



**LIMA CENTRAL CATHOLIC HIGH SCHOOL  
2017-2018 STUDENT HANDBOOK**

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

General Office Hours  
7:00 AM to 3:30 PM

Business Office Hours  
7:30 AM to 4:00 PM

General/Main Office  
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Absence Number  
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Guidance Office  
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Development Office  
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419-222-4276 ext. 2023

**[www.lcchs.edu](http://www.lcchs.edu)**

Dear Students & Parents/Guardians,

Welcome back Thunderbirds! We are so excited that you have chosen to deepen your faith and learning at Lima Central Catholic. Our faculty and staff are dedicated to helping you grow spiritually, academically and socially during your high school years.

Students, parents, teachers and school administrators have developed this handbook to outline appropriate, responsible student behavior. Therefore, it is my sincere hope that all parents and students will use it to reference important information and policies regarding academics, discipline and co-curricular activities. As you read over the student handbook to familiarize yourself with the current policies, please note any changes from last year are highlighted in gray. Our school seal contains the words, Lead, Serve and Excel. We also end each school day with those three words to remind you that you are an LCC student every day (24/7). Your actions and decisions, even on weekends, reflect your status as a student at Lima Central Catholic.

Parents, please talk to your students and make sure they are aware of what is expected of them both inside and outside of school. If you have any questions, please don't hesitate to contact me or the Dean of Students, Mrs. Schmiedebusch. As we enter our 62<sup>nd</sup> year of education, we remain committed to offering you an excellent education in a Christ-centered environment. By working together, our students will continue to Lead, Serve and Excel academically, socially and, most importantly, spiritually.

Blessings,  
Stephanie A. Williams, Principal/CEO  
Lima Central Catholic

# LCC Mission Statement

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

## Core Values

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

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

## Attributes of a Lima Central Catholic Graduate

- Embrace a love of learning, a desire for truth, and development of one's God-given potential.
- Demonstrate the skills to be a self-advocate and assert one's self in leadership situations.
- Provide individual contributions to enhance the overall collaborative effort of a team.
- Encourage cooperation and perseverance to enhance the effectiveness of diverse teams.
- Communicate with clarity and listen with compassion while living the values of the Gospel.
- Incorporate effective techniques of design and delivery in written and oral presentations.
- Summarize the main idea and identify the supporting details of an argument.
- Demonstrate responsible decision-making centered upon the Catholic moral conscience.
- Distinguish multiple perspectives about an issue in order to make an informed decision.
- Consider the alternative solutions for approaching and potentially resolving a problem.

# **Traditional Roman Catholic Prayers**

## **Sign of the Cross**

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

## **Daily Offering**

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

## **Act of Faith**

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

## **Act of Hope**

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

## **Act of Love**

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

## **Hail Mary**

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

## **Our Father**

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

## **Non-Discrimination Policy**

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

All students will participate in the Religious education program of Lima Central Catholic.

### **Note to Parents and Students**

You will find in the following pages the newly publicized Lima Central Catholic High School Student Handbook. **Changes to this handbook have been highlighted in gray.** This handbook replaces all former policies, bulletins and notices thus becoming the contract of behavior for all students who are enrolled at Lima Central Catholic High School.

Since Lima Central Catholic High School is a school of choice, parents and students alike should recognize that registration of a student is considered an agreement to accept and comply with these guidelines as a norm of conduct. Students represent Lima Central Catholic High School both on and off campus. It is our expectation that all students and parents/guardians will read and acquaint themselves with the policies as they are expressed within this handbook, not all situations and circumstances can be anticipated. It is our judgment that the policies within this Student Handbook provide a positive guide to enable administration, faculty and staff members to help students to change “do the right thing.” The Administration of Lima Central Catholic maintains the right to modify or interpret any policy contained within this 2017-2018 handbook.

Students at Lima Central Catholic are expected to observe the ordinary rules of conduct becoming to Christian men and women. Students are expected to live lifestyles in keeping with the teaching of the Catholic Church. Parents are the first and foremost educators of their children, yet they delegate a part of their responsibility to the school. The school will make reasonable attempts to keep the parents informed about their child’s progress and solicit their cooperation. The parents, in turn, have the obligation to support the school and abide by all school policies regarding discipline and academics. Self-respect is fundamental to psychological health and moral maturity; Lima Central Catholic’s purpose is to guide students as they develop their sense of self-respect. The belief that every human being is “made in God’s image and likeness” leads to a positive attitude, which is reflected in actions, speech and appearance.

A unique relationship exists between students and teachers. Teachers have dedicated themselves to Catholic education to assist students in preparing for and meeting the challenges of life. The rapport that exists between student and teacher is a bond based on mutual trust and respect. Both are expected to maintain this trust.

## 2017-2018 School Year

<u>Date</u>	<u>Event</u>
August 10	Faculty Professional Development
August 11	Lima Catholic Schools Faculty & Staff Retreat/ Professional Development
August 14	Freshmen Orientation & Retreat
August 15	Schedule Pick-up (grades 9-12)
August 16	First Day of School
September 4	Labor Day – No School
October 9	Columbus Day – No School
October 13	End of 1 <sup>st</sup> Quarter (41 Days)
November 22-24	Thanksgiving Break
December 20	End of 2 <sup>nd</sup> Quarter (45 days)
Dec 21-Jan. 2	Christmas Break
January 3	Second Semester Begins
January 15	Martin Luther King Day - No School
February 19	President's Day – No School
March 9	End of 3 <sup>rd</sup> Quarter (46 Days)
March 12	Faculty Professional Development – No School
March 30 – April 3	Easter Break
May 11	Baccalaureate Mass & Senior Breakfast
May 12	Graduation
May 18	End of 4 <sup>th</sup> Quarter (46 days) – Last Day of School
May 21*	Teacher Work Day

\*Should days need to be made up, they would begin May 21.

### Duration of Quarters

First Quarter	August 16 - October 13
Second Quarter	October 15- December 20
Third Quarter	January 3 – March 9
Fourth Quarter	March 12 – May 18

# Academics

## 1. ADMISSIONS

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

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

### Incoming Sophomores, Juniors & Seniors:

Application for Enrollment

Copy of last year's report card, most recent report card, and most recent Standardized

Test scores

Teacher Evaluation

Essay

**\$50 Application Fee**

Meet and Greet with the Director of Enrollment/members of Administration

For an enrollment packet please contact Kayla Nocera at [knocera@apps.lcchs.edu](mailto:knocera@apps.lcchs.edu) or visit our website <http://lcchs.edu/home/admissions-2/admissions-application/>

## 2. GRADING SCALE

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

## 3. GRADE POINT AVERAGE AND RANK

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

#### 4. GRADE AND PROGRESS REPORTS

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

#### 5. GRADUATION/ACADEMIC REQUIREMENTS CLASS OF 2014 & BEYOND POLICIES & PROGRAMS

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

Students in class of	Graduation requirements
2018 & beyond	22 credits, Capstone Project, 16 Service Hours/Reflection Paper and earn 18 points on 7 End of Course State Tests

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

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

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

## **Diploma with Honors**

Student shall meet any seven of the following eight criteria:

1. Earn four units of English
2. Earn four units of Mathematics that shall include Algebra I, Geometry, Algebra II, and another higher-level course
3. Earn four units of Science, including Physics and Chemistry (Zoology/AP Bio/A&P)
4. Earn four units of Social Studies (Psych/Soc., Microeconomics, Macroeconomics)
5. Earn either three units of one Foreign Language or two units each of two Foreign Languages
6. Earn one unit of Fine Arts
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year (mid-year of senior year)
8. Obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1210 (1280 for Class of 2021) on the Scholastic Achievement Test (SAT) with no regard for its new writing portion.

## **Policy for Academic Recognition:**

Beginning with the class of 2020, the following academic recognition model will be followed. This policy does replace the Valedictorian/Salutatorian model. Student recognition will be determined after the 7<sup>th</sup> semester.

There will be three tiers and they are as follows:

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

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

## **Technology certificate requirements**

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

1. Technology Mastery
2. Student must also complete 3 of the following:
  - Digital imaging & Integrated Imaging
  - Digital Photography & Desktop Publishing
  - Computer Maintenance & Repair

### **The Center for Academic Excellence:**

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

### **Confidentiality Policy for Students with Disabilities:**

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

### **Report Cards/Reporting System:**

Progress reports will be sent home to the parents of students working on and IEP (Individual Education Plan) quarterly.

Intervention Specialist will meet to review goals/objectives and develop new ones. They will ensure all staff who works with a student on an IEP understands the content of the child's IEP and implement the accommodation/modification. They will also, collect data used to report progress towards annual goals.

### **Accreditation Program:**

Lima Central Catholic is a fully accredited institution through the Ohio Catholic Schools Accrediting Association. All teachers are certified and fully accredited by the State of Ohio. Faculty members are updated in the latest technology techniques and innovations through in-service workshops and other educational opportunities.

## **6. CLASS SCHEDULING**

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

Scheduling is a complex process involving many factors. First priority is given to core courses for all students. Electives are then scheduled with priority order given to seniors, followed by juniors, sophomores, and freshmen in that order with every effort being made to schedule students' top choices. There is also the need to achieve a balance in the number of students scheduled in the course, in addition to classroom availability. Students are instructed to select the courses they want or need, and many decisions, including staffing needs, are made based upon these requests. Therefore, schedule changes after this point are considered only when there is a need to adjust due to extraordinary academic circumstances. **Any schedule changes made after the first two weeks of classes will be assessed a fee of \$25 and may result in a withdrawal failure.**

**No changes can be made to college level class schedules.**

## 7. HOMEWORK

Students are expected to complete daily homework assignments as well as projects on time. Late work will not be accepted. Students are expected to study on a nightly basis versus cramming before a test.

## 8. COURSE RETAKES

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

## 9. INCOMPLETES

Any student who has received an incomplete has a maximum of two weeks to make up the work. Any incomplete work not made up in the designated time period will automatically convert to a failing grade.

## 10. CHRISTIAN SERVICE

### LIMA CENTRAL CATHOLIC SERVICE HOURS

Service is a requirement for all Lima Central Catholic students in order to develop lifelong habits. For a complete education, one does not simply learn about faith from a book but learns to live it. The service hours are a laboratory for Christian living. In the end, our hope is for our students to be prepared for a future defined by sacrifice for the good of others.

All Lima Central Catholic students are required to complete **16 hours** of service throughout the school year, **8 hours in the first semester and 8 hours in the second**. **Four (4) hours must be completed in the student's parish or church community. It is preferred and encouraged that 8 hours of service be completed each semester. However, individual exceptions will be granted for a student to complete all 16 hours during the summer or during Christmas break. This approval must be granted in writing by the student's theology teacher no later than December 15<sup>th</sup>.**

These service hours are permitted during any month of the calendar year (including summer months for the following fall). Any service done for the school within school hours does not count toward this requirement.

Service means going beyond what is expected of you, this means service cannot be done for one's family. Service is done without the expectation of receiving anything in return. Therefore, one cannot get paid or receive any other monetary gift for doing the service.

Students must complete and return the **Service Hour Log** sheet at the end of the school year to their Theology teacher along with a **3-page reflection paper** on their time spent doing service. The service hour log requires a supervisor's signature, dates service is complete, total number of hours, location and a brief description of the service. The 3-page paper will be a reflection on the time spent doing the service.

**SERVICE HOURS ARE A GRADUATION REQUIREMENT AT LIMA CENTRAL CATHOLIC HIGH SCHOOL.**

## 11. RETREATS

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

## 12. FINAL EXAMS

**Seniors** may be exempt from final exams if they have maintained an A- average in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> quarters and at the midterm grade of the 4<sup>th</sup> quarter. College level classes are never exempt.

## 13. ACADEMIC MISCONDUCT

Students are responsible for completing and submitting their own work. Every act of academic dishonesty is considered an act of serious consequence and will be dealt with as such.

Any form of cheating whether it is plagiarism, bringing unapproved material to the test, indicating the specific content of a test to students yet to be assessed, sharing/copying another student's work and presenting it as your own on homework, quizzes, tests, projects or writings is unacceptable. **Please refer to Honor Code.**

### Consequences:

#### 1. Acts of academic dishonesty:

- A student earns a zero for the test/assignment.
- The parent is notified.
- **2 Saturday Schools will be issued**

#### 2. If a second incidence of academic dishonesty occurs:

- A one-day in-school suspension will be issued. On the day of suspension students may earn up to 50% for all work assignments given that day, if done during the in-school suspension time.
- Student, parent, and administration conference.
- A notice is placed in the student file.
- Course failure is a possibility.

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

## 14. TRANSCRIPTS

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

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

Transcripts are sent on request from the Guidance Office. Seniors may receive two free transcripts. For each additional transcript or for each transcript requested after graduation, there is a \$5.00 fee.

## 15. HONOR ROLL

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

<b>Mark of Excellence</b>	4.0 GPA or higher
<b>Superior Honors</b>	3.5 – 3.999
<b>Honors</b>	3.0 – 3.499

## 16. NATIONAL HONOR SOCIETY

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

### Selection Process

The names of junior and/or senior students whose cumulative scholarship average is 3.70 or higher are notified that they are eligible to apply for National Honor Society. A student who wishes to be considered for membership must submit by a designated deadline the completed Student Activity Form and an essay incorporating the four characteristic of a National Honor Society student. A student is then considered for membership through a rating of his/her teachers and coaches, based on their demonstration (observed behaviors and attitudes) of scholarship, character, leadership and service. This rating will provide relevant information for use by the Faculty Council; the Faculty Council is comprised of five teachers and one advisor. **Membership is not guaranteed by the student's grades.**

The Faculty Council reviews the essays, the Student Activity Form and the Teacher evaluations, to determine each student's eligibility for membership in the Thunderbird Chapter of the National Honor Society. **It is a privilege to be admitted to the National Honor Society, not a right.**

A letter from the Chapter Advisor will notify those students who have been found to fulfill all of the eligibility requirements for membership. The letter will outline some of the obligations and responsibilities of membership as well as serve as the formal invitation to the induction ceremony, held in the fall of each year. Members are to understand fully that they are subject to probation and possible dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection.

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

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

## **17. ACADEMIC LETTER**

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

## **18. ACADEMIC PROBATION**

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

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

## **19. WITHDRAW POLICY**

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

All financial obligations accrued through tuition, fees or other fines must be paid in full before the school will release records to the high school or to any school to which a student may transfer. In general, if the school issues academic credit for the entire quarter in which the child withdraws, the tuition will be charged for the entire quarter. In the event the student withdraws before the completion of a quarter, the balance of the tuition minus the registration fee, other fees and fines, will be returned. Tuition refunds will be pro-rated based on the number of remaining months, following the month of withdrawal divided by 10.

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

## **20. COMMENCEMENT**

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

## **21. EXAMS**

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

**Contact the teacher to schedule a make-up time at the teacher's convenience.**

## **Finances**

### **1. FINES**

All students must pay any fines incurred before report cards are mailed at the end of the year. Seniors with outstanding fines/balances will be prohibited from participating in commencement ceremonies and his/her diploma and transcripts will not be released.

All student accounts **must** be kept current. Failure to keep tuition accounts current will result in one or more of the following:

- Grade cards will **NOT** be released.
- Student will **forfeit** his/her tuition assistance.
- Students will **NOT** receive his/her diploma and transcripts will **NOT** be sent to other schools or colleges.
- Student will **NOT** be allowed to register for the following year.
- Student will be subject to dismissal from Lima Central Catholic.

## Attendance

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

- ◆ **Students are expected to be present each day for every period including homeroom unless sickness or a pre-arranged absence prevents this.**
- ◆ **Arriving 10:00 AM is considered a half (1/2) day absence.**
- ◆ **If a student must be absent, a parent is required to telephone the school office before 9:00 AM to report the absence. Absence number: 419-225-4401** (The school is required to notify a student's parent or guardian when a student is absent from school. Parents must provide the school with their current home and/or work numbers as well as emergency numbers.)
- ◆ **Every effort should be made to schedule appointments outside the school day.** Any student who must be absent from school to secure any medical service must bring a note from the doctor/dentist at the time they return to school.
- ◆ **Juniors and Seniors are permitted four days total for College Visitation Days.** Pre-approved college visit days will be counted as excused absences. These stipulations apply: must be before May 1<sup>st</sup>, and must be approved by the Administration two days prior to visit.
- ◆ **Family vacations resulting in students missing school time are strongly discouraged due to the disruption of the academic process.** If a vacation is scheduled during class time, the parents must contact the Principal at least one week beforehand. Missed schoolwork must be completed within three (3) days of his/her return. A student has full responsibility for contacting teachers and completing all work. Students should check Progressbook for assignments.
- ◆ **Skip days are truly contrary to the educational seriousness of Lima Central Catholic High School. Students absent on a skip day will be unexcused.**
- ◆ **If a student needs to leave school for any reason, he/she must notify the general office in writing before 8:00 AM.** Emergency situations during the day will be handled with a phone call to parents/guardians. A student may not sign out of school without parental and administrative permission.

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

### ◆ Excused Absence

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

### ◆ Unexcused Absence

Unexcused absences include, but are not limited to; needed at home, gainful employment, oversleeping, missing the school bus or ride, car trouble, running non-emergency errands or a "skip day". Personal reasons will be unexcused unless a specific reason is given to and/or prior approval is obtained from the Principal. The Principal will deal with special situations based on their individual merit.

## Attendance Consequences

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

- ◆ Any student who is absent from school, arrives after 8:30 AM, without a doctor's note, or is sent home due to illness may not participate in or attend after school activities unless approved by the Principal or his/her designee.
- ◆ Following twelve (12) days of absence, all subsequent absences are considered unexcused without a doctor's slip or Principal's approval.
- ◆ Students that continue to have an ongoing number of absences or tardiness will be placed on **Attendance Probation** and they and their parents will be required to meet with the Administration to discuss the problem.
- ◆ Any student leaving school grounds without permission will be considered truant and disciplinary action will be taken.

## Tardiness

**All students entering school after 8:00 AM must report to the Attendance Office sign in, and receive a class admission slip. The teacher will not admit the student to class without a valid admission slip. Students arriving between 8:00 AM and 10:00 AM will be considered tardy.**

- ◆ Students who are tardy to school must report to the general office for a pass to enter class.
- ◆ A student is expected to be in every class when the bell rings. Anyone who arrives tardy to any class throughout the day, not verified by a pass, will be marked tardy and issued a demerit.

## Consequences for Tardiness to School

- ◆ The third (3<sup>rd</sup>) unexcused tardy in a quarter merits a detention.
- ◆ The third unexcused tardy and every subsequent unexcused tardy in a quarter merits a detention.

# Discipline

An orderly atmosphere is essential to the learning process. A disciplinary code provides structure, clarification and responsibility for proper behavior. Conduct off school property, if directly affecting the good order and welfare of the school, shall be subject to school discipline when judged appropriate. **The Administration reserves the right to make all final decisions regarding appropriate student conduct and consequences on an individual basis.**

## 1. VIOLATIONS

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

- Eating or drinking in hallways/classrooms during school
- Littering
- Tardiness
- Breaking uniform code
- Violation of the school's closed lunch policy
- Lack of respect for others
- Using foul or profane language
- Disruption of class/excessive talking
- Public display of affection
- Exhibiting inappropriate behavior during an emergency drill
- Public annoyance in class or hall
- Leaving lockers unlocked/open
- Disorder on a school bus
- Being in a restricted area
- Inappropriate behavior at an assembly
- Violations of classroom rules
- Failure to serve a classroom detention as defined by the classroom teacher
- Failure to abide by parking regulations
- Driving in excess of 10 mph on campus
- Misuse of an iPad or other electronic devices
- Late or failure to serve a detention will result in an additional detention.

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

- Removal from a class by a teacher
- Damaging school property
- Damaging private property, such as driving through the grass by the car wash
- Degrading another person by written, gesture, or verbal abuse
- Lying
- Possession of prescription or non-prescription medication in lockers
- Indecent Exposure
- Altering report cards or records
- Gambling
- Skipping class
- Misbehavior at Mass

Possession and/or use of tobacco

Failure to serve an additional detention will result in a Saturday School as a result of not serving the original detention.

### **Class Removal Consequences**

When a student is removed from a classroom, the following will be applied:

**1st Removal** - Student receives two detentions and the teacher will contact the parent that evening.

**2nd Removal** - Student receives two detentions and a mandatory student/parent/teacher conference is held.

**3rd Removal** - Student receives a five-day suspension and may be removed from the class permanently with a failing grade.

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

Theft

Fighting

Assault - defined as an aggressive act by one student met with a primarily defensive reaction by a second student.

Possession or use of weapons, explosives, or fireworks

Possession or detonation of arson-creating devices

Inducing panic

Leaving school grounds without permission

Physical or verbal assault

Possession or use of un-prescribed mood-altering chemicals, e.g. alcohol, marijuana, barbiturates, amphetamines, etc.

Misuse of prescribed or over-the-counter drugs

Refusal of punishment

Gross disrespect to teacher or staff member - insubordination

Violation of appropriate use of social media

Repeated violations

Failure to serve a Saturday School

## **2. CONSEQUENCES**

### **Detention**

Detentions are scheduled without regard to extra-curricular activities or employment. It is the student's responsibility to arrange transportation to/from detention. Detention Hall is held at posted times; students are to be punctual and observe all Study Hall rules. Students must follow the detention moderator's request.

Every five (5) detentions received will result in being assigned a Saturday School.

## **Saturday School**

Saturday School is a punitive procedure considered more serious than detention. Students are to report to Lima Central Catholic High School on the appointed Saturday at 8:00 a.m. and remain until 12:00 p.m. The supervising staff member will assign tasks both in and out of the building, with manual labor possible. The cost of Saturday School is \$25, due the Friday prior to the Saturday School assignment. Failure to serve a Saturday School will result in a suspension. Failure to pay the required fee will result in the fee being added into the student's tuition. Arriving late to Saturday School will result in an added detention.

## **In- School Suspension**

The Dean of Students or other Administrators may suspend a student from school for disciplinary reasons outlined in the Student Handbook. Within one school day, notification of the suspension will be sent to parents stating the specific reason(s) for the suspension. Students that receive an in-school suspension, will be under the direct supervision of the Lima Central Catholic Administration. All work including tests and quizzes can earn up to half credit while completed during the in- school suspension. Independent counseling may be required for students who are suspended.

## **Behavior Contract**

This is an eighteen-week trial period during which the offending student attempts one last time to prove his/her suitability as a member of the student body by behaving properly. During this trial period the student may not take part in any co-curricular activity as a participant or a spectator. A detention during this period will result in a suspension. A second detention during this period may result in expulsion.

**Note 1:** The trial period for PROBATION and LAST RESORT PROBATION carries over to the following school year if the trial period is not completed in the year of the infraction.

**Note 2:** A student does not necessarily progress through all of the above-mentioned steps. The Disciplinary Board reserves the right to place or maintain a student on any level if the nature of the offense warrants such action.

## **Expulsion**

A student may be expelled for any of the following acts as well as others not noted: violation of the Lima Central Catholic Alcohol and Drug Abuse policies, damaging school property, stealing, violation of the terms of disciplinary or academic probation, a second suspension, any act which endangers the safety of others, a consistent pattern of behavior unacceptable to Lima Central Catholic or harmful to its reputation. In the case of an expulsion, the Dean of Students will inform the parents of the action being taken. Parents may appeal a decision to the Principal.

## **Uniform Code**

Each student is expected to take pride in wearing the Lima Central Catholic uniform. His/her appearance should contribute to an atmosphere that is conducive to serious academic work. For this reason, extremes and eccentricities in dress or appearance are not permitted. Uniform apparel may not be worn with holes. **The Administration reserves the right to make all final decisions on what constitutes appropriate dress and grooming.**

**The following dress code is in effect unless deemed otherwise by the Administration:**

**Girls/Boys**

- **Traditional navy dress slack – 65% polyester, 35% cotton**

No alteration may be made to the slacks, i.e. hems slit or cut.

The slacks may not be sagged. Slacks must be worn correctly at the waist.

**Button down collared solid white or light blue oxford cloth blouse/shirt; long or short sleeved. (Oxford shirt = collar with buttons.)**

Only the top button of the *girl's* blouse may be open. Sleeves must be buttoned or rolled up. Collar buttons must be buttoned. If a t-shirt is worn under the blouse/shirt it must be **plain white**. Blouses/shirts must be tucked into the waist of the slacks.

- **\*Optional –Red, gray or navy blue sweater.**

Available in long sleeved v-neck or vest style. Sweaters must be purchased from the Uniform Company. (Lion Clothing in Delphos) Sweaters may not be worn with holes/patches.

- **\*Optional – Navy lightweight fleece shirt.**

Available in the Lima Central Catholic Bookstore.

- **\*Optional – for girls -Navy Scooter –65% polyester, 35% cotton.**

- No higher than 3" above the knee. Please purchase at the uniform store. (Lion Clothing in Delphos)

- **Official School Tie(s) – for boys.**

The knot of the tie must cover the top shirt button, which will be buttoned.

Ties are available here at Lima Central Catholic or at Lion Clothing. All ties must be worn appropriately.

- **Shoes.**

All shoes must be leather. No canvas material will be accepted.

Leather black, brown, dark blue or tan; no other color is permitted. Patent Leather shoes are not acceptable. Shoes must have a closed toe and heel. Absolutely no sandals, slippers, work boots/UGG's or athletic shoes of any kind. Leather boot type/shoes must be below the ankle. Leather boat-type shoes may be all solid, or the upper top and/or side of shoe may be a darker shade of black, brown, blue/tan. *No stripes, plaids, etc. are allowed on the sides of any shoes.*

Leather shoes may have a lighter sole. (For example white.) Shoes are to be tied or fastened appropriately. If shoes have shoelaces, they should match the color of the shoe.

If in doubt, please speak to the Administration before purchasing any shoe or keep your receipt in case the need for a return arises. All shoes are subject to approval by Administration.

- **Socks must be worn. All socks must reach above the ankle.**

All socks, worn with a Scooter must be white, navy or gray in color. Knee socks must be worn with a Scooter. Girls may also wear cable knit tights with the Scooter. Tights must be plain; no patterns. Tights cannot be worn with holes/runs. Tights are to be purchased at the uniform store. (Lion Clothing in Delphos) Socks are not permitted over tights. No leggings are to be worn. Boys are permitted to wear black, blue, white, navy or tan socks.

- **Leather belt must be worn.**

Belts must be a solid color; black, brown, navy, tan or white.

- **Students' hair must be neatly groomed.**  
Un-natural hair colors/tinting such as red, blue, green, etc. are not acceptable; unusual hairstyles such as Mohawks, spikes, designs, etc. are not acceptable. Boy's hair shall not touch nor extend below the shirt collar; ponytails are also unacceptable for boys.
- **Boys are expected to be clean-shaven, including below the chin.**  
Sideburns are not to extend below the earlobes. Mutton chops, beards or mustaches are not permitted. Boys who are required to shave during school hours will be assessed a demerit; habitual offenders will be sent home with disciplinary consequences commensurate to a Matter of Serious Consequence violation.
- **Jewelry.**  
Boys may wear a *small* stud earring. Studs will be subject to administrative approval. Girls are to avoid extremes in earrings. No nose piercings.
- **Visible tattoos are unacceptable during the school day and at all school activities. Tattoos must be covered at athletic contests and dances.**
- **Scarves, suspenders and head coverings are not part of the uniform.**
- **Inappropriate or negative buttons/badges are not allowed.**
- **Hats are not to be worn in the building.**

A violation of the uniform code will result in a demerit/detention. Students accumulating 3 demerits in a quarter will receive a detention. Flagrant violations of the Uniform Code will result in a parent conference.

At any time, the Administration reserves the right to send a student home for uniform abuse.

Spirit Day apparel description:

- Jeans/khaki's/sweatpants
- Lima Central Catholic shirt/sweatshirt with the Lima Central Catholic T-Bird, etc. It may not be covered by a non-Lima Central Catholic jacket, sweater, etc.
- Tennis/casual shoes
- Students may NOT wear:  
yoga pants, leggings, pants with holes, open toed shoes, flip-flops, sliders shorts of any length, hats of any kind

## **Other Items of Importance**

### **1. BACKPACKS – BOOK BAGS - GYM BAGS**

Backpacks, book bags, gym bags may be brought to school. However, **they may not be brought to classes or to the cafeteria.** They must be stored in their owner's lockers. Lockers must be closed and secured.

### **2. LOCKERS**

All students are assigned a locker, which must be secured; the 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. Tape of any kind is not to be used on the outside of lockers; locker signs should be hung using magnets. No stickers or decals are permitted inside a locker. Students will be asked to remove pictures or items in lockers that violate the spirit of the school philosophy. Students are reminded that lockers

are property of Lima Central Catholic and are subject to search or unannounced inspections if deemed necessary by the administration. Open lockers will result in a detention. Students are to immediately report locker problems to Mrs. Hairston in the Guidance Office.

### 3. CAFETERIA

- Lima Central Catholic has a closed campus lunch policy. **Students may NOT leave school for lunch nor order food to be delivered; parents are not to deliver fast-food lunches to students.**
- Students are not permitted to charge meals. They must have monies in their account or have cash/check at the time of purchase. If the student does not have money to purchase their meal, the student is offered fruit, vegetables and milk at no charge.
- Students are to remain in the cafeteria until the lunch period is over.
- Before leaving the cafeteria, each student must return their tray, utensils and cartons to one of the locations provided, and deposit leftovers and paper in the receptacle provided. Students are responsible for keeping the cafeteria clean at all times.
- Misconduct or messiness in the cafeteria warrants a penalty.
- iPads are not allowed in the cafeteria during lunch.

### 4. CANCELLATION OR DELAY OF SCHOOL

During inclement weather students should check local radio or TV stations. Parents and students may register for email or text alerts at <http://ohioalerts.org>.

### 5. CELL PHONES, RECORDING DEVICES, LASERS, IPADS, IWATCHES

Cell phones, and electronic devices, etc. shall only be used during approved time during the school day. iWatches may not be worn during class. Cell phones, or any other electronic communication equipment used, possessed, heard, or in plain sight during unapproved school hours will be confiscated. **All cell phones should be in the student's locker.** On the first offense, confiscated items are returned when a \$10 fine is paid to the Principal; upon the second offense, the confiscated items are returned when a \$20 fine is paid, and Saturday School is assigned; upon the third offense, confiscated items are returned when a \$30 fine is paid, a meeting with the parent and student is held and two Saturday Schools are assigned; upon the **fourth offense, the student will receive a one day in-school suspension.** Laser devices are strictly forbidden during school hours and at any school function.

Refusal to hand over a cell phone is considered insubordination and may result in a Saturday school or in-suspension. Students shall not take the battery out of the phone or lock the phone or device; students who do so are admitting gross violation of the student handbook policies pursuant to school safety, harassment or academic integrity guidelines, which will warrant multiple Saturday School assignments or in-school suspension.

## 6. CHEMICAL ABUSE POLICY

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

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

### **Policy:**

1. Students shall not possess, use, transmit, sell, conceal, consume, manufacture, distribute or be under the influence of any mood-altering chemicals (drugs/alcohol) or tobacco products on school property or at school sponsored or related events or activities. This includes possession of drug paraphernalia.

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

3. A student who distributes a substance under the pretense that it is a drug of abuse (look-alike) shall be subject to the same disciplinary action as if it actually was a drug of abuse.

4. If a school official has reason to believe, that intoxicants, illegal drugs, or other potentially harmful substances or drug paraphernalia are concealed in or on school property, a search procedure will apply.

5. Any unidentified chemical substance will be provided to the proper authorities for identification.

6. If a student is found to be “chemically dependent”, the student must enter a drug treatment facility or program.

7. If a student is found to be in violation of the Chemical Abuse Policy, the Administration will require the student to be tested.

8. If a student is found to be “chemically dependent,” the student may be subject to random testing by an agency recommended by the Administration.

**Procedures:** The following procedures will be followed in dealing with the above situations:

## **1. First Offense**

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

**2. Second Offense:** Follow the same procedure as outlined above. The suspension will be ten (10) days. Expulsion may be recommended.

**3. Third Offense:** Follow the same procedure as outlined above. Expulsion will be recommended.

## **Students Seeking Help**

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

## **Confidentiality**

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

## **7. CHILD ABUSE POLICY**

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

## **8. DANCES**

All guests (non Lima Central Catholic students) must be registered with the high school office by 2:30 PM on the school day before the dance. When guests are allowed, the Lima Central Catholic student may bring only one guest. The guest must be appropriately dressed for the event; a guest may be no more than 20 years old. The guest must arrive with and leave with the Lima Central Catholic student host. Law enforcement officials are present at every event. A certified Breathalyzer administrator is authorized to conduct a Breathalyzer test on any student or guest if it is deemed necessary by a law enforcement official. Students will be ordinarily required to sign in and out of dances. Once a student has signed out of the dance, they will not be allowed to re-enter.

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

Inappropriate dance styles are unacceptable; students who continue to dance in inappropriate fashion will be removed from the dance with disciplinary action following.

## **9. FUNDRAISERS**

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

## **10. HARRASSMENT AND BULLYING**

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

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

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

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

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

The Administration of Lima Central Catholic maintains the right to interpret and/or modify this policy.

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

### **Introduction**

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

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

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

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

#### **A. Bullying by Definition:**

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

- (1.) Causes physical or emotional harm to the target or damage to the target's property.
- (2.) Places another student in reasonable fear of harm or of damage to property.
- (3.) Creates a hostile environment at school for another student.
- (4.) Infringes on the rights of another student at school.
- (5.) Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
- (6.) Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.

(7.) Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:

- a) Wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
- b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
- c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

### **B. Bullying is Prohibited:**

(1.) On school grounds owned/ leased/used by a school or on property immediately adjacent to school grounds.

(2.) At any school-sponsored or related activity, function or program whether on or off school grounds.

(3.) At a location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.

(4.) At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.

(5.) Through the use of technology or electronic device owned, leased or used by a school.

(6.) Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:

- a. Create a hostile environment at school for the target.
- b. Infringe on the rights of the target at school.
- c. Materially and substantially disrupt the education process or the orderly operation of a school.

## **11. LEAVING SCHOOL GROUNDS**

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

## **12. MARRIED STUDENTS**

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

### 13. MEDICAL MATTERS

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

**Medication:** All students on physician prescribed medication shall present the medication and Physician/Parental Authorization Form to the school's main office. Students will report to the main office to take the prescribed medication at the designated time.

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

**Note:** Failure to comply with these immunization regulations will mean exclusion from school.

### 14. MOTORIZED VEHICLES

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

### 15. PARKING

**Staff Parking:** All staff will have reserved parking spaces. Any student parking in the Reserved Staff Parking area will receive a detention. A student who parks two times in any reserved space will lose their future parking privileges.

**Student Parking:** Students must have a Parking Permit visible in the designated place in their vehicle to use the Reserved Parking areas; students without permits shall park in the stone lots. If a student loses their permit it will cost \$10 to replace it.

### 16. RESIDENCY

Lima Central Catholic is a family-oriented high school and all students, including those 18 years of age and over, are expected to reside with their parents or legal guardians.

“Independent students” living in apartments, etc., is **NOT ADMISSIBLE. Violation of this policy will result in the student be asking to withdraw.**

### 17. RESTRICTED AREAS

Students are not permitted in any Teacher's Lounge or any other area restricted by an individual teacher, support staff member or administrator.

## 18. SCHOOL PROPERTY

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

## 19. SEARCH AND SEIZURE POLICY

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensuring proper maintenance of school property, and providing greater safety and security for Lima Central Catholic students and personnel. Any Lima Central Catholic Administrator may conduct a random and reasonable search of a student, student locker, student automobile or personal property. The Administration may seize illegal, unauthorized or contraband materials, items in violation of Lima Central Catholic policies, or any other items reasonably determined to be a potential threat to the safety or security of others, upon receipt of information or evidence that the student may have on his/her person any of the following, but not limited to:

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

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

## 20. SEXUAL HARRASSMENT

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

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

**Reporting:** A student who believes that they have been the target of sexual harassment by another student or employee of Lima Central Catholic should immediately contact a counselor, teacher, school administrator or Principal. Any student who has witnessed sexual harassment or who has knowledge of conduct that may be harassment is encouraged to report the alleged acts to school administrators, teachers, or counselors.

Prompt reporting assists Lima Central Catholic in conducting a thorough investigation and gaining accurate information. Upon receiving any report alleging sexual harassment, a school administrator will conduct an investigation. The confidentiality of anyone involved in the reporting or investigation of sexual harassment claim will be maintained to the greatest extent possible.

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

## **21. SERRA CLUB**

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

## **22. STUDENT PASSPORT**

Any student leaving a classroom must log out/in and carry a student passport! Failure to do so may result in a detention.

## **23. TELEPHONE**

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

## **24. 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.

## **25. WEAPONS**

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

## **26. INTRUDER ALERT/BOMB THREAT**

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

## **27. FIRE & TORNADO DRILLS**

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

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

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

## **Code Of Ethics For Co-Curricular Participants**

### **PHILOSOPHY**

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

### **RIGHTS AND RESPONSIBILITIES**

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

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

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

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

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

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

## **Code Of Ethics For Co-Curricular Participants**

### **TOBACCO, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS**

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

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

1. Any student/athlete found to be in violation of this policy while on school property or at a school sponsored event will be issued a consequence in accordance with the system's current policy regarding student conduct and will also be denied participation from the team or activity of which she/he is a member as stated below.
2. Violations of this policy either off school grounds or occurring while not at school sponsored activities will involve denial of participation as stated below.
3. Denial of Participation will be for contests as stated below. The coach or moderator or the Administration affected will determine the level of participation for practices, transportation, game attendance and other team functions.
  - a. 1st Offense – Denial of participation for 20% of scheduled contests. Student will be denied participation in games actually played. Denial will be rounded to nearest whole number.
  - b. 2nd Offense – Denial of participation for 40% of scheduled contests.
  - c. 3rd Offense – Denial of participation for one calendar year (365 days) from the date of the offense.

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

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

### **GENERAL REGULATIONS**

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

1. All school rules apply as stated in the Student and Parent Handbooks.
2. An athlete suspended from school will be denied participation for the duration of the suspension. These activities would include practices, games, transportation, film sessions and game attendance with his/her activity.
3. In the event that a detention is not served and becomes a Saturday School, the student may participate while waiting for the Saturday School to be scheduled. If a Saturday School is not served the student cannot participate until the obligation is fulfilled via the next scheduled Saturday School.
4. No student shall participate in or encourage the hazing of another student. Hazing is defined as doing any act or coercing another to do any act of initiation into any organization that causes or creates substantial risk of causing mental or physical harm to any other person.
5. Students must have all uniforms/equipment returned and/or fines paid from previous activities before equipment will be issued for the next activity. The athletic director or coach will not present post-season awards to students who have not turned in uniforms/equipment except under special circumstances approved.
6. Students must conduct themselves so as not to disrupt meetings and practices. Students must show respect for others and their coach. A coach or moderator may request for the Lima Central Catholic administration to deny participation of a student from the activity for insubordination or consistent undermining of the team morale.
7. An athletic team member who quits one sport may not participate in another interscholastic sport until the current season of the sport that she/he quit comes to an end. Coaches may agree that it is best for an athlete to switch sports and this would be permissible.
8. Coaches or moderators may establish rules and regulations governing their activity. These shall be submitted to the students and administration at the start of the season and shall be upheld consistently. Students in co-curricular activities are expected to follow the prescribed rules and regulations established by the coach or moderator during the season of that particular activity. Coaches or moderators may establish, as part of their rules, restrictions on the use of cell phones during practices, meetings, and contest times.

9. If a need arises for a student to be denied to participate in a contest/practice, or removal from the activity, the coach or moderator shall meet with the Lima Central Catholic administration before any action is taken. If disciplinary action is needed the student has a right to meet with the coach or moderator and the Lima Central Catholic administration in an informal hearing with notification action given at this time. The student has the right to appeal the decision with the principal. In all cases of normal disciplinary procedure where a student is denied participation from a co-curricular activity for less than 24 hours and is not subject to further denial of participation, the due process procedure will not apply.
10. This Code of Ethics applies to all co-curricular participants, male and female in all co-curricular activities for which Lima Central Catholic is responsible, grades 7-12.
11. No student may participate in more than one sport during a season, without administrative approval.

## **PARTICIPANTS' RESPONSIBILITIES**

1. **PRACTICE**--Before the first day of practice an athlete must have a physical card, and an emergency medical form on file in Final Forms. No student will be allowed to practice without these items.
2. **DETENTION AND SATURDAY SCHOOL**--Under no circumstances can a student be excused from detention or Saturday School due to a co-curricular conflict (contest, practice, or meeting).
3. **BEHAVIOR**--All students are expected to behave in a manner that reflects positively on the school and their team or group. Behaviors which reflect negatively would include (but not be limited to) the following offenses as:
  - a. Repeated tardiness to school or class
  - b. Acts of vandalism or abuse of persons or property
  - c. Repeated infractions of school rules or chronic incorrigible behavior
  - d. Abusive language, gestures, or profanity
  - e. Unsportsmanlike conduct at or during athletic contests, practice sessions, or school sponsored events.

The Coach, Athletic Director, and/or Principal will determine penalties for violations.

4. **DRESS**--When attending co-curricular events, students are expected to dress appropriately. All themes for basketball games are to be approved prior to the game by the moderator of the Student Senate.
5. **AWARDS**--Awards will be given at the end of each season in compliance with the athletic awards policy (see Addendum to Athletic Handbook). If an awards ceremony is planned, athletes are expected to attend. Post-season awards will not be presented to athletes who have not turned in uniforms/equipment.

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

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

## **Behavior at Athletic Events**

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

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

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

## **Medication Policy**

### **Administration of Prescription Medications**

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

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

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

### **Administration of Non-Prescription Medications**

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

### **INAPPROPRIATE USES OF THE INTERNET**

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

- Any communication that violates existing laws is not allowed.
- Transmission of any material in violation of any U.S. or state laws is prohibited.
- It is not acceptable to transmit threatening, obscene, or harassing materials.
- Foul language is not permitted.
- Making unauthorized entry to other computational, information, or communication devices or resources is not allowed.
- Accessing other machines without the permission of the owner is prohibited.
- It is not acceptable for an individual to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources and information.
- Actions that cause interference to the network or cause interference with the network services, telecommunication equipment, and the work of others on the Internet are not acceptable. This includes excessive use of bandwidth.  
No commercial activities are to be conducted unless they are in support of research, development, and education.
- Engaging in unsolicited advertising is not acceptable.
- Extensive use for private or personal business is not permitted.

Using the Internet for recreational games or any other forms of entertainment is not acceptable.

# Lima Central Catholic Computer & Network Appropriate Use Policy

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

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

1. Use of all technology equipment and internet access is restricted to school-related projects and must be supervised by the person in charge. In order for a student to have internet privileges, the parent/guardian and the student must sign an Internet Access Consent Form. The consent form is kept on file at Lima Central Catholic until the student graduates.
2. The school retains ownership of all hardware and software. The school reserves the right to inspect, copy and/or delete all files created on or stored on school-owned computers/ipads.
3. Students may use only the software/APPS provided by the network file servers or the classroom computers. The teacher will instruct the student as to what software/APPS are available and will give instructions for proper use.
4. Students are **not** permitted to use computer equipment located in any school office, the staff lounge or other restricted area.
5. Network passwords and security issues will be explained and strictly adhered to.  
**Students shall not use or alter another person's passwords.**
6. Students shall not copy any files (without teacher authorization) and shall not delete any file (without teacher authorization). The student shall not alter or damage any hardware or software. This includes, but not limited to , the implementation or creation of viruses.
7. No student shall attempt to establish or establish contact into restricted computer networks or any other unauthorized sites.
8. Vandalism will result in immediate cancellation of computer/ipad privileges and will include other disciplinary sanctions. Vandalism is defined as any attempt to alter, harm or destroy data of another user, the hardware or software of the systems connected to our LAN or any network or system outside our building. **Violations may also constitute a criminal offense.**
9. Students and teachers shall not violate copyright laws. Because technology changes by the minute, these guidelines may not include every situation.
10. Students will abide by the iPad user agreement that is signed and **registered in final forms.**

11. All communication between student/teacher, student/staff, student/administration must be through Lima Central Catholic school issued email addresses only. Private email accounts must not be used.

Updates will be published as the need arises.

When in doubt -- ask!

## **Students Attending Apollo Career Center**

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

As with a full time Lima Central Catholic student there are 12 unexcused absences allowed. Parents must call Lima Central Catholic when their child will miss class. If a student is returning from an illness a doctor's note is to be brought in to Lima Central Catholic on the day they return.

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

Students are expected to attend Theology class at Lima Central Catholic on Monday, Tuesday, Wednesday and Friday of every week. Juniors are to be in Lima Central Catholic school uniform for Theology class.



**Lima Central Catholic High School**  
**2017-2018 Student Handbook**  
**Acceptance Form**

We hereby certify that we have received a copy of the Lima Central Catholic High School 2017-2018 Student Handbook. While there will be opportunities, such as Freshman Orientation, class meetings, email and phone calls to have rules and regulations articulated and clarified by Lima Central Catholic High School staff, it is our responsibility to read and seek understanding of the Student Handbook. As a member of the Lima Central Catholic High School community, I agree to abide by the policies, procedures, and code set out by Lima Central Catholic High School.

We further understand and agree that acceptance into Lima Central Catholic High School is for a one-year academic period only. Subsequent acceptance for the second year is subject to review.

Please fill out the information below and return to your first period teacher on the first day of school.

**Student Name (print):** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**