

# LEHMAN CATHOLIC HIGH SCHOOL



## STUDENT HANDBOOK

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## 2021-2022

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## ADMINISTRATOR'S FOREWORD

Lehman Cavalier,

Welcome to another year at Lehman Catholic! We are excited that you are here. My prayer for you this year is that you will continue to grow and expand on your God-given gifts. I encourage you to embrace new challenges, make new friends, and most importantly, grow in your relationship with God. Everyone on the faculty, staff, and administration is here to help you become the best that God has made you to be.

Our mission at Lehman Catholic is to provide a pathway to live Christ's Call to be great by consistently fostering individual discovery, excellence and dynamic faith.

I ask that you hold us, as a school, accountable to this mission. Never forget that God created you to "Be Great!" As St. Pope John Paul II reminded us, "It is Jesus who stirs in you the desire to do something great with your lives, the will to follow an ideal, the refusal to allow yourselves to be ground down by mediocrity, the courage to commit yourselves humbly and patiently to improving yourselves and society, making the world more human and more fraternal."

Please know that my door is always open. I enjoy hearing about all that is going on throughout the school. Enjoy the year, and...

BE GREAT!

Josh Ater  
President

Dear Cavalier,

Welcome to what I hope will be your best school year yet! I am excited to begin a new year with you. Together we will work hard to be the best version of ourselves, and we will welcome every day as a new blessing. We will tackle challenges with all of our might and strength, because we are amazing and unique creations, with new opportunities to grow and better ourselves every day.

I hope the information in this handbook will be helpful and guide you through the year as an active and important member of our school community. Please know that the handbook is subject to change. If a change is made, I will let you and your parents know immediately.

Every day is a gift. Treasure it and embrace all the opportunities it has to offer. Not every day will be a good day or an easy day, but I challenge you to find something good in each day of this school year. Appreciate what you learn and be grateful for the knowledge you receive with each passing experience. Together, with God's wisdom, guidance, and strength we will make this a great year for all.

Have a safe and outstanding year! If there is anything that I or any member of the faculty/staff can do for you, just ask.

With Christ in Education,

Veronica Gaier  
Principal

**PURPOSE/MISSION STATEMENT**

To be great by fostering individual discovery, excellence and dynamic faith.

**VISION STATEMENT**

To create a new model for Catholic education.

**CORE BELIEFS (as a school we believe):**

We are created in the image and likeness of God  
The desire for God is written on the human heart  
We are called to be missionary disciples  
Christ is the way to salvation  
One, Holy, Catholic, Apostolic Church  
Parents are the primary educators

**CORE VALUES (because of our beliefs we value):**

Trailblazing  
Disciple of the Word  
Teamwork  
School Spirit

**HISTORY OF LEHMAN CATHOLIC HIGH SCHOOL**

The 79 bishops who gathered in Baltimore for the historic Third Plenary Council in 1884 decreed that within two years, every Catholic parish would establish a school, or the pastor would be replaced. The action encouraged Catholics in the area, who had earlier established grade schools, to begin planning for the establishment of high school education.

Holy Angels Parish (Sidney), with the assistance of the Sisters of Charity of Cincinnati, established the first Catholic high school in the area, and graduated their first class in 1889. Three graduates, all female, received their diplomas in that first ceremony.

In 1904, Saint Mary Parish (Piqua) offered a two-year commercial diploma. They expanded to a three-year diploma in 1916. The first four-year diplomas were offered in 1918. The Class of 1918 included four students.

In 1924, Saint Boniface (Piqua) added a high school program, and the school graduated students in 1927 and 1928. In 1928, the decision was made to send students desiring a high school diploma to Saint Mary. The school was renamed Piqua Catholic in 1930, reflecting a more inclusive nature.

By 1970, Saint Mary Hall was 100 years old, and an inspection by the State Fire Marshall’s Office revealed that extensive renovation would be necessary if the building was to continue to be used for educational purposes. After lengthy consultation, the decision was made to merge with Holy Angels High School.

The Holy Angels building was relatively new, having been constructed in 1954. A five-room addition was added in 1964. With Holy Angels agreeing to move the seventh and eighth grades back to the elementary school, the building provided ample room for the students of both high schools.

Because of the bitter nature of the athletic rivalry between the two schools, many predicted that the merger would fail. Largely though the leadership of Principal Father Robert Monnin, who had been principal at Piqua Catholic prior to the merger, the Sisters of Mercy, who had helped to staff Piqua Catholic, the Sisters of Charity, who had continued to staff Holy Angels since the school was created, and the efforts of the board and the Catholic community, the merger was a success. The first day of school at Lehman Catholic High School was September 2, 1970.

The consolidated school was renamed Lehman High School, after Monsignor Edward C. Lehman. Father Lehman had served as pastor of Holy Angels Parish for 34 years, and had supervised the construction of the high school prior to his death.

Father Monnin served as principal of Lehman through 1972, when Father Eugene Vonderhaar was named principal. Father Vonderhaar served until 1976, when Father Dennis Jaspers became principal. Father Jaspers continued as principal until 1984, when Michael Barhorst was named the first lay principal of the school.

In 1985, the school community launched the Development Campaign, with a goal of \$1,000,000. No local institution had ever endeavored to raise that much money previously. Within six months, \$1.3 million had been pledged. The funds were used to make major renovations to the building.

In the 1990-91 academic year, the school received initial accreditation by the North Central Association of Colleges and Schools. The school attendance area was expanded, and for the first time, students began to travel to the school from as far away as Troy, Greenville, Wapakoneta, and Russell's Point.

In 1995, the school community began the 21<sup>st</sup> Century Campaign, with an initial goal of \$5.5 million. The campaign eventually raised pledges of \$7.5 million. The funds were used to construct a major building addition. Ground was broken for the addition in 1996 by Archbishop Daniel Pilarczyk. The addition included classrooms, labs for science, visual and performing arts, a computer science lab, media center, gymnasium, and chapel. The building dedication, presided over by Bishop Carl Moddell, took place just prior to the 1997 academic year.

In 2006, after more than a decade of work, approval for a change in the school's governance model was finally obtained from the Archdiocese, and the President/Principal Model of Governance was adopted. The Archbishop of Cincinnati appointed a Board of Limited Jurisdiction. Michael Barhorst was named the school's first president. Denise Stauffer, who had served as the school's assistant principal, was named principal.

In August of 2012, the Archdiocesan Superintendent of Schools, Dr. James Rigg, announced a new strategic plan for all archdiocesan schools. The strategic plan entitled "Lighting the Way: A Visioning for Catholic Schools" made a recommendation that several schools consider the adoption of the Principal/CEO model of governance. In July of 2014, after an extensive review of the school's governance structure, Lehman implemented the Principal/CEO model and named Denise Stauffer as the school's first Principal/CEO. A new position of Executive Director was created for the purposes of development and advancement.

In July 2018, the first phase of the STEM+MM (Science, Technology, Engineering, Math + Manufacturing, Medicine) renovation on the second floor of the school building was complete. This included two Math classrooms, one Manufacturing classroom/lab, and one Food Chemistry lab and classroom.

In January 2019, the Lehman Board of Limited Jurisdiction made the decision to return to the President/Principal model of governance. Joshua Alter was named as the school's president and Denise Stauffer returned as the school's principal.

During the summer of 2019, the school upgraded their technology and communication systems. New wiring, intercom system, and phones were added to the building.

Today, Lehman graduates live and work in all fifty states and more than thirty foreign countries. Their contributions to their respective communities are reflective of the school's mission: To provide a pathway to live Christ's Call to be great by consistently fostering individual discovery, excellence and dynamic faith.

### **CREST**

The Lehman High School Crest is divided into four quadrants. Three of the quadrants represent the three parishes that first formed Lehman High School. Represented are the Mitre of St. Boniface, the Wings of Holy Angels, and the Crown of St. Mary. The fourth quadrant depicts the lamp of knowledge. The four are linked together by a chain symbolizing the consolidation.

### **MASCOT**

The Lehman High School's mascot is the Cavalier. The Cavalier originally was used by Piqua Catholic, and the tradition was adopted for use by Lehman. Historically, cavaliers were the elaborately costumed troops loyal to King Charles I of England, who devoted his reign to the restoration of Catholicism to England. Cavaliers of today, as of old, represent integrity, steadfastness, loyalty, chivalry, bravery, and piety.

**Lehman Catholic High School  
Academic Year 2021-22 Calendar**

August 12	New Faculty Meeting (9-3:00)
August 16	Faculty Retreat-School of Faith (8:30-3:00 PM)
August 19	Faculty Meeting (9-3:00)
August 20	New Student Orientation/Faculty Work Day (8:30-2:30 PM)
August 24	First Day of School
September 6	Labor Day/No Classes
September 14	Early Dismissal(1:30 PM) - School of Faith(1:45-4:45)
October 11	No School/Professional Day/School of Faith (9:15-3:30)
October 21	First Quarter Ends
October 22	No School – Fall Break – Lehman Harvest Auction
November 4	Grade Card Conferences (1:30-7:30 p.m.) - Early dismissal 1:30 PM
November 10-12	Retreat Week
November 17	Lehman Open House for Prospective Families (6-8:30 PM)
November 23	Early Dismissal (1:30 PM) School of Faith (2-5:00 PM)
November 24	Thanksgiving Recess Begins/No Classes
November 29	Classes Resume after Thanksgiving Recess
December 15-17	1 <sup>st</sup> Semester Exams (early dismissal 1:30 p.m.)
December 17	2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester Ends
December 20	Christmas Break Begins/No Classes
January 3	Classes Resume
January 12	Grade Card Conferences (2-5:00 PM) - Early dismissal 1:30 PM
January 13	Late Arrival/School of Faith(7:45-9:45 AM)
January 17	Martin Luther King, Jr., Day/No Classes
January 30-February 5	Catholic Schools Week
February 10	Early Dismissal (1:30 PM)/School of Faith(2-5:00)
February 18	No School/Mid-Quarter Break
February 21	President’s Day/No Classes
March 11	Third Quarter Ends
March 15	No School–Professional Day/School of Faith (8:15-2:30PM)
March 23	Grade Card Conferences (5-8:00 PM)
April 15	Easter Recess Begins/No Classes-Good Friday
April 25	Classes Resume
April 28	Early Dismissal 1:30 PM/School of Faith (2-5:00 PM)
May 12	Early Dismissal 1:30 PM/School of Faith (1:45-4:45 PM)
May 18-20	Senior Exams
May 24-26	Undergraduate Exams (early dismissal 1:30 PM)
May 26	Last Day of School
May 27	Faculty Check Out/Work Day
May 27	Baccalaureate Mass @ St Boniface-Piqua (7:00 PM)
May 29	Graduation @ Lehman Catholic High School (2:00 PM)
May 30	Memorial Day Observed

**GRADING PERIODS**

First Quarter	August 24 – October 21
Second Quarter	October 25 – December 17
Third Quarter	January 3 – March 11
Fourth Quarter	March 14 – May 26

Instructional Hours in Session	1142.75
Teacher Professional Hours	24.00
School of Faith	30.00
Grade Card Conference Hours	12.00
Total Hours	1208.75

Approved (May 2021)

## ACCREDITATION

Lehman Catholic High School is fully accredited through both the Ohio Catholic School Accrediting Association (OCSAA) and the AdvancEd North Central Association Commission on Accreditation and School Improvement (NCAA). This 6-year cycle runs from May 2018-2024.

## ACTIVITIES

### Extra-Curricular/Co-curricular Activity Eligibility

Students wishing to participate in extra-curricular/co-curricular activities must be currently enrolled in at least one credit hour at Lehman and have received passing grades in a minimum of five one credit courses, or the equivalent, in the immediately preceding grading period. Eligibility rosters will be distributed weekly to all faculty, and students failing will be listed. Eligibility runs from Monday morning to Monday morning. If a student is failing more than one class, he or she becomes immediately ineligible. If a student is repeating a subject that class must be passed. If an athlete is academically ineligible a third time during the sports season, they will no longer be able to participate the remainder of the season. Ineligibility does not have to be consecutive weeks. In addition, full-time students may miss no more than two hours of school on the day of an extracurricular activity in order to participate on that particular day. Part-time students must not miss that day's class or they must receive permission from administration for an excused absence to be able to participate. This policy applies to both competition and practices. (**Exception**-see funeral policy). Students who are currently academically ineligible may try out for an activity despite that ineligibility if the duration of the activity for which they are trying out extends beyond the week in which they are ineligible. Students may not try out for activities, which are one-time activities that are held in the week that the student is ineligible.

**\*\*PARENT'S APPROVAL:** No student will be permitted to participate in extra-curricular/co-curricular activities without the consent of the parents.

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

### Academia

Students are selected by the faculty advisor to participate in an inter-county school quiz competition normally held in the fall.

### Art/Sketch Club

Students have the opportunity to work after school with the faculty advisor and learn/practice a variety of Art skills.

### Band

Band is an academic class taken for credit. It includes Marching Band and Concert Band. During the fall marching season, an extra rehearsal is held on Wednesday evenings. Auxiliary groups with the marching band are twirlers and guard (audition required). Extracurricular band activities include pep band, musical pit band, and solo/ensemble work.

### Cheerleaders

There are four squads of cheerleaders. A maximum of ten varsity football cheerleaders, six varsity basketball cheerleaders and six reserve basketball cheerleaders are chosen in the Spring, as well as six freshmen basketball cheerleaders who are chosen in the Fall.

### Choir

Two choirs are offered as academic classes taken for credit: Gold Standard and Limelighters A Cappella (audition required). Both ensembles have a variety of performances inside and outside of school. Along with these ensembles, extracurricular vocal opportunities include Men's and Women's Choirs, Solo and Ensemble, and the All-School Musical. Additional information may be found by contacting the choir teacher.

### Energy Team

The energy team presents hands-on energy saving ideas to area schools. This group is part of the Ohio Energy Project.

### Envirothon

The Envirothon is a field day competition that provides an opportunity for students to apply their knowledge and build awareness of environmental issues. Teams compete in Eco stations focusing on the areas of aquatics, soils, forestry, wildlife, and current environmental issues. Each year, Lehman enters two teams, with members ranging from grade levels 9-12. The Envirothon is open to all students.

### Homecoming

Sponsored by the Senior class, the schedule includes a pre-game parade with banners submitted by each class, the crowning of a queen and king at the football game, and a homecoming dance held the next night at the school. Students from grades 9-12 may attend.

### Mock Trial

The Mock Trial Program is an academic competition designed to foster a better understanding of the American legal system and to encourage development of analytical and communication skills. The program is open to all students in grades 9-12.

### National Honor Society

Membership is open to Juniors and Seniors who have demonstrated the qualities of Scholarship, Leadership, Character, and Service. Students who have at least an 88% average at the end of the previous semester are eligible to submit an activity form. If a minimum number of activity points are earned, the student is then evaluated by the faculty in the areas of Leadership and Character. After reviewing the activity form, the faculty council gives scores in Leadership and Service. The scores are averaged and a 3.25 is required for membership.

### Pro-Lifeguards

The Pro-Lifeguard members raise awareness of Pro-Life issues throughout the Lehman community. During the year the students plan and participate in prayer vigils at various community events and agencies. Each year the Pro-Lifeguards organize and attend the March for Life in Washington D.C.

### Science Olympiad

Science Olympiad tournaments are academic interscholastic competitions, which consist of a series of 23 individual and team events in all areas of science. The competitions are in March and April, and this activity is open to all interested students. Lehman competes at the regional, state, and national levels.

### School Musical

The musical is an "all school" musical. Opportunities are available on-stage (audition required), musical pit (audition required), and backstage or technical crew. The musical takes place during the spring school season. Auditions are held before the end of the 1<sup>st</sup> semester.

### Senior-Junior Prom

Sponsored by the Junior class, this formal dance honors the Senior class. A Senior Queen and King, and a Junior Princess and Prince are crowned. Sophomores can attend if accompanied by a Lehman Junior or Senior. Freshman may not attend.

### Service Club

Service Club is a combination of our Cavs for a Cure and Interact Clubs

Cavs for Cure members raise awareness of cancer related issues. In addition to finding sponsors, these students conduct fundraisers such as Field Day.

Interact is an international service organization for high school youth sponsored by the Sidney Rotary club. Interact organizes various fundraisers and service projects throughout the Lehman community.

### Stock Club

Membership is open to all students and teachers who have an interest in learning about investments. Students work with a broker and purchase shares of stock, then track them for the year, and at the end sell the shares. Money is returned at the end of the school year according to the success of the investment. Each student and teacher who participates is expected to invest \$50.00.

### Student Council/Class Officers

The purpose of the Student Council is to be a representative body of students providing the administration with input, insight, and taking an active role in the management of student activities. The class officers meet with the student council periodically to share input and insight from their peers. All students have an opportunity to run for these student positions.

### Substance Abuse Advisory Committee

S.A.A.C. is a board, which governs and coordinates all substance abuse prevention activities for L.H.S. It is comprised of seniors and juniors, and is chaired by the faculty member who is the substance abuse coordinator. The goal of S.A.A.C. is to coordinate all substance abuse activities for LHS and to provide activities to reduce alcohol/drug use among LHS students and to make them aware of the dangers of substance abuse.

### Tests of Engineering Aptitude in Mathematics & Science

TEAM is a group of students and local engineers working together to solve various engineering problems. This organization is open to all students and generally meets from December-February in the evenings.

### Yearbook/Social Media

The Cavalcade, the Lehman yearbook. Members for each are chosen from students in the Journalism Class. All work is under the supervision of a faculty advisor.

## **ATHLETICS**

### Philosophy

Athletics are an important part of the Lehman community. We believe that through athletic competition one has the opportunity to acquire an appreciation of a particular sport as well as the chance to develop and experience camaraderie, teamwork, discipline, sacrifice, and good physical health, all of which help to make an individual more well-rounded, happier, and successful.

### League

Lehman participates in the Three Rivers Conference (TRC) for the following sports: Football, Volleyball, Soccer, Golf, Basketball, Baseball, Softball, and Track. The TRC include Bethel, Covington, Miami East, Milton Union, Northridge, Riverside, and Troy Christian for all sports.

### Membership

Boys may participate in Baseball, Basketball, Cross Country, Football, Golf, Soccer, Swimming, Tennis, Track and Wrestling. Girls may participate in Basketball, Cross Country, Golf, Soccer, Softball, Swimming, Tennis, Track, and Volleyball.

Parental permission and a physician's physical must be received before a student may participate in any sport. Once a student begins to play a sport, he or she may not quit that sport to compete in another sport during that particular season. The student will not be permitted to practice any other sport with the school team during the season that the sport he or she dropped is in session.

## **ATTENDANCE PROCEDURES**

The student attendance record is instrumental in helping to determine one's future. Regularity in attendance and punctuality are recognized attributes of the "work ethic" and a prospective employer is generally as interested in a student's attendance record as he/she is in a student's academic and/or social accomplishments. Habits established now will have an impact upon attendance patterns later.

Students should be in their assigned first mod classroom prior to the tardy bell. Students must report to their assigned classes or study hall every mod. Failure to report to an assigned mod will result in the assignment of a detention for every hour or part thereof that was missed. Repeated or excessive skipping will result in further disciplinary sanctions. Students who do not show up for a mod assignment are considered absent and this absence is unexcused. Any student arriving late to school is considered tardy. Absenteeism and tardiness will be determined to be either excused or unexcused. Students who are absent more than 6 days a quarter may lose credit for that quarter. Serious illness cases are not included in this policy when a doctor's note has been provided for those days missed. School sanctioned or administration approved activities are also not included in this policy.

### Excused Absence

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



- personal illness
- illness in the family
- death of a relative
- trips on which the student is accompanied by his parent, and about which advance notice has been given to the school
- College visitation days
- an emergency or situation, which, in the judgment of the administration, constitutes a good and sufficient cause.

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

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

When a student is absent or will be late for school, it is the responsibility of the parent(s) or guardian to contact the school prior to 8:00 a.m. on that day to report the absence.

When the student returns to school he or she must submit a parental excuse to the attendance officer noting the dates the student was absent and must be signed by the parent/guardian. **The note must explain the reason the student was absent and the reason must be authorized by the policies of LHS.** The student will receive an admission slip to be presented to each teacher whose class was missed. **If the parental excuse is not submitted in one day, the student may receive one disciplinary notice for each day this note is not provided.**

#### MAKE-UP WORK

Students may make up any academic work, which includes class work, homework, quizzes and tests, missed during any excused absence. A general guideline is that students have the number of days of absence to complete and turn in all make up work.

If students are absent from class/school because of participation in a school related activity, work should be submitted prior to leaving for that activity or if that is impossible, the work would be due at the beginning of the first mod when the student is back in class.

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

If a student comes to school late or leaves early, he/she should see the teachers of the missed classes prior to leaving for the day to make appropriate arrangements for completing all missed work.

Long-range assignments and standing assignments are to be turned in on the due date regardless of absence from school.

It is within the teacher's discretion to extend a delay or require a student to take a quiz, test or other assignment on the day of their return, if the assignment was issued prior to the absence.

#### **College Visitation Days**

Juniors and Seniors are permitted up to two days each year for career planning and college visits. Sophomores are permitted one day for career planning. **(these days are not counted as absences providing the following procedures are followed):**

1. A request form should be obtained from the office and each teacher should sign the form. We prefer, when possible, a one-week advance notice.

2. The form also must be signed by a parent and a school administrator/designee.

3. Upon return to school, the student must provide verification from the college of the visit. Typically, signatures of a college representative on the verification form or on letterhead stationary of the institution are acceptable forms of verification.

4. Seniors may not take college visitation days during the fourth quarter. Sophomores and Juniors may take college visitation days during the fourth quarter but must be taken prior to May 1<sup>st</sup>.

5. Any requests for additional college visitation days must be approved by the administration. Each of these requests will be reviewed on an individual basis.

**(additional days will be counted as an excused absence providing the above procedures are followed).**

6. One-half day visits at nearby institutions, less than thirty minutes travel time, will be permitted.

### **Failure to Report to Class**

Any student caught skipping, or cutting class without the knowledge of the teacher may receive at minimum, and after school detention for each hour or part thereof missed up to a maximum of five. Additional consequences may be warranted depending upon the circumstances of the incident. Students will also receive a zero on any missed assignments.

### **Family Trips and Vacation Days**

Students must obtain a request form (as used for college visitation) from the office and the parent, an administrator, and all classroom teachers must sign this, five days prior to the absence, so the student may get assignments in advance of the absence. Assignments are ordinarily due to each teacher the first day the student returns from the absence. The exception to this rule is requests for vacation days that coincide with the last week of any grade period. Any absence the last week of the grade period will require the student to complete and turn in all assignments prior to leaving for vacation that have been assigned by the teacher prior to the student's departure.

### **Field Trips (External Learning Experiences)**

Expectations on all field trips are the same as a regular school day. Parents must complete the appropriate forms and return it to school prior to the event. Phone confirmations cannot be accepted. Students may be denied participation of an external learning experience (field trip) due to excessive absences or if they are not in good academic or disciplinary standing with the school.

If students are absent from class/school because of participation in a field trip, work should be submitted prior to leaving for that activity or if that is impossible, the work would be due at the beginning of the first mod when the student is back in class. Long-range assignments and standing assignments are to be turned in on the due date or a day earlier if the due date is the day of the field trip.

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. Lehman Catholic High School will make reasonable accommodations for all students and will inform trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students.

All adults/chaperones must be Safe Parish approved.

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

### **Funerals**

Students attending a funeral are not counted as being absent from school if they leave the school and travel directly to the church or location of the funeral and return to the school immediately following the funeral. Students cannot miss more than three hours of school to qualify as a non-absence. Students must obtain the REQUEST FOR EXCUSED ABSENCE form from the main office and complete the form in its entirety. Students that exceed the three hours will be counted as an unexcused absence and will not be eligible for extracurricular and co-curricular activities when they return to school. Families can request an exemption on the three hour allotted time, for funerals that are located away from school, with the prior approval of the Principal.

In the spirit of charity, we encourage our students to visit the funeral home and to offer prayers and sympathy to families who have suffered the death of a loved one. If there is a death in the immediate family of a student, including grandparents, we request that the family notify the school, even during the summer. If the funeral is for a close member of the Lehman community, the school may send students by bus. Students would be expected to ride the bus and would only be permitted to drive with prior permission.

### **Unexcused Absence**

The student who does not meet the requirements for an excused absence as noted above, should report to the attendance office upon returning to school. The student will receive an admission slip with the word "Unexcused" written on it. The slip is to be presented to each teacher whose class was missed. Students may not make up any academic work missed during an

unexcused absence, will receive a grade of 0% for any work missed and the consequences listed for an unexcused absence under Attendance Related Penalties below:

### Truancy

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

### Tardy

Any student late to an assigned area is considered tardy. A student tardy for school must report immediately to the attendance office. A student's tardiness may be excused by a note from a parent or a teacher responsible for the student arriving late, if the note explains the reason the student is late and the reason is approved by the policies of LCHS.

If a student's tardiness is considered "unexcused" during the first hour of school, he/she will receive one disciplinary notice (DN). A student will receive one detention for every hour or part of an hour missed after the school day begins. Missing the bus or one's ride is not an acceptable reason for being late and, therefore, is Unexcused.

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

### **Early Dismissal**

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

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

### Attendance Related Penalties

Ohio Revised Code 3321.04(compulsory school attendance) remains in effect

Amended Substitute Senate Bill 181 defines habitual and chronic truancy for unexcused absences

Unexcused Tardiness - one Disciplinary Notice (DN) if less than 1 hour

Unexcused Tardiness – one Detention for each hour or part of an hour that they are late

Unexcused Absence - 1st Offense - Administrator/Parent/Student Conference and one detention for each hour or part thereof missed to a maximum of five detentions per day.

2nd Offense - One Saturday School.

Additional offenses may result in additional Saturday Schools, suspension or expulsion.

### **Immunizations/Medications-AOC Policy**

Lehman Catholic High School shall comply with the minimum immunization requirements set forth by Ohio Revised Code 3313.67 and 3313.671. Although schools must comply with those minimum immunization requirements, each school shall retain discretion to enforce stricter requirements at anytime, for instance, by requiring vaccination even over a guardian's conscience or religious conviction objection or by revoking a previous exception.

A student using prescribed medication during school hours must have on file a signed medical authorization form from the parent/guardian, and a properly completed physician's statement. The authorization must include the following:

1. Written permission from the parent/guardian;
2. Physician's verification of: the necessity for the medication; name of medication; dosage; times or intervals at which it is to be taken; duration; and possible side effects;
3. A statement releasing and holding school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.

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

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. The school will not administer aspirin to students because of its connection to Reye's Syndrome.

## **BOARD OF LIMITED JURISDICTION**

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

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

**(Adopted from the Archdiocese of Cincinnati, Catholic School Office Policy 2018.)**

#### 1. General

- a. It is the policy of Lehman Catholic High School (the "School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- b. The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.
- c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

#### 2. Definition of Terms

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

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

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

#### 3. Types of Conduct

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

Examples of conduct that could constitute prohibited behaviors include:

- I. Engaging in unsolicited and offensive or insulting behavior;
- ii. Physical violence and/or attacks;
- iii. Threats, taunts, and intimidation through words and/or gestures;
- iv. Extortion, damage, or stealing of money and/or possessions;
- v. Exclusion from the peer group or spreading rumors; and
- vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as "cyber-bullying").

Examples of cyber-bullying include, but are not limited to, the following:

1. Posting slurs on the Internet, websites, blogs, or social media/networks;
2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

#### 4. Complaints

##### **a) Formal Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

##### **b) Informal Complaints**

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

##### **c) Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

## 5. School Personnel Responsibilities

### a. Teachers and Other School Staff

i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

### b. Administrator Responsibilities

#### i. Investigation

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

#### ii. Response

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.

2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.

4. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the

incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

### iii. Reporting

#### 1. Report to the Parent or Guardian of the Offender

a. If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

#### 2. Report to the Parent or Guardian of the Victim

a. If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.

#### 3. Police and Child Protective Services

a. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

### 6. Miscellaneous

No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

7. More information regarding our cyber bullying policy is found under **CYBER BULLYING** in this handbook.

### **CAFETERIA**

The Cafeteria Lunch Program is contracted through W.G. Grinders. Please review the August Communications for additional information about W.G. Grinders. Lehman High School has a closed lunch policy. Students may neither leave school for lunch nor order food to be delivered to school during the regular school day. Students are responsible for keeping the cafeteria space clean at all times. Additionally, all food is to remain in or be confined to the cafeteria. Seniors are served first but underclass students are served on a first come, first serve basis. Line jumping is not permitted.

Students can pay on a daily basis or parents may send in a check for advanced payment. Charging is a privilege extended to our students and they are permitted to charge a maximum of two lunches. Lehman has the right to refuse charges if the student has misused this privilege.

Only the student account holder and siblings are permitted to charge to their account; therefore buying other students' lunches is not allowed unless parents provide written permission at the time of the purchase.

### **CHAPEL**

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

## CODE OF PROFESSIONAL COMMUNICATION

This code includes the following principles:

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

## CONFIDENTIALITY

Access to student records must be limited to authorized persons. Unless a court order provides otherwise, parents/legal guardians and students over 18 years of age have the right of access to the student's records. Before releasing these records, a form must be signed by the parents, legal guardians, or student over 18 years of age. Records must be released within a reasonable time. A fee may be charged for reproduction costs incurred by the school.

## CRISIS PLANS

Lehman Catholic High School maintains a State approved Crisis Management Plan. All faculty/staff have a copy of this plan readily available to them. The school meets and follows all applicable requirements of the Ohio Building Code, the State Fire Marshal's Office, the State Department of Health, the laws of the State of Ohio, and the policies of the Archdiocese of Cincinnati.

## DANCES

In preparing for dances, no decorations and/or furnishings can block any of the fire exits. In addition, no adhesives can be applied to the floor, and only **scotch** tape or masking tape can be used on the walls. Under no circumstances can two-sided tape or duct tape be used for any purpose.

No fountains or large water containing devices can be used on the hardwood floor. Such devices (if used) may be used only in the lobby area. The principal or her/his designee must approve decorations. Such approval should be secured prior to the purchase of items to be used for decorating.

Students will be ordinarily required to arrive within one hour of the start of the dance, and are not permitted to leave the dance any earlier than one half hour before the end of the scheduled dance. Exceptions to these rules are made only if advance arrangements have been made with the faculty member responsible for scheduling the dance. A note from parents submitted at least twenty-four hours in advance is required. Only an administrator can grant an exception to this policy. Students are reminded that if they attend the dance with a guest, that guest's parents must also write a note in advance to the dance coordinator if leaving early or arriving late. Lehman students are permitted to bring guests from other school with the completion of the Non-Lehman Guest Form obtained from the Administration. All guests must be signed in on the night of the dance and must follow the guidelines set forth for Lehman students. Guests must be 20 years of age or younger. Also, students are not permitted to leave the building once they arrive, unless escorted by a designated chaperone.

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

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

#### Girls

1. A semi-formal or formal dress, including strapless dresses, cannot be so low cut as to show any cleavage.
2. Hemlines and slits in dresses or skirts must extend over halfway beyond the thigh.
3. Students should be certain that the fit of the dress will continue to be modest and appropriate during the entire evening.
4. Two-piece formal gowns and dresses with "see through", transparent, sheer or cut out portions of the dress must adhere to the same modesty policies as if no fabric were included.
5. The back of the dress must not dip below the midpoint of the back.
7. Girls must wear shoes.

#### Boys

1. Boys must wear suits, sport coat, or tuxedos with dress shirts and ties or sweaters/vests.



2. No shorts, denim, athletic shoes, ball caps or torn clothing will be permitted
3. Boys must wear shoes.

### **Casual Dance Attire**

The clothes you choose should be modest.

Students may choose to dress semi-formal or casual. Semi-formal includes dresses for girls and dress pants and shirts for boys. Casual includes clean, properly fitted clothes that are free from profanity or any type of message that is not appropriate for a Catholic high school. (If you are undecided if the message on the clothing is inappropriate, simply choose something else to wear)

**Girl's** dresses or tops should not be so low cut as to show any cleavage. Any skirt or dress must extend over halfway beyond the thigh.

**Boys** must wear full length pants.

Boys and girls may wear jeans, but no shorts of any kind.

Dress shoes or athletic shoes are approved.

All clothes should be neat, clean and have no holes in them.

No ball caps are allowed to be worn in the school or at the dance.

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

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

### **Suggestive Dancing and Public Displays of Affection**

Styles of dancing that the administration/chaperones determine to be inappropriate for a school dance setting will not be permitted. The style of dancing referred to include dancing in a manner that strongly suggests sexual activity or can potentially cause injury. Same gender close dancing is not permitted.

Public displays of affection will not be acceptable. The behavior referred to includes kissing or other displays of intimacy inappropriate for a school dance setting.

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

### **Chaperones**

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

### **CHILD ABUSE POLICY**

All suspected instances of child abuse or neglect shall be immediately reported by the principal to a designated governmental agency for investigation and action as may be appropriate. Procedures for reporting such instances and information relevant to identifying victims shall be made available to all certificated personnel and school employees.

If the alleged child abuser is a member of the extended school staff, all such incidents shall be reported to the Archdiocesan authorities. This report shall be made to the Archdiocesan Director of Educational Services, or his designee. If the individual is a cleric or religious, the Director for Educational Services shall also notify the Chancellor and/or religious superior.

### **COMPUTER NETWORK GUIDELINES**

It is essential that each user of the school's computer network recognize the responsibilities associated with having access to the applications on the network. The opportunity to access the network is a privilege, not a right. The privilege may be revoked at any time for abusive conduct (see Technology Acceptable Use Policy). Such conduct may include, but not limited to:

- \* Placing unlawful information on the network.
- \* The use of abusive or inappropriate language in either public or private messages and/or data files.

- \* Stealing the work of someone else.
- \* Copying software (any violation of anti-piracy laws).
- \* Accessing files without permission.
- \* Revealing your password to other students.
- \* Logging onto the computer using someone else's password.
- \* Tampering with the school's computers.
- \* Visiting/participating in chat rooms or social networks on school equipment requires administrative approval.

### **DISCIPLINE CODE**

The goal of our educational program is to encourage responsibility that is characteristic of the mature Christian person. Since an orderly atmosphere is essential to the learning process, this code is for your personal welfare as well as for the common good of the entire school. A constant respect for property and persons, whether they be teachers, students, staff, or visitors is a basic requirement of Christians and of a Christian community. It is a common misconception that discipline connotes negative repercussions for misbehavior. Discipline more accurately implies firmness, not strictness; love, not fear; respect, not envy. A discipline code provides structure, clarification, and responsibility for proper behavior and direction for behavior modification. When it is recognized that a student is behaving in a manner inconsistent with the discipline code, the school will initiate one or more of the following procedures:

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

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

Possession, transmission or use of tobacco products including e-cigarettes and look-alikes.  
 Possession, transmission or use of weapons (including look alike), explosives, fireworks  
 Possession, transmission or use of mood altering chemicals (including look-alikes) and paraphernalia  
 Defacing school property  
 Possession of message transmitting devices and electronic devices including but not limited to cell phones without the permission of the teacher/staff  
 Possession or use of smoke bombs and/or stink bombs  
 Possession or detonation of arson-creating devices  
 False alarms, vandalism, theft  
 Physical or verbal assault, fighting, hazing, verbal threat  
 Misuse of prescribed or over the counter drugs  
 Disruption or obstruction of the school program  
 Cheating, forgery, academic dishonesty, or plagiarism  
 Refusal of punishment  
 Disrespect to teacher/staff or visitors  
 Operation of a motorized vehicle with reckless disregard on school property or at school sponsored or related activities (school speed limit is 10 mph)  
 Sexual harassment/sexual misconduct, harassment or bullying  
 Being a party to, having possession of or disseminating material of a sexual nature (e.g. sexting)

Submission of inappropriate assignments  
 Violation of technology acceptable use policy  
 Repeated violations  
 Lack of respect for others  
 Disruption of class/excessive talking

Using foul or profane language or obscene gestures  
Violation of the closed lunch policy  
Failure to serve assigned detention or Saturday school  
Being in unauthorized areas without permission, e.g. in the hall without a pass  
Exhibiting inappropriate behavior during an emergency drill  
Public display of affection/inappropriate touching  
Violating the Dress Code  
Violation of the attendance policy  
Chewing gum or candy in the school building – *Per teacher discretion*  
Cutting in the lunch line  
Possession of prescribed or non-prescription medication  
Failure to be prepared for class, e.g. not bringing book, calculators, writing utensils, etc.

Disciplinary action for violations may include, but is not limited to the following:

- Verbal or written warning
- Saturday School
- Detention(s)
- Parent Conference
- Probationary Status
- Suspension and/or
- Expulsion

### **SPECIFIC DISCIPLINARY PENALTIES**

Disciplinary Notice (DN) is a record of less serious offense. The form is completed and signed by the teacher, and then signed by the student. Refusal to sign by a student may constitute a serious violation. Once signed, a copy is given to the student. DN's are cumulative for the whole school year.

- When four (4) DN's have been received, copies of the notices will be sent to the parent and the student will serve one detention.
- When eight (8) DN's have been received, the student will serve two detentions and copies of the notices will be sent to parents.
- When twelve (12) DN's have been received, the student will be assigned one Saturday School.
- When sixteen (16) DN's have been received, the student will be assigned two Saturday Schools.
- When twenty (20) DN's have been received, the student will be assigned an In-school Suspension for three days (ISS).
- When twenty four (24) DN's have been received, the student will be suspended for three days out of school (OSS).
- When twenty eight (28) DN's have been received, the student will be suspended for six days out of school (OSS).
- Upon receiving thirty two (32) DN's, a student will be suspended pending an expulsion hearing.

Detention is scheduled for one hour and may include physical work. It is the student and parents' responsibility to arrange transportation home after detention. For this reason detentions will not be served on the day received without the student's consent. Detentions are scheduled at the discretion of the moderator and without regard to extra-curricular activities or employment.

Absence from detention will be permitted only in emergency situations and with prior approval of the Administration/Dean of Students. Lack of transportation, job responsibilities, and extra-curricular activities are not satisfactory excuses for absence. Failure to report for detention will result in a minimum of one additional detention and/or may result in Saturday School. Repeated occurrence of detentions may result in Saturday School, suspension or expulsion. The Administration/Dean of Students schedules detentions, weekdays from 3:05 p.m. to 4:00 p.m. as needed.

### Saturday School Guidelines

Saturday School meets on scheduled Saturdays from 8:00 a.m. to 12:00 p.m., as needed. Alternate days may be arranged, as long as agreement has been made by a Lehman administrator and the student's parent/guardian. Saturday school may consist of a four-hour silent study period, or may be physical work as directed by the moderator. It is a punitive procedure considered more serious than detention and less serious than suspension. It is hoped that Saturday School will be a learning experience that leads to improvement in the student's self-discipline, and/or provides extra time to study.

The following rules apply to Saturday School:

1. Saturday School will meet from 8:00 a.m. until 12:00 p.m, or as scheduled. Tardy students will be required to attend an additional Saturday School.
  2. Students will not be allowed to put their heads down or sleep.
  3. No radios, cards, magazines, electronic devices or other recreational articles will be allowed in the room.
  4. No food or beverages may be consumed.
  5. Students are required to work as directed or spend time studying regular class assignments.
- \*Students who do not follow these rules may be assigned an additional Saturday School or be suspended from school.

In School Suspension (ISS) is a period of time no less than one-half (1/2) day to a maximum of three days. Student must check in with the Administration/Dean of Students at the designated start time of school and remain until the end of the school day. The student will be under the direct supervision of the Dean of Students or his/her designee for the entire school day and suspension period. The students will be required to complete all work assigned by their teachers, the administrator or his/her designee. Classroom work and assignments completed during the In School Suspension will be counted for a grade. During this suspension period a student may not participate in any school extra- curricular or co-curricular activities and may not be permitted on school grounds outside of the school day.

Out of School Suspension (OSS) is a period of time no less than one-half (1/2) day during which a student is not permitted on school grounds or allowed to participate in any school activities. Suspension is an unexcused absence and, therefore, no academic work is permitted to be given to the student, and a grade of 0% is recorded for all work missed.

Expulsion is a permanent dismissal from school and the word "expelled" is recorded on the transcript.

In cases where a student is expelled, the following procedures shall be followed:

- a. The advice of the psychologist, physician, social worker, counselor, or other appropriate persons may be sought (this is at the discretion of the principal).
- b. Written notice shall be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- c. A meeting must be held between the school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- d. A report detailing the reasons for the expulsion must be sent to the Superintendent of Schools for each student expelled from the school.
- e. A parent/guardian who believes his/her child has been expelled from a school for insufficient reason have the right to appeal, in writing sent through US mail, to the Superintendent.

### **DRESS CODE**

The goals of our dress code at Lehman Catholic are to provide a positive learning environment and build school spirit. All students are expected to dress in a clean, neat, modest and presentable manner at all times. Any student not in compliance with the dress code will be issued a Discipline Notice (DN), or be sent home to change, depending on the severity of the infraction.

Items can be purchased from our uniform company Educational Apparel. All items sold for Lehman by Educational Apparel fit our uniform guidelines. Lands' End also offers options that comply with our dress code. Not all school uniform companies or stores comply with our standards.

### **THE APPROVED DRESS CODE FOR ALL STUDENTS IS AS FOLLOWS:**

1. **Young Men:** Pants/Shorts - Navy or Tan in color. Must be our Uniform Style (Described Below).  
**Young Women:** Pants/Shorts - Navy or Tan in color. Must be our Uniform Style (Described Below).  
 Skorts – Tan in color and **must have Lehman Logo. Skort must extend below mid-thigh.**  
 Capri style pants – Navy or Tan in color. Must be our Uniform Style (Described Below)
2. White, yellow or light blue polo shirt (long or short sleeve) with school logo (Mon.-Thur.)  
 or a white button down shirt (oxford style) with school logo – only top button can be open
3. Shoes and Socks.
4. See Friday Spirit Days for dress code below.

**IN ADDITION. STUDENTS MAY WEAR: After following the first three rules.**

5. Blue sweaters or sweater vests. All sweaters must have the school logo or crest
6. **School approved** fleece pullover or three quarter zip pullover with Lehman logos. No Hoodies.
7. White turtle necks may be worn under sweaters, fleece or polo shirts.
8. Lehman necktie (with logo) worn with white button down shirt (oxford style).

FRIDAY Spirit Days

Every Friday is a Spirit Day, students may wear Lehman related shirts, sweatshirts, or hoodies. Students must wear uniform pants, shorts, or skorts (young women only). Teams and clubs may choose to wear jerseys or matching club shirts on this day.

Undershirts

Only white T-shirts or turtlenecks, short or long sleeved, and without writing may be worn under the polos.

Uniform Style Pants/Shorts

All pants and shorts purchased from our account with Educational Apparel are uniform pants.

If you choose to purchase pants/shorts from another store, use the following guidelines. Uniform pants/shorts should follow **all** the guidelines below. Administration will make the final decision if pants comply with our uniform standards.

- 1) Pants/shorts should be navy or tan in color. Not Black. Not Brown.
- 2) Jeans or jean material is not permitted. Just because the pants/shorts are tan, does not make them uniform. Tan jeans are not uniform.
- 3) Pants/shorts with outside stitching or metal rivets on seams or pockets are not allowed.
- 4) Pants/shorts with cargo pockets are not allowed.
- 5) Pants/shorts should not have any type of design, patterns or stitching on the back side or other parts of the pants/shorts.
- 6) Pants/shorts must be fitted properly. Form fitting pants/shorts are never permitted at any time.
- 7) Shorts must be below the mid-thigh.

Shoes And Socks

All students must wear shoes and socks on all school days, and school photo day. Sandals, slippers, crocks and open toed shoes are not permitted.

Hair/Makeup

Hair must be neatly groomed and adequately trimmed in front and back, and be out of their eyes. Any hairstyle determined by the Administration to be eccentric will not be permitted. Hair color should be natural in appearance. Hats/hoods up are never allowed during the school day.

Facial hair is not permitted for Freshmen, Sophomore, and Junior students. These underclassmen students must be clean-shaven when they arrive at school. Students coming to school unshaven will receive a discipline notice (DN) and will have to shave at school before entering their first class.

Senior boys will be permitted to have facial hair; it should be well kept and trimmed (less than ½ inch in length). Radical styles are not permitted at the discretion of Administration.

Hair length and/or facial hair permission for senior boys may be determined by athletic coaches due to safety regulations and/or OHSAA guidelines. Administration will default to the best judgement of the coach, if questions arise.

Makeup is permitted (young women only) with modesty, but at no time are students permitted to apply such during class time. Personal grooming during class is not permitted.

Earring(s)/Jewelry/Tattoos

Freshmen, Sophomore, and Junior girls may wear as many as two earrings in each ear, and the earrings may not extend below the ear more than one inch.

Nose piercings are permissible, but only with a stud.

Senior girls may wear as many as three earrings in each ear, and the earrings may not extend below the ear more than one inch.

Except as mentioned above, no other body piercing is permitted including gauges, etc.

Large pieces of jewelry/chains or bracelets/necklaces/leather collars are not permitted if they depart from the uniformity of the dress code.

Tattoos or other body art shall not be visible at school and all school related functions.

### Jean Days

The dress code is occasionally relaxed to allow students to wear blue jeans with:

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

### Dress Up Days

Young men are to wear dress pants, dress shirts with a tie, and dress shoes. Students are not permitted to wear shorts. Young women are to wear **modest** dresses, skirts and blouses (including split skirts or dresses) or modest dress pants and blouses with dress shoes. Skirts/dresses must extend below mid-thigh. Young women should not wear sleeveless tops/dresses and no bare midriff tops (tops must be long enough to tuck in). No tight fitting clothing or low cut tops will be permitted (must be modest).

### School Picture Day

School picture is the same as dress up day with the exception that young men are not required to wear a tie and students don't need to wear dress shoes.

### Hoodie Sweatshirts

Hoodie Sweatshirts are not to be worn at any time during the school day. The exception to this rule is on Friday Spirit Days. School approved long sleeve polos, sweaters, three quarter zip pullovers, and fleece pullovers are approved for cold weather wear. No exceptions will be made during the school day.

## **EDUCATIONAL OPTION POLICIES**

### **Independent Study**

Independent study may be used to earn credit for classes that cannot be scheduled during the regular day. Such courses can only be taken with the prior permission of the teacher instructing the class, the department chair for the academic department in which the course is offered, and the Principal. Students will receive a grade for the course, but that grade will not count toward either class rank or honor roll. Independent study should be reserved for elective courses. Additional tuition will be charged for courses being taken as independent study.

### **On-Line Courses**

On-line courses may be used to earn credit and/or retrieve credit for classes that cannot be scheduled during the regular day according to the guidance department. Such courses can only be taken with the prior permission of the guidance counselor and principal. The core classes (Social Studies, Science, Math, English, and Religion) should not be taken as an on-line course unless it is being taken to retrieve the credit or permission as has been granted as mentioned above. Students will receive a grade for these courses, but that grade will not count toward either class rank or honor roll. Students should only be enrolled in one course at a time and must receive a grade before they can enroll in another on-line course. These on-line courses should be reserved for elective courses.

### **College Credit Plus(CCP)**

College Credit Plus is an opportunity for eligible Lehman students to earn college credits while attending high school. The program helps our students to get a jump-start on their college coursework and prepare for the academic rigors of college. The courses are taught at Lehman by our faculty and follow the same syllabus as the college course. This coming school year our students will have the opportunity to take college courses at Lehman High School through Edison State Community College. The courses range from 3-5 semester hours. The credits are transferable to other universities and colleges. Students would just have to ask the receiving university/college if they would apply toward their major. Any

students who are enrolled in the fall at Lehman and qualify for such courses will have the opportunity to register for the College Credit Plus program. Students will be notified in the spring of the opportunities available for this program.

### **Credit Flexibility Policy**

The Ohio General Assembly enacted statutes that provide opportunities for students to earn units of credit outside and beyond the traditional classroom setting. Credit Flexibility will allow Lehman students to earn high school credit by successfully completing an E-course, correspondence course, or personalized learning plan and have it pre-approved by the school.

The plan must be submitted to the Director of Guidance Services before the passage of the tenth day following the start of a new semester of school. The Principal or the Principal's designee will have final approval of the personalized learning plan. Students and/or their parents/guardians are responsible for all costs associated with this option, including assessment fees, fees for supplemental materials, transportation, etc. Credit flexibility should be reserved for elective courses.

### **PART-TIME ENROLLMENT POLICY**

- Lehman Catholic High School's part-time student program provides students with the opportunity to schedule up to 7 modules (Each module is approximately 21 minutes) of classroom instruction.
- Students may enroll in any class that Lehman offers provided they meet the basic requirements and pre-requisites for the course.
- Student must enroll in a course equivalent to one credit hour for a full year.
- Part-time students are eligible for all extra-curricular and co-curricular activities provided they meet requirements in the *Parent-Student Handbook* and various sanctioning bodies (i.e., the Ohio High School Athletic Association, the Ohio Music Education Association, etc.). There will be an added cost to participate in extra-curricular and co-curricular activities.
- The cost of tuition is determined by taking the cost of tuition divided by 18 modules (mods) to get the cost per mod and then multiplied by the number of mods of class enrolled. Tuition does not include applicable fees. These fees will be added to the overall cost.
- Students will be issued transcripts upon completion of course(s) taken.
- Part time students cannot earn a Lehman Catholic High School diploma.

### **ELECTRONIC DEVICES**

Having wearable technology (i.e. apple watches), sound/music systems, or electronic devices at school is prohibited, unless such items are part of an approved classroom program. Cell phones may only be used when approved by a faculty member within the class or during school hours. Video game systems are not permitted during school hours. Laptop computers, Chrome books, and tablets are permitted for educational purposes. Screens must be visible to school personnel. Failure to comply with these policies will result in disciplinary action. Students are responsible for the care of their own devices. Students may be loaned a device for educational purposes. Students/families assume responsibility for those devices on loan and will be asked to replace those devices if they are damaged while in the care of the student.

### **CELL PHONES**

- Cell phones should be in silent, vibrate mode or off during school hours from 8:00am to 3pm.
- Cell phones may be used for appropriate academic purposes within the classroom with teacher permission and oversight, otherwise, cell phone should be stowed away.
- Students may check their cell phones during homeroom (between mods 14 and 15 on the regular schedule).
- Students may not access material not in line with our Catholic Christian values at any time while on campus during or after school hours.
- Violation of this policy may result in the following disciplinary action:
  - First Offense – Cell phone is taken from the student and returned at the end of the school day.
  - Second Offense – Cell phone will be taken from the student, returned at the end of the school day. There will be a parent notification and conference between the student and the Principal.
  - Third Offense – Cell phone will be taken from the student and a parent will be contacted come to school to pick up the cell phone. A detention will be assigned.

- Fourth Offense – Parental communication and Saturday school detention.
- Fifth Offense – Parental communication and Out of school suspension.

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

## **EMERGENCY PROCEDURES**

### Fire Drills

Law requires fire drills at regular intervals. When the alarm is sounded students should leave quickly and in silence by the route posted in each classroom. Students exiting the front of the building should cross the parking lot and assemble with their teacher for that class. Students using any south entrances should assemble with their classroom teacher in the faculty parking area and attendance must be taken. The classroom windows, door and any outside doors should always be closed as students leave the room or building.

### Rapid Dismissal Drills

Law requires rapid dismissal drills at regular intervals. When the alarm is sounded students are required to take their belongings, leave the building as quickly as possible, and board busses as though they were not returning for the day. Parents will be notified regarding student pickup via emergency communication software application used by Lehman.

### Tornado Drills

Law requires tornado drills at regular intervals. When the alarm is sounded, students are to take a textbook and are to proceed in silence to the closest area assigned with their teacher. All students and faculty are to assemble in their designated area and attendance must be taken.

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

Guidance services at LHS include academic, career and personal counseling. A counselor is available to give the student help in making decisions about future goals and plans, choosing courses to take in school, relating to other people, and coping with personal problems.

### **Academic dishonesty**

Students are responsible for completing their own work and are responsible for submitting their own work. Any acts of plagiarism, cheating, forgery of work, or copying of another person's work are not permitted. Disciplinary action includes but is not limited to Saturday School, suspension and/or expulsion.

If a student is sharing their completed work, either directly or electronically, with another student to allow it to be copied, or assisting another student in cheating on a test, that student will also receive a Saturday School.

### **Admissions**

Students, along with their parents/guardian must complete the Lehman application form and be accepted by the Lehman admissions committee before being admitted into the school.

A pupil at the time of his initial admission/entry to LHS shall present a copy of any information provided by the school that he or she most recently attended. An original birth certificate should be available upon request. LHS will contact the most recently attended school, requesting the student's official records. A copy of the student's grades and credits from the most recently attended school is necessary before the student is officially admitted to LHS. A student grade card may be used for scheduling but does not satisfy the need for official records.

### **Advanced Placement (AP)**

AP exams are given in May of each year at LHS. These exams may also be administered on-line by the College Board. Scores earned on these exams could result in college credits, advanced placement, or exemption from certain academic requirements or prerequisites upon enrollment at most colleges.

### **PROMOTION REQUIREMENTS**

Students must earn at least five (5) credits to be promoted to sophomore status; at least ten (10) credits to be promoted to junior status; and at least sixteen (16) credits to be promoted to senior status. A minimum of twenty-one and a half (21 1/2) credits will be required for graduation, along with a passing grade in religion courses each semester enrolled.

Final discretion will be determined by the President and/or Principal.



## **GRADUATION REQUIREMENTS**

- 1) Twenty-one (21 ½ credits)
- 2) Passing grade in theology courses each semester enrolled.
- 3) Required to complete a college readiness test (ACT, SAT) and alternative assessments (IOWA) & required score
- 5) Overnight religious retreat during the senior year.
- 6) Minimum requirements in specific areas:

Theology	8 semesters (4 credits)
English	8 semesters (4 credits)
Social Studies	6 semesters (3 credits) (1 credit U.S. History) (1/2 credit American Government) (1/2 credit World History – class 2021+)
Mathematics	8 semesters (4 credits) (1 credit Algebra II)
Science	6 semesters (3 credits) (1 credit Physical Science) (1 credit Life Science)
Introduction to Business or Economics	1 semester (½ credit)
Health	1 semester (½ credit)
Physical Education	2 semesters (½ credit or athletics/marching band participation)
Fine Art	2 semesters (1 credit)
Electives	10 semesters (5 credits – Theology credits satisfy 4 of these electives)

### **Honor Roll**

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

### **Class Rank**

A student's class rank, required by most colleges and universities, is determined at the end of each school year by one's weighted scholastic average. This takes into consideration the level of difficulty of each class in the student's schedule. The weighted factor is listed with each course. The valedictorian and the salutatorian are determined using the first three quarters of the grades of the senior year, together with the final subject grades of the preceding three years. One must attend Lehman 7 consecutive semesters, have been registered as a fulltime student, and have taken 3 courses in each of the core subject areas (Math, Science, Social Studies, English, and Theology) while attending Lehman in order to be eligible for recognition as valedictorian or salutatorian. These students must also be in good standing with the school at the time of graduation.

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

### **Valedictorian-Salutatorian Requirements**

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

- 4 Credits of Religion
- 4 Credits of English
- 4 Credits of Mathematics
- 3 Credits of Science
- American History
- Government

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

- Introduction to Business
- Health
- Physical Education
- Elective Social Studies
- Fine Art

### Class Scheduling

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

### Driver's Education

This class must be arranged through the local public school district or through a private company if extenuating circumstances do not allow one to take the regularly scheduled class offered at the local public school district. Students may not have early dismissal from LHS to attend driver's education class.

### Grading

A percentage grade is recorded for each quarter, semester exam, semester, and yearly average. Each quarter grade is 40% of the semester average. Each semester exam grade is 20% of the semester average. The yearly grade is an average of the two semester grades. Interim reports are mailed midway through each quarter to parents of those students whose progress in a particular subject is unsatisfactory. This report is to keep the parents informed and to elicit their support in motivating the student. Thus, parents are strongly encouraged to contact the particular teacher and discuss the report so the student might be motivated to improve. These reports may be mailed at other times at the teacher's discretion.

The following grading scale is used at LHS. Included is conversion to a four-point scale often used by colleges.

93 - 100	4.0	
85 - 92	3.0	S = Satisfactory
75 - 84	2.0	U = Unsatisfactory
70 - 74	1.0	
69 or below	0.0	

Any student failing a required class must take that class before scheduling any sequential class in that department. The class must be made up in summer school or the following year.

Any summer school class must have prior approval of the counselor or his/her designee.

### Dropped Courses

Courses may be dropped until 3 days after the mid-term of the first quarter, or midterm of third quarter for a second semester course, without academic penalty. After that time, if a student drops a course, the grade will be reported as either WP (withdraw passing) or WF (withdraw failing). The students will also be assessed a \$30.00 fee for each course dropped.

### Schedule Changes

Students have the first four days of the first semester for year-long classes, and the first three days of the second semester to request a change of semester classes in their schedule. If a change is required after this period of time, the approval of the Principal, teacher, and parent/guardian will be required. If a student drops a class, the class remains on the student's grade card and final transcript of grades, and the notation WP (withdrawn passing) or WF (withdrawn failing) is made. A \$30.00 fee will be charged for all student-requested course changes.

### Semester Exams

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

### Tests

In addition to the quizzes, tests and exams, which the teachers administer in various classes to help determine a student's academic progress, LHS students take a series of aptitude and achievement tests. Freshmen students will take the IOWA Test.

Sophomores will take the Pre-ACT tests. Juniors are required to take the (PSAT) Preliminary Scholastic Aptitude Test and the American College Test (ACT) for admission to college. Juniors are also encouraged to take the ASVAB Test and Scholastic Aptitude Test (SAT).

### Transcripts

An official transcript from LHS will contain the following:

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

Transcripts are sent on written request. Seniors may receive free transcripts. For transcripts requested after graduation, written notification is required along with a \$5.00 processing fee.

**All final transcripts will be sent once all account balances are paid in full and all responsibilities are fulfilled.**

### Transfer Credits

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

### **HEALTH SERVICES/MEDICATION**

Minor first aid may be obtained in the office. Any student who is ill should report to the office. An ill student may leave school with the knowledge and consent of a parent and an administrator. In an emergency, the parents will be contacted. **If a student needs to take medication at school the office must have received a note from the parent or guardian as well as a valid prescription from a licensed physician or other practitioner. No student may be in possession of prescription or non-prescription medication. All medication must be stored in the front office accompanied with a note from the prescribing physician.**

Any instance of HIV or AIDS involving a student or an employee shall be treated as a strictly confidential and individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual privacy and needs.

### **TECHNOLOGY ACCEPTABLE USE**

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

While the use of headphones is acceptable and encouraged in class for individualized instructional practices, the use of cordless/Bluetooth enabled earbuds will not be permitted.

### **USE OF SCHOOL LOGO & IMAGES**

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

### **LOCKERS**

All students are assigned a locker. This assigned locker is to be used at all times. Switching lockers or using unassigned lockers is not permitted. Also, students should not enter another student's locker unless accompanied by an administrator. Locks are available from the school for a ten-dollar (\$10) deposit, which will be returned to the student when the lock is returned. Only school locks may be used. It is the responsibility of the student to keep the locker clean. Food and beverage should not be stored in the locker over twenty- four hours. Violation may result in disciplinary action. Students are reminded that lockers are property of LHS and are subject to search if deemed necessary by the administration.

### **LOCKER DECORATION**

No stickers or decals are permitted inside or on the outside of a locker. Use photos that are tasteful and compliant with Lehman Catholic's values. The only permitted adhesive on lockers will be painter's and magnetic tape as well as sticky tact and these can be used only on the inside of the locker. Use of other adhesives such as double sided tape or duct tape will result in a minimum charge of \$10.00 to the student for removal and clean-up. Do not use glitter, confetti, streamers, or anything that will not stay in place. The Business Office will assess any additional charges for damages caused by the decoration that exceeds \$10.00. Focus on celebrating your student's talents, academic & athletic achievements, and school pride.

### **LOST AND FOUND**

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

### **POSTINGS**

Permission to post any information in the building must be obtained from the Marketing/Advancement/Development Director or Principal.

### **PUBLIC ADDRESS SYSTEM**

The P.A. is used by the administration for opening prayers, pledge of allegiance, and announcements at the start of the school day. All announcements should be given to the assistant principal in written form. Brief announcements may be made in the afternoon at the beginning of mod fifteen (15).

### **VISITORS**

Only authorized visitors are permitted on school premises. All persons wishing to visit LHS must report to the attendance office. No visitor to the school building may walk around the school without having first registered in the front office. Visitors will be given the appropriate pass that must remain visible on the person. This includes parents, former students or other visitors to the building. Students must make advance arrangements when a visitor will be joining them at school.

### **STUDENT "SHADOWS"**

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

### **STUDENTS IN THE BUILDING**

Students are not permitted on the second floor before the 7:45 a.m. bell or after 3:30 p.m. unless accompanied by a teacher. Students arriving early or staying late need to maintain proper behavior, reasonable conversation, and be in an area that is supervised by an adult, who is employed by the school. The building will open at 7:00 a.m. and will be closed and alarmed by 10:00 p.m., unless special permission is granted by the administration.

### **WORKING PERMITS**

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

### **RELIGIOUS ACTIVITIES**

The Theology Department, working with the students, coordinates the various religious activities. Mass for the school community is held when possible in the St. Elizabeth Seton Chapel. These Masses are said for the intentions of members of the school community. A Liturgical Calendar is prepared each year by the Theology Department. A closed retreat has long been accepted as a means of growth in one's relationship between God and one's fellow man. Each grade level is assigned a Religious Retreat Days of recollection or retreat can be arranged for other groups of students through their theology teachers at the student's request. Retreats are currently scheduled for 3-4 days and overnight in November for the 2020-21 school year.

### **LITURGICAL CALENDAR**

School wide Mass is held every Friday from 10:00am until 11:00am unless otherwise noted or due to a Holy Day.

## **RINGS**

The class rings of LHS are selected during the freshman/sophomore years. The ring displays the school crest, year of graduation, and the image of a Cavalier. Students need to be current with their school financial obligations prior to ordering a ring.

## **SEXUAL MISCONDUCT/HARRASMENT**

No student shall intimidate or be a party to the intimidation of another student for the purpose of sexual interest, engage in any form of exhibitionism, or engage in any act of sexual misconduct during school or any school related activity, on school grounds or bus, or in transit to or from school. Such misconduct will result in disciplinary action.

## **TELEPHONE**

The School office and classroom telephones may be used in emergency situations with prior permission only. Our school phone number is 937.498.1161.

## **TEXTBOOKS**

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

## **TRANSPORTATION**

The school bus driver is in charge of the bus and is responsible for order. Drivers will not exclude a pupil from the bus, but shall report all discipline problems to the Assistant Principal. Inappropriate conduct shall be sufficient reason for refusing transportation service to any pupil. A student who repeats violations may be denied transportation on the bus by the Principal or his designee. Students who use public school bus transportation are under that driver's jurisdiction from the time he/ she gets on the bus until reaching their final destination. Students riding Lehman buses equally are under the jurisdiction of the driver. Whenever it becomes necessary to refuse student transportation, the school authorities will notify parents in writing of such refusal. Such students will not ride the school bus until school authorities have received assurance from the parents of the student's good conduct in the future. However, some misbehavior may result in loss of transportation privileges.

A student may engage in reasonable conversation while riding a bus. However, a student must be absolutely quiet at railroad crossings and other areas of danger as specified by the driver. A student shall not change seats without approval of the driver. A student shall not throw any objects while riding the bus, nor should the emergency exit be used except in the case of an emergency. Students are not permitted to eat on the bus, but are permitted to drink water.

### Motorized Vehicles

Any student driving to school must register the vehicle in the office by completing a Driving Registration form. A student shall not exceed the speed of ten miles per hour when driving on school property and shall observe safe driving practices at all times. No student is permitted to go to a car during the school day without prior permission. Failure to comply with any of these rules may result in the student losing permission to drive to school, and/or at minimum a disciplinary notice but which may result in a more serious disciplinary procedure.

The administration of LHS reserves the right to search any vehicle on school property if, in the opinion of the administration, the safety of the student, or any other person is in jeopardy.

### Parking

Parking in front of school is reserved for staff and visitors. Parking in the north parking lot of the school is available to all students. Teachers will park in the south lot. Students must register their car(s) with the front office. Students are not permitted to park in assigned faculty parking areas or visitor parking areas. Underclassmen are not permitted to park in the Senior Parking areas. Repeated violations of parking rules, or unsafe driving in the parking lot may result in loss of parking privileges. Students are not permitted to loiter in parking areas or in cars on school property before or after school. Vehicles parked on school premises may be searched when deemed necessary by the administration.

## **TUITION AND FEES**

Lehman Catholic High School has contracted with FACTS Tuition Management Company for electronic collection of tuition through the parent/guardian's financial institution. Payments may be made via a checking account, saving account or credit card (Visa or Master Card). The full amount of tuition, payable directly to the school, may be paid in July prior to the start of the school year. Semi-annual or monthly payments may be made per the FACTS tuition payment plan. The registration fee is non-refundable and is not part of the tuition. The school reserves the right to withhold graduation announcements, final report cards, transcripts, and the privilege of participation in commencement exercises until tuition is paid in full. Any other schedule of payments must

be arranged by the parents with the Business Manager. Any student who finds payment of tuition to be impossible may apply for a full or partial payment of tuition from the LHS Scholarship Fund. The deadline for applying is March 30th prior to the upcoming school year. Applications may be obtained from the office. Students that withdrawn from Lehman will be charged for the current quarter and any previous quarters.

### **ADMISSIONS/ENROLLMENT POLICIES**

Class size has been established at 125 students. If a class reaches capacity, the principal may elect to add additional students. If it is known that the class be full prior to enrolling students, the following policies will be followed:

- 1) First priority will be given to students from the original partner schools/parishes.
- 2) Second priority will be given to students currently attending Catholic elementary schools.
- 3) Other students wishing to enroll will be considered after completing all application requirements.

Lehman Catholic High School admits students of any race color, national origin, ancestry, or sexual orientation. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child, if desired, the school administration reserves the right to withdraw a child, if the administration determines that the partnership is irretrievably broken.

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

### **EDUCATING STUDENTS WITH SPECIAL NEEDS**

Catholic schools collaborate with parents/guardians to provide both spiritual and academic educational development for children. Parents/guardians who have a child with a disability should be afforded the opportunity to have a Catholic education for their child.

“A person with a disability is any person, who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such impairment.” (Americans with Disabilities Act, 1990). Lehman Catholic High School’s principal shall evaluate on a case-by-case basis whether or not Lehman Catholic can meet the needs of the student. If the school can make reasonable accommodations to meet the student’s needs, then the school should offer the child the opportunity of a Catholic school education.

### **APPLICATION PROCEDURES**

Admission and readmission are on an annual school year basis. Application for initial enrollment is made by contacting the principal of the school. A copy of the student’s birth certificate should be presented at the time of the initial meeting. Considered as a part of the application process are: 1) standardized test scores; 2) the student’s past academic performance; and 3) the student’s discipline record. Failure to inform the school of any IEP, discipline or health issues could be grounds for dismissal.

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

Prospective students will receive acceptance or denial communication from the Principal. Students entering the school are on probation for the first semester of attendance at the school. The Principal for any reason can dismiss a student during this period.

Students at Lehman Catholic are subject to reconsideration of admission a year-to-year basis. The administration reserves the right to accept or deny admission to any student. The Principal’s decision is final with respect to student admission or readmission.

### **NON-CUSTODIAL PARENTS**

Lehman High School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school related information of his/her child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **OFF CAMPUS CONDUCT**

**STUDENTS SHOULD REMEMBER THAT THEY ARE REPRESENTATIVES OF THE SCHOOL AND RESPONSIBLE FOR THE SCHOOL'S GOOD NAME AT ALL TIMES. BEHAVIOR ON AND OFF CAMPUS THAT IS NOT REFLECTIVE OF THE PHILOSOPHY AND MISSION OF LEHMAN CATHOLIC HIGH SCHOOL MAY LEAD TO DISCIPLINARY ACTION INCLUDING SUSPENSION OR EXPULSION FROM SCHOOL. SUCH PUNISHMENT WILL BE DETERMINED BY THE SCHOOL ADMINISTRATION.**

## **FOOD ALLERGY POLICY**

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

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

The prevalence of food allergies seems to be increasing, affecting as many as 8% of children nationwide. Food allergies result in about 30,000 emergency room visits and claim about 150 lives each year, with children and young adults being at greatest risk for having a fatal reaction. Nearly every school has students who have this severe, sometimes life-threatening condition, some of them undiagnosed. Schools are considered high-risk areas for students with food allergies, with most incidents of accidental exposure occurring in schools. While we cannot totally prevent allergic reactions, we can dramatically reduce the likelihood of such reactions occurring and the severity of consequences if they do occur.

This policy is promulgated to help ensure that all of our students remain as safe and healthy as possible. Effective prevention and treatment plans, proper procedures, and effective communication can help to ensure that our comprehensive approach will benefit all students and staff.

### **I. Parent Responsibilities (Parents with students having known allergies)**

- A. Provide the school's principal with written, up-to-date information regarding your student's allergy.
- B. Work with the school to develop a plan that accommodates your student's needs throughout the school day and during school sponsored activities.
- C. Participate in developing an Allergy Action Plan with your student's doctor that is to be sent to the school upon completion.
- D. Provide appropriate medical documentation and medication to the school including the Allergy Action Plan; if your student is new to the school, you may want to provide a photo for proper identification.
- E. Communicate concerns to the school's principal as those concerns arise.
- F. Provide emergency contact information.

### **II. Student Responsibilities (Students with known allergies)**

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

### **III. Administrator Responsibilities**

- A. Always refer to the school's Crisis Management Plan, a written plan which outlines emergency procedures for managing life-threatening allergic reactions.
- B. Support faculty, staff, and parents in implementing all aspects of the life-threatening allergy program.
- C. Provide training, education, and practice for faculty and staff in:
  1. The signs of anaphylaxis.
  2. The correct use of an epinephrine auto-injector (EpiPen).
  3. Activation of Emergency Medical Response (911).

4. Policy and procedure review at the beginning of each school year.
- D. Inform parent/guardian if/when a student experiences an allergic reaction at school or a school related activity.
- F. Make sure a written contingency and back-up plan is in place in case of a substitute teacher. A copy of the Medical Concerns List should be in each teacher's substitute folder.
- G. Ensure that teachers are trained to administer an EpiPen, if needed.
- H. Place visual reminders of life-threatening allergies in the cafeteria/kitchen.

#### **IV. Teacher Responsibilities**

- A. Receive, read and carry out the Allergy Action Plan for students under your care.
- B. Receive training and education in:
  1. The signs of anaphylaxis.
  2. The correct use of the epinephrine auto-injector (EpiPen).
  3. Activation of Emergency Medical Response (911).
  4. Policy and procedure review at the beginning of each school year.
- C. Food should not be brought into the classroom without first consulting with the Principal or the Principal's designee.
- D. Do not question or hesitate to act if student reports or shows signs of an allergic reaction.
- E. Leave information about life-threatening allergies in an organized, prominent, and accessible format for a substitute teacher. This includes the Medical Concerns List.

#### **V. Cafeteria Responsibilities**

- A. Communicate monthly menu at least one week prior to the start of the next month.
- B. Provide the ingredient listing for any menu item, if requested by parent or guardian.

#### **VI. After-School Activity Moderator Responsibilities**

- A. Be consistent with the school policies and procedures regarding life-threatening allergies.
- B. Receive training in the signs of anaphylaxis, the correct use of the EpiPen, and policy and procedures, and activation of Emergency Medical Response (911).
- C. Recognize students with life-threatening allergies through the use of pictures.
- D. Alert the school's athletic trainer or one of the paramedics on staff when students show signs of allergic reaction.
- E. Act immediately if a student's reaction is life threatening

### **SUBSTANCE ABUSE POLICY**

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

#### **Declarations**

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

#### **Prevention Programs**

As mentioned in the declarations, the community will continue to develop programs with emphasis placed on prevention of drug use. Currently, the school sponsors activities designed specifically to promote a drug free life style. Substance Abuse Advisory Committee (SAAC)/Teen Leadership Corp (TLC) is an organization of members committing to a drug free life style.



## **Breathalyzer**

Lehman reserves the right to administer a Breathalyzer test at any on or off campus school activity.

## **REFERRAL AND TREATMENT SERVICES**

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

## **GENERAL STUDENT GUIDELINES**

Students are strongly encouraged to come forward at any time prior to actions meriting school response to enlist the help of and support of the school community. In such cases the student may avoid disciplinary action provided the requirements of subsequent, recommended support programs are met.

- Any student found to be trafficking alcohol, illegal drugs, or nicotine may be immediately asked to withdraw or be expelled from Lehman with notification of law enforcement officials
- No student shall possess any controlled substance, vaping device, alcohol, nicotine, any look-a-like drug, or paraphernalia used in the use or trafficking on their person, in his or her locker, car, or other belongings while on school property or at any school sponsored function.
- Students shall not in any way be under the influence of any of the above mentioned substances while on school property or at any school-sponsored or sanctioned function.
- Students are encouraged to report any knowledge of above mentioned activities. Additionally, they are expected to remove themselves from people or situations violating these principals.

## **REFERRAL/TREATMENT OPPORTUNITIES**

The following types of situations will merit investigation by the school community and follow up with the family:

### Incident Driven

A student is found to be in violation of any of the General Student Guidelines:

- The student will be confined to the school activity until a parent or legal guardian is contacted and can pick up the student. (If parents cannot be reached, efforts will be made to reach an emergency contact submitted to the school or given to the school by the student. If no contact can be made, emergency or law enforcement officials may be contacted as needed). A meeting will be held with the family as soon as possible at a time designated by the school.
- A professional assessment at a recognized chemical dependency clinic (including substance testing) will be conducted before the student returns to school. Any costs associated with this assessment are the responsibility of the Parent.
- The result of the assessment will be given to the school by the agency and a follow up meeting will be held with the family.
- The results of the assessment may lead to more out-of-school treatment.
- The student will face disciplinary actions that may include suspension or expulsion.
- The student will be placed on probationary status. A second violation of the substance use guidelines may lead to immediate expulsion from Lehman.
- A student participating in extra-curricular activities may face further participation penalties.

### Observation Driven

If the student's behavior indicates possible substance use the following steps will be followed:

- Faculty, staff members or students may be asked to complete a Student Assistance Form used to assess substance use and abuse. (These forms will be given to an administrator). Parents will be informed that such a form has been completed.
- Parents are contacted and a conference is held with school personnel.
- The school may require further assessment and testing. Parents may be asked to have students participate in substance abuse counseling or treatment at the parent's cost.
- The student's compliance to treatment and/or use is periodically evaluated. Student non-compliance could result in disciplinary action or expulsion from Lehman High School.

## **OFF CAMPUS CONDUCT**

**Students should remember that they are representatives of the school and role models for our community. Students are responsible for the school's good name at all times. Behavior on or off campus, including messages or postings on social media, that is not reflective of the philosophy and mission of Lehman Catholic High School may lead to disciplinary actions by the Principal and/or expulsion from school.**

## **SCHOOL HOURS**

School Office Hours during the school year are from 7:00 AM - 4:00 PM.

These are supervised hours for the students. The school building remains open until 10:00 PM for extra and/or co-curricular school activities and events. These school activities are supervised by their respective coaches and advisors, during their assigned practice/competition times. Students should not be in the building without supervision.

## **Lehman Catholic's 2021-2022 Safety Plan**

It is our mission at Lehman Catholic High School to be great by fostering individual discovery, excellence and dynamic faith. To meet this mission we understand that our faith is central to what we do, that parents are given primary responsibility from God over their children, and that our goal every day is provide the highest quality faith life, education, and community possible.

As we enter into another school year we want to reinforce our commitment to our mission and to providing a safe environment for our children. Lehman Catholic fully agrees with the priorities presented by the Archdiocese of Cincinnati (AOC) and their approach to COVID safety as listed below quotes from the COVID-19 *School Guidelines for School Administrators* issued by the AOC for the 2021-2022 school year.

*The Archdiocese of Cincinnati Catholic Schools Office's Guiding Principles: Build, Protect, Prioritize, and Operate.*

- 1. BUILD a community centered around Christ that supports the social and emotional well-being of all members.*
- 2. PROTECT students, staff, and families within our school communities. Schools will evaluate and consider the health and safety guidelines recommended by the CDC and local health departments.*
- 3. PRIORITIZE curriculum and instruction to ensure accelerated learning opportunities. Christ-centered, in-person, data-driven intentional instruction remains the goal for student learning.*
- 4. OPERATE efficiently, collaboratively, and responsibly. Schools should be prepared to operate in-person, taking into consideration the health and safety guidelines outlined by the CDC and local health departments.*

*Archdiocese of Cincinnati acknowledges that this is, at least in part, a personal decision that school families may want to make themselves, in consultation with their medical provider.*

### **Learning Options**

Lehman Catholic will provide the opportunity for digital / distance learning options for student who have need to quarantine for COVID and/or any other extended illness throughout the year. Lehman will encourage parents to not send sick students to school knowing that they have options to continue their education while at home if they are able. In the event of an extended absence we ask that the parents contact the school office with the request for distance learning. Lehman administration will then coordinate with faculty to provide needed details for the request.

### **Masks**

Lehman Catholic High School agrees with the AOC and believe that the decision to wear a mask is a personal decision for families to make. Lehman will not require masks. Additionally, no student or faculty member will be treated any differently regardless of their decision and Lehman will aggressively defend the Christian treatment of all students and faculty regardless of their decision on masks.

### **COVID-19 Protocols**

Lehman Catholic will work with the local health department to determine appropriate courses of action when a case of COVID has been diagnosed.

### **Off-Site Protocols**

Parents and students must recognize that when traveling to other schools or facilities, or while riding public school transportation, there may be requirements differing from Lehman Catholic in place. It is the expectation of Lehman that all students, parents, faculty and staff are respectful of protocols that might differ from our own.

## **Responsibility and Roles**

### **Parents**

We need your help in preventing symptomatic students with any illness from coming to school.

- Please check your child for any of the following COVID-19 symptoms or from other illnesses. When making the decision to send your child to school, please error on the side of caution.

- If your child has been exposed to someone who has tested positive for COVID-19, we will work with your local health department to determine the best course of action. Please do not send the student to school prior to finalizing a plan for return.

### **Students**

Students have an equally important role in the prevention of COVID-19 and other illness. As much as a student may want to be in school or participate in an extracurricular activity, it is better to err on the side of caution.

- If you have COVID symptoms or symptoms of another illness, please do not come to school until it is safe to do so.
- Wash your hands thoroughly before leaving your house for school each morning.
- Wash your hands or use hand sanitizer on a regular basis.
- Make a conscious effort to not touch your face, and limit touching other students' belongings.

### **Short-Term All School Distance Learning Plans**

If there is an increase in the rate of the spread of COVID-19 or any other illness detected in our community and within the school and it becomes necessary to close the building to reduce the rate of infection, we have a plan for returning to distance learning with the goal of returning to the classroom as quickly as possible. Zoom will be used to continue classes on the regular schedule until in-person can be resumed.

Athletics and extra-curricular activities will be evaluated during this period following OHSA and state guidelines. We promise to be innovative here and make every effort to promote strong community and reduce the impact during this period (ex: providing access to coaches, trainers, et al).

This plan will only be instituted if directed by outside governing and health organization.

Lehman Catholic reserves the right to change this policy as needed or dictated by law or mandate.

### **RIGHT TO AMEND**

**Lehman Catholic High School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via email or the Lehman website.**

**Last Updated: 8/18/2021**