

LANSDALE CATHOLIC HIGH SCHOOL FAMILY HANDBOOK



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

This Agenda Belongs to.....

Name: _____

Homeroom: _____ Student ID#: _____

www.lansdalecatholic.com

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

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

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

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COMMON PRAYERS

OUR FATHER

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

HAIL MARY

Hail Mary, full of grace,
the Lord is with you.
Blessed are you among women
and blessed is the fruit of your womb,
Jesus.

Holy Mary, Mother of God,
pray for us sinners now and
at the hour of our death. Amen.

GLORY BE

Glory be to the Father, and to the
Son, and to the Holy Spirit,
as it was in the beginning, is now, and
ever shall be. Amen.

GUARDIAN ANGEL PRAYER

Angel of God, my guardian dear,
to whom his love commits me here,
ever this day be at my side,
to light and guard, to rule and guide.
Amen

PRAYER TO THE REDEEMER (ANIMA CHRISTI)

Soul of Christ, sanctify me.
Body of Christ, heal me.
Blood of Christ, drench me.
Water from the side of Christ, wash
me.
Passion of Christ, strengthen me.
Good Jesus, hear me.
In your wounds shelter me.
From turning away, keep me.
From the evil one, protect me.

At the hour of my death, call me.
Into your presence lead me,
to praise you with all your saints for
ever and ever. Amen.

PRAYER FOR THE FAITHFUL DEPARTED

Eternal rest grant unto them, O Lord.
(R) And let perpetual light shine upon
them.

May their souls and the souls of all
the faithful departed,
through the mercy of God, rest in
peace.
(R) Amen.

PRAYERS TO THE HOLY SPIRIT

COME HOLY SPIRIT

Come Holy Spirit. Fill the hearts of your faithful and enkindle in them the fire of your love. Send forth your Spirit and they shall be created

(R) And you shall renew the face of the earth.

Let us Pray...O God, you have instructed the hearts of faithful by the light of the Holy Spirit. Grant that through the same Holy Spirit we may always be truly wise and rejoice in his consolation, through Christ, our Lord. Amen.

PRAYER TO THE HOLY SPIRIT (ST. AUGUSTINE)

Breathe in me, O Holy Spirit, that my thoughts may all be holy. Act in me, O Holy Spirit, that my work, too, may be holy. Draw my heart, O Holy Spirit, that I love but what is holy.

Strengthen me, O Holy Spirit, to defend all that is holy. Guard me, then, O Holy Spirit, that I always may be holy. Amen.

MARIAN PRAYERS

MEMORARE

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help or sought your intercession was left unaided. Inspired with this confidence, I fly to you, O virgin of virgins, my Mother. To you I come, before you I stand sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in your mercy, hear and answer me. Amen.

LOVING MOTHER OF THE REDEEMER

Loving Mother of the Redeemer, Gate of heaven, star of the sea, Assist your people who have fallen yet strive to rise again.

To the wonderment of nature you bore your Creator, yet remained a virgin after as before. You who received Gabriel's joyful greeting, have pity on us, poor sinners.

HAIL HOLY QUEEN (SALVE REGINA)

Hail, holy Queen, Mother of mercy, our life, our sweetness and our hope. To you do we cry, poor banished children of Eve; to you do we send up our sighs, mourning and weeping in this valley of tears. Turn then, O most gracious advocate, your eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet virgin Mary

REGINA CAELI (QUEEN OF HEAVEN)

Queen of Heaven Rejoice, Alleluia.

(R)The Son you were privileged to bear, Alleluia,

has risen as he said, Alleluia.

Pray to God for us, Alleluia. Rejoice and be glad, Virgin Mary, Alleluia.

(R)For the Lord has truly risen, Alleluia.

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

ANGELUS

(V) The Angel of the Lord declared unto Mary

(R) And she conceived by the Holy Spirit. Hail Mary...

(V) Behold the Handmaid of the Lord,
(R) Be it done unto me according to your word. Hail Mary...

(V) And the Word was made flesh,
(R) And dwelt among us.

Hail Mary...

(V) Pray for us, O Holy Mother of God,

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

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

PRAYERS OF AND TO THE SAINTS

**NOVENA ROSE PRAYER TO ST. THERESE
(OUR PATRONESS)**

O Little Therese of the Child Jesus,
please pick for me a rose from the
heavenly gardens
and send it to me as a message of
love.

O Little Flower of Jesus,
ask God today to grant the favors I
now place with confidence in your
hands...

(silently mention specific requests)

St. Therese,
help me to always believe as you did,
in God's great love for me,
so that I may imitate your "Little
Way" each day. Amen.

TAKE AND RECEIVE

(ST. IGNATIUS OF LOYOLA)

Take Lord and receive all my liberty,
my memory, my understanding, my
entire will, all that I have and call my
own. You have given it all to me. To
you Lord, I return it. Everything is
yours, do with it what you will. Give
me only your love and your grace,
that is enough for me. Amen.

PRAYER OF ST. IGNATIUS

Direct, we beseech you, O Lord, all of
our actions; and carry them out by
your gracious assistance; So that
every prayer and good work of ours
may begin by you and happily be
ended through you. Through Christ
our Lord. Amen.

ST. PATRICK'S BREASTPLATE

Christ, be with me, Christ before me,
Christ behind me;
Christ in me, Christ beneath me,
Christ above me;
Christ on my right, Christ on my left;
Christ where I lie, Christ where I sit,
Christ where I arise;
Christ in the heart of everyone who
thinks of me;
Christ in the mouth of everyone who
speaks of me;
Christ in every eye that sees me,
Christ in every ear that hears me.
Salvation is of the Lord.
Salvation is of the Lord.
Salvation is of the Christ.
May your salvation, O Lord, be ever
with us.

PRAYER TO ST. JOSEPH

Glorious Saint Joseph, chosen by God
to be the foster-father of Jesus, the
chaste spouse of Mary, ever Virgin,
and the head of the Holy Family. I
implore your powerful aid for all the
Church on earth. Be a shield
especially for the Pope, bishops and
priests. Be the defender of all who
labor amidst the trials of life.

I dedicate myself to you, that you
may be my patron and my guide in
the way of salvation. Obtain for me,
great purity of heart and a devotion
to prayer. Grant that, following your
example, I may direct all my actions
to the greater glory of God, in union
with the Sacred Heart of Jesus and
the Immaculate Heart of Mary.
Finally pray for me that I may have
peace and joy at the hour of death.
Amen.

PRAYER OF ST. FRANCIS

Lord, make me an instrument of your
peace.

Where there is hatred, let me sow
love,

Where there is injury, pardon

Where there is doubt, faith,

Where there is despair, hope,

Where there is darkness, light,

Where there is sadness, joy.

O Divine Master, grant that I may not
so much

seek to be consoled as to console,

not so much to be understood as to
understand,

not so much to be loved, as to love;

for it is in giving that we receive,

it is in pardoning that we are
pardoned,

it is in dying that we awake to eternal
life.

PRO LIFE PRAYERS

FOR LIFE

O Mary, Mother of Jesus and Mother of us all, we turn to you today. Despite surprise and uncertainty you said “yes” to giving birth to the Son of God. Mary, we pray today for all mothers who are afraid to be mothers. We pray for those who feel threatened and overwhelmed by their pregnancy. Intercede for them, that God may give them the grace to reject the false solution of abortion. May they say with you, “Be it done unto me according to Your word.” May they experience the love of Jesus, the support of others and the peace that comes from doing God’s will. Amen.

PRAYER FOR THE SANCTITY OF LIFE

Lord God, giver of life, at your command creation came to life. Teach us to have a reverence for life. Help us to be mindful that all human life is sacred, whether family or friend, foreigner or neighbor, unborn or terminally ill. We rejoice that each human life has been redeemed by your Son, Jesus Christ. Let us celebrate the existence of each and every person and preserve all life from abuse or harm. Amen.

PRAYER TO THE HOLY SPIRIT, GIVER OF LIFE

Come Holy Spirit, Creator of all things...You who breathed over the waters at the dawn of creation and brought forth all living beings...You who filled the apostles when the Risen Lord breathed on them on the first Easter night, giving them the power to restore life to those dead in sin...You who, on the last day, will

breathe again over all the dead and raise them from the grave--Come!

Come and breathe on our world again, immersed as it is in the Culture of Death! Come, O Lord and Giver of Life! Defeat the works of death in our midst, that abortion may no longer stain our land.

We worship You, O Holy Spirit, and we rejoice in You. We know that no matter how strong the forces of death may be, we can still find in You the endless source of life. Renew that life in each of us, and make us worthy apostles of the Culture of Life in our day! Amen.

PRAYERS FOR EXAMS

OPTION ONE

Lord,
it seems as though our lives
are one test after another,
weighing us in another's balance.
Help us to approach the
examinations
with proper seriousness.
Grant that we may reflect
the best of the work we've done
and the best of the teaching
we've received
through Jesus Christ our lord.
Amen.

OPTION TWO

Loving God
be with me now, as I prepare for
my exams. Thank you for the
many talents and gifts you have
given me and for the opportunity
of education. Calm my nerves and
anxiety, help me to remember all
that I have studied, to express it
clearly and to answer the
questions the very best that I can.
Holy Spirit, sit with me in my
exam
- and always.
In Jesus' name
Amen

OPTION THREE

O wise God, I pray that my mind
might be rested, my body
energized, and my spirit inspired
for the exam I must write.

Grant me peace and assurance so
that I might do the best I am able,
regardless of what that might be.

Be with my fellow students and
may I be a good example to them,
offering reassurance and
confidence regardless of how I
feel.

May I be honest and insightful,
and able to give a true record of
what I have learned.

In the end, may any
disappointment be born with
grace, and any joy accompanied
with humility.

I write this exam with You, O Lord
Jesus Christ. Amen.

STATEMENT OF CATHOLIC IDENTITY

The secondary schools of the Archdiocese of Philadelphia are intent on maintaining the Catholic identity of our schools. With that in mind, we identify the following characteristics as being integral to the school:

- Lansdale Catholic develops and implements plans that lead our students to Jesus.
- Lansdale Catholic is a community centered upon Jesus and the gospel message, and has a strong evangelizing emphasis based on authentic teaching of Catholic faith and tradition.
- The spiritual formation of the entire Lansdale Catholic community is an essential dimension of Lansdale Catholic's mission, and so the daily life of Lansdale Catholic offers ongoing experiences of the Church's beliefs, traditions, and sacramental life.
- Lansdale Catholic works to affirm, build on and strengthen the relationship between the parish and the school and cooperates in the mission of the parish.
- Lansdale Catholic creates a supportive and challenging atmosphere which affirms the dignity of all persons within the school community.
- Lansdale Catholic is academically excellent with a strong conviction toward service to the larger community.

These characteristics are present when:

- There is a general awareness that we live in the presence of God and witness to the Lord's work among us;
- There is a sharing of the gift of faith by colleagues and an evangelization of our students. This is accomplished through a lived witness to faith in Jesus Christ by the faculty, students, and families;
- Sacramental celebrations are well-prepared and frequently offered to members of the school community;
- There are regular opportunities for ongoing spiritual formation of the faculty, staff, and leadership in the school;
- The Theology Department and the religious education curriculum are an integral part of the life of the school;
- The Catholic environment of the school is reflected in the building and its appointees;
- There are service and service-oriented activities both within and outside the school community.

THE OFFICE OF CATHOLIC EDUCATION

Mission Statement

Catholic schools form Catholic students to be full and practicing members of the Church, are centers for evangelization that call all to live fully the message of Jesus Christ, and are centers of academic excellence that rigorously prepare students to be contributing members of the global community.

Description

The Secondary School System of the Archdiocese of Philadelphia operates seventeen high schools in Bucks, Chester, Delaware, Montgomery, Philadelphia, and Springfield Counties. Dr. Richard V. McCarron, Jr., serves as Secretary for Catholic Education and Ms. Mary Rochford is the System Superintendent. The Office of Catholic Education is located on the 6th floor of the Archdiocesan Office Center at 222 North 17th Street, Philadelphia, PA 19103-1299 (215-587-3700).

The Office of Catholic Education, often referred to as OCE, has developed the Secondary Schools Policies and Procedures Handbook. It is a collection of guidelines that apply to general operations in all of the secondary schools. A copy of the Policies and Procedures Handbook is located in the Principal's Office.

Goals of the Office of Catholic Education

The strategic plan for the Office of Catholic Education is located in the Principal's Office. The plan revolves around three focus areas: Catholic Identity, Centers for Academic Excellence, and Sustainability. The goals for each focus area are as follows:

1. Catholic Identity
 - Catholic schools form Catholic students to be full and practicing members of the Church.
2. Centers for Academic Excellence
 - Instruction will be permeated with Religion, Rigor, Relevance, Relationships, and Reflection to prepare Life, College, Work, and Service-Ready Students.
 - Design for curriculum and assessment practices will be shaped through: Core Academic Learning, Stretch Learning, Personal Skill Development, and Learner Engagement.
3. Sustainability
 - Priority efforts will be given to advancement efforts.
 - Governance and Leadership models will be explored.
 - Financial guidance will be provided.

Central Administrative Personnel

Dr. Richard McCarron, *Secretary for Catholic Education*
Reverend John J. Ames, *Deputy Secretary for Catechetical Formation*
Mr. Jason Budd, *Deputy Secretary for Catholic Education*
Ms. Mary E. Rochford, *Superintendent of Schools*
Dr. Thomas F. Rooney, Jr., *Assist Superintendent for Secondary Schools*

Directors

TBA, *Director of Secondary School Student Services*
TBA, *Director of K-12 Technology*
Mrs. Carol Cary, *Director of Secondary Curriculum and Instruction*
Mrs. Regina DiGuilio, *Executive Director for Institutional Advancement*
Sr. Marie Esther Hart, IHM, *Coordinator of Science Initiatives*
Mrs. Theresa A. Ryan-Szott, *Director of Secondary School Personnel*

Archdiocesan Board of Education 2009-2010

Reverend Monsignor Philip J. Cribben
Sister R. Patricia Fadden, I.H.M., Ed.D. (chair)
Frank A. Farnesi
Daniel Fitzpatrick
John V. Killen
Dr. Richard McCarron
Gerald J. Maginnis
Reverend Monsignor Joseph T. Marino (Consultant)
Jeffrey G. Mehallick
Paul Mulholland
James D. O'Hara
Sharon O'Neill
Gerald J. Parsons (Chair)

LANSDALE CATHOLIC HIGH SCHOOL

Mission Statement

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

Vision Statement

Rooted in the worship of the Triune God, inspired by the Gospel of Christ, and empowered by His Spirit, the mission of Lansdale Catholic High School embraces academic preparedness, character formation, and a sense of community service.

All learners will be highly engaged in a Catholic environment build on positive relationships, based on the teachings of Christ. Motivated by a relevant and rigorous curriculum, students will be challenged to develop their God-given abilities and talents to become graduates that are:

- Contributors to the Community in the Model of Christ.
- Life-long Learners
- Innovative Real-World Problem Solvers
- Self-Disciplined Leaders with a Social Conscience

Philosophy

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

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

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

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

Belief Statements

We believe that:

1. All life is sacred, and all human life is created in the image and likeness of God.
2. The Catholic faith permeates all aspects of educational programs in our school.
3. It is our shared responsibility to lead each student to a personal relationship with God through his or her formation in the Catholic faith.
4. The learning community recognizes a sense of dignity for the human person through its commitment to Christ.
5. Learning is a life-long process, especially learning in a person's faith life.
6. A learning community comprises active involvement and shared responsibility among students, parents, teachers, administrators, and members of the community.
7. All members of the learning community develop an awareness of social, economic, and moral issues.
8. Education is a student-centered, standards-based process, which challenges individuals to acquire skills necessary for successful participation in a technological and global society.
9. Our curriculum develops the intellectual ability and potential of each student.
10. Students need to develop self-discipline and a social conscience.
11. An awareness of student responsibilities is instilled in them by providing co-curricular activities, which complement their spiritual, social, and intellectual growth.

12. A safe environment is necessary for our students.

Goals of Lansdale Catholic High School

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

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

History

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

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

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

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

Saint Therese of the Child Jesus

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

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

Prayer to St. Therese of Lisieux

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

The Mascot

For approximately the first two years of its existence, Lansdale Catholic High School, then known as Little Flower High School, used the term, PIONEERS, as its symbol and trademark, then the Reverend William D. Dunne, replaced this about 1951 with the more familiar and currently used CRUSADERS.

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

Lansdale Catholic Administration

Mr. James Casey, President
Mr. Timothy Quinn '95, Principal
Ms. Christina Mulligan, Assistant Principal for Academic Affairs
Ms. Jennifer Potson Huber '97, Assistant Principal for Student Affairs
Mr. Peter Balzano, Assistant Principal for Student Services

Lansdale Catholic High School Contact Information

215.362.6160

President's Office	x133
Principal's Office	x120
Academic Affairs	x145
Student Services	x138
Student Affairs	x126
Guidance	x138
Athletics	x132
Absentee Line	215.855.7744
Fax Number	215.362.5746

School Calendar 2011 - 2012

First Quarter

Tuesday	Sept. 6	Organizational Day for Teachers
Wednesday	Sept. 7	First Quarter/First Semester Begins
Tuesday	Oct. 11	NO SCHOOL: Teacher In-Service Day
Wednesday	Oct. 12	11:00 DISMISSAL: PSAT – Grades 9–11
Tuesday	Oct. 18	Freshman Retreat
Tuesday	Oct. 27	NO SCHOOL: Teacher In-Service Day
Tuesday	Nov. 1	NO SCHOOL: All Saints Day

Second Quarter

Monday	Nov. 14	Second Quarter Begins
Tuesday	Nov. 15	Sophomore Retreat
Thursday	Nov. 17	NO SCHOOL: Universal Visitation Day
Wednesday	Nov. 23	10:30 DISMISSAL: Thanksgiving Break Begins
Monday	Nov. 28	Classes Resume
Tuesday	Nov. 6	NO SCHOOL: Teacher In-Service Day
Thursday	Dec. 8	NO SCHOOL: Immaculate Conception
Friday	Dec. 23	10:30 DISMISSAL: Christmas Holiday Begins
Tuesday	Jan. 3	Classes Resume
Monday	Jan. 16	NO SCHOOL: Martin Luther King, Jr. Day
Monday	Jan. 23	March for Life, Washington, DC

Third Quarter

Monday	Jan. 30	Third Quarter/Second Semester Begins
Sun-Sat	Ja 29-Fe 4	Catholic Schools Week
Tuesday	Mar. 13	Junior Retreat
Thursday	Mar. 22	Junior Class Mass & Ring Presentation
Tuesday	April 3	Easter Holiday Begins at the close of school

Fourth Quarter

Tuesday	April 10	Classes Resume & Fourth Quarter Begins
Wednesday	April 20	NO SCHOOL: Easter Holiday Begins
Tuesday	April 24	Senior Retreat
Thursday	May 17	NO SCHOOL: Ascension Thursday
Friday	May 18	NO SCHOOL: Principal's Holiday
Mon-Thurs	May 21-24	Senior Assessments
Monday	May 28	NO SCHOOL: Memorial Day
Monday	June 4	Baccalaureate Mass & Graduation Practice
Tuesday	June 5	NO SCHOOL: Graduation!
Wed-Wed	June 6-13	Semester Assessments for Underclassmen

AP Testing Dates

Monday	May 7	Chemistry/Environmental Science
Tuesday	May 8	Spanish Language/ Art History
Wednesday	May 9	Calculus AB/ Calculus BC
Thursday	May 10	English Literature and Composition
Friday	May 11	United States History/European History
Monday	May 14	Biology/Music Theory/Physics B
Tuesday	May 15	United States Government and Politics
Wednesday	May 16	English Language and Comp/Statistics
Thursday	May 17	Macro & Micro Economics/World History
Friday	May 18	Human Geography

SAT Testing Dates

October 1, 2011	March 10, 2012
November 5, 2011	May 5, 2012
December 3, 2011	June 2, 2012
January 28, 2012	

OFFICE OF THE PRESIDENT

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

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

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

Office of Advancement & Alumni Affairs

The Director of Advancement & Alumni Affairs is a member of the president's executive staff and assists the president in finding additional human and financial resources for the school.

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

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

Office of Admissions

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

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

Business Office

Tuition

Tuition for students in the secondary schools of the Archdiocese of Philadelphia is \$5,600.00 for the 2011-2012 fiscal year. Families with two or more students in Archdiocesan high schools pay full tuition for two students. However, when three or more students in the same family are in high school at the same time, each receives a discount. If your tuition account does not reflect this discount, please provide the Business Office with a list of the students' names, their grade and high school. The family rate discount does not apply to students in parish schools or in private high schools. Eligibility for family discounts shall be determined solely by the Archdiocese.

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

Archdiocesan parishes also pay an assessment to help maintain the secondary schools. Parents must pay a supplemental tuition fee of \$1,150.00 if the student is not Catholic, or if the student is a Catholic of another rite, or if the family is not registered in any parish, or if in the judgment of the Pastor the family is not practicing the faith or contributing to the Church according to their means. A parish is to

provide two letters of warning prior to making a decision to have Catholic students charged supplemental tuition. Parents/guardians have a right to appeal the pastor's decision through the Metropolitan Tribunal.

Tuition for 2011-2012 is as follows:

- \$5600.00 each Catholic student
- \$6,750.00 each non-Catholic student or non-registered Catholic student
- \$3,733.33 for each child for families with 3 students attending Archdiocesan high schools
- \$2,800.00 for each child for families with 4 students attending Archdiocesan high schools
- \$3,920.00 each for Vo-Tech student (shared-time)

*Tuition and fees are subject to changes each year.

Tuition Assistance and Scholarships

Although tuition continues to be an excellent value as compared to the tuition in other dioceses and in private schools, we realize that it puts a serious strain on some budgets. In order to assist families in providing for a Catholic school education, the Tuition Assistance Program (TAP) has been established.

Parents seeking financial aid must complete a TAP application by April 15 of the previous school year, submitting the required forms to verify income, and a \$15 non-refundable fee payable to the Tuition Assistance Program. Information is available in the Business Office. The application process is not intended to intimidate, rather, it ensures that the amount of aid given to each family is objective and that as many needy students as possible receive help. Tuition assistance applications are available in the Business Office. Families currently receiving tuition assistance must reapply each Spring for the next school year.

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

Notification of adjustments to TAP awards will occur by August 15th or within 30 days of the school's notification of other awards.

If you receive a scholarship or grant, it will be allocated to the student's account each month beginning in July and ending in April. You are responsible for paying the net amount due each month to keep your tuition account current. If the student withdraws during the

year, the full amount of the grant or scholarship will not be credited to the student account; the amount will be prorated based on the time the student has been enrolled.

Any family that needs to pay the tuition by another payment plan must submit a letter containing the reason for a proposed schedule, the actual payment plan and the month the tuition will be paid in full. All this information is necessary to make a fair decision. The letter should be directed to the Business Office. All requests will be reviewed.

Gift Certificate Program (SCRIP)

In addition to the Tuition Assistance Program (TAP) or the approved alternative schedule, Lansdale Catholic offers the Gift Certificate program to help with the payment of tuition. Parents may buy gift certificates for purchases they are already planning to make. A percentage of the certificates are given back as a tuition credit. Credits are posted four times a year. Certificates for many groceries, retail store and food/restaurant chains are available. Contact the Gift Certificate Office at extension 144 for more information.

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

Tuition Loans

The school's Business Office can provide information on how to apply for education loans which provide eligible borrowers with up to the cost of education including tuition, fees and related expenses. Your interest rates and loan fees are based on your credit history. You may also wish to talk to your bank or credit union to see if they will provide you with a loan.

Fee Structure for the Academic Year 2011-2012

No fees are refundable except the School Fee, which is refundable before July 1. A Coupon Book will be mailed to each family in July.

School Fee	\$660	Due: June 1, 2011
	All Students	
Graduation Fee	\$125	Due: June 1, 2011
	Seniors (Class of 2011) Only	
Fundraising Fee	\$180 per student /\$260 per family	Due: Sept. 30, 2011
	<i>(This fee can be regained when student sells the amount in chances. There will be other fundraisers during the year that will be voluntary.)</i>	
Registration Fee	\$150.....	Due: With App.
	New Students Only (Freshman & Transfers)	
Re-Registration Fee	\$150	Due: Jan 15, 2012
	Freshmen, Sophomores and Juniors only	
	Late fee: \$25	
Athletic Fee	\$225 tier 1 sport/\$150 tier 2 sport /\$100 tier 3 sport	
	Due: Sept 1, Dec 1 and April 1	
	Late fee: \$20	
	<i>(Please see fee explanations for sport tier breakdown. There will also be a one-time only \$150 All-Sports Ad Book fee, detailed information will be distributed separately to those team members)</i>	
Parking Fee	\$60	
Art/Music Fee	\$50	Due: Oct. 1, 2011
AP Course Fee	\$92 for each course	Due: Feb. 1, 2012
	Fee established by and collected for the College Board	

Explanation of Fee Usage

Since tuition goes directly to the Office for Catholic Education, fees are used for the day-to-day operation of the school. Listed below are some of the areas to which fees apply:

Re-Registration Fee

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

School Fees (Including Technology and PSAT fees)

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

Fundraiser Fee

- Covers administrative expenses in the Office of Student Affairs and Athletic Department
- Co-Curricular and extra-curricular activities expenses, clubs
- Sports activities expenses except transportation
- Audio/visual & instructional software expenses

Athletic Fee

- Offsets expenses associated with the operation of the athletic programs as well as Philadelphia Catholic League and PIAA fees
- Tier 1 sport – Football
- Tier 2 sports – Baseball, Softball, Basketball, Cross Country, Field Hockey, Lacrosse, Soccer, Swimming, Outdoor Track, Volleyball, Cheerleading
- Tier 3 sports – Bowling, Golf, Tennis, Indoor Track

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

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

Tuition Payments

Tuition payments may be made by mail, in person, or through direct debits to your bank account. For payments by mail, please note the student number on your check and write "Attention: Business Office" on your envelope.

Tuition may be paid in full in July, in half payments in July and December, in quarter payments in July, September, December and February; or in ten monthly installments. Monthly installments are due on the 15th of each month beginning in July and ending in April. *If the tuition account is not up-to-date by the 15th of each month, a late fee of \$10.00 will be charged to your account.*

Checks should be made payable to Lansdale Catholic High School. Please provide separate checks for any fees since these are deposited into the school's account. Checks may not be post-dated. The Archdiocese utilizes the services of Telechek to approve checks received. If your check is not approved, it will be returned to you and another form of payment will be required. A \$25 fee will be charged for any personal check returned by the bank for non-sufficient funds.

If a second check is returned for non-sufficient funds, the school may accept only a certified check, money order, or cash. No personal checks are accepted after May 1st for payment of a senior's tuition or fees.

Receipts are given for all tuition paid in-person. If you are paying by mail and wish to have a receipt, please enclose a self-addressed stamped envelope.

Parents interested in having tuition debited directly from their checking or savings accounts should request an application from the Business Office. Tuition coupon books are mailed to the parents in July. Late registrants will be given a tuition coupon book upon registration. Parents should track payments on the stubs to assist with tracking tuition balance.

Tuition Refunds

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

Delinquent Tuition

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

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

with their payments.

- Final reports may not be released if there is an outstanding balance.
- Rosters for a new school year may not be released unless all tuition for the previous school year has been paid and the school fee for the new school year has been paid.

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

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

School Store

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

The Asbestos Hazard Emergency Response Act (AHERA)

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

OFFICE OF THE PRINCIPAL

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

School Ministry

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

Pastoral Care

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

Liturgical Celebrations

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

The School Retreat Program

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

Technology

Lansdale Catholic has an open technology environment. The school is fitted with a managed wireless computer access system for student use. Students are encouraged to laptops, tablets, net books, and i-

Pods (personal devices), and cell phones for educational purposes, including, but not limited to: internet access, document revision, and multimedia creation.

Moodle, an online learning platform, is integrated with classroom instruction. Online learning allows for flexibility in the curriculum process and helps students to better prepare for a blended college learning environment.

OFFICE OF ACADEMIC AFFAIRS

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

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

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

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

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

Admission to Lansdale Catholic

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

Eligibility

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

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

International students who wish to study at Lansdale Catholic under an F-1 student visa are required to demonstrate proficiency in the English language. The International student must come with proper documentation, carry the appropriate type visa as well as be under the

auspices of a reputable organization as defined by certification of the Council on Standards for International Education Travel. Certification is not required if an international student lives in residence with a natural parent. At no time may this parent delegate this responsibility to any other person.

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

Application/Registration Procedures

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

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

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

Transfer Students

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

Students who transfer into Lansdale Catholic High School will be given credit for all courses they completed at their previous school. They will

receive honors credit and quality points for honors if their transcript indicates an Honors course. However, they will **not** receive honors credits and quality points for any course that is not an honors course here at LC.

Re-Admission Policy

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

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

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

Delinquency Dispositions

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

Program of Studies

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

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

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

Educational Integrity

Integrity is that value by which a person is true to his/her conscience in the face of opposition. It is a virtue modeled in the life of Jesus Christ, and it is a value that Lansdale Catholic endorses. Consequently, any student who violates educational integrity and engages in any form of cheating, plagiarizing, or stealing of academic material is subject to both academic and disciplinary penalties. The Assistant Principal for Academic Affairs is the final arbiter in all plagiarism cases and reserves the right to amend this policy when needed.

The following definitions and penalties are a guide and may be adjusted as the policy is interpreted.

- Cheating is defined as the giving, receiving, or copying of information for class work, homework, reports, projects, quizzes, tests, etc.
- Plagiarism is defined as the submitting of work as one's own that is judged not to be one's own.
- Stealing is defined as the taking, copying, or examining of a teachers or student's academic materials without permission.

The penalties for these actions may include:

- Completing alternative work so the teacher may properly assess what the student knows can do and understands.
- Notification to the parent in a phone call, notation on the report card or written communication.
- Referral to the Assistant Principal for Student Services for disciplinary consequences that may include detention, demerits, suspension, or depending on the situation, the student may be liable for dismissal.

Curriculum Levels

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

- Level A AP refers to courses that utilize the course of study developed by the Advance Placement Program of the College Board. All students registered in an AP level course are required to take the AP exam in May
- Level H College preparatory courses that utilize a course of study for students of high or exceptional ability and work ethic.
- Level 2 College preparatory courses for students of above average ability.
- Level 3 College preparatory courses that utilize a course of study for students of average ability.

Course Selection Process

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

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

A course exception form must be obtained from the appropriate chairperson for any course not listed on the official course selection

form or if a student is requesting a different placement than the one on the course selection form. The chairperson may approve or disapprove this request and this decision will be final.

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

Course Changes

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

The school will only consider a schedule change for lunch periods, a teacher change, or to accommodate work schedules if the change works to the advantage of the school's schedule. Students may not drop any classes after the drop deadline even if the class is an elective. The drop deadline is the second Friday after the first day of school.

Part-Time College Enrollment Policies

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

Independent Study

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

Study Abroad

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

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

Work Experience

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

- a) provide for continuous guidance to the student
- b) provide for the adequate supervision of the program
- c) make certain that the experience is educationally useful and effective
- d) inform the parents of pertinent information about the program and obtain their written permission
- e) make certain that all laws are observed
- f) observe and evaluate with the employer, the student's work and subsequently award credit
- g) keep a record of the employer's report of daily attendance and performance
- h) help the student select an appropriate work situation where the employer understands the purpose of the program, furnishes continuous employment for the duration of the program, supervises attendance and performance, and provides compensation insurance if the student is paid

There are three types of work education experiences:

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

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

Table of Course Offerings

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

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

Required Courses

9th Grade

Theology 1
English 1
World History 1
Algebra 1 or Geometry
Chemistry or Physical Science
Related Arts
Technological Communications

10th Grade

Theology 2
English 2
World History 2
Geometry or Algebra 2
Biology
Physical Ed/Health

11th Grade

Theology 3
English 3
U.S. History
Algebra 2 or Pre-Calc/Trig
Chemistry or Environmental Science

12th Grade

Theology 4
English 4

Electives

9th Grade

Instrumental Music
Voice
French 1
Latin 1
Study Skills
Spanish 1
Studio Art 1
Italian I

10th Grade

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

11th and 12th Grade

Accounting 1
AP Art History
AP Biology
AP Calculus AB
AP English Language and Composition
AP English Literature
AP Music Theory
AP Physics B
AP Spanish Language
AP Studio Art (Drawing or 2D Design)
AP Human Geography
AP US History
Instrumental Music
Chemistry
Latin 1, 2
Technological Applications
Contemporary America
Environmental Science
Finance
French 1, 2
Animation and Design
Intro to Engineering
Physics
Spanish 1, 2, 3, 4
Studio Art 1, 2, 3
Trig/Pre-Calculus
Voice
Web Design

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

Grading System

The classroom teacher determines the quarter grade using the criteria most appropriate for his or her academic discipline. Teachers must have administered at least the equivalent of three major summative assessments in each quarter marking period. In addition there is a final

examination. This exam can be a traditional paper/pencil test or an alternative assessment. This assessment accounts for 10% of the final grade. In order to allow students to prepare adequately for tests and to reduce conflicting tests, a testing schedule is followed. The grades are numerical and no mark below 60 is to appear on the report card. Any grade below a 70 in a course of study is considered a failure for the marking period.

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

Testing Schedule

Tests will be given when the teacher feels they are at an appropriate point in the curriculum. A student should have no more than three tests in any given day. If the student is assigned more than three tests, they are to inform the teacher who has assigned the third test. If the teacher does not change the test the student should contact the Assistant Principal for Academic Affairs.

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

Grade Conversion

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

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

Rank in Class

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

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

Quality Point Table

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

Grade Point Average

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

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

Salutatorian and Valedictorian

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

Honor Roll

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

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

Honors do not appear on the permanent record.

Academic Awards

Lansdale Catholic High School reviews contests and activities outside the school to determine whether or not our school will participate, and establishes the criteria for the selection of students to be nominated for or receive awards. An award is given to the outstanding student in every subject offered in our curriculum at an awards assembly at the end of the year. Graduation awards are made according to criteria established by the school.

Requirements for Graduation

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

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

<u>UNITS OF CREDIT</u>	<u>COURSE</u>
4	Theology
4	English
3	Social Studies
3	Mathematics
3	Science
0.5	Computer Applications
0.5	Related Arts
1	Health and Physical Education
0.5	Service Learning
5	Electives
3. A passing grade in all rostered courses (including electives).

Student Participation in Graduation

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

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

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

Students may be excused from participation in graduation ceremonies

at the written request of the parents or guardians. This request must be sent to the principal.

Extended Absence/Make-Up Work

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

Students who will be absent from school due to a trip or vacation must obtain an assignment from each individual teacher. Assignments are due on the day a student returns to school. Missed tests and/or quizzes must be made up upon the student's return to school. A subject teacher may note the adverse effect this absence will have on a student's academic progress. **If an extended absence (7 days or more) is warranted for health or other reasons, parents must notify the Academic Affairs Office to arrange for make-up work. The teacher's make-up assignments will be available in the Academic Affairs Office approximately 2 days after the initial parent contact.**

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

Absence work will not be collected for students who are going to miss 7 or less days.

Students must complete all work including tests, assignments, and projects within three weeks of their return to school. It is important to understand that if any assignments or tests are outstanding at the end of a marking period a failing grade or an incomplete is very possible until all work is completed and graded.

Failure Warnings

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

Report Cards

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

Parent-Teacher-Student Conferences

Parent-Teacher-Student conferences are scheduled after first, second, and third quarter progress reports are issued. Refer to the calendar for exact dates each year. Parents are urged to meet with teachers during this time. It is especially important if a student is receiving a failing grade. Teachers will request to meet with the parents of any student who is failing. **The student must accompany the parent to the conference.** Any parent is welcome to seek an appointment with a teacher at this time.

Failures

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

Progress Reports

Progress reports are issued at the midpoint of each quarter. These reports are mailed directly to the home. If a failure is possible the Progress Report will include a "FAILURE WARNING" comment. Progress Reports with a "FAILURE WARNING" comment for the **semester** are to be signed and returned to the Academic Affairs Office.

Summer School

Students who make up failures during the summer so that they will be eligible for readmission to Lansdale Catholic the following September must do so in an approved summer school. Because of the transportation difficulties involved, students of Lansdale Catholic can enroll in online summer school at Lansdale Catholic. If the student

does not want to do this he or she may attend one of the two official summer schools offered by the Archdiocese of Philadelphia. If a student earns an 85 or above in summer school, the grade is recorded as a 75 on the student's transcript. Passing grades below 85 are recorded as 70.

At the end of the school year the Assistant Principal for Academic Affairs notifies students with course failures and reminds them of the necessity of summer school before readmission to Lansdale Catholic the following September. Included with this notice is the summer school information for that year.

Academic Probation and Dismissal

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

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

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

Field Trips

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

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

Homework

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

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

1. Write assignments in the student agenda book.

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

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

Textbooks

In the Commonwealth of Pennsylvania your tax dollars provide textbooks for students in non-public schools. Textbooks are owned by the Commonwealth and loaned to the students. Students are required to pay only for lost or damaged books. Purchasing requirements include, but, are not limited to: theology textbooks, academic workbooks, English vocabulary books and some supplementary reading materials for English, calculators and Lab materials.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Purpose

Technology is a valuable educational vehicle. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including, but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

Goal

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

- provide a variety of technology based tools
- teach technology skills
- integrate technology with curriculum
- encourage critical thinking and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices

Responsibilities of User

Our schools will make every effort to provide a safe environment for learning with technology including Internet safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below.

Technology Use Guidelines

- **Educational Purpose/ Appropriate Use:** All technology use and Internet access at schools for all faculty, staff and students is provided solely for educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access entertainment sites, for example social networking sites or gaming sites, except for educational purposes under teacher supervision. Expressed permission to use the Internet and hardware/software in any area of the school must always be obtained.
- **Copyright/Intellectual Property:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.
- **Examples of Unacceptable Uses:**
 - Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Do not use obscene, profane, lewd, vulgar, rude or threatening language. Do not knowingly or recklessly post false information about any persons, students, staff or any other organization.
 - Users must not use a photograph, image or likeness of any student, or employee without express permission of that individual and of the principal. Users must not use school equipment to create any site, post any photo, image or video of another except with express permission of that individual and the principal. Maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other

students to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.

- Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files or another person's password.
 - Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission.
 - Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission.
 - Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access entertainment sites, for example social networking sites such as myspace.com or facebook.com or gaming sites, except for educational purposes under teacher supervision.
 - Users are not to plagiarize content and may not present the work of another as their own without properly citing that work.
 - Users must not violate license agreements, copy disks, CD-ROMs, or other protected media. Users must not use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.
 - **Electronic Devices:** Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to personal digital assistants (PDA), calculators, gaming devices, cellular phones, and pagers. Access will be determined by the administrator of the school. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.
 - **Administrative Rights:** The Office of Catholic Education or the school administration at any time may add additional rules and restrictions. The school has the right to monitor both student and employee use of school computers.

Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication.

The school sanctioned communications methods include: Teacher school web page, teacher school email, teacher school phone number and educational networking sites.

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

N.B. The types of electronic and digital communications referenced here include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

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

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

Student Records

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

The Academic Affairs Office File

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

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

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

The student directory is maintained as long as necessary after graduation by the Director of Institutional Advancement; it would be used for follow-up surveys of graduates and for alumni

activities. The student directory is destroyed when it is no longer practical to maintain it as a separate file, since the information is duplicated in the permanent record.

- **The Student Services Office File** The Assistant Principal for Student Services is responsible for the maintenance of the attendance, health and discipline records. The Principal, the Administration, and the Guidance Department have access to this file.
- **Guidance Office File** The Guidance Director is responsible for the maintenance of the counselor's record. Other than the Office of Student Services and the Guidance Department, only the Principal has access to this file. Should the student have to be considered at a discipline board meeting, the Guidance Department chairperson may present information from the counselor's record to the members of the Discipline Board.
- **Counseling Center** Autobiographical survey; interest inventory; school referred psychological reports and educational assessments; outside reports from psychologists or other professionals released to the school by the parents; case studies.
The record is destroyed within one year of the student's graduation from high school.
- **Nurses Office File** The school nurse is responsible for the maintenance of the health record. The Administration and the Guidance Department also have access to this file. Each year the school nurse provides to the faculty a confidential list of students with physical conditions or diseases which could affect those students participation in certain activities, or should be considered in determining classroom seating or involve the possibility of seizures, or other medical difficulties.
- **Health Record** Medical history of the student as reported by the parents; physician's reports for required school medical examinations; reports for required dental examinations; vision and hearing screening results; immunization dates; height and weight records.

Should the student transfer to another secondary school, the withdrawal form provides both an opportunity to identify the new school and a release form to enable Lansdale Catholic to release the permanent record and the health record to the new school. Upon graduation from Lansdale Catholic, the student's health record is combined with the permanent record; thereupon the

maintenance of the health record becomes the responsibility of the Assistant Principal of Academic Affairs.

- **Attendance and Discipline Record** Detailed attendance record; parental excuse cards for absence; doctors notes; demerit slips; copies of suspension letters; copies of the Assistant Principal for Student Services letter following Discipline Board meeting.

The yearly cumulative attendance record is posted on the permanent record at the end of the school year, as are the semester discipline grades.

Lansdale Catholic will notify the school to which a student transfers if a student is expelled or withdraws from school and is involved with any of the following infractions:

1. An act or offense involving weapons.
2. Sale or possession of controlled substances.
3. Willful infliction of injury to another person or act of violence committed on school property or while in the custody of the school.

Separate Files

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

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

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

Accessibility of Student Records

Parents or legal guardians and students over eighteen years of age have the right to inspect the school records detailed above. Adequate notice must be given to the school official responsible for the given record so that a mutually agreeable time may be arranged to inspect the data. The responsible school official or their delegate must be

present for the inspection as a witness and to interpret the data. The parent or student must sign and date the record or folder to verify that the inspection has taken place. The school is not required to release to a student, even a student over eighteen, psychiatric or treatment records or the financial records of parents. Personal correspondence, interview notes, and other such memory aides made for professional use by administrators, counselors or individual teachers are not school records but the personal property of the professional and are guarded by professional ethics, i.e., they are not subject to inspection or subpoena. If the parent or student over eighteen cannot reasonably obtain access to the school records, as in the case of a person living far away from the school, he has the right to have copies made at the current per page price set by the school.

Procedure to Correct Errors on Records

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

Consent to Release Records

Seniors at the beginning of their final year at Lansdale Catholic are given a consent form to be signed by the parent and student for the future release of the permanent record to schools and employers. It should be noted that no transcripts will be released without a consent form, and with the consent form only the permanent record will be released; i.e., if additional records are to be released, an additional consent form must be signed specifying the records to be released and exactly who is to receive them. A record is kept of all persons from outside the school making requests for copies of student records and whether or not the request was granted. The request is not granted

without a release signed by the parent or student over eighteen: the release may be on file or accompany the request. The only exception to this policy is if the request is accompanied by a court order or subpoena. In this instance the school generally grants the request and attempts to notify the student of the release of records. However, the school retains the right to consult with legal counsel before granting the request.

School Use of Data

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

Transcripts

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

OFFICE OF STUDENT SERVICES

Mission

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

GUIDANCE AND COUNSELING

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

Services Offered

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

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

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

Counseling Service

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

Appointments

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

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

Four Year Student Plan

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

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

Sophomore Year: "Career Exploration Year"

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

Junior Year: "Career Selection Year"

1. Career Selection:
 - a) Each student is expected to continue his/her investigation of career information. A counselor is always available to help, and an individual interview will be scheduled with each junior.

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

Senior Year: "Finalizing Post-Secondary Plans"

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

Additional Services: (grades 9-12)

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

Processing Transcripts:

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

Confidentiality

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

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

S.A.P. - Student Assistance Program

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

Married Students

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

Student Pregnancy

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

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

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

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

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

The Assistant Principal for Academic Affairs should specify when assignments are to be completed and bring them to the teachers who

will determine an appropriate method of evaluation and return the grade to the Assistant Principal of Academic Affairs.

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

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

Abortion Policy

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

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

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

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

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

1. Following contact with the student's parent(s), the Assistant Principal for Academic Affairs will request academic assignments from the student's subject teachers.
2. The Assistant Principal for Academic Affairs will inform the

Assistant Principal for Student Services and the Guidance Director of the nature of the student's absence.

3. A member of the Guidance Department staff will contact the parent/guardian of the hospitalized student as a follow-up to the contact made by the Assistant Principal for Academic Affairs. The purpose of this phone call is to offer support to the family of the hospitalized student.
4. Whenever possible, the Assistant Principal for Academic Affairs and the Director of Guidance (or a representative from the Guidance staff) will schedule a re-entry conference prior to admission to school with parents/guardians, student, and a representative from the agency (if possible).
5. The Assistant Principal for Academic Affairs will contact each of the student's teachers to gather information about the academic status of the student in each course. A re-entry plan will be formulated.
6. Following the student's re-entry, the student's guidance counselor will meet with the student on an established basis to monitor his/her progress.
7. The student's progress will be evaluated on an ongoing basis. Adjustments to the above plan will be made as needed.

Peer Mediation

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

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

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

Health Services Department

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

1. **The student health center is closed during homeroom, 1st period, and 6th period.** This allows the nurse to address state-required mandates, school business, and personal matters.
2. **Any student who is sick must have a signed faculty nurse's pass and is to report to the Health Room. The Nurse will determine the appropriate course of action. Any time the Nurse is not in the Health Room, any student feeling ill should report to the Office of the Assistant Principal for Student Services. If a student misses a class or classes, claiming he/she is ill but did not follow the proper procedure, it is considered a class cut or truancy. Girls who have a problem of a personal nature are not permitted to miss class without the permission of the Assistant Principal for Student Services or the nurse. No student may contact a parent asking to be picked up and taken home. This will be treated as a disciplinary situation.**
3. **No student will be permitted to leave the school without parental permission.** Please make sure that Emergency Procedure Cards are up to date and on file in the Student Services Office.
4. **In case of emergency the student is to notify the Assistant Principal for Student Services immediately.** Even if the nurse is notified, the Assistant Principal for Student Services must still be notified of any accident or emergency.

Medication Policy

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

The following guidelines must be followed:

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

Code of Conduct

School Expectations

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

1. Recognize that the **CATHOLIC FAITH** permeates all aspects of the school community.
2. Make a **COMMITMENT** to the beliefs and values of the Lansdale Catholic community.

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

Student Services Referrals

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

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

Cell phone Violation, Late to School or Class, Dress Code Violation, Locker Violation, Loitering, Littering, Gum Chewing, Out of Bounds, Parking/Bus Violation, No Absence Call/Note, General Disorder, Disobedience, Inappropriate Language, Lying, Computer Violation, Detention Cut, Class Cut*

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

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

Disrespect	Contraband	Bomb Threat
Forgery	Theft	Smoking
Assault	Harassment	Vandalism
Defamation	Bullying	Drug/Alcohol Incident
Truancy	False Alarm	Suspension at Vo-Tech

Sentencing Guidelines

Morning or Afternoon Reflection

Being off task in the classroom; Cell phone violation; Late to morning reflection, school or class; Dress Code violation; No absence call or note; Failure to turn in signed failure warning; Loitering. Detentions are not limited to these offenses only. Repeating these offenses will result in demerits. Missing a reflection will result in a second reflection added and missing one before both reflections have been served will result in 10 demerits and a Behavior modification.

Pride and Polish 2:40 – 3:40pm

Littering, vandalism and any other offense that may be assigned by any administrator or faculty member.

3-10 Demerits

Repeated morning/afternoon reflection violations; Disobedience; Homeroom , Hall, Class, Assembly, Lunch disorder; Parking/Bus violation; Refusal to sign a demerit; Lying; Computer violation; Detention cut.

20-30 Demerits

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

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

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

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

Student Reflection

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

1. Describe events leading to the infraction.
2. How could you have handled the situation differently?
3. What is the school's expectation in dealing with this situation?
Do you have the ability to meet the school's expectation?

4. How can the school assist you to help you meet expectations as presented in the Code of Conduct?

This e-mail must be sent by the start of the next school day. A student who fails to reflect in a timely manner will face disciplinary consequences.

Disciplinary Consequences

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

<u>Disciplinary Consequence</u>	<u>Description</u>
Reduction of Conduct Grade	The conduct mark is an attempt to present an objective picture of the student's progress in self-discipline. Each semester the student will begin with a conduct mark of 100. The conduct mark can be reduced for certain offenses or repeated infractions.
Morning/Afternoon Reflection	Morning/Afternoon Reflection is a detention period that is either held before school in the morning or after school in the afternoon. Students are expected to complete work of an academic nature. Transportation is the responsibility of the student and parent. There are no valid reasons for not attending Morning/Afternoon Reflection on time. Being late will result in two detentions.
Fines	Students may be fined for certain offenses or repeated infractions. Some common fines are: \$5 Fine (Gum Chewing; Suspicion of tobacco use), \$30 Fine (Parking Violation), \$100 Fine (Smoking in Uniform) or using smokeless tobacco), \$250 Fine (Using tobacco products in School), Cost of Repair (Computer Violation; Vandalism) Students will be fined for the amount of

	<p>their ID, agenda book and parking pass when they do not have these items. All fines will be put on the students tuition bill.</p>
<p>Pride and Polish Service</p>	<p>Pride and Polish is a community service activity normally held after school for a one-hour period. Students will perform community service for Lansdale Catholic or neighboring non-profit organizations. Pride and Polish will not be re-scheduled for any reason. Transportation is the responsibility of the student and parent.</p>
<p>Behavior Modification</p>	<p>Behavior Modification is a combination of service and a class with the objective of helping students to learn values leading to self-discipline and a social conscience. Behavior Modification is normally held after school or on weekends for a min. of 1 hour and a max. for two-hours. This is up to the discretion of the Assistant Principal for Student Services. The session will begin with a prayer in the Chapel. There is a \$10 fee for attending Behavior Modification. Behavior Modification will not be re-scheduled for any reason. Transportation is the responsibility of the student and parent. A student that misses Behavior Modification may be suspended until the Behavior Modification unit is completed.</p>
<p>Leadership Academy Workshop</p>	<p>The Leadership Academy Workshop is reserved for students with repeated disciplinary issues <u>or</u> a severe violation of the Code of Conduct. LAW is a combination of prayerful reflection, service, and education to help the student grow in self-discipline. LAW is normally held after school for three hours each day over a five day</p>

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

	Catholic High School for academic or discipline reasons may be considered for re-admission one year from the date of dismissal. Dismissed students may not attend Lansdale Catholic events unless re-admitted to the school.
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School and Community Policy

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

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

Attendance Policy

The laws of the State of Pennsylvania require the student to attend school and require Lansdale Catholic to maintain accurate attendance records. The school asks cooperation of parents and students in maintaining this record. The Assistant Principal for Student Services Office supervises attendance records, checks absentees by calling home, and files parents' cards of explanation. All absences interrupt the educational program and excessive absences can lead to academic failure. The student who is absent is responsible for determining which assignments he/she missed and for making them up. **A student with excessive absences, that is, 22 days of unexcused absences, will be required to attend Summer School even if he/she has no academic failures.** A student with an excessive amount of total absences (excused/unexcused) may be referred for homebound services from their local public school district.

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

1. The student's parents must phone the school at 215-855-7744 before 9:30 am on the day of absence.
2. If a student is absent on a school day, he/she may not participate in school events that day. A student must be in school by 8:45 a.m. to be considered eligible. Any student dismissed early, for a reason

which is not compelling, may not participate in after school activities/sports that day. If the student has an unexcused absence on the day before a weekend the student may not participate in any school activities or athletics, the following day. Participation is also at the discretion of the Assistant Principal for Student Services. On return, the student must present to the Student Services Office the L.C. Excuse for Absence form or parent note or a physician's certificate.

3. When the completed Excuse for Absence form is returned to the Student Services Office, the student may receive a blank form from the Student Services Office.
4. The Excuse for Absence form or parent note must be returned on the day the student returns to school. Physician certificates must also be turned in on the day of the student's return to school. Absences will only be excused for valid reasons; and, only if the proper forms are returned on time. **Students will face disciplinary consequences for not returning forms in a timely fashion.**
5. Any student who is absent from school for more than three consecutive days must have a Physician's certificate to verify the reason(s) for absence. Physician's certificates must be turned in on the day of the student's return to school. Absences will only be excused for valid reasons; and, only if the proper forms are returned on time.
6. The above regulations hold true for students that are 18 years old or older.

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

When a student reaches 15 unexcused absences, a letter will be sent home to the parents notifying them that their son/daughter is close to the excessive absence limit.

Lateness-School

You are late to school when you arrive after the bell for Homeroom (second bell). Report to room 124 immediately. If you arrive after Homeroom, you must have a note from your guardian (or telephone call) and report immediately to the Attendance Office. A student that

misses 15 minutes of a class without compelling reason, as determined by the Assistant Principal for Student Services, will be determined to have cut class.

When a student is late for school, it is considered an excused late if it meets any of the following criteria: illness of pupil, (verified by doctor's certificate), illness in family, death in the family, quarantine, inclement weather or other urgent reasons as determined by the Assistant Principal for Student Services (i.e. court attendance, etc). All other lateness is recorded as unexcused. Students are allowed no more than ten excused lates in a school year. If a student misses a reflection a second will be given. If, the student misses a detention for the third time that student will receive 10 demerits and a Behavior modification.

Fifth unexcused late: The student will receive a morning or afternoon reflection.

Sixth unexcused late: The student will receive a detention and the Assistant Principal for Student Services will call home.

Seventh unexcused late: The student will receive a detention, 3 demerits and a call home.

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

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

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

Fifteenth unexcused late: The student will receive a detention, a disciplinary lateness failure letter will be sent home. The student will receive 10 demerits, a Behavior Modification, and will have to attend

the Leadership Academy in the summer, and all parking privileges are revoked and the student is prohibited from participating in school clubs and sports.

Sixteen or more unexcused lates: The student will receive 10 demerits and a Behavior Modification. The student will be in jeopardy of failing conduct for the year.

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

Early Dismissal

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

Students leaving from school must meet their parents in the Student Services Office. At that time the student will sign out. **No one is permitted to wait in the lobby for their ride.**

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

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

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

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

Perfect Attendance

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

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

Dress Code Policy

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

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

General Policies

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

assigns the details of substitute dress.

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

must keep their belongings in their proper team rooms.

12. **NO EXCUSE NOTES WILL BE WRITTEN FOR ANY STUDENT THAT IS NOT PROPERLY DRESSED. This includes not having school shoes for any reason.**

Girls' Dress Code

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

1. Winter Uniform (Formal uniform):
The girls' uniform consists of a green/white hounds tooth kilt, **to be no shorter than 1" above the knee**, worn with a white blouse and LC sweater or vest. This blouse may have long or short sleeves. All but the top button of the blouse must be buttoned. If a tee shirt is worn, it must be solid white. A student is not permitted to wear a long-sleeve tee shirt with a short-sleeve blouse. Green knee socks or white knee socks must be worn. Dark brown Hush Puppy shoes must be worn.
2. Fall and Spring (Casual uniform):
The girls' uniform consists of a green/white hounds tooth kilt, **to be no shorter than 1" above the knee**, worn with a white or green banded bottom Lansdale Catholic golf shirt. All but the top button of the golf shirt must be buttoned. If a tee shirt is worn, it must be solid white. A student is not permitted to wear a long-sleeve tee shirt. White knee socks or green socks must be worn. Dark brown Hush Puppy shoes must be worn.

Boys Dress Code (Formal uniform)

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

golf shirt. All but the top button of the shirt must be buttoned. If a tee shirt is worn, it must be solid white. Dark brown, Carolina Cardinal shoes must be worn.

Dress Down Day Attire

On dress down days, all students must wear a crew neck T-shirt with sleeves or a collared golf shirt. Students wearing sweatshirts or coats must have a crew neck T-shirt on beneath the coat or sweatshirt. Students can wear pants, skirts, or shorts. Short and skirt length must touch the top of the knee. Pants must be worn about the hips. Male students can wear earrings.

The following is prohibited:

- Extreme jewelry
- Head coverings including hats
- Worn symbols or sayings that could be offensive to individuals or groups
- Drug paraphernalia or rock band attire
- Bare midriffs

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

Spirit Dress Day

On Spirit Dress Days students are allowed to wear a certain color, jersey, etc. This is not a full dress down day and on these days students are expected to be in full uniform. Colors and team jerseys may only be worn in addition to the uniform, and in place of the school sweater.

Cell Phone and Contraband Policy

Cell phones, music players, digital cameras, and other materials may be used for educational purposes at the discretion of the classroom teacher. Violations of this will result in confiscation. If confiscated, devices may be searched at the discretion of the administration. Confiscated materials will not be returned to parents.

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

NO STUDENT SHOULD BE TALKING ON THEIR CELL PHONE AT ANY POINT DURING THE SCHOOL DAY.

1st violation- device confiscated for at 7 calendar days or \$25 fine

2nd violation – device confiscated for at least 30 calendar days or \$50 fine

3rd violation – device confiscated for the remainder of school year or \$75 fine

A cell phone containing inappropriate material may be confiscated for the school year. The Assistant Principal for Student Services will determine any additional penalty.

Teachers must first ask the student to put their cell phone or electronic device away before confiscating it.

Harassment Policy

Forms of Harassment

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

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

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

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

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

internet or other digital communication devices.

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

Reporting Harassment

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

Consequences of Harassment

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

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

Weapons Policy

Lansdale Catholic has zero tolerance regarding weapons.

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

Alcohol/Drug Policy

Lansdale Catholic has zero tolerance regarding alcohol/drugs.

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

Definitions

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

5. Drug Paraphernalia: means all equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise, introducing into the human body a controlled substance in violation of this act.
6. Possession, Active: to possess or hold without attempt to distribute any alcohol, drug or mood altering illegal substance.
7. Possession, Constructive: is a person knowing joint control and access with other persons to any alcohol, drug, or mood altering illegal substance.
8. Student Assistance Program: a multidisciplinary team that includes teachers, administrators, and counselors. This team is trained to understand and work with adolescent chemical use, abuse, and dependency, as well as adolescent depression. The team's primary role is to identify, refer, and intervene when a student is thought to be at risk.
9. Suspicion: this means there is a present observable student behavior and/or appearance and events that warrant the suspicion.
10. Under the Influence: a student who presents observable physical signs indicating possible drug or alcohol use.

Rules, Regulations & Procedures Regarding Alcohol/Drug Use

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

1. Lansdale Catholic will notify the following when a student has violated Lansdale Catholic's Alcohol/Drug policy:
 - Parents
 - Police
 - Assistant Principal for Student Services

2. A student suspected of using, possessing, selling, and/or distributing alcohol and/or drugs is liable for:
 - Immediate out of school suspension
 - Investigation of incident by the Assistant Principal for Student Services
 - Report to Principal
 - Dismissal if student is determined to have violated policy
3. A student suspected to be under the influence of alcohol or drugs in the area of the school premises or within the school jurisdiction will be required to submit to drug testing and immediately suspended from school. Upon receiving a report and drug testing results from the Assistant Principal of Student Services, the Principal will determine the consequences. The student is liable for:
 - Suspension
 - Indefinite Detention
 - Failure in Conduct
 - Alcohol/Drug Assessment
 - Referral to Student Assistance Team
 - Drug and Alcohol education classes
 - Loss of privilege to participate in all school activities and sports for six school months (will continue to next school year to complete as needed)
 - Loss of Baccalaureate and/or Graduation privileges

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

*** A second offense during the time that a student is enrolled at Lansdale Catholic will result in immediate dismissal.**
4. Pennsylvania law, as well as the Lansdale Catholic community, considers **distribution** (see definition) to be the **most serious violation of the Lansdale Catholic drug/alcohol policy**.

Self-Referral

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

not be subject to this disciplinary action.

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

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

Drug and Alcohol Policy-Second Offense

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

Universal Search Policy

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

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

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

Book Bags/Gym Bags

Book Bags/Gym Bags may not be carried at anytime during the day.

Exception: Gym class only

Cafeteria

All students are to be present for their assigned lunch period. Students have a total of six minutes, including change of class time, to report to the cafeteria. For reasons of sanitation, **students are not permitted to take food lunches from the cafeteria.** Students are permitted to use

the FIRST FLOOR BATHROOM FACILITIES ONLY; timing for using the bathroom is at the discretion of the moderator. Students are not permitted to take their books to the bathroom facilities nor are they permitted to loiter in the corridor on their way to and from the bathrooms. The cafeteria must be kept in good order and cleaning assignments are to be made on a regular basis. Grace before meals will be said at the beginning of the lunch period. The school will suspend the sale of food for the last ten minutes of the lunch period to facilitate the cleaning of the cafeteria for the next lunch period. **Students are not permitted to leave cafeteria area without Hall Passports and proper identification.**

Corridors

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

Crisis Management Drills

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

Deliveries

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

End of the School Day

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

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

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

Hallway Passport System

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

Lockers

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

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

Although student's lockers are the property of Lansdale Catholic, the school is not responsible for lost or stolen items. Student lockers must be locked at all times. Failure to lock your locker will result in a Student Services Referral. Students must keep their lockers clean and

neat at all times. Their lockers should be closed when not in use. A student with ten or more locker violations may lose locker privileges.

Lost and Found

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

Start of the School Day & Homeroom

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

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

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

Parking

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

1. Parking violations will result in a fine of \$30.
2. The parking sticker must be displayed at all times on the back of your rear view mirror facing out. If the sticker is not displayed, you will be fined \$30 or you may not park on the lot. This is a hanging

sticker. There is a fee for replacing a lost sticker.

3. Park in your designated spot only. Do not park in a faculty spot or any other student's spot.
4. When entering the lot use the IN entrance only. Stay to the right, following the path along the school to your parking area. Do not at any time cut across the lot. Follow the driving arrows and allow one car in from the side aisles at a time when leaving the lot.
5. When leaving the lot use the OUT exit to 7th Street. Use two lanes, one right and one left onto 7th Street. Do not go out the IN entrance at any time.
6. The speed limit on the school grounds is 10 MPH at all times. Speeding and reckless driving will not be tolerated. The safety of everyone is important.
7. Do not park at any time along the curb near the school building.
8. Students parking in the back lot must park to allow ease of access at all times. Students may not park in ways which would block or constrict traffic or park in other cars.
9. Students must park only on paved or stoned surfaces. Students should never park on grass or dirt surfaces.
10. Students' cars are considered out of bounds during the school day. Permission from the Assistant Principal of Student Services must be obtained for a student to go to his/her car during school hours.
11. The school does not provide security nor can it be held for any damages or property lost to vehicles parked in the school lot.
12. Violations of these regulations will result in fines and loss of parking privileges. Four parking violations will lead to the loss of parking privileges for the school year.

Vehicles are liable for search if they are on school premises.

No student is allowed to park at St. Mary's Manor, on Seventh Street, or on the side streets near Lansdale Catholic. All violators will be ticketed or towed by the Lansdale Police Department.

Transportation

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

transportation policies.

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

Rules for Students Who Ride Buses

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

Students should:

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

sent to the Office of Student Services, parents of the student, and the transportation office.

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

Snow Number

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

Use and Care of the Facilities

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

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

Vo-Tech Students

Students attending a Vo-Tech program are responsible for their

conduct at the Vo-Tech School as well as at Lansdale Catholic High School. Anyone violating the rules of conduct at the Vo-Tech will also be liable for punishment from Lansdale Catholic.

Messages to Students

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

Community Service

1. Students may do community service in place of the Behavior Modification fine only.
2. The Community Service must be volunteer and students must present documentation on the organizations letter head with a supervisor signature, phone number and the amount of hours completed. This document must go to the Assistant Principal of Student Services.
3. All other fines are monetary only.
4. The Assistant Principal for Student Services has the final approval on all community service projects.

OFFICE OF STUDENT AFFAIRS

Vision

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

Mission

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

Goals

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

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

School Events, Activities & Athletics

Eligibility

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

1. Attendance in school is a prerequisite for participation in school activities.
 - a) If a student is absent on a school day, he/she may not participate in school events that day.

- b) Attendance at school on the Friday before an activity or sport is mandatory for all LC students participating or attending.
 - a student must be in school by 8:45 a.m. to be considered eligible.
 - any student dismissed early, for a reason which is not compelling, may not participate in after school activities/sports that day. If it is a Friday, then Saturday activities/sports will be affected.
- 2. Students must maintain certain academic standards to be eligible to participate in programs. Refer to "Academic Requirements for Participation in Co-Curricular Activities" in the Academic Affairs section of this handbook.
- 3. There are several discipline situations, whether the repeated offenses against the Code of Conduct or a single, grave violation of the Code of Conduct which will cause a student to be ineligible. Please refer to the "Code of Conduct" in the Student Services section of this handbook for details.
- 4. Tuition must be current and school fees must be paid in order for students to participate in certain programs. Purchasing a school ring, attending proms and class dances and participation in graduation ceremonies are examples of privileges, which may be withheld if financial obligations are not met.

Conduct

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

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

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

School Dances

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

- **Admission** - A Lansdale Catholic student should present his/her I.D. card at the door when entering the dance. A student may bring in ONE AND ONLY ONE PRE-REGISTERED guest and is responsible for the conduct of the guest. Students dismissed from Lansdale Catholic for conduct reasons are unable to attend any Lansdale Catholic dances.
- **Late Arrivals** - Every student attending a dance must arrive on time. If entering more than one half-hour after the start of the dance, a parental note is required.
- **Early Departures** - A student may not leave any dance early unless the parents of the student notify the Assistant Principal for Student Affairs in writing that their son/daughter has their permission to do so.
- **Dress Code** - Attire must be neat and clean but may be informal. However, students must be dressed modestly! (i.e. no halter tops, tank tops, backless tops, etc.) Skirts and shorts can be no shorter than 1" above the knee. If clothing is deemed inappropriate, the student may be asked to either leave or purchase appropriate attire. Special dress codes will be determined and announced in advance by the Assistant Principal for Student Affairs and must be observed. School teachers and administrators reserve the right to use their judgment regarding all dance dress code matters.
- **Misconduct** - Anyone who does not conduct himself or herself as a gentleman or lady will be asked to leave the dance. Parents will be notified immediately and the Assistant Principal for Student Services will handle the situation accordingly.

Class Dances

Freshman/Sophomore Mixer - This dance is exclusively for the Freshman and Sophomore students of Lansdale Catholic High School. Freshman and Sophomores may choose to bring a guest or attend on their own.

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

Senior Prom - Seniors and their parents must attend the MANDATORY SENIOR CLASS MEETING in order to purchase a ticket to the Senior

Prom. This mandatory meeting is published on the school's online calendar. All students must attend the senior prom with a date of the opposite sex.

Tickets

Tickets may be purchased with the following provisions:

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

Pre-Prom/Dance Parties

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

Post-Prom/Dance

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

Early Departure

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

Misconduct

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

Attire

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

- **Senior Prom** - Formal. Tuxedos and Gowns. Dresses should never be more than 1" inch above the knee. Flowers permitted.
- **Junior Prom** - Semi-Formal. Young ladies may wear long or short gowns that are no shorter than 1" above the knee. Young men are expected to dress in suit coats and dress pants. All are required to wear either school shoes or dress shoes. Flowers permitted.

- **Freshman/Sophomore Mixer & Christmas Ball:** Young men are expected to wear jacket and tie or sweater and tie. Young ladies can wear dressy attire; if a dress or skirt is worn the length should be no shorter than 1" above the knee. No sneakers permitted. No evening gowns. No flowers are permitted for these dances.

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

Clubs

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

Art Club

Students interested in the visual arts that wish to develop their talent and increase their appreciation of the arts.

CATALYST Literary Magazine

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

Community Service Corps

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

Dance Company

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

Drama Club

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

Health Careers Club

This club has monthly speakers and presentations regarding various careers in health and medicine. It also sponsors a Health Fair in the Spring.

LCTV (News Network)

The school's closed-circuit television studio cablecasts the school's daily announcements and the Channel 1 news program. LCTV can originate live programming from anywhere in the school building.

Liturgically Sound

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

Reading Olympics

Each year, a team from LC participates in the celebration of reading with friends. Each team member reads 4-5 books and answers questions about them during the competition held in April and sponsored by the Montgomery County Intermediate Unit.

Respect-Life

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

Robotics

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

Sacristans

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

Stage Crew/Technology

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

Student Government

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

TRAIL Yearbook

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

Announcements

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

Use of Building and School Facilities

1. Permission

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

2. Maintenance

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

3. Supervision

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

Fundraising

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

Identification Cards

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

Insurance

A school insurance program is provided for all of our students at no additional cost to them. This Archdiocesan policy is through the Maksin Management Corp., 812 Kings Highway, P.O. Box 300, Haddon Heights, New Jersey 08035. Claim Form Applications may be obtained in the Student Affairs Office. All claim forms and bills must be mailed directly to the insurance company, NOT Lansdale Catholic.

Posters and Handbills

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

ATHLETICS

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

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

Specific Objectives:

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

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

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

Code of Conduct

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

Some guidelines include:

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

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

Academic Eligibility

In accordance with PIAA policy, “a student’s cumulative work from the beginning of the grading period does not as of any Friday meet the PIAA eligibility standards, the student will be ineligible from the immediately following Sunday through Saturday.” Throughout the school year, Lansdale Catholic High School will conduct weekly academic progress reports to monitor the academic progress of the student athletes. Any student who is failing two or more classes in a given week, as noted by Grade Connect, will not be permitted to practice or compete from that Sunday through the following Saturday in order to promote student achievement in the classroom. As per PIAA policy, “in cases where a student’s work in any preceding grading period not meet these minimum standards, that student shall be ineligible to participate in athletics for at least fifteen (15) school days of the next grading period beginning on the first day progress report cards are issued.”