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STUDENT HANDBOOK

Welcome

Welcome to Lexington Catholic High School. We represent a long tradition of Catholic education in the Bluegrass area. The school was formed in 1951 through the merger of two secondary schools whose roots go far back in local history: St. Catherine's Academy, founded in 1823, and Lexington Latin School, founded in 1924. The school is accredited by AdvancEd/Southern Association of Colleges and Schools and approved by the Kentucky State Department of Education.

Mission Statement

We, Lexington Catholic High School, serve as an integral part of the educational mission of the Roman Catholic Diocese of Lexington. We serve students of all faith traditions by providing a high quality Catholic college preparatory education that fosters the spiritual ideals and moral values of the Gospel. In this dynamic faith community, we nurture the development of the mind, spirit, and body of our students.

School Governance

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President

Mr. Mathew George
Principal

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Leslie Thomas

Andy Walker

Greg Jacobelli, Faculty Representative

Christy Nash, Spiritual Life Representative

Admission to Lexington Catholic High School is not denied to anyone because of race, color, nationality, or gender.

This handbook is subject to change, the official and most up to date handbook can be found on our website.

In an effort to create a more secure and safe campus, all students are subject to being screened by the hand wand metal detectors and having property searched upon entry into the building and at all school events. Students may also be tested for drug and alcohol use.

School Philosophy

The faculty and staff of Lexington Catholic High School, in partnership with parents and guardians, the diocese, and the community, strive to provide the best Christian atmosphere for students to grow spiritually, intellectually, physically, emotionally, and socially. While formal Catholic education is its role, Lexington Catholic welcomes students of all faiths.

The school's philosophy sees the student as a total person, both a member of the human community and of the Kingdom of God. Each student is encouraged to discover his or her own potential through a challenging curriculum, which encompasses experiences both in and outside the classroom.

In addition to providing excellence in academics, religious education at Lexington Catholic imparts to the students a deepening realization of God's revelation in their lives, their worth as people of God, and their responsibility to live as witnesses of the Gospel.

Today's world needs young people of hope who are committed to enriching life, to furthering God's kingdom, and to leaving the world a better place in which to live. Preparation of the students for responsible participation in civic life and service to their community is a part of the school's task. Learning to evaluate, to research and to think critically is necessary if the student is to assume these responsibilities.

The faculty and staff believe in God's providence and the uniqueness and giftedness of each person. They continue to strive to provide a positive school environment, to model Christian living, and to help students build self-esteem. Upon graduation from Lexington Catholic, the students should have the tools necessary to function as adults fully-qualified to carry out their Christian, civil, and moral responsibilities.

Educational Objectives

The philosophy of Lexington Catholic High School that the "whole" child should be educated leads to the following objectives:

- a basic understanding of and familiarity with Catholic teaching;
- preparation for continuing intellectual growth and achievement;
- attention to achieving the individual's potential;
- knowledge and skills for participating in an ever-changing world;
- an understanding and appreciation of the fine arts and culture;
- a readiness to be active and responsible members of society;
- habits and skills for sound physical, as well as mental, well-being.

Religious Life

The program of religious studies at Lexington Catholic has two important goals: first, to develop the students' ability to intelligently comprehend the teachings and practices of the Catholic Church in a wide range of religious topics; second, to foster in students a Catholic identity rich in service and outreach. These goals are not exclusive from each other. They work together to create a total environment in which religion and faith are seen as essential elements of human growth and development.

In addition to a wide range of religion courses, the students are offered a variety of opportunities for spiritual formation. Every student is expected to participate in school Masses and other religious services. Every student

will have the opportunity to journey spiritually by attending a retreat: all students participate in a mandatory one-day retreat during the school year. The SEARCH retreat for juniors and AWAKENING retreat for seniors are overnight experiences which are offered in both the fall and spring semesters. Christian community service is required of all students and may also be a requirement for membership in some extracurricular organizations. All co-curricular religious activities are under the direct supervision of the Office of Campus Ministry.

Champions for Christ

A full-time staff will offer pastoral guidance and ministerial support to the entire Lexington Catholic community. Their goals are to empower students and staff to be engaged as prayerful and generous members of God's manifold grace and abilities, to focus the talents and energies of students and staff in responsible Christian ways, to bridge the gap of ideologies, ages, personalities, etc., which exist within any faith community, and to nurture in students and staff positive Catholic values of love, honesty, generosity, integrity, peace and nonviolence, tolerance, respect for life from conception to natural death, responsibility, and community.

The Eucharist is the source and summit of the Catholic Church. Lexington Catholic celebrates this gift as an entire community monthly. In addition, class Masses, special services of reconciliation, adoration of the Blessed Sacrament, prayer services, and special celebrations are scheduled so that students and staff have the opportunity to attend. As a Catholic community, our worship and celebrations reflect the liturgical calendar. The chaplain will be available and accessible for any sacramental need for our Lexington Catholic family.

Community Service

Christian Service is an integral part of student life at Lexington Catholic High School. It is faith in action and fulfilling this responsibility directly exemplifies the mission of Lexington Catholic.

Christian Community Service at Lexington Catholic reflects the teachings of the Church through the corporal works of mercy. It involves outreach to the needy and/or vulnerable persons in the community. It is the responsibility of all students to complete the service requirements. Up to five hours may be completed in service to Lexington Catholic. The remaining hours can be completed at a parish/place of work worship or a non-profit agency serving the needy and/or vulnerable in the community. Specific information on the program and its requirements can be obtained from the Lexington Catholic website or from the Campus Ministry office.

A total of sixty (60) hours is required during the four years that a student attends Lexington Catholic High School. The school recommends completing twenty (20) hours each year for freshmen, sophomores, and juniors. The students will submit a completed time sheet online through RenWeb each year. The juniors will also have a one day Urban Immersion retreat experience at which they can earn up to six hours. The service hours are listed on the transcript. Seniors will have the opportunity to complete any missing hours during their senior year. This can be accomplished by following the guidelines of the service program. For students who are members of honor societies which require service, the school requires that the student complete the sixty hours before being able to earn hours for the honor society in order to wear honor cords at graduation.

Academic Policies

Graduation Requirements

To graduate from Lexington Catholic High School a student must have a minimum of twenty-five credits, including one-half credit of religious studies for each semester of attendance at LCHS.

Credits must be distributed, as a minimum, in the following areas:

Religious Studies 4

English 4

Mathematics 4 - Algebra I, Geometry, Algebra II, and higher level courses

Social Studies 3 - World History, U.S. History, and American Government

Science 3 - Geophysical Science, Biology I, and Chemistry

World Languages 2 - both credits must be in the same language

Fine Arts 1

Computer Applications .5

Health .5

Physical Education .5

Economics .5

The Exemplar Scholars Program

An Institute for Excellence in Math, Science and Technology

In addition to its advanced academic path, the Lexington Catholic High School Exemplar Scholars Program is designed to take our most talented math, science, and technology students out of the traditional classroom and expose them to a wide range of experiential opportunities. In doing so, the intent of the program is to provide the best possible education to our most gifted math and science students by allowing them to experience research and internship opportunities at an unprecedented level.

Given this goal, the Exemplar Scholars Program includes an academically rigorous curriculum that will require its students to earn additional credits above the minimum 25 credits required to graduate. Exemplar Scholars will complete all requirements and may complete an additional 1.5 credits of online or summer school coursework. Additionally, students will be provided opportunities to conduct university and/or community based- research and job-embedded mentorships within areas of personal and career-related interest. Upon completion of their mentorships, Exemplar Scholars will be required to present their research in the form of a Senior Research Project designed to demonstrate knowledge and skills, as well as their experiences from their mentorship, gained while in the program

An Institute for Excellence in the Fine Arts

In addition to an excellent college preparatory rigor, the Lexington Catholic High School Exemplar Scholars Program in the Fine Arts is designed to take our most talented Fine Arts students and expose them to a wide range of creative opportunities. In doing so, the program allows Exemplar Scholars in the Fine Arts to experience collaboration, mentorship, and audience exposure at an unprecedented level.

Given this goal, the Exemplar Scholars Program includes an academically rigorous curriculum that will require its students to earn additional credits above the minimum 25 credits required to graduate.

Additionally, students will be provided opportunities to exercise their talents alongside professionals in various fields within the Fine Arts.

The program includes the following majors: Visual Arts, Theater Arts, Musical Theater, Vocal Music and Instrumental Music in Band or Piano. Exemplar Scholars will be required to present their work in the form of a culminating Senior Project which will vary with each discipline in the Lexington Catholic Fine Arts Department. The Exemplar Scholars Fine Arts Senior Projects include a recital, an exhibition, and a theatrical performance all designed to give students the chance to demonstrate their mastery of skills and talent gained from the Exemplar Scholars Program.

Grade Registration

To be classified beyond the freshman level, a student must meet the following requirements:

- to be a sophomore, a student must have a minimum of six credits;
- to be a junior, a student must have a minimum of twelve credits;
- to be a senior, a student must have a minimum of eighteen credits.

Full Course Load

All students at Lexington Catholic are expected to carry a full load of courses in every semester of attendance. This means six courses per semester for all students. Fine Arts may be added to the full load in any year, as may other courses approved by the principal.

Withdrawal from Courses

After two weeks in a semester, students may not withdraw from a course unless in the judgment of the principal, there are sufficient reasons to justify withdrawal. If students, with the written permission of their parents, choose to withdraw from a course after three weeks into a semester, they are subject to a grade of “WF” which is computed as a failure in determining their overall semester average.

Homework

Home study is expected of each student nightly during the school week. Parents should see to it that outside jobs do not interfere with their son’s/daughter’s professional obligations as a student. Teachers have been instructed to assign 20-30 minutes of homework each day, so students can expect two to three hours of home study each school day.

Honors and Advanced Placement Classes

“Advanced Placement” is a designation given to courses for which college credit can be earned. “Honors Courses” are designed by their respective departments and require significantly above average performance. Honors courses carry a weight of 1.05. AP courses carry a weight of 1.10. The grade achieved in the course appears on the report card, but that grade is weighted by the aforementioned formulas when averaged into the grade average.

After freshman year, enrollment in these courses is by application only. Students should maintain a “C” or better at the end of the first semester in order to continue to be enrolled in weighted classes for the second semester. All students enrolled in AP classes are required to take the AP exam in May.

Report Cards and Grades

Report cards are issued at the end of each semester. Only the semester grade will become part of the student’s permanent record. Number grades are given for academic subjects according to the following scale:

100-93	A	Outstanding
92-85	B	Above Average
84-78	C	Average
77-70	D	Below Average
65	F	Failing
	WF	Failure by Withdrawal
	CP	Conditional Pass
	I	Incomplete

Conditional Passing (CP)

When a student earns a grade of 65-69 for the first semester's work, the teacher has the option to award a CP, which means "Conditional Passing." No credit is awarded for that semester's work in which the CP is earned. In order to receive credit for the first semester, the student must earn at least a 75 for the second semester's work. If the student earns this grade, the CP will be converted to a 70 and figured into the grade average. If a grade of 75 or higher is not earned the CP will be converted to a 65, a failure will be noted, and then figured into the grade average.

Incompletes (I)

A grade of "**Incomplete**" (I) for a semester grading period is recorded as a "65" in computing a student's cumulative average. After the incomplete is made up, the grade for the course and the cumulative average are changed to reflect the completed work in the course.

Credit for each course taken is awarded on a semester basis even for courses that continue for a full year.

The semester grade indicates, for passing grades, the average that has been assigned for the semester of credit. Work in the second semester is for semester credit in that semester only and the second grade will not be averaged with the first semester to produce a year's grade and a year's credit. A yearlong course is one semester followed by a second one, each one credited independently for one-half unit (.50).

The semester grade posted at the end of the first semester will be an all-inclusive grade, covering the cumulative work the student has completed during the entire first semester, up to and including the semester exam.

Six-Week Grades: The Official Warning

Every six weeks report cards, which serve as progress reports, are sent to the parents through RenWeb. These six-week grades serve as the school's official warning that failure in a semester course may occur. While the teacher may also use "deficiency notice" forms or telephone calls, **these six-week grades are the official warning issued by the school to indicate the danger of failure.** Under normal circumstances, no student will be failed at the semester unless he or she has failed at one of the six-week intervals or unless a written deficiency notice has been sent to the parents three weeks prior to the end of a semester. Parents, for their part, are encouraged to attend the parent-teacher conferences held between the six-week grade reports each semester to learn firsthand from the teachers what improvement is necessary. Parents are also encouraged to access RenWeb frequently and to contact teachers at any time during the school year to check on their child's progress.

Summer School and Correspondence

For a student enrolled at Lexington Catholic, only two units (2.0) of summer school work will be allowed to count toward the requirements for graduation, unless special provisions are made in unusual circumstances and

for students enrolled in one of our special programs. This is also true for courses taken by independent study or correspondence. The principal may grant exceptions in special circumstances. Summer school and correspondence courses receive a grade, but it is not calculated in the grade average. The only way to change a grade on the transcript is to repeat the course at Lexington Catholic and to substitute the new grade for the previous grade earned. The lower grade is then changed to an “Audit” on the permanent record.

Dismissal for Academic Failures

Orderly progression towards graduation requires that a minimal number of credits be achieved in each semester and in each year, as well as over the sequence of years. Repeated failures make it impossible to graduate, since there is a limit to the number of credits from summer school, correspondence, or independent study (2.0) that can count towards graduation.

Accordingly:

- If a student fails three semester courses in one semester, he/she may be asked to withdraw from Lexington Catholic.
- If a student fails four semester courses in one year, he/she may be asked to withdraw from Lexington Catholic.
- If a student fails five semester courses total during his/her tenure at Lexington Catholic, he/she may be asked to withdraw from Lexington Catholic.
- If a student has a CP he/she may be ineligible for extracurricular activities if the grade falls below the 75% mark.

Examinations and Exemption Criteria

Comprehensive examinations are given at the end of each semester. Only senior and AP student exemptions will be allowed from second semester exams. If the senior or AP student has maintained an average of 85 or above (unweighted) and has fewer than 10 absences, she/he is exempt from the May exam. The ten absences are for the second semester and DOES include the two college visits. Student activities, Hoagie Days, and MidKnight Stakes Days do not count toward a student’s 10 absences. Students are encouraged to take college visits during their second semester of junior year and the first semester of their senior year. If a senior or AP student misses more than 9 days in the first semester, outside of the permissible days mentioned above, those additional days will go against their second semester and be counted toward their exam requirement. Extenuating circumstances will be handled on a case by case basis by administration.

Rescheduling of Exams

In both fall and spring semesters no student can take an exam outside of the published schedule. If a student must miss an exam, she/he will complete it after the close of the exam period. The student will receive an “I” on the report card until the exam is completed and graded. Students may not miss more than 10% of the school year; that is 9 days each semester.

Academic Integrity

The entire school community is committed to promoting integrity at all levels. To that end, the Student Government has adopted an Honor Code for the students. Every student will sign the pledge on their House Honor Banner. An Honor Council, with members elected by the student body, will work to educate the school about integrity and will promote the ideals of the Honor Code. If any accusations of Honor Code violations

occur, the Council will hold hearings to discuss the situation and make recommendations to the Assistant Principal for disposition of the situation.

Upon enrollment at Lexington Catholic High School, each student must take a pledge to abide by the Honor Code. They will receive a copy of the Honor Code and will sign a statement agreeing to its policies. Faculty members will also be asked to take the pledge. Students will repeat the pledge at the beginning of each school year.

Honor Pledge: “As a member of the Lexington Catholic High School Community, I pledge to uphold a high standard of integrity and honor by neither giving nor receiving any unauthorized aid in all academic settings. I agree to all standards set forth by the Lexington Catholic High School Honor Code.”

THE PENALTIES FOR CHEATING ARE SEVERE. Cheating is a form of dishonesty and is not tolerated by Lexington Catholic. Teachers are required to report all incidents of suspected cheating and contact the parents. The student’s case will be heard by the Honor Council and the Council will make recommendations to the Assistant Principal. *A third violation of the Honor Code during the student’s academic career will be considered grounds for dismissal.*

Honor Roll

An honor roll is published at the end of each semester. A student earns First Honors if he/she has a 93 or above (weighted grade) in every course. A student earns Second Honors if she/he has an 85 or above (weighted grade) in every course.

School Services

FACTS:SIS (Formerly RenWeb)

FACTS:SIS is an electronic communication system whereby students and parents can check grades and assignments in individual classes at Lexington Catholic. The system is password protected and every student and parent receives a code to access records. The teachers will update grades on FACTS:SIS every week. Assignments will be posted weekly in order to allow students and parents to get this information from any internet connection.

Lexington Catholic Parent Action Corps (PAC)

The PAC’s Mission is to provide parent resources to support specific programs developed in partnership with the Lexington Catholic High School Administration and Faculty to form and develop the Mind, Spirit and Body of our students. Information on the organization is available on the website and is sent out to all parents on a yearly basis.

School Counseling

The primary purpose of the school counseling office is to help students and teachers through academic, personal, and vocational counseling. The counseling office has information on colleges and other post-secondary schools, career opportunities, testing, special student services, and other material helpful to the high school student and his/her parents. Counselors will be available to meet with students and parents by appointment. The common goal of the counseling department is to promote a special relationship whereby the student will grow into a self-motivated, constantly growing person.

The department fulfills the criteria advocated by both the National Association of College Admission Counselors and the Kentucky Counseling Association. Each counselor's credentials are on file in the office. Each counselor has a private office, voice mail, and e-mail. To reach a counselor, you can call the main school number, 277-7183, and then dial the appropriate extension or visit the school's website to e-mail the counselor.

The School Counseling Department administers standardized tests for students. In October, all students participate in a day of standardized testing.

Ninth grade students take the **PSAT9**.

Tenth grade students take the **PSAT**

Eleventh graders take the **PSAT** (the test for National Merit Scholarship competition data)

During the month of February, juniors will take the ACT which is administered at Lexington Catholic during the school day. Students are advised to take the **ACT** and **SAT** during spring semester of eleventh grade and again in the fall of the twelfth grade.

Each student is assigned to a counselor upon entering Lexington Catholic. The student works with his/her counselor to plan academic programs and to explore post-secondary educational and career options. Counselor/student conferences are confidential. The counselors promote student responsibility.

In order to understand each student, it is necessary to understand his/her family. Communication from the home can foster a mutually helpful and supportive climate for the young adult to develop into a mature adult. Parents are free to call their student's counselor any school day. Parents are also urged to complete and return the guidance department form in the registration packet. This form alerts the counselor to any special needs of the student.

The counselors work closely with the teachers. Without violating confidentiality, the counselor is the student's advocate. This relationship, therefore, enhances the learning process. The guidance department provides research and acts as a resource for the faculty and administration. The counselors aid in the admissions process by conducting admissions evaluations and helping the students with course placement and selection. They also assist the administration with broader questions of school climate and performance.

Cafeteria

A breakfast, hot lunch, as well as salads and other cold entrees, and after school snacks are served daily for the students. The cost depends on the selection by the student. Students can pay with cash or parents can place funds on the student's lunch account and the student can then charge. Students with a zero balance will not be permitted to charge. Students are frequently reminded when their account falls below \$5. Cafeteria personnel are properly licensed and the facility is routinely inspected by the Fayette County Health Department.

High Marks Center

The High Marks Center provides learning support services and also serves as an information hub essential to students and staff. Additionally, the High Marks Center houses a learning support service for students with documented learning accommodations. The center is open at 7:45am each morning and closes at 4:30pm Tuesday through Thursday. Monday and Fridays afternoons will be reserved for testing only. The use of a variety of electronic reference tools enhances the support of print sources. The library collection presents opportunities to pursue individual interests in relation to a range of abilities and skills, as well as leisure reading.

To this goal, the High Marks Center provides access to resources beyond the school. Students can initiate and master information retrieval skills necessary for lifelong learning. Students who are required to use the High Marks services will be required to register in a High Marks specific handbook.

Data Device and Network Services Responsible Use Policy

In support of our mission statement and educational objectives, Lexington Catholic High School offers students access to computers and the Internet. The use of these technologies will help students acquire knowledge from all areas of the world as well as skills for accessing and using electronic information from databases, search engines, and other online materials. While the intent of the school is to provide Internet resources for constructive educational goals under close supervision, students may find ways to access unacceptable material. The nature of Internet searching entails students accessing information that is not preselected as are textbooks or library materials. We believe that the benefits to a student's education outweigh the disadvantages; however the students are expected to use all technology in a manner which promotes academic integrity and the school's mission. Parents and guardians, as well as school personnel, are responsible for setting and conveying the standards their children should follow when using media.

Students are responsible for good behavior while using computers and other electronic devices just as they are in a classroom or school hallway. As communications on the Internet are public in nature, general school rules for behavior and communications apply. **Access to the Internet is granted to students for academic purposes only.** Students must agree to act in a considerate and responsible manner when using computers at school. Teachers are to give the cues for when students should access their computers. Classes should always begin with the computers closed. There are numerous classes that will never use the computer for their course work; as a result, those courses will not require or allow computer access in their rooms. Access may be revoked if abused. Students are advised never to access, keep, or send anything they would not want their parents or teachers to see. For reasons of safety, a student should never reveal any personal information such as name, address, or contact information over the Internet.

The following rules apply to the use of all electronic devices and network services at LCHS (both personally owned and LCHS supplied), including cell phones, iPads, and laptops:

- While devices are allowed to be in classrooms, absolutely no cellphones or smart watches are to be out and/or used in the classrooms during the school day. They should be kept in lockers, purses or pockets at all times during class time. Such devices can be a part of the class time only at discretion of the teacher. Students are permitted to check their cell phones at their lockers and to have their cell phones during lunch and flex. If a student is seen misusing an electronic device it will be confiscated. First offense will be a \$25 fine. Second offense will be a \$25 fine and a detention. Third offense will be a \$25 fine and an in-school suspension. Computers used for non-academic reasons will fall into these same consequences.
- The use of the cell phone anywhere else in the building, including the restroom, will result in the above consequences. The only time a student will be permitted the use of their cell phone outside of their locker is during the lunch and flex period. No cell phones will be permitted in High Marks.
- Earphones, earbuds and other audio equipment are not allowed in the hallways at any time. They will be allowed in classrooms at the discretion of the teacher.

Use of LCHS computers and network services is for academic purposes only. Students may not use any device or service, personally owned or otherwise, for non-educational purposes during school hours unless granted permission by an Assistant Principal/Dean of Students or an instructor. This includes

- The use of social media outlets and messaging services to communicate via one's computer. Repeated offenses of this nature may result in loss of computer privileges.
- All digital information accessed via LCHS network services must be used in an ethical manner. This includes (but is not limited to) use of copyrighted material or intellectual property belonging to another.
- Rules of proper, polite, and respectful etiquette and behavior must be observed at all times when using any LCHS network service or resource.
- The school will provide a wireless network for students to use to access the Internet and other LCHS services when classroom work requires it. Use of cellular data services within the school is not permitted. Anyone found using hotspots, or alternate forms of internet access will be subject to severe punishment; repeated offenses may result in dismissal.
- Students are required to have an LCHS registered, personally-owned device for use during the school day. All work done on a personal device during a class must be relevant to that class. When not required for class, BYOD devices should be turned off and secured from use.
- Any device connecting to the LCHS data network is expected to be free of virus and eavesdropping activity and have an up-to-date anti-virus solution in place.
- All internet filtering methods and system restraints are to be respected. Bypassing internet filters by using proxies or other readily available off campus services is not permitted.
- No device, personal or otherwise, may be used to record, store or transmit any type of image, sound or video from LCHS except for approved projects with the express written permission of the instructor.
- Users are expected to report illegal or unauthorized use of the network to the supervising instructor, a school administrator, or the information services administrator.
- If reasonable belief exists that a student has violated the terms of this agreement or other school policy while using either school supplied OR personally-owned computing equipment, the student's network utilization records and/or device may be inspected and/or confiscated by LCHS administrators. This includes cell phones and smart watches.

Students who fail to follow this Responsible Use Policy will face disciplinary action. All use, whether or not explicitly mentioned in this policy, must be consistent with the philosophy, goals, and educational mission of the school. LCHS administrators reserve the right to determine whether a particular use is or is not consistent with the purpose of the school and apply consequences appropriate to the situation. Possible consequences may include detention, loss of network access, dismissal from school, and legal action.

Lexington Catholic High School personnel will strive to provide dependable access to computer resources and the Internet. However, the school and its personnel are not liable for any information that may be lost, damaged, or made unavailable due to technical difficulties. They cannot be held liable for student misuse of computers or other electronic devices, network services, or the Internet.

BYOD Responsible Use Policy

The following policies apply to personally owned computing devices used by students while at LCHS or when remotely accessing LCHS services. These policies are in addition to the *LCHS Data Device and Network Services Responsible Use Policy* outlined in the *LCHS Student Handbook*:

- All students (and their parent or legal guardian) must review the *LCHS Student Handbook* and sign the *Student Handbook Letter of Agreement* before access to the LCHS student wireless network will be granted. (The form can be downloaded from www.lexingtoncatholic.com/technologyrequirements.html).
- All personally owned devices must be registered with the school's IT department before being used within the school. Only devices on the approved BYOD list will be eligible for registration. (Please refer to www.lexingtoncatholic.com/technologyrequirements.html for the latest release of the BYOD device list).
- Each student may register one device. At registration time, the device manufacturer and Wi-Fi MAC address will be recorded. Use of a mac address on multiple devices is not permitted.
- Each student is fully responsible, at all times, for their personally owned device. LCHS is not liable for loss/damage/theft of any personally owned device.
- Each student is fully responsible for the condition of their device, including system updates, required software, antivirus software, and any repairs required to allow the device to adequately function throughout the school day.
- Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.

In addition to these policies, the *LCHS Data Device and Network Services Responsible Use Policy* as outlined in the student handbook will apply to any device, personally owned or otherwise, that is used within the school or while accessing school resources either locally or off campus.

E-mail

All students are issued a student email address during their enrollment at Lexington Catholic High School. Appropriate use of the student email account falls within the Electronic Conduct policies. Students are expected to contact teachers using this email address instead of their own personal email accounts. Teachers and school personnel will contact students using a student's school email address. Students are expected to check their emails at the start of each day and during appropriate times (flex, passing periods, etc.) during the day. All email accounts will be suspended at the time of withdrawal if prior to graduation. Seniors' email accounts will be suspended upon the completion of studies and graduation.

Inappropriate or unacceptable uses of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the internet. Some unacceptable practices include the following:

- Transmission of any material in violation of any federal or state law, including, but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school email or other network resources in violation of US copyright law is prohibited. As with all forms of communications, email or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or messages that are sexually explicit constitute harassment which is prohibited by this school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.

- The use for personal, financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/internet, or any networks or sites connected to the network/internet. Attempts to breach security codes and/or passwords will be considered a form of vandalism.
- The creation, propagation and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying or modifying of electronic mail of other users is prohibited.
- Deleting, examining, copying, or modifying files, emails and/or data belonging to other users are prohibited.
- Anonymous or forged messages will be treated as a violation of this policy.
- Unauthorized attempts to access another person's email or similar electronic communications or to use another's name email or computer address or workstation to send email or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the email.
- The school/institution reserves the right to access email to retrieve school-institution information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcements authorities.
- School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications.

Nothing in this policy shall prohibit the Administration or Network Administrator from intercepting and stopping email messages, and/or review information stored on the system to determine whether it is being used properly. Student emails are subject to review at any time in the presence of two school administrators. At times, students may not be notified that their emails are being reviewed.

This policy applies to communications or depictions through email, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communications, which 1) are of a sexual nature; 2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or 3) in the Administration's discretion, cause harm to the school, or the school community. Consequences for Inappropriate Electronic Conduct may include suspension, withdrawal for cause, and/or legal action.

Student Photographs

Lexington Catholic High School assumes permission to use any student's photograph or video in marketing purposes for the school (i.e. the school website, Facebook, print materials, etc.). If you do not want any photo or video of your student(s) used for marketing purposes, you must ***notify the school in writing, to the attention of the Marketing and Communications office.***

Asbestos Notification

Lexington Catholic understands that parents and staff are concerned about asbestos safety. While almost all our buildings are asbestos-free, there is still some asbestos in the high school. This building has vinyl asbestos floor tile in a few areas. We are currently maintaining these materials in a safe condition by our ongoing surveillance, reinspection, and operations and maintenance program.

In accordance with Kentucky and federal laws, we maintain an asbestos management plan for each building on our campus. The plan is available at the school. Anyone is welcome to inspect and copy the plan during regular business hours. All questions should be directed to the Director of Facilities at Lexington Catholic.

Integrated Pest Management

Lexington Catholic High School has implemented a special program of integrated pest management (IPM) in order to control pests in a way that minimizes economic, health, and environmental risks via a monitoring and inspection program and the judicious use of pesticides. Those individuals applying pesticides will be properly certified in keeping with applicable legal requirements for the IPM program.

If a parent wishes to be notified twenty-four (24) hours in advance of a planned pesticide application, other than when bait is used, or as soon as possible when an emergency pesticide application is necessary, please register at the main office of the school or send in a written request to the attention of the Director of Facilities.

Proper Behavior

Students are asked to learn the tenets of the Catholic faith, to live faithfully according to their informed conscience, to respect the dignity of themselves and others, and to share their gifts and talents with their community. This should begin with respect that should be evident when speaking to or about teachers and others. In school, students' attitude and conduct toward one another should reflect the charity of Christ. These expectations extend to school activities after school hours, including sporting events, field trips, and extracurricular or co-curricular activities. Lexington Catholic students are expected to conduct themselves as servant leaders at all times.

Students should use language appropriate to Christian young men and women. Profane and obscene language will not be tolerated.

In addition, appropriate behavior between students should be observed at all times. Students should be kind toward one another, but any public display of affection, beyond hand holding will not be allowed on campus.

Policy on Harassment, Racism, and All Other Forms of Discrimination

Harassment of any kind, verbal or physical, is entirely inappropriate. Even though teasing may be intended in a positive way, care should be taken not to offend. Derogatory comments based on differences, including but not limited to race, color, religion, sexual orientation, gender, and ethnicity, will be considered harassment and dealt with accordingly. Faculty and staff will document any reports of harassment and communicate those with the Assistant Principals.

Inappropriate language and actions can result in detention, suspension, behavior plans, contracts or expulsion.

Lexington Catholic High School does not tolerate behaviors or attitudes that promote racism, sexism, or any other form of discrimination. Lexington Catholic's faculty and staff will serve as role models in word and deed, adhering to the standards set forth in the policy and those which relate to the Christian mission of this school. Teachers, parents, students or any other affected persons need to report any incidents of discrimination or harassment to the Assistant Principals. These actions cannot go unreported; if they are unreported they can grow to irreversible problems. The school must be made aware in order to take corrective action. Upon the reporting

of an incident, the administrative team will review the situation and make appropriate recommendations to the Principal. Such acts of discrimination or harassment could be considered a serious infraction of the student code of conduct. In the event that such evidence is found, severe disciplinary action can be taken against the offender, which may include suspension and/or expulsion from Lexington Catholic High School.

Decorum

Quiet and decorum are the rule in the school building at all times, especially while classes and labs are in session. Even though students may talk during the class breaks in the classrooms and corridors, there should be no shouting or excessive noise. Students should show good taste, modesty, and moderation in all their behavior. Students are not to be in the corridors while classes are in session. The gymnasium and the locker room areas in the gymnasium are off limits during the school day, except for students in physical education classes. The Alumni gymnasium will be open to students for planned programs during all lunch periods only. Restrooms in the gymnasium are to be used only during lunch periods. Students who have study halls should spend the time in the study hall or other designated areas. Students are not to be in the field house or weight rooms during the school day unless a coach accompanies them. Students found in violation of this will receive a detention.

Discipline Procedures

All adults on staff are monitors of student behavior. Students are expected to be courteous and responsive to all persons in charge at any time. Routine matters of discipline will be handled by the classroom teacher or adult in charge. Any discipline problem not handled by the classroom teacher is referred to the Assistant Principals. The Assistant Principals also oversees attendance, uniform violations, detention, and other matters governing student behavior.

When a discipline problem is deemed serious enough to immediately remove a student from the classroom and send him/her to an Assistant Principal's office, the parents will be notified by email. Removal from class, will result in a detention.

Violation

Minor infractions of the student code of conduct will result in the student receiving a violation. For example, a dress code infraction will result in a violation. Three violations will earn the student a detention.

Detention

Detentions are issued by a school administrator or by teachers for infractions of school regulations such as, but not limited to:

- Any form of class disturbance
- Wearing non-uniform pants or tops
- Not wearing a uniform shirt under outwear/pullovers
- Disrespect to any member of the school community
- Dishonesty in any form
- Unexcused absence from any class
- Vulgarity
- Class removal
- Inappropriate conduct
- Possession of unauthorized electronic devices during class hours

- Repeated violation of classroom rules
- Excessive tardies to school- Students receive a detention for every 3rd tardy, if this becomes a habitual problem the student will begin to receive a detention for every tardy.

Detentions will be served on Saturdays during a 2 or 3 hour window. Locations will be determined by one of the Assistant Principals based on vendor/non-profit needs.

Upon receiving a fifth detention, the student will be suspended from classes for one day. Should a second suspension occur, the student will be placed on a contract outlining provisions under which the student will be allowed to stay at Lexington Catholic.

Suspension

When there is a serious violation of school rules, a student may be removed from all classes for one to ten days. Grounds for suspension may include but are not limited to:

- Five (5) detentions
- Disrespect to a faculty member or administrator
- Cheating, lying, or stealing
- Fighting
- Vandalism of school property, or property belonging to students or school employees, or to other schools and/or churches
- Harassment
- Any repeated violation of school rules

The in-school suspension will be served on the next scheduled academic day. Suspension will be spent working with the maintenance staff to clean and repair items around the school; once finished with the assigned task, the students will be placed in an office and permitted to complete assignments. A suspended student will be reinstated only after a satisfactory conversation has taken place with the student and his/her parents and the Assistant Principal. When a student is suspended from classes, he/she is under both academic and social suspension. **A suspended student loses certain rights and privileges that are given to other students, such as:**

- **may not be allowed to participate in or attend any school-sponsored activities while suspended**
- **may not participate in any sports or after school activities on day of suspension, including games**
- **cannot associate with the other students, must bring his/her own lunch to school and cannot eat in the cafeteria.**
- **will be assigned a designated area in the school and must obtain and complete all class assignments for 75% credit.**

Suspended students will incur an “unexcused absence” as detailed below. This means that any work assigned prior to the suspension may be turned in on or before the due date after the suspension time is completed. If any work is assigned during the time the student is suspended, but due at a later date when the student has been readmitted, he/she may turn this work in for credit. However, no tests, quizzes, or work assigned and due during the period of time the student is suspended will be accepted for full credit. The student will be eligible for all academic awards earned, but cannot attend and/or participate in any school-sponsored activities while suspended, i.e. retreats, sporting events, dances, award presentations, and graduation.

Behavior Plans:

Students can be placed on a behavior plan for a number of reasons. The most common use of a behavior plan results from excessive or repeated unacceptable behaviors. Behavior plans are also used for students with suspensions, fist fighting, social media violations, and having e-cig's in their possession on campus.

Contracts

After a serious violation, a student may be allowed to remain at Lexington Catholic under certain terms and conditions that are specified in a contract for continued enrollment. A student may be placed on a contract for attendance, academic, or behavioral infractions. Once a student and his/her parents have agreed to a contract, any serious violation of the student code of conduct or a violation of the conditions specified in the contract itself will result in the student being asked to withdraw from Lexington Catholic. Should the student refuse to withdraw, he/she will be expelled.

Expulsions

Only the Principal has the authority to expel a student from school for serious violations of the school rules and regulations.

Grounds for dismissal from Lexington Catholic may include, but are not limited to:

- Stealing/theft – taking or possessing the property of another student or teacher without their permission; also, any student bringing, possessing, selling, distributing, or buying stolen items, including homework, exams, tests, quizzes, and/or answers to these.
- Possessing, using, selling, or transferring illegal narcotics or drugs, counterfeit controlled substances, look-alike drugs, or other intoxicating substances, or possessing, selling, or transferring drug paraphernalia on school property, en route to and from school, or at any location of a school sponsored or school related event or activity, including, but not limited to, socials, athletic and club activities, or retreats, will result in immediate expulsion. Students in the company of others using or possessing illegal drugs make themselves subject to expulsion.
- Bringing, selling, buying, possessing, or being under the influence of alcoholic beverages either on the campus or at any school sponsored activity.
- Committing or attempting to commit acts of vandalism on property belonging to the school, students, or to any of its employees, or vandalism of property belonging to other schools or church parishes.
- Any violation of civil or criminal law that adversely reflects upon the moral or religious principles of the Catholic Church, or the policies, goals, and statements of Lexington Catholic High School as indicated in the Student Handbook.
- Any form of lewd or obscene conduct contrary to the teachings of the Catholic Church and local, state, or federal laws.
- Any serious disrespect or threat toward a faculty, staff, or administrative member of the Lexington Catholic community in the form of writing, picture(s), printing, word or gesture.
- Consistent neglect of schoolwork, chronic absenteeism, or truancy.
- Conduct considered detrimental to the good order of the school community or the good of other students whether on or off the school campus.
- Any indication of gang affiliation such as displaying, communicating by the use of or in the form of writing, dress, speech, symbols, gestures, or any such gang related activities in the judgment of school officials.
- Bringing or possessing any firearm or deadly weapon on campus and/or at any school sponsored activity; also any student transporting any type of firearm or deadly weapon by means of a vehicle onto school grounds or at any school sponsored activity will be turned over to law enforcement and expelled.

- Written or verbal assault/threat made against any student, faculty, or administrative member of Lexington Catholic High School.
- Testing positive for cocaine, heroin, PCP, or methamphetamine.
- Testing positive for illegal drugs a second time.
- Any student willfully attempting to evade a drug test or refusal to test.
- Any behavior, in or outside of school, that involves the police will be handled by school administration.

Appeals

Appeals should be based upon the fact that there was either a defect in the hearing process or that new information has become available. All appeals to disciplinary decisions must be made according to the Diocesan appeals process.

That policy has been established to facilitate reconciliation and to maintain unity within each parish/mission and within the Diocese as a whole. It is designed to settle all grievances “as close to the problem” as possible.

The first step of the process requires that the aggrieved person (the “petitioner”) and only the petitioner speak directly and privately with the person with whom he/she has the grievance (the “respondent”). The grievance must be made within ten days of the incident. The two should make every effort to come to agreement.

In the event that the petitioner decides to continue the grievance, the petitioner should next speak with the person to whom the respondent is directly accountable. Again, every effort should be made to resolve the problem.

The petitioner may, if necessary, continue the process by petitioning up the authority line, one step at a time, until the final authority on the local level is reached. Every effort should be made to resolve the problem immediately. No step in the process may take more than 10 working days. The order of accountability for a school is:

Parent > Teacher > Principal > President > Superintendent of Schools

In the event that all attempts to solve the problem at the school level fail, the petitioner may appeal to the Superintendent of Schools at the Diocesan Catholic Schools Office. In order to make an appeal to the Catholic Schools Office, the petitioner must prepare a written petition. The petition shall include:

- Name, address, and telephone number of petitioner
- Name, address, and telephone number of respondent
- Description of complaint
- Desired remedy
- Date letter is sent and signature

The Superintendent of Schools shall review the petition, and decide whether the issue falls within the jurisdiction of the department. If so, the Superintendent will talk with both parties, come to a decision, and shall notify the petitioner in writing of the decision within fifteen working days.

General Rules

Respect for Property

Students are encouraged to help in the preservation and maintenance of school property, furniture, and equipment. If property is damaged, the fact should be reported to an Assistant Principal.

Any student who is caught taking property or deliberately destroying property belonging to another student or the school will be subject to suspension or expulsion from school. This includes defacing bathroom stalls, lockers, and doors.

Social Media Policy

With the ever evolving world of social media in which students now find themselves engulfed, we will continue to educate and support proper usage. Parents should closely monitor their students' interactions on all social media platforms. Administrators will have class meetings at the start of each semester to review school guidelines and discuss the importance of privacy to our students. Students are expected to treat one another with respect and kindness on social media. Students found in violation of this will be subject to punishment, including, but not limited to, detention, suspension, contracts, and dismissal from school.

Lockers

The student locker is the property of the school. Each student is assigned a locker for his or her own personal use. There can be no sharing of lockers at any time. The student is responsible for the condition of that locker at all times. **No defacing of the locker, either inside or outside is permitted.** Students must use only locks provided by the school. All lockers are expected to be locked. Students are not to give their combination to any other student, nor are they to allow any other student access or opportunity to use, alter, or deface that locker. No permanent decorations of any sort are allowed to be placed in or on lockers. Any removable decorations must be within the guidelines of neatness, moderation, and modesty, and should benefit the educational and Christian purposes of the school. Lockers that are found in an unreasonable condition at the completion of school will receive a \$50 fine. Students are expected to clean out their own lockers of trash and materials at the end of the school year. **No food or drink is allowed in the locker at any time, except for student lunches, this includes excessive bottles being stored in the locker. Locker searches can occur at any time throughout the school year. Students found in violation of the food and drink policy in their lockers could face a fine.**

If someone other than the student makes some alteration to the locker, the student is responsible for reporting this to one of the assistant principal's office and working with the office to clean or repair the locker. At all times the student is responsible for the condition of the locker and failure to keep the locker clean and in good working condition will result in detention or other disciplinary action. The school reserves the right to inspect school lockers and their contents at all times, as well as to control the use of the lockers at all time. Students are responsible for the content of their locker, whether the items are their belongings or not.

For safety reasons, backpacks must remain in the lockers all day. Students who have their backpacks with them at any time during the day will have them confiscated and only returned after the announcements.

Guidelines for Student Activities (on and off campus)

The following guidelines will apply to any activity, home or away, in which Lexington Catholic students participate:

1. Act like young adults, at all times, especially since you will be representing Lexington Catholic High School.
2. When entering and exiting school grounds, please drive and park carefully.
3. No alcoholic beverages or drugs of any sort will be tolerated.
4. Do not wander in the parking lot, or sit in cars.
5. Be courteous and respectful toward the adults present at this function.

Guidelines for Dances

Classes, clubs, and organizations sponsor dances during the school year. The dances are open to Lexington Catholic High School students and their dates. General rules for behavior and guidelines for student activities apply at all dances. Dances are held throughout the year on campus. All students are expected to arrive within an hour of the start time and must sign out in order to leave the dance. Students will not be permitted to reenter a dance once they have signed out.

No one who is inappropriately dressed will be allowed into dances or school events. Students may not enter the dance with props, accessories, backpacks, book bags, etc.

Prom

Prom is a special event for juniors and seniors and formal attire, appropriate for high school students, is expected. If there are questions about the appropriateness of a dress, a picture should be taken and brought to a school administrator to be approved prior to purchase. Gentleman are expected to wear tuxedos or suits. All party busses, limos, and vehicles entering the school parking lot are subject to search by school administration and the police. The police are in attendance at our prom as a safety precaution, to ensure the safety of all of our students and their guests. Anyone who intends on taking a date outside of Lexington Catholic must have the permission slip turned in one week prior to prom. If you miss this deadline, consideration will only be given once you have spoken with an Assistant Principal. Prom is from 9pm until midnight; no guest will be permitted to leave until the King and Queen are crowned. All guests are subject to being breathalyzed upon entering the dance.

Closed Campus Policy

Students are to come directly to school and park in the school lot if they have a permit or on side streets. On the way to campus, there can be no loitering in the vicinity of the school. If the student parks on the adjacent streets, the student must remain on sidewalk or paved areas to arrive at school. Out of respect for our neighbors, students should not cut across lawns in order to arrive at school. Students should cross the street at Holly Hill or Sheridan Drive cross walks. There is no longer a crosswalk at Cardinal Lane or Stratford Drive for our students to use.

No student is allowed off campus at any time during normal school hours or during school sponsored activities. All students are expected to remain until their entire schedule of classes has been completed. Students with a free eighth period or first period are not to leave campus early or come to campus late, unless explicit permission is obtained from an Assistant Principal in each and every case.

During class time and lunch periods, no students should be in the halls. During the lunch periods, students may remain in the cafeteria or in the gymnasium. No food may be taken out of the cafeteria. They may not wander about or leave the school grounds without specific permission from the Assistant Principal. They may not disturb classes that are in session. Outside areas that are off limits include all athletic fields and both the front, rear, and side parking lots. Only students with permission to leave the school grounds may be in the parking lot.

At the end of the day, students should leave campus promptly and not return except for school-sponsored practices and events. School grounds are closed to all students at night, weekends, and vacations except for supervised practices, contests, and events. Being present on the school grounds means being present for some school function, and conduct and dress nonprejudicial to the school is expected.

Off-campus conduct prejudicial to the good name of the school is subject to the disciplinary action of the school.

Student Cafeteria

IT IS THE RESPONSIBILITY OF THE STUDENTS TO KEEP THE CAFETERIA CLEAN. Out of politeness and consideration for others using the cafeteria, students are asked to observe the rules of etiquette while eating. After eating, each student should make sure the table and floor are neat and clean, all paper and refuse thrown away, and trays and dishes are returned. On occasion, students will be told by the teacher(s) in charge to clean up messes left behind by other students. They will be expected to cooperate. If all live up to their responsibility, this will not be necessary. **STUDENTS MAY BRING THEIR LUNCH, BUT CANNOT HAVE LUNCH DELIVERED FROM OUTSIDE THE SCHOOL CAFETERIA.**

In addition, during the lunch hours, the following regulations should be observed:

1. All students are to observe the standard code of etiquette at the lunch table.
2. Each student is responsible for seeing that the table is cleaned and all trash removed before the next lunch period.
3. If a student accidentally spills food, the student should clean it up immediately.
4. Each student using a tray is to return it to the window.
5. Food and refuse are not to be thrown into the waste receptacles. Walk up to the receptacle and place it in the container.
6. Food and/or beverages, other than water, must not be taken out of the cafeteria.

Special Regulations

School Building Use

Students may arrive on campus any time after 7:00am. and enter through the cafeteria doors where they will remain until 7:45am. Students can remain in the cafeteria until 7:45am, but they will be allowed to leave to go to other parts of the building at 7:45am. The other back doors near High Marks and the main entrance to the school building will be opened at 7:45am. All other doors will remain locked and only these entrances will be permitted.

After dismissal in the afternoon, students must leave the building by 5:00 p.m. If they are engaged in a practice, rehearsal, meeting, etc., after 3:15 p.m., the students are to be with the school employee in charge of the activity. Students who leave to go to a practice must take everything with them to the locker room, as they will not be allowed to return to the main building after practice. Students may be in classrooms with teachers, but they are

expected to leave with the teacher. Any students who are in the building beyond 4:00 p.m. are expected to go to the front lobby to wait for rides. Students should check with an Assistant Principal ahead of time if they plan to be at school beyond 5:00 p.m.

Messages

The school switchboard is prepared to handle absentee calls in the morning, calls for teachers and the administrators during the day, and all emergency situations. **Except in an extreme emergency, no messages will be delivered to a student.** At the end of the day, students will be notified that a message has been left for them on the “**message board**” in the main office. Parents can text their children, but students caught violating the cell phone policy during class, will still incur disciplinary action, regardless if the interaction is with parents.

Automobiles and Parking

All seniors who drive to school will be assigned a designated parking spot, by number. Juniors are only issued spots if there are remaining parking spots open after the seniors have all signed up. This will be done on a lottery based system. For a \$45.00 fee parking stickers will be issued from an Assistant Principal. The sticker must be placed on the rear right window or bumper of the car. The car must be parked in the proper area only **or it will be towed.** No student is allowed to enter any car during the school day, including the lunch period, without carrying written permission from an Assistant Principal. Students are not permitted to drive or sit in cars at any time during the school day. They are not to loiter in the parking area.

The following will be towed without notice:

- Students parking on campus who have not purchased a parking space.
- Students who park in faculty/staff parking spaces.
- Students who park in construction areas and fire lanes.

Special Notice to Parents: Traffic flow in the mornings and afternoons is crucial to student safety. One-way rules (during the morning and out in the afternoon) will be in effect for students who drive. Those who are being dropped off before or picked up immediately after school should wait on Clays Mill Road. **PARENTS SHOULD NOT PULL ONTO CAMPUS DURING THE TIMES OF: 7:30 – 8:15 AM OR 3:00-3:30PM.** The area in front of Lexington Catholic, just off Clays Mill Road, is the drop-off and pick-up zone as well as all side streets. Parents who are parking in the lot and in the fire lane after school will be asked to move.

Tobacco Products and E-Cigarettes (Vaping)

The possession of tobacco products of any type, as well as their use, is prohibited in the school building and on school grounds. This includes the use and possession of e-cigarettes. Students found in possession of these products will be placed on a behavior plan. Students found using these products in the building or on school grounds will be placed on a contract for continued enrollment as well as being enrolled in regular drug screenings. Failure to abide by these guidelines will result in dismissal.

Non Registered Electronic Devices

Electronic games, electronic organizers, I Pods, iPad and similar devices are not permitted in classrooms or hallways during the school day. They must be turned off and kept in the student's locker until dismissal, unless specified above. They will be confiscated and held by an Assistant Principal if they are found outside of lockers. A \$25 fine, detention, and suspension are consequences for having these items on campus during school hours.

Alcohol and Drugs

Lexington Catholic High School's identity and mission require us to promote a healthy, drug-free life style for all persons. Thus, our policy strictly forbids students to possess, use, be under the influence of, sell, or transfer alcoholic beverages, illegal narcotics or drugs, counterfeit controlled substances, look-alike drugs, or other intoxicating substances, nor possess, sell, or transfer drug paraphernalia on school property, en route to and from school, or at any location of a school-sponsored or school-related event or activity, including, but not limited to, socials, athletic and club activities or retreats. While this policy focuses primarily on student conduct on school property or at school-sponsored or school-related functions, the school (as referenced in the section, "Expulsion" herein) always reserves the right to expel a student for serious violations of the school rules. Use of medications prescribed or ordered by a physician or dentist shall not be considered a violation of this policy. The rules governing the use of prescription medication by students is set forth in a subsequent section of these regulations. All prescription drugs must be logged with the guidance department; any possession or use of prescription drugs not on file with the guidance department will be considered misuse and subject to the conditions of the school's drug policies.

- 1. The use or possession of any alcoholic beverage on Lexington Catholic High School grounds by any person at any LCHS student function or activity, including but not limited to athletic events, is strictly prohibited. All alcohol found on school property will be confiscated by the authority.**
2. Any student selling, promoting the sale, or in any other way supplying illegal narcotics or drugs, counterfeit controlled substances, look-alike drugs, or other intoxicating substances, or drug paraphernalia, as set forth above, **will be automatically expelled.**
3. Any student possessing, using, and/or being under the influence of narcotics, drugs, counterfeit or controlled substances, look-alike drugs, or other intoxicating substances, as set forth above, **may be subject to expulsion.**
4. Any student possessing, using, and /or being under the influence of alcoholic beverages either on campus or at any school sponsored activity will result in suspension. On the student's first offense, a confidential meeting will be held with the student, parents/guardians, and a school official to review a required educational program and alcohol abuse evaluation to be paid by the family. The student will be placed on a contract for continued enrollment. If the student has a similar infraction while attending Lexington Catholic High School, the parents will be asked to withdraw their son or daughter. If the parents refuse to withdraw the student, he or she will be expelled.
5. Drug Testing Policy: Lexington Catholic High School reserves the right to require mandatory drug screening tests on any student who displays a behavior associated with drugs or suspected drugs, such as marijuana, anabolic steroids, inhalants, stimulants, depressants, hallucinogens, narcotics, or designer type drugs. This policy also applies to the use of a breathalyzer to detect the use of or being under the influence of alcoholic

beverages. The student will be asked to begin mandatory drug counseling within ten (10) days of the conference and it will be at the parents' expense.

Lexington Catholic High School also conducts drug screening of the student body. The drug screening program for this school year will consist of screening students who are suspected or rumored to be using drugs. Parents will be notified via email the day of the test. The test results take between 3-10 business days. Parents will be emailed the test results when they are negative. All positive test results will result in a phone call home to the parents and a meeting will be set up between the Assistant Principal, the Principal, the student, and the parents. This meeting must take place prior to the student returning to school after a positive test has been identified.

- Hair sampling and/or urine testing will be the method used and will be performed by two or more school administrators or by an outside laboratory contracted by the school.
- The Lexington Catholic Parent Organization will cover the cost of the first test.
- Any student testing positive on the initial screening will be retested throughout the remainder of their enrollment at Lexington Catholic. All follow-up testing will be at the expense of the student's family.

All test results of students will remain confidential between the student, his or her parents/guardians, the administrative team, and anyone the parents feel necessary to include on the school grounds. No test result of any student will be disclosed to any person or agency beyond those listed above without signed written consent of the parents/guardians. Release of test results will be requested by the administrative team for purposes of professional evaluation and possible treatment recommendations. This will be at the expense of the student's family. This must be completed as part of the agreement to remain enrolled at school, failure to do so in a timely manner will result in expulsion.

Lexington Catholic High School will not initiate criminal charges or other legal action against the student or the student's parents/guardians based solely on a positive drug test obtained in the random screening process. The school will require a conference between the student, parents/guardians of the student, and the Administrative Team to review the required educational program and substance abuse evaluation to be followed by the family. All costs for the required counseling are the responsibility of the parents/guardians. A student who has tested positive on a test administered in the drug screening program will continue normal school activities unless directed otherwise by the parents/guardians and/or school guidance counselor. Any student who tests positive in the drug screening program will be retested within thirty (30) to one hundred (100) days after the date of the first test and thereafter at the sole discretion of Lexington Catholic High School. Testing positive at any level or for any substance for a second time or at any future time in the student's stay at Lexington Catholic High School will result in asking the parents to withdraw their son or daughter. If the parents refuse to withdraw their son or daughter, he or she will be expelled.

By the execution of the signature page of the 2019-20 Student Handbook, the student and the parents/guardians agree that they understand the purpose and the reason for the alcohol and drug policies at Lexington Catholic High School and give their consent thereto. Any student refusing to submit to drug screening, including a mandatory screening, a random screening, or any follow-up screening as deemed necessary by Lexington Catholic High School, or by purposely shaving all body hair, shall be subject to dismissal. Any student who has a urine test come back diluted or inconclusive will be considered to have failed the test and will be subject to the same guidelines as a positive drug screening. Any student caught attempting to cheat a urine test by using stored or purchased urine will be immediately dismissed from school; this includes producing a urine sample with false temperatures or inaccurate readings on site. Students who

provide clean urine to another student will be immediately tested and placed on a contract for continued enrollment. Any student who violates the alcohol policy and refuses additional evaluation and counseling shall be asked to withdraw. If parents refuse to withdraw their son or daughter, he or she will be expelled.

Prescription Medicines

Parents are encouraged to administer any prescription drug or medication to their children before or after school hours. If medication must be administered during the school day, the following guidelines must be followed:

- **PARENT Responsibility:** All prescription medication must be in the original container and properly labeled by a registered pharmacist. Dosage and/or instructions for administration must be on the bottle or be on a note from the parents with directions for administration clearly stated. Over the counter medications may also be brought to the Guidance Office with an accompanying note from parents which includes instructions for administering the medication.
- **SCHOOL Responsibility:** All medication will be in a secure place, under lock and key. The student must obtain medication from the Counseling Office Assistant. The Counseling Department Assistant will register the time the medication was taken. All unused medication must be claimed by the parent within a two week period of discontinued use.

Searches

Lexington Catholic High School may search any student or possessions of any student on school property for any reason a school official deems necessary. These searches may include, but are not limited to, lockers, wallets, purses, cars (on and off campus), clothing, and registered or non-registered electronic devices. Searches may take place with or without student knowledge. This includes the search of vehicles that are not parked on campus but are used to transport students to school. Students who refuse the search of their car will have their parents called and asked to be picked up from school. At that time the parents will be asked to go through the car with administration; if the parents refuse then the student will be asked to withdraw from school.

High Marks Rules

The school library is housed in the High Marks Center and is a center for research and studying.

1. Students must conduct themselves in a manner that is not disruptive to others who may be studying or reading.
2. Students must follow the Responsible Use Policy for school computers and the school's rules for personal electronic devices.
3. Books may be checked out for three weeks. Students who lose or damage a book must pay for its replacement.
4. Students must return all library materials and furniture to their proper places before leaving the center.
5. Students must follow all school rules. No food or drink except water is allowed, and water must be kept away from all computers.

Failure to follow these rules will result in a violation, detention, and/or loss of High Marks privileges.

School Building Use

1. Books and clothes should be removed from the lockers by 3:30 p.m., even if the student will be remaining at school for an activity or athletic practice or to use the library. Athletes should remove their books and

clothes to the locker rooms or field house, and they should not appear in the school building in game or practice uniforms.

2. Students are not to be in the corridors of the school building after school unless they are going to or from the library or study sessions with teachers.
3. **Moderators of extra-curricular activities are to supervise the use of the facilities after school by the students involved in these activities. The same, of course, applies to the coaches in regard to the athletes in the gym section of the school.**
4. The school buildings will be locked at 5:00 P.M.
5. Students who have a reason to remain in the building on a particular day should check with an Assistant Principal ahead of time about remaining after 5:00 P.M. and are not permitted under any circumstances to use the gym.
6. Students are not to be in the faculty lounge or any area not under adult supervision.
7. Posters hung in the school or cafeteria must be approved by the Director of Student Government, they may be displayed only in designated areas. **NO POSTERS WILL BE HUNG ON PAINTED SURFACES.**
8. Field house regulations are developed and specified by the athletic department. For no reason whatsoever, may anyone be allowed in the locker room area of the opposite sex. The training area between the two locker room areas is open to students of both sexes who should come there in full athletic or school uniform.

Forgery

Falsely signing of parent's, doctor's, or faculty member's name on notes or any other school form is a serious offense and a student may incur a minimum one-day suspension or dismissal from school.

Gambling

Gambling is absolutely forbidden. Any student involved in gambling activities is subject to dismissal. All card playing is forbidden on campus by students.

Gang Affiliation

Lexington Catholic will not permit members of the student body to be, or become, members of a street gang. Students identified by the authorities, as street gang members will be requested to withdraw from Lexington Catholic. **Gang Member Identifiers:** If, in the judgment of the office of the Assistant Principal, a Lexington Catholic student is attempting to **identify himself as a gang member, he will be requested to cease and desist immediately.** Failure to do so may result in expulsion. Identifiers will include, but are not limited to: gang color gym shoes, gang color shoelaces, and gang color personal belongings.

Graffiti

Any Lexington Catholic student responsible for the drawing of graffiti or tagging on Lexington Catholic property will be fined a minimum of \$100.00, required to make restitution, and be subject to expulsion.

Reckless Driving

Speeding and careless handling of any vehicle is extremely dangerous. **THE SPEED LIMIT ON CAMPUS IS 5 MILES PER HOUR.** Violators will lose driving privileges and could be suspended. Students who ride on the exterior of the car (roof, hood, fender, trunk, and so on) face serious disciplinary action.

Weapons

Students are forbidden to possess, handle, transmit, or use any instrument in the school or on school grounds, which is generally considered a weapon. The following are some examples of instruments generally considered a weapon: knives, stun guns and electrical zappers, pipes, chains, throwing stars, metal knuckles, blackjacks, fireworks, explosives, or other chemicals. Weapons will be confiscated and the student is liable to expulsion.

This rule also includes the possession of personal defense substances, including but not limited to such things as mace or other chemical defense sprays, chemical dyes, pepper spray, and electrical zappers.

Considering the seriousness of this matter, students should not bring to school anything even resembling a weapon, even if it in itself were not a threat. This would include cap pistols, water pistols, and plastic or rubber knives. No mention or discussion of weapons or violent acts is allowed. To insure the safety and well-being of every member of the school community, any discussion or comment involving the mention of weapons should be reported immediately to the ASSISTANT PRINCIPAL. Such discussions will result in suspension or expulsion.

School Dress Code 2019-2020

ANY VIOLATION OF THE UNIFORM CODE WILL RESULT IN THE STUDENT RECEIVING A VIOLATION NOTICE. REPEATED VIOLATIONS WILL RESULT IN DETENTION.

All shirts, pants, shorts, skorts, and sweaters must be purchased through the Knight's Kastle, Tommy Hilfiger Uniforms, Sheehn's Department Store or uniforms previously purchased through Land's End and Parker School uniform. Only clothing items approved by Lexington Catholic from Knight's Kastle, Tommy and Shaheens may be purchased. School sweatshirts may only be purchased through the Knight's Kastle campus store and worn in accordance with the policy below. School clubs and sports teams also have outerwear that may be worn, only if it meets the school guidelines.

Shirts

Uniform shirts must have the school crest embroidered. Shirts must be tucked in at all times while on the school campus. Only the top button may be unbuttoned. Students have the choice of wearing polo shirts or button-down oxford shirts. All must be purchased from Shaheen's or the Knight's Kastle. Shirts must fit loosely and be long enough to remain tucked in at all times. Teachers and administrators will make a final determination as to whether or not clothes are too tight.

Pants

Pants may not be modified other than normal and customary sizing alterations. They must be loose fitting and worn at the waist. Teachers and administrators will make a final determination as to whether or not clothes are too tight. All slacks must be hemmed at the bottom. They cannot be rolled or frayed. Pants must be in good order, clean, and not faded.

Shorts

The shorts must have the school designated embroidered emblem on the back and must come to the top of the knee. They may not be modified other than normal and customary sizing alterations. Shorts must be loose fitting and an appropriate length. Shorts must be in good order, clean, and not faded.

Skorts

Lands' End skorts will not be permitted any longer. Students wearing skorts that are deemed too short will be asked to buy another skort that is an appropriate length. Students who continue to wear these skorts that are too short, will be sent home. They may not be modified other than normal and customary sizing alterations. Skorts must be loose fitting and an appropriate length. Only Tommy Hilfiger, Shaheen's and Parker School Uniform skorts are permitted. While still allowed, Parker school uniforms are no longer available for purchase.

Belts

Students must wear belts with all uniforms except skorts. Belts can have no inappropriate buckles or logos.

Sweaters

Students have a choice of three sweaters that may be worn: a navy blue sweater vest with the school crest for boys and girls, a navy blue v-neck pullover sweater with the school crest for boys and girls, or a navy blue cardigan sweater with the school crest for girls and boys. All sweaters must be purchased through Tommy Hilfiger. Older sweaters from previous vendors are still permitted to be worn.

Sweatshirts

Students may wear only Lexington Catholic High School logo sweatshirts or outerwear that has been purchased at the Knight's Kastle campus store. Sweatshirts cannot have hoods (no hoodies).

Undershirts

Students may wear undershirts under their uniform shirts. The sleeves of the undershirt must not be visible below the uniform shirt.

Socks

Students must wear socks that are ankle length (top of the ankle) or longer. Girls may wear hose. Socks must be visible at all times. If a student is asked to show their socks because they cannot be seen they must do so immediately.

Shoes

Students' footwear must be neat and clean with hard, thick, visible soles; tennis shoes are acceptable. Clogs and shoes, such as loafers and lace-up shoes, are allowed. All shoes must be closed toed. Shoes or sneakers with laces must be tied tightly in the customary manner. Slippers, slipper-type shoes, moccasins without a hard sole, house shoes, crocs, or flip flops are not permitted at school on ANY days, including jeans days and dressdown days.

Lanyards and School ID's

Lanyards and the current school year school ID must be worn at all times. Students are issued violations if they fail to have either item. Students found taking other students lanyards will be issued a **detention**. Students who are found frequently wearing another houses lanyard will be issued detentions, this is a form of deception as we use House Identity for a number of things throughout the year. Replacement lanyards are available for purchase for \$10.

OTHER ITEMS:

Students are not permitted to carry blankets, pillows, stuffed animals or any other non-approved item around during school hours. Students are not permitted to alter their lanyards or ID's with stickers or paint. Students

are permitted to wear appropriate pins on their lanyards, but not in excess. Students are expected to act like young adults in the classroom and in the hallways, this includes not lying down on the bleachers or the floor during flex or in a classroom.

General Rules for Girls

- School uniform must always be neat and clean.
- House lanyard, with a valid student ID, must be on the student during school hours.
- No part of the body may be pierced with the exception of the ears. Any jewelry must be neat and moderate.
- Visible tattoos of any type are not permitted. Any pre-existing tattoos must not be visible at any time or at any school function.
- Proper grooming is required. Hair must be neat and clean. No extreme hairstyles or colors are permitted. No dying or bleaching of hair is permitted.
- No hats are to be worn in the school building.

General Rules for Boys

- School uniform must always be neat and clean.
- House lanyard, with a valid student ID, must be on the student during school hours.
- No piercing of any kind is permitted.
- Any jewelry must be neat and moderate.
- Visible tattoos of any type are not permitted. Any pre-existing tattoos must not be visible at any time or at any school function.
- Proper grooming is required. Hair must be neat and clean. No extreme hairstyles or colors are permitted. No dying or bleaching of hair is permitted.
- Boy's hair must be moderate in length in front, back, sides, and top. Hair must be above the collar and bangs must be above the ears. Hair may not be pulled back in a ponytail or require a headband or tie of any kind in order to keep it out of the face.
- Boys must be clean-shaven and sideburns must not extend below the bottom of the ear. Failure to shave will result in shaving at school with a disposable razor issued by the school. Failure to shave on campus when issued a razor will result in the student being sent home.
- No hats are to be worn in the school building.
- It is tradition that students who participate in sports wear ties on game days; all uniform rules apply, and students who fail to abide by all uniform rules on game days will be issued a detention.

Special Dress Days

Occasionally the students have non-uniform days. These days are of two types: dress-up days and jeans days. On dress up days, the students are expected to wear clothing equal to or greater than the uniform standard. All uniform rules for skirt length, etc. still apply. The overall guidelines are: "Neatness, moderation, and modesty should guide the selection of student dress."

Jeans Day Rules:

1. Jeans may not have holes that exposes skin.
2. Jorts (jean shorts) and jean leggings are not permitted.

3. Students must wear uniform hose or socks, and shoes at all times.
 4. Shirts with inappropriate logos, language messages or symbols are not allowed.
 5. Sweaters and full zip (light weight) outerwear are permitted on jeans day.
 6. All LC outerwear is permitted on jeans day.
 7. All other uniform rules apply on jeans day.
 8. Colored Jeans are permitted, but must meet the jeans day rules.
 9. Students in jeans, DO NOT have to tuck in their shirts. Students will not be permitted to pay a \$1 to just untuck their shirt, only those in jeans will be permitted.
10. Students CAN wear a dollar and wear any shirt with uniform pants, skort, or shorts.

Dress Down Day Rules:

Dress Down Days are a privilege and will be taken away from individuals, and possibly the entire student body, if the limits of neatness, modesty and good taste are pushed.

1. Leggings, hoodies, athletic shorts and yoga pants are allowed.
2. No hats
3. No pajamas
4. No sleeveless shirts
5. No inappropriate logos, language, messages or symbols
6. Dress Down Days are a privilege and will be taken away from individuals, and possibly the entire student body, if the limits of neatness, modesty and good taste are pushed.

Students who arrive at school out of uniform on jeans day, or any other day, will be asked to call home and resolve the uniform issue. If the uniform issue cannot be resolved either by utilizing the lost and found, extra uniform bin, or parent bringing the appropriate attire; the student will be sent home. All class time missed as a result of being sent home will be considered an unexcused absence.

Student Activities

Eligibility

A participant must have for the current academic semester up to and including Friday of the week preceding the week in which the contest occurs, a passing average in each of at least five full-credit high school subjects or their equivalent in units of credit accepted for graduation. No special recitations or tests are to be given for the purpose of making a student eligible. Students who have a CP in the first semester of a course must maintain a 78 or above in that course to be considered passing.

Sponsors of all activities receive weekly reports for participants. Each sponsor will review the report and take appropriate actions when necessary. **Participants not in attendance at school for the entire day on the day of their event CANNOT participate.** Only the Principal or designee may make exceptions. Every attempt should be made by the participant to clear this before the event or as soon as possible. It is the responsibility of the person in charge of the activity to check on the participant's attendance. **Participants must also be present for school for the entire day after their event** or they will not be allowed to play/participate in the next game or activity. If the student wishes to participate in the next activity or game, a doctor's excuse is necessary upon arrival to school to have such an absence excused.

Athletics

Athletics play an important part in the life of the students at Lexington Catholic. They help a student develop a sound body, a sense of teamwork and sportsmanship, and recreational skills of value for their adult lives. It is important that parents of athletes help instill these values by their own attitudes relative to the athletic program.

Fall Sports: Boys' and girls' soccer, golf, and cross country; boys' football, and girls' volleyball.

Winter Sports: Boys' and girls' basketball, swimming and diving, and archery.

Spring Sports: Boys' baseball, girls' softball, and boys' and girls' tennis, track, and trap shooting.

Athletics also include:

Cheerleaders

The cheerleaders are active at interscholastic athletic contests, especially soccer, football, and basketball games, and they take part in cheerleading competitions.

Dance Team

The dance team performs at football and basketball games, as well as one to two competitions a year.

Club Sports

Lacrosse and Ultimate Frisbee compete at the local and state levels.

Clubs and Organizations:

There are numerous clubs and organizations that reflect student interests and traditional programs. Students are encouraged to join one or two activities in which they can commit quality time and effort rather than in superficial involvement in many activities.

Student Government:

Each class will have a set of elected officers that represent their class. Other representatives will be selected through each House.

Service Club

The service club was started in order to help students find the right channels to connect to the community and give back. The service club is one of our largest and most successful clubs on campus. They work together with V-Crew and the spiritual life team to help students achieve their service hours and connect with their interest in the community.

National Honor Society

Members are chosen on the basis of their scholarship, leadership, character, and service. Juniors and seniors become eligible for consideration with a 96.0 cumulative grade average. A faculty committee reviews student credentials, and eligible candidates are inducted into the society. Members are required to perform service hours within the school and community.

Speech and Drama

Dramatic productions are performed annually. The speech team engages in forensic and interpretative competitions throughout Kentucky and neighboring states, usually on Saturdays.

Student Publications

The school yearbook is published annually. The literary magazine (Plume's Curl) is published based on student submissions. All publications offer students ample opportunities to gain experience in the field of journalism and publications. The Plume's Curl is an anthology of student writing and is produced by the Creative Writing Club in the spring.

World Language Clubs

Spanish, French, and Latin Clubs sponsor activities related to the language and culture being studied. All three languages sponsor honor societies. Academic criteria must be met in order to be eligible for membership to the honor societies.

Academic Team

This team represents the school in the Thoroughbred Academic League, Governors Cup, Future Problem Solvers, and similar competitions.

The "Y" Club

This club sponsors service projects within the school and community. Members are also eligible to represent Lexington Catholic at the statewide Kentucky Youth Assembly (KYA) and Kentucky United Nations Assembly (KUNA).

National Beta Club

This club is a national honor society that recognizes excellence in character, achievement, leadership and service. Lifetime memberships are offered for those sophomores, juniors, and seniors who meet and maintain criteria. In return for participation in a variety of community service projects, students may receive national recognition and scholarship opportunities

Spirit Club

This club promotes school spirit especially at athletic events. The spirit club plans pep rallies and homecoming events annually.

Tri M Music Honor Society

This club recognizes outstanding achievement in music. Students are invited to join this society after demonstration of academic achievement and positive faculty reviews.

Special Interest Clubs

These clubs, such as Art Club, Chess Club, Creative Writing Club, Culinary Club, Outdoor Club, and Peer Ministry Team, enable students to pursue activities of special interest to them according to the wishes of the students and sponsors.

Also, under the direct supervision of a faculty sponsor, each class (i.e. freshman, sophomore, etc.) is responsible for certain activities each year.

Attendance Procedures

Parents and students are reminded of the importance of student attendance at all classes during the school day. The personal interaction between students and teachers is an integral part of Lexington Catholic's educational program.

Parents should try their best to not schedule doctor's appointments, and so forth, during class times, **especially during whole school liturgies**. Students who choose to miss during house activity days will not be permitted to participate in any reward system given for house competition. Students who routinely checkout or miss liturgy or house events will be issued detentions. Students are not permitted to extend their vacation periods at Christmas, Easter, and other times, even though these vacations may be taken with the parents. Lexington Catholic strongly discourages extended family vacations/trips during school time and urges parents to give serious consideration to the consequences of such an absence. Students will be required to take their Hoagie and/or Mid-Knight Stakes days if they are in need of missing school for a family event or extended vacation. No permissible absence will be given before these options are used. **For absences that extend a vacation period, a doctor's note will be necessary in order for the absence to be excused.** Parents and students are expected to cooperate in this matter completely.

If a student is absent from school without the parent's knowledge and permission, he/she is considered truant. The absence is unexcused and parents must be notified. In repeat cases the student's continued presence at Lexington Catholic will be jeopardized.

Reporting an Absence

If a student is absent, the parent or guardian should notify the school by 8:15am on the day of the absence. A phone call is required every day of the absence. The telephone number to call is **859-277-7183 ext. 250**. Upon returning to school, the student must present a note to the school office signed by a parent or guardian stating the student's full name, date, and the reason for the absence. **IF A STUDENT SHOULD FORGET A NOTE ON THE DAY OF RETURN, THE STUDENT IS STILL TO CHECK IN WITH THE MAIN OFFICE. THE ABSENCE WILL BE UNEXCUSED UNTIL THE NOTE IS RECEIVED.**

The student will obtain an admit slip from the main office. He/she will then have each teacher sign the admit slip. The admit slip should be given to the teacher of the last class and returned to the front office.

Notes for six absences per semester will be accepted from parents. Students who are absent due to illness are not permitted to participate in extracurricular activities or practices during the day(s) of their absence.

Types of Absences

Excused

Unavoidable absence due to illness, injury, necessary/unavoidable doctor appointments, or death in the family will be considered excused. Completion of homework and assignments missed is the responsibility of the student. Full credit will be given for all examinations made up according to the individual teacher's stated policy as approved by an Assistant Principal. Teachers are expected to supply reasonable assistance in helping to keep the student at pace with his/her studies.

Unexcused

An absence is unexcused is due to: having no documentation for an absence (parent or doctor note), truancy, skipped class, leaving campus without permission, early departure prior to calendar vacations or late arrival

following calendar vacations, and unapproved family requests. The student forfeits the opportunity to receive full credit for class work or tests missed, with 75% of the earned credit being applied to the student's grade. No help or supervision is to be extended by the teacher. Students who have been truant may forfeit their opportunity to miss classes for co-curricular and extracurricular events. Students that are truant or skip class will receive detention. Repeated offenses will result in suspension.

Permissible

An absence is permissible if approved by an Assistant Principal, which requires prior **WRITTEN** notification by the parents to the Assistant Principal. Completion of homework and assignments missed is the responsibility of the student. Full credit will be given for all examinations made up by the student according to the individual teacher's stated policy as approved by an Assistant Principal. Teachers are expected to supply reasonable assistance. This type of absence covers surgeries, family emergencies, approved family requests, school business, and college visitations.

There are situations where a student has a legitimate need to miss classes in order to take part in activities away from school. The procedure to be followed in these instances in order to have the absence(s) excused is:

- The parent notifies the administration, at the beginning of the semester, that the student will be missing school and specifies the dates to be missed. The administrator will approve or deny the request.
- The student will obtain a permissible absence form and take it to all of their teachers to sign.
- If needed, the parent and student, working with the school counseling department, propose a plan for completing missed classwork and homework which will be approved by the teachers. Any tests or quizzes will be made up following the teachers' stated guidelines.

Truancy

When a student reaches six (6) absences (excused or unexcused) each semester, a letter will be sent to the parents.

Students who are absent 10% of the days in a year (approx. 177 days/year) are subject to review by the principal's staff for possible dismissal. For seniors, their graduation will be in jeopardy.

Students who have been absent more than 10% of the days of the current year may not be excused for field trips, extracurricular activities, college days, MKS days, or hoagie days. Only the Principal or designee may make exceptions.

If a student is absent from school without the parent's knowledge and permission, he/she is considered truant. The absence is unexcused and parents must be notified. Students will receive detention/s. In repeat cases the student's continued presence at Lexington Catholic will be jeopardized.

Special Situations

TARDY TO SCHOOL: Students must be in 1st period by 8:10am and ready to start the school day, by the 8:15am tardy bell. Students arriving at school after the first hour tardy bell must sign in at the main office.

Three tardies to school will result in detention. Every three, subsequent tardies will also result in an additional detention. The individual teachers will handle tardiness to class other than 1st period.

LATE ARRIVAL: When is a student needs to arrive late to school due to a doctor's appointment, they must immediately sign in at the front desk and receive an admit slip in order to go to class. A note from the doctor can be used to obtain an excused admit slip.

EARLY DISMISSAL: No student may leave school early without permission from the Attendance Officer. If the student knows in advance that he/she will have to leave early (for medical appointments, etc.), the student must bring a note to that effect to the main office before school begins in the morning. Unexpected appointments do arise during the school day, but are discouraged. **IF THIS SITUATION DOES ARISE, PARENTS MUST COME IN TO RELEASE THE STUDENTS AND SIGN THEM OUT IN THE OFFICE.** For student who drives to school, a parent will need to speak directly to the Attendance Officer.

Even when permission has been secured, the student must come by the office upon departing and sign out in the main office. If the student returns from an appointment while school is still in progress, he/she must sign back in and obtain an admission slip before returning to class.

ILLNESS DURING THE SCHOOL DAY: Students who become sick during the school day must go to the front office for permission to leave school, for parental notification, and for proper arrangements to be made. Again students who drive to school, must have their parent speak directly to the attendance officer in order for the student to leave.

AFTER-SCHOOL JOBS: Lexington Catholic recognizes the need on the part of the students to work during the school year. It is the policy of this high school that a student's primary responsibility is to his/her work as a Lexington Catholic student. At no time does the necessity to work take priority over the need to devote sufficient time and effort to his/her responsibilities as a student. Students are required to meet all their obligations, including responsibilities at school/detention before proceeding to their after school jobs. If a student fails to recognize his/her obligations, an Assistant Principal shall contact his/her parents.

HOAGIE DAYS: All students who sell the required number of Hoagies are eligible for an excused day from school. Hoagie Day forms may be obtained from the school office for eligible students. The last day to take a Hoagie Day is **Friday, April 24th**. Special consideration will be made for dates beyond this, but not without speaking to an Assistant Principal prior to 4/24/20.

COLLEGE VISITS: College days will be handled as permissible absences. **NO COLLEGE DAY ABSENCES WILL BE PERMITTED AFTER April 24th**. Forms are available from the school office or an Assistant Principal and must be obtained 3 days in advance. Juniors and seniors are permitted two college days per year. **These days can be used to visit colleges outside a fifty-mile radius of Lexington, consideration will be made for local colleges for merit day and special program days only.** Local college visits should be arranged for after school hours.

SCHOOL RELATED ABSENCES: When a student is away from school attending a school-related function approved by an Assistant Principal, it is not counted as a day of absence.

STUDENT ATHLETES and EXTRACURRICULAR ACTIVITIES: Students involved in any extra-curricular activity including athletics, choir, theater, etc, must be present the entire day of a game/activity and the entire day after the activity. If a student is not present, they will not be allowed to participate in the next game, match, performance or activity. In the event of illness or injury, a doctor's note will be accepted and the student will not lose their opportunity to participate.

FINAL EXAMS: Any students who miss midterm or final exams will be issued an "I" (incomplete) on their report card and will be required to make up the test upon return. In the case of winter break, the students will be required to take their semester exams in January. Students who miss exams and the absence is not considered excused will be eligible for only 75% credit on their midterm/final exams.

SCHOOL CLOSINGS, CANCELATIONS and DELAYS: Any change or disruption to the school day, due to weather or other unplanned circumstances, will be communicated via email and a FACTS: SIS Parent Alert and through local television stations. Please be sure to update FACTS:SIS parent contact information to receive alerts.

Other Procedural Matters

School's Webpage

The school's webpage is the main means of parent and alumni communication. The webpage allows us to keep parents and alumni informed of Lexington Catholic High School happenings on a daily basis. It provides the visitor with a wide array of detailed information, from academics to athletics and everything in between. The site is updated daily with event or calendar changes with the help of the school's webmaster and web club members. It is the most reliable source for current Lexington Catholic High School information. As a Lexington Catholic parent or alum, please make www.lexingtoncatholic.com a daily web visit.

Withdrawal Procedure

If parents wish to withdraw a student from Lexington Catholic, they should first get in touch personally with the Director of Admissions to discuss the reason for the withdrawal.

1. The Director of Admissions will complete a withdrawal form and have this form completed by the guidance office, the Librarian, and the Assistant Principal for book return.
2. The completed form should then be brought to the office and all financial accounts settled.
3. A student between the ages of 16 and 18, who is not intending to transfer to a different school, must have a conference with the Principal and then obtain the signature of the parent on a standard release form, pursuant to KRS 159.010.
4. Only when these steps have been taken can the school release the student's records.

Payment of Tuition

There are two payment plans available for you to select. You may pay the tuition in full by June 15 and receive a three percent discount, or your payments can be drafted from your bank account over twelve months, June 15 through May 15. The first tuition payment is due June 15 for both options. If you have your payments drafted from your bank account, the first draft will be on June 1 or June 15. For the payments due in July through May, you can choose to have these payments drafted from your account on either the first of the month or the fifteenth of the month. It is the policy of the school board that those persons not meeting their payment obligations on a monthly basis will be asked to find other educational institutions for their students, and that no transcripts will

be forwarded to any institution or organization until payment is made in full. Consideration will be given to those persons who establish reasonable cause for late payment. Consideration of financial assistance will be given to those families who can demonstrate financial need. The board will establish criteria for this financial assistance.

Financial Aid

It is the policy of the Lexington Catholic Board, acting on behalf of the Diocese of Lexington and in the administration of the high school, that no student be refused admission for financial reasons. The school is committed to working with each family to assist them in their choice of Catholic education.

It must be noted that the Board and the school cannot assume the primary responsibility for the financial burden of Catholic education. That primary responsibility resides with the student and his or her family. The board and the school, however, are committed to assisting each family in meeting the fiscal needs of the tuition.

Each spring, the Board of the school approves a budget that includes a financial assistance fund that is as large as the school's resources allow. It is hoped that each applying family will receive sufficient aid to enable its student(s) to attend Lexington Catholic.

Upon registration, the applying family will be asked to fill out and submit a highly detailed and specific financial assistance application form. The applying family will apply online or mail the application to an independent financial evaluation service that will assist the school in assigning its limited pool of funds. It will be the responsibility of each applying family to pay the processing fee that the company charges. As part of this fee, there is unlimited telephone support in filling out the forms and/or interpreting them.

The company we have chosen will supply us with the "expected need" of each applicant. Applicants will be notified of their grant as soon as possible.

Insufficient Funds Checks

Persons submitting insufficient funds checks to the school will be charged a \$25.00 service charge and must replace the check with cash, cashier's check, or a money order.

Athletic Matters

Athletic Eligibility and Participation

1. Athletic Inquiries

KHSAA Bylaw 10 expressly prohibits recruitment activities which influence any student to attend a particular school for participating in athletics. Accordingly, any inquiry regarding participation in athletics at Lexington Catholic High School and governed by the KHSAA shall be directed to the Admissions Director or the Lexington Catholic website. If any prospective student or family contacts any coach, athletic director, school personnel, or any other person with a direct connection to the athletic department or school, they must be directed to the Admissions Director with a copy of the message forwarded to the Athletic Director. In addition, no staff member shall contact a student athlete outside of the partner system of schools under the direction of the Diocese of Lexington in accordance with KHSAA Bylaw 10.

2. Incoming Freshmen

All incoming students must be registered and paid all appropriate fees to try out for an athletic team. Additionally, the student must submit a completed physical form and comply with all KHSAA bylaws. For example, if the student has repeated any grade including, but not limited to, eighth grade, the Director of Admissions shall obtain the documentation and transcripts including the details. One copy of each form is retained by the Admissions Director and the second copy is retained by the Athletic Department.

3. Transfer Students

All transfer students shall also complete registration and physical forms prior to tryouts. **No transfer student is eligible to tryout or practice on any team until they meet with the Athletic Director and complete the appropriate KHSAA Transfer Forms and until the KHSAA approves the player's eligibility pursuant to KHSAA Bylaw 6.** If the student has repeated any grade, the Admissions Officer will obtain the appropriate documentation and transcripts to provide to the Athletic Director. The Athletic Director will inform the coach that the student has complied with KHSAA eligibility transfer requirements prior to any athletic participation. Seniors who transfer will be ineligible unless they have a special waiver by the Athletic Director and Principal.

4. Existing Students

Coaches shall submit rosters to the Athletic Director or his designee pursuant to the following schedule:

Fall Sports – August 1

Winter Sports – November 1

Spring Sports – March 1

The Athletic Director or designee shall ensure that each student athlete satisfies the requirements per the KHSAA Certification of Eligibility Form and Participation List prior to any participation in athletics.

Pursuant to Bylaw 12, each year Lexington Catholic High School shall provide the Physical Form and Acknowledgement of Risk Form to all student athletes and their parents. Students must return their completed and signed forms to the coach before the student is eligible to tryout or practice. All new athletes must complete these forms before participating as well. Coaches must have copies of physicals in their possession at all times. Lexington Catholic High School will review and ensure compliance with Bylaw 5's transcript review requirements and ensure compliance with Bylaw 3's age requirements.

Athletic Facilities Use

Moderators of extracurricular activities are to supervise the use of the facilities after school by the students involved in these activities. The same, of course, applies to coaches in regard to the athletes in the gym section of the building and on the playing fields outside. The school building will be locked at 5:00p.m. Students who have a reason to remain in the building on a particular day should check with the Assistant Principal ahead of time about remaining after 5:00p.m. and are not permitted under any circumstances to use the gym.

Field house regulations are developed and specified by the Athletic Department. For no reason whatsoever, may anyone be allowed in the locker room area of the opposite sex. The training area between the two locker room areas is open to students of both genders who should come there in full athletic or school uniform.

Casual use of the athletic facilities by non-students who are not in the Lexington Catholic High School partner school system shall be prohibited without prior approval from the Athletic Director. Excepted from this prohibition are the paid uses of facilities per contract or agreement or the use of facilities by community groups

provided by Lexington Catholic High School with no intent whatsoever to induce those non-students to play athletics at Lexington Catholic High School, but to provide the facilities as charitable or community service.

Student Insurance

All students at Lexington Catholic High will be provided accident insurance which serves as a secondary policy to your primary health insurance. All claims need to be reported to the Controller, the Athletic Director and the school's Athletic Trainer. All claims will then be submitted by the Athletic Trainer to the insurance company.

Coverage Outline

Benefits of 100% of reasonable, customary and medically necessary covered expenses resulting from an accident which occurs (1) while participating in a Covered Event; or (2) during Covered Travel; or (3) during a temporary stay at the location of a Covered Event held away from the location of the participating school; and (4) while coverage is in force.

Student Activities Covered Event means (a) intramural and club sports; (b) physical education classes; (c) classroom and laboratory activities for credit; (d) off-campus group activities assigned for credit; (e) faculty sponsored clubs, plays and concerts; (f) off campus, faculty sponsored and supervised field days; and (g) Covered Travel directly to and from the above activity as defined in the Policy.

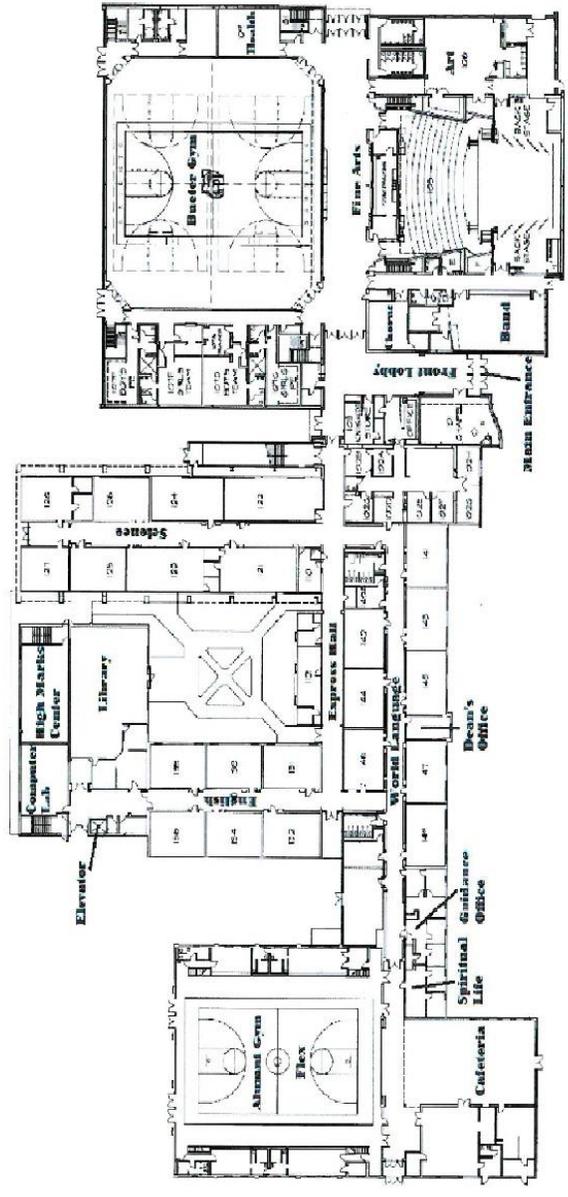
Athletics Activities Covered Event means an interscholastic competition governed by the state high school athletic/activities authority or which is authorized, sanctioned or scheduled by the Proposed Participant, including school-supervised practice, game related activities and related Covered Travel as defined in the policy.

For both Student and Athletic Activities, the benefit limit is \$25,000 of expenses incurred during the first year following the accident.

For Athletic Activities, if expenses exceed \$25,000 during the first year, an additional benefit of \$6,000,000 is available via KHSAA for expenses incurred during the first 10 years of the insured person.

The policy is secondary coverage to all other coverage. The amount payable under the Accident Medical Benefit provision will be reduced by amounts paid, payable or for which there is a right under all other collectible policies or service contracts, whether self-funded or fully insured. The Company will determine the amount of benefits provided by other plans without reference to any coordination of benefits, non-duplication of benefits, or similar provisions.

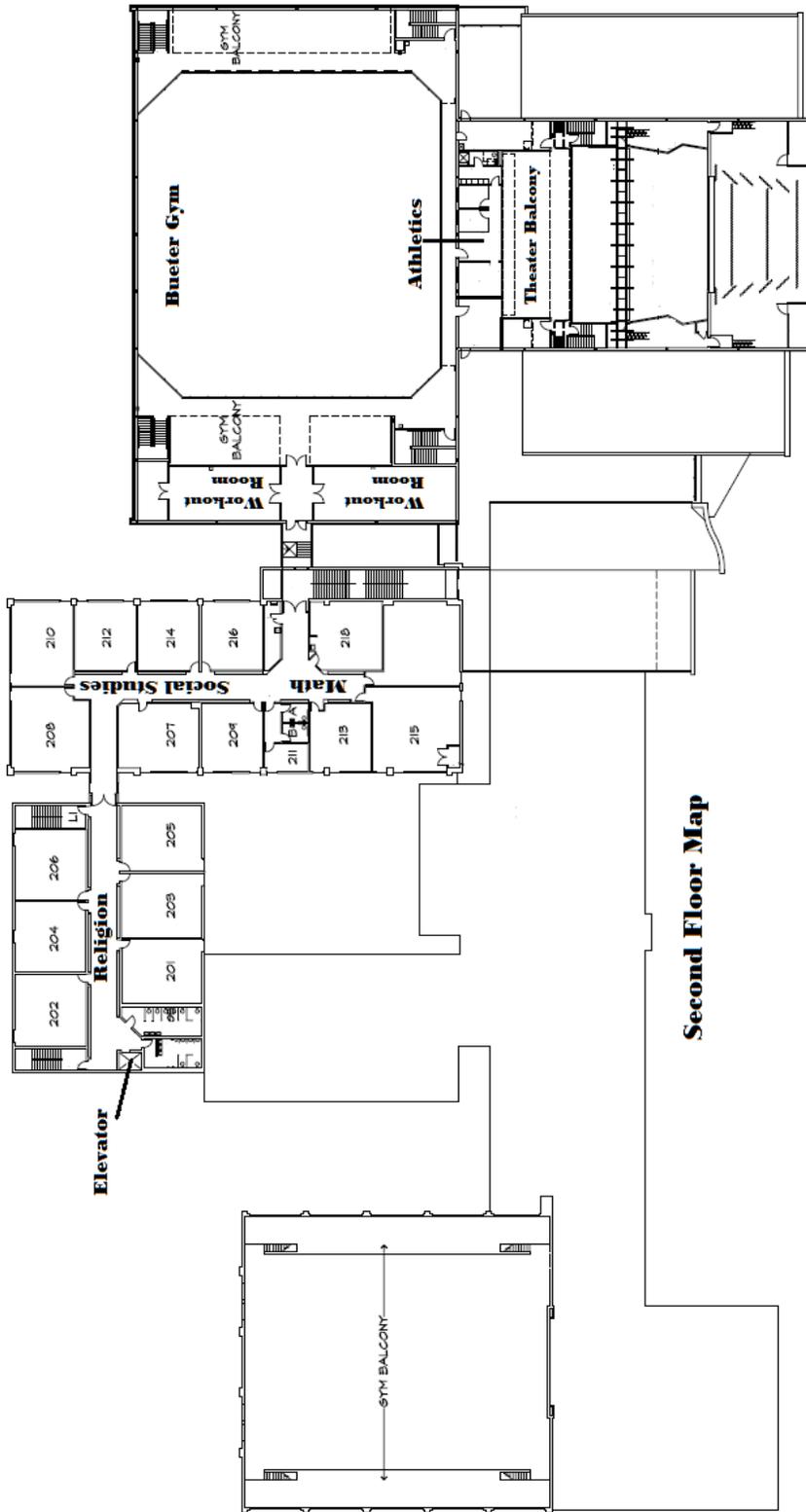
This information is for illustrative purposes only. It is not a contract of insurance. It is intended to provide a general overview of the program. Please remember only the insurance policy can give actual terms of coverage. All benefits payable are subject to the definitions, limits, maximums, deductible, benefit periods and limitations and exclusions of the policy.



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First Floor Map

LEXINGTON CATHOLIC HIGH SCHOOL



Second Floor Map