rules and regulations. I will hold my fellow classmates and myself accountable.

8. REGARDING THE ACADEMIC HONOR CODE AND ARTIFICIAL INTELLIGENCE:

The use of artificial intelligence and natural language processing software tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to a student's academic success and that the staff is tasked to develop in each student. Unauthorized student use of such tools will be viewed as a form of plagiarism and a violation of the rules of basic academic integrity and may result in student discipline in accordance with the school's plagiarism and academic dishonesty rules.

Consequences:

1st Violation of the Academic Honor Code:

- A student earns a zero for the test/assignment
- The parent is notified by the teacher
- 2 Detentions are issued

2nd* Violation of the Academic Honor Code:

- Student earns a zero for the test/assignment
- The parent is notified by the teacher
- A meeting is held with student, parent/guardian, and Dean of Students
- 2 Saturday schools are issued

3rd* Violation of the Academic Honor Code:

- Student earns a zero for the test/assignment
- The parent is notified by the teacher
- A minimum of a 2-day suspension is issued, with the possibility of expulsion.

***The number violations does NOT reset from one school year to another**

If a student enrolled in a CCP Course is involved in academic dishonesty, each individual college's academic dishonesty policy will be upheld.

14. TRANSCRIPTS

An official transcript from Lima Central Catholic will contain the following:

- Personal family information such as address, phone number, etc.
- A complete list of all academic work beginning with the freshman or 8th grade year, this includes any summer work taken and completed at any other school
- Score reports of any standardized tests taken in high school
- Record of attendance and tardiness

The Guidance Office sends transcripts upon request. Seniors may receive up to two free transcripts upon graduation. Thereafter, they can be purchased through Parchment for \$12.50 on our website: <https://www.parchment.com/u/registration/197510/account>.

15. HONOR ROLL

The names of students meeting academic success are published quarterly with the following designations: Any failing grade disqualifies a student from the Honor Roll.

Mark of Excellence	4.0 GPA or higher
Superior Honors	3.5 – 3.999
Honors	3.0 – 3.499

16. NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is for students to set examples of service, character, leadership and scholarship. Applicants are evaluated for membership based upon these four areas. Members are expected to participate in National Honor Society service activities, model exemplary character, and demonstrate scholarly excellence.

Selection Process

The names of junior and/or senior students whose cumulative scholarship average is 3.70 or higher are notified that they are eligible to apply for National Honor Society. A student who wishes to be considered for membership must submit by a designated deadline the completed application form and essay. A student is then considered for membership through a review by the Faculty Council; the Faculty Council is comprised of five faculty members. The Faculty Council reviews the application and essay, as well as the student's overall commitment to and demonstration of service, character, leadership, and scholarship (observed behaviors and attitudes). **It is a privilege to be admitted to the National Honor Society, not a right.**

A letter from the Chapter Advisor will notify those students who have been found to fulfill all of the eligibility requirements for membership. The letter will outline some of the obligations and responsibilities of membership as well as serve as the formal invitation to the induction ceremony, held in the fall of each year. Members are to

understand fully that they are subject to probation and possible dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection.

Teachers evaluate student behavior at the end of each quarter, along with grade checks. When a member falls below the standards which selected him/her, the Chapter Advisor will inform the member, in writing, of the nature of the violation, the time period given for improvement, and provide warning of the possibility of dismissal from the National Honor Society.

- If a cumulative average falls below 3.70, the student is put on probation and given one quarter to correct it. Failure to do so results in the student's dismissal.
- If a National Honor Society member earns an F in any subject, the member is put on probation and has one quarter to correct it. Failure to do so results in the student's dismissal.
- If a pattern exists of school rules/regulations being consistently violated, the student is put on probation and if the next quarterly evaluation shows no acceptable improvement the student will be removed from National Honor Society.
- If a matter of serious consequence occurs, the student will be removed at once. The above list is not all-inclusive. The Chapter Advisor and the Faculty Committee will evaluate all incidents. Dismissal of a member is always preceded by a review before the Faculty Council and may be appealed to the Principal.

17. ACADEMIC LETTER

Beginning sophomore year, a student may earn an Academic Letter, which is awarded in the spring. Sophomores, juniors, and seniors, must have a 3.6 cumulative GPA at the end of the fall semester of the current academic year. The Lima Central Catholic Academic Boosters will host a celebration for students and their parents in the spring to present the awards. Academic letters have the same design as the Athletic Letter except that the colors are exactly the opposite and the word Academics is stitched in white across the top. Year one, the student receives the letter; years two and three, the student receives an academic pin.

18. ACADEMIC PROBATION

A student is placed on Academic Probation if he/she receives two or more failing grades in any quarter. In an effort to know that all parties have a complete understanding of the situation, the School Counselor meets with the student, and in some cases, the teacher. The report card is stamped ACADEMIC PROBATION.

In the event that a student continues to fail without demonstrating an improved attitude and effort, he/she may be withdrawn from Lima Central Catholic High School.

19. WITHDRAW POLICY

Any student who decides to withdraw from Lima Central Catholic before the completion of the 12th grade is considered a student who has withdrawn unless specifically stated otherwise by the administration. Once parents notify the office that the student is leaving for whatever reason, the process to transfer student records begins.

Transferring student's school records must be completed within five school days upon receiving such a request from the student's new school. Defines "school records" as any academic records, student assessment data, or other information for which there is a legitimate educational interest and (1) permits a district or school to withhold a student's school records if there is \$2,500 or more of outstanding debt attributed to the student and (2) requires the transmission of records if that debt is paid.

In general, if the school issues academic credit for the entire quarter in which the child withdraws, the tuition will be charged for the entire quarter. In the event the student withdraws before the completion of a quarter, the balance of the tuition minus the registration fee, other fees and fines, will be returned. Tuition refunds will be prorated based on the number of remaining months, following the month of withdrawal divided by 10.

The transfer of student records of a Lima Central Catholic student to another school is conditional based upon the successful completion of academic requirements and full payment of tuition and other fees and fines. The transfer records of a Lima Central Catholic student needs either a release form signed by a parent/guardian with the mailing address of the new school or a request form from the new school with parent/guardian's signature declaring that the records may be sent. Lima Central Catholic will mail the records to the school. Official records will not be released to the parents.

20. COMMENCEMENT

Only those students who successfully complete the necessary requirements for graduation will be permitted to participate in the Graduation Ceremony. Any student not meeting the minimum requirements necessary for graduation (including passing all State Mandated Tests, completion of Christian service hours, and satisfaction of any/all discipline matters), will not receive a diploma or participate in the ceremony. The opportunity to participate in the graduation ceremony is a privilege, not a right. In order for qualified students to participate in the ceremony, proper attire is required. Students with outstanding financial or discipline issues will not participate in the graduation ceremony.

Finances

All student financial accounts must be kept current as outlined by the Finance Administrator.

Any disciplinary fines/fees not paid in a timely manner will be added to the student's account. This may cause the student's account to be considered delinquent.

The consequence(s) for a delinquent account are as follows:

- Student will **forfeit** their tuition assistance
- Grade cards, transcripts, diplomas will **NOT** be released
- Student may be subject to **dismissal** from Lima Central Catholic

Attendance

Punctuality and regular attendance are important habits to acquire, and in addition, are extremely important parts of a student's official permanent school record. To help each student achieve responsible attendance habits, Lima Central Catholic relies on the full cooperation of parents or guardians. Parents or guardians are expected to know and follow the policies as set forth below and to be 100% cooperative in all areas.

- **Students are expected to be present each day for every period including homeroom unless sickness or a pre-arranged absence prevents this.**
- **If a student must be absent, a parent is required to telephone the school office before 9:00 AM to report the absence. Absence number: 419-225-4401.** (The school is required to notify a student's parent or guardian when a student is absent from school. Parents must provide the school with their current home and/or work numbers as well as emergency numbers.)
- **Every effort should be made to schedule appointments outside the school day.** Any student who must be absent from school to secure any medical service must bring a note from the doctor/dentist at the time they return to school. Doctor's notes must be brought into school within 72 hours.
- **Students are permitted four days total for College Visit/Career Shadowing Days.** Pre-approved college visit days will be counted as excused absences. The stipulations apply: must be before May 1st, and must be approved by the Administration two days prior to visit.
- **Family vacations resulting in students missing school time are strongly discouraged due to the disruption of the academic process.** If a vacation is scheduled during class time, the parents must contact the Principal at least one week beforehand. Missed schoolwork must be completed within three (3) days of his/her return. It is the student's responsibility to contact teachers and complete all work. Students should check ProgressBook for assignments.
- **Skip days are truly contrary to the educational seriousness of Lima Central Catholic High School. A skip day absence will be unexcused.**
- **If a student needs to leave school for any reason, he/she must notify the general office in writing before 8:00 AM.** Emergency situations during the day will be handled with a phone call to parents/guardians. A student may not sign out of school without parental and administrative permission.

There are two types of absences: Excused Absences and Unexcused Absences.

- **Excused Absence**

In accordance with the Ohio Revised Code (3321.01) governing compulsory attendance, absences based on one or more of the following conditions will be excused: personal illness, (with a doctor's note* or students who have a documented chronic illness), death or illness in the immediate family, observance of a recognized religious holiday, college /career shadowing days, or other circumstances or emergency situations which the Principal deems legitimate.

- **Unexcused Absence**

Unexcused absences include, but are not limited to; needed at home, gainful employment, oversleeping, missing the school bus or ride, car trouble/traffic, running non-emergency errands or a "skip day," home ill without a doctor's note*, vacation days and picking up another student. Personal reasons will be unexcused unless a specific reason is given to and/or prior approval is obtained from the Principal. The Principal will deal with special situations based on their individual merit.

***A qualifying doctor's note must indicate time/date/nature of office visit and be submitted within 2 school days of the absence(s)**

Attendance Consequences

Compliance with attendance requirements is important. To encourage and remind a student of this, the following consequences will be adhered to:

- Any student who is absent from school, arrives after 8:30 AM without a doctor's note, or is sent home due to illness may not attend, participate in, or be otherwise involved in any extra-curricular activities that day, unless approved by the Administration. A student found in violation of this policy will not be permitted to participate in the next event, competition, etc.
- Any student who leaves for an appointment (except during SAOR) and does not return, or returns without a qualifying doctor's note, must provide the note **the next school day** or they will be unable to attend any practice/event that next school day.
- Any student leaving school grounds without permission will be considered truant and disciplinary action will be taken.
- If a student has more than five unexcused absences in any class, per semester, the teacher may choose to not accept missed assignments due to future unexcused absences. Refer to individual course syllabi.

Late-to-School

Students must be in the first period before the 7:55 AM bell. Students who are not must report to the General Office to sign-in and be issued a class admittance slip.
No student will be admitted to first-period after 7:55 without a slip.

Students who are not in first period by 7:55 AM and do not have a recognized reason for being late will be considered late-to-school.

Every five late-to-school violations per semester will result in a detention.

Discipline

An orderly atmosphere is essential to the learning process. A disciplinary code provides structure, clarification and responsibility for proper behavior. **The Administration reserves the right to make all final decisions regarding appropriate student conduct and consequences on an individual basis.**

VIOLATION TYPES

Minor Violation - A lapse of expected social behavior that results in a demerit or a detention. Examples of minor violations include but are not limited to:

- Eating/Drinking in hallways/classrooms during the school day
- Earbuds/Headphones/AirPods visible in the hallway
- Littering
- Tardy to class (periods 2-8)
- Violation of the Uniform Code
- Violation of the school's closed lunch policy
- Using foul or profane language
- Disruption of class/excessive talking/being off-task
- Public display of affection
- Public annoyance in class or hallway
- Leaving lockers unlocked/open or the use of an unassigned locker
- Disorder on a school bus
- Being in an area of campus without permission
- Violations of classroom rules
- Failure to abide by parking regulations
- Driving in excess of 10 mph on campus
- Misuse of an iPad or other electronic devices
- Failure to follow instructions
- Failure to serve a detention; first offense
- Misbehavior at Mass/Penance service/other school events

Major Violation - Gross misbehavior that results in multiple detentions, a Saturday school, or suspension. Examples of major violation include but are not limited to:

- Repeated Minor Violations
- Exhibiting inappropriate behavior during an emergency drill
- Damaging school property
- Damaging neighboring property, such as driving through the grass
- Degrading another person by written, gesture, or verbal abuse
- Lying
- Hacking into another student's Drive/Email account
- Photographing a student/teacher/classroom without permission
- Use of personal tech (tablet/laptop/etc) without permission
- Possession of prescription or non-prescription medication in lockers
- Altering report cards or records

Gambling
Skipping class
Lack of respect for any person on campus
Failure to serve a detention, second and third offense

Matters of Serious Consequence - Grave misbehavior that results in suspension or expulsion. Examples of matters of serious consequence include but are not limited to:

Repeated Major Violations
Theft
Physical assault; a belligerent act by one party met with a defensive act by the second
Fighting; both parties acting as belligerents
Verbal assault, intimidation, threat, etc.
Sexual harassment, assault, or imposition
Indecent Exposure
Possession or use of weapons, explosives, fireworks, incendiaries or any item perceived as such
Inducing panic
Leaving school building and/or campus without permission
Violation of the Chemical Abuse Policy
Inappropriate use of technology/social media
Violation of the Academic Honor Code
Misuse of prescribed or over-the-counter medication
Refusal of issued consequences
Gross disrespect of a faculty or staff member
Gross insubordination
Failure to serve a Saturday School
Touching night lock device or fire alarm

CONSEQUENCES

- Every five (5) demerits issued will result in being assigned a detention.
- Every five (5) detentions issued will result in being assigned a Saturday School.
- Every three (3) Saturday Schools assigned will result in a one-day suspension.

Detention

- Detentions are scheduled without regard to extra-curricular activities or employment.
- It is the student's responsibility to arrange transportation to/from detention.
- If school is delayed on a day designated for AM detentions, the detention will be moved back a week.

Class Removal

When a student's poor in-class behavior has become severe, the teacher may remove them from the classroom and send them to the Dean's Office.

First Removal

- The teacher will contact the parent/guardian
- Dean of Students will issue 2 detentions

Second Removal

- The teacher will contact the parent/guardian
- A meeting will be held with the Dean, student, and parent/guardian
- Dean of Students will issue a Saturday school

Third Removal

- The teacher will contact the parent/guardian
- Dean of Students will issue a two-day suspension
- A meeting will be held with the Dean, student, and parent/guardian
- Student may be dropped from the course

Saturday School

Saturday School is a punitive procedure considered more serious than detention. Students are to report to Lima Central Catholic High School on the appointed Saturday at 8:00 a.m. Saturday Schools are scheduled as-needed without regard to extra curricular activities or employment. The supervising staff member will assign tasks both in and out of the building, with manual labor possible. The cost of Saturday School is \$25. Failure to serve a Saturday School will result in a one-day suspension, held the first school day following the missed Saturday School. Failure to pay the required fee will result in the fee being added to the student's account. Those arriving late to a Saturday school may not be admitted and would be considered to have failed to serve the Saturday school.

Suspension

The Dean of Students or other Administrators may suspend a student from school for disciplinary reasons outlined in the Student Handbook, the number of days depending on the severity of the offense.

- The absences will not count against the student's unexcused absence total. Students may make up any missed work in an appropriate amount of time.
- The quarter grade for each course will be reduced by two percentage-points for each class-period missed due to suspension.
- The student may not, attend, participate in, or be involved in any way with any extracurricular activities or school events, on campus or off, the day(s) of the suspension.

Expulsion

A student may be expelled for any acts such as but not limited to: violation of the Lima Central Catholic Alcohol and Drug Abuse policies, damaging school property, stealing, violation of the terms of disciplinary or academic probation, a second suspension, any act which endangers the safety of others, threatening

the students, faculty/staff or the school ,a consistent pattern of behavior unacceptable to Lima Central Catholic or harmful to its reputation. In the case of an expulsion, The Dean of Students will inform the parents of the action being taken. Parents may appeal a decision to the Principal.

Appeal Process

Any appeal must be emailed, from the parent/guardian, to the Principal within 48 hours of the assigned consequence. The appeal must include the decision being appealed and for what reason.

Uniform Code

Students are expected to take pride in wearing the Lima Central Catholic uniform. Their appearance should contribute to an atmosphere that is conducive to serious academic work. For this reason, extremes and eccentricities in dress or appearance are not permitted.

**The Administration reserves the right to make
all final decisions on what constitutes appropriate dress and grooming.**

GENERAL UNIFORM STANDARDS FOR BOTH SEXES

- Students are to maintain a neat and clean appearance at all times; any excessively worn or tattered items are not permitted.
- A light blue or solid white dress shirt/blouse, short sleeve or long, with a button-down collar. Shirts are to be tucked in; cuffs may be buttoned or rolled up. Any clothing/garments worn beneath the uniform shirt should not be visible.
- The following optional items may also be worn:
 - LCC-issued v-neck sweater or sweater vest (red, blue, or navy); navy blue pull-over, gray zip-up jacket, red or blue $\frac{3}{4}$ zip pull-over.
- Traditional navy dress pants, worn correctly at the waist.
- Socks are to be worn at all times.
- Dress shoes or solid color athletic shoes; no sandals, slides, slippers, UGGs, crocs, or moccasins. All shoes are subject to approval by the Dean of Students.
- Hair is to be kept clean and well-groomed, it should not cover the face of the student; unnatural colors, unusual styles, shaved designs, etc. are not permitted.
- Hats, hoods, bandanas, head-coverings, scarves, and suspenders are not permitted.
- Tattoos are to be kept covered during school hours.
- **Facial jewelry, in any location, of any material, even if covered, may not be worn.**
- Buttons/Badges with negative or inappropriate messages are prohibited.
- All non-uniform outerwear (coats, jackets, hoodies, sweatshirts, etc) is to be kept in your locker during school hours.

UNIFORM STANDARDS FOR GIRLS

- Girls may wear a navy blue Scooter/Skort, purchased from Lion Clothing in Delphos. The hemline must be no higher than 3 inches above the knee. The Scooter may not have buckles or be altered in any way.
- When wearing a Scooter, socks reaching to mid-calf must be worn. They may only be black, white, navy, or gray in color.
- Cable knit tights may be worn with a Scooter; solid color black, white, gray or navy only. Tights may not have any holes or runs in them.
- Girls may leave their top shirt-collar button unbuttoned.
- Multiple ear-piercings are permitted, but extreme earrings are not.

UNIFORM STANDARDS FOR BOYS

- Boys are to wear an official school tie (available for purchase in the Business Office). The tie is to be worn appropriately with the knot covering the buttoned top button of the dress shirt. ***Please note that this is the last year the maroon tie may be worn.***
- Facial hair must be well-groomed. A patchy/thin/scraggly beard or simply “not shaving for several days” is not permitted. Acceptable facial hair will be determined by the Dean of Students. ***Please note that this policy is being adopted on a trial basis and is subject to change.***
- Boys may wear small stud earrings, no more than one per earlobe; subject to approval by the Dean of Students.

DRESS-DOWN AND SPIRIT DAY STANDARDS

- An appropriate tee-shirt/sweatshirt/hoodie/etc. with jeans/khakis/sweatpants.
- Athletic shoes, slides, Crocs, Birkenstocks may be worn with socks
- During a Spirit Day, students are required to wear an LCCHS top (shirt/sweatshirt/hoodie/jacket) that is visible at all times
- Students may NOT wear: crop-tops, tanks-tops, yoga pants, leggings, pajama/lounge/sleep pants, pants with holes, shorts, hats of any kind, any excessively tight/form fitting or revealing clothing.
- Students who violate the dress-down/spirit day guidelines code will be issued a demerit for the first offense. For the second offense, a detention will be issued and the student will lose the privilege for the remainder of the school year.

If in doubt, please speak to the Dean of Students before purchasing any item(s).
Please keep your receipt in case the need for a return arises.

BIRTHDAY DRESS-DOWN PASS

Each student is allowed a dress-down pass on their birthday or half-birthday if their birthday falls during the summer months. If the student's birthday falls on a Thursday (or a day when we celebrate Mass), they must wear their uniform. They will be allowed to use the pass on the following day. If a student's birthday falls during a holiday break/weekend they may use the pass when classes resume.

The Administration reserves the right to

send a student home for violating the Uniform Code

Other Items of Importance

BOOK BAGS - GYM BAGS

Backpacks, book bags, gym bags may be brought to school. Book bags/backpacks may be used during the school day. Larger gym/athletic bags must be stored in room 310 during the school day.

LOCKERS

All students are assigned a locker, which must be secured using an LCCHS issued lock. Switching lockers or using unassigned lockers is not permitted. Students may not enter another student's locker. Tape of any kind is not to be used on the outside of lockers; locker signs should be hung using magnets. No stickers or decals are permitted inside a locker. Students will be asked to remove pictures or items in lockers that violate the spirit of the school philosophy. Students are reminded that lockers are property of Lima Central Catholic and are subject to search or unannounced inspections if deemed necessary by the Administration. Students are to immediately report locker problems to Mrs. Hairston in the Guidance Office.

CAFETERIA

- Lima Central Catholic has a closed campus lunch policy. **Students may NOT leave school for lunch nor order food to be delivered; parents are not to deliver fast-food lunches to students, this includes ordering with DoorDash or any other food delivery service.**
- Students are not permitted to charge meals. They must have money in their account. If the student does not have money to purchase their meal, the student is offered fruit, vegetables and milk at no charge.
- Students are to remain in the cafeteria until the lunch period is over.
- Before leaving the cafeteria, each student must return their tray, utensils and to one of the locations provided, & deposit leftovers & paper in the receptacle provided. Students are responsible for keeping the cafeteria clean at all times.
- Misconduct or messiness in the cafeteria warrants a penalty.
- Students may not eat lunch in any unsupervised room unless the Dean of Student grants them permission.

CANCELLATION OR DELAY OF SCHOOL

During inclement weather students should check local radio or TV stations. Parents and students may register for email or text alerts at <https://www.remind.com>. If school is delayed on an AM detention morning, the detention will be moved back a week.

CELL PHONE/SMART WATCH POLICY

- Cell phones may only be used during approved times during the school day.

- Smart watches may never be worn during the school day.
- Cell phones may only be used in the cafeteria during lunch and, with the teacher's permission, during study hall.
- Cell phones used, possessed, heard, or in plain sight during any unapproved times, including in the hallway going to and from lunch/study hall will be confiscated, delivered to the Dean of Students, and held until the end of the school day.
- Refusal to hand over a cell phone is considered insubordination; a **Matter of Serious Consequence**
- Consequences for violating the Cell Phone Policy
 - First Offense: \$10.00 fine
 - Second Offense: \$20.00 fine and 2 detentions
 - Third Offense: \$30.00 fine and a one-day suspension
 - Fourth Offense: \$40.00 fine and a two-day suspension. The phone will only be returned to the parent/guardian after a meeting with the Dean of Students.

CHEMICAL ABUSE POLICY

It is the policy of Lima Central Catholic to intervene with students whenever behavior is observed or an incident suggesting chemical abuse occurs. It is our expectation that Lima Central Catholic maintain a drug-free environment. Therefore, if Lima Central Catholic deems that a student has a chemical use issue, Lima Central Catholic will help in referring the student/family for appropriate professional assistance and will assist by supporting those students who are recovering. This does not negate possible consequences against the student for the conduct displayed.

Rationale: Lima Central Catholic expects our students to abide by the laws of the State of Ohio concerning alcohol and chemical abuse. The use of mood-altering chemicals (drugs/alcohol) by students represents inappropriate behavior that disrupts the learning and maturation process. The Chemical Abuse Policy is intended to protect the student, school, staff and property and to ensure the orderly management of the educational process.

Lima Central Catholic has a Zero Tolerance policy for the sale or attempted sale of drugs. Any student who sells or attempts to sell drugs will be immediately expelled and the local authorities will be notified

1. Students shall not possess, use, transmit, sell, conceal, consume, manufacture, distribute, or be under the influence of any mood-altering chemicals, intoxicants, etc. (drugs/alcohol/tobacco), or be in possession of associated paraphernalia, on school property or at school sponsored/related event or activity.
2. A student who distributes a substance under the pretense that it is a

mood-altering chemical, intoxicant, etc. (look-alike) shall be subject to the same disciplinary action as if it actually was a drug of abuse.

3. If it is thought that any mood-altering chemicals, intoxicants, etc., or any associated paraphernalia are concealed in or on school property, a search will be conducted by the Administration. This search may include, but is not limited to, the student's person, locker, backpack, purse, bags, and vehicle.
4. Any unidentified chemical substance will be provided to the proper authorities for identification.
5. If a student is found to be chemically dependent, the student must enter a drug treatment facility or program and may be subject to random testing at the discretion of the Administration.
6. Lima Central Catholic may test a student for drugs or alcohol if there are reasonable grounds to suspect that the student has violated the Chemical Abuse Policy, in which case the student will submit to an immediate drug screening at the student's expense. Reasonable grounds may include, but not be limited to: a student is noticeably impaired; a student has alcohol or a controlled substance on his/her breath or person; LCC has received information from a credible source about the student's recent consumption of alcohol or drugs; obvious behavioral dysfunction based upon appearance, attitude and/or demeanor. Refusal to submit to a screening may be grounds for suspension or expulsion.

Consequences

First Offense

- Parent(s)/guardian(s) will be notified immediately. Consultation with parent(s)/guardian(s) and the student emphasizing the need for professional counseling will take place.
- Law enforcement officials will be notified of the incident.
- Disciplinary action
 - a. The penalty for violation of the policy set forth above shall be suspension for up to 10 school days or expulsion.
 - b. The student will be required to have an assessment from the list of Chemical Dependency counselors or Agencies and follow the agency's recommendation before re-entering school. A written copy of the assessment must be sent to the school prior to the student's return.
 - c. If treatment is recommended, the school official must receive periodic notification from the agency that the student is following the recommended program.
 - d. Violation of the terms of the program shall result in a recommendation that the student be suspended until a commitment is made by both student and parent(s)/guardian(s).

Second Offense

- Follow the same procedure as outlined above. The suspension will be ten (10) days. Expulsion may be recommended.

Third Offense

- Follow the same procedure as outlined above. Expulsion will be recommended.

Students Seeking Help

A student with substance use problems/concerns may voluntarily approach an administrator, counselor, teacher or other school personnel for help without fear of penalty, assuming the student is not then in violation of this policy. Students should be fully informed of services that are available to them and encouraged to seek help. Follow up contact will be maintained.

Confidentiality

Information provided by any student to an administrator, counselor, teacher or other school personnel, regarding any problem or potential problem, related to the consumption, use or abuse of alcoholic beverages or drugs or related to any medical problem (including prescribed medication, alcoholism or drug addiction) is considered a part of the student's medical record and shall be strictly CONFIDENTIAL.

CHILD ABUSE POLICY

Any mandated reporter shall report instances of child abuse or neglect to a designated governmental agency for investigation and action as may be appropriate. Procedures for reporting such instances and information relevant to identifying victims shall be made available to all certificated personnel and school employees. If the alleged child abuser is a member of the extended school staff, all such incidents shall be reported to the Diocesan authorities as well.

DANCES

- All attendees must register with the Principal/Dean upon arrival. If a student has been issued a ticket but does not attend the dance, their parent/guardian will be notified. Once a student has left the dance, they will not be allowed to re-enter.
- Lima Central Catholic students may bring only one guest under the age of 21. The guest must arrive and leave with the Lima Central Catholic student host.
- All attendees must be appropriately dressed for the event.
- Law enforcement officials are present at every event.
- All school rules are in effect and apply to all in attendance.
- A Breathalyzer will be on hand; any attendant thought to be under the influence will be tested by the Dean/Principal
- Inappropriate dance styles are unacceptable; students who continue to dance in inappropriate fashion will be removed from the dance with disciplinary

action following.

- The Prom is a designated Junior/Senior-only event, with guests required to be a junior or older, pursuant to previously stated age restrictions.

FUNDRAISERS

NO groups may schedule **ANY** fundraiser without consent of the Principal/Finance Administrator.

HARASSMENT AND BULLYING

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

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

Harassment, intimidation or bullying can take many forms including: repeated slurs, repeated rumors, repeated jokes, repeated innuendo's, repeated demeaning comments, repeated drawing cartoons, repeated pranks, repeated gestures, repeated physical attacks, repeated threats, or other repeated written, oral or physical actions. This includes students using school or personal electronic equipment, including computers and cell phones, or any form of social media, on or off school property for the purpose of harassing, intimidation or bullying.

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

A verified complaint against a student for harassment, intimidation or bullying will result in appropriate corrective action which may include counseling, disciplinary action, and/or referral to law enforcement.

The Administration maintains the right to interpret and/or modify this policy.

The following is the Bullying policy as stated by the Diocese of Toledo:

Introduction

The Diocese of Toledo and the Catholic Schools Office believe that all of our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ.

It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards, where no student shall be subjected to bullying, intimidation or harassment.

Pastors, principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students and staff behave appropriately and treat others with civility and respect.

Bullying, harassment or intimidation will not be tolerated in any of our Catholic schools in the Diocese of Toledo.

A. Bullying by Definition:

Bullying, harassment or intimidation means any of the following: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:

- (2.) Causes physical or emotional harm to the target or damage to the target's property.
- (3.) Places another student in reasonable fear of harm or of damage to property.
- (4.) Creates a hostile environment at school for another student.
- (5.) Infringes on the rights of another student at school.
- (6.) Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
- (7.) Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.
- (7.) Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
 - a) Wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
 - b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
 - c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

B. Bullying is Prohibited:

- (1.) On school grounds owned/ leased/used by a school or on property immediately adjacent school grounds.
- (2.) At any school-sponsored or related activity, function or program whether on or off school grounds.
- (3.) At a location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.
- (4.) At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.
- (5.) Through the use of technology or electronic device owned, leased or used by a school.
- (6.) Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:
 - a. Create a hostile environment at school for the target.
 - b. Infringe on the rights of the target at school.
 - c. Materially and substantially disrupt the education process or the orderly operation of a school.

LEAVING SCHOOL GROUNDS

Lima Central Catholic students must remain at school from their arrival until the end of the school day. Students may not leave school grounds at any time without permission. Students are not permitted in the parking lot during the course of the day without permission.

MARRIED STUDENTS

No married students or formerly married students will be allowed to attend Lima Central Catholic.

MEDICAL MATTERS/POLICY

Illness: When a student becomes ill they should inform their teacher. The teacher will then send the student to the General Office for further care. Students who have a chronic illness must submit appropriate documentation from a doctor to keep on file.

Administration of Prescription Medications

The administration of medication during school hours should be avoided; if it cannot be avoided, the following policy applies:

Prescription medication cannot be administered during school hours without the Physician's/Parental authorization form. Permission forms are available at the school from the main office. Forms are also located online so they can be printed and returned to the school. Before any medication may be taken, the proper forms must be completed and on file in the main office or with the school nurse.

New forms must be completed at the beginning of each school year. A new form is also required if the medication is changed to a new dosage or new

administration time.

The medication bottle must be labeled by the pharmacy with the student's name, medication, dosage, as well as time to be taken.

Medication will be locked in the main office. If the physician has designated the medication may be carried by the student (i.e. inhalers, antibiotics, etc.) the container must be labeled as directed above.

NOTE: The prescribing physician and parents must fill out special inhaler/EPI-PEN forms. These forms will be kept on file in the main office. These forms can be obtained in the main office, or they can be found on the Lima Central Catholic website.

Administration of Non-Prescription Medications

- Prescription medication cannot be administered during school hours without the Physician's/Parental authorization from. Permission forms are available at the school from the main office. Forms are also located online so they can be printed and returned to the school. Before any medication may be taken, the proper forms must be completed and be on file in the main office or with the school nurse.
- New forms must be completed at the beginning of each school year. A new form is also required if the medication is changed to a new dosage or new administration time.
- The medication bottle must be labeled by the pharmacy with the student's name, medication, dosage, as well as time to be taken.
- Medication will be locked in the main office. If the physician has designated the medication may be carried by the student (i.e. inhalers, antibiotics, etc.) the container must be labeled as directed above.

Immunizations: Must include mumps, DaPTa, DPT (4 doses), Polio (Oral Sabin-3 doses; those receiving 3 doses before their 4th birthday, must receive 1 more dose), MMR (2 doses), the meningococcal vaccine will be required for students entering grade 12.

MOTORIZED VEHICLES

Any student driving to school must register the vehicle in the office by completing a Driving Registration form. A student shall not exceed the speed of 10 mph when driving on school property and shall observe safe driving practices at all times. No student is permitted to go to a car during the school day without prior permission. Failure to comply with any of these rules may result in the student losing permission to drive to school and/or a result in a disciplinary action. The administration of Lima Central Catholic reserves the right to search any vehicle on school property if, in the opinion of the administration, the safety of the student, or any person is in jeopardy.

PARKING

Staff Parking: All staff will have reserved parking spaces. Any student parking in the reserved staff parking area will receive a detention. A student who parks two times

in any reserved space will lose their future parking privileges.

Student Parking Areas (spots indicated with a white parking stripe): Students must have a parking permit visible in the designated place (front drivers side windshield) in their vehicle to use the reserved parking areas; students without permits shall park in the stone lots. If a student loses their permit it will cost \$10 to replace it.

RESIDENCY

Lima Central Catholic is a family-oriented high school and all students, including those 18 years of age and over, are expected to reside with their parents or legal guardians. "Independent students" living in apartments, etc., is **NOT ADMISSIBLE**.

Violation of this policy will result in the student being asked to withdraw.

RESTRICTED AREAS

Students are not permitted in any Teacher's Lounge or any other area restricted by an individual teacher, support staff member or administrator. Students may not be in any classroom/lab/library if not supervised by an adult.

SCHOOL PROPERTY

Lima Central Catholic is proud of its facilities. Therefore, it is very important for students to reflect this same pride in their care of school property. The individual responsible must report any breakage or damage to school property to the office immediately. The student responsible or his/her parents must pay for any malicious damage, breaking, or cutting. Restitution for accidental damage must be taken up with the Lima Central Catholic Staff Accountant.

SEARCH AND SEIZURE POLICY

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensuring proper maintenance of school property, and providing greater safety and security for Lima Central Catholic students and personnel. Any Lima Central Catholic Administrator may conduct a random and reasonable search of a student, student locker, student automobile or personal property.

The Administration may seize illegal, unauthorized or contraband materials, items in violation of Lima Central Catholic policies, or any other items reasonably determined to be a potential threat to the safety or security of others, upon receipt of information or evidence that the student may have on his/her person any of the following, but not limited to:

1. Firearms, explosives, dangerous weapons or objects used as a weapon (e.g. pepper spray, mace, or other agents)
2. Flammable material, an explosive and/or detonable device
3. Illegal controlled substances or a controlled substance comparable to other intoxicants, or substances dangerous to persons or property
4. Stolen property or possession of items believed to be stolen
5. Other reasonable and justifiable causes Any items seized by the Administration

shall be removed from the locker and held by the Administration for evidence in a disciplinary proceeding and/or turned over to law enforcement officials. A search of lockers and locker contents may be conducted at any time, without notice and without parent/guardian or student consent. Lima Central Catholic Administration reserves the right to ask local law enforcement agencies to do periodic searches of our building.

SEXUAL HARASSMENT

Lima Central Catholic is committed to creating a safe, healthy learning environment for all students that encourages respect, dignity and equality among students. Thus, sexual harassment of students, faculty or staff will not be tolerated at school or school related events. Sexual harassment is improper, immoral and illegal and it will not be tolerated at Lima Central Catholic. As defined by the Ohio Revised Code, sexual harassment is any unwanted sexual advance or unwanted visual, verbal, or physical conduct of sexual nature.

A verified complaint against a student for violating the sexual harassment policy will result in appropriate disciplinary action.

Reporting

A student who believes that they have been the target of sexual harassment by another student or employee of Lima Central Catholic should immediately contact a counselor, teacher, school administrator or principal. Any student who has witnessed sexual harassment or who has knowledge of conduct that may be harassment is encouraged to report the alleged acts to school administrators, teachers, or counselors. Prompt reporting assists Lima Central Catholic in conducting a thorough investigation and gaining accurate information. Upon receiving any report alleging sexual harassment, a school administrator will conduct an investigation. The confidentiality of anyone involved in the reporting or investigation of sexual harassment claim will be maintained to the greatest extent possible.

False Reporting

Lima Central Catholic recognizes that not all complaints amount to sexual harassment. Whether a particular action or incident is sexual harassment requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have serious detrimental effects on innocent parties. Lima Central Catholic will not tolerate false reporting. If, after investigation or by one's own admission, the school discovers a sexual harassment report to be intentionally false, the individual making the false report will be subject to disciplinary procedures.

SERRA CLUB

The Lima Serra Club asks Lima Central Catholic for contact information of the graduating seniors each year. In doing so, they seek to provide information of Catholic churches in the location of the college each graduate will be attending. If seniors wish not to have their information shared, please contact the Guidance Office prior to May 1st.

STUDENT HALL PASS

Any student leaving a classroom must carry a hall pass! Failure to do so may result in a detention. One student per hall pass.

TELEPHONE

Office telephones may be used in emergency situations with prior permission only.

TEXTBOOKS

Textbooks are loaned to students during the school year. Textbooks are to be covered and display the student's name and grade. A fee is assessed for abuse, misuse or loss of books.

WEAPONS

Lima Central Catholic is concerned for the safety and welfare of its students, faculty and staff members. Consequently, any student who is found carrying any type of weapon or "look alike" weapon on Lima Central Catholic property or at a school sponsored event may be expelled from Lima Central Catholic and the local authorities may be notified.

SCHOOL SAFETY DRILLS

Students are to follow the direction of their teacher. Students are to move to the designated area quickly and quietly.

FIRE & TORNADO DRILLS

Students are to follow the direction of their teacher. Students are to move to the designated area quickly and quietly.

Fire Drills: Fire drills at regular intervals are required by law. When the alarm is sounded, students should leave quickly and in silence by the route posted in each classroom. Classroom windows, doors and any outside doors should always be closed as students leave the room or building.

Tornado Drills - Tornado drills at regular intervals are required by law. When the alarm is sounded, students are to proceed in silence to the area designated.

INAPPROPRIATE USES OF THE INTERNET

The intent of this section is to make clear certain uses that are not consistent with school policy not to exhaustively enumerate all such possible uses.

- Any communication that violates existing laws is not allowed.
- Transmission of any material in violation of any U.S. or state laws is prohibited.
- It is not acceptable to transmit threatening, obscene, or harassing materials.
- Foul language is not permitted.
- Making unauthorized entry to other computational, information, or communication devices or resources is not allowed.

- Accessing other machines without the permission of the owner is prohibited.
- It is not acceptable for an individual to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources and information.
- Actions that cause interference to the network or cause interference with the network services, telecommunication equipment, and the work of others on the Internet are not acceptable. This includes excessive use of bandwidth. No commercial activities are to be conducted unless they are in support of research, development, and education.
- Engaging in unsolicited advertising is not acceptable.
- Extensive use for private or personal business is not permitted.
- Using the Internet for recreational games or any other forms of entertainment is not acceptable.

Lima Central Catholic Computer & Network Appropriate Use Policy

The use of technology at Lima Central Catholic is encouraged and made available to students for educational purposes. Our goal in providing computer technology and internet service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Failure to follow technology policy will result in penalties as determined by the school administration.

1. Use of all technology equipment and internet access is restricted to school-related projects and must be supervised by the person in charge. In order for a student to have internet privileges, the parent/guardian and the student must sign an Internet Access Consent Form. The consent form is kept on file at Lima Central Catholic until the student graduates.
2. The school retains ownership of all hardware and software. The school reserves the right to inspect, copy and/or delete all files created on or stored on school-owned computers/ipads.
3. Students may use only the software/APPS provided by the network file servers or the classroom computers. The teacher will instruct the student as to what software/APPS are available and will give instructions for proper use.
4. Students are **not** permitted to use computer equipment located in any school office, the staff lounge or other restricted area.
5. Network passwords and security issues will be explained and strictly adhered to.
Students shall not use or alter another person's passwords.
6. Students shall not copy any files (without teacher authorization) and shall not delete any file (without teacher authorization). The student shall not alter or damage any

hardware or software. This includes, but not limited to, the implementation or creation of viruses.

7. No student shall attempt to establish or establish contact into restricted computer networks or any other unauthorized sites.
8. Vandalism will result in immediate cancellation of computer/ipad privileges and will include other disciplinary sanctions. Vandalism is defined as any attempt to alter, harm or destroy data of another user, the hardware or software of the systems connected to our LAN or any network or system outside our building. **Violations may also constitute a criminal offense.**
9. Students and teachers shall not violate copyright laws. Because technology changes by the minute, these guidelines may not include every situation.
10. Students will abide by the iPad user agreement that is signed and registered in final forms.
11. All communication between student/teacher, student/staff, student/administration must be through Lima Central Catholic school issued email addresses only. Private email accounts must not be used.
12. Students are expressly forbidden from bringing in/using their personal tablets or laptops without expressed permission from the Dean of Students. A student *may* be granted temporary permission to use a personal laptop to work on their Capstone Project or other project if deemed necessary by their teacher. If granted, the student is to use the laptop for that purpose only.

Updates will be published as the need arises.

Code Of Ethics For Co/Extra-Curricular Participants

a) PHILOSOPHY

The Governance Board and Administration of Lima Central Catholic High School believe that co-curricular activities are an integral part of the total educational process. The very nature of co-curricular activities demands that each participant attain and maintain the best possible physical and mental condition. In order for the student to maintain physical and mental potential and to promote quality in health, physical and mental fitness, students should be committed to a set of training rules.

b) RIGHTS AND RESPONSIBILITIES

By participating in co-curricular activities, students are accepting the responsibilities of such and promise to abide by all policies, rules and regulations established by Lima Central Catholic High School Governance Board, the Ohio High School Athletic Association, and the coach or moderator. The Code of Ethics takes effect on the first day of practice and continues to the end of the season as described by OHSAA or Lima Central Catholic. The Code of Ethics will also be considered to be in effect during any

organized team camp or practices as allowed by the OHSAA or Lima Central Catholic during the off-season

Students who attend Lima Central Catholic High School are expected to obey all school rules and regulations and any specific regulations that may apply to that particular program. The Student Handbook and this Code of Ethics specifies the school's expectations. Students have the right to expect reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable and responsible behavior from its students.

1. Scholastic Standing--All students must maintain the standards of scholarship as defined by the OHSAA and Lima Central Catholic High School, which require students to pass five full credit classes, or the equivalent, and maintain a 1.5 GPA for the quarter preceding co-curricular participation. Coaches/moderators are expected to work with teachers in encouraging students to strive for good scholarship.

2. This academic eligibility rule includes all Lima Central Catholic, and OHSAA athletics. If your son or daughter plays athletics and they are deemed ineligible, this standing applies until the next academic quarter. Students who are academically ineligible are allowed to practice but are not allowed to participate in any competitions or games.

3. Citizenship--Students are expected to maintain proper character traits during school and while attending all school activities. The coach or moderator shall work with the other staff members in an effort to maintain acceptable attitudes, behavior, respect, and character for all students under their jurisdiction.

Consistent violations of good citizenship, or a single gross violation, may be grounds for denying participation from co-curricular activities.

i) **TOBACCO, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS**

It will be the policy of Lima Central Catholic High School to prohibit the use and possession of tobacco, alcoholic beverages, or illegal drugs. If a student is determined to be using or possessing tobacco, alcoholic beverages, or illegal drugs by an administrator, coach or moderator during the time he/she is involved in a co-curricular activity, the following will apply.

Violations are from August through June during the season of participation and during any organized activity participation in June and July. Violations will be considered to be cumulative during an athlete's school career.

1. Any student/athlete found to be in violation of this policy while on school property or at a school sponsored event will be issued a consequence in accordance with the system's current policy regarding student conduct and will also be denied participation from the team or activity of which she/he is a member as stated below.

2. Violations of this policy either off school grounds or occurring while not at school sponsored activities will involve denial of participation as stated below.

3. Denial of Participation will be for contests as stated below. The coach or moderator or the Administration affected will determine the level of participation for practices, transportation, game attendance and other team functions.

- a. 1st Offense – Denial of participation for 20% of scheduled contests. Student will be denied participation in games actually played. Denial will be rounded to the nearest whole number.
- b. 2nd Offense – Denial of participation for 40% of scheduled contests.
- c. 3rd Offense – Denial of participation for one calendar year (365 days) from the date of the offense.

Offenses will carry forward to the next season. The penalty for missed contests will be based on the current season of involvement and will apply to the next sport played if not fulfilled during the current season. A student must complete a season for any missed contests to apply towards the penalty.

NOTE: Students will be denied participation for any co-curricular activity until an appropriate substance abuse evaluation/program is determined. The school will provide assistance in finding an appropriate program where necessary. No awards will be presented to any student until the appropriate program is completed. Any financial responsibilities are those of the parent/athlete.

c) GENERAL REGULATIONS

A violation of any of the following rules may result in denial of participation from co-curricular activities.

1. All school rules apply as stated in the Student and Parent Handbooks.
2. An athlete suspended from school will be denied participation for the duration of the suspension. These activities would include practices, games, transportation, film sessions and game attendance with his/her activity.
3. If a Saturday School is not served the student cannot participate until the obligation is fulfilled.
4. No student shall participate in or encourage the hazing of another student. Hazing is defined as doing any act or coercing another to do any act of initiation into any organization that causes or creates substantial risk of causing mental or physical harm to any other person.
5. Students must have all uniforms/equipment returned and/or fines paid from previous activities before equipment will be issued for the next activity. The athletic director or coach will not present post-season awards to students who have not turned in uniforms/equipment except under special circumstances approved.

6. Students must conduct themselves so as not to disrupt meetings and practices. Students must show respect for others and their coach. A coach or moderator may request for the Lima Central Catholic administration to deny participation of a student from the activity for insubordination or consistent undermining of the team morale.
7. An athletic team member who quits one sport may not participate in another interscholastic sport until the current season of the sport that she/he quit comes to an end. Coaches may agree that it is best for an athlete to switch sports and this would be permissible.
8. Coaches or moderators may establish rules and regulations governing their activity. These shall be submitted to the students and administration at the start of the season and shall be upheld consistently. Students in co-curricular activities are expected to follow the prescribed rules and regulations established by the coach or moderator during the season of that particular activity. Coaches or moderators may establish, as part of their rules, restrictions on the use of cell phones during practices, meetings, and contest times.
9. If disciplinary action is needed the student athlete has a right to meet with the coach or moderator and the Athletic Director in an informal hearing with notification action given at this time. The student athlete has the right to appeal the decision with the principal. In all cases of normal disciplinary procedure where a student is denied participation from a co-curricular activity for less than 24 hours and is not subject to further denial of participation, the due process procedure will not apply.
10. This Code of Ethics applies to all co-curricular participants, male and female in all co-curricular activities for which Lima Central Catholic is responsible, grades 7-12.
11. No student may participate in more than one sport during a season, without administrative approval.

PARTICIPANTS' RESPONSIBILITIES

1. PRACTICE--Before the first day of practice an athlete must have a current physical card, and an emergency medical form on file in Final Forms. No student will be allowed to practice without these items.
2. DETENTION AND SATURDAY SCHOOL--Under no circumstances can a student be excused from detention or Saturday School due to a co-curricular conflict (contest, practice, or meeting).
3. BEHAVIOR--All students are expected to behave in a manner that reflects positively on the school and their team or group. Behaviors which reflect negatively

would include (but not be limited to) the following offenses:

- a. Repeated tardiness to school or class
- b. Acts of vandalism or abuse of persons or property
- c. Repeated infractions of school rules or chronic incorrigible behavior
- d. Abusive language, gestures, or profanity
- e. Unsportsmanlike conduct at or during athletic contests, practice sessions, or school sponsored events.

The Coach, Athletic Director, and/or Dean of Students will determine penalties for violations.

4. DRESS--When attending co-curricular events, students are expected to dress appropriately. All themes for games are to be approved prior to the game by the moderator of the Student Senate.

5. AWARDS--Awards will be given at the end of each season in compliance with the athletic awards policy (see Addendum to Athletic Handbook). If an awards ceremony is planned, athletes are expected to attend. Post-season awards will not be presented to athletes who have not turned in uniforms/equipment.

6. ATTENDANCE--Students must be in school by 8:30 a.m. to be permitted to participate in that day's activity (contest, practice, or meeting). Any student who is absent from school after 8:30 a.m. will not be eligible to participate in games or practices as a participant or spectator. Special circumstances (funerals, doctor appointments, etc.) may warrant exceptions and must be approved by the principal.

7. UNIFORMS AND EQUIPMENT--Uniforms and equipment assigned to and accepted by the student are the responsibility of that student. Items not returned or items damaged will require the student to pay, at cost, for replacement of items. It is understood that students will be required to purchase required items that are not supplied by the school.

Behavior at Athletic Events

Lima Central Catholic High School is proud of its tremendous school spirit, a spirit that is noted by anyone who visits the school, or any who attend our athletic contests. As players on the field have a responsibility to do their very best, so also do the fans in the stands. Fan support is best when it is loud and positive: it should also be good-natured and sportsmanlike.

Booing, taunting or deriding an opposing player or fan or a game official is unacceptable on any field or in any gym. Cheers, chants or signs or gestures that are obscene, mocking or derogatory are not reflective of school spirit and should never be heard, nor seen from a Lima Central Catholic cheering section. The Dean of Students will meet with any student when her/his behavior before, during or after a game serves to discredit or to embarrass the school in any way. Serious offenses can lead to prohibition from future attendance at events, suspension, and possibly, expulsion.

Athletes are responsible for displaying sportsmanship and representing Lima Central Catholic High School in a way that reflects positively on the school community.

Students Attending Apollo Career Center

Lima Central Catholic Students who choose to attend classes at Apollo Career Center in their junior and senior year and wish to earn a Lima Central Catholic diploma are expected to adhere to all policies outlined in this handbook.

As with a full time Lima Central Catholic student there are 5 unexcused absences per semester allowed. Parents must call Lima Central Catholic when their child will miss class. If a student is returning from an illness a doctor's note is to be brought in to Lima Central Catholic on the day they return.

Students are expected to attend their school retreats and complete their mandatory number of service hours as well as whatever assignment goes with it.

Students are expected to attend Theology class at Lima Central Catholic on Monday, Tuesday, Wednesday and Friday of every week. Students should report to the Main Office and sign in when they arrive.

Remote Learning Addendum to the Student Handbook Live Remote Option

We are committed to making sure that students continue to experience the care and commitment of our faculty and the routine of daily learning, even in the event of school closure. We must acknowledge that our approach to distance learning **cannot replicate the magic that happens when school is in regular session!** The invaluable social interactions and mediation, real-time, in-person feedback, community and extracurricular events, and more are what make LCC School a special place. However, we do contend that quality learning can continue, even from a distance.

The purpose of this document is to describe the actions LCC will take to continue instruction in the event of an extended campus closure. We endeavor in our LRO to accomplish three goals 9-12 grade within a flexible framework:

- Live Student-Teacher Contact Time
- Offline & Online Content Delivery
- Online Monitoring of Student Progress/Student Assessment

It is our intention with LRO that we continue to live our mission, vision, and strategic plan, which together assert that we will consider the well-being and growth of the whole child. The act of creating LRO provides us with a unique opportunity to reinforce what we assert through our founding documents.

If Lima Central Catholic's campus is closed and LRO is implemented, the Principal will send email communications to both parents and faculty/staff announcing a timeline for

implementation. An exact date will be designated when distance learning will begin for LCC students.

The Principal will periodically send email updates to parents and faculty/staff apprising them of any pertinent information about when LCC might reopen for regular classes. As with the decision to close campus, the decision to reopen school for regular classes will be made with close consultation with the Diocese of Toledo, School Board and the Department of Health.

We hope that implementation of LRO will never be necessary. However, in the event of school closure, it is important that this plan describes Lima Central Catholic’s approach to distance learning, the channels we will use for communication, the online platforms we will employ by grade, the roles, responsibilities, and expectations LCC has for faculty, parents, and students, guidelines for how parents/guardians can support their children’s learning, and a host of other priorities and considerations tailored to make the best of challenging circumstances.

We also will be happy to help families access online tutorials as we are able through email and phone contacts. While we will not be able to help families troubleshoot all problems, we will do our best to make sure all students have equitable access where we have control.

Technology Systems to Support Distance Learning at LCC

With regard to the school’s core technological and communications systems, LCC offers the following FAQs to describe how we will communicate and manage learning in the event LRO is implemented.

How will LCC communicate with parents, students, and faculty/staff in the event of an extended campus closure?

Channel	Audience	Description & Access
Email	Faculty, Staff, Parents, Students	Email will be used for all major communications and announcements, including those from the Principal and teachers. Faculty will also use email to communicate, although they will use other platforms to interact with their students as well. Please make sure all parent emails are up to date and correct.
Google GSuite	9-12	Google GSuite (including Docs, Forms, Classroom, drawing, handouts, slides, sheets, forms and Gmail.

Zoom	Students & parents across all grades	Zoom is an online video conferencing platform that allows for live group meetings, hosted by teachers.
Khan Academy	Students grades 9-12	Teachers may assign videos and online practice questions for their classes. https://www.khanacademy.org/
Quizlet	Students grades 9-12	An online learning forum for flashcards, review games, and quizzes to assess learning.

How will LCC ensure that students have access to these tools from off-campus?

Students will utilize their school issued ipad.

Roles & Responsibilities During Distance Learning

Many stakeholders will contribute to the effective implementation of this DPL. The roles and responsibilities of students and parents are delineated below.

Student Roles & Responsibilities	
<ul style="list-style-type: none"> Establish daily routines for engaging in the learning experiences (e.f. following your daily schedule or establishing an 8:00 a.m. start) Identify a comfortable, quiet space in your home where you can work effectively and successfully Regularly monitor online platforms check for announcements and feedback from your teachers Complete assignments with integrity and academic honesty, doing your best work Do your best to meet timelines, commitments, and due dates Communicate proactively with your teachers if you cannot meet deadlines or require additional support Collaborate and support your LCC peers in their learning Comply with LCC's Student <u>Technology Use Contract</u>, including expectations for online etiquette Proactively seek out and communicate with other adults at LCC as different needs arise (see below) 	
For questions about...	Contact
A course, assignment, or resource	The relevant teacher

A technology-related problem or issue	(Passwords/software) Mrs. Patti Braun, Tech Specialist pbraun@apps.lcchs.edu
A personal, academic or social-emotional concern	Mrs. Sue Janowski, School Counselor sjanowski@apps.lcchs.edu

Priorities & Considerations

- After receiving initial notice from the Principal about school closure and timelines, families and students will receive an email from their homeroom teacher as well as class teachers with class instructions on google classroom.
- The primary tool for communication between teachers and families is email and Google Classroom.
- The primary tools for communication between teachers and students is email, our school website (www.lcchs.edu) Google Classroom and Zoom/Google Hangouts. Students will receive an invitation to Zoom or Google Hangouts, should this be necessary.
- Learning experiences are designed to be completed independently or in collaboration with other students. **Parents should not do the work for their children!** Please consult with teachers in challenge areas and for accommodations.
- Resources vary by class and lesson, but will include links to videos, graphic organizers, scanned material to read and engage with, independent research material via online sources or our library databases, and reading materials including ebooks.
- Students are encouraged to be proactive in reaching out to teachers via email when they have questions or assignments are unclear.
- A virtual meeting with a teacher and/or support staff will be available to support students with academic, social or emotional needs. Please initiate contact by email.
- Students are encouraged to be mindful of academic integrity when it comes to sharing ideas and working together. In order to avoid questions of plagiarism, whether it be intentional or accidental, please remind students that submitted work needs to be original, not identical to one of their peers. This is especially important in writing-based subjects such as Language Arts.

LCC will continue to use the same channels it employs for normal day-to-day communications with parents, students, and faculty/staff. All of these systems are remotely accessible and will function in an emergency situation.

Even when in a Google environment, students are expected to adhere to the policies stipulated in our Student Handbook. The following additional policies address particulars pertaining to the Google environment.

General Expectations for the Google Learning Process

- All students must have the necessary technology to effectively and regularly communicate, receive instruction, interact with class, and comply with work requirements.
- In lieu of our regular attendance monitoring, we will continue to track daily attendance with Google sheets, to verify student interaction with class postings and requirements. In addition, compliance with all required assignments and assessments will be used to monitor student “attendance.”
- Students must comply with all work requirements in a timely fashion (meeting deadlines) and reach out to the teacher when he/she is experiencing any difficulty with the material or with meeting the set timeline.

Live Conferencing Sessions

Video conferencing and live group chat sessions are essential components of the learning process and help improve the connectedness of remote team members. As with the use of social media, students are required to adhere to school policies pertaining to these areas in our Student Handbook, and to observe the following regarding the Google environment.

- Students must be punctual to the live conferencing sessions scheduled by the teacher. Teachers will be monitoring attendance and students may be receiving class participation grades.
- Ensure your technology works properly and frame the camera correctly.
- Good online manners are vital to a productive and supportive online learning environment.

Students are to behave in the live online session as expected in the regular in-person class, especially because the **SESSION MAY BE RECORDED.** The following Netiquette guidelines apply to all online communications:

- Be mindful of inappropriate surroundings or potential interruptions of the session.
- Sessions are intended for the learners in the particular class and should not include individuals who are not part of the regular group.
- Be polite, respectful and tolerant of views expressed by others.
- It can be tempting to let yourself go in an environment that feels anonymous, but remember that there are real people reading your messages and watching your image on the screen.
- When reacting to someone else’s message, address the ideas, not the person.
- Avoid using sarcasm and humor, and don’t include any obscenities in your messages. Without face-to-face communications, people may take your humor personally, and you never know who may be offended by expressions that are commonplace to you. Keep in mind that online forms of communication are absent of any emotion. Many times, the instructor cannot determine how a

particular comment should be taken. Be sure to work your communications carefully.

- Think carefully about what you write about others. Always assume that your electronic messages will be forwarded. Do not write anything that you do not want broadcast to the entire class.
- **Do not spam your classmates.** Spamming occurs when you or your instructor or classmates receive numerous unwanted messages. To avoid spamming your class members, do not send email to the entire class when it is unnecessary and do not send commercial advertisements or electronically forward “chain mail” to your classmates.

A shared recorded session within the domain of the school’s Google Learning System is considered school property and should be treated accordingly. By executing the acknowledgement of receipt of this handbook, you hereby release the school and its employees from any claims or liabilities that may arise from or are related to the use of any recorded sessions.

