



Lehman Catholic High School

# Student Handbook

2025-2026

2400 St. Mary's Ave.  
Sidney, OH 45365  
937-498-1161  
LehmanCatholic.com

School hours: 8:00a-3:00p  
Office hours: 7:30a-3:30p  
Grades served: 9-12

President: Chris Knight  
Principal: Brad Zimmerman

Dear Cavalier,

Welcome to Lehman Catholic High School! We are truly blessed to have you as part of our school family and excited to begin another year filled with faith, learning, and service.

Lehman is more than a school—it is a community grounded in the teachings of Jesus Christ. Here, we grow not only academically, but also spiritually and morally, striving each day to support one another in our shared journey of faith. As a Catholic school, we are committed to creating an environment where every student is valued, respected, and encouraged to become the person God is calling them to be.

This Student Handbook contains essential information about our policies, procedures, and expectations. It is a guide to help foster a safe, orderly, and faith-centered environment where all can thrive. We ask that you take the time to review it carefully and commit to upholding the values and responsibilities it outlines.

As members of a Catholic community, we are each called to live with integrity, compassion, and respect. Let us treat one another with kindness and humility, and approach our work and relationships with a spirit of teamwork and dedication. Success in all areas—academic, spiritual, and personal—requires effort, accountability, structure, and the support of those around us.

Please know that our faculty and staff are here to walk alongside you, offering guidance, encouragement, and support throughout the year. With God's grace and our shared commitment, this school year holds endless potential.

May God bless you abundantly as we walk together on this journey. Welcome to a new year at Lehman Catholic!

For Jesus,



Brad Zimmerman, Principal  
Lehman Catholic High School  
b.zimmerman@lehmancatholic.com



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### **Mission**

Inspired by the Catholic faith, we provide a personalized academic experience, foster individual spiritual growth, and model service to others... ALL DAY, EVERY DAY.

### **Vision**

Lehman Catholic High School will be the first choice for faith formation, academic excellence, life preparedness, and community engagement, for every student and their family in our region.

### **Motto**

Be Seen.  
 Know Christ.  
 Serve Others.  
 ALL DAY, EVERY DAY



# ACADEMIC CALENDAR 2025 - 26

August 12	Faculty/Staff Retreat, 8 a.m. - 3 p.m.
August 13	New Faculty/Staff Onboarding, 9 a.m. - 3 p.m.
August 14	Faculty/Staff Meeting & Workday
August 18	Freshmen Orientation, 8:30 a.m. - 1 p.m.   Faculty/Staff Opening Day
August 19	<b>First Day of School</b>
August 21	Beanie Weenie & Meet the Teams Night and Bonfire, 6 p.m.
September 1	No School   Labor Day
September 24	No School   Faculty/Staff to Archdiocese Workshop
September 26 - 27	Homecoming
October 1	Parent-Teacher Conferences, 3:30 - 6:30 p.m.
October 2	Parent-Teacher Conferences, 3:30 - 7 p.m.
October 3	No School   Teacher Comp Day
October 17	<b>End of First Quarter</b>
November 12	Open House, 6 - 7:30 p.m.
November 26	No School   Thanksgiving Break Begins
December 1	Thanksgiving Break Ends   Classes Resume
December 3 - 5	Student Retreats
December 16 - 18	First Semester Exams
December 19	No School   <b>End of Second Quarter</b>   Faculty/Staff Professional Day
December 22	No School   Christmas Break Begins
January 5	Faculty/Staff Professional Day
January 6	Christmas Break Ends   Classes Resume
January 19	No School   Martin Luther King Jr Day
January 25 - 31	Catholic Schools Week
January 31	Annual Auction
February 12	Parent-Teacher Conferences (by appointment only)
February 13	No School   Faculty/Staff Professional Day
February 16	No School   Presidents' Day
March 13	<b>End of Third Quarter</b>
March 19 - 21	All School Musical
March 20	No School   Faculty/Staff Professional Day
April 3	No School   Good Friday   Easter Break Begins
April 13	Easter Break Ends   Classes Resume
May 13 - 15	Senior Exams
May 15	Seniors' Last Day
May 19 - 21	Undergraduate Exams
May 21	<b>Last Day of School   End of Fourth Quarter</b>
May 22	Faculty Work Day   Baccalaureate Mass, St. Patrick Catholic Church, 7 p.m.
May 24	Graduation, Lehman Catholic High School, 2 p.m.

## GRADING PERIODS

**First Quarter:** August 19 - October 17 (41 Days)

**Second Quarter:** October 28 - December 18 (41 Days)

**Third Quarter:** January 6 - March 13 (46 Days)

**Fourth Quarter:** March 16 - May 21 (42 Days)

# Lehman Catholic High School

## GRADUATION REQUIREMENTS

- 26.5 Credits are required for graduation as outlined below
- Required to complete a college readiness test (ACT/SAT) and alternative assessments (IOWA) and required minimum proficient score
- Retreat attendance is mandatory. Freshmen-Junior retreats are during school hours on scheduled days. Seniors must attend the 3-day Kairos retreat. If any student is unable to attend their retreat, a similar experience must be completed and must be approved by the school theology department and principal. All students will attend one retreat each year.
- 20 Community Service Hours (5 per year)

	Theology	English	Math	Science	Social Studies	Foreign Language
<b>Number of Credits</b>	4	4	4	3	3	1*
<b>Specific Required Course</b>	Required to take Theology each year	Required to take English each year	Must include Algebra II	Biology Physical Science Elective Science	World History US History American Government	Any course in curriculum (*starting with the Class of 2029)
	Visual and/or Performing Arts	Physical Education	Financial Literacy	Health	Vocations Development	Electives
<b>Number of Credits</b>	1	0.5	0.5	0.5	0.5*	4.5
<b>Specific Required Course</b>	Any course in the curriculum	Two seasons Athletics/ Cheer/Marching Band <b>OR</b> 2 semesters Strength & Conditioning <b>OR</b> Physical Education Class	Personal Finance	Health Class	Exploring Vocations (*Life & Career Development meets this requirement)	Any course in the curriculum

### VALEDICTORIAN AND SALUTORIAN NOMINATIONS

*starting with Class of 2029*

The valedictorian and salutatorian will be chosen from the highest ranked GPA of those students fulfilling the academic honors diploma requirements. In the event no student achieves those requirements, the students with the highest class GPA will be chosen. The valedictorian and salutatorian's grades are determined using the first three quarters of the grades of the senior year, together with the final subject grades of the preceding three years. The valedictorian and salutatorian must attend Lehman for six consecutive semesters and have been registered as a fulltime student.

### STATE DIPLOMA SEAL REQUIREMENTS

Two seals are required, and twelve are possible. Seals can be obtained within the curriculum and student engagement in school athletics and activities

### ACADEMIC HONORS DIPLOMA

Academic Honors Diploma to begin with the class of 2029. An honors diploma signifies a high school student has exceeded the standard graduation requirements by taking and succeeding in more challenging coursework, often including advanced classes, demonstrating a higher level of academic achievement and readiness for college compared to a regular diploma. Students achieving the requirements for the Academic Honors Diploma are eligible for the Lehman Catholic Academic Hall of Fame. They also will be considered for valedictorian/salutatorian nomination.

The Ohio State Department of Education has set requirements for students to earn the Honors Diploma. To meet the requirements for an Academic Honors Diploma in Ohio and Lehman Catholic, a student must meet all the following ten criteria (in addition to standard graduation requirements).

- Math – 4 credits, must include 2 credits of advanced math
- Science – 4 credits, must include 2 credits of advanced science
- English – 4 credits, must include 1 credit of advanced English
- Social Studies – 4 credits, must include 1 credit of advanced social studies
- Foreign Language – 3 credits of one language, or no less than 2 credits of each two world languages studied
- Visual & Performing Arts – 1 credit
- Grade Point Average – 3.5 on a 4.0 scale
- ACT/SAT – ACT: 27 or higher; SAT: 1280 or higher
- 28 Graduation Credits
- Seals – Earn 4 Diploma Seals



937.498.1161



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## CLASS BELL SCHEDULES

<b>A</b>		
Period	Begin	End
HR	8:00 AM	8:10 AM
1	8:14 AM	9:44 AM
2	9:48 AM	11:18 AM
5A	11:22 AM	11:52 AM
5	11:54 AM	12:07 PM
5B	12:09 PM	12:39 PM
5	12:41 PM	12:54 PM
5C	12:56 PM	1:26 PM
6	1:30 PM	3:00 PM

<b>AM</b>		
Period	Begin	End
1	8:00 AM	9:20 AM
2	9:24 AM	10:42 AM
5A	10:46 AM	11:16 AM
5	11:18 AM	11:25 AM
5B	11:27 AM	11:57 AM
5	11:59 AM	12:06 PM
5C	12:08 PM	12:38 PM
6	12:42 PM	2:00 PM
MASS	2:00 PM	3:00 PM

<b>B</b>		
Period	Begin	End
HR	8:00 AM	8:10 AM
3	8:14 AM	9:44 AM
4	9:48 AM	11:18 AM
7A	11:22 AM	11:52 AM
7	11:54 AM	12:07 PM
7B	12:09 PM	12:39 PM
7	12:41 PM	12:54 PM
7C	12:56 PM	1:26 PM
8	1:30 PM	3:00 PM

<b>BM</b>		
Period	Begin	End
3	8:00 AM	9:20 AM
4	9:24 AM	10:42 AM
7A	10:46 AM	11:16 AM
7	11:18 AM	11:25 AM
7B	11:27 AM	11:57 AM
7	11:59 AM	12:06 PM
7C	12:08 PM	12:38 PM
8	12:42 PM	2:00 PM
MASS	2:00 PM	3:00 PM

<b>C</b>		
Period	Begin	End
1	8:00 AM	8:49 AM
2	8:53 AM	9:38 AM
3	9:42 AM	10:27 AM
4	10:31 AM	11:16 AM
5A	11:20 AM	11:43 AM
5B	11:45 AM	12:08 PM
5C	12:10 PM	12:33 PM
6	12:37 PM	1:22 PM
7	1:26 PM	2:11 PM
8	2:15 PM	3:00 PM

<b>CM</b>		
Period	Begin	End
1	8:00 AM	8:40 AM
2	8:44 AM	9:21 AM
3	9:25 AM	10:02 AM
4	10:06 AM	10:43 AM
5	10:47 AM	11:24 AM
6A	11:28 AM	11:50 AM
6B	11:52 AM	12:14 PM
6C	12:16 PM	12:38 PM
7	12:42 PM	1:19 PM
8	1:23 PM	2:00 PM
MASS	2:00 PM	3:00 PM

<b>AE (1:30 Dismissal)</b>		
<b>Period</b>	<b>Begin</b>	<b>End</b>
<b>1</b>	8:00 AM	9:14 AM
<b>2</b>	9:18 AM	10:29 AM
<b>6</b>	10:33 AM	11:44 AM
<b>5A</b>	11:48 AM	12:16 PM
<b>5</b>	12:18 PM	12:23 PM
<b>5B</b>	12:25 PM	12:53 PM
<b>5</b>	12:55 PM	1:00 PM
<b>5C</b>	1:02 PM	1:30 PM

<b>AD (Two Hour Delay)</b>		
<b>Period</b>	<b>Begin</b>	<b>End</b>
<b>1</b>	10:00 AM	11:05 AM
<b>2</b>	11:09 AM	12:12 PM
<b>5A</b>	12:16 PM	12:47 PM
<b>5B</b>	12:49 PM	1:20 PM
<b>5C</b>	1:22 PM	1:53 PM
<b>6</b>	1:57 PM	3:00 PM

<b>BE (1:30 Dismissal)</b>		
<b>Period</b>	<b>Begin</b>	<b>End</b>
<b>3</b>	8:00 AM	9:14 AM
<b>4</b>	9:18 AM	10:29 AM
<b>8</b>	10:33 AM	11:44 AM
<b>7A</b>	11:48 AM	12:16 PM
<b>7</b>	12:18 PM	12:23 PM
<b>7B</b>	12:25 PM	12:53 PM
<b>7</b>	12:55 PM	1:00 PM
<b>7C</b>	1:02 PM	1:30 PM

<b>BD (Two Hour Delay)</b>		
<b>Period</b>	<b>Begin</b>	<b>End</b>
<b>3</b>	10:00 AM	11:05 AM
<b>4</b>	11:09 AM	12:12 PM
<b>7A</b>	12:16 PM	12:47 PM
<b>7B</b>	12:49 PM	1:20 PM
<b>7C</b>	1:22 PM	1:53 PM
<b>8</b>	1:57 PM	3:00 PM

<b>CE (1:30 Dismissal)</b>		
<b>Period</b>	<b>Begin</b>	<b>End</b>
<b>1</b>	8:00 AM	8:34 AM
<b>2</b>	8:38 AM	9:11 AM
<b>3</b>	9:15 AM	9:48 AM
<b>4</b>	9:52 AM	10:25 AM
<b>5</b>	10:29 AM	11:02 AM
<b>6A</b>	11:06 AM	11:28 AM
<b>6B</b>	11:30 AM	11:52 AM
<b>6C</b>	11:54 AM	12:16 PM
<b>7</b>	12:20 PM	12:53 PM
<b>8</b>	12:57 PM	1:30 PM

<b>CD (Two Hour Delay)</b>		
<b>Period</b>	<b>Begin</b>	<b>End</b>
<b>1</b>	10:00 AM	10:31 AM
<b>2</b>	10:35 AM	11:04 AM
<b>3</b>	11:08 AM	11:37 AM
<b>4</b>	11:41 AM	12:10 PM
<b>5A</b>	12:14 PM	12:35 PM
<b>5B</b>	12:37 PM	12:58 PM
<b>5C</b>	1:00 PM	1:21 PM
<b>6</b>	1:25 PM	1:54 PM
<b>7</b>	1:58 PM	2:27 PM
<b>8</b>	2:31 PM	3:00 PM

## ACCREDITATION

Lehman Catholic High School is fully accredited through both the Ohio Catholic School Accrediting Association (OCSAA) and the AdvancEd North Central Association Commission on Accreditation and School Improvement (NCAA). This 6-year cycle will be years 2024–2030.

## ACTIVITIES

**Extra Curricular / Co-curricular Activity Eligibility** | Part-time students must adhere to the “Part-Time Enrollment” policy on page 38. Students wishing to participate in extra curricular/co-curricular activities must be currently enrolled in at least two courses at Lehman, one being Theology and the other being a “core” class (English, Math, Science, Social Studies, Theology), and have received passing grades in a minimum of five one credit courses, or the equivalent, in the immediately preceding grading period. Ineligibility rosters will be distributed weekly to all faculty with students failing listed. **If a student is failing more than one class, he or she becomes immediately ineligible. If a student brings their grades up to having all passing grades or only one failing grade, they become eligible.** If a student is repeating a subject that class must be passed. If an athlete is academically ineligible a third time during the sports season, he/she will no longer be able to participate the remainder of the season.

In addition, full-time students may miss no more than two hours of school on the day of an extracurricular activity in order to participate or attend on that particular day. Part-time students must not miss that day’s class or they must receive permission from the Principal for an excused absence to be able to participate or attend. **This policy applies to both competition and practices.** (Exception-see funeral policy).

Students who are currently academically ineligible may try out for an activity despite that ineligibility if the duration of the activity for which they are trying out extends beyond the week in which they are ineligible. Students may not try out for activities, which are one-time activities, that are held in the week that the student is ineligible.

**\*\*PARENT’S APPROVAL:** Students will not be permitted to participate in extra-curricular/co-curricular activities without the consent of parents.

**\*\*NOTE:** A student may be declared ineligible at any time at the discretion of the Principal or the advisor.

## **APPLICATION PROCEDURES**

Admission and registration are conducted on an annual school year basis. Application for initial enrollment is made by contacting the Principal of the school. A copy of the student's birth certificate should be presented at the time of the initial meeting. Factors considered as a part of the application process are: 1) standardized test scores; 2) the student's past academic performance; and 3) the student's disciplinary record. Failure to disclose information related to the student's eligibility for special education services (IEP/504), disciplinary record, or health conditions could be grounds for dismissal. The school is legally responsible to provide an equitable educational program, such cannot be provided if all information is not available to the school Principal and faculty for appropriate services.

The Principal, prior to any decision on admission, must interview the prospective student and at least one parent. If the student is a transfer student from another high school, the Principal and Director of Guidance and Student Services will determine which credits earned at the previous school are eligible for transfer. A nonrefundable registration fee is due at the time the student registers for classes at Lehman Catholic High School.

Prospective students will receive acceptance or denial communication from the Principal. Students entering the school are on probation for the first semester of attendance at the school. The Principal can dismiss a student during this period for violation of the school's code of conduct, failure to actively participate and attend the school, or due to failure to meet the financial responsibilities.

Students at Lehman Catholic High School are subject to reconsideration for admission on a year-to-year basis. The Principal reserves the right to accept or deny admission to any student. The Principal's decision is final with respect to student admission or readmission.

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

## **ATHLETICS**

**ATHLETIC PROGRAM HANDBOOK** | The Athletic Handbook is a separate document that is issued by the Athletic Director. Each athlete is given a copy of this through FinalForms and the OHSAA pre-season parent meeting.

**ATHLETIC DEPARTMENT PHILOSOPHY** | Our athletics program fosters the development of young athletes through faith and Catholic values. We emphasize integrity, sportsmanship, and a commitment to excellence, encouraging athletes to grow in their spiritual, physical, and mental well-being. Community and service are central, promoting teamwork and outreach. Our goal is to cultivate well-rounded individuals who exemplify Christian virtues and are prepared to be leaders in their communities, recognizing that true victory lies in character and conduct both on and off the field.

## **ATTENDANCE PROCEDURES**

**\*\* The Ohio Revised Code requires parents/guardians to contact the school to report the absence of their child and to notify the school as to why their child is absent. Parents/guardians are asked to contact the school prior to 8:00a to report an absence. This protocol allows the school to help protect the safety of all students.**

**Attendance Policy** | Students are required to be in their assigned classrooms before the tardy bell rings. Attendance in assigned classes or study hall is mandatory for every period. Failure to report to an assigned class on time or without a tardy permission slip will result in disciplinary action (ie. DN, detention). Excessive absences or tardiness will also lead to further disciplinary measures, including detention, suspension, or expulsion.

### **Absence Guidelines** |

- More than five (5) absences from any class period during a quarter will be considered excessive. Students must make up all missed work.
- A detention or Saturday school will be issued once a student exceeds five (5) absences in a class during a given quarter.
- After accumulating ten absences in a quarter, the student and their parent must meet with the Principal or their designee. The student will be placed on an attendance contract. Additional absences may lead to further consequences, such as loss of credit, withdrawal from the course, Saturday school, suspension, or expulsion.

### **Definitions of Absences** |

- Students who do not report for an assigned class period will be marked as unexcused absence. Any student arriving late to school will be considered tardy.
- Absences and tardiness will be classified as excused or unexcused. Students who are absent more than six (6) days in a quarter may lose credit for that quarter. Serious illness cases are exempt from this policy if a doctor's note is provided for the days missed. School-sanctioned or Principal-approved activities are also exempt.
- A student absent for more than three (3) days within a quarter, or eight (8) days in a semester, will be required to present a doctor's note upon returning to school. These absences do not need to be consecutive. Additionally, if a student leaves school early due to illness and this occurs repeatedly, a doctor's note will be required for any absences that accumulate to six (6) within a quarter.

**Excused Absence** | Any absence from school which has the approval of the parent or guardian and which is authorized by the policies of LCHS is considered excused. Temporary absence from school may be excused for any of the following reasons:

- personal illness
- illness in the family
- death of a relative
- trips on which the student is accompanied by his parent, and for which advance notice (see family vacation section below) has been given to the school
- college visitation days
- an emergency or situation, which, in the judgment of the Principal, constitutes a good and sufficient cause.

\*\*Please avoid scheduling appointments during the school day, if possible.

For students participating in the EdChoice Scholarship, their attendance is recorded in the Scholarship portal on a monthly basis. It is a requirement of the scholarship that missed days or portions of days be recorded as excused or unexcused. Any absence for illness or injury of the child which exceeds three (3) days absent from school must be certified in writing by a physician or appropriate health professional. Unexcused chronic absenteeism or tardiness can have a negative impact on the renewal eligibility of the scholarship.

If a student becomes ill while at school, he/she is expected to first report the condition to the appropriate teacher and the school's office. If the student requires medical attention or needs to go home, a parent will be contacted by the school using the school's office phones.

**Make-Up Work** | Students may make up any academic work, which includes class work, homework, quizzes and tests, missed during any excused absence. A general guideline is that **students have the number of days of absence to complete and turn in all make-up work**. For example, a student misses class on Monday ("A" Day) and an assignment is given. That student would then get Wednesday ("A" Day) as their make-up day, and the assignment would then be due on Friday, "C" Day (or the next time they have the class, whichever is first). Students are permitted to complete make-up work missed during an unexcused absence but are only eligible to receive 50% of the earned grade on completed work.

If students are absent from class/school because of participation in a school-related activity, work should be submitted prior to leaving for that activity or if that is impossible, the work would be due at the beginning of the first school day when the student is back in class. It is up to the teacher's discretion to modify deadlines pending the circumstances related to the school-related activity.

Students are encouraged to see teachers prior to or during homeroom to get missed assignments and to make arrangements for make-up work due to absent time. All other arrangements with individual teachers should be made at the end of the class or outside of the school day.

Long-range assignments and standing assignments are to be turned in on the due date regardless of absence from school, if the student was present or in communication with the teacher. **It is the student's responsibility to make contact with the teachers during absent times.** It is within the teacher's discretion to extend a delay or require a student to take a quiz, test or other assignment on the day of their return, if the assignment was issued prior to the absence.

**College Visitation Days** | Juniors and Seniors are permitted, as an excused absence, up to two (2) days each year for career planning and college visits. Sophomores are permitted one (1) day for career planning. These days are not counted as absences providing the following procedures are followed:

1. A request form should be obtained from the office and each teacher should sign the form. A week's notice is required for the absence to be excused.
2. This form must be signed by a parent and the Principal/designee.
3. Upon return to school, the student must provide verification from the college of the visit. A verification form or dated letterhead stationery (such as a welcome letter or schedule of events) from the institution are required for the verification of the excused absence.
4. Sophomores and Juniors may take college visitation days during the fourth quarter but must be taken prior to May 1st.
5. Any requests for additional college visitation days must be approved by the Principal. Each of these requests will be reviewed on an individual basis. (additional days will be counted as an excused absence providing the above procedures are followed)
6. One-half day visits at nearby institutions, less than thirty minutes travel time, will be permitted.

**Failure to Report to Class** | Any student absent from class without the knowledge of the teacher will receive a disciplinary consequence according to the circumstances surrounding the absence. The disciplinary action will be at the discretion of the Principal.. Chronic failure to report to class will result in progressive disciplinary action, which may include after school detentions or Saturday school. Students will also receive a zero on any missed assignments.

**Family Trips and Vacation Days** | Students must obtain an extended absence request form from the school office when signing out for family vacation time. A notification parent note with the dates for the request is required prior to the Principal and teacher signatures. A five-day notice is required for the student and the teachers to make the necessary academic arrangements regarding missed work. Completed work will be expected upon the student's return to school. The exception to this rule is requests for vacation days that coincide with the last week of any grade period. Any absence during the last week of the grade period will require the student to complete and turn in all assignments prior to leaving for vacation.

**\*\*Family vacation days and college visitation days should be avoided during the school year, especially during the 4th quarter of the year, and should not be taken during exam days.**

**Field Trips (External Learning Experiences)** | Expectations on all field trips are the same as a regular school day. Parents must complete the appropriate forms prior to the event. Students may be denied participation in a field trip

due to excessive absences, poor academic or disciplinary standing with the school, or incomplete/missing parental authorization.

If students are absent from class/school because of participation in a field trip, arrangements must be made with the teachers to address make-up work.

In cases where student or parent vehicles are used (this is not recommended), parents shall be made aware and agree, in writing, that they are assuming the liability for any children in their vehicle. In parent vehicles, at least one other adult (in addition to the driving parent) shall be present. Any student traveling in a private parent's car must submit to the office written permission from his/her parent to do so.

**Funerals** | Students attending funerals will be considered excused absences as long as the absence does not extend more than three hours. In situations when the student will be absent from school for more than three (3) hours, parents are asked to submit a written note requesting for the student to be excused during the absence. Students must obtain the Excused Absence Request form from the main office and complete the form in its entirety. Students that exceed the three hours will be counted as an unexcused absence and will not be eligible for extracurricular and co-curricular activities when they return to school if the Excused Absence Request form has not been completed in advance.

If there is a death in the immediate family of a student, including grandparents, we request that the family notify the school, even during the summer.

**Unexcused Absence** | The student who does not meet the requirements for an excused absence as noted above, should report to the school office upon returning to school. Students will receive a grade of 50% for any work missed and the consequences listed for an unexcused absence under Attendance Related Penalties.

**Ttruancy** | Any student absent from school or class without the approval of the parent or guardian is considered truant. Students may not make up any academic work missed during a truancy and will receive a grade of 0% for any work missed. There will be a minimum disciplinary consequence of one Saturday School.

**Tardy** | Any student late to an assigned area is considered tardy. A student tardy to school must report immediately to the school office. A student's tardiness may be excused by a note from a parent or a teacher responsible for

the student arriving late to the next class explaining the reason for the late arrival and the date and time of the expected arrival.

If arriving tardy to school at the beginning of the day, each student will be granted **six “excused tardies” for the school year**, in which documentation is not required, as long as the tardy is reported to attendance by the parent. Tardies with medical documentation are exempt from this number. **Any tardies over six will be considered unexcused and following our disciplinary notice (DN) policy.**

If a student’s tardiness is considered “unexcused” during the first hour of school, he/she will receive one disciplinary notice (DN). Extended or chronic unexcused late arrivals will result in progressive disciplinary consequences. Missing the bus or one’s ride is not an acceptable reason for being late and, therefore, is unexcused.

When a student arrives at school after 10:00a. or misses more than two hours of school, they will be counted as absent for a half-day. A student arriving after 1:00p or missing more than five hours of school will be counted absent for the day. This includes excused and unexcused absences.

\*\* Attendance is recorded monthly in the state’s scholarship portal for students receiving EdChoice scholarships. Chronic tardiness and absenteeism could result in loss of eligibility for these scholarships.

**Early Dismissal** | Students are to remain inside the school building from the time of arrival until dismissal at 3:00p unless permission to leave is obtained from an administrator, parent or guardian.

Students leaving school for a scheduled appointment must advise the attendance officer, in the front office, upon their arrival to school by a parent note. The student will be given an early dismissal slip that serves as the pass. It should be shown to the teacher of the class the student is leaving and turned in to the main office prior to leaving the school. When the student returns to school, they should bring verification of the visit that indicates the time the appointment ended.

**Attendance Related Penalties** | Ohio Revised Code 3321.04 (compulsory school attendance) remains in effect- Amended Substitute Senate Bill 181 defines habitual and chronic truancy for unexcused absences:

- Unexcused Tardiness - One Disciplinary Notice (DN) if less than one hour. One 1-hour detention after school if greater than one hour.
- Unexcused Absence (full day) - First offense, Administrator/Student Conference and one 1-hour detention after school. Second offense, one Saturday School. Additional offenses may result in additional Saturday Schools, suspension or expulsion.

## **BULLYING, HARASSMENT, AND INTIMIDATION**

Adopted from the Archdiocese of Cincinnati, Catholic Schools Office Policy  
2018

**General** | It is the policy of Lehman Catholic High School (the “School”) that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

The School’s internet and computer system may not be used to engage in harassment, intimidation, or bullying. The “Student Responsible Use of Technology” form must be signed by each student and on file with the School. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

### **Definition of Terms** |

“Electronic act” means an act committed through the use of a phone, computer, tablet, personal communication device, or other electronic communication device.

“Harassment, intimidation, or bullying” means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: Causes mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Electronically transmitted acts i.e., by Internet, social media/network, blog, phone, personal digital assistant (PDA), wireless/bluetooth hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both: causes mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

### **Types of Conduct |**

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student.

Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cellphones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”).
- Examples of cyber-bullying include, but are not limited to, the following:
  - Posting slurs on the Internet, websites, v/blogs, or social media/networks;
  - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
  - Taking embarrassing photographs/videos of students and posting them online or otherwise distributing them; and
  - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

**Formal Complaints |** Students and/or their parents or guardians may file formal written complaints regarding suspected harassment, intimidation, or bullying. These reports should be reasonably specific, identifying:

- Individuals involved
- Frequency and locations of the alleged behavior
- The target of the conduct

- Names of potential witnesses

Formal complaints may be submitted to any school staff member or administrator. All such complaints will be promptly forwarded to the Principal or the Principal's designee for review and follow-up.

**Informal Complaints** | Students and/or their parents or guardians may also make informal complaints by verbally reporting concerns to a teacher, administrator, or other school personnel. These reports should include:

- Specific actions that raise concern
- Individuals involved
- Frequency and locations of the behavior
- The target of the behavior
- Names of potential witnesses

The staff member receiving an informal complaint is responsible for **documenting it in writing** and promptly forwarding it to the Principal or designee.

**Anonymous Complaints** | Students may request that their identity be kept confidential when making a complaint. In such cases, reasonable steps will be taken to address the concern while:

1. Preserving the anonymity of the complainant, and
2. Ensuring fairness to the alleged offender.

The school will respond to anonymous complaints to the extent possible, recognizing that anonymity may limit the depth of the investigation and any resulting action.

## **Responsibilities of School Personnel**

**Teachers and Staff** | All school personnel who witness or receive reports of harassment, intimidation, or bullying are required to:

- Intervene immediately when witnessing inappropriate behavior
- Notify the Principal or designee promptly
- Document the incident in writing

This includes both formal written reports and informal verbal complaints. Staff must treat all reports with seriousness and follow reporting procedures accordingly.

Additionally, staff are expected to:

- Address inappropriate behavior even if it does not meet the formal definitions
- Foster a respectful school environment through proactive education, class discussions, and positive behavior reinforcement

- Model and reinforce behavior that aligns with the school's Catholic values

**Administration** | The Principal or designee will promptly investigate all formal and informal complaints. Investigations may include:

- Interviews with the alleged offender, victim, witnesses, and others as appropriate
- Written statements
- Thorough documentation of all findings

If a complaint is made anonymously, the investigation may be more limited. Any action taken will reflect the available information while respecting the request for confidentiality.

**Response and Follow-Up** | If harassment, intimidation, or bullying is verified, the Principal or designee will:

- Intervene appropriately to stop the behavior
- Assign disciplinary consequences if warranted (up to and including suspension or expulsion)
- Monitor the situation for recurrence or retaliation
- Inform relevant school personnel to assist in monitoring behavior

Anonymous complaints that are not otherwise substantiated will not serve as the sole basis for disciplinary action.

The nature and severity of each incident will be considered individually.

Disciplinary actions are not standardized and will vary depending on:

- Age and maturity of the students involved
- Nature and context of the conduct
- Prior disciplinary history
- Student cooperation and attitude
- Other relevant circumstances

**Notification to Parents or Guardians** |

- Of the Offender: If a student is found to have committed harassment, intimidation, or bullying, the Principal or designee will notify the student's parent or guardian and outline any disciplinary measures taken.
- Of the Victim: If a student has been the target of such behavior, their parent or guardian will be informed of the incident and findings.

**Involvement of Law Enforcement and Child Protective Services** |

Any suspected criminal behavior will be reported to the appropriate law enforcement authorities. Suspected child abuse will be reported to Child Protective Services, in accordance with the Archdiocese's Decree on Child Protection and applicable Ohio law. All school staff are expected to cooperate fully with external investigations.

**Final Disciplinary Considerations** | The disciplinary measures described in this Handbook serve as guidelines only. They do not create a binding precedent for future incidents. The school retains full discretion to evaluate each situation independently and apply disciplinary measures accordingly. Nothing in this policy restricts the school's authority or responsibility to act in a manner that supports the safety, dignity, and moral development of all students in alignment with the mission of Catholic education.

## **BOARD OF LIMITED JURISDICTION**

The purpose of the board is based on the authority granted to the board by the Archdiocese of Cincinnati. The board is established to act as a decision-making group, responsible for the governance of the School in the best interest of the School and Archdiocese. Their responsibilities include policy updates, mission, planning and school operations.

## **CAFETERIA**

Lehman Catholic High School has a closed lunch policy. Students may neither leave school for lunch nor order food to be delivered to school during the regular school day. Students are responsible for keeping the cafeteria space clean at all times. Additionally, all food is to remain in or be confined to the cafeteria. Line jumping is not permitted. Also, there are two spaces dedicated for lunch times, one for upperclassmen (juniors and seniors) and one for underclassmen (freshmen and sophomores).

Students can pay on a daily basis or parents may deposit in their student's lunch account in advance. **Charging without sufficient funds in the lunch account is a privilege extended to our students and they are permitted to charge a maximum of two lunches or the equivalent.** Lehman Catholic High School has the right to refuse charges if the student has misused this privilege. Only the student account holder and siblings are permitted to charge to their account; therefore buying other students' lunches is not allowed unless parents provide written permission at the time of the purchase.

## **CHAPEL**

As a faith community, we believe that our lives center around the presence of Jesus in every person and in the Eucharist. The St. Elizabeth Ann Seton Chapel is thus seen as the center of our community. It is open throughout the school day for anyone to use for private prayer in the presence of the Blessed Sacrament. Mass will also be scheduled weekly based upon the availability of a priest. Accordingly, Mass times may vary.

## CHILD ABUSE POLICY

All suspected instances of child abuse or neglect shall be immediately reported by the Principal or school counselor to the 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 Archdiocesan authorities. This report shall be made to the Archdiocesan Director of Educational Services, or his designee. If the individual is a cleric or religious, the Director for Educational Services shall also notify the Chancellor and/or religious superior.

## CODE OF PROFESSIONAL COMMUNICATION

This code includes the following principles:

- All communication should be reflective of the Catholic identity of the school.
- All members of the school shall be treated with respect and dignity.
- When conflicts arise, communications shall be directed towards seeking a constructive solution to the conflict.
- Concerns and questions should be addressed first at the lowest, most appropriate level of authority. If the concern or question is not appropriately resolved, it shall be taken to the next level of communication/authority.

## COMMUNICATION

The best educational atmosphere is one in which parent, teacher, school, and Church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students. Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

**Educational issues should be addressed to the classroom teacher first, before approaching the Principal.**

Teachers can generally be available after school to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write or call the teacher through the school office for an appointment time. Email and

voicemail to the teacher are also acceptable. Drop in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation.

Dedicated time is set aside each school year for brief, formal Parent-Teacher Conferences. Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conferences. Please see Academic Calendar for Parent-Teacher Conferences.

## **COMPUTER NETWORK GUIDELINES**

It is essential that each user of the school's computer network (this includes but it is not limited to the school's WiFi, Google platform applications, and any other instructional applications used at Lehman Catholic High School by its teachers, students, and staff) recognizes the responsibilities associated with having access to the applications on the network. The opportunity to access the network is a privilege, not a right. The privilege may be revoked at any time for abusive conduct (see Technology Acceptable Use Policy). Such conduct may include, but not limited to:

- Placing unlawful information on the network
- The use of abusive or inappropriate language in either public or private messages and/or data files.
- Stealing the work of someone else, or logging work under another person's name.
- Copying software (any violation of anti-piracy laws)
- Accessing files without permission.
- Revealing your password to other students.
- Logging onto the computer using someone else's password.
- Tampering with the school's computers.
- Visiting/participating in chat rooms or social networks on school equipment requires administrative approval.
- Producing and/or distributing images or videos that contradict the values of the school or crosses the lines of proper digital etiquette.

## **CONFIDENTIALITY**

Access to student records is limited to authorized persons. Unless a court order provides otherwise, parents/legal guardians and students over 18 years of age have the right of access to the student's records. Before releasing these records, a form must be signed by the parents, legal guardians, or student

over 18 years of age. Records must be released within a reasonable time. A fee may be charged for reproduction costs incurred by the school.

## CRISIS PLANS

Lehman Catholic High School maintains a State approved Emergency Operations Plan. Additionally, all faculty/staff have an Emergency Plans of Action binder outlining all drills and safety requirements. The school meets and follows all applicable requirements of the Ohio Building Code, the State Fire Marshal's Office, the State Department of Health, the laws of the State of Ohio, and the policies of the Archdiocese of Cincinnati.

## DANCES

All decorations and dance elements/features must be approved by the Principal/designee prior to the dance. Students are required to arrive within one (1) hour of the start of the dance, and are not permitted to leave the dance any earlier than the end of the scheduled dance. Exceptions to these rules are made only if advance arrangements have been made with the faculty member responsible for scheduling the dance or the Principal. **A note from parents submitted at least twenty-four (24) hours in advance is required.**

Students are reminded that if they attend the dance with a guest, that guest's parents must also write a note in advance to the dance coordinator if leaving early or arriving late. Lehman Catholic High School students are permitted to bring guests from other schools with the completion of the **Guest Form** obtained from the school office. All guests must be signed in on the night of the dance and must follow the guidelines set forth for the Lehman Catholic High School students. Guests must be 20 years of age or younger. An ID will be required at the door for all guests, entrance to the dance will be denied without a photo ID.

**Students are reminded to dress modestly for all school dances including homecoming and prom.** The Principal reserves the right to refuse admission to students not properly/modestly dressed.

### **Semi-Formal & Formal Dance Dress Attire |**

#### **Ladies**

- A semi-formal or formal dress, including strapless dresses, must be of a modest cut (**no more than a closed-hand width below the collarbone**).

- **Hemlines and slits in dresses or skirts must be within 5 inches from the kneecap.**
- Ladies should be certain that the fit of the dress will continue to be modest and appropriate during the entire evening.
- Two-piece formal gowns and dresses with “see through”, transparent, sheer or cut out portions of the dress must adhere to the same modesty policies as if no fabric were included.
- **The back of the dress may not dip below the bottom of the shoulder blade.**

### Gentlemen

- Boys must wear suits, sport coats, or tuxedos with dress shirts and ties or sweaters/vests.
- No shorts, denim, ball caps or torn clothing will be permitted.
- **Clothing may not fit so tightly as to appear to “cling” to the skin (“skin-tight”). There must be room between the skin and the fabric.**

### Casual Dance Attire

- **All clothes worn must be modest.**
- Students may choose to dress semi-formal or casual. A semi-formal attire includes **dresses for ladies and dress pants and shirts for boys.** Casual includes clean, properly fitted clothes that are free from profanity or any type of message that is not appropriate for a Catholic high school. (If you are undecided if the message on the clothing is inappropriate, simply choose something else to wear).
- **A dress or shirt must be of a modest cut (no more than a closed-hand width below the collarbone).**
- Boys and ladies may wear jeans, but no shorts of any kind.
- All clothes should be neat, clean and have no holes in them.
- No ball caps are allowed to be worn in the school or at the dance.

### Consequences of these violations could result in the following discipline actions:

- Asking the student to change or put on a cover-up.
- Refused admittance to the dance/activity.
- Removal from the dance/activity.

**Suggestive Dancing and Public Displays of Affection** | Styles of dancing that the Principal/chaperones determine to be inappropriate for a school dance setting will not be permitted. The style of dancing referred to includes dancing in a manner that strongly suggests sexual activity or can potentially cause injury. Same gender close dancing is not permitted. In addition,

behavior such as kissing or other displays of intimacy are not appropriate for a school dance and are not permitted.

**The Principal and faculty will make final judgments on the appropriateness of questionable attire and rule on inappropriate dancing and conduct.**

**Chaperones** | Students are required to have chaperones for all school-sponsored activities, both on and off campus. The recommended number is four couples. A job description should be given to parents who agree to be chaperones. Chaperones work with the faculty advisor and must be Safe Parish/Selection.com approved.

## **DIVERSITY AND INCLUSION**

We welcome and appreciate the diversity of our students and their families, and value our God-given differences as an important way to recognize their qualities which enrich our lives and bring us together. We are a stronger school and community because we promote and accept the inclusivity of all students as we prepare them to engage in society for the common good and guide them to be exemplary individuals.

**Non-Discrimination (AOC Policy 402.02)** | No student may be excluded from a Catholic school solely because of race, color, national/ethnic origin or ancestry.

**Enrollment of Students whose Parents / Guardians are not Married (AOC Policy 402.05)** | Lehman Catholic High School must abide by court decisions regarding a student's custody, exposure, and communication with each parent. Copies of any active restraining, custody, or other Court orders must be submitted to the school by the parents/guardians and kept on file at the school.

**Gender Identity (AOC Policy 404.01)** | Lehman Catholic High School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by Lehman Catholic High School when determining whether to admit or retain a student.

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. So a person's biological identity and gender identity are considered to be one and the same. In Catholic schools, all curricular and extra-curricular activity is rooted in, and consistent with, the principles of Catholic doctrine. At Lehman Catholic High School:

- We support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- We require that participation on school teams be according to biological sex.
- We require that names and pronouns be in accordance with the student's biological sex.
- We maintain names in school records according to the student's biological sex.
- We consider all specific requests on a case-by-case basis in a compassionate way to address the physical and psychological needs of a student based on the following questions:
  - What is the specific request of the student and/or parents?
  - Is the request in keeping with the teaching of the Catholic Church?
  - Is the school reasonably able to accommodate the request?

**Student Pregnancy** | The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

## **DISCIPLINE CODE**

At the heart of our educational mission is the formation of students into responsible, virtuous young men and women rooted in the teachings of Jesus Christ. We believe that true discipline is an expression of love and respect—both for oneself and for others—and is essential to building a strong, faith-filled learning community.

A respectful and orderly environment supports the academic, spiritual, and personal growth of all students. Each member of our school community—students, faculty, staff, and visitors—deserves to be treated with dignity and kindness. As Christians, we are called to demonstrate consistent respect for people and property, reflecting the values of the Gospel in our daily actions.

Discipline should not be misunderstood as punishment. Rather, it is a positive framework that promotes growth, accountability, and right judgment. It offers clear expectations, guides behavior, and helps students develop habits of virtue and self-control. In this way, our discipline code exists not only to maintain order, but to help form students into faithful, responsible members of the Body of Christ.

When it is recognized that a student is behaving in a manner inconsistent with the discipline code, the school will initiate one or more of the following procedures:

- Teacher/Student Conference
- Administrator/Student Conference
- Administrator/Student/Teacher Conference
- Administrator/Parent/Student Conference
- Denial of Privileges
- Discipline Notice (DN)
- Detention
- Probationary Status
- Saturday School
- Suspension/Expulsion

Violations of the discipline code include but are not limited to the following:

- Academic Dishonesty- Students are responsible for completing their own work and are responsible for submitting their own work. Any acts of plagiarism, including the use of artificial intelligence (AI), cheating, forgery of work, or copying of another person's work are not permitted. Students may be subjected to disciplinary action including, but not limited to, detention, Saturday school, suspension, and/or expulsion.
- Possession, transmission or use of alcohol and tobacco products including e-cigarettes, vapes, pipes, and look-alikes.
- Possession, transmission or use of weapons (including look alike), explosives, fireworks
- Possession, transmission or use of mood altering chemicals (including look-alikes) and paraphernalia
- Defacing school property
- Possession of message transmitting devices and electronic devices including but not limited to cellphones without the permission of the teacher/staff
- Possession or use of smoke bombs and/or stink bombs
- Possession or detonation of arson creating devices
- False alarms, vandalism, theft

- Physical or verbal assault, fighting, hazing, verbal threat
- Misuse of prescribed or over the counter drugs
- Disruption or obstruction of the school program
- Refusal of punishment
- Disrespect to teacher/staff or visitors
- Operation of a motorized vehicle with reckless disregard on school property or at school sponsored or related activities (school speed limit is 10 mph)
- Sexual harassment/sexual misconduct, harassment or bullying
- Being a party to, having possession of, or disseminating material of a sexual nature (e.g. sexting)
- Submission of inappropriate assignments
- Violation of technology acceptable use policy
- Repeated violations
- Lack of respect for others
- Disruption of class/excessive talking
- Using foul or profane language or obscene gestures
- Violation of the closed lunch policy
- Failure to serve assigned detention or Saturday school
- Being in unauthorized areas without permission, e.g. in the hall without a pass
- Exhibiting inappropriate behavior during an emergency drill
- Public display of affection/inappropriate touching
- Violating the Dress Code
- Violation of the attendance policy
- Possession of prescribed or non-prescription medication
- Failure to be prepared for class, e.g. not bringing the book, calculators, writing utensils, etc.
- Parking an unauthorized vehicle on school property
- Distribution of videos/photographs/texts leading to disrespect and violation of other students' rights
- Disciplinary action for violations may include, but is not limited to the following:
  - Verbal or written warning (DN)
  - Detention
  - Saturday School
  - Parent Conference
  - Probationary Status
  - Suspension and/or Expulsion

## **Disciplinary Penalties**

**Disciplinary Notice (DN)** | This is issued for less serious infractions and serves as a written record of the offense. The form is completed and signed by the teacher, then signed by the student. A student's refusal to sign a DN may be considered a more serious disciplinary matter. All DN forms are recorded and filed in the school office for the duration of the academic year.

Progressive Disciplinary Actions:

- Three (3) DNs in one academic quarter: Each additional DN (numbers 4-7) will result in a 1-hour detention. Copies of all notices will be sent home to parents/guardians.
- Seven (7) DNs in one academic quarter: Each additional DN (numbers 8-11) will result in a 1-day out-of-school suspension. Parents/guardians will be notified.
- Twelve (12) DNs: The student will receive a 3-day out-of-school suspension.
- Thirteen (13) DNs: The student will be suspended out-of-school for up to 10 days, pending an expulsion hearing.

This process is designed to encourage reflection, accountability, and positive behavior in alignment with the values of our Catholic school community.

**Detention** | This is a one-hour disciplinary consequence that may include physical work or service to the school community. It is the responsibility of the student and their parents/guardians to arrange transportation home following detention. For this reason, detentions will not be served on the same day they are issued unless a parent provides consent.

Detentions are scheduled at the discretion of the Principal and take precedence over extracurricular activities, athletics, and employment.

**Attendance and Expectations:**

- Absence from detention is permitted only in cases of emergency and must be approved in advance by the Principal.
- Lack of transportation, work commitments, or participation in extracurricular activities are not considered valid excuses.
- Failure to attend a scheduled detention without prior approval will result in an additional detention and/or assignment to Saturday School.

Repeated detentions may lead to more serious consequences, including assignment to Saturday School, suspension, or expulsion. Detentions are typically scheduled on weekdays from **3:15p to 4:15p**, as determined by the Principal or their designee.

**Saturday School** | This will be on scheduled Saturdays from 8:00a to 12:00p, as needed. Alternate days may be arranged, as long as agreement has been made by a Lehman Catholic High School administrator and the student's parent. Saturday school may consist of a four-hour silent study period, academic study time, or service to the school as directed by the moderator. It is a punitive procedure considered more serious than detention and less serious than suspension.

The following rules apply to Saturday School:

1. Saturday School will meet from 8:00a until 12:00p or as scheduled. Tardy students will be required to attend an additional Saturday School.
2. Students will not be allowed to put their heads down or sleep.
3. Electronic devices, games, or other recreational materials are prohibited.
4. Food and beverages are prohibited.

\*Students who do not follow these rules may be assigned an additional Saturday School or a school suspension.

**In-School Suspension (ISS)** | This is a period of time no less than one-half (1/2) day to a maximum of three (3) days. Students must check in with the Principal or

designate at the designated start time of school and remain until the end of the school day. The student will be under the direct supervision of the Principal or his/her designee for the entire school day and suspension period. The students will be required to complete all work assigned by their teachers, the administrator or his/her designee. Classroom work and assignments completed during the In School Suspension will be counted for a grade without penalty. Lunch time will be spent in the assigned detention area.

During this suspension period, a student may not participate in any school extra- curricular or co-curricular activities and may not be permitted on school grounds outside of the school day.

**Out of School Suspension (OSS)** | This is a period of time no less than one half (1/2) day during which a student is not permitted on school grounds or allowed to participate in any school activities. Suspension is an unexcused absence and, therefore, academic work completed from the suspension period will not receive a grade above 50%. A student serving an out of school suspension is not permitted on the school grounds or to participate in extracurricular activities.

**Expulsion** | This is a permanent dismissal from Lehman Catholic High School and the word "expelled" is recorded on the transcript. In cases where a student is expelled, the following procedures shall be followed:

1. A meeting must be held between the school representatives, the parent, and, if appropriate, the student, prior to the expulsion.
2. Written notice shall be sent to the parent and student describing the reasons for the student's removal and proposed expulsion.
3. A report detailing the reasons for the expulsion must be sent to the Superintendent of Catholic Schools of the Archdiocese of Cincinnati.
4. A parent who believes his/her child has been expelled from a school for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent of Catholic Schools and Lehman Catholic High School.

## **DRESS CODE**

At Lehman Catholic High School, our dress code is designed to promote a sense of structure, discipline, and responsibility. A uniform gives a sense of identity, that we are all on the same "team" working for common goals and purposes (like a sports team or band/music program). A dress code also supports the Catholic values of **modesty and respect for one's own body**. Students are expected to look neat, clean, and professional at all times, and having a dress code policy supports them in achieving this.

Students who are not in compliance with the dress code may be issued a **Disciplinary Notice (DN)** or, in more serious cases, may be sent home to change. The response will be determined based on the nature and severity of the infraction.

### **Student Dress Code: Uniform Guidelines |**

#### **Bottoms**

- Ladies: Pants, shorts, and skirts must be **navy or tan** and follow the approved uniform style (see details below).

- **Skorts must be no shorter than 4 inches above the kneecap.**  
*School logo is not required on skorts.*
- Gentlemen: Pants or shorts must be navy or tan and meet the uniform style standards (see below).

## **Tops**

- Shirts:
  - White, yellow, or light blue polo shirts (long or short sleeve) with the Lehman Catholic logo (“LC”) or crest
  - White button-down (oxford-style) shirts, with or without the logo/crest. *Only the top button may be left unbuttoned*
- Undershirts:
  - Solid white, yellow, or blue short- or long-sleeved t-shirts or turtlenecks may be worn under polo shirts. *Must be free of writing, graphics, or visible logos*

## **Outerwear**

- Navy blue sweaters or sweater vests with the school logo or crest are permitted
- School-approved quarter-zip pullovers with the Lehman Catholic logo are allowed
- Hoodies are not permitted, except on designated Spirit Days
  - On Spirit Days, only Lehman Catholic apparel may be worn; on-/off-brand apparel or college hoodies are not allowed unless specifically approved

## **Uniform Style Standards for Pants and Shorts |**

When selecting pants or shorts, the following guidelines must be followed. The Principal reserves the right to determine whether clothing meets uniform standards.

- Must be navy or tan in color (not black or brown)
- Jeans or jean-style material is not allowed
- Pants/shorts must not have:
  - Outside stitching or metal rivets on seams or pockets
  - Cargo pockets
  - Decorative stitching, designs, or patterns
- Must be properly fitted – oversized or form-fitting (“skin-tight”) styles are not permitted
- Shorts must be within 4 inches of the kneecap

**Shoes and Socks |** All students must wear shoes and socks on all school days, including school picture day. Sandals, slippers (ie. UGGs), crocs and open toed shoes are not permitted.

## **Hair, Makeup, Jewelry, and Tattoos |**

### **Hair and Grooming**

- Hair must be neatly groomed, adequately trimmed in the front and back, and kept out of the eyes.
- Unnatural hair colors (e.g., pink, purple, blue, green, etc.) are not permitted. Hair must appear natural in color and style.
- Hairstyles deemed eccentric or inappropriate by the Principal will not be allowed.
- Hats, hoods, and hair picks are not to be worn during the school day.

### **Facial Hair (Male Students)**

- Facial hair is permitted for upperclassmen ONLY but must be well-kept and neatly trimmed (no longer than ½ inch in length).
- Radical or unkempt styles are not allowed and are subject to the discretion of the Principal.

### **Makeup (Female Students ONLY)**

- Modest makeup is permitted.
- Heavy or extreme applications are not allowed.
- Makeup or personal grooming must not be applied during class.

### **Earrings, Jewelry, and Piercings**

- Ladies may wear up to three earrings per ear. Earrings must not extend more than one inch below the earlobe.
- Nose piercings are allowed, but must be limited to a small stud only.
- No other facial or body piercings are permitted, including gauges, bars, or hoops.
- Large or distracting jewelry (e.g., oversized chains, bracelets, necklaces, or leather collars) is not allowed if it disrupts the uniform appearance.

### **Tattoos and Body Art**

- Tattoos or any form of body art must not be visible during the school day or at any school-related events.

**Jean Days |** The dress code is occasionally relaxed to allow students to wear blue jeans with:

- Lehman or college sweatshirts and T-shirts (cannot be sleeveless or have holes or tears) or, Lehman uniform shirts
- Jeans cannot be jean shorts, tight fitting or have holes.

### **Dress-Up Days |**

- **Ladies:** May wear modest dresses, skirts with blouses, split skirts/dresses, or modest dress pants with blouses.

- Skirts and dresses must be no shorter than 4 inches above the kneecap
  - Sleeveless tops or dresses and midriff-baring tops are not allowed
  - Clothing must be modest, not tight-fitting, and not low-cut
  - Dress shoes must be worn
- **Gentlemen:** Must wear dress pants, a dress shirt with a tie, and dress shoes. Shorts are not permitted.

### School Picture Day |

- Follows Dress-Up Day guidelines with the following exceptions:
  - Young men are not required to wear a tie
  - Dress shoes are not required for any student

### Spirit Days |

- Held every Thursday, except on Mass days
- Students may wear Lehman Catholic High School t-shirts, sweatshirts, or hoodies
- Uniform bottoms (pants, shorts, or skirts for young women) must be worn
- School teams and clubs may wear their jerseys or matching shirts with uniform bottoms

## EARLY GRADUATION

Lehman Catholic High School was founded as a four-year Catholic high school, and it remains committed to providing a comprehensive, four-year formation—spiritually, academically, and socially. As such, **early graduation is not permitted**. Students are expected to complete the full four-year program to receive a Lehman Catholic High School diploma and to benefit fully from the school’s mission of developing the whole person in the Catholic tradition.

## EDUCATING STUDENTS WITH SPECIAL NEEDS

Catholic schools collaborate with parents/guardians to provide both spiritual and academic educational development for children. Parents/guardians who have a child with a disability should be afforded the opportunity to have a Catholic education for their child. For those students on an IEP, a quarterly progress report is completed and shared with the teachers and families. If receiving the Jon Peterson Special Needs Scholarship, this quarterly report will be uploaded into the state’s Jon Peterson system.

“A person with a disability is any person, who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such impairment.” (Americans with Disabilities Act, 1990). Lehman Catholic High School’s Principal shall evaluate on a case-by-case basis whether or not Lehman Catholic High School can meet the needs of the student. If the school can make reasonable accommodations to meet the student’s needs, then the school should offer the child the opportunity of a Catholic school education. Students on an IEP are eligible for participation in the Jon Peterson Scholarship through the State of Ohio. Parents are encouraged to inquire about this financial opportunity. Services provided by Lehman Catholic High School to its students include: Counseling, Occupational Therapy, Physical Therapy, Speech Therapy, and Academic Intervention Services as outlined in the student’s Individualized Educational Plan (IEP) or 504 Plan.

## EDUCATIONAL OPTIONS

**College Bound** | It is necessary that the college bound students explore and acquire information as to what courses of study should be pursued in high school. In general, most colleges wish a student’s high school program to have included 4 years of English, 3 years of Social Studies, 2 years of Foreign Language, 4 years of Math (including Algebra I, Geometry and Algebra II), 3 years of Science (including Biology and Chemistry) and 1 year of a Performing or Visual Art.

**College Credit Plus (CCP)** | College Credit Plus is an opportunity for eligible Lehman Catholic High School students to earn college credits while attending high school. The program helps our students to get a jump-start on their college coursework and prepare for the academic rigors of college. Courses may be taught at Lehman Catholic High School campus by our faculty and follow the same syllabus as the college course, or students may register for online courses or courses taken on a college or university campus with prior approval of the Director of Guidance and Student Services and Principal. Students taking these types of courses will be required to be at Lehman Catholic High School during the times/days they are not taking classes on the college/university campus. The courses range from 1-5 semester hours. The acceptance of transferred credits is reserved to the institution receiving the credits.

### College Credit Plus Checklist

- Attend an information session in February at Lehman Catholic High School.

- Apply to the college(s) that you plan to attend by their deadline. For Edison State Community College courses offered at Lehman Catholic High School, go to <https://www.edisonohio.edu/College-Credit-Plus/>.
- Apply online for the maximum amount of credits in the OH/ID portal.
  - Submit credit award letter to the Director of Guidance and Student Services
- Request transcript from Director of Guidance and Student Services office .
- Students seeking CCP eligibility must have completed two years of high school English with a minimum average of 85% each year or completed and passed the Accuplacer exam offered by Edison State Community College prior to registering for classes.
- The Director of Guidance and Student Services will register students at the beginning of the school year for the Fall semester.

**Credit Flexibility Policy** | The Ohio General Assembly enacted statutes that provide opportunities for students to earn units of credit outside and beyond the traditional classroom setting. Credit Flexibility will allow Lehman Catholic High School students to earn high school credit by successfully taking and passing a final exam of a course or personalized learning plan and have it pre-approved by the school. Students will receive a grade for these courses, but that grade will not count toward GPA.

The plan must be submitted to the Director of Guidance and Student Services before the semester to be considered for any credit granted through Credit Flexibility. The Principal or the Principal's designee will have final approval of the personalized learning plan. The students and the parents/guardians are responsible for all costs associated with this option, including assessment fees, fees for supplemental materials, transportation, etc. **Credit flexibility should be reserved for elective courses only.**

**Independent Study** | Independent study may be used to earn credit for classes that cannot be scheduled during the regular day. Such courses can only be taken with the prior permission of the teacher instructing the class, Director of Guidance and Student Services, and the Principal. Students will receive a grade for the course, but that grade may not count toward class rank. **Independent study should be reserved for elective courses.**

**Online Courses** | Online courses are NOT offered by Lehman Catholic High School, but through another school/organization may be used to earn credit and/or retrieve credit for classes that cannot be scheduled during the regular day according to the guidance department. Such courses can only be taken

with the prior approval of the Director of Guidance and Student Services and Principal. The core classes (English, Math, Science, Social Studies, and Theology) should not be taken as an online course unless it is being taken to retrieve the credit or approval that has been granted. Students will receive a grade for these courses, but that grade will not count toward GPA. Students should only be enrolled in one course at a time and must receive a grade before they can enroll in another on-line course. These on-line courses should be reserved for elective courses. Additional study halls are not permitted to take online courses.

**Part-Time Enrollment Policy** | Any student wishing to attend Lehman Catholic High School as a part time student must adhere to the following policies if the student is seeking to attain a High School Diploma endorsed by the Ohio Department of Education and Workforce and the Archdiocese of Cincinnati.

1. Students must enroll in at least two (2) in-person Carnegie credits (core classes) for every year of enrollment at Lehman Catholic High School, at least one (1) of these credits must be in the Theology department.
2. Students must attend the faith-based retreats for every year of enrollment at Lehman Catholic High School including the Kairos retreat during Senior year.
3. Students must complete at least 5 hours of community service for every year of enrollment at Lehman Catholic High School.
4. Students must participate in at least two (2) seasons of Athletics, Cheer, or Marching band during their enrollment at Lehman Catholic High School.
  - a. Students wishing to participate in competitive athletics at Lehman Catholic High School under OHSAA must be enrolled in 5 credit hours through an accredited OHSAA institution or fall under the homeschooling bylaws as outlined by OHSAA.
5. Students must complete at least eight (8) in-person Carnegie credits (core classes) at Lehman High School to be eligible for graduation at Lehman High School.
6. Students must complete and transfer all other credits required by Lehman High School and the Ohio Department of Education and Workforce to be eligible for the diploma.
7. Students will not be eligible for a high school diploma from Lehman High School if transferring during their Senior year as a part time

student. Students transferring for Senior year will be eligible for a Lehman High School diploma under extenuating circumstances, such as relocation, which will be reviewed on an individual basis if the student is enrolled as a full time student.

Students attending Lehman Catholic High School as a part time student who are not seeking a high school diploma must abide by the following guidelines:

1. If a student is seeking to complete classes and participate in competitive sports at Lehman Catholic High School under the OHSAA guidelines, students must be enrolled in at least two (2) Carnegie credits.
2. If a student does not intend to participate in the athletic program at Lehman High School, the student may enroll in as many classes as they are interested in, given that the student is academically ready for the course.

## EMERGENCY PROCEDURES

**Fire/Rapid Dismissal Drills** | In accordance with state law, fire drills are conducted at regular intervals throughout the school year to ensure the safety and preparedness of all students and staff.

When the fire alarm sounds, students must:

- Exit quickly and silently using the evacuation route posted in each classroom.
- Close all classroom windows and doors, including any outside doors, before exiting.
- Remain with their teacher and proceed to the designated assembly area:
  - Students exiting from the front of the building should cross the parking lot and assemble with their class.
  - Students using any south exits should gather with their teacher in the faculty parking area.
- Teachers must take attendance once in the assigned area.

In recent safety reviews, it has been noted that intruders have used the confusion of drills to gain access to students and staff. Therefore, in the event of a fire alarm—**unless there is an immediate and visible threat of fire—students and staff are to remain in place** until an official **“All Clear” is announced over the PA system by the front office**. This added measure is in place to protect the safety of our entire school community.

**Tornado Drills** | Tornado drills must be held at least once a month during tornado season (*April 1 – July 31*), whenever school is in session. Students and staff are to move quickly and quietly to designated shelter areas, typically interior rooms or hallways away from windows and exterior walls. Once there, everyone should assume the protective position (e.g., kneeling with elbows and knees on the floor and hands covering their heads).

Schools are required to maintain logs of all fire/rapid dismissal, tornado, and safety drills and submit them as part of their mandatory emergency evacuation drill reports to the State of Ohio and Archdiocese of Cincinnati.

## **EVENT PROMOTIONS**

Permission to post any information (i.e. fundraisers, club activities, athletic events, etc.) in the building must be obtained from the Principal. Requests may include the completion of additional forms.

## **FINANCIAL RESPONSIBILITY POLICY**

Any student who has not paid for the entirety of the tuition and fees for their current enrollment will not be eligible for re-enrollment or a diploma until all financial balances have been settled with the Business Office and the student is free of financial responsibility with Lehman Catholic High School. Students who have an outstanding balance will not be permitted to take second semester exams until that balance has been paid or a payment arrangement has been made with the Business Office.

## **FOOD ALLERGY POLICY**

The Lehman Catholic High School Community is committed to the health and safety of all students, employees, and volunteers. The purpose of this policy is to:

- Provide a safe and healthy learning environment for students with food allergies;
- Reduce the likelihood of severe or potentially life-threatening allergic reactions;
- Ensure the rapid response of staff in the case of an allergic reaction; and,
- Provide the opportunity for all students to participate in all school activities.

The prevalence of food allergies is increasing, affecting as many as 8% of children nationwide. Schools are considered high-risk areas for students with

food allergies, with most incidents of accidental exposure occurring in schools. While we cannot totally prevent allergic reactions, we can dramatically reduce the likelihood of such reactions occurring and the severity of consequences if they do occur.

**Parent Responsibilities (Parents with students having known allergies)**

- Provide the school's Principal with written, up-to-date information regarding your student's allergy.
- Participate in developing an Allergy Action Plan with your student's doctor that is to be sent to the school upon completion.
- Work with the school to develop a plan that accommodates your student's needs throughout the school day and during school sponsored activities.
- Communicate concerns to the school's front office, teachers, and Principal as those concerns arise.

**Student Responsibilities (Students with known allergies)**

- Take personal responsibility for avoiding allergens.
- Avoid trading or sharing foods
- Avoid eating food with unknown ingredients.
- Wash hands before AND after eating.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Develop a relationship with a trusted adult in the school who can assist in identifying issues related to the management of the allergy at school and school related activities.

## **GRADING, GUIDANCE, AND COUNSELING SERVICES**

See page 6 for Graduation Requirements and Honors Diploma information.

**Honor Roll** | Students who maintain a percentage average for a given grading period of 93% or higher with no grade below 85% will be recognized as a First Honor recipient. Those students who maintain an average for a given period of between 85% and 92%, with no more than one grade below 85% will be recognized as a Second Honor recipient. Honor Rolls are calculated at the end of each quarter. All courses contribute to the average used to establish the Honor Roll except courses taken off campus (i.e. correspondence and online courses).

**Class Rank Policy** | A student's class rank is determined at the end of each school year by one's weighted scholastic average. A weighted factor is used to determine this average, taking into consideration the level of difficulty of each

class in the student's schedule. A list of each course weight is in the Course Catalog. The valedictorian and the salutatorian are determined using the first three quarters of the grades of the senior year, together with the final subject grades of the preceding three years. One must attend Lehman for 6 consecutive semesters and have been registered as a fulltime student.

If a student transfers into Lehman, and attends for less than 6 consecutive semesters, that student will be ranked but such ranking shall not displace a rank of another student. (i.e. there could be two number fours and the next ranking would be a number five).

**Academic Hall Of Fame Requirements** | A student who is a Valedictorian, Salutatorian, National Merit Honors student, or has straight A's each semester all four years of high school will be eligible for the Academic Hall of Fame. These students must also be in good standing and take their core classes at Lehman Catholic High School.

***\*\*\*For the class of 2029 and beyond, students must achieve an Honors Diploma in order to be eligible for the Academic Hall of Fame at Lehman Catholic High School.***

**Valedictorian-Salutatorian Requirements** | *For the class of 2029 and beyond, please see page 6 of this handbook or our Director of Guidance and Student Services for Valedictorian and Salutatorian Requirements.*

The following courses need to be taken on campus and credits earned at Lehman Catholic High School in order to be eligible for Valedictorian or Salutatorian designation:

- 4 credits of Theology
- 4 Credits of English
- 4 Credits of Mathematics
- 3 Credits of Science
- American History
- Government

Below is a sample list of courses that can be taken off campus:

- Health
- Physical Education
- Elective Social Studies
- Fine Art
- Business electives

**Class Scheduling** | Scheduling will begin in February/March with the distribution of the Curriculum Handbook. Students and parents should review the Handbook and then discuss their choice of classes with the Director of Guidance and Student Services. After determining the desired schedule, the schedule request form should be completed, signed by a parent and the student. The Curriculum Handbook has details concerning specific classes, schedule changes, course weights, etc. Registration fees must be paid when one schedules for classes.

**Driver's Education** | Students may not have early dismissal from Lehman Catholic High School to attend driver's education class.

**Grading** | A percentage grade is recorded for each quarter, semester exam, semester, and yearly average. Each quarter grade is 40% of the semester average. Each semester exam grade is 20% of the semester average. The yearly grade is an average of the two semester grades. Interim reports are e-mailed midway through each quarter to parents' account on the student's record for those students whose progress in a particular subject is unsatisfactory. Parents are strongly encouraged to contact the particular teacher and discuss the report.

The following grading scale is used at Lehman Catholic High School. Included is conversion to a four point scale often used by colleges:

A	4.0	93 – 100	S = Satisfactory
B	3.0	85 – 92	U = Unsatisfactory
C	2.0	75 – 84	
D	1.0	65 – 74	
F	0.0	64 or below	

Any student failing a required class must take that class before scheduling any sequential class in that department. The class must be made up in summer school or the following year. Any summer school class must have prior approval of the counselor or his/her designee.

**Dropped Courses** | Courses may be dropped until 3 days after the midterm of the first quarter, or midterm of third quarter for a second semester course, without academic penalty. After that time, if a student drops a course, the grade will be reported as either WP (withdraw passing) or WF (withdraw failing). The students will also be assessed a \$30 fee for each course dropped and schedule change.

**Schedule Changes** | Schedule change dates will be offered in the summer. There will be no schedule changes the first two days school is in session. Schedule changes may be made the third and fourth day that school is in session for the 1st quarter. Students will have the first two days of the second semester to request a change of semester classes in their schedule. If a change is required after this period of time, the approval of the Principal, teacher, and parent will be required. If a student drops a class, the class remains on the student's grade card and final transcript of grades, and the notation WP (withdrawn passing) or WF (withdrawn failing) is made. A \$30 fee will be charged for all student-requested course changes.

**Semester Exams** | Semester exams will be given to all students in all classes at the end of each semester, unless the Principal, to the contrary, grants special permission. The grades for semester exams are recorded on the student's report card, and account for 20% of the semester grade. Semester exams will include material from the entire semester, will be administered by the classroom teacher, and will take place on a special exam schedule. Students must be present at school for exams, and will only be excused for serious illness (a doctor's note is required) or death in the family. Students suspended (out of school suspension) from school during semester exams may not make up the exams missed during the time of suspension.

**Tests** | In addition to the quizzes, tests and exams, which the teachers administer in various classes to help determine a student's academic progress, Lehman Catholic High School students take a series of aptitude and achievement tests. Freshmen students will take the IOWA Tests in the spring. Sophomores will take the Pre-ACT tests. Juniors are required to take the (PSAT) Preliminary Scholastic Aptitude Test and the American College Test (ACT) for admission to college. Juniors are also encouraged to take the ASVAB Test and Scholastic Aptitude Test (SAT).

**Transcripts** | An official transcript from Lehman Catholic High School will contain the following:

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

Transcripts are sent on written request. Seniors may receive free transcripts. For transcripts requested after graduation, written notification is required

along with a \$5 processing fee. All final transcripts will be sent once all account balances are paid in full and all responsibilities are fulfilled.

**Transfer Credits** | Lehman students may receive course credit from other accredited educational institutions, to fulfill Lehman Catholic High School requirements. It is the responsibility of the students and the parents to receive prior approval for such course work, and to make sure that Lehman receives an official record of such work. Credit will be recorded upon receipt of the records.

**Community Service Hours** | Students will complete a minimum of 10 hours of community services prior to graduation at Lehman Catholic High School for the graduating class of 2024. In a 4-year span, students will be expected to accumulate a total of 20 hours starting with the class of 2026. Students must complete a reflection assignment on their hours of service and submit it to the Community Service Coordinator by May 1.

## HEALTH SERVICES

Minor first aid may be obtained in the office. Any student who is ill should report to the office. An ill student may leave school with the knowledge and consent of a parent and an administrator. In an emergency, the parents will be contacted.

**Medical Information** | At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information.

**Administration of Medication** | Lehman Catholic follows the following Archdiocese of Cincinnati mandate and Section 3313.713 of the Ohio Revised Code regarding administering medication to students.

**Administering Medications to Students (O.R.C. 3313.713)** | Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration

training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

1. The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
2. The school receives a statement, signed by the prescriber, that includes the following information:
  - a. The name and address of the student;
  - b. The school and class in which the student is enrolled;
  - c. The name of the drug and the dosage to be administered;
  - d. The times or intervals at which each dosage of the drug is to be administered;
  - e. The date the administration of the drug is to begin and end;
  - f. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
  - g. Special instructions for administration of the drug, including sterile conditions and storage.
3. The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
4. The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
5. The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
6. Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

1. The student's name and address;
2. The names and dose of the medication contained in the autoinjector;
3. The date the administration of the medication is to begin and end, if known;
4. Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
5. Circumstances in which the autoinjector should be used;
6. Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;

7. Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
8. Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
9. At least one emergency telephone number for contacting the prescriber in an emergency;
10. At least one emergency telephone number for contacting the parent; and
11. Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

**Medication Administered at School** | The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student's parent or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

**Diabetic Care Policy** | Lehman Catholic High School complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care.

Lehman is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student's target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

**School Administration of Diabetes Medications** | Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

1. The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
2. The school receives a statement, signed by the prescriber, that includes all of the following information:
  - a. The name and address of the student;
  - b. The school and class in which the student is enrolled;
  - c. The name of the drug and the dosage to be administered;
  - d. The times or intervals at which each dosage of the drug is to be administered;
  - e. The date the administration of the drug is to begin;

- f. The date the administration of the drug is to cease;
  - g. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
  - h. Any special instructions for administration of the drug, including sterile conditions and storage.
3. The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
4. The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
6. Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

**Student Administration of Diabetes Medications** | On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent,

legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

**AIDS / HIV (AOC Policy 412.07)** | Each instance of HIV or AIDS involving a student or an employee shall be treated as a strictly confidential and individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual privacy and needs. Information concerning HIV-infected persons shall be divulged strictly on a need to know basis.

**Immunizations (AOC Policy 412.06)** | Lehman Catholic High School complies with the minimum immunization requirements set forth by Ohio Revised Code 3313.67 and 3313.671. Lehman Catholic High School also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction objection or by revoking a previous exception.

**Medications** | A student using prescribed medication during school hours must have on file a signed medical authorization form from the parent, and a properly completed physician's statement.

Medications must be in original containers and have affixed labels with the student's name. Accurate records of the medication given will be kept in the student's file.

The possession or use of non-prescription, over-the-counter medication during school hours is not allowed for the safety of all students. The school will not administer medications without prior parental and medical information as described above.

**Seizure Action Plans** | In accordance with Ohio Revised Code 3313.7117, Lehman Catholic High School requires an Individualized Seizure Action Plan (ISAP) for any enrolled student with a diagnosed seizure disorder.

Policy Guidelines:

- Required Documentation

- A written request signed by the student's parent or guardian authorizing the school to administer seizure medications.
- A written statement from the student's treating medical provider, which must include:
  - The name, dosage, and method of administration for each prescribed seizure medication;
  - Specific instructions for responding to a seizure;
  - Known side effects or complications;
  - Emergency contact information.
- Staff Notification & Training
  - The school nurse or a designated trained staff member will coordinate seizure care.
  - All school employees, contractors, and volunteers who regularly interact with the student will be notified in writing of the ISAP.
  - Appropriate staff members will receive training on seizure response and medication administration.
- Plan Maintenance
  - Seizure Action Plans must be renewed annually at the beginning of each school year.
  - Plans will be stored in the nurse's or administrator's office and updated if a student's medical needs change.
- Parental Responsibility
  - Parents/guardians are responsible for submitting the completed Seizure Action Plan and all related documentation before the start of the school year.
  - Any changes in medication or medical condition must be reported to the school immediately.

Lehman Catholic High School is committed to the safety, dignity, and well-being of all students. We will take every appropriate measure to ensure that students with seizure disorders are supported with care, competence, and compassion.

## **LITURGICAL CALENDAR**

School wide Mass is held every Friday afternoon unless otherwise noted or due to a Holy Day.

## **LOGO & IMAGES**

Individuals are not permitted to use the school logo and other images associated with Lehman Catholic High School for personal use. This includes but is not limited to personal web pages, blogs, and social networking sites. Individuals interested in the use of the school logo or all other images associated with the school must receive the permission of the Principal prior to use.

## **LOCKERS**

All students are assigned a locker. This assigned locker is to be used at all times. Switching lockers or using unassigned lockers is not permitted. Also, students should not enter another student's locker unless accompanied by an administrator. Locks are available from the school for a ten-dollar (\$10) deposit, which will be returned to the student when the lock is returned. Only school locks may be used. It is the responsibility of the student to keep the locker clean. Food and beverage should not be stored in the locker beyond the end of the school day. Violation may result in disciplinary action, including the loss of the privilege of using the locker.

**Locker Decoration** | No stickers or decals are permitted inside or on the outside of a locker. Students are asked to use photos that are tasteful and compliant with Lehman Catholic High School's values. The only permitted adhesive on lockers will be painter's and magnetic tape as well as sticky tack. Use of other adhesives such as double sided tape or duct tape will result in a minimum charge of \$10 to the student for removal and clean-up. Do not use glitter, confetti, streamers, or anything that will not stay in place. Focus on celebrating your student's talents, academic & athletic achievements, and school pride.

## **LOST AND FOUND**

Lehman Catholic High School continues to promote honesty and goodwill towards others by encouraging that all lost items be turned in by finders to the office. Students who have lost an item should check in the office periodically. Unclaimed items may be given to a local charity after two weeks.

## **MEDIA RELEASE POLICY**

Lehman Catholic High School regularly highlights the accomplishments, activities, and spirit of our students through various forms of media. These may include, but are not limited to:

- School publications (newsletters, yearbook, brochures)
- Social media platforms
- Local newspapers and news outlets
- The school app and website
- Promotional and marketing materials
- Diocesan communications

**Use of Student Images and Information** | Photographs, video recordings, and other media may be taken of students during school-related events and activities, both on and off campus. These may be used to promote the mission and values of Lehman Catholic High School. The following student information may be shared publicly, unless a written objection is submitted by the parent:

- Student name
- Grade level
- Academic and extracurricular achievements
- Participation in sports, clubs, or school events
- Photographs or video images

**Parental Rights** | Parents/guardians who do not wish to have their child's name, image, or information included in media or promotional materials must notify the school in writing by the first day of the academic year. This request will be honored and kept on file in the school office. Please note that this opt-out does not apply to photographs taken for internal school use (e.g., ID cards, class photos, yearbook) unless otherwise specified.

**Respect and Discretion** | Lehman Catholic High School is committed to using all student media respectfully and in ways that reflect our Catholic identity and uphold the dignity of every student. No media will be used for commercial purposes without prior written consent.

## **NON-CUSTODIAL PARENTS**

In accordance with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, non-custodial parents are granted the same rights as custodial parents to access their child's educational records and related information, unless a court order or legally binding document specifically limits or revokes those rights.

Lehman Catholic High School will honor all applicable legal documents. In the absence of a court order to the contrary, the school:

- Will provide access to academic records, report cards, disciplinary reports, and other educational information upon request of the non-custodial parent.
- Will not restrict communication or record access based solely on the parent's custodial status.
- Will comply with any legal limitations placed on a parent's rights only if official documentation is provided to the school by the custodial parent or legal guardian.

It is the responsibility of the custodial parent or legal guardian to provide the school with any court orders or legal documents that restrict a non-custodial parent's rights. These documents must be current and on file in the school office. Please contact the school office if you have questions or need to update legal documents related to parental rights and access.

### **OFF CAMPUS CONDUCT**

Students should remember that they are representatives of the school and responsible for the school's good name at all times. Behavior on and off campus, including messages or postings on social media, that is not reflective of the philosophy and mission of Lehman Catholic High School may lead to disciplinary action including suspension or expulsion from school. Such punishment will be determined by the school Principal.

### **PROMOTION REQUIREMENTS**

Students must earn at least five (5) credits to be promoted to sophomore status; at least ten (10) credits to be promoted to junior status; and at least sixteen (16) credits to be promoted to senior status. A minimum of twenty-six and a half (26½) credits will be required for graduation.

### **PUBLIC ADDRESS SYSTEM**

The P.A. is used by the Principal for opening prayers, pledge of allegiance, and announcements at the start of the school day. All announcements should be given to the Principal or his/her designee in written form. Brief announcements may be made in the morning during Homeroom.

### **RELIGIOUS ACTIVITIES**

Prayer, Sacramental life, and Spiritual formation is integral to the education of Lehman Catholic students. All Prayer, Sacramental events (such as Mass), and Spiritual formation (such as retreats) are required of all students. They are so vital to the life of the students and the school community that they are graduation requirements.

## RINGS

The class rings of Lehman Catholic High School are selected during the freshman/sophomore years. The ring displays the school crest, year of graduation, and the image of a Cavalier.

## SCHOOL HOURS

School office hours during the school year are from 7:30a-3:30p. The instructional day is 8:00a-3:00p. These are supervised hours for the students. Students should not be in the building for extra and/or co-curricular school activities and events without supervision. School activities and events are supervised by their respective coaches and advisors, during their assigned practice/competition times.

***All students remaining on campus for any reason after dismissal must report to The Pointe (previously the Media Center) by 3:15p, unless they are under the supervision of a faculty/staff member or coach. For example, if a student has practice on campus at 4:00p and is waiting for their coach to arrive, they must report to The Commons no later than 3:15p.***

## SEXUAL MISCONDUCT / HARASSMENT

Students shall not intimidate or be a party to the intimidation of another student for the purpose of sexual interest, engage in any form of exhibitionism, or engage in any act of sexual misconduct during school or any school related activity, on school grounds or bus, or in transit to or from school. Such misconduct will result in disciplinary action.

## SHADOW DAYS

Prospective students are welcome to visit the school and attend classes with a Lehman Catholic High School student with the approval of the Principal. The Principal must have contact with the parents of the 'shadow' prior to the visit. These students should wear a collared shirt and dress pants on the day of their visit.

## SUBSTANCE ABUSE POLICY

In an effort to be a supportive and caring agent for student growth, the following policy was developed. The intention is to very clearly state the community's position on substance use while being proactive in dealing with situations of use and abuse. The goal of this and all programs is to develop the spiritual, intellectual, and social potential of each member of the Lehman community.

### **Declarations**

- The use of alcohol, marijuana, illegal drugs, nicotine, or vaping by students is unlawful, detrimental to the educational mission of the school, and divergent from the aspired spiritual, emotional, and physical development of the individual.
- It is expected that all members of the community will contribute to the promotion of drug-free lifestyles.
- Prevention of substance use is preferable to cure substance problems.
- Policies are designed to allow students to seek and receive help voluntarily.
- The school will continually work to develop assessment, support, and treatment referral plans.

**Breathalyzer** | Lehman Catholic High School reserves the right to administer a Breathalyzer test at any on or off campus school activity.

**Referral And Treatment Services** | Lehman Catholic High School has identified professional resources in which families can seek services. In creating this resource network, attention is given to affordability, (including insurance compatibility), compatibility of the school and agency's goals, and accessibility. It is the intention of the school to lead, where necessary, individuals and families to resources that are best suited to deal with substance use-related problems. Families may be required to seek such services as a condition of continued attendance at Lehman.

**General Student Guidelines** | Students are strongly encouraged to come forward at any time prior to actions meriting school response to enlist the help of and support of the school community.

- Any student found to be trafficking alcohol, marijuana, illegal drugs, or nicotine may be immediately dismissed from Lehman Catholic High School with notification of law enforcement officials.
- No student shall possess any controlled substance, vaping device, alcohol, nicotine, any look-alike drug, or paraphernalia on their person, assigned school locker or other belongings while on school property or at any school sponsored function for the intent to use or trafficking.

- Students shall not, in any way, be under the influence of any of the above mentioned substances while on school property or at any school-sponsored or sanctioned function.
- Students are encouraged to report any knowledge of above mentioned activities. Additionally, they are expected to remove themselves from people or situations violating these Principals.

**Referral/Treatment Opportunities** | The following types of situations will merit investigation by the school and follow up with the family:

1. Incident Driven | A student is found to be in violation of any of the General Student Guidelines:
  - a. The student will be confined to the school activity until a parent or legal guardian is contacted and can pick up the student. (If parents cannot be reached, efforts will be made to reach an emergency contact submitted to the school or given to the school by the student. If no contact can be made, emergency or law enforcement officials may be contacted as needed). A meeting will be held with the family as soon as possible at a time designated by the school.
  - b. A professional assessment at a recognized chemical dependency clinic (including substance testing) must be conducted before the student returns to school. Any costs associated with this assessment are the responsibility of the Parent.
  - c. The result of the assessment will be given to the school by the agency and a follow up meeting will be held with the family.
  - d. The results of the assessment may lead to more out-of-school treatment.
  - e. The student will face disciplinary actions that may include suspension or expulsion. If the student is able to return to school, it will be under a probationary status.
  - f. A second violation of the substance use guidelines will lead to immediate expulsion from Lehman Catholic High School.
  - g. A student participating in extracurricular activities may face further participation penalties
2. Observation Driven | If the student's behavior indicates possible substance use, the following steps will be followed:
  - a. Faculty, staff members or students may be asked to complete a Student Assistance Form used to assess substance use and abuse. (These forms will be given to an administrator). Parents will be informed that such a form has been completed.
  - b. Parents are contacted and a conference is held with school personnel.

- c. The school may require further assessment and testing. Parents may be asked to have students participate in substance abuse counseling or treatment at the parent's cost.
- d. The student's compliance to treatment and/or use is periodically evaluated. Student non-compliance could result in disciplinary action or expulsion from Lehman Catholic High School.

## TECHNOLOGY

At Lehman Catholic High School, we value equipping our graduates with the skills to utilize digital tools efficiently and ethically, fostering their growth as successful, responsible citizens engaged in the missionary and evangelization efforts of the Catholic Church. We are committed to creating a secure learning environment that requires internet safety measures. While we offer this opportunity, students are entrusted with the responsibility to adhere to school policies and exhibit the expected conduct.

Laptop computers, Chromebooks, iPads, and tablets are to be used only for educational purposes. Whether technology is utilized on or off campus, students must adhere to copyright laws, refrain from unethical or illegal activities on the internet, and ensure that no messages are sent to others that would result in the damage or deletion of files. Inappropriate use of technology may result in the school taking disciplinary measures. Such measures may range from the loss of access privileges at school to suspension or expulsion from school. School officials may pursue criminal prosecution and law enforcement agencies will be contacted if local, state or federal statutes have been violated. An acceptable use contract must be on file with the school before accessing the internet for any reason.

### Cellphones and Other Electronic Devices

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cellphones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cellphone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

This policy applies to the use of cellphones by students while on school property during school hours.

- **Students shall keep their cellphones on silent or turned off and stored in their locker** at all times. Cellphones may only be accessed before and after school hours; all other times are strictly prohibited unless otherwise approved or noted.

- If a student requests to use the restroom during class, they must show the teacher that their cellphone is not leaving the classroom with them.
- During class, students may NOT use their phones for any reason (ie. calculators, to check the time, music, reading a book, checking their grades, etc.) unless permission is given by the teacher.
- **Airpods or Bluetooth earphones may NOT be used during the school day, for ANY reason. Earphones/headphones that are wired and plug into the laptop, may be used if needed for course work when approved by the teacher/staff member.**
- The USE of wearable technology (i.e. smart-watches), sound/music systems, or electronic devices at school is prohibited, unless such items are part of an approved classroom program.
  - Students may be asked to remove wearable technology during assessment times such as quizzes, class tests, and standardized assessments (i.e. IOWA, ACT, PSAT, ARK, SAT)
- Video games are not permitted during school hours.
- Screens must be accessible to school personnel at all times.
- Students are responsible for the care of their own devices. Students may be loaned a device for educational purposes as needed throughout the school year. Students/families will assume responsibility for those devices on loan and will be asked to replace those devices if they are damaged while in the care of the student.

If this policy is violated, the teacher will take possession of the device and send the student to the office immediately. The student can request the device from the Principal or designee at the end of the school day. The consequences for the violation of this policy are as follows:

**First Offense** | The student's phone will be taken and a detention will be issued.

**Second Offense** | Parents will be contacted by the Principal or designee, students will receive a disciplinary action, including but not limited to, a detention, Saturday school, or suspension, and parents will be contacted to retrieve the device. The device will not be returned to the student at the end of the day.

**Third Offense** | Parents will be contacted by the Principal or designee, students will receive a disciplinary action, including but not limited to, a detention, Saturday school, suspension and/or expulsion, and parents will be

contacted to retrieve the device. The device will not be returned to the student at the end of the day.

An exception to this cellphone and electronic device policy will be made, when its use is required as stated in a 504, health, or Individualized Educational Plan. A student's cellphone violation record is in effect per semester.

As with all electronic devices, students may face disciplinary actions for taking inappropriate pictures, harassment either voice or text, game playing, e-mail, accessing the internet or other activities deemed inappropriate by the Principal.

## TEXTBOOKS

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

## TRANSPORTATION

**School Bus** | The school bus driver is in charge of the bus and is responsible for order. Drivers will not exclude a pupil from the bus, but shall report all discipline problems to the Principal and Dean of Students for disciplinary action. Inappropriate conduct shall be sufficient reason for refusing transportation service to any pupil. A student who repeats violations may be denied transportation on the bus by the Principal or the Athletic Director, and parents will be notified in writing. Students who use public school bus transportation are under that driver's jurisdiction from the time he/she gets on the bus until reaching their final destination. Continuous misbehavior may result in the permanent loss of transportation privileges.

A student may engage in reasonable conversation while riding a bus. However, a student must be absolutely quiet at railroad crossings and other areas of danger as specified by the driver. A student shall not throw any objects while riding the bus, nor should the emergency exit be used except in the case of an emergency. Students are not permitted to eat on the bus, but are permitted to drink water.

**Personal Vehicles** | Any student driving to school must register the vehicle in the office by completing a Driving Registration form. 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 loss of parking privileges at the school and potential further disciplinary action.

The Principal of Lehman Catholic High School reserves the right to search any vehicle on school property if the School Principal deems it necessary if the safety of the student or any other person is in jeopardy.

**Parking** | Parking in front of school is reserved for staff and visitors. Parking in the north parking lot of the school is available to all students. Teachers will park in the south lot. Students are not permitted to loiter in parking areas or in cars on school property before or after school. Seniors will be eligible for designing their own parking spot by completing the application process, including submitting a drawing of their intended design for approval with the designated fee.

## **TUITION AND FEES**

Lehman Catholic High School has contracted with FACTS Tuition Management Company for electronic collection of tuition through the parent's financial institution. Payments may be made via a checking account, saving account or credit card (Visa or Mastercard). The full amount of tuition, payable directly to the school, may be paid in July prior to the start of the school year. Semi-annual or monthly payments may be made per the FACTS tuition payment plan. The registration fee is non-refundable and is not part of the tuition. The school reserves the right to withhold graduation announcements, final report cards, transcripts, and the privilege of participation in commencement exercises until tuition is paid in full. Any other schedule of payments must be arranged by the parents with the Business Manager. Any student who finds payment of tuition to be impossible may apply for a full or partial payment of tuition from the LCHS Scholarship Fund. The deadline for applying is March 30<sup>th</sup> prior to the upcoming school year. Students that withdraw from Lehman will be charged for the current quarter and any previous quarters. Students may do so by completing the Withdrawing form to ensure that all academic, athletic, and financial responsibilities are met either for the quarter, semester, or academic year.

All school property—such as library books, novels, non-consumable textbooks, and school-issued Chromebooks—must be returned. In addition, all outstanding financial obligations, including tuition and lunch fees, must be paid in full.

## **VISITORS**

Only authorized visitors are permitted on school premises. All persons wishing to visit LCHS must report to the attendance office. No visitor to the school

building may walk around the school without having first registered in the front office. Visitors will be given the appropriate pass that must remain visible on the person. This includes parents, former students or other visitors to the building. Students must make advance arrangements when a visitor will be joining them at school.

## **VOLUNTEERS**

Volunteers are essential to the well-being of our school programs. We welcome parent and grandparent volunteers on a variety of special occasions. When coming to school, please report to the office, sign in, and receive a visitor badge to wear while in the school. Volunteers must have completed the SafeParish Training, an electronic (on-line) background check through Selection.com, and remain current with the scheduled SafeParish training bulletins in order to volunteer at Lehman Catholic High School. It is expected that parents/guardians follow the guidelines set forth in the Decree on Child Protection at all times. Additional details are available by accessing the Decree on Child Protection. Volunteers are also expected to sign the Volunteer Confidentiality Form (Appendix N) prior to volunteering.

## **WELLNESS PLAN FOR STUDENTS**

At Lehman Catholic High School, we are committed to the formation of the whole person—mind, body, and spirit. Our Student Wellness Plan is rooted in Catholic values and focused on supporting the physical, mental, emotional, and spiritual health of every student so they may grow into the individuals God has called them to be.

### **Spiritual Wellness |**

- Regular participation in school Masses, retreats, and daily prayer is encouraged to foster a strong relationship with God.
- Students are invited to seek spiritual support through our campus minister, theology teachers, or local parish priests.
- Opportunities for confession, adoration, and spiritual counseling are made available throughout the school year.

### **Mental and Emotional Wellness |**

- Students experiencing stress, anxiety, or other emotional challenges are encouraged to speak with a school counselor or trusted adult.
- The mental health counselor is available for academic, social, and emotional support.

- The Director of Guidance is available for academic and vocational guidance.
- Staff members are trained to recognize signs of distress and refer students for appropriate support.
- Peer support and mentorship programs are promoted to build community and reduce isolation.

### **Physical Wellness |**

- The school promotes a healthy lifestyle through physical education classes, extracurricular athletics, and health-conscious lunch offerings.
- Students are expected to report illness or injury to the school nurse and follow all return-to-school health protocols.
- The school trainer is available after school hours to any student, especially student-athletes, that need advice or medical attention.
- Routine health screenings and immunization compliance are maintained in partnership with local health departments.
- Students are encouraged to maintain proper hygiene, sleep, nutrition, and exercise habits.

**Safe and Respectful Environment |** Bullying, harassment, and intimidation of any kind are strictly prohibited (see Bullying Policy, p. 17).

- All students have the right to learn and grow in a safe and supportive environment. Lehman will uphold the highest standards of love and respect for God, our neighbors, and self.
- Respect for self, others, and the dignity of every human life is foundational to our school culture.

**Wellness Education and Prevention |** Wellness topics such as nutrition, mental health awareness, substance abuse prevention, and digital responsibility are addressed through health curriculum, assemblies, and guest speakers. The school partners with parents and the community to reinforce healthy behaviors and decision-making.

**Parent Partnership |** Parents are key partners in student wellness. Communication between school and home is vital. Parents are encouraged to inform the school of any medical, emotional, or personal needs that may affect a student's well-being. The school may request documentation or a care plan to ensure student safety and success.

## WITHDRAWAL/DISENROLLMENT BASED ON PARENT CONDUCT

Lehman Catholic may require a parent to withdraw his/her child based on the conduct of the parent. This may occur if the conduct of a parent is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, the Principal shall contact their assigned Regional Director of the Archdiocese before the withdrawal is implemented. In this event, the following procedure shall occur:

- Written notice will be sent to the parent and student describing the reasons for the student's potential disenrollment.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent, and, if appropriate, the student, prior to the disenrollment.
- A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.
- A parent who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

**Social Media** | Lehman Catholic High School reserves the right to refuse admission or remove from enrollment any parent or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events.

## WORK PERMITS

In order to get a work permit, students must get forms from the school office. All forms must be completed and returned to the school office and a work permit will be issued.

*Lehman Catholic High School reserves the right to amend this Handbook at any time. Notice of amendments will be sent via mail or electronically.*

Updated: 7/1/2025

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## PARENT/GUARDIAN AND STUDENT SIGNATURE PAGE

I/We hereby affirm that I have read the Student Handbook. I/We certify that I/We consent to and will follow all policies and procedures of the school, including everything contained in the Lehman Catholic High School Student Handbook.

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Parent/Guardian Signature and Date

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Parent/Guardian Signature and Date

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Student Signature and Date

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Student Grade

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Student Signature and Date

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Student Grade

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Student Signature and Date

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