

# **STUDENT HANDBOOK**

## **Welcome**

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

## **Mission Statement**

We, Lexington Catholic High School, serve as an integral part of the educational mission of the Roman Catholic Diocese of Lexington. We serve Catholic students and students of other faith traditions by providing a high quality secondary education that emphasizes the spiritual ideals and moral values of the Gospel. In this faith community, we form and develop the mind, spirit, and body of our students.

## **School Governance**

Dr. Steven Angelucci  
President

Mrs. Sally Stevens  
Principal

### **School Board Members 2009-2010**

Mr. Boyd Browning  
Mr. James Conneely  
Mrs. Sandy Devers '68  
Rev. Mark Dreves  
Mr. John Hinkel '73 (Chair)  
Mr. Steve Hupman  
Mr. Clarke Keller  
Rev. Linh Nguyen  
Mr. Steven Scott '80  
Dr. Carol Steltenkamp  
Mr. Mark Taylor '87  
Mr. Don Trail  
Mr. George Ward

Ms. Linda Carroll  
Mr. John Cox (Secretary)  
Ms. Terry DeLuca  
Mr. Darren Duzyk  
Judge Joe Hood  
Ms. Jeri Isbell '75  
Mrs. Stephanie Nallia  
Mr. Nick Schwendeman '72  
Mr. Joe Smith '73  
Mr. Ben Streepey  
Mr. Mike Towles '87  
Mr. David Tramontin '59

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

## **School Philosophy**

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

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

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

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

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

## **Educational Objectives**

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

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

## **Religious Life**

The program of religious studies at Lexington Catholic has two important goals: first, to develop the students' ability to intelligently comprehend the teachings and practices of the Catholic Church in a wide range of religious topics; second, to foster in students a Catholic identity rich in service and outreach.

These goals are not exclusive from each other. They work together to create a total environment in which religion and faith are seen as essential elements of human growth and development.

In addition to a wide range of religion courses, the students are offered a variety of opportunities for spiritual formation. Every student is expected to participate in school Masses and other religious services. Every student will have the opportunity to journey spiritually by attending a retreat: all students participate in a mandatory one-day retreat during the school year. The SEARCH retreat for juniors and AWAKENING retreat for seniors are overnight experiences which are offered in both the fall and spring semesters. Christian

community service is required of all students and may also be a requirement for membership in some extracurricular organizations.

All co-curricular religious activities are under the direct supervision of the Office of Campus Ministry.

## **Campus Ministry**

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

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

## **Community Service**

Service at Lexington Catholic High School is understood as faith in action. Through participation in the LCHS Service Program, students become aware of the importance of Christian service as an integral part of our lived and shared faith.

Community service is a vital part of the LCHS program and an extension of the students' baptismal call to be Christ to others. Christian service involves outreach to needy and/or vulnerable persons in our community who are not among our circle of family and friends.

The mission statement of Lexington Catholic High School is exemplified in the fulfillment of the service requirement and is a responsibility of every student. All Lexington Catholic students are required to complete community service. Up to five hours can be completed in service to Lexington Catholic High School. The remaining requirement is to be completed at a parish or non-profit service agency in the community. Specific information on the program and its requirements can be obtained from the Lexington Catholic website or from the Campus Ministry department.

## **Academic Policies**

### **Graduation Requirements**

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

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

Religious Studies 4

English 4

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

Science 3 - Geophysical Science, Biology I, and either Chemistry or Physics

Mathematics 4 - Algebra I, Geometry, and Algebra II or higher

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

Fine Arts 1

Computer Applications .5  
Health .5  
Physical Education .5  
Economics .5 (beginning with the Class of 2012)

### **Commonwealth Diploma**

Lexington Catholic also awards the Commonwealth Diploma. The requirements for the Commonwealth Diploma are:

1. Successful completion of at least 22 approved units of credit, including all the minimum unit requirements for high school graduation.
2. Successful completion of all minimum requirements of the Commonwealth of Kentucky pre-college preparation curriculum:
  - a. Language Arts (4 units – English I, English II, English III, and English IV or Advanced Placement English)
  - b. Mathematics (3 units – Algebra I, or Algebra II, Geometry, and one elective)
  - c. Science (3 units – Geophysical Science, Biology I and one elective)
  - d. Social Studies (2 units – World History and U.S. History or Advanced Placement American History)
3. Successful completion (i.e., receiving a grade of “C” or its equivalent) of at least 4 courses as described in the Advanced Placement (AP) Program Course Description booklets of the College Entrance Examination Board:
  - a. English (1 course)
  - b. Science or Mathematics (1 course selected from Biology, Chemistry, Physics, or Mathematics)
  - c. Foreign Language (1 course selected from French, Latin or Spanish)
  - d. One additional AP course (selected from English, Science, Foreign Language, History, Computer Science, Political Science, Music or Art)
4. Completion of AP exams in 3 out of the 4 required AP courses.

The Kentucky State Board for Elementary and Secondary Education shall award the Commonwealth Diploma to each student completing the above program requirements.

The Kentucky Department of Education shall reimburse local public school districts the cost of the three required AP exams for every student receiving a composite score of 8 or better on the three exams. Students of non-public schools will be reimbursed directly.

### **Grade Registration**

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

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

### **Full Course Load**

All students at Lexington Catholic are expected to carry a full load of courses in every semester of attendance. This means six courses per semester for all students. Fine Arts may be added to the full load in any year, as may other courses approved by the principal. No student may take more than the full load unless they have maintained an average of 85.00 or better. If they have such an average, only the principal can give permission for extra courses.

## Withdrawal from Courses

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

## Homework

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

## Honors and Advanced Placement Classes

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

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

## Report Cards and Grades

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

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

### CP

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

### Incompletes

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

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

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

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

**Six-Week Grades: The Official Warning**

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

**Summer School and Correspondence**

For a student enrolled at Lexington Catholic, only two units (2.0) of summer school work will be allowed to count toward the requirements for graduation, unless special provisions are made in unusual circumstances. This is also true for courses taken by independent study or correspondence. The principal may grant exceptions in exceptional circumstances. Summer school and correspondence courses receive a grade of "P" for pass or "F" for failure and are not calculated in the grade average.

**Dismissal for Academic Failures**

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

Accordingly:

- If a student fails three semester courses in one semester, he/she may be asked to withdraw from Lexington Catholic.
- If a student fails four semester courses in one year, he/she may be asked to withdraw from Lexington Catholic.
- If a student fails five semester courses total during his/her tenure at Lexington Catholic, he/she may be asked to withdraw from Lexington Catholic.

**Examinations and Exemption Criteria**

Comprehensive examinations are given at the end of each semester. Only senior exemptions will be allowed from second semester exams. If the senior has maintained an average of 85 or above (unweighted) and has fewer than ten absences, she/he is exempt from the May exam.

## **Academic Integrity**

The entire school community is committed to promoting integrity at all levels. To that end, the Student Council has adopted an Honor Code for the students. Every student will sign the pledge. An Honor Council, with members elected by the student body, will work to educate the school about integrity and will promote the ideals of the Honor Code. If any accusations of Honor Code violations occur, the Council will hold hearings to discuss the situation and make recommendations to the Dean of Students for disposition of the situation.

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

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

Cheating is a form of dishonesty and is not tolerated by Lexington Catholic. A student caught cheating will receive a zero on the work or test involved. Anyone else involved in the incident will receive the same penalty. All incidents of cheating will be reported to the parents by the dean of students.

THE PENALTIES FOR CHEATING ARE SEVERE. For any infraction, the student’s case will be heard by the Honor Council. The Council will then make a recommendation to the Dean of Students. Repeated violations of the Honor Code in any school year will make the student liable to expulsion.

## **Honor Roll**

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

## **School Services**

### **EdLine**

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

### **Lexington Catholic Parent Organization**

The Parent Organization’s Mission is to promote and foster parental involvement in the academic, physical, moral, and spiritual development of the students within the Christian community of Lexington Catholic High School. Family membership is solicited at the beginning of the school year to sponsor various activities for Lexington Catholic parents who join this organization. Information on the organization is available on the website and is sent out to all parents on a yearly basis.

## **Guidance**

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

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

The Guidance Department administers standardized tests for students. Ninth grade students take the **Explore**, a version of the ACT for eighth and ninth grade students. Tenth grade students take the **PSAT**, the test for National Merit Scholarship Competition data for juniors, and the **PLAN**, a version of the ACT for sophomores. Eleventh graders take the **PSAT**, the test for National Merit Scholarship competition data. Students are advised to take the **ACT** and **SAT** during spring semester of eleventh grade and again in the fall of the twelfth grade.

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

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

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

## **Cafeteria**

A warm lunch, as well as salads and other cold entrees, is served daily for the students. The cost depends on the selection by the student. The cafeteria workers are properly licensed and the facility is routinely inspected by the Fayette County Health Department.

## **Library/Learning Center**

The Bueter Library provides a technology and information hub essential to students and staff. The library is open from 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 to 3:30 on Friday. Critical thinking and the ability to access information quickly highlight the science of information power. Knowledge and the use of a variety of electronic reference tools enhance the support of print sources. The library collection presents opportunities to pursue individual interests in relation to a range of abilities and skills. To this goal, the library

provides access to resources beyond the school. Students can initiate and master information retrieval skills necessary for lifelong learning.

### **Lexington Catholic High School Acceptable Use Policy**

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

Students are responsible for good behavior on school computers just as they are in a classroom or school hallway. As communications on the Internet are often public in nature, general school rules for behavior and communications apply. **Access to the Internet is given to students for educational purposes only.** Only students who agree to act in a considerate and responsible manner have permission to use school computers. **Access is a privilege and not a right.** This privilege may be revoked if abused. Students are advised never to access, keep, or send anything they would not want their parents or teachers to see. For reasons of safety, a student should never reveal any personal information such as name, address, or contact information over the Internet.

The following rules apply to all computer use:

Students WILL

- use computers for educational purposes only
- get permission before opening e-mail accounts and only for educational purposes
- save to their own storage devices, not to the computer (USB drives are recommended)
- use all information in an ethical manner
- observe the rules of proper, polite, and respectful etiquette and behavior on the Internet

Students WILL NOT

- use computers to send or receive materials in violation of any federal or state law, including those pertaining to threatening or obscene materials
- use computers to send, display, or receive messages, pictures, or other media that are offensive to human dignity (including but not limited to items which are defamatory, abusive, profane, obscene, pornographic, sexually oriented, racially offensive, threatening, harassing, or antisocial)
- download any files or software
- damage computers, computer systems, or computer networks, including introducing or creating viruses
- damage, move, alter, or remove software, hardware, or files
- change settings applied by the administrator
- connect personal or other computers to the school's computer system or network
- use computers for personal, commercial, or political activities, including but not limited to games, gambling, blogs (including MySpace and FaceBook), chatrooms, instant messaging, music/ring tones, and videos

- violate copyright or use the intellectual property of another without permission
- reveal any personal information such as name, address, or contact information

Students who fail to follow the Acceptable Use Policy will face disciplinary action. Possible consequences include detention, loss of computer privileges, and legal action.

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

### **Asbestos Notification**

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

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

### **Integrated Pest Management**

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

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

## **Discipline Procedures**

Any discipline problem not handled by the classroom teacher is referred to the Dean of Students. The Dean also oversees attendance, uniform violations, detention, and other matters governing student behavior.

When a discipline problem is deemed serious enough to immediately remove a student from the classroom and send him/her to the Dean's office, the parents will be notified.

### **Detention**

Detentions are issued by the Dean of Students or by teachers for infractions of school regulations such as:

- Dress/grooming code violations
- Student's head repeatedly on the desk in class
- Talking or lack of attention in class
- Any form of class disturbance
- Failure to turn in punish work
- Forgery
- Smoking or possession of any form of tobacco on campus

- Disrespect
- Lying
- Cheating
- Skipping class
- Vulgarity
- Class removal
- Inappropriate conduct
- Teasing or harassing students
- Possession of electronic devices during school hours
- Using an agenda other than your own
- Card playing
- Violation of classroom rules

Detention is held each morning from 7:00 to 7:45 a.m. at an announced place. Failure to report for detention on the day assigned will result in the student receiving another detention. The only excuses for rescheduling detention are personal illness, medical, dental, or legal appointments, and death in the family.

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

### **Suspension**

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

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

The suspension will be served on the next scheduled academic day. A suspended student will be reinstated only after a satisfactory conference has taken place with the student and his/her parents and the Dean of Students.

When a student is suspended from classes, he/she is under both academic and social suspension. **A suspended student loses certain rights and privileges that are given to other students, such as:**

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

Suspended students will incur an “unexcused absence” as detailed below. This means that any work assigned prior to the suspension may be turned in on or before the due date after the suspension time is completed.

If any work is assigned during the time the student is suspended, but due at a later date when the student has been readmitted, he/she may turn this work in for credit. However, no tests, quizzes, or work assigned and due during the period of time the student is suspended will be accepted for full credit.

The student will be eligible for all academic awards earned but cannot attend and/or participate in any school-sponsored activities while suspended, i.e. retreats, sporting events, dances, award presentations, and graduation.

## **Expulsions**

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

Grounds for dismissal from Lexington Catholic include:

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

## Appeals

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

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

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

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

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

Parent > Teacher > Principal > President > Superintendent of Schools

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

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

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

A decision of the Superintendent of Schools can be appealed to the Chancellor.

## General Rules

### Student Agenda

Each student receives a copy of the Student Agenda which includes the Student Handbook, a homework assignment book, and hall passes. **This Agenda is the property of the student to whom it is issued and may not be loaned or transferred to any other student under any circumstances.** The student should write

his/her name in the Agenda and across the Hall Pass page in bold letters. The hall pass page must remain attached to the Agenda in order to be used.

### **Proper Behavior**

As stated in the school philosophy, students are challenged to live up to the Christian mandate of human perfection according to the example of Jesus Christ. This should begin with respect that should be evident when speaking to or about teachers and others. In school, students' attitude and conduct toward one another should reflect the charity of Christ.

Students should use language appropriate to Christian young men and women. Profane and obscene language must be avoided at all times.

In addition, appropriate behavior between the sexes should be observed. Students should be kind and even affectionate toward one another, but any public display of that affection should be appropriate and not disturbing to others.

Sexual harassment, verbal or physical, is entirely inappropriate. Even though teasing may be intended in a positive way, care should be taken not to offend.

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

### **Decorum**

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

### **Respect for Property**

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

Any student who is caught taking property or deliberately destroying property belonging to another student or the school will be subject to suspension or expulsion from school.

### **Lockers**

The student locker is the property of the school. Each student is assigned a locker for his or her own personal use. There can be no sharing of lockers at anytime. The student is responsible for the condition of that locker at all times. **No defacing of the locker, either inside or outside is permitted.** Students must purchase a lock from the school and keep it locked on the locker at all times. Students are not to give their combination to any other student, nor are they to allow any other student access or opportunity to use, alter, or deface that locker. No permanent decorations of any sort are allowed to be placed in or on lockers. Any removable decorations

must be within the guidelines of neatness, moderation, and modesty, and should befit the educational and Christian purposes of the school. **No food or drink is allowed in the locker at any time, except for student lunches.**

If someone other than the student makes some alteration to the locker, the student is responsible for reporting this to the dean's office and working with the office to clean or repair the locker. At all times the student is responsible for the condition of the locker and failure to keep the locker clean and in good working condition will result in detention or other disciplinary action. The school reserves the right to inspect school lockers and their contents at all times, as well as to control the use of the lockers at all time.

**For safety reasons, backpacks must remain in the lockers all day.**

### **Silence**

SILENCE IS TO BE OBSERVED WHEN OTHERS ARE SPEAKING.

This is especially true during announcements and during morning and afternoon prayer. Students are responsible for the information given during announcements.

### **Guidelines for Student Activities**

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

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

### **Guidelines for Dances**

Classes, clubs, and organizations sponsor dances during the school year. The "Get Acquainted Dance" in August is open only to Lexington Catholic High School students. All other dances are open to Lexington Catholic High School students and their dates. General rules for behavior and guidelines for student activities apply at all dances. Dances are held from 9:00 p.m. to midnight. All students are expected to arrive by 10:00 p.m. and must remain until the end of the dance.

For semiformal dances, ladies must wear appropriate long or short formal dresses: modest necklines, no backs lower than the traditional bra line, no cut outs in the dress below the traditional bra line, no transparent fabrics without appropriate undergarments; hemlines no shorter than three inches above the knee. The most important consideration is modesty. Men must wear dress shoes, socks, suit or coat and dress slacks, and shirts with ties. For the Prom, gentlemen are expected to wear evening attire (tuxedos) or suits.

No one who is inappropriately dressed will be allowed into the dance. Students may not enter the dance with props, accessories, backpacks, bookbags, etc.

### **Closed Campus Policy**

Students are to come directly to school and park in the school lot. On the way to campus, there can be no loitering in the vicinity of the school. If the student parks on the adjacent streets, the student must remain on

sidewalk or paved areas to arrive at school. Out of respect for our neighbors, students should not cut across lawns in order to arrive at school.

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

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

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

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

### **Student Cafeteria**

**IT IS THE RESPONSIBILITY OF THE STUDENTS TO KEEP THE CAFETERIA CLEAN.** Out of politeness and consideration for others using the cafeteria, students are asked to observe the rules of etiquette while eating. After eating, each student should make sure the table and floor are neat and clean, all paper and refuse thrown away, and trays and dishes are returned. On occasion, students will be told by the teacher(s) in charge to clean up messes left behind by other students. They will be expected to cooperate. If all live up to their responsibility, this will not be necessary. No tape players or radios are allowed at any time. **STUDENTS MAY BRING THEIR LUNCH, BUT CANNOT HAVE LUNCH DELIVERED FROM OUTSIDE THE SCHOOL CAFETERIA.**

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

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

**Eating or drinking anything except water in any place other than in the cafeteria is not permitted.**

# Special Regulations

## School Building Use

Students may arrive on campus anytime after 7:00 a.m. and enter through the cafeteria doors or the back doors of the Alumni Gym. All students will enter the building at these locations only and will remain in the cafeteria unless they need to attend a morning activity (detention, tutoring, working with individual teachers). If a student needs to attend one of these activities, the student's agenda must be signed by one of the school personnel assigned to the area. Students can remain in the cafeteria until 7:45 but they will be allowed to leave to go to other parts of the building at 7:30 a.m. The other doors to the school building will be opened at 7:30 a.m.

After dismissal in the afternoon, students must leave the building by 5:00 p.m. If they are engaged in a practice, rehearsal, meeting, etc., after 3:15 p.m., the students are to be with the school employee in charge of the activity. Students who leave to go to a practice must take everything with them to the locker room, as they will not be allowed to return to the main building after practice. Students may be in classrooms with teachers, but they are expected to leave with the teacher. Any students who are in the building beyond 5:00 p.m. are expected to go to the main lobby to wait for rides. Students should check with the Dean ahead of time if they plan to be at school beyond 5:00 p.m.

## Automobiles and Parking

All students who drive to school will park in designated areas in front of, alongside, and behind the school. For a \$20.00 fee parking tags will be issued from the Dean of Students. Tags received from anyone but the Dean are considered counterfeit and will be revoked. The tags must be visible while the car is parked on school grounds. The car must be parked in the proper area only **or it will be towed**. No student is allowed to enter any car during the school day, including the lunch period, without carrying written permission from the Dean. Students are not permitted to drive or sit in cars at any time during the school day. They are not to loiter in the parking area.

The following will be towed without notice:

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

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

## Tobacco Products

The possession of tobacco products of any type, as well as their use, is prohibited in the school building and on school grounds. There will be a \$25.00 fine or five (5) hours of work assigned and the parents will be notified for each offense. Repeated offenses will result in a suspension and a disciplinary referral being sent to the parents. Chronic offenders will be subject to dismissal.

## Electronic Devices

Portable radios, electronic games, beepers, cell phones, electronic organizers, I Pods, and similar devices are not permitted in classrooms or hallways during the school day. They must be turned off and kept in the student's locker until dismissal. They will be confiscated and held by the Dean of Students if they are found outside of lockers. A detention will be issued. The second offense will result in a suspension.

### **Alcohol and Drugs**

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

- 1. The use or possession of any alcoholic beverage on Lexington Catholic High School grounds by any person at any LCHS student function or activity, including but not limited to athletic events, is strictly prohibited. All alcohol found on school property will be confiscated by police authority.**
2. Any student selling, promoting the sale, or in any other way supplying illegal narcotics or drugs, counterfeit controlled substances, look-alike drugs, or other intoxicating substances, or drug paraphernalia, as set forth above, **will be automatically expelled.**
3. Any student possessing, using, and/or being under the influence of narcotics, drugs, counterfeit controlled substances, look-alike drugs, or other intoxicating substances, as set forth above, **will be automatically expelled.**
4. Any student possessing, using, and /or being under the influence of alcoholic beverages either on campus or at any school sponsored activity will result in suspension. On the student's first offense, a confidential meeting will be held with the student, parents/guardians, and a school official to review a required educational program and alcohol abuse evaluation to be paid by the family. The grade level guidance counselor will work with the student and family during this period of time. The student will serve a five-day in-school suspension. A suspended student loses certain rights and privileges that are explained in the Suspension section of the student Handbook. If the student has a similar infraction while attending Lexington Catholic High School, the parents will be asked to withdraw their son or daughter. If the parents refuse to withdraw the student, he or she will be expelled.
5. Drug Testing Policy: Lexington Catholic High School reserves the right to require mandatory drug screening tests on any student who displays a behavior associated with drugs or suspected drugs, such as marijuana, anabolic steroids, inhalants, stimulants, depressants, hallucinogens, narcotics, or designer type drugs. This policy also applies to the use of a breathalyzer to detect the use of or being under the influence of alcoholic beverages. The student will be asked to begin mandatory drug counseling within ten (10) days of the conference and it will be at the parents' expense.

Lexington Catholic High School also conducts random drug screening. The drug screening program for this school year will consist of screening ten percent (10%) of the student body in grades nine through twelve.

- These students will be selected randomly.
- Hair sampling or urine testing will be the method used and will be performed by the Principal, Assistant Principal, or Dean of Students to be known as the administrative team. Urine screens may be conducted by an outside laboratory contracted by the school.
- The Lexington Catholic Parent Organization will cover the cost of the first random test.
- Any student testing positive on the initial screening will be retested in one hundred (100) days and again thereafter at the discretion of the school. All follow-up testing will be at the expense of the student's family.

The primary method of testing will be hair analysis performed by Psychemedics Corporation, a licensed clinical laboratory. Each hair sample will be analyzed for cocaine, opiates, marijuana, methamphetamines, PCP, and Ecstasy. Other forms of testing, for example urine screening or hair screening for additional drugs, may be employed at the discretion of Lexington Catholic High School.

Each student screened will be assigned a unique identification number. The administrative team will perform the hair collection using chain of custody procedures established by Psychemedics Corporation. The identification number of the student will be entered in the hair collection kit. A sample of hair (approximately sixty strands) will be cut cosmetically from the crown of the student's head. A student with insufficient hair will have body hair collected, such as arm, leg, or underarm hair. The sample will be sealed by the designated school personnel and initialed by the tested student under chain of custody procedures to identify the hair sample and results. The sample will be mailed to Psychemedics Corporation's laboratory.

All hair collections and results will be identified by the unique individually coded number of the student. No names will be recorded on the collection bag or the test results. Psychemedics Corporation will confidentially provide test results of the student only to the Administrative Team. Parents will be notified by mail if a test is negative. Lexington Catholic High School will notify the student's parents or guardians of a positive result within ten (10) days of receipt of the test results by the school. All test results of students will remain strictly confidential between the student, his or her parents/guardians, the Administrative Team, and the grade level Guidance Counselor. No test result of any student will be disclosed to any person or agency beyond those listed above without signed written consent of the parents/guardians. Release of test results will be requested by the Administrative Team for purposes of for professional evaluation and possible treatment recommendations. This will be at the expense of the student's family.

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

By the execution of the signature page of the 2007-2008 Student Handbook, the student and the parents/guardians agree that they understand the purpose and the reason for the alcohol and drug policies at Lexington Catholic High School and give their consent thereto. Any student refusing to submit to drug screening, including a mandatory screening, a random screening, or any follow-up screening as deemed necessary by Lexington Catholic High School, or by purposely shaving all body hair, shall be subject to dismissal. Any student who violates the alcohol policy and refuses additional evaluation and counseling shall be asked to withdraw. If parents refuse to withdraw their son or daughter, he or she will be expelled.

### **Prescription Medicines**

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

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

### **Searches**

Lexington Catholic High School may search any student or possessions of any student on school property for any reason a school official deems necessary. These searches may include, but are not limited to, lockers, wallets, purses, cars, and clothing. Searches may take place with or without student knowledge.

### **Library Rules**

The school library is open from 7:30 a.m. to 4:30 p.m. on all school days.

1. Because the library is a center for research and studying, students must conduct themselves in a manner that is not disruptive to others.
2. Students must show a signed agenda or other form of written permission to come to the library during classes or flex. Students accompanied by a teacher are exempt from needing a signed pass.
3. Students must follow the Acceptable Use Policy for computers. Computers in the library and lab are restricted to educational use only.
4. Books may be checked out for two weeks; magazines, for one day. Overdue fines are \$0.10 per day. Students who lose or damage a book or magazine must pay for its replacement.
5. Students must return all library material and furniture to their proper places before leaving the library.
6. Students are not to use the library as a passageway to access other parts of the building.

Failure to follow these rules will result in detention and/or loss of library privileges.

### **School Building Use**

1. Books and clothes should be removed from the lockers by 3:30 p.m., even if the student will be remaining at school for an activity or athletic practice or to use the library. Athletes should remove their books and clothes to the locker rooms or field house, and they should not appear in the school building in game or practice uniforms.

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

### **Forgery**

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

### **Gambling**

Gambling is absolutely forbidden. Any student involved in gambling activities is subject to dismissal. All card playing is forbidden during school hours.

### **Gang Affiliation**

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

### **Graffiti**

Any Lexington Catholic student responsible for the drawing of graffiti or tagging on Lexington Catholic property will be fined a minimum of \$25.00, required to make restitution, and be subject to expulsion.

### **Reckless Driving**

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

### **Weapons**

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

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

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

## **School Dress Code**

**ANY VIOLATION OF THE UNIFORM CODE WILL RESULT IN AN AUTOMATIC DETENTION AND BEING SENT TO CHANGE. THIS ABSENCE WILL BE UNEXCUSED. THE STUDENT WILL NOT BE PERMITTED TO RETURN TO CLASS UNTIL THE UNIFORM VIOLATION IS CORRECTED.**

All shirts, pants, shorts, skorts, and sweaters must be purchased through Educational Outfitters of Cincinnati. Only clothing items approved by Lexington Catholic for Educational Outfitters may be purchased. School sweatshirts may only be purchased through the Knight's Kastle campus store and worn in accordance with the policy below.

### **Shirts**

Uniform shirts must have the school crest embroidered and must be white, red, yellow, navy blue, light blue, or royal blue. Shirts must be tucked in at all times while on the school campus. Only the top button may be unbuttoned. Students have the choice of wearing polo shirts or button-down oxford shirts. All must be purchased from Educational Outfitters. Shirts must fit loosely and be long enough to remain tucked in at all times. Teachers and administrators will make a final determination as to whether or not clothes are too tight.

### **Pants**

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

### **Shorts**

The shorts must have the Educational Outfitters embroidered emblem on the back and must come to the top of the knee. They may not be modified other than normal and customary sizing alterations. Shorts must be loose fitting and **MUST TOUCH THE KNEES**. Shorts must be in good order, clean, and not faded. All shorts must be purchased through Educational Outfitters.

### **Skorts**

Girls are permitted to wear skorts with the Educational Outfitters emblem on the back. They must come to the top of the knee. They may not be modified other than normal and customary sizing alterations. Skorts must be loose fitting and **MUST TOUCH THE KNEE**. Skorts must be in good order, clean, not faded, and not rolled at the waist. All skorts must be purchased through Educational Outfitters.

**Belts**

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

**Sweaters**

Students have a choice of three sweaters that may be worn: a navy blue sweater vest with the school crest for boys and girls, a navy blue v-neck pullover sweater with the school crest for boys and girls, or a navy blue zippered sweater with the school crest for girls. All sweaters must be purchased through Educational Outfitters.

**Sweatshirts**

Students may wear only Lexington Catholic High School logo sweatshirts that have been purchased at the Knight's Kastle, the campus store. Sweatshirts cannot have hoods. **NO OTHER OUTERWEAR IS PERMITTED.**

**Undershirts**

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

**Socks**

Students must wear socks that are ankle length (top of the ankle) or longer. Girls may wear hose. Socks must be visible at all times. No footies are allowed to be worn during the school day.

**Shoes**

Students' footwear must be neat and clean with hard, thick, visible soles; tennis shoes are acceptable. Clogs and shoes, such as loafers and lace-up shoes, are allowed. All shoes must be closed toed. Shoes or sneakers with laces must be tied tightly in the customary manner. Slippers, slipper-type shoes, moccasins, house shoes, cros, or flip flops are not permitted at school or at any academic school sponsored event.

**General Rules for Girls**

School uniform must always be neat and clean.

No part of the body may be pierced with the exception of the ears. Earrings must be worn in the lobes. Only one earring per ear may be worn. Any other jewelry must be neat and moderate.

Tattoos of any type are not permitted. Any pre-existing tattoos must not be visible at any time or at any school function.

Proper grooming is required. Hair must be neat and clean. No extreme hairstyles or colors are permitted. No dyeing or bleaching of hair is permitted.

No hats are to be worn in the school building.

**General Rules for Boys**

School uniform must always be neat and clean.

No piercing of any kind is permitted.

Any jewelry must be neat and moderate.

Tattoos of any type are not permitted. Any pre-existing tattoo must not be visible at any time or at any school sponsored event.

Proper grooming is required. Hair must be neat and clean. No extreme hairstyles or colors are permitted. No dyeing or bleaching of the hair is permitted.

Boys' hair must be moderate in length in front, back, sides, and top. It may not extend below the top of the collar of a school shirt. Hair must be above the ears on the sides. Hair must be moderate on top and may not be bulky.

Boys must be clean-shaven and sideburns must not extend below the bottom of the ear.

No hats are to be worn in the school building.

**Special Dress Days**

Occasionally the students have non-uniform days. These days are of two types: dress-up days and jeans days.

On dress up days, the students are expected to wear clothing equal to or greater than the uniform standard. All

uniform rules for skirt length, etc. still apply. The overall guidelines are: "Neatness, moderation, and modesty should guide the selection of student dress."

### **Jeans Day Rules**

1. Jeans may not be frayed, have holes, or extensive patchwork.
2. Students must wear uniform hose or socks, and shoes at all times.
3. Shirts with collars must be worn.
4. Shirts must be tucked in at all times.
5. All students must wear uniform belts.
6. Students are permitted to wear non-uniform sweaters provide they are equal to or greater than the uniform standard.

## **Student Activities**

### **Service**

Service at Lexington Catholic High School is understood as faith in action. Through participation in the Lexington Catholic High School service program, students become aware of the importance of Christian service as an integral part of our lived and shared faith. Students provide service by working at community agencies, school functions, and school sponsored projects. Various clubs and organizations promote and perform community service by the club membership. Requests for student participation in community service are coordinated by the Director of Student Activities. Mission service is sponsored by the Office of Campus Ministry. The Director of Student Activities must approve all requests for community service before Lexington Catholic High School students can participate.

### **Eligibility**

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

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

### **Athletics**

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

FALL SPORTS: Boys' and girls' soccer, golf and cross country; boys' football; girls' volleyball.

WINTER SPORTS: Boys' and girls' basketball, swimming and diving.

SPRING SPORTS: Boys' baseball, girls' softball, boys and girls' tennis and track.

Athletics also include:

**Cheerleaders**

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

**Dance Team**

The dance team performs at football and basketball games.

**Club Sports**

Ice hockey, lacrosse, and ultimate Frisbee compete at the local and state levels.

### **Clubs and Organizations:**

There are over 25 clubs and organizations that reflect student interests and traditional programs. Students are encouraged to join one or two activities in which they can commit quality time and effort rather than in superficial involvement in many activities.

### **Student Council**

In addition to the officers chosen at large for each class year, six representatives are selected from each grade level. The Student Council coordinates student activities, sponsors several events of its own, and acts as a student voice to the faculty and the administration.

### **National Honor Society**

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

### **Speech and Drama**

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

### **Student Publications**

The newsmagazine (Knight News) is published periodically, the yearbook (Quest) and the literary magazine (Plume's Curl) on an annual basis. All publications offer students ample opportunities to gain experience in the field of journalism and publications. The Plume's Curl is an anthology of student writing and is produced by the Creative Writing Club each spring.

### **World Language Clubs**

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

### **Academic Team**

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

### **The “Y” Club**

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

### **National Beta Club**

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

### **Spirit Club**

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

### **Tri M Music Honor Society**

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

### **Special Interest Clubs**

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

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

## **Attendance Procedure**

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

If a student is absent due to illness, the parent should call the attendance office on the morning of the absence to report it. The parent must then write a note to accompany the student upon his/her return to school stating the date and reason for the absence. **Notes for six absences per semester will be accepted from parents.** Students who are absent due to illness are not permitted to participate in extracurricular activities or practices during the day(s) of their absence. When a student is away from school attending a school-related function approved by the Dean of Students, it is not counted as a day of absence. If an injury or illness should require an

extended period of absence, the parent should contact the Dean of Students to make special arrangements for having the absences excused.

Vacations must be taken during the specified periods in the school calendar. **For absences that extend a vacation period, a doctor's note will be necessary in order for the absence to be excused.** There are situations where a student has a legitimate need to miss classes in order to take part in activities away from school. The procedure to be followed in these instances in order to have the absence(s) excused is:

- The parent notifies the administration, at the beginning of the semester, that the student will be missing school and specifies the dates to be missed. The administrator will approve or deny the request.
- Teachers will be alerted by the administration of the dates.
- The parent and student, working with the guidance department, propose a plan for completing missed classwork and homework which will be approved by the teachers. Any tests or quizzes will be made up following the teachers' stated guidelines.

LEXINGTON CATHOLIC STRONGLY DISCOURAGES EXTENDED FAMILY VACATIONS/TRIPS DURING SCHOOL TIME AND URGES PARENTS TO GIVE SERIOUS CONSIDERATION TO THE CONSEQUENCES OF SUCH AN ABSENCE.

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

**Students who are absent 10% of the days in a year (approx. 177 days/year) are subject to review by the principal's staff for possible dismissal.**

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

#### **Procedure to Report an Absence**

IF A STUDENT IS ABSENT, THE PARENT OR GUARDIAN SHOULD NOTIFY THE SCHOOL BEFORE 7:55 AM THE DAY OF THE ABSENCE. A PHONE CALL IS REQUIRED EVERY DAY OF THE ABSENCE. THE TELEPHONE NUMBER IS **277-7183 ext. 250**. UPON RETURNING TO SCHOOL, THE STUDENT MUST PRESENT A NOTE TO THE DEAN'S OFFICE SIGNED BY ONE PARENT OR GUARDIAN, STATING THE STUDENT'S FULL NAME, DATE, AND REASON FOR ABSENCE. **IF A STUDENT SHOULD FORGET A NOTE ON THE DAY OF RETURN, THE STUDENT IS STILL TO CHECK IN WITH THE DEAN'S OFFICE. THE ABSENCE WILL BE UNEXCUSED UNTIL THE NOTE IS RECEIVED.**

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

## **Guidelines for Attendance**

If a student must be absent from school for reasons other than sickness, the Dean must be informed beforehand. A note must be presented upon the student's return.

Parents should not schedule doctor's appointments, driving tests, and so forth, during class times, **especially during whole school liturgies**. Students are not permitted to extend their vacation periods at Christmas, Easter, and other times, even though these vacations may be taken with the parents. Parents are expected to cooperate in this matter completely.

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

## **Types of Absence**

### **EXCUSED**

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

### **PERMISSIBLE**

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

### **UNEXCUSED**

An absence is unexcused if it is due to truancy, skipped class, leaving campus without permission, early departure prior to calendar vacations or late arrival following calendar vacations, and unapproved family request. The student forfeits the opportunity to receive full credit for class work or tests missed, with 75% of the earned credit being applied to the student's grade. No help or supervision is to be extended by the teacher. Students who have been truant may forfeit their opportunity to miss classes for co-curricular and extracurricular events. Students that are truant or skip class will receive detention to make up for missed time. Repeated offenses will result in suspension.

## **Special Situations**

**EARLY DEPARTURE:** No student may leave school early without permission from the Dean of Students. If the student knows in advance that he/she will have to leave early (for medical appointments, etc.), the student must bring a note to that effect to the main office before school begins in the morning. Unexpected appointments do arise during the school day, but are discouraged. **IF THIS SITUATION DOES ARISE, PARENTS MUST COME IN TO RELEASE THE STUDENTS AND SIGN THEM OUT IN THE OFFICE, OR FAX A WRITTEN PERMISSION TO THE SCHOOL FAX NUMBER 276-5086.**

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

**MESSAGES:** The school switchboard is prepared to handle absentee calls in the morning, calls for teachers and the administrators during the day, and all emergency situations. **Except in an extreme emergency, no messages will be delivered to a student.** At the end of the day, students will be notified that a message has been left for them on the “**message board**” in the main office.

**ILLNESS DURING THE SCHOOL DAY:** Students who become sick during the school day must go to the office of the dean for permission to leave school, for parental notification, and for proper arrangements to be made.

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

**HOAGIE DAYS:** All students who sell the required number of Hoagies are eligible for an excused day from school. Hoagie Day applications may be obtained from the Dean by those students eligible. The last day to take a Hoagie Day is **Friday, April 23**.

**COLLEGE VISITS:** College days will be handled as permissible absences. **NO COLLEGE DAY ABSENCES WILL BE PERMITTED AFTER APRIL 1.** Forms are available from the Dean of Students. Juniors are permitted one college day and seniors are permitted two college days. **These days can be used to visit colleges outside a fifty-mile radius of Lexington.** Local college visits should be arranged for after school hours.

### **Tardiness**

Students arriving at school after homeroom begins must sign in at the main office. Three tardies to school will result in detention. Every subsequent tardy will also result in detention. The individual teachers will handle tardiness to class other than homeroom.

## **Other Procedural Matters**

### **School’s Webpage**

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

## **Withdrawal Procedure**

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

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

## **Payment of Tuition**

Tuition payments are due the first of the month, with the exception of the first payment that is due June 15. A late charge of 1.75% will be charged monthly on payments made late. If you need to make special arrangements, please contact the business manager in advance. Tuition payment booklets will be mailed to parents who are registered for the upcoming school year in the spring. It is the policy of the school board that those persons not meeting their payment obligations on a monthly basis will be asked to find other educational institutions for their students, and that no transcripts will be forwarded to any institution or organization until payment is made in full. Consideration will be given to those persons who establish reasonable cause for late payment. Students cannot take their final exams until tuition payments have been paid in full. Consideration of financial assistance will be given to those families who can demonstrate financial need. The board will establish criteria for this financial assistance.

## **Financial Aid**

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

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

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

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

Although the company we have chosen will supply us with a "rating" of each applicant and a "suggested grant," the finance committee of the board of Lexington Catholic will review the recommendations and make the final decision. **Applicants will be notified of this decision as soon as possible.**

### **Insufficient Funds Checks**

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

## **Athletic Matters**

### **Athletic Eligibility and Participation**

#### 1. Athletic Inquiries

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

#### 2. Incoming Freshmen

All incoming freshmen shall complete the Electives and Activities Form, the Parental Explanation Sheet, and the Athletic Compliance Form before they are eligible to tryout, practice, or participate in any manner for any athletic team. The purpose of these forms is to compile all necessary personal information to ensure compliance with KHSAA eligibility requirements. For example, if the student has repeated any grade including, but not limited to, eighth grade, the Admissions Director shall obtain the documentation and transcripts documenting the details. One copy of each form is retained by the Admissions Director and the second copy is retained by the Athletic Department.

In addition to other KHSAA restrictions to player eligibility, prior to any eligibility or participation in athletics, the Assistant Athletic Director shall review the Elective and Activities Form, the Parental Explanation Sheet, and the Athletic Compliance Form and acknowledge the eligibility of the participant pursuant to the applicable Bylaws. The form will then be submitted for review to the Athletic Director for compliance.

#### 3. Transfer Students

All transfer students shall also complete the Parental Explanation Form and the Athletic Compliance Form before they are eligible to tryout, practice, or participate in any manner for any athletic team. One copy of each form is retained by the Admissions Director and the second copy is retained by the Athletic Department. The Admissions Director will identify all transfer students and notify the Athletic Director of their pending enrollment. **No transfer student is eligible to tryout or practice on any team until they meet with the Athletic Director and complete the appropriate KHSAA Transfer Forms and until the KHSAA approves the player's eligibility pursuant to KHSAA Bylaw 6.** If the student has repeated any grade, the Admissions Officer will obtain the appropriate documentation and transcripts to provide to the Athletic Director. The Athletic Director will inform the coach that the student has complied with KHSAA eligibility transfer requirements prior to any athletic participation. Seniors who transfer will be ineligible unless they have a special waiver by the Athletic Director and Principal.

#### 4. Existing Students

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

Fall Sports – August 1

Winter Sports – November 1

Spring Sports – March 1

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

Pursuant to Bylaw 2, each year Lexington Catholic High School shall provide the Physical Form and Acknowledgement of Risk Form to all student athletes and their parents. Students must return their completed and signed forms to the coach before the student is eligible to tryout or practice. All new athletes must complete these forms before participating as well. Coaches must have copies of physicals in their possession at all times.

Lexington Catholic High School will review and ensure compliance with Bylaw 5's transcript review requirements and ensure compliance with Bylaw 3's age requirements.

### **Athletic Facilities Use**

Moderators of extracurricular activities are to supervise the use of the facilities after school by the students involved in these activities. The same, of course, applies to coaches in regard to the athletes in the gym section of the building and on the playing fields outside.

The school building will be locked at 5:00p.m. Students who have a reason to remain in the building on a particular day should check with the Dean ahead of time about remaining after 5:00p.m. and are not permitted under any circumstances to use the gym.

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

Casual use of the athletic facilities by non-students who are not in the Lexington Catholic High School feeder system shall be prohibited without prior approval from the Athletic Director. Excepted from this prohibition are the paid uses of facilities per contract or agreement or the use of facilities by community groups provided by Lexington Catholic High School with no intent whatsoever to induce those non-students to play athletics at Lexington Catholic High School, but to provide the facilities as charitable or community service.

### **Athletic Insurance**

All students participating in athletics must enroll in our student accident insurance policy. This policy covers the following situations: any injury during the try-out stage; payments for any out-of-pocket expense that your own insurance may not cover, such as your deductible; expenses for injuries resulting from participation in athletic activities incurred by students not covered by any kind of medical policy.

### **Athletic Training Services**

Lexington Catholic High School provides accident insurance coverage for all students and athletes. The coverage is written through CNA and K&K Insurance administers the claims.

The athletic insurance policy is a secondary policy. Your personal health insurance is the primary insurance and the claim is filled with CNA only after your primary has paid all that it will on the Claim.

The trainer will assist you in filing the claim form for CNA. You will be responsible for completing and returning any questionnaires, forms, bills, statements and explanation of benefits to CNA Lexington Catholic is not responsible for filing claims with CNA.

Lexington Clinic, Lexington Sports Medicine Center or St. Joseph Hospital will follow the usual procedures depending on the insurance company when filing with the primary insurance.

If you have any questions or concerns, please contact the trainer at Lexington Clinic's Sports Medicine Center (859-258-8534). You may wish to contact the insurance adjuster Ms. Bobby Land at (1-877-757-2581 toll free).

## **STUDENT AND ATHLETIC ACCIDENT INSURANCE FOR KSBA MEMBER SCHOOL DISTRICTS**

### **Local Kentucky Representation**

Bob Roberts, CLU, who has been in the insurance business in Richmond, Kentucky since 1971, serves as the state agent for the Kentucky School Board Association endorsed program. The number of schools with this comprehensive student accident and athletic coverage has grown to over 70 school districts in the past few years. Bob and his agency, R.J. Roberts, Inc., are committed to providing this blanket coverage for student and athletic accident insurance for the long-range benefit of the school systems. Bob Roberts, CLU, is also the agent for the catastrophe coverage in force through the KHSAA for all Kentucky school athletes.

### **Insurance Administrator**

K&K Insurance Group, Inc. located in Fort Wayne, Indiana has been providing insurance coverage to schools and school districts for more than ten years. They are the leader in athletic insurance services, providing coverage to more than 300 schools and school districts and fifteen state high school athletics authorities, including the KHSAA. As a Managing General Underwriter, K&K has the authority on behalf of A rated insurers to design programs, underwrite and bind coverage, issue policies, pay claims, and perform loss control and other risk management services.

### **Insurance Company**

The insurer of this program is Continental Casualty Company, one of the CNA Companies. Continental Casualty Company is rated A by A.M. Best and A+ (claims paying ability) by Standard and Poors.

## **Coverage Outline**

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

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

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

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

For Student Activities, if expenses exceed \$25,000 during the first year, an additional benefit of \$5,000,000 is available for expenses incurred during the lifetime of the insured person.

All benefits are secondary to benefits of other plans.

### **Accident Medical Benefits Exclusions and Limitations**

Covered Expenses will never include and no benefits will ever be payable for any charges which:

- a) exceed the reasonable and customary charge;
- b) are incurred for dental work unless the Insured Person sustains an injury which results in damage to his or her natural teeth;
- c) are incurred for services or supplies not specifically provided for in the policy;
- d) would not have been made in the absence of insurance or which the Insured Person is not legally obligated to pay;
- e) are incurred for cosmetic procedures, unless made Medically Necessary by an Injury;
- f) are incurred for eyeglasses, contact lenses or hearing aids or for any examination or fitting related to these devices, unless made Medically Necessary by an Injury;
- g) are incurred for care or treatment which is not Medically Necessary to the diagnosis or treatment of an Injury;
- h) are incurred for custodial care; except as stated under the policy's Home Health Care benefit;
- i) are incurred for experimental treatment or procedures, as described in the policy; or
- j) arise out of any of the occurrences listed above in the General Exclusions and Limitations.

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

Notwithstanding the foregoing, if one or more of the other coverages provides benefits on an excess insurance or an excess basis, then benefits should be paid first by the company or service plan whose policy or service contract has been in effect for the longer period of time at the date the loss occurs.

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

## SCHEDULES

### Regular Schedule

7:55 - 8:15 Homeroom  
8:20 - 9:05 Period 1  
9:10 - 9:55 Period 2  
10:00 -10:45 Period 3  
10:50 -11:40 Period 4  
11:45 -12:35 Period 5  
12:40 - 1:25 Period 6  
1:30 - 2:15 Period 7  
2:20 - 3:10 Period 8

### Short Assembly

7:55 - 8:15 Homeroom  
8:20 - 9:00 Period 1  
9:05 - 9:45 Period 2  
9:50 -10:30 Period 3  
10:35 -11:20 Period 4  
11:25 -12:10 Period 5  
12:15 -12:55 Period 6  
1:00 - 1:40 Period 7  
1:45 - 2:25 Period 8  
2:30 - 3:10 Assembly

### Long Assembly

7:55 - 8:15 Homeroom  
8:20 - 8:55 Period 1  
9:00 - 9:35 Period 2  
9:40 -10:15 Period 3  
10:20 -11:10 Period 4  
11:15 -12:05 Period 5  
12:10 -12:45 Period 6  
12:50 - 1:25 Period 7  
1:30 - 2:05 Period 8  
2:10 - 3:10 Assembly

### One Hour Delay

8:55 - 9:15 Homeroom  
9:20 - 9:55 Period 1  
10:00 - 10:35 Period 2  
10:40 - 11:15 Period 3  
11:20 - 12:10 Period 4  
12:15 - 1:05 Period 5  
1:10 - 1:45 Period 6  
1:50 - 2:25 Period 7  
2:30 - 3:10 Period 8

### Liturgy Schedule

7:55 - 8:05 Homeroom  
8:10 - 8:40 Period 1  
8:45 - 9:15 Period 2  
9:20 - 9:50 Period 3  
9:55 -11:35 Liturgy  
11:40 -12:30 Period 4  
12:35 - 1:25 Period 5  
1:30 - 2:00 Period 6  
2:05 - 2:35 Period 7  
2:40 - 3:10 Period 8

## **Highlighted Dates 2009-2010**

<b>August 13</b>	<b>Student Leadership Workshop</b>
<b>August 14</b>	<b>Student Photo Day</b>
<b>August 17 &amp; 18</b>	<b>Faculty In Service Days</b>
<b>August 19</b>	<b>New Student Orientation</b>
<b>August 20</b>	<b>First Day for All Students</b>
<b>September 2</b>	<b>Mini School Night for Parents</b>
<b>September 7</b>	<b>Labor Day – NO SCHOOL</b>
<b>September 25</b>	<b>End of First Grading Period</b>
<b>September 26</b>	<b>Hoagie Saturday</b>
<b>October 2</b>	<b>Diocesan In-Service Day – No Classes</b>
<b>October 13</b>	<b>Parent-Teacher Conferences 5:00-7:00pm</b>
<b>October 15 &amp; 16</b>	<b>Fall Break - No School</b>
<b>November 5</b>	<b>Open House</b>
<b>November 6</b>	<b>End of Second Grading Period</b>
<b>November 26 &amp; 27</b>	<b>Thanksgiving – NO SCHOOL</b>
<b>December 15-18</b>	<b>Semester Final Exams</b>
<b>January 4</b>	<b>First Day of School for Second Semester</b>
<b>January 16</b>	<b>Freshman Placement Exam</b>
<b>January 18</b>	<b>Martin Luther King Day – NO SCHOOL</b>
<b>February 5</b>	<b>Faculty In-Service Day- No Classes</b>
<b>February 6</b>	<b>MidKnight Stakes</b>
<b>February 12</b>	<b>End of Fourth Grading Period</b>
<b>February 15</b>	<b>Presidents’ Day – NO SCHOOL</b>
<b>March 28 – April 2</b>	<b>Spring Break – NO SCHOOL</b>
<b>April 9</b>	<b>End of Fifth Grading Period</b>
<b>May 3 – 14</b>	<b>AP Exams</b>
<b>May 17-19</b>	<b>Senior Final Exams</b>
<b>May 23</b>	<b>Baccalaureate &amp; Graduation</b>
<b>May 24 - 27</b>	<b>Semester Exams</b>
<b>May 28 &amp; June 1</b>	<b>Faculty In-Service Days</b>